

**8 July 2000**



**Personnel**

**FEDERAL RECOGNITION OF PROMOTION IN THE AIR NATIONAL GUARD OF  
THE UNITED STATES AND AS A RESERVE OF THE AIR FORCE BELOW THE  
GRADE OF GENERAL OFFICER**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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NGR(AF) 36-4, 1 February 1992, is supplemented as follows:

2-1. CA ANG units will follow processing procedures in Attachment 1, column 3, items 1-9, for mandatory promotion from second lieutenant to first lieutenant.

2-2. CA ANG units will follow processing procedures in Attachment 1, column 2, items 1-9, for mandatory promotions.

3-1. CA ANG units will follow processing procedures in Attachment 1, column 1, items 1-11, for position vacancy promotions.

3-1b. CA ANG units will follow processing procedures in Attachment 1, column 4, items 1-9 for position vacancy promotion in advance of Reserve Officer Personnel Management Act (ROPMA) promotion effective date.

4-7. Applicable formats in Attachment 2 will be used by CA ANG units to transmit promotion data.

DANIEL J. GIBSON  
Major General, CA ANG  
Commander

Attachments:

1. CA ANG Officer Promotion Processing Procedures
2. Automated Officer Promotion Request System Worksheet

CALIFORNIA AIR NATIONAL GUARD OFFICER  
PROMOTION PROCESSING PROCEDURES

|    | POSITION VACANCY   | MANDATORY (ROPMA)   | MANDATORY 2LT to 1LT   | POSITION VACANCY IN<br>ADVANCE OF ROPMA (Type 2)  |
|----|--|---|--|---|
| 1. | Unit Commander recommends promotion. Letter format, IAW NGR(AF) 36-4, Atch 5. (Omit attachments).  | Unit Commander recommends promotion. Letter format IAW NGR (AF) 36-4, Atch 5. (Omit attachments).   | Unit Commander recommends promotion. Letter format, IAW NGR(AF) 36-4, Atch 5. (Omit attachments).  | Unit Commander recommends promotion. Letter format, IAW NGR(AF) 36-4, Atch 5. (Omit attachments).   |
| 2. | MPF/GSU verifies eligibility.  | MPF or GSU verifies eligibility.  | MPF or GSU verifies eligibility.   | MPF or GSU verifies eligibility.  |
| 3. | Wing or Group Commander approves promotion, adding indorsement, IAW NGR(AF) 36-4, Atch 5, Appendix 1.  | Wing or Goup Commander approves promotion, adding indorsement, IAW NGR(AF)36-4, Atch 5, Appendix 1.   | Wing or Group Commander approves promotion, adding indorsement, IAW NGR(AF) 36-4, Atch 5, Appendix 1.  | Wing or Group Commander approves promotion, adding indorsement, IAW NGR(AF) 36-4, Atch 5, Appendix 1.   |
| 4. | MPF/GSU forwards promotion request thru appropriate channels to HQ CA ANG/DP <b>at least 30 days</b> prior to requested effective date.  | MPF/GSU forwards promotion request thru appropriate channels to HQ CA ANG/DP <b>at least 30 days</b> prior to requested effective date.   | MPF/GSU forwards promotion request thru appropriate channels to HQ CA ANG/DP <b>at least 30 days</b> prior to requested effective date.  | MPF/GSU forwards promotion request thru appropriate channels to HQ CA ANG/DP <b>at least 30 days</b> prior to requested effective date.   |
| 5. | HQ CA ANG/DP verifies eligibility, grants approval, prepares a State promotion order, and indorses back to MPF or GSU directing a Federal Recognition Board be conducted.  | HQ CA ANG/DP verifies eligibility, grants approval, prepares and distributes State promotion order.   | HQ CA ANG/DP verifies eligibility, grants approval, prepares and distributes State promotion order.  | HQ CA ANG/DP verifies eligibility, grants approval, prepares and distributes State promotion order.   |
| 6. | <b>Within one week</b> after Federal Recognition Board, MPF or 162 CCG/DP completes formats A, B, (if required), C, D, E, F, and G. Send to HQ CA ANG/DP for processing. (The 162 CC/DP will complete formats for all 162nd units, and include User ID for supporting MPF. | <b>Within one week</b> of receipt of State promotion order, MPF or 162 CCG after Federal Recognition Board, MPF or 162 CCG/DP completes formats A, E, and G. Send to HQ CA ANG/DP for processing. (The 162 CC/DP will complete formats for all 162nd units, and include User ID for supporting MPF. | <b>Within one week</b> of receipt of State promotion order, MPF or 162 after Federal Recognition Board, MPF or 162 CCG/DP completes formats A, E, and G. Send to HQ CA ANG/DP for processing. (The 162 CCG/DP will complete formats for all 162nd units, and include User ID for supporting MPF. | <b>Within one week</b> of receipt of State promotion order, MPF or 162 after Federal Recognition Board, MPF or 162 CCG/DP completes formats A, B (if required), C, D, E, and G. Send to HQ CA ANG/DP for processing. (The 162 CCG/DP will complete formats for all 162nd units, and include User ID for supporting MPF. |

|     | <b>POSITION VACANCY<br/>(Type 3)</b>  | <b>MANDATORY (ROPMA)<br/>(Type 1)</b>   | <b>MANDATORY (2Lt to 1Lt)<br/>(Type 4)</b>  | <b>POSITION VACANCY IN<br/>ADVANCE OF ROPMA (Type 2)</b>   |
|-----|---|---|---|--|
| 7.  | <b>Within one week</b> after Federal Recognition Board, MPF or 162 CCG/DP forwards promotion request with NGB Form 89 (original and 1 copy) attached to HQ CA ANG/DP. | State receives and verifies message.  | State receives and verifies message.  | State receives and verifies message.   |
| 8.  | State receives and verifies message.  | ANG/DPFO receives message, verifies eligibility, approves, and publishes Federal recognition order. | ANG/DPFO receives message, verifies eligibility, approves, and publishes Federal recognition order. | ANG/DPFO receives message, verifies eligibility, approves, and publishes Federal recognition order.            |
| 9.  | ANG/DPFO receives message. Verifies eligibility, and approves. They update promotion in PDS and publish Federal recognition order.                                    | Upon receipt of Federal recognition order, HQ CA ANG/DP makes distribution.                         | Upon receipt of Federal recognition order, HQ CA ANG/DP makes distribution.                         | Upon receipt of Federal recognition order, HQ CA ANG/DP makes distribution of these and State promotion order. |
| 10. | HQ CA ANG/DP forwards a copy of NGB Fm 89 to ARPC/DJIC and retains original in State file with promotion request.   |   |   |  |
| 11. | Upon receipt of Federal recognition order from ANG/DPFO, HQ CA ANG/DP makes distribution of these and the State promotion order.                                      |   |   |  |

**NOTE:** MPFs and 162 CCG/DP will use electronic mail to transmit formatted messages to HQ CA ANG/DP, once reviewed by HQ CA ANG/DP it will then be forwarded to ANG/DPFO for Federal Recognition. (ANG/DPPSO - User ID 2INGBC9 and HQ CA ANG/DP, User ID 34206CA. The 162 CCG/DP will obtain User IDs from supporting MPF to transmit formats to those organizations for their information).

CALIFORNIA AIR NATIONAL GUARD

AUTOMATED OFFICER PROMOTION REQUEST SYSTEM WORKSHEET

TITLE: OFF PROM- \_\_\_\_\_ (i.e. LEE-A-B-C-D)  
(Last Name) (Format Letters)

**OFFICER PROMOTION FORMAT A**

NAME: \_\_\_\_\_ SSAN: \_\_\_\_\_ CURRENT GRADE: \_\_\_\_\_  
(Last, First, MI)

PROM TYPE: \_\_\_\_\_ (1 = ROPMA, 2 = Acel, 3 = Pos Vac, 4 = Mand 1LT)

ASSIGNMENT DATA - UNIT: \_\_\_\_\_ PAS: \_\_\_\_\_ DAFSC: \_\_\_\_\_

PAFSC: \_\_\_\_\_ UMD GRADE: \_\_\_\_\_ PCN: \_\_\_\_\_ CATEGORY: \_\_\_\_\_  
(line, prof/rated/nonrated)

(1, 2, 3) THIS IS/NOT AN AGR PROMOTION. (and if off is AGR) THE HUMAN RESOURCE OFFICE (HRO) HAS INDORSED PROMOTION RECOMMENDATION, INDICATING IT CAN BE ACCOMODATED BY MEMBER'S HRD POSITION AND IS WITHIN STATE AGR GRADE CEILINGS. HRO OFFICIAL SIGNING INDORSEMENT: \_\_\_\_\_  
(grade, name)

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**OFFICER PROMOTION FORMAT B (2,3)(only for prom to 0-4 and above)**

| CATEGORY MANNING: | AUTH  | ASGN  |
|-------------------|-------|-------|
| 06=               | _____ | _____ |
| 05=               | _____ | _____ |
| 04=               | _____ | _____ |

(When assigned exceeds authorized, explain entering the name, grade, SSAN, excess/overgrade codes, and expiration dates of the excess/overgrade officers affecting totals)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**OFFICER PROMOTION FORMAT C**

(2,3) ELIGIBILITY REVIEW - HIGHEST PME COMPLETED \_\_\_\_\_

TOTAL RETIREMENT POINTS, LAST TWO AF FM 526: (# for yr) \_\_\_\_\_ PTS  
CLOSING (date) \_\_\_\_\_ AND (# for yr) \_\_\_\_\_ PTS CLOSING (date) \_\_\_\_\_

TOTAL POINTS EARNED SINCE CLOSEOUT OF LAST AF FM 526 IS \_\_\_\_\_

OPR CLOSEOUT DATE \_\_\_\_\_ COMMENT READS "  
\_\_\_\_\_  
\_\_\_\_\_".

AND OPR CLOSEOUT DATE \_\_\_\_\_ COMMENT READS "  
\_\_\_\_\_  
\_\_\_\_\_".

**OFFICER PROMOTION FORMAT D**

(2,3) OFFICER IS/IS NOT FULLY QUALIFIED IN DUTY AFSC. IT IS AWARDED AS THE PAFSC/2AFSC/3AFSC.

(Explanation required if officer isn't fully qualified in DAFSC, describing what courses/training/experience requirements need to be completed and whether ANG/DPPSO has granted a waiver, IAW NGR(AF) 36-4, para 3-3f)

**OFFICER PROMOTION FORMAT E**

(1, 2, 3, 4) OFFICER MEETS REQUIREMENTS OF THE ANG PHYSICAL FITNESS AND WEIGHT CONTROL PROGRAM, IAW ANGI 40-502.

(2,3) OFFICER IS/IS NOT THE SOLE OCCUPANT OF THE POSITION TO WHICH ASSIGNED. POSITION GRADE IS/IS NOT EQUAL TO/HIGHER THAN THAT FOR WHICH PROMOTION IS RECOMMENDED.

(1,2,3,4) \_\_\_\_\_ IS UNIT CMDR SIGNING PROM REQUEST.  
(Grade, Name)

(1,2,3,4) \_\_\_\_\_ IS WG/GP CMDR APPROVING REQUEST.  
(Grade, Name)

(1,2,3,4) \_\_\_\_\_ IS TAG OFFICIAL WHO APPROVED PROM.  
(Grade, Name)

**OFFICER PROMOTION FORMAT F**

THE FEDERAL RECOGNITION BOARD WAS HELD (date) \_\_\_\_\_. THE BOARD MEMBERS WERE (grade, name) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_. THE BOARD MEMBERS WERE VERIFIED ON FED RECOGNITION BOARD ORDER M-\_\_\_\_\_, DTD \_\_\_\_\_, HQ CA ANG. IAW NGR(AF)36-3. THE BOARD MEMBER FROM SAME COMPETITIVE CATEGORY AS PROMOTEE IS (grade, name) \_\_\_\_\_.

(If no officer from same competitive category served on board)

NO OFFICER FROM SAME COMPETITIVE CATEGORY AS PROMOTEE WAS AVAILABLE TO SERVE ON THE BOARD. A WAIVER WAS GRANTED BY TAG, IAW NGR(AF) 36-3 ON (date) \_\_\_\_\_.

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**OFFICER PROMOTION FORMAT G**

((1,2,3,4) CA ANG SO AD-\_\_\_\_\_, DTD \_\_\_\_\_, PROMOTED THIS OFFICER TO THE GRADE OF \_\_\_\_\_, EFFECTIVE \_\_\_\_\_.

\_\_\_\_\_ IS TAG OFFICIAL SENDING THIS REQUEST.

(Grade, Name)

**TIPS ON USING THIS WORKSHEET**

1. The numbers enclosed in parenthesis indicate the type of officer promotion requiring that particular format or statement.

- 1 = ROPMA, mandatory promotion
- 2 = ACEL, position vacancy promotion prior to ROPMA
- 3 = POSN VAC, position vacancy promotion
- 4 = MAND 1LT, mandatory promotion to 1LT after 3 years.

2. Also enclosed in parenthesis are cues for info to enter on a given line. Cues appear in lower case letters. Example: (date).

3. If you have any questions, either contact an experienced counterpart or call HQ CA ANG/DP at DSN 466-3570.

