



Personnel

PROMOTION BOARD PROCEDURES

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This instruction establishes Promotion Board procedures for interviewing and selecting enlisted personnel for promotion to E-5 through E-9. This instruction is effected by the Privacy Act of 1974. 107ACS Form 1, Promotion Request required by the regulation is subject to the Privacy Act.

References: AZANG INSTRUCTION 36-2502, ANGI 36-2502

Chapter 1

PROMOTION BOARD

1.1. Responsibilities. It is the responsibility of each member serving on the Promotion Board to be familiar with and follow the procedures as outlined in this instruction.

Chapter 2

PROMOTION

Section 2A – Promotion Board Actions

2.1. Procedures. The following will govern the actions of the Promotion Board:

2.1.1. Convening. The Promotion Board will convene at the direction of the Commander through the First Sergeant.

2.1.2. Appointment. The NCO Promotion Board President will be an E-9, appointed by Verbal Order of the Commander (VOCO) to the First Sergeant. The First Sergeant will appoint the other two board members of rank equal to or greater than the grade to which the candidate is being promoted. The First Sergeant will ensure that no conflicts exist between board members and the nominee to be interviewed.

2.1.3. The Promotion Board will be conducted in a formal setting. The uniform for board members and nominees will be the Service Dress to include all Federal and State ribbons.

2.1.4. The Board Members and nominees will comply with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, and ANGI 40-502, The Weight and Body Fat Management Program. All nominees will be weighed prior to meeting Promotion Board.

2.1.5. The Board will interview the nominee and make their selection based on the interview score. Nominees competing for Deserving Airman Promotions will be scored and selected based on both the interview score and scores from the Promotion Criteria.

2.1.6. Board Members will rate the nominee. The nominee will be scored on oral expression, dress and appearance, military bearing, content and leadership potential (**see Attachment 1, Promotion Board Interview**). The final score is determined by averaging all three Board Members' scores. **Minimum Board score required for promotion is 65 points.** The First Sergeant will total the score from the interview and the additional points from the Promotion Criteria to determine the final score for selection of competitive promotion.

2.2. Promotion Criteria. Promotion criteria is outlined in ANG INSTRUCTION 36-2502, with the following additions:

2.2.1. All nominees must be in compliance in the following areas:

Government Travel Card – Member is not in arrears in payments on the government travel card, and has not been in arrears nor had an incident of misuse within the 12 months preceding the promotion request.

Weight and Body Fat Management Program – Member is not over-weight, over-fat, or on the WBFMP. If the member is on the program, they must have been making satisfactory progress for the three months preceding the promotion request.

Fitness – Member must have successfully completed the walk-run event for the current fiscal year (FY). If the walk-run has not yet been scheduled for the current FY, member must have successfully completed the event for the previous FY.

2.3. All nominees will complete a Promotion Package (**Attachment 2**). The purpose of this package is to assist the Promotion Board in the selection process in the event that more than one nominee is competing for limited promotions. The Promotion Package will be forwarded with the request for promotion to the First Sergeant.

2.4. Promotion Package. Each nominee will complete a one-page biography and forward it to their supervisor as part of the promotion package. The biography should contain the individual's military and civilian history, community involvement, interests and hobbies, and family life. The military history portion must cover positions held, dates of rank, awards and decorations, and any other military accomplishments. The civilian history must cover the individual's civilian positions and education including all (if any) degrees and schools attended. Biographies will be rated by the Board for content as well as the member's writing ability. Give the person who reads it an idea of who you are.

2.5. The promotion package will include copies of college degrees and/or college credits, and copies of certificates from any military or civilian courses taken regarding leadership skills, management, and supervision.

Section 2B – Conducting the Promotion Board

2.6. Board Procedures. The nominee will report to the Board President in the prescribed manner.

2.6.1. The Board President will direct the candidate to be seated and will introduce all Board members to the candidate.

2.6.2. All Board members will question the candidate as outlined in Attachment 1 to ANGI 36-2502 (**see Attachment 2**). At the conclusion of the interview, the board members will sign their scoring sheets (**Attachment 1**) and indicate their subjective selection eligibility.

2.6.3. Upon completion of the interview proceedings, the Board President will complete the 107ACS Form 1 (Attachment 3) and brief the First Sergeant on the Board's findings and recommendation. The First Sergeant will then brief the Commander on the Promotion Board's recommendations.

2.6.4. The First Sergeant will notify the nominee as to the Commander's decision for promotion to E-5 or E-6 or recommendation for promotion to E-7 to E-9. The First Sergeant will inform the nominee, the nominee's supervisor and directorate as to the time and place the promotion ceremony will take place.

2.6.5. The Adjutant General for Arizona retains authority for final approval of all promotions to grades E-7 through E-9.

SUSAN L. WEHRLE, Lt Col, AZANG
Commander

3 Attachments

Promotion Board Interview

Promotion Criteria

107ACSI Form 36-2502 (Promotion Request)

Attachment 1

PROMOTION BOARD INTERVIEW

NAME: _____ DATE: _____

INTERVIEW SCORE: _____ BOARD AVERAGE SCORE: _____

BOARD MEMBER'S NAME: _____

RECOMMEND PROMOTION TO GRADE: SSgt TSgt MSgt SMSgt CMSgt
(Circle Applicable Grade)

PROMOTION BOARD INSTRUCTIONS

- I. **APPEARANCE:** The Board Members and nominees will comply with AFI 36-2903 and ANGI 36-2502.
- II. **SCORING:** The minimum average score required for promotion is 65 points, which is derived from the questions asked and military bearing, dress and appearance, and leadership potential.
- III. **QUESTIONS:** The Board will ask a total of ten questions, either from the sample ones listed below or additional questions by Board Members. The President of the board asks a total of four questions. The President always asks question number one and three other questions. The other Board Members will each ask three questions. A numerical rating of 1 through 5 (1 being poor, 5 being outstanding) will be given for each answer.

(Note: The rating will assess the individual's oral expression as well as content)

| 1. GENERAL QUESTIONS FOR ALL GRADES: | SCORE |
|--|--------------|
| a. Please give the Board a brief overview of your military career. (ALWAYS ASKED BY THE BOARD PRESIDENT) | _____ |
| b. Describe your future plans in the Air National Guard. | _____ |
| c. Explain the purpose of Professional Military Education (PME) and how PME has benefited you. | _____ |
| d. What are your strengths? Do you feel you have any weaknesses and if so, what steps are you taking to correct them? | _____ |
| e. What possible future changes do you foresee having an impact on the Air National Guard, and what remedies would you suggest? | _____ |
| f. The Air Force core values are much more than minimum standards. They remind us of what it takes to get the mission done. They inspire us to do our very best at all times. They are the common bond among all comrades in arms, and they are the glue that unifies the force and ties us to the great warriors and public servants of the past. What are the AF core values and what do they mean to you? | _____ |
| g. What are the three tiers of the enlisted force structure? Would you explain some of the differences in the responsibilities between the tiers? | _____ |
| h. If you had a question as to the proper placement of the ribbon bar or a specialty badge | |

on a particular uniform, to which Air Force publication would you refer to? _____

i. Describe a situation or event dealing with a co-worker (civilian or military), that you found very frustrating and tell us how you handled it. What did you learn from this incident? _____

j. How is goal setting important to you, both personally and professionally? What specific goals have you set for yourself in the ANG? _____

2. QUESTIONS FOR STAFF SERGEANT AND TECHNICAL SERGEANT:

a. What experience do you have in training others, and what tools have you used under the Enlisted Specialty Training Program? _____

b. What do you feel are important traits and experience for a SSgt or TSgt to have, and in what way do you meet these standards? _____

c. If one of your co-workers exhibits strange or unusual behavior, or has confided in you that they have family or financial problems, what would you do about it? _____

d. What improvements or recommendations for improvement have you made within your workcenter, section, or squadron? _____

e. In what way(s) do you feel you are more qualified than your contemporaries for this promotion? _____

f. What are you doing to improve yourself professionally and academically? _____

g. You are friends with a disgruntled person (poor attitude) who's up for Reenlistment. Do you encourage them to stay in, and if so, how? _____

h. Do you think Drill Status Members should be given performance evaluations? Why? _____

3. QUESTIONS FOR MASTER SERGEANT:

a. What experience do you have in training others, and what tools have you used under the Enlisted Specialty Training Program? _____

b. In the military you hear a lot about leadership. In your own words, how do you define leadership? Can you tell us what are some of the leadership responsibilities of all Senior NCOs? _____

c. What type of things do you do to promote better customer service and customer relations with other sections at our squadron? _____

d. Briefly describe any contributions you have made to the unit that demonstrate your ability and potential to be a good leader. _____

e. What is your opinion of the Squadron's communication processes both up and down the chain of command? _____

f. You're the supervisor and one of your subordinates is a single parent. You're having an exercise and this individual is an integral part of this exercise but the individual called saying they can't come in because they can't find child care. What would you do? _____

g. What would your course of action be if you received conflicting directives by _____

management? _____

h. Now that you are entering the Senior Noncommissioned Officer ranks, you are expected to develop and demonstrate leadership. One way to develop leadership is by participating in unit functions and another way is through membership in various groups or clubs. What groups and/or clubs do you currently belong to and participate in? _____

4. QUESTIONS FOR SENIOR MASTER SERGEANT:

a. What experience do you have in training others, and what tools have you used under the Enlisted Specialty Training Program? _____

b. What organizations do you belong to and how do you feel that you benefit from your affiliation? _____

c. What have you done to develop teamwork and quality concepts in your Section, and how have your efforts improved service to your customers? _____

d. What do your co-workers and subordinates feel about you being promoted? _____

e. What policy or procedure would you like to see changed or implemented that would be of benefit to your Squadron? _____

f. What do you do that you consider to be "Leadership by Example?" _____

g. You have a 5 person section. Your section is scheduled to go on an overseas deployment within 3 weeks. It's a crucial deployment, and will require working 24-hour shifts. Four of the five people in your section been tasked. Two of your people call and tell you that their civilian employer will not let them go. What are you going to do? _____

h. What is your opinion of the Weight and Body Fat Management Program and how it is enforced in our Squadron? _____

5. QUESTIONS FOR CHIEF MASTER SERGEANT:

a. What is the difference between an E-9 and a Chief? _____

b. Please give examples of where you played a key role in changes to Squadron policies, procedures, or practices. _____

c. What section or function on base can we do without? _____

d. In what ways have you represented the 107th or the Arizona Air National Guard on a National level? _____

e. If we moved you from your career field to an entirely unfamiliar one, what is the first thing you would do? _____

f. If you were directed to make a mandatory reduction in the number of your Personnel, how would you see that the work still got done? _____

g. Without naming names, tell us of a circumstance where you came to the aid of a subordinate. What did you do and in what way did you help the situation? _____

h. Without naming names, tell us about the most difficult disciplinary action you had to perform on a subordinate. _____

i. What talents will you bring to the Chiefs' Council?

6. CONCLUSION:

a. Military Bearing (10 points maximum)

b. Dress and Appearance (10 points maximum)

c. Leadership Potential (10 points maximum)

Board President SCORE _____

Board Member SCORE _____

Board Member SCORE _____

Board Average Score _____

Criteria Score _____

TOTAL SCORE _____

_____ This individual is highly qualified for promotion.

_____ This individual is suitable to be promoted.

_____ I do not recommend this individual for promotion.

Board Member

Attachment 2**PROMOTION CRITERIA**

Experience in Primary AFSC: 2 points per year 20 pts max _____

Time in Service: 1 point per year 20 pts max _____

Time in Grade: 1 point per year 10 pts max _____

Education: 20 pts max _____

| <u>College</u> | | <u>PME</u> | | <u>Leadership/Management Courses</u> |
|-----------------------|--------|-------------------|----------|---|
| Masters Degree | 10 pts | SRNCO course | 5 pts | 2 pts per course military or civilian that is in leadership skills, management, or supervision. Certificates need to be provided by the nominee |
| Bachelors Degree | 9 pts | NCO course | 3 pts | |
| Associates Degree | 7 pts | ALS course | 2 pts | |
| College credit | 3 pts | In-Residence | 1 pt per | |

Awards and Decorations: 20 pts max _____

| | |
|---|-------|
| Meritorious Service and above | 5 pts |
| AF Commendation or other Service equivalent | 4 pts |
| AF Achievement or other Service equivalent | 2 pts |
| AZ Distinguished Service | 1 pt |
| AZ Meritorious Service | 1 pt |
| Squadron Airman/NCO of the Quarter | 1 pt |
| Squadron Airman/NCO/SRNCO of the Year | 3 pts |

Promotion Recommendation: (will not count for points)

The supervisor will describe how, when, and where the nominee demonstrated the qualities and abilities that merit promotion. The desirable qualities are excellence in duty performance, involvement in organizing and developing squadron activities and community service, and willingness to perform additional duties.

Biography: 15 pts max _____

Describe military and civilian work history, community involvement, interests, hobbies, and family life. The military history portion must cover positions held, dates of rank, awards and decorations, and any other military accomplishments. The civilian history must cover individual's civilian positions and education, including all (if any) degrees and schools attended. Give the person that reads it an idea of who you are.

Attachment 3

SAMPLE PROMOTION REQUEST

| <h1>PROMOTION REQUEST</h1> | | | |
|---|----------------------|---|-----------------------------|
| 1. NAME (LAST, FIRST, MIDDLE) | 2. GRADE | 3. SOCIAL SECURITY NUMBER | |
| 4. ORGANIZATION AND LOCATION | 5. PROMOTED TO GRADE | 6. AGR YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| 7. IS INDIVIDUAL IN COMPLIANCE WITH WEIGHT/BODYFAT STANDARDS AS OUTLINED IN ANGI 40-502 | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 8. NARRATIVE: | | | |
| | | | |

| | | | | | | | |
|--|-----------------------------------|---|-----------|------------|----------|--|--|
| <h1>UNIT</h1> | | | | | | | |
| 9. AUTH GRADE | 10. PAFSC | 11. DAFSC | 12. 2AFSC | | | | |
| 13. ATTENDANCE % | 14. YEARS OF SATISFACTORY SERVICE | 15. DOR | | | | | |
| 16. SUPERVISOR (NAME, GRADE, TITLE) | | 17. SIGNATURE | | | | | |
| 18. OIC (NAME, GRADE, TITLE) | 19. SIGNATURE | | 20. DATE | | | | |
| <h1>MPF</h1> (FOR E-7 TO OFFICERS ONLY) | | | | | | | |
| 21. <input type="checkbox"/> ELIGIBLE <input type="checkbox"/> NOT ELIGIBLE | | 22. UNIT MANNING GRADE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;">AUTHORIZED</td> <td style="width: 50%; text-align: center; padding: 2px;">ASSIGNED</td> </tr> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> </tr> </table> | | AUTHORIZED | ASSIGNED | | |
| AUTHORIZED | ASSIGNED | | | | | | |
| | | | | | | | |
| 23. REASON (If not eligible) | | | | | | | |
| 24. NAME, GRADE, TITLE | 25. SIGNATURE | | 26. DATE | | | | |
| 27. APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> | 28. REMARKS (If Disapproved) | | | | | | |
| 29. BOARD PRESIDENT (Name & Grade) | 30. SIGNATURE | | 31. DATE | | | | |
| 32. COMMANDER (Name, Grade) | 33. SIGNATURE | | 34. DATE | | | | |