MEMORANDUM FOR ALL MPFs MPFM: 05-52

 7 December 2005

FROM: HQ AFPC/DPP

 550 C Street West, Suite 4

#  Randolph AFB TX 78150-4706

SUBJECT: Enlisted Promotion Program Fact Sheet - Staff Sergeant through Master Sergeant,

 Cycles 06E5, 06E6, and 06E7

 MPF action offices for this memo are the Career Enhancement and Customer Service Elements. For Information Management: Ensure a copy of the attached fact sheet is sent to all Commander Support Staffs (CSS) and assigned Command Chief Master Sergeants.

 This memorandum supersedes MPFM 04-47, dated 18 Nov 04. This fact sheet is designed as an individual handout and is furnished as part of a continuing effort to inform eligible individuals to grades Staff Sergeant through Master Sergeant about the Weighted Airman Promotion System (WAPS). **Provide an electronic copy of the fact sheet to all 06E7, 06E6, and 06E5 eligibles.** Sections of the fact sheet may be extracted for publication in base newspapers and bulletins. Recommend you make widest possible dissemination of this information, using all available means. This fact sheet is also available on the HQ AFPC website at www.afpc.randolph.af.mil/eprom.

 Point of contact for cycles 06E5/6/7 is HQ AFPC/ DPPPWM, DSN 665-2107.

 FOR THE COMMANDER

 //SIGNED//

 STEVEN F. MAURMANN, Colonel, USAF

 Director, Personnel Program Management

Attachment:

Enlisted Promotion Program Fact Sheet

**ENLISTED PROMOTION PROGRAM FACT SHEET**

**STAFF SERGEANT THROUGH MASTER SERGEANT**

**PROMOTION CYCLES 06E5, 06E6, AND 06E7**

**INTRODUCTION**: Selections for Technical Sergeant (TSgt), cycle 06E6, and Master Sergeant (MSgt), cycle 06E7, are tentatively scheduled to be released mid June 2006, and selections to Staff Sergeant (SSgt), cycle 06E5, are tentatively scheduled to be released mid August 2006. The following information explains how the promotion program operates. We want to ensure you receive timely, accurate consideration. We also want you to understand the program so you can do everything within your power to assist us in achieving this goal.

Individuals selected for promotion to TSgt or MSgt will be promoted during the period 1 August 2006 through 1 July 2007. The promotion eligibility cutoff date (PECD) for promotion cycles 06E6 and 06E7 is 31 December 2005. The PECD for the 06E5 promotion cycle is 31 March 2006. Individuals selected for promotion to SSgt will be promoted during the period 1 September 2006 through 1 August 2007. Enlisted Performance Reports (EPRs), decorations, and AFSC data must closeout/be effective on or before the PECD. The following table is included for easy reference:

**Promotion Testing Eligibility Criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cycle |  DOR/TIG Required | TAFMSD/TIS Required |  PAFSCSKL LVLRequired |  Promotion EligibilityCutoff Date (PECD) |  Testing  Cycle |  Promotion Months |
|  06E7 |  1 Jul 04 24 Months |  1 Jul 99 8 Years | 7 skill lvl |   31 Dec 05 | 15 Feb – 31Mar 06 | Aug 06 - Jul 07 |
| 06E6 |  1 Aug 04 23 Months  |  1 Jul 02 5 Years | 5 skill lvl |  31 Dec 05 | 15 Feb –31 Mar 06 | Aug 06 - Jul 07 |
|  06E5 |  1 Feb 06 6 Months  |  1 Aug 04 3 Years | 5 skill lvl |  31 Mar 06 | 1 May –31 May 06 | Sep 06 - Aug 07 |

**NOTE**: All individuals departing TDY during any testing cycle will be tested before they leave IAW AFI 36-2605, *Air Force Military Personnel Testing System*, Para A9.10. Members returning from non-contingency TDYs before the end of a testing cycle will be tested during the cycle. This is not an individual choice, and expanding the normal cycle in order to test prior to TDY departure does not require concurrence of the member. Members who decline testing when given the opportunity to test become ineligible for promotion for the remainder of the cycle.

Individuals with high year tenure (HYT) to be effective on or before July 2006 (06E6/06E7 cycles), August 2006 (06E5 cycle), or who fall into one of the categories listed in AFI 36-2502, *Airman Promotion Program*, Table 1.1, are ineligible for promotion. Receipt of approval to withdraw a PCS declination statement **DOES NOT** make you eligible for promotion consideration *unless* AFPC approves the withdrawal or change prior to the PECD of 31 Dec 05 for cycles E6/7 and 31 Mar 06 for E5.

**PROMOTION ELIGIBILITY FOR ENLISTED RECALLED TO ACTIVE DUTY (AD) ON EAD**: Air Force Guardsmen and Reservists who are Service Component “R” (Regular), “V” (Reserve), or “G” (Guard) and Functional category “A” (Permanent Party) or “J” (Reserve Force Authorization) on active duty (AD) are counted in the AD end strength and fall under WAPS for promotion consideration. They must meet AD promotion requirements in order to be considered for promotion and are required to receive annual EPRs. They are treated as any other AD individual. These individuals are not Guardsmen or Reservists who fill statutory tour positions.

**PROMOTION OPPORTUNITY**: The enlisted promotion selection program has always been extremely competitive, and this cycle will be no exception. HQ USAF determines how many members can be promoted in each cycle based on end strength, vacancies, and fiscal constraints. Therefore, the number of members selected for promotion may be relatively small, and competition for the limited quotas is tough.

**YOUR RESPONSIBILITIES**: **The importance of your personal involvement cannot be overemphasized. It is up to you to ensure (1) you have been properly identified as eligible; (2) you know when you test, obtain the current study reference materials, study, and meet the testing schedule; and (3) most importantly, the data on your data verification record (DVR) is accurate.**

All study references used to support SKT development are listed in the Weighted Airman Promotion System (WAPS) Catalog. The WAPS Catalog is revised annually, published on

1 Aug, and available on the AFPC web page at [www.afpc.randolph.af.mil/testing](http://www.afpc.randolph.af.mil/testing). Individuals should be prepared to test on the first day of the testing cycle.

**NO SHOW FOR TESTING:** Reasons such as oversleeping, marking the wrong date or time on the calendar, reporting to the wrong building or room, forgetting your test date, failure to show in military uniform, failure to bring your military identification card, or simply being late are not valid reasons for missing a test date and do not warrant rescheduling. Remember, the testing room closes at the starting time on your testing RIP and you will not be allowed to enter. Ensure you arrive on time.

**DATA VERIFICATION RECORD (DVR)**: All eligibles should receive a DVR approximately one month before the PECD. This is the most important tool provided for your use in ensuring the information on your promotion record is complete and accurate. The DVR displays information used to calculate your weighted promotion factors (see table on page 3). **All data on your DVR is important.**

Personnel being considered for promotion compete for promotion in their CAFSC held as of the PECD. If SKT exempt, personnel will compete for promotion in one of two promotion AFSCs, one for non-chronic critical skills (00XXX) and another for chronic critical skills (00XXXX). When there is not an SKT for the specialty, then all airmen in that AFSC compete for promotion together, regardless of their training status (i.e., retraining, prior service, etc.).

EPRs covering the last 5 years (maximum of 10 reports) are used to compute the EPR time-weighted factor score. All eligibles are required to have an EPR that closes out within 5 years of the PECD on file to compete for promotion. If you do not have an EPR on file, you cannot be considered for promotion until your next projected EPR closes out or until a directed by HAF EPR is completed for promotion consideration. At that time, you will be considered supplementally.

|  |
| --- |
| **Calculating Points and Factors for Promotion** |

|  |  |
| --- | --- |
| If the factor is | then the maximum score is |
| PFE | 100 points. PFE score is doubled if testing PFE only. (See note)  |
| SKT | 100 points. (See note) |
| EPR Score | 135 points. (See attachment 2 to calculate EPR/APR points) |
| Decorations/Awards | 25 points. Assign the point value based on the decoration’s order of precedence. (See attachment 3 for decoration point values) |
| Time-in-Grade (TIG) | 60 points. Credit one-half point for each month in current grade, based on DOR, up to 10 years, computed as of the first day of the last month of the promotion cycle. (See attachment 4 to compute TIG) (See note) |
| Time-in-Service (TIS) | 40 points. Credit two points for each year of TAFMS, up to20 years, computed as of the last day of the last month of the promotion cycle. (See attachment 4 to compute TIS) (See note) |

**Notes:** Cut off scores after the second decimal place. Do not use the third decimal place to round up or down. Computation of points for TIG and TIS: Count 15 days or more as 1 month and drop periods of less than 15 days.

**IT IS YOUR RESPONSIBILITY TO VERIFY ALL DATA ON YOUR DVR IS CORRECT**. Along with reviewing the DVR, you should review your Unit Personnel Record Group (UPRG) to ensure data is correct and all appropriate documents are filed accordingly. Use attachment 5, Instruction Sheet for Review of Data Verification Record (DVR). If you detect an error on your DVR, contact the appropriate MPF work center for assistance. The MPF will update MilPDS with the correct information. Each change automatically generate a new DVR in VMPF. Retrieval of the updated DVR is your assurance that the change has been made. **Ensure you retrieve the new DVR--don't wait until after selections are made to tell the MPF your update(s) weren’t made on your DVR**. When you get the new DVR, be sure to check all items again for accuracy. Additionally, you may retrieve a DVR before selects are made by visiting the Virtual MPF (VMPF).

**WEIGHABLE VERSUS NONWEIGHABLE RECORDS:** In order to compete for promotion you have to be eligible and your record must be weighable. Your DVR will tell you whether or not your promotion record is weighable or nonweighable. A weighable record means all the weighted factor data elements (EPRs, Decs, PFE, SKT, TIG, TIS) are present and you will receive promotion consideration during the original select run. A nonweighable record means one or more weighted factors are missing from your promotion file. You cannot receive promotion consideration until your record becomes weighable. If after the original select run, a nonweighable record becomes weighable, then the member receives promotion consideration through our in-system supplemental promotion process. Our goal is to get as many records as we can into a weighable status prior to running a promotion list. We want to ensure the select list mirrors as closely as possible, a select list where 100% of the eligibles are weighable.

**SUPPLEMENTAL PROMOTION ACTIONS**: If you review your DVR carefully and take prompt action to correct any error, you won't have to worry about supplemental consideration. You should do all you can to eliminate the need for supplemental consideration. In case of data errors or omissions, you may possibly be granted supplemental promotion consideration. However, you will ***not*** be granted consideration if the error or omission appeared on your data verification brief and you did not take appropriate **corrective and follow-up** action before the selection date **(follow-up action is defined as retrieving a new DVR from VMPF with the correct information)**. As soon as you receive your score notice and determine that data was incorrect or omitted, go to the MPF and initiate a request for supplemental consideration. If you have any doubt about the contents of your DVR, don't hesitate to seek assistance from your servicing MPF and eliminate the need for supplemental consideration.

**RETRAINEES AFFECTED BY HURRICANE KATRINA:** This applies to those members who were in retraining status and were attending a tech school that was terminated due to the hurricane. If the member was returned to perform duties in their previous CAFSC, the CAFSC should be updated as such and the member will be WAPS tested in the original CAFSC. The DIERT date needs to be removed as it no longer applies. The member’s CAFSC information, DIERT date, and promotion information should be restored to the ‘pre-retraining’ information. MPF employments, promotions, and base training office should coordinate to ensure the member’s record is updated to reflect their previous AFSC.

**ADDITIONAL INFORMATION**: If you have any questions regarding the enlisted promotion process, ask personnel at the MPF, Career Enhancement Element, for the answers. **YOUR involvement will ensure you are given fair and equitable consideration.**

Attachments:

1. Frequently Asked Questions

2. EPR Computation Worksheet

3. Decoration/Award Values

4. Time-in-Grade and Time-in-Service Computation Worksheet

5. Instruction Sheet for Review of Data Verification Record (DVR)

**FREQUENTLY ASKED QUESTIONS:**

Q: WHAT IF I AM DEPLOYED DURING THE TESTING WINDOW?

**A:** Every effort will be made to test individuals prior to their departure. If this cannot be arranged, then the member will be tested upon their return. If the individual believes they are ready, they have the opportunity to test immediately upon their return and possibly be considered with the initial promotion release. If the member feels they are not ready to test, they are authorized to receive additional study time. In this case, the member will most likely be supplementally considered in the months following the initial release. Check with your CSS or MPF for further information.

**Q: AM I ELIGIBLE TO TEST FOR SSGT IF I DON’T POSSESS A 5 SKILL LEVEL?**

**A:** Individuals who do not possess a 5 skill level in their primary AFSC (PAFSC) are ineligible to test until awarded a 5 level and the effective date is on or before the promotion cutoff date or if the commander authorizes a PAFSC skill level waiver. Waivers are only authorized for reasons listed in AFI 36-2502, Table 2.3. **As a reminder, a skill level waiver does not constitute SKT exemption.**  **Skill level waivers and SKT exemptions are two completely different actions**. If you are approved for a skill level waiver you will be required to test PFE and SKT.

**Q: I RECENTLY RETRAINED BUT DIDN’T START MY CLASS UNTIL AFTER THE CUTOFF DATE. WILL I TEST PFE ONLY?**

**A:** The key here is the date you departed for school. Everyone competes for promotion in his or her Control AFSC (CAFSC). The effective date of change of your CAFSC for retraining through a formal school is the date departed PCS, PCA, TDY enroute, TDY or date assigned duty, if there isn’t a PCS or PCA. If you depart prior to the PECD for the cycle you’re eligible for, you will test PFE only with the option of taking the SKT in your new AFSC (if one is available). If you departed after the PECD, you will compete in your previous CAFSC.

**Q: WHO IS RESPONSIBLE FOR MAKING SURE THAT MY STUDY REFERENCES ARE CORRECT?**

**A:** You are! Not your unit WAPS monitor and not the MPF training or testing office. If you study obsolete or incorrect material and then do poorly on your SKT you will not be authorized to test again. It’s your responsibility to **personally** check the **current** edition of the WAPS Catalog. This publication is available on the web at www.afpc.randolph.af.mil/testing.

ATCH 1 (1 of 8)

**Q: WHO DO I COMPETE AGAINST IF I’M TESTING PFE ONLY?**

**A:** If you are a retrainee and your new AFSC has an SKT, you’ll compete against all other individuals who do not have to take the SKT in their CAFSC and will be considered in promotion AFSC 00XXX or 00XXXX (for chronic critical career fields). If you are a retrainee but your new AFSC does not have an SKT, you’ll compete against the eligibles in your new AFSC. If your new career field has an SKT, you may elect to take the SKT. However, the decision must be made prior to testing and cannot be changed once you are administered the tests. The SKT that you will be administered will be the SKT in your new career field.

Q: CAN I TEST PFE ONLY IF I WORK IN A DIFFERENT AFSC THAN MY CONTROL AFSC (CAFSC)?

**A:** No, all airmen compete for promotion in their CAFSC held as of the PECD. Personnel are only authorized to be used out of their CAFSC for up to 130 days in a 12-month period. If you are working in a different AFSC, commonly known as duty out of control, you are still required to test in your CAFSC.

Q: WHAT IF I ARRIVE TO THE TESTING FACILITY LATE OR DON’T SHOW UP AT ALL?

**A:** Unfortunately you will need to report to your commander and explain why you should be rescheduled and not declared ineligible for that cycle.

Some unfortunate reasons that **might** be excusable are:

* Serious documented accident/illness/injury to you or an immediate family member
* Your car was stolen the morning you were to test and you can provide a police report to prove it

Some unfortunate reasons that are **not** excusable are:

* You wrote the wrong date on your calendar
* You were in a traffic jam on the way to the testing facility
* You overslept
* You reported to the wrong building
* A train held you up and kept you from showing up on time

 ATCH 1 (2 of 8)

**Q: WHAT IS A WAPS TEST COMPROMISE?**

A: AFI 36-2605, *Air Force Military Personnel Testing System*, lists what constitutes a test compromise. The following are some of the general rules listed in this instruction that may serve as a basis for punitive or administrative actions or both. This list is not comprehensive. It is your responsibility to know what is and what isn’t a compromise. Think of it this way, if you have any doubt that something may be a compromise of test or study material, then it probably is.

* Air Force members, (active duty, ANG, Reserve, and civilians under Air Force authority) will not possess, reproduce, distribute, or communicate in any way the contents of test material unless authorized by AFI 36-2605.
* Taking, reviewing, or having access to actual test material.
* Reviewing or having access to illegal study materials that reveal the specific content of actual or suspected test material.
* Questioning examinees for the purpose of determining test content.
* Reproducing or copying any test material, in whole or part.
* Training that concentrates on “teaching the test” or that emphasizes information known or believed to be on a specific test.
* Taking a test and claiming to be another examinee.
* Opening or tampering with any package containing CONTROLLED TEST MATERIAL.
* Reviewing or using any “highlighted” or marked study material or notes that reflect actual or suspected test material that is shared between, used by, or observed by more than one examinee or potential examinee or any unauthorized individual.
* Discussing actual test material or the specific contents of testable material in such a way as to highlight actual or potential test material or test questions in correspondence that is distributed.
* Removing testing material from the testing room.
* Group study. Group study is defined as any examinee or potential examinee discussing or sharing in any form, information about actual test material or marked/highlighted testable material with other examinees, potential examinees, or other unauthorized individuals; or to study for a WAPS test with anyone else.
* Copying from another examinee’s answer sheet or asking another examinee for help during a test administration period.
* Using equipment not authorized during test administration such as an unapproved calculator.
* Sharing marked or unmarked commercial study guides.

 **ATCH 1 (3 of 8)**

Q: WHY DOES IT TAKE SO LONG TO RELEASE PROMOTION SELECTIONS WHEN I TESTED MONTHS AGO?

**A:** Many people wonder why the test examiner can’t score their test upon completion of the test. It’s not that easy. A period of time must be allowed for the test takers to challenge the validity of test questions. This process further ensures the Air Force is administering tests that are technically accurate. If a test question is challenged, the Air Force Occupational Measurement Squadron, at Randolph AFB, reviews the validity of each question. Based on that review, questions can be deleted from the test. Just prior to the select phase, a final score key with all deleted questions is made and at that time all tests are scored. If the tests were scored and results given out once a person finished testing, there’s a strong possibility the scores could change at selection time. We don’t want to tell someone they scored a 75 on the PFE in February, and then tell them they weren’t selected in June because their score was really a 70 based on deleted questions. Rest assured, we’re doing our best to get releases out as quickly as possible.

**Q: WHAT IS THIS YEAR’S CUTOFF SCORE FOR MY AFSC?**

**A:** Although many people think that AFPC or HQ USAF determines each cutoff score, the truth is that people competing for promotion really establish them. HQ USAF determines how many enlisted members can be promoted each cycle based on end strength and fiscal constraints, and then we apply that quota equally to each AFSC based on the total eligible population. This is referred to as equal selection opportunity (ESO). The total score of the last person selected within the quota then becomes the cutoff score for promotion in that AFSC. Therefore, cutoff scores are not determined until HQ AFPC actually runs the selection list, just prior to public release.

 **Q: WHAT DOES THE WORD “TENTATIVE” MEAN?**

**A:** The word “tentative”, when it refers to enlisted promotion announcements, means your announced promotion status and promotion sequence number are subject to verification against your Unit Personnel Record Group maintained at your personnel flight. MPFs must make certain that the points reflected by the data system are valid and supported with source documents. It is important for you to remember that an erroneous tentative selection will result in your removal from the selection list. When you think this through, you should conclude that it’s the only right thing to do. Few people really want a promotion they did not earn! Remember also that removal from a promotion list that is “tentative” is both heartbreaking and embarrassing. Make sure that all items for which you are credited on your DVR are officially documented in your personnel record weeks in advance of the promotion selection date.

 **ATCH 1 (4 of 8)**

**Q: WHAT DOES THE WORD “INELIGIBLE” MEAN?**

**A:** If on or after the PECD an individual becomes ineligible for promotion, in accordance with AFI 36-2502, Table 1.1, they cannot test, cannot be considered if already tested, and their projected promotion sequence number (line number) will be canceled/removed.

**Q: IF I RECEIVE A REFERRAL EPR WITH AN OVERALL RATING OF “3” AND IT CLOSED OUT AFTER PECD, AM I ELIGIBLE FOR PROMOTION?**

**A:** Individuals receiving a referral EPR or an overall rating of a “2” or lower on or after the PECD are ineligible for promotion. In addition, individuals remain ineligible for promotion until they receive an EPR with an overall rating of “3” or higher that is not a referral.

Q: IF I AM SELECTED TO ATTEND AN AIR FORCE COMMISSIONING PROGRAM, AM I ELIGIBLE FOR PROMOTION UNDER WAPS?

**A:** Airmen are ineligible for promotion under WAPS effective the first class/training day of an Air Force commissioning program. A line number may be reinstated if an airman is eliminated from training through no fault of his or her own.

**Q: HOW ARE LINE NUMBERS ASSIGNED?**

**A:** The present method of determining Promotion Sequence Numbers (PSNs), commonly referred to as line numbers, was developed from the basic military philosophy of rank, precedence, and command. PSNs are assigned on the basis of date of rank (DOR), total active federal military service (TAFMS), and date of birth. Selectees are promoted in monthly increments as vacancies occur.

**Q: WHAT IS MY SCORE NOTICE USED FOR?**

**A:** The score notice is a report of how you fared in the promotion process. It can also be used with promotion statistics (available within a week in VMPF after public release of promotion selections) in the MPF to determine other promotion information such as average TIS and TIG for selectees and nonselectees. The only person authorized to review your score notice without your consent is your immediate commander. However, you are encouraged to voluntarily share the contents with other Air Force leaders, i.e., mentors and supervisors, in an effort to gain insight from their experience. The ultimate decision as to whether or not you should share score notice information with anyone other than your commander is up to you.

 **ATCH 1 (5 of 8)**

**Q: HOW DO I GET A COPY OF MY SCORE NOTICE?**

**A:** After promotion selections are released, everyone who tested and remained eligible receives a score notice in VMPF. In all cases, if you do not receive a score notice, visit the MPF, Career Enhancement Element, and they can assist you in obtaining one. You may retrieve a score notice after selects are made by visiting the Virtual MPF (VMPF) at www.afpc.randolph.af.mil.

**Q: CAN I HAVE MY TEST RESCORED?**

**A:** An individual’s request for verification of scores will only be honored when there is substantial evidence that a scoring error may have occurred. Requests for verification of scores based on identical test scores, same score as previous year, and several identical scores within the same AFSC cannot be honored. These are simply coincidences that can occur because of the many thousands of tests given each year. Additionally, missing promotion by a narrow margin has no bearing on the accuracy of test scores and will not be honored as a reason for verification.

Furthermore, an individual’s belief that his or her test score does not reflect the person’s study efforts is not sufficient. Prior to the release of every promotion cycle, a random number of test answer sheets are hand scored to ensure computer accuracy. There has never been an error since the inception of WAPS.

**Q: WHEN WILL MY LINE NUMBER INCREMENT?**

**A:** HQ USAF provides increment line numbers monthly based on the next month’s projected vacancies and available funding. We normally publish the increments around the 15th day of the current month for the next month. For example, July 2004 increments should be received on or about 15 June 2004. Contact your MPF, Customer Service Section, or inquire on the Web at www.afpc.randolph.af.mil/eprom.

Q: IF I AM SELECTED FOR PROMOTION TO THE RANK OF TSGT, CAN I RETIRE ON THE SAME DAY THAT I PIN ON?

**A:** Because individuals selected for SSgt and TSgt do not incur an ADSC, they may retire the first day of the month following the effective date of promotion or extend their retirement date for up to 6 months. This means that if your HYT date is on the same day that your line number is effective, you will have to extend a minimum of 30 days to retire in the new grade.

 ATCH 1 (6 of 8)

Q: CAN I PUT ON TSGT EVEN THOUGH I DO NOT POSESS A 7-SKILL LEVEL?

A: Normally you will need a 7-skill level to pin on TSgt. However, commanders may waive the 7-skill level requirement for TSgt selectees (at the time when PSN is announced for promotion) when the airman has completed upgrade requirements and is waiting to attend or currently enrolled in the 7-level school. There is no other provision to allow you to pin on TSgt without a 7-skill level.

Q: I HAVE A DECORATION THAT CLOSED OUT PRIOR TO THE PECD BUT I DIDN’T RECEIVE IT UNTIL AFTER THE PROMOTION RELEASE. CAN I APPLY FOR SUPPLEMENTAL PROMOTION AND WHAT DO I NEED TO DO?

A: Air Force policy stipulates that the following criteria must be met to add an approved decoration to a promotion cycle:

a. The closeout date of the decoration must be on or before the PECD.

b. The DÉCOR 6 (RDP) date (this is the date the RIP was printed) must be before the date selections for promotion are made.

c. If the decoration order is dated after the date selections were made, documentation must be provided that establishes that the recommendation for decoration was placed into official channels and recommended by the commander prior to the date selections were made.

d. If the decoration was resubmitted for any reason (i.e., lost, disapproved, amended, etc.), the resubmission request must have been placed into official channels and recommended by the commander prior to the date selections for promotion were made.

Although these criteria may seem strict, in order to be fair to the 135,000 individuals who compete each year for limited promotions, we must insist on the same standard of proof for each request we review.

If the closeout date of the decoration is prior to the PECD and the decoration order date is prior to the month selections are made, then the decoration will automatically be considered. If the date of the order is after the date AFPC made selections, you must submit a request through your MPF to HQ AFPC.

ATCH 1 (7 of 8)

The following documentation is required to request supplemental promotion consideration to add an approved decoration:

* Special order
* Citation
* DECOR 6 (both pages)
* Amendments, if any
* Recommendation for unit commander approving supplemental request
* Documentation when decoration was placed into official channels and when recommended by the unit commander
* Actions you took to locate the missing document

Q: I PREVIOUSLY SERVED AS A RECRUITER, AM I ELIGIBLE FOR WAPS POINTS?

A: Individuals performing duty in the 8R000 AFSC on 21 Jun 00 or later, who have accrued 36 months in that duty on or before the PECD and are certified by their Recruiting Service Commander are entitled to two WAPS points. The points will count towards promotion when the 36-month certification date is on or before the PECD. The two points remain a weighted factor for all future promotion cycles regardless of AFSC. No additional points will be awarded for additional years/tours served. Your DVR will not reflect the ribbon. If you think you are eligible for the ribbon and it does not reflect on your score notice, contact your Recruiting Service Commander’s Support Section and MPF promotions office.

**Q: I WAS SELECTED SUPPLEMENTALLY FOR PROMOTION BUT MY DATE OF RANK AND EFFECTIVE DATE ARE INCORRECT. HOW DO I GET IT CORRECTED?**

**A:** If the assigned promotion sequence number has already incremented, the promotion file is set up to project an individual who has been supplementally selected for promotion to the first of the month after they were considered for promotion. The reason for this is it allows the MPF to conduct data verification and get approval from your commander. No action is required on your part to make this happen, AFPC will automatically consider and update your retroactive promotion within 45 days of promotion.

ATCH 1 (8 of 8)

**EPR COMPUTATION WORKSHEET**

|  |  |
| --- | --- |
| STEP 1 | List each EPR (most recent on top) that closed out within 5 years of the PECD, not to exceed 10 reports. Multiply this by the time-weighted factor for that specific report. (See Notes 1 & 2) |
| STEP 2 | Multiply the product in the “Subtotal” column by the conversion factor (See Note 3) |
| STEP 3 | Add ONLY the TW factors used to obtain a “TW factor total” (See Note 4) |
| STEP 4 | Add the total value of each report for the “Sum of Reports” |
| STEP 5 | Divide that sum by the TW factor total for the “Performance Score” |

 ***NOTES:***

1. Time-weighting factor (TW factor) begins with 50 for the most recent report and decreases in increments of 5 for each report being used (50, 45, 40, 35, 30, 25, 20, 15, 10, & 5).
2. Periods of performance not evaluated for some reason (break in service, report removed through appeal process, etc.) are not counted in the computation. For example, an EPR string of 5B, 4B, 5B, XB, is computed the same as 5B, 4B, 5B.
3. Conversion factors: 27 for EPRs. Repeat this for each report.
4. For example, if 4 reports were used, then you would add 50, 45, 40, & 35 for a “TW factor total”.

|  |  |
| --- | --- |
| STEP 1 | STEP 2 |
| EPR SEQUENCE | EPR RATING |  | TW FACTOR |  | SUBTOTAL |  | CONVERSION FACTOR |  | REPORT VALUE |
| 1 |  | X | 50 | = |  | X |  | = |  |
| 2 |  | X | 45 | = |  | X |  | = |  |
| 3 |  | X | 40 | = |  | X |  | = |  |
| 4 |  | X | 35 | = |  | X |  | = |  |
| 5 |  | X | 30 | = |  | X |  | = |  |
| 6 |  | X | 25 | = |  | X |  | = |  |
| 7 |  | X | 20 | = |  | X |  | = |  |
| 8 |  | X | 15 | = |  | X |  | = |  |
| 9 |  | X | 10 | = |  | X |  | = |  |
| 10 |  | X | 5 | = |  | X |  | = |  |
| STEP 3: TW FACTOR TOTAL: | STEP 4: SUM OF REPORTS: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| STEP 5 | SUM OF REPORTS | DIVIDED BY | TW FACTOR TOTAL | = | PERFORMANCE SCORE |

Example:

5B 5 x 50 = 250 x 27 = 6750

4B 4 x 45 = 180 x 27 = 4860

5B 5 x 40 = 200 x 27 = 5400

5B 5 x 35 = 175 x 27 = 4725

5B 5 x 30 = 150 x 27 = 4050 29160

5B 5 x 25 = 125 x 27 = 3375 ------- = 129.60

 225 29160 225

**ATCH 2 (1 of 1)**

***DECORATION/AWARD VALUES***

|  |  |
| --- | --- |
| DECORATION/AWARD | ***VALUE*** |
| Medal of Honor | 15 |
| Air Force Cross | 11 |
| Navy Cross | 11 |
| Defense Distinguished Service Medal | 9 |
| Distinguished Service Medal | 9 |
| Silver Star | 9 |
| Legion of Merit | 7 |
| Defense Superior Service Medal | 7 |
| Distinguished Flying Cross | 7 |
| Airman’s/Soldier’s/Navy-Marine Corps/Coast Guard/Bronze Star/Defense Meritorious Service Medal/Meritorious Service Medal | 5 |
| Purple Heart | 5 |
| Air/Aerial Achievement Medal | 3 |
| Air Force Commendation Medal | 3 |
| Army Commendation Medal | 3 |
| Navy Commendation Medal | 3 |
| Joint Service Commendation Medal | 3 |
| Coast Guard Commendation Medal | 3 |
| Air Force Recruiter Ribbon | 2 |
| Air Force Achievement Medal | 1 |
| Navy Achievement Medal | 1 |
| Coast Guard Achievement Medal | 1 |
| Joint Service Achievement Medal | 1 |

***Example***: You have been awarded the Bronze Star (5 points), Air Medal (3 points) with 2 clusters (2 additional Air Medals), and the Air Force Commendation Medal (3 points).

Bronze Star (5 x 1 = 5) 5

Air Medal w/2 Oak Leaf Clusters (3 x 3 = 9) 9

Air Force Commendation Medal (3 x 1 = 3) 3

 Total Points = 17

 **ATCH 3 (1 of 1)**

#### TIME-IN-GRADE COMPUTATION

***COMPUTING YOUR SCORE***: Subtract the day, month, & year of your date of rank from the first day of the last month of the promotion cycle. Multiply the total months by ½ to obtain TIG points. Round off to the nearest whole month.

 -Maximum of 60 points allowed

 -15 days or more count as a whole month

 --Less than 15 days are not counted

***For example***:

 YEAR MONTH DAY

First Day of the Last Month of the Promotion 1993 7(Jul) 01

 Cycle Minus Date of Rank 1989 2(Feb) 01

 4 5 0

4 years x 12 months = 48 months + 5 months = 53 total months x ½ = 26.5 TIG points

***TIME-IN-SERVICE COMPUTATION***

***COMPUTING YOUR SCORE:*** Subtract the day, month, and year of your TAFMSD from the last day, month, and year of the promotion cycle. Allow 1/6 point per month for each month on active service up to 20 years. The TIS score is truncated to 2 decimal points.

 -Maximum of 40 points allowed

 -15 days or more count as a whole month

 --Less than 15 days are not counted

***For Example***:

 YEAR MONTH DAY

Last Day of Last Month of Promotion Cycle 1993 7(Jul) 31

 TAFMSD 1974 6(Jun) 18

 19 1 13

19 years x 12 months = 228 months + 1 month = 229 total months x 1/6 (.166666667) = 38.16 TIS points

 **ATCH 4 (1 of 1)**

**INSTRUCTION SHEET FOR REVIEW OF NCO PROMOTION**

**DATA VERIFICATION RECORD (DVR)**

DVR ITEMS AND POINTS OF CONTACT FOR CORRECTION

1. Eligibility: Promotion eligibility pertains to the cycle reflected. The Promotion Eligibility Cutoff Date (PECD) is the date all EPRs, decorations, and AFSC data must close out or be effective on or before to be considered/weighed in a promotion cycle.

**POC:** MPF Career Enhancement Element, ext \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. Personal Data (NAME/SSAN): self-explanatory.

**POC:** MPF Customer Service Element, ext\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Projected PAS and RNLTD: self-explanatory.

**POC:** MPF Personnel Relocation Element, ext\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. Grade Data: The current grade and date of rank.

**POC:** MPF Career Enhancement Element, ext \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. Total Active Federal Military Service Date (TAFMSD): All periods of active federal military

service in commissioned, warrant and flight officer, or enlisted status (AFI 36-2604*, Service Dates and Dates of Rank*, Table 1, Rule 1).

**POC:** MPF Career Enhancement Element, ext \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. Projected Retirement/Separation Date: Self-explanatory.

**POC:** MPF Personnel Relocation Element, ext\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 **(ATCH 5) (1 of 2)**

7. AFSC Data: The effective date of change for the CAFSC for retraining through a formal school, including special duty, is the date departed PCS, PCA, TDY en route, TDY and returned to accomplish required training, or date assigned duty, if there isn’t a PCS or PCA .

**POC:** MPF Personnel Employment Element, ext\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. EPR Ratings and Close out dates: Reflects the last 12 EPR/APR ratings and close out dates. However, only EPRS/APRs covering the last 5 years (maximum of 10 reports) are used to compute the EPR/APR time-weighted factor score.

**POC**: MPF Career Enhancement Element, ext \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

9. Decorations/Awards: Decorations/Awards that will display on the DVR are listed below. A maximum of seven occurrences can be entered in this area.

 Medal of Honor Distinguished Service Cross

 Air Force Cross Navy Cross

 Defense Dist Service Medal Meritorious Service Medal

 Distinguished Service Medal Air Medal

 Coast Guard Dist Service Medal Aerial Achievement Medal

 Silver Star Joint Service Commendation Medal

 Defense Superior Service Medal Air Force Commendation Medal

 Legion of Merit Army Commendation Medal

 Distinguished Flying Cross Navy Commendation Medal

 Airman’s Medal Coast Guard Commendation Medal

 Soldier’s Medal Joint Service Achievement Medal

 Navy-Marine Corps Medal Air Force Achievement Medal

 Coast Guard Medal Army Achievement Medal

 Bronze Star Medal Navy Achievement Medal

 Purple Heart Coast Guard Achievement Medal

 Defense Meritorious Service Medal

**POC:** MPF Career Enhancement Element, ext\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(ATCH 5) (2 of 2)