



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE RESERVE COMMAND

ARPCM 16-07
29 Feb 16

MEMORANDUM FOR MILITARY PERSONNEL SECTIONS

FROM: HQ AFRC/CCC

SUBJECT: CY16 Air Force Reserve Stripes for Exceptional Performers II (STEP II) Board

1. The CY16 Air Force Reserve STEP II Board is scheduled to convene 18-24 July 2016, at Headquarters Air Reserve Personnel Center (HQ ARPC), Buckley AFB, CO.
2. The 2016 STEP II guide (attachment 1) provides information on the eligibility factors (paragraph 4), the nomination process (paragraph 5), nomination packages requirements (paragraph 5d), and instructions on how to submit the nomination packages to HQ ARPC/DPA (paragraph 5e). Additionally, the STEP II board milestones are identified in attachment 2 and nominee eligibility requirements by grade are listed in attachment 3.

3. ACTION OFFICES:

SUBJECT:
Eligibility/Policy
Board Procedures

POC:
HQ AFRC/A1KK
HQ ARPC/DPA

PHONE:
DSN: 497-1243
DSN: 665-0102, option 3


CAMERON B. KIRKSEY, CMSgt, USAF
Command Chief

- 1 Attachment:
1. 2016 STEP II Guide

MILESTONES

- 6 Jun 16 Nomination packages due to HQ ARPC/DPA
- 18-24 Jul 16 Board convenes
- 2-4 weeks Approximate release of board results
- 30 Sep 16 Promotion eligibility cutoff date
- 1 Oct 16 Promotion effective date

ELIGIBILITY REQUIREMENTS

Promotion to grade of:	Required PAFSC	Required TIG	Required Enlisted Service	Required Sat Svc for Retirement	PME Requirement
TSgt	7 skill level	24 months	N/A	6	N/A
MSgt	7 skill level	24 months	8 years	8	NCO Academy
SMSgt*	7 or 9 skill level	24 months	10 years	11	SNCO Academy
CMSgt*	9 skill level	24 months	10 years	14	N/A

***CCAF required for promotion to E-8 and E-9**



U.S. AIR FORCE

2016 STEP II GUIDE

HQ AFRC STRIPES FOR EXCEPTIONAL PERFORMERS SELECTION GUIDE FOR PROMOTION TO E-6 THROUGH E-9

1. Objective: Establish procedures for the Stripes for Exceptional Performers II (STEP II) promotion boards for Reserve Service categories of Individual Reserve (IR) (IMA/PIRR) and unit members (TR) nominated for promotion to the grades of E-6 through E-9. Establish procedures for a central board for E-6 through E-9 promotions.

2. Policy:

a. STEP II is a commander's program designed to promote outstanding and well deserving Air Force Reserve members in the following Categories, A (Unit), B (IMA), and E (PIRR) to one grade above the authorized grade for their position. Only those Airmen who clearly demonstrate outstanding potential should be considered for promotion under STEP II. Promotions are based on a demonstrated ability to serve in the next higher grade.

b. Promotion quotas are determined by HQ AFRC/A1 based on a modeling process that (1) precludes allocation of STEP II quotas whenever AFRC meets or exceeds the 5% level of the assigned enlisted population who have been promoted via STEP II, and (2) precludes allocation of STEP II quotas whenever manning in a particular grade is above 100%.

c. The STEP II promotion cycle occurs annually. Accordingly, STEP II selection boards are conducted with a Promotion Eligibility Cut-Off Date (PECD) of 30 September. Nominees must meet eligibility requirements at the time of nomination (date packages are due to ARPC) **AND** on the PECD (except for the AFRC Chief Orientation Course (COC) requirement for members being considered for promotion to E-9). **Exception: TIG and TIS requirements only have to be met on the PECD, not at the time of nomination.** All members selected for promotion will be promoted on 1 October unless, the individual being promoted previously held the grade being promoted to and a DOR adjustment is obtained as appropriate.

d. HQ AFRC/A1KK determines and provides the promotion quotas for each grade to HQ ARPC, WGs, and HQ RIO. There is no requirement for all quotas to be used.

3. Promotion Authority:

a. AFRC/CC is the promotion authority for members selected for promotion to E-8/E-9 by the central STEP II board. AFRC/CC is the promotion authority for HQ AFRC assigned staff members selected for STEP II promotions to E-6/ E-7.

b. WG/CCs and the HQ RIO/CC are the promotion authority for members selected for promotion at the E-6/E-7 board.

c. HQ ARPC/CC is the promotion authority for HQ ARPC assigned staff members selected for STEP II promotions to E-6/E-7.

4. Promotion Eligibility:

- a. Nominees must meet all eligibility requirements (**except TIG and TIS**) at the time of nomination (the date packages are due to ARPC) **AND** in accordance with AFI 36-2502, para 8.9, *Enlisted Airman Promotion/Demotion Program*, with the exception of being in a higher-graded Unit Manning Document (UMD) position.
- b. Nominations for STEP II promotions are limited to one grade over the authorized grade of the UMD position the member occupies (except Cat E). **NOTE:** Members not in a higher graded position, who are prevented from promotion and are otherwise eligible, can be considered for STEP II. Members who are overage coded are **NOT** eligible for consideration.
- c. Satisfactory participation for the previous 12 month period from the nomination date is required. **NOTE:** Individuals with any unexcused absences within the previous 12 month period from the nomination date are not eligible for STEP II consideration.
- d. Individuals must be able to obtain 24 months retainability from the promotion effective date before being considered for promotion to E-7 through E-9. If the Airman's high year tenure date (HYTD) will not allow this, the member is ineligible to compete for STEP II. **This requirement cannot be waived.**
- e. Individuals must have a current and passing fitness score at the time of nomination **AND** prior to the promotion effective date, if selected.
- f. Individuals must have a conferred CCAF degree at the time of nomination for STEP II consideration for SMSgt and CMSgt.

5. Nomination Process:

- a. For IR (IMA/PIRR) members, HQ RIO provides an eligibility roster to determine and monitor the IR nomination process. For unit members, the MPSs provide eligibility rosters to squadrons. HQ AFRC, ARPC, HQ RIO and individual Wings determine and monitor their nomination process.
- b. IR nomination packages are forwarded from the member's Active Duty unit commander to HQ RIO through the detachment. WG, HQ AFRC, ARPC, and HQ RIO conduct a quality review of their nomination packages and forward to HQ ARPC/DPA NLT 45 calendar days prior to the board convening date as announced by HQ ARPC. **LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.**
- c. HQ ARPC/DPA only accepts packages directly from the HQ AFRC, HQ ARPC, HQ RIO, NAFs, and the WGs. All IR packages must be submitted through HQ RIO and are not to be sent directly to ARPC/DPA. **NOTE: Each installation is defined by the category listed in Attachment 1 (i.e., if your installation is Cat A, you may submit 10 packages).** HQ ARPC/DPA receives nominations based on the following formula:

<u>Ranks Submissions</u>	<u>WG/RIO Submissions</u>	<u>NAFs/HQ AFRC/HQ ARPC</u>
E-9	1 each	1
E-8	3 each	1
E-6/7 Cat A	10 each	
E-6/7 Cat B	6 each	
E-6/7 Cat C	5 each	
E-6/7 Cat D	3 each	
E-6/7 Cat E	2 each	

NOTE: Regardless of the number of quotas available, HQ AFRC and HQ ARPC combined may only submit 1 nomination per grade. Each NAF, regardless of the number of quotas available, may only submit 1 nomination per grade.

d. Nomination packages must include (samples/templates in attachments 2-6) :

(1) Enlisted Promotion Checklist – Signed by unit commander and command chief.

(2) AF IMT 1206 – single-spaced bullet format covering any specific accomplishments within a member’s career and not reflected in the three most recent EPRs. The front of the AF IMT 1206 consists of bullet statements of no more than 35 lines, to include the following mandatory headings: **Leadership and Job Performance in Primary Duties, Breadth of Experience, Significant Self-Improvement, Base and/or Community Involvement.** The AF IMT 1206 must contain the squadron commander’s signature only.

(3) AF IMT 224 – Required for all E-8 and E-9 nominations. Refer to Attachment 5.

(4) A printout from the Air Force Fitness Management System documenting a current and passing fitness test. Refer to paragraph 4.e.

(5) Individuals nominated for STEP II to the rank of CMSgt must sign a Statement of Understanding (Attachment 4) acknowledging the Chief Orientation Course requirement. Members must attend prior to promotion effective date.

(6) Signed RSC contract (only required for packages being considered for E-8/9). Refer to attachment 6.

NOTE: ARPC/DPA will pull the nominees last three EPRs and career data brief. It is the member’s responsibility to ensure their personnel records are up to date (both vMPF and PRDA). If there are missing EPRs (last three EPRs) a memorandum for record (MFR) must be submitted explaining the circumstances. Additionally, if the most recent EPR closed out more than two years from the boards convene date a MFR must also be submitted.

e. Submitting nomination packages:

(1) Submit nominations via vPC by logging into the vPC Dashboard on the myPers website, <https://gum-crm.csd.disa.mil/app/login>; select the "Action Requests" tab, then select "Create New Support Request" in the purple box. Choose the appropriate component from the drop down menu. In the "Category" box, choose "Promotion". The subject line must read, "STEP II Nomination - nominee's unit, current rank, last name and first name" (i.e., STEP II Nomination - ARPC, SMSgt, Last, First). In the "Question" box, enter the unit and POC information. Attach one STEP II nomination per incident and click "Continue" then click "Finish" submitting the question.

NOTE: All nomination packages MUST be submitted as one PDF document, as stated above; one submission (1 name) per incident. If not submitted in one PDF document, the package is incomplete.

LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED

(2) If nominee is subsequently promoted or is no longer being considered for STEP II, please contact ARPC/DPA immediately. Have the myPers incident number available.

6. Central Board Procedures:

a. AFRC/CCC will solicit board member volunteers from the entire Air Force Reserve community for the E-6 through E-9 central board. STEP II Selection Board membership consists of no more than 10 members, no less than five CMSgts (including Command Chiefs) and no less than 4 SMSgts from the most current Command Key Personnel Listing (KPL).

b. The selected membership includes a general representation of the Reserve community. The AFRC/CCC serves as the Board President. A board recorder or admin staff from HQ ARPC/DPA or HQ AFRC/A1 must be present during all E-6 through E-9 board proceedings.

c. Board dates and schedules are provided by HQ ARPC/DPA via message NLT 120 calendar days prior to the board convene date.

d. Board members will assess each nomination package using the whole person concept considering the following factors:

(1) AF IMT Form 1206 Headings:

Leadership and Job Performance in Primary Duty
Breadth of Experience
Significant Self-Improvement
Base and/or Community Involvement

(2) Last three SIGNED EPRs/MFRs

(3) Career Data Brief

7. Post-Board Processing Procedures at HQ ARPC:

- a. HQ ARPC/DPA forwards E-8/E-9 board results electronically through AFRC/CCC, who will staff the board report and AF IMT 224s for signature to AFRC/CC for approval (see 5. d (3) above). In addition, statistical summaries are provided along with the board report and will include board members, numbers considered by grade, and numbers selected.
- b. Upon approval, a copy of board results will be forwarded to HQ AFRC/A1KK and released by HQ ARPC/DPA.
- c. HQ ARPC/DPT updates MilPDS for IRs to reflect promotion effective dates of 1 October for promotions to E-8 and E-9. In addition, updates the RSC code and expiration date, finalize/publish promotion orders.
 - (1) Servicing MPSs and ARPC/DPT (for IRs) update the AF IMT 224 and coordinate with the promotion authority to establish local release procedures for STEP II promotions.
 - (2) Servicing MPSs and ARPC/DPT (for IRs) will ensure all members selected for STEP II sign a RSC contract before promotion update occur.
 - (3) MPSs and ARPC/DPT (for IRs) updates MilPDS to reflect promotion effective dates and RSC codes. **NOTE:** Promotion orders will be available in PRDA 45-60 days after promotion effective date.
- d. RIO Integration Cell will publish the AF IMT 224s for E-6 and E-7 IRs that were selected through the STEP II promotion board. These documents will be uploaded through myPers to HQ ARPC/DPT.

Attachments:

- Attachment 1 - MPS Category Listing
- Attachment 2 - STEP II Checklist
- Attachment 3 - Sample AF Form 1206
- Attachment 4 - Sample Statement of Understanding
- Attachment 5 - Sample AF Form 224 for E-8 & E-9
- Attachment 6 - Sample RSC

Attachment 1 - MPS Category Listing CY16

MPS ID	MPS	INSTALLATION	NAF	TSGT ELIG	MSGT ELIG
R1	413 FSS	ROBINS	22 AF	C	C
R2	931 FSS	MCCONNELL	4 AF	C	C
R5	433 FSS	LACKLAND	4 AF	A	B
R6	944 FSS	LUKE	10 AF	A	B
R8	442 FSS	WHITEMAN	10 AF	B	B
R9	94 FSS	DOBBINS	22 AF	B	B
S2	916 FSS	SEYMOUR JOHNSON	4 AF	B	B
S3	459 FSS	ANDREWS	4 AF	B	B
S4	301 FSS	FORT WORTH	10 AF	A	B
S6	340 FTG	RANDOLPH	10 AF	D	E
T2	446 FSS	MCCHORD	4 AF	B	B
T3	514 FSS	MCGUIRE	4 AF	A	B
T4	512 FSS	DOVER	4 AF	B	B
T5	315 FSS	CHARLESTON	4 AF	A	B
T6	932 FSS	SCOTT	4 AF	B	B
T7	908 FSS	MAXWELL	22 AF	B	B
T8	349 FSS	TRAVIS	4 AF	A	A
T9	910 FSS	YOUNGSTOWN	22 AF	B	B
U1	920 FSS	PATRICK	10 AF	A	B
U2	434 FSS	GRISSOM	4 AF	B	B
U3	482 FSS	HOMESTEAD	10 AF	B	B
U4	452 FSS	MARCH	4 AF	A	A
U5	914 FSS	NIAGARA	22 AF	B	B
U6	307 FSS	BARKSDALE	10 AF	B	B
U7	507 FSS	TINKER	4 AF	B	B
U8	940 FSS	BEALE	4 AF	B	B
U9	419 FSS	HILL	10 AF	B	B
V1	440 FSS	POPE	22 AF	B	B
V2	927 FSS	MACDILL	22 AF	B	C
V3	477 FSS	ELEMENDORF	10 AF	C	D
V4	310 FSS	BUCKLEY	10 AF	B	C
V5	926 FSS	NELLIS	10 AF	B	C
V6	913 AG	LITTLE ROCK	22 AF	C	C
W1	911 FSS	PITTSBURGH	22 AF	B	B
W3	934 FSS	MINNEAPOLIS	22 AF	B	B
W5	439 FSS	WESTOVER	4 AF	A	B
W6	919 FSS	DUKE	10 AF	B	B
W7	403 FSS	KEESLER	22 AF	B	B
W8	302 FSS	PETERSON	22 AF	B	B
W9	445 FSS	WRIGHTPATTERSON	4 AF	B	B
	MULTIPLE	Total IR population	HQ RIO	A	A

Attachment 2- Enlisted Promotion Checklist

ENLISTED PROMOTION CHECKLIST (STEP II)							
Name:		Grade Nominated:			Requirement Met		
Full SSN:					YES	NO	N/A
		Nominee is a TR / ART / IR (Circle One), WING _____ NAF _____					
#	<u>NOMINATION PACKAGE MUST INCLUDE THE FOLLOWING:</u>						
1	This checklist signed by the member's Unit Commander & Command Chief. Unit Commander's signature must match signature on AF Form 1206.						
2	<u>AF FORM 1206 (Nomination For Award) - Version 20120926</u> Single spaced bullet format (no more than 35 lines, to include mandatory headings) covering any specific accomplishments within a member's career and not reflected in three most recent EPR's. AF Form 1206 dated 20120926 must contain the following: <ul style="list-style-type: none"> - Leadership and Job Performance in Primary Duty - Breadth of Experience - Significant Self Improvement - Base and/or Community Involvement 						
2.1	Squadron Commander Signature ONLY Must be to the right of typed name, in the block at the top of the 1206. ** Refer to sample Attachment						
3	<u>AFFMS II FITNESS REPORT</u> Must reflect CURRENT & PASSING at time and date of nomination.						
4	<u>AF IMT 224 (Version 20120622)</u> <u>E-8 & E-9 packages ONLY</u> ** Refer to sample Attachment						
5	<u>RSC (Reserve Service Commitment)</u> <u>E-7, E-8 & E-9 ONLY</u> Eligible to obtain 24 months retainability prior to the promotion effective date (1 Oct). ** Refer to sample Attachment						
6	<u>SOU (Statement of Understanding)</u> <u>E-9 ONLY</u> , Statement of Understanding acknowledging completion of Chief Orientation Course. ** Refer to sample Attachment						
7	<u>Memo For Record (MFR)</u> If nominee does not have three EPR's or most recent EPR closed out more than two years ago, provide MFR explaining the circumstances. <u>Last 3 EPR's and Career Data Brief (CDB) will be pulled and added to nominee's application at ARPC (Do not include when submitting application to ARPC)</u> *** Check records to ensure EPRs have been updated!						
8	<u>Time In Grade (TIG)</u> TSgt - CMSgt: 24 Months Met on or before Promotion Eligibility Cut-Off Date (PECD) of 30 September						
9	<u>Years Satisfactory R/R Service</u> TSgt - 6 years / MSgt - 8 years / SMSgt - 11 years / CMSgt - 14 years						
10	<u>Primary Skill Level (PAFSC)</u> TSgt/MSgt - 7 level SMSgt - 7 or 9 level						
11	<u>PME</u> TSgt - N/A / MSgt - NCOA / SMSgt - SNCOA						
12	<u>CCAF</u> E-8 & E-9 packages ONLY – Must have a <u>conferred</u> CCAF at time of nomination.						

I certify that the member listed above meets all eligibility requirements as of nomination date and that all required documentation is included for Step II Board processing. This checklist must be included with the STEP II nomination package.

Commander Sig/Date: _____ Command Chief Sig/Date: _____

NOMINATION FOR AWARD		
AWARD CY16 Stripes for Exceptional Performers II Brd	CATEGORY (If Applicable) Senior Master Sgt	AWARD PERIOD N/A
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John Q. Smith	MAJCOM, FOA, OR DRU MAJCOM of Assignment	
DAFSC/DUTY TITLE 3S071/NCOIC, 123 Mission Support Squadron	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX, Comm (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 MSS/DPM, Someplace AFB CO XXXXX		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jane C. Doe, DSN XXX-XXXX, Comm (XXX) XXX-XXXX (Commander's signature required here)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - Use bullet statements that cover accomplishments not documented in the last three EPR's - Describe significant leadership accomplishments & how well member performed assigned primary/adl duties - Identify what places this individual above his/her peers in job performance - Identify scope/level of responsibility of how mbr stepped forward and demonstrated leadership capabilities - Include any new initiatives/techniques developed by the member that positively impacted the unit and/or msn - Include results of AF and/or MAJCOM inspections/evaluations - Include awards received, e.g. NCO of the Quarter, Maintenance Professional of the Year, etc. <p>BREADTH OF EXPERIENCE:</p> <ul style="list-style-type: none"> - Include past job experience, level of responsibility, and the impact on the mission and unit - AFSC related civilian experience - Leadership/managerial experience (military and civilian) <p>SIGNIFICANT SELF IMPROVEMENT:</p> <ul style="list-style-type: none"> - Show how mbr developed/improved skills beyond those required for skill level advancement/promotion - May include NCO Leadership Development and SNCO Leadership classes, education (civilian/military), - FSC related certification (Airframe/Power Plant license, nationally certified EMT, RN, PA, FCC license, etc) - May include classes, technical schools, seminars or conferences which benefit the USAFR and/or unit mission - Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen <p>BASE AND/OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Any additional comments to support the recommendation - May include community involvement (actual participation w/specific involvement within civ or mil areas) - Involvement w/Professional mil/civ orgs such as AFA, NCOA, Top Three, etc), maybe included as well <p>Notes:</p> <ul style="list-style-type: none"> - Four headings and accomplishments should be a maximum of 35 lines (total) - Squadron Commander's signature beside name in RANK/NAME OF UNIT COMMANDER'S column - AF IMT 1206 is a single page format, eliminating use of the second page <p>ACRONYM LIST (if applicable, must be listed on front page only, not included in max line count)</p>		

Attachment 4 – Sample Statement of Understanding

MEMORANDUM FOR UNIT CC OR DET/CC

(Date)

FROM: Member

Subject: Statement of Understanding

I hereby acknowledge that I have been notified of my nomination to be considered for promotion to the grade of CMSgt under the Air Force Reserve Stripes for Exceptional Performers II (STEP II). In the event I am selected for promotion, I understand and agree that I must complete the CMSgt Orientation Course (COC) prior to assuming the higher grade. I further understand that the promotion effective date to the higher grade will be no earlier than the first day of the month following completion of the CMSgt Orientation Course.

(Printed name and Rank) _____

(Signature) _____

Attachment 5- AF Form 224

RECOMMENDATION AND AUTHORIZATION FOR PROMOTION OF AIRMAN AS RESERVE OF THE AIR FORCE			DATE OF REQUEST DATE	
PRIVACYACT STATEMENT				
<p>AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; as implemented by Air Force Instruction 36-2608, and Executive Order 9397 (SSN), as amended. PURPOSE: Documents Reserve Enlisted Airmen's promotion to the next higher grade. ROUTINE USES: Generally permitted under 5 U.S.C. 552a(b) of the Privacy Act. May specifically be disclosed outside DoD as a routine use pursuant to 5 U.S.C 552a(b)(3). DoD 'Blanket Routine Uses' apply. DISCLOSURE: Voluntary. Failure to provide SSN may result in timeliness of positive identification.</p>				
SECTION I. REQUEST				
THRU: (MPF) MPS MAILING ADDRESS	TO: AFRC/CC 155 RICHARD RAY BLVD ROBINS AFB GA 31098-1635	FROM: (Unit) NOMINEE'S UNIT MAILING ADDRESS		
NAME (Last, First, Middle Initial)	GRADE	SSN		
NOMINEE'S NAME	CURRENT GRADE			
TO BE COMPLETED BY RECOMMENDING OFFICIAL: I certify that the above named individual has performed in an outstanding manner and is highly qualified and deserving of promotion. Member meets the Reserve participation requirements of the reserve section to which he/she is assigned. I further certify the member is eligible for promotion in accordance with AFI 36-2502, Table 8.2, Rule 7 (E8) or 8 (E9).				
RECOMMENDED FOR PROMOTION TO SMSgt or CMSgt STEP II Promotion Cycle 2016 Overage Code L applies	TYPED NAME, GRADE, TITLE OF RECOMMENDING OFFICIAL NOMINEE'S COMMANDER	SIGNATURE <i>Unit Commander's Signature required at time of nomination</i>		
SECTION II. MEMBER PROMOTION DATA				
POSITION CONTROL NUMBER MPS completes all of Section II	AUTHAFSC	AUTHGRADE	CURRENT DATE OF RANK	
PAFSC	PAYDATE	TEMSD (E-8 & E-9 only) FUNCTIONAL ACCT CODE	DATE QUALIFIED USAF SE/SNCOA (E-8 & E-9 only)	
MPF CERTIFICATION				
I CERTIFY THAT THE ABOVE DATA IS CORRECT, MEMBER MEETS ELIGIBILITY REQUIREMENTS FOR PROMOTION.				
TYPED NAME AND GRADE OF PERS OFF FOR RECORDS CUSTODIAN (E-7 or above)		SIGNATURE		
SECTION III. ACTION BY RECOMMENDING/APPROVING OFFICIAL (If required)				
ACTION AND DATE		TYPED NAME, GRADE, ORG, OF SQ COMMANDER	SIGNATURE OF SQ COMMANDER	
RECOMMEND <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	DATE	NOMINEE'S WING COMMANDER	Signature	
ACTION AND DATE		TYPED NAME, GRADE, ORG, OF PROMOTION AUTHORITY	SIGNATURE OF PROMOTION AUTHORITY	
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		(AFRC COMMANDER), Lt Gen, USAF Commander, Air Force Reserve Command		
SECTION IV. AUTHENTICATION				
RECOMMENDATION IS APPROVED AND PROMOTION IS EFFECTIVE ON <u>20161001</u> DOR TO BE COMPUTED IN ACCORDANCE WITH AFI 36-2604.				
DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE HQ AIR RESERVE PERSONNEL CENTER BUCKLEY AFB CO 80011		RESERVE ORDER NO. LEAVE BLANK	DATE OF ORDER LEAVE BLANK	NEW DATE OF RANK LEAVE BLANK
DISTRIBUTION BC PLUS		FOR THE COMMANDER SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL MICHELLE N. SMANDRA, CMSgt, USAF Supt, Assignments Directorate		

**CONTRACT FOR AIR FORCE SELECTED RESERVE SERVICE COMMITMENT
(RSC)**

AUTHORITY: Title 10 U.S.C., Sections 10148, 12303, 2005, 2006. (This form is affected by the Privacy Act of 1974; Title 5 U.S.C., Section 5701, Title 37 U.S.C., Section 404-427, and E.O. 9397)

PURPOSE: The Air Force Reserve Command (AFRC) has mandated the application of a Reserve Service Commitment. The criteria of this RSC is based upon the needs of the Air Force and the completion of the event found in AFRCI 36-2102, and applicable table. By signing this contract, the applicant agrees to remain a satisfactory participant in the Air Force Selected Reserve as indicated by AFMAN 36-8001, and also to all relevant statutory requirements, DoD guidelines, and Air Force, including Air Force Reserve, standards, for the period of time stipulated in this contract.

ROUTINE USE: None.

DISCLOSURE IS VOLUNTARY: However, without this information your acceptance of this voluntary Reserve Service Commitment could not be accomplished. Social Security number is used to make positive identification of applicant.

Contract for Reserve Service Commitment must be signed prior to receiving the training or education affiliated with this specific service commitment, or in concert with the promotion criteria also affiliated with this service commitment.

POINT OF CONTACT: HQ AFRC/A1KP is the office of primary responsibility for Reserve Service Commitment policy contained in AFRCI 36-2102. Unit members may direct questions to HQ AFRC/A1KP at DSN 497-1243; 800-223-1784, extension 7-1243. IMAs may direct questions to RMG/DPP, DSN 497-2456; 800-525-0102, extension 7-2456.

RESERVE SERVICE COMMITMENT CONTRACT

I, _____ (print full name), hereby acknowledge and agree to satisfactorily serve in the Selected Reserve and fulfill my Reserve Service Commitment IAW AFRCI 36-2102, Table 1.1, Rule 2 for the following PROMOTION (specific event). I have been counseled and given the opportunity to read and understand AFRCI 36-2102.

I hereby acknowledge and agree to the following:

1. To serve and satisfactorily participate in the Selected Reserve.
2. To complete a period of (2) consecutive years IAW AFRCI 36-2102 in the Selected Reserve beginning (Promotion Effective Date), Reserve Service Commitment terminating on (End Date based on RSC Requirement).

3. To serve my Reserve Service Commitment associated with elimination or withdrawal from education or training described in Table _____ of AFRCI 36-2102, beginning the day immediately following withdrawal or elimination.
4. To maintain Air Force standards, including compliance with the administrative regulations and directives issued by the Department of Defense and the United States Air Force relative to my obligations and participation as a member of the Selected Reserve. Such standards include, but are not limited to, participation and training requirements, and fitness standards.
5. If I fail to comply with such standards, I understand that I may be subject to adverse actions to include: demotion, recall to active service, separation, possibly under other than honorable conditions, and/or recoupment of monies expended by the Air Force, to include applicable interest if authorized under Title 10 U.S.C., Section 2006.
6. I do not presently have a firm, fixed, or sincere objection by reason of religious training and belief to participation in war in any form or the bearing of firearms. I recognize that acceptance of funds or entering into this contract is inconsistent with such objections and beliefs. I have no present intent to seek release from my reserve commitment on this basis in the future and recognize that my sincerity and motives would be in serious question should I attempt to do so after substantial funds have been expended for my training and/or education.
7. Medical personnel only. Should I become unable to begin the period of reserve participation specified in this contract within _____ days from _____, or become unable to complete my Reserve Service Commitment, I agree to reimburse the United States for the Reserve Service Commitment-incurring event for monies expended by the Air Force, to include applicable interest if authorized under Title 10 U.S.C., Section 2005. (Excludes UPT, NT, etc.)
8. I will not be relieved of any previously Selected Reserve Service Commitment incurred. My total Reserve Service Commitment incurred through previous training, education, or promotion will be served concurrently, not to exceed the greatest commitment date.
9. I understand that pregnancy, child birth, or custody of minor child, is not an automatic reason for separation. It is Air Force policy that reservists who have incurred reserve obligations, including RSC, for extensive sponsored education and training will not be released from their obligations solely on the basis of pregnancy, childbirth, or custody of a minor child.
10. I understand that a discharge in bankruptcy under Title 11, United States Code, will not release me from my obligation to reimburse the United States as required under the terms of this contract if the final decree of discharge in bankruptcy is issued prior to five years after the last day from the period I have agreed to serve.
11. A sabbatical will necessitate adjustment to RSC.
12. Only the commander of the Air Force Reserve (or designee) may excuse me from my obligation to serve on reserve duty for the period specified in this agreement. Excusal may occur with my consent under the following alternative obligations, as approved by the Commander of the Air Force Reserve:
 - a. A service obligation in another armed force for a period of time not less than my remaining Reserve Commitment.
 - b. An Active Duty service obligation for a period not less than my remaining Reserve Service Commitment.

13. The Commander of the Air Force Reserve (or designee) may excuse me from my obligation to serve on Reserve duty for the period specified in this agreement when such authority deems release in the best interests of the Air Force. I acknowledge that excusal under this provision does not require my consent.

14. Should any dispute arise over the terms or conditions of this contract, or if I hereafter seek discharge from military service or release from my reserve obligation, I acknowledge, and agree to exhaust my available administrative remedies prior to seeking judicial review. I will remain subject to reserve duty while exhausting administrative remedies.

15. I understand that this is the entire contract between the United States Air Force Reserve and me. I further acknowledge that there are no oral or other agreements, understandings, or representations affecting the contract or relating to my military service, except as specifically provided herein.

Name of Applicant (type or print)

Signature of Applicant

Applicant's Social Security Number

Date