

PROMOTION OF AIRMEN, AIR NATIONAL GUARD

COMPLIANCE WITH THIS SUPPLEMENT IS MANDATORY

SUMMARY OF REVISIONS

Reorganizes the instruction in a chapter format and updates references to law, instructions, office symbols, and AFSCs. A (★) indicates revisions from the previous edition.

ANGI 36-2502, 25 August 2000, is supplemented as follows:

1.1.1 Authority to promote airmen under their command to grades E-2 through E-5 is delegated to each Louisiana Air National Guard unit commander. Authority to promote to grades E-6 and above remain with the Executive Support Staff Officer (HQ LA ANG) who has signature authority for the Adjutant General.

1.2.3. Promotion under the deserving airman promotion program must not restrict unit vacancy promotion indefinitely or over an extensive period. Therefore, before unit commanders forward such promotion recommendations, they must briefly define their plan to eventually eliminate the overgrade condition. Comments will include a projected date this will be accomplished. These comments will be entered in the unit commander's remarks section on the promotion recommendation. Some areas to consider are projected known losses, projected Unit Manpower Document (UMD) growth, retraining, and the selective retention program, ANGI 36-2606, *Selective Retention of ANG Officer and Enlisted Personnel*.

★1.2.4. When Active Guard Reserve (AGR) personnel are recommended for promotion, the 159 MSF/DPMPE will coordinate with the 159 MSF/DPC (MPF/HRO Remote) and enter the following certification statement in Item 21 of HQ LA ANG Form 1, **Airman Promotion Recommendation**, "I certify the airman being recommended for promotion is in military duty (AGR) status, is assigned to a Unit Manpower Document Active (UMDA) position with an authorized grade equal to or higher than the grade to which recommended, and his or her promotion will not exceed the military duty grade ceiling on the State employment authorizations listing." When *Technician* personnel are recommended for promotion, the 159 MSF/DPMPE will coordinate with the 159 MSF/DPC (MPF/HRO Remote) and enter the following certification statement on Item 21 of HQ LA ANG Form 1, "This promotion will/will not result in a grade inversion. SPMD Grade: _____. HRO Remote initials/date: ____/____."

NOTE: For all AGR promotions the HRO Remote will forward recommendation via electronic mail or separate indorsement to LANG-DHR for verification of authorized position assignment and grade availability prior to completion of certification statement.

1.2.5. Airman being recommended for promotion to E-7, E-8, or E-9 will execute the certificate of agreement in attachment 2 of this supplement. The certificate will be attached to the promotion recommendation.

1.2.6. (Added) (HQ LA ANG). Military technicians (Title 32 USC 709) may not be promoted if the promotion would result in a grade inversion; e.g. the promotion would cause a member to become senior in grade to his or her technician supervisor.

1.3.1. To reduce the possibility of promoting airmen who fail to meet the weight standard, all airmen, except those recommended for promotion while in a Temporary Duty (TDY) status, shall be weighed within 30 days before being recommended (Item 8, HQ LA ANG Form 1).

1.3.10. (Added) (HQ LA ANG). Received punishment under the Louisiana Code of Military Justice (LCMJ) during the 12 months immediately preceding promotion recommendation consideration.

1.4.2. Orders issuing activities serving the promotion authority should publish composed orders or AF Form 2096, **Classification/On-the Job Training Action** (see paragraph 1.4.9 of this supplement), upon receipt of the approved recommendation but in no case later than 5 days after the promotion authority gives the recommendation favorable consideration. The Intergrated Automated Orders System (IAOS) will be used to publish composed orders. Furnish HQ LA ANG/IM a copy of each order and AF Form 2096 announcing promotion. HQ LA ANG/IM will use this copy to comply with paragraph 1.5 of this supplement and to maintain statistics on the number of airmen being promoted.

1.4.9 (Added) (HQ LA ANG). Promotion Recommendations. HQ LA ANG Form 1 will be used to recommend Louisiana Air National Guard airmen for promotion. EXCEPTION: The Military Personnel Flight (MPF) may use AF Form 2096 in lieu of HQ LA ANG Form 1 to recommend promotions of airmen in the 159th Student Flight to the grades of E-2 and E-3. Guidance for preparing and processing HQ LA ANG Form 1 is as follows:

1.4.9.1. (Added) (HQ LA ANG). Before recommending an airman for promotion, the recommending official will access PC III and obtain a Promotion Eligibility Inquiry on the subject individual. The inquiry response must be attached to the promotion recommendation.

★1.4.9.2. (Added) (HQ LA ANG). Recommending officials must make every effort to ensure promotion recommendations are accurate and complete to avoid unnecessary delays in promoting eligible airmen. Questions concerning eligibility criteria should be directed to 159 MSF/DPMPE. In addition to reviewing the objective criteria contained in ANGI 36-2502, *Promotion of Airmen*, recommending official must also review the Unit Manpower Document, and Unit Planning Document (if any) to ensure a vacancy exists and to identify positions being downgraded or deleted.

1.4.9.3. (Added) (HQ LA ANG). Recommending officials will indicate on HQ LA ANG Form 1, Item 8, the particular promotion program(s) under which airmen are being recommended. The "retraining" option can only be used in conjunction with "unit vacancy" promotions.

1.4.9.4. (Added) (HQ LA ANG). The "REMARKS" sections in Item 9 and/or Item 15 *must* contain comments that clearly summarize the circumstances that warrant promotion (i.e. commendations, civilian/military technical training, achievement above and beyond that of the airman's current duty assignment, etc.). Comments (what, where, when, how) concerning outstanding potential, technical and demonstrated leadership abilities for the next higher grade are *mandatory* for recommendations under the "deserving airman promotion program"; as are the comments required by paragraph 1.2.3 of this supplement. Reason(s) for disapproval or recommended disapproval *must* also be entered here.

1.4.9.5. (Added) (HQ LA ANG). Comments too lengthy to fit in "REMARKS" sections of HQ LA ANG Form 1 may be continued on attached sheets by identifying the individual to which they pertain and the continued item at the top of each sheet (e.g. TSG John A. Doe, 000-00-0000, HQ LA ANG Form 1, Item 9, REMARKS (Continued)). All continuation sheets *must be signed and dated by the official making the comments*.

1.4.9.6. (Added) (HQ LA ANG). All promotion recommendations must be typed. Handwritten recommendations will not be accepted for processing.

1.4.9.7. (Added) (HQ LA ANG). Any required statement of understanding and/or certificate of agreement *must be attached to the promotion recommendation*. Refer to attachments 1, 2, 3, and 5 of this supplement.

1.4.9.8. (Added) (HQ LA ANG). Airman promotion recommendations submitted using HQ LA ANG Form 1 will be processed as outlined in Tables 1 and 2.

1.4.10 (Added) (HQ LA ANG). Promotion Board.

1.4.10.1. (Added) (HQ LA ANG). A promotion board order will be published by HQ LA ANG to examine the qualifications of airmen being considered for promotion to grades E-7, E-8 and E-9. Airmen will personally appear before the board.

1.4.10.2. (Added) (HQ LA ANG). The board will be composed of commissioned and non-commissioned officers and will include sufficient members to ensure that a quorum can be convened at any duty location.

1.4.10.3. (Added) (HQ LA ANG). When necessary to convene a promotion board, one commissioned officer and two non-commissioned officers will constitute a quorum. Members must be senior in grade to the airman under consideration. The senior member of the board will act as president and the junior member as recorder. All members will be voting members.

1.4.10.4. (Added) (HQ LA ANG). Members of the promotion board will pay particular attention to the airman's qualifications for assumption of Senior NCO Tier responsibilities. Emphasis will be placed on such factors as duty performance, communications, military appearance, bearing, attitude, job responsibility, experience, supervisory and leadership/management ability, professional competence, education and professional development.

1.4.10.5. (Added) (HQ LA ANG). When the board adjourns, the board president will ensure HQ LA ANG Form 1 is completed and processed in accordance with Table 2, Rule 5.

1.5. (Added) (HQ LA ANG). **Promotion Certificate Award.**

1.5.1. (Added) (HQLAANG). Each airman promoted to the grade of E-5 or higher, will be presented a promotion certificate.

1.5.2. (Added) (HQ LA ANG). Promotion certificates will be maintained by HQ LA ANG/IM. Upon receipt of a promotion order, HQ LA ANG will prepare the certificate with members name, rank and the signature element of the Commander, HQ LA ANG.

1.5.3. (Added) (HQ LA ANG). After obtaining the Commander's signature the certificate will be forwarded to the appropriate unit/CC. The unit/CC will complete the certificate and enter his or her signature block, sign the certificate and present to the airman.

1.5.4. (Added) (HQ LA ANG). To add significance to the achievement, promotion certificates should be presented at an appropriate ceremony or formation.

2.2.1. The airman must sign the Statement of Understanding (Deserving Airman Promotion Program) contained in Attachment 1 of this supplement. The statement must be attached to the promotion recommendation.

★2.5.1. To qualify for retraining promotion, the member must have been awarded the 3-skill level in the AFSC in which the member is retraining.

2.5.2. *Add* the following as the last sentence of the statement: "I further acknowledge I am currently retraining to Air Force Specialty Code (AFSC) _____ since _____, and that I must qualify for award of AFSC _____ by _____, the expiration date of the time limit established by my commander." An example of the complete statement is shown in Attachment 3 of this supplement.

2.5.2.1. (Added) (HQ LA ANG). In addition to the statement prescribed in paragraph 2.5.2 of this supplement, if the airman is retraining as a first sergeant and has not completed the USAF First Sergeant Academy, the statement addressed in AFI 36-2113, *The First Sergeant*, paragraph 10.2, must be attached to the promotion recommendation. A copy of the statement is shown in Attachment 4 of this supplement. The statement of understanding will be distributed as follows:

- Copy - Member
- Copy - Unit Training Manager
- Copy - Unit Commander
- Copy - Base Training Manager (159 MSF/DPMT)
- Original - Attached to Promotion Recommendation

2.5.2.2 (Added) (HQ LA ANG). Member's Responsibilities. It is the member's responsibility to: (a) complete required training no later than the established upgrade suspense date; and (b) notify the Unit Training Manager, Unit Commander, Base Training Manager, and State Headquarters, when selected for full-time position which would require further retraining (See paragraph 2.5.3 of ANGI 36-2502).

2.5.2.3. (Added) (HQ LA ANG). Unit Training Manager's Responsibilities. It is the Unit Training Manager's responsibility to: (a) ensure member is enrolled in appropriate skill level training; (b) ensure member satisfactorily completes upgrade training within established upgrade suspense dates; (c) notifies Unit Commander, Base Training Manager and State Headquarters in writing, if due to extenuating circumstances member cannot meet the established upgrade suspense date (this must be accomplished prior to established suspense date); and (d) provide the Base Training Manager a written Quarterly Status of Training Report.

2.5.2.4. (Added) (HQ LA ANG). Unit Commander's Responsibilities. It is the Unit Commander's responsibility to: (a) monitor the member's progress in upgrade training; (b) take appropriate administrative action if member is failing to progress in training; and (c) If member fails to complete required training within the established suspense date, process required demotion action through command channels.

2.5.2.5. (Added) (HQ LA ANG). Base Training Manager's Responsibilities. It is the Base Training Manager's responsibility to: (a) Suspense Statement of Understanding for upgrade suspense action; (b) review the Quarterly Status of Training Report to ensure member is making satisfactory progress in training; and (c) if not making satisfactory progress, advise the Director of Personnel, Member's Unit Commander, and HQ LA ANG/DP immediately.

★2.8. (Added) (HQ LA ANG). **AGR Promotions to Controlled Grades.** Promotion of AGR members to controlled grades will be processed in the following manner:

★2.8.1. (Added) (HQ LA ANG). As AGR controlled grades are identified as available. Headquarters LA ANG will notify commanders and solicit commanders' recommendations for promotion. Commanders' recommendations are to be submitted to Headquarters on HQ LA ANG Form 1 thru the 159 FW MPF.

★2.8.1.1. (Added) (HQ LA ANG). The MPF will review and verify member's eligibility for promotion.

★2.8.1.2. (Added) (HQ LA ANG). Where there are two or more applicants for the subject control grade, the MPF will notify HQ LA ANG/DP.

★2.8.2. (Added) (HQ LA ANG). HQ LA ANG/DP will coordinate for the convening of an AGR Controlled Grade Board.

★2.8.2.1. (Added) (HQ LA ANG). Only the member's records will meet this board.

★2.8.2.2. (Added) (HQ LA ANG). The board will consist of the Executive Support Staff Officer, the State Command Chief Master Sergeant, the Wing Command Chief Master Sergeant, and the MPMO.

★2.8.2.3. (Added) (HQ LA ANG). The AGR Controlled Grade Board will make a recommendation to HQ LA ANG/CC for use of the controlled grade.

★2.8.2.4. (Added) (HQ LA ANG). Upon HQ LA ANG/CC concurrence with the board's recommendation, the member's Commander will be notified that the member will meet a promotion board, and MPF will be notified to initiate the promotion board. HQ LA ANG/CC will notify the individual not selected by the AGR Controlled Grade Board in writing.

★2.8.2.5. (Added) (HQ LA ANG). If selected by the promotion board, HQ LA ANG/DP will publish a promotion order.

| TABLE 1 (Added)(HQ LA ANG) | | | | | | | | |
|---|----------------------------------|---------------------|------------------------|-----------------------|-------------------------|----------|-------------|--|
| AIRMAN PROMOTION RECOMMENDATION FLOW CHART (PROMOTION TO GRADES E-2 THROUGH E-5 ONLY) | | | | | | | | |
| R U L E | A | B | | | | | | C |
| | If recommendation is received by | and recipient | | | | | | then promotion recommendation is |
| | | Recommends Approval | Recommends Disapproval | Certifies Eligibility | Certifies Ineligibility | Approves | Disapproves | |
| 1 | Unit/CC | | | | | X | | Forwarded to 159MSF/DPMPE |
| | | | | | | | X | Returned to recommending official |
| 2 | 159MSF/DPMPE | | | X | | | | Forwarded to orders issuing activity (Notes 1 & 3) |
| | | | | | X | | | Returned to recommending official with info cy to Unit/CC |
| 3 | Orders issuing activity | | | | | | | Filed as back-up material for the promotion order. Refer to ANGI 36-2502, para 1.4. (Note 2) |

NOTES:

1. Promotion orders pertaining to airmen in units assigned/attached to the 159 FW to include geographically separated units (except HQ LA ANG), will be published by 159 MSF/DPMPE. Promotion orders pertaining to airmen assigned to HQ LA ANG will be published by HQ LA ANG.
2. The Intergrated Automated Orders System (IAOS) will be used to publish composed promotion orders.
3. If member is being recommended for a "Retraining Promotion" ensure recommendation is reviewed by the Base Training Manager (159 MSF/DPMT).

| TABLE 2 (Added)(HQ LA ANG) | | | | | | | | |
|---|----------------------------------|---------------------|------------------------|-----------------------|-------------------------|----------|-------------|---|
| AIRMAN PROMOTION RECOMMENDATION FLOW CHART (PROMOTION TO GRADES E-6 THROUGH E-9 ONLY) | | | | | | | | |
| R U L E | A | B | | | | | | C |
| | If recommendation is received by | and recipient | | | | | | then promotion recommendation is |
| | | Recommends Approval | Recommends Disapproval | Certifies Eligibility | Certifies Ineligibility | Approves | Disapproves | |
| 1 | Unit/CC | X | | | | | | Forwarded to 159MSF/DPMPE |
| | | | | | | | X | Returned to recommending official |
| 2 | 159MSF/DPMPE | | | X | | | | Forwarded to 159FW or HQ LA ANG (Notes 1, 2, 4 & 5) |
| | | | | | X | | | Returned to recommending official with info cy to Unit/CC |
| 3 | 159FW/CC, 159LG, 159SG, or 159OG | X | | | | | | Forwarded to HQ LA ANG/CC |
| | | | | | | | X | Returned to recommending official with info cy to 159MSF/DPMPE and Unit/CC |
| 4 | HQ LA ANG/CC | X | | | | | | Forwarded to LANG-ANG or promotion board (Notes 2 & 3) |
| | | | | | | | X | Returned to recommending official with info cy to 159FW, 159MSF/DPMPE and Unit/CC |
| 5 | Promotion Broad | X | | | | | | Forwarded to LANG-ANG |
| | | | X | | | | | |
| 6 | LANG-ANG | | | | | X | | Forwarded to HQ LA ANG/DP for orders publication |
| | | | | | | | X | Returned to recommending official with info cy to HQ LA ANG/CC, 159FW, 159MSF/DPMPE and Unit/CC |
| 7 | HQ LA ANG/DP | | | | | | | Filed as back-up material for the promotion order. Refer to ANGI 36-2502, para 1.4. |

Notes:

1. Promotion recommendations pertaining to airmen in units assigned/attached to the 159FW may be forwarded to 159FW/CC or the appropriate commander. 159FW/CC should publish local instructions to identify the action agency at Wing level and provide a copy of the instructions to LANG-ANG. Promotion recommendations pertaining to airmen in HQ LA ANG are forwarded to the promotion board.
2. Promotion recommendations to grade E-6 are forwarded to LANG-ANG. Promotion recommendations to grades E-7 through E-9 are forwarded to the promotion board.
3. If promotion board is convened at the 159FW, forward recommendation to promotion board through MPF. If promotion board is convened at the 214 EIS, 236 CBCS, or 122 ASOS, forward recommendation to the promotion board through the appropriate unit commander. In either case, prior telephone coordination should be accomplished.
4. For AGR promotions to grade E6 thru E9, the HRO Remote will forward recommendation via electronic mail or separate indorsement to LANG-DHR for verification of authorized position assignment and grade availability.
5. If member is being recommended for a "Retraining Promotion" ensures recommendation is reviewed by the Base Training Manager (159 MSF/DPMT).

Table 2.1, Column A. (Added) (HQ LA ANG) (Note 8).

Table 2.1, NOTES. (Added) (HQ LA ANG) 8. To be eligible for promotion, the airman's unit training assembly (UTA) attendance during the six months immediately preceding the date of the promotion recommendation must be 90% or higher with no unexcused absences. Additionally, the airman must not have missed more than one authorized annual training period during the three-year period preceding submission of the promotion recommendation.

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU
Major General, LAARNG
The Adjutant General

OFFICIAL

//Signed//

JOHN G. ROBINSON, Col, LA ANG
Executive Support Staff Officer

Attachments:

1. (Added) (HQ LA ANG) Statement of Understanding (Deserving Airman Promotion Program)
2. (Added) (HQ LA ANG) Statement of Agreement (Promotion to E-7, E-8, or E-9)
3. (Added) (HQ LA ANG) Statement of Understanding (Retraining)
4. (Added) (HQ LA ANG) Statement of Agreement (First Sergeant)
- ★5. (Added) (HQ LA ANG) Statement of Understanding (Planning Document Promotions)

ATTACHMENT 1**STATEMENT OF UNDERSTANDING
(Deserving Airman Promotion Program)**

I understand I am being recommended for promotion to (Note 1) under the provision of the deserving airman promotion program outlined in ANGI 36-2502. I also understand if I am promoted, my new grade will be higher than my authorized grade and I may remain in this overgrade status only until (Note 2), the date of my current expiration term of service (ETS). I further understand if I am in overgrade status when my ETS occurs, I may be denied reenlistment if a vacancy does not exist to accommodate my grade, unless I accept reduction to the next lower grade.

(Signature)
(Typed Rank and Name)

(Date)

NOTES:

1. Enter the rank and pay grade to which being considered for promotion [i.e. Master Sergeant (E-7)].
2. Enter the expiration date of the overgrade condition (airman's ETS) in accordance with ANGI 36-2101, *Assignments within the Air National Guard, Table 4-3, Rule 6, 7, or 8.*

ATTACHMENT 2

**STATEMENT OF AGREEMENT
(Promotion to E-7, E-8, or E-9)**

In consideration of my being recommended for promotion to the grade of (Note 1), and providing the promotion is approved, I agree to remain a member of the Air National Guard of the United States for a period of (Notes 2 & 3) from the effective date of promotion unless separated for cause or as a result of selective retention board action.

(Signature)
(Typed Rank and Name)

(Date)

NOTES:

1. Enter E-9 (CMS), E-8 (SMS), or E-7 (MSG), as appropriate.
2. If AGR, enter 24 months for promotion to MSG. 12 months for all other promotions to MSG.
3. Enter 24 months for promotion to SMS or CMS.

★ATTACHMENT 3

STATEMENT OF UNDERSTANDING
(RETRAINING)

I acknowledge that I must qualify for award of the AFSC skill level, which is necessary to support my grade in the career field into which I am retraining. If I fail to qualify for award of the AFSC within the same limits established by my commander, I will be demoted to my previously held grade. I further acknowledge I am currently retraining to Air Force Specialty Code (AFSC) (Note 1) since (Note 2), and that I must qualify for award of AFSC (Note 3) by (Note 4), the expiration date of the time limit established by my commander. I further understand that if I voluntarily leave the AFSC in which being retrained, am reassigned by my commander for performance related reasons, or am separated before attaining the required grade/skill relationship; I will be demoted to the previously held grade IAW ANGI 36-2503, *Administrative Demotion of Airmen*.

(RANK & NAME)

(DATE)

(RANK & NAME OF COMMANDER)

(DATE)

NOTES:

1. Enter the complete AFSC to include the skill level to which retraining [i.e. If airman is retraining to Personnel Apprentice (semi-skilled level), enter 3S031].
2. Enter the day, month, and year airman entered retraining to the AFSC indicated in the statement.
3. Enter the complete AFSC to include the skill level commensurate with the grade to which airmen is being promoted (i.e. If airman is being promoted to TSG or MSG, enter 3S071).
4. Enter the day, month, and year airman must complete retraining.

ATTACHMENT 4

**STATEMENT OF AGREEMENT
(First Sergeant)**

I agree to attend the USAF First Sergeant Academy within 12 months of my appointment as first sergeant. Failure to complete this requirement within the specified time limits will result in my removal from the first sergeant position and immediate subsequent demotion.

(Signature)

(Typed Rank and Name)

(Date)

★ATTACHMENT 5

**STATEMENT OF UNDERSTANDING
(Planning Document Promotions)**

I understand I am being recommended for promotion to (Note 1) under the provision of NGB Directed Unit Reorganization (Planning Document). I also understand if I am promoted, my new grade will be higher than my authorized grade and I may remain in this overgrade status only until (Note 2), the date of my current expiration term of service (ETS). I further understand if I am in overgrade status when my ETS occurs, I may be denied reenlistment if a vacancy does not exist to accommodate my grade, unless I accept reduction to the next lower grade.

(Signature)
(Typed Rank and Name)

(Date)

NOTES:

1. Enter the rank and pay grade to which being considered for promotion [i.e. Master Sergeant (E-7)].
2. Enter the expiration date of the overgrade condition (airman's ETS) in accordance with ANGI 36-2101, Table 4-2, Rule 8, 9, 10, and 11.