



The Air Force's Personnel Center



CY24 Senior Master Sergeant Promotion Board

7 February 2024



- **Orientation briefing**
- **Board President remarks**
- **Read Formal Charge**
- **Administer oaths**
- **Training session (Trial Run)**
- **Trial Run debrief**
- **Begin scoring records**



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Authority

- **Title 10, U.S.C. 517 - *Authorized percentages: E-8 and E-9***
 - **Title 37, U.S.C. 201 - *Pay grades: assignment to; general rules***
-
- **DoD Instruction 1320.14 - *Commissioned Officer Promotion Program Procedures***
-
- **DAF Instruction 36-2502 - *Enlisted Airman Promotion/Demotion Programs***
 - **DAF Policy Directive 36-25 - *Military Promotions and Demotions***
-
- **CSAF Formal Charge**
-

Chief of Staff of the Air Force

Board President

**Panels
1-3**

MX

**Panels
4-9**

SPT

**Panel
10-13**

OPS

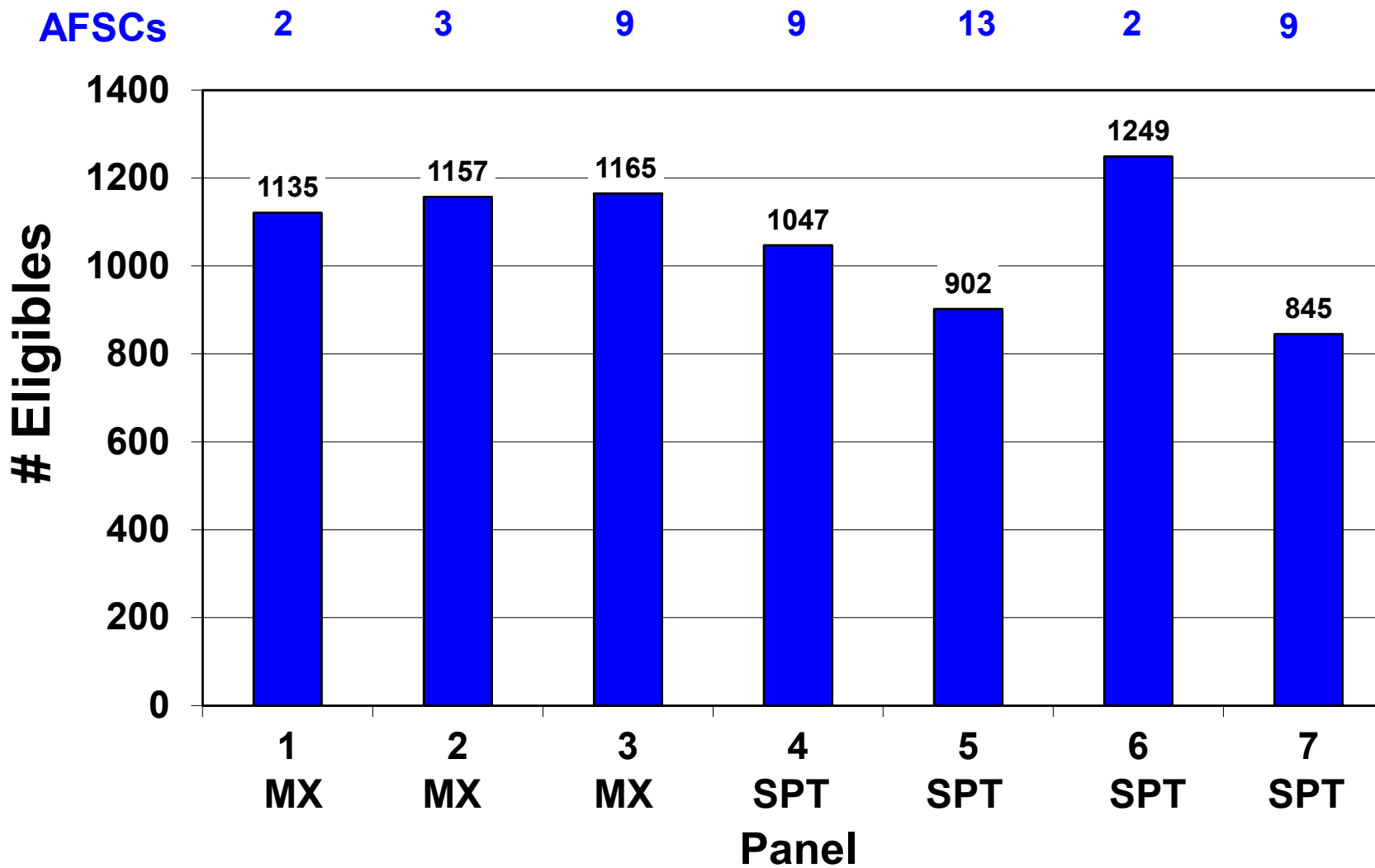
**Panels
14**

MED



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Task

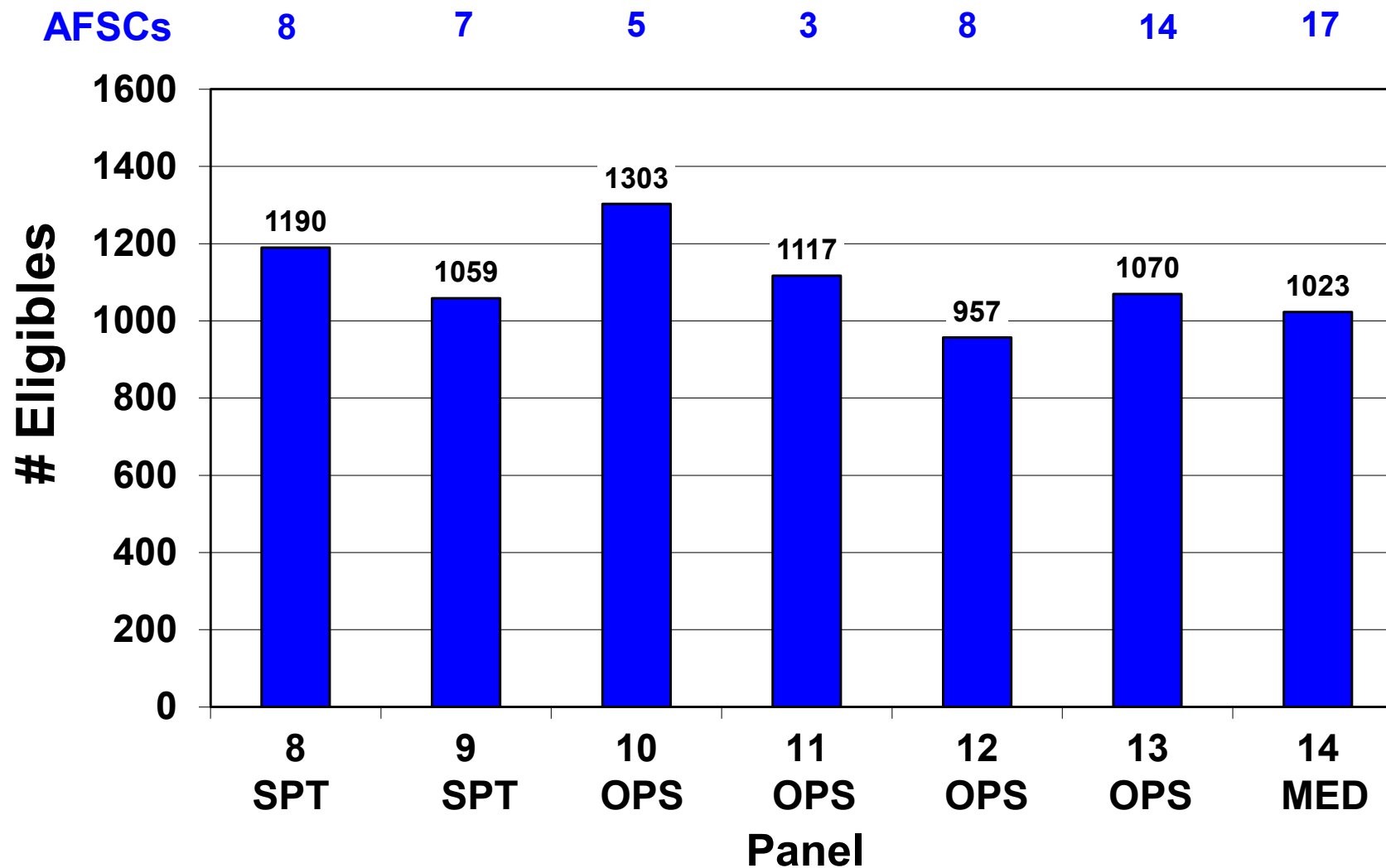


I n t e g r i t y - S e r v i c e - E x c e l l e n c e



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Task



Integrity - Service - Excellence



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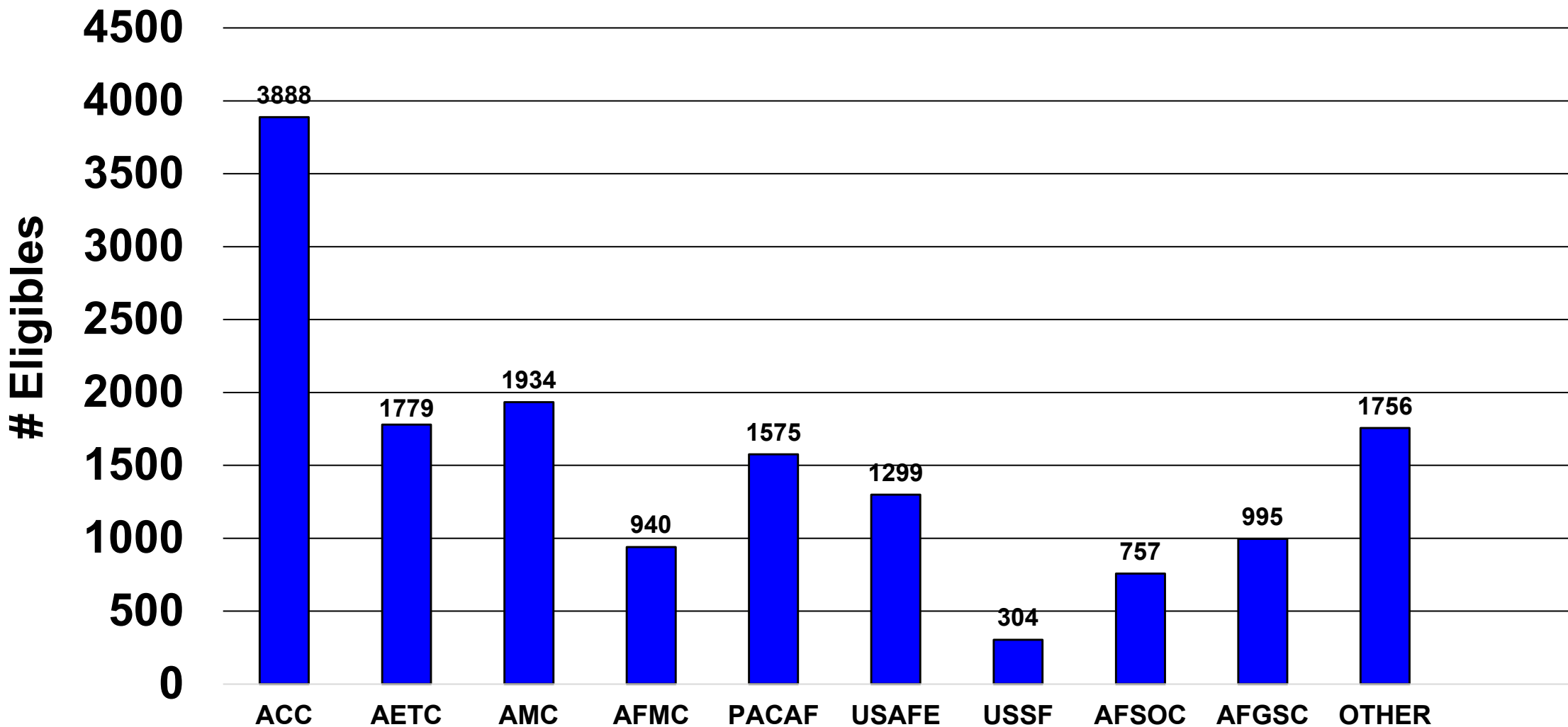
Eligibility Criteria

- **Recommended by promotion authority**
- **PECD: 30 Sep 23**
- **DOR: 1 Jul 22 or earlier**
- **TAFMSD: 1 Mar 14 or earlier**
- **Proj DOS / Ret: 1 Apr 24 or later**
- **HYT: 1 Apr 24 or later**



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Command

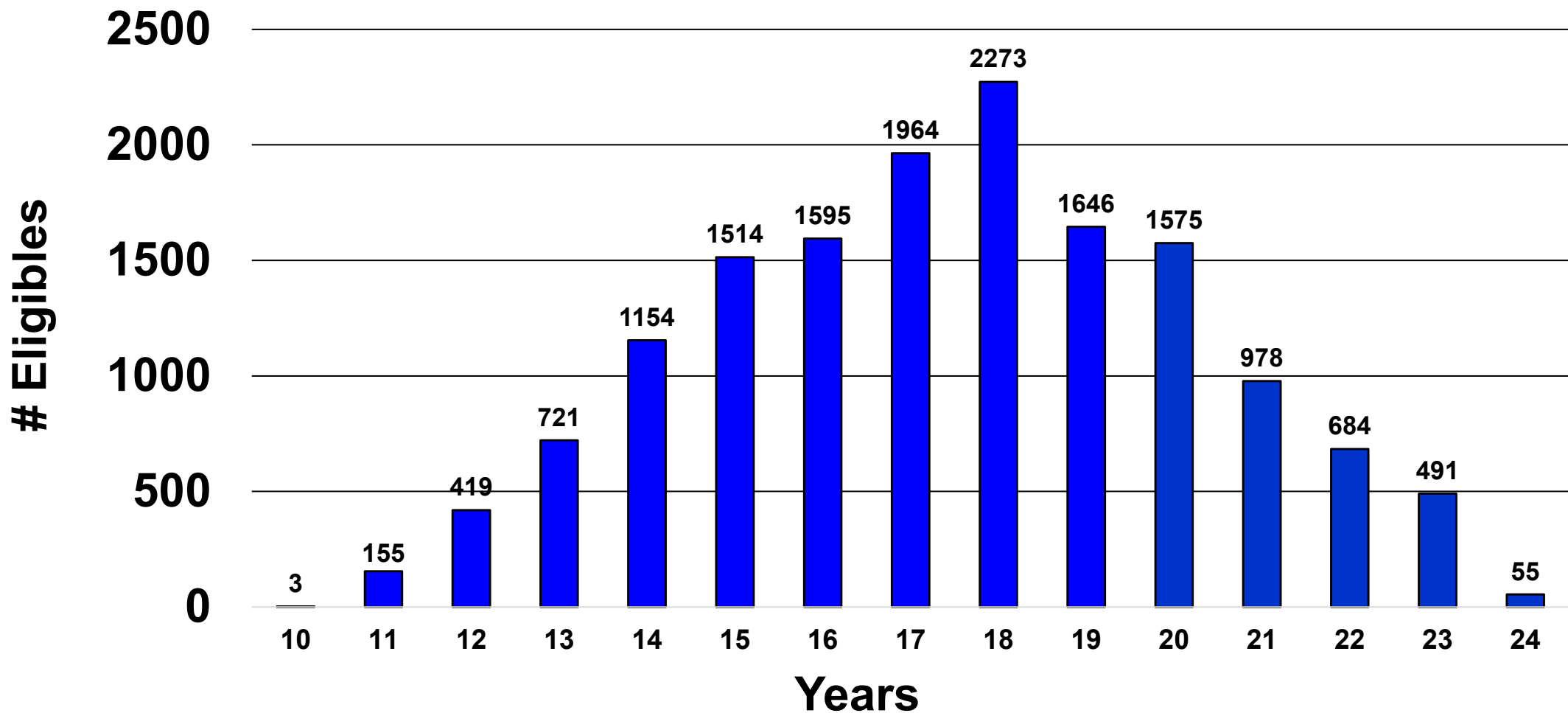


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Time In Service

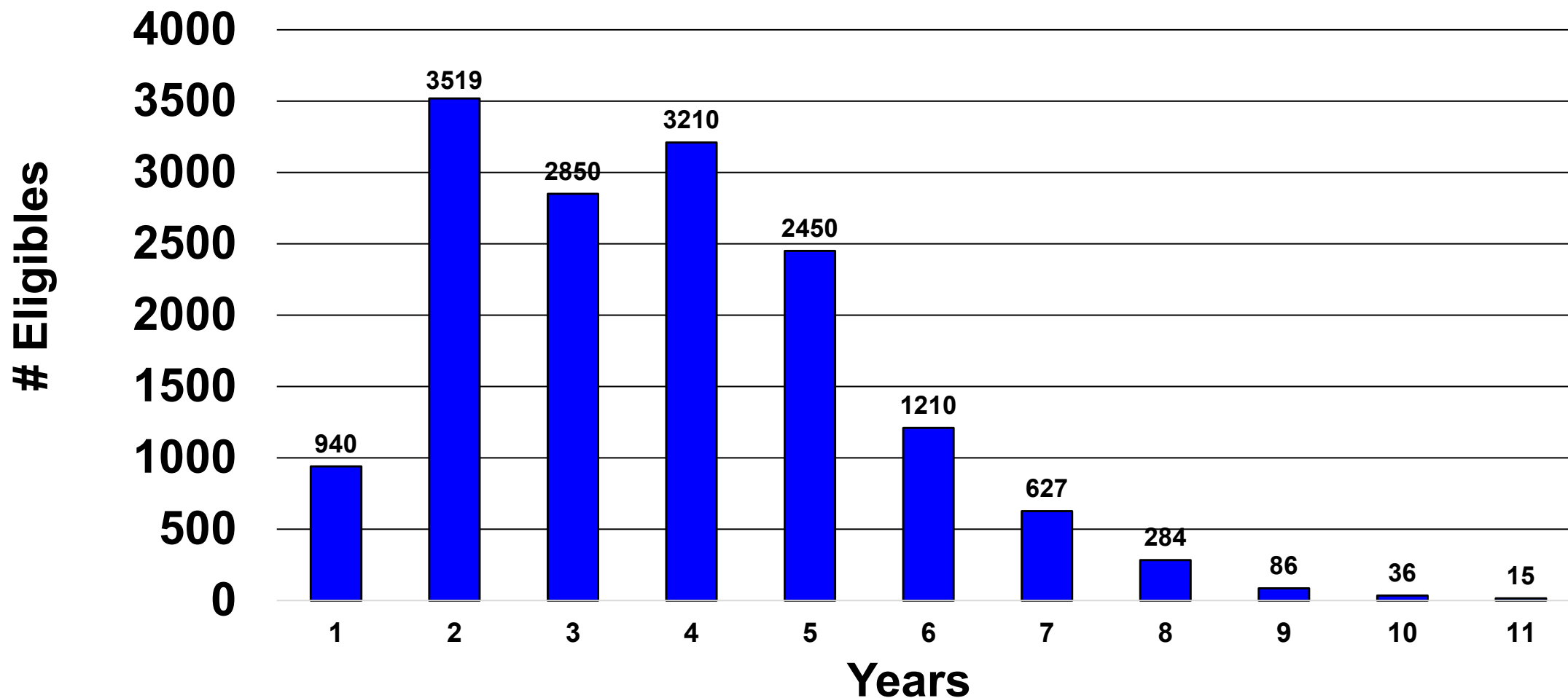


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Time In Grade

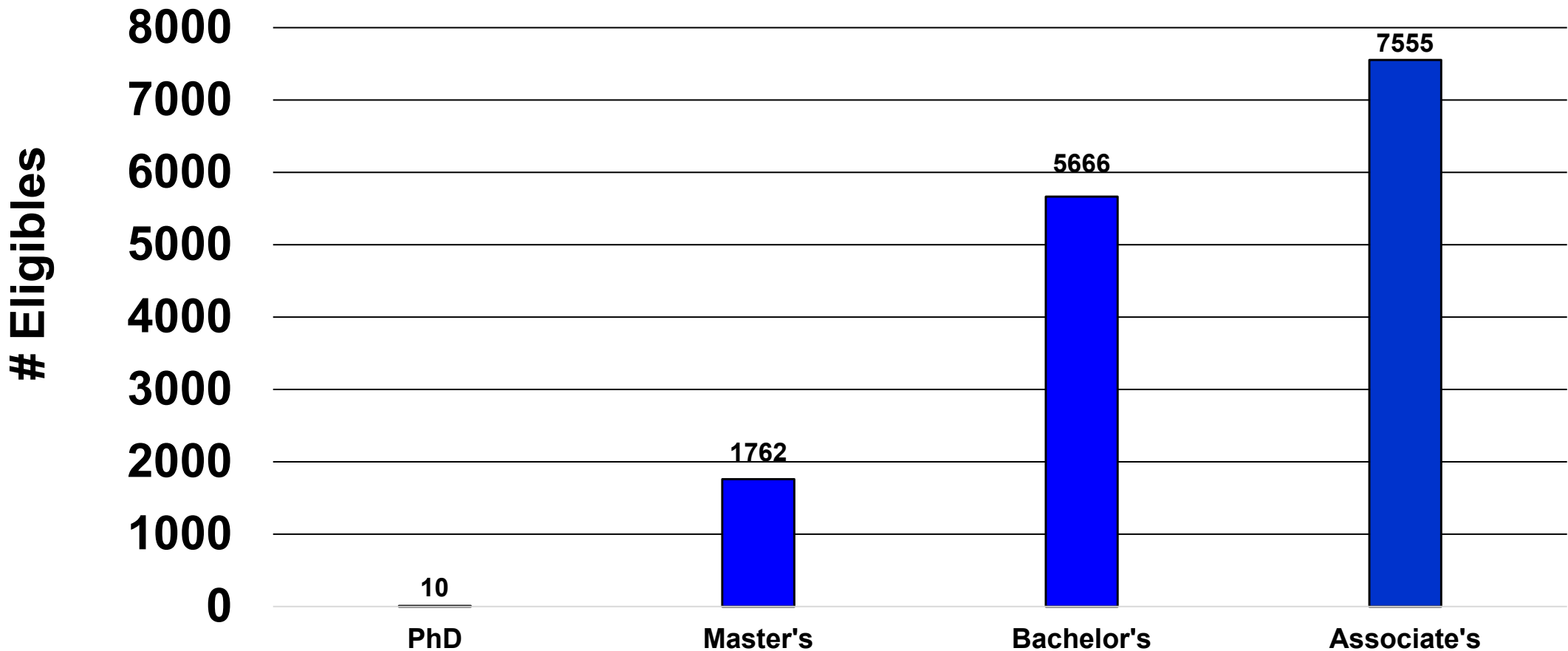


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Academic Education





- **Senior NCO selection record**
- **Whole person concept**
- **Scoring scale**
- **Training sessions (Trial Runs)**



SNCO Selection Record

This contains information which must be protected IAW AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and It is For Official Use Only (FOUO). It must be protected or privacy act information removed prior to further disclosure.

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SNCO Selection Record

MSgt				SYSTEM GENERATED PAGE 1 / 1			
()				ENLISTED PERFORMANCE BRIEF (E7-E8)			
DUTY TITLE	DAFSC 3FOT1	REASON Annual	PERIOD 1 Oct 22 THRU 30 Sep 23				
	DAYS SUPERVISED 365	DAYS NONRATED 0	RATEE ACKNOWLEDGMENT \\signed,	2%			
ORGANIZATION AND COMMAND Headquarters Air Force Personnel Center (AFPC)		LOCATION Joint Base San Antonio-Randolph, TX					
DUTY DESCRIPTION MSgt leads 4 civilians, mobilizing personnel functional system guidance to USSF, RAF, 9 MAJCOMS Ais and AFPC as Civilian System Requirements. He partners with 70 Business Product Owners and HQ Senior Leaders gatekeeping change management process and regulates system support for 2 million Air Force and Space Force users. He customizes 36 HR IT systems, leads functional testing and validates capabilities for \$630 million portfolio.							
RATER ASSESSMENT							
EXECUTING THE MISSION		EFFECTIVELY USES KNOWLEDGE, INITIATIVE, AND ADAPTABILITY TO PRODUCE TIMELY, HIGH-QUALITY QUANTITY RESULTS TO POSITIVELY IMPACT THE MISSION					
MSgt expedited 22B9 promotion records, educating 12 MPFs on routing processes and finalized 53 decorations, which prevented supplemental boards for 172 members. He managed retirement and separation decoration backlog coordinating with MPFs to finalize 2,197 decorations ensuring proper recognition and Veterans Affairs benefits for retirees.							
LEADING PEOPLE		FOSTERES COHESIVE TEAMS, EFFECTIVELY COMMUNICATES, AND USES EMOTIONAL INTELLIGENCE TO TAKE CARE OF PEOPLE AND ACCOMPLISH THE MISSION					
led 11 Total Force members on MyEval 2.0 User Acceptance Testing. The team ran 22 scripts and identified 30 critical fixes resulting in a successful program relaunch. He facilitated AF wide evaluations and recognition program change, mentoring 23 SNCO and NCOs on narrative performance statements propelling the CSAF's "Accelerate Change or Lose" mission.							
MANAGING RESOURCES		MANAGES ASSIGNED RESOURCES EFFECTIVELY AND TAKES RESPONSIBILITY FOR ACTIONS BEHAVIORS TO MAXIMIZE ORGANIZATIONAL PERFORMANCE					
MSgt coordinated with Finance to ensure the directorate was compliant with a \$4.3M Information Technology Budget. He guided 4 members, to develop platform solutions and FAQ for a \$100 myPSS question backlog which directly supported the digital transformation and innovation efforts of the CSAF's "Accelerate Change or Lose" mission.							
IMPROVING THE UNIT		DEMONSTRATES CRITICAL THINKING AND FOSTERS INNOVATION TO FIND CREATIVE SOLUTIONS AND IMPROVE MISSION EXECUTION					
created standard operating procedures and 5 process maps for the newly stood up 14 member military requirements branch managing Air Force and Space Force requirements for 36 IT systems. His efforts to outline business process models was crucial to the team's success in the revamp for the MyEval and MyDeas applications.							
RATER NAME, GRADE, AND BRANCH OF SERVICE		RATER SIGNATURE \\signed,		18 Oct 23%			
RATER DUTY TITLE		RATER ORGANIZATION AND COMMAND HQ Air Force Personnel Center (AFPC)					
HIGHER LEVEL REVIEWER ASSESSMENT		STRATIFICATION	FORCED ENDOUBTMENT	RATER ASSESSMENT			
			No	Concur			
FUTURE ROLES							
1.MPF Flight Chief		2.AFCENT, A1		3.MTL			
As acting Superintendent for Information and technology Branch he mentored 32 Total Force team members forging a way ahead for new leaders, leading the team to 1 E7PMIE, 2 Top Performer, 11 Quarterly Award winners, and 4 annual Award wins.							
HIGHER LEVEL REVIEWER NAME, GRADE, AND BRANCH OF SERVICE		HIGHER LEVEL REVIEWER SIGNATURE \\signed,					
		16 Oct 23%					
HIGHER LEVEL REVIEWER DUTY TITLE		HIGHER LEVEL REVIEWER ORGANIZATION AND COMMAND HQ Air Force Personnel Center (AFPC)					

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SNCO Selection Record

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SNCO Selection Record

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Whole Person Concept

Factor

Performance

Professional Competence

Leadership

Job Responsibility

Breadth of Experience

Specific Achievements

Education

Evaluate

EPB / EPRs / TRs

Expertise Within Specialty

Supervisor / Staff

Scope / Levels / Exposure

Where / What / When

Awards / Decorations / EPB / EPRs

Level / Utilization

POTENTIAL

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Scoring Scale

■ Absolutely Superior	10	
■ Outstanding	9.5	<i>Outstanding</i>
■ Few Could Be Better	9	
■ Strong	8.5	
■ Slightly Above Average	8	<i>Above Average</i>
■ Average	7.5	<i>Average</i>
■ Slightly Below Average	7	
■ Well Below Average	6.5	<i>Below Average</i>
■ Lowest	6	

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Training Session (Trial Run)

- Sample group of records
- Familiarize with quality range & record situations
- Set scoring standard
- Score individually
- Open discussion during debrief

CONSISTENCY



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Split Resolution Procedures

- **All panel members present**
- **All scoring stops**
- **Panel reviews scores**
- **Discuss strengths and weaknesses in record**
- **All can look at record and discuss**
- **Only those involved in split may change score**



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Board Process

- **Score all records by AFSCs**
 - **Resolve splits**
 - **New documents**
 - **Conduct Board President's Quality Review**
 - **Resolve gray**
- **Sign Board Report**
- **Board President outbrief**



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Current Promotion Policy

- **Promote against Air Force vacancies**

- **Exception: Promotion Allocations**
 - **Increased promotion opportunity for war-fighting and mission-critical / stressed specialties**
 - **Higher selection rate for eligibles in AFSCs where critical shortages impact readiness**

- **Best qualified**



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Initial Scoring – Clean Cut

Clean Cut

Scores	Records	Cumulative Records
27.0	4	21
26.5	8	29
26.0	6	35
25.5	4	39
25.0	2	41
24.5	4	45
24.0	3	48

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The panel has reached a clean cut in initial scoring

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Initial Scoring – No Clean Cut

	Scores	Records	Cumulative Records
	27.0	4	21
	26.5	8	29
	26.0	3	32
	25.5	3	35
Initial Cut	25.0	9	44
Second Cut	24.5	2	46

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The panel will score 9 records in the “gray” zone for the 4 remaining quota



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Board President

- **Monitors board progress**
- **Ensures board focuses on CSAF Formal Charge**
- **Adheres to statutes, directives and instructions**
- **Assures fair and equitable treatment**
- **Conducts quality review**
- **Ensures no coercion of, or undue influence on, selection board actions**



Board Member Oath

**“I solemnly swear that I will
without prejudice or partiality
having in view both the special fitness of the NCOs
and the efficiency and effectiveness
of the United States Air Force
perform the duties imposed upon me.”**



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Board Member Cautions

- **Never disclose board proceedings**
 - **For example, how a record scored or comments made during split resolution**

- **After results are released, you may cover the procedures and process**



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Records Review Opportunities

- Personnel Records Display Application (PRDA)
 - Accessible through the AF Portal Quick Links or AFPC Secure site
- Total Force Service Center (TFSC)
 - Toll Free: (800) 525-0102
 - DSN: 665-0102
 - Commercial: (210) 565-0102

The screenshot shows the Virtual Personnel Services Center (vPSC) web application. The browser address bar displays the URL: <https://www.my.af.mil/afpc2vpssc/vpsc/mods/prda/tiles/pages/browse-self.jsf>. The page title is "Virtual Personnel Services Center (vPSC)".

On the left, there is a "My Sections" sidebar with links to "Dashboard", "PRDA", and "ADP".

The main content area is titled "Browse" and contains a "Search Documents" button. Below this, there is a "Browse" section with a "Browse" button and a "Browse" instruction: "Clicking on a 'category' or 'subcategory' name in the browse tree will place all documents from that category or subcategory into the 'Selected Document' area. Clicking on an 'individual document' in the browse tree will place the document in the 'Selected Document' area."

The "Available Category:" section lists the following categories and their counts:

- PERFORMANCE REPORTS (3)
- ENTIRE PERSONNEL RECORD (12)
- MEDICAL (0)
- PCARS (1)
- SELECTION FOLDER (4)
- ORDERS (1)
- MISCELLANEOUS (6)
- BOARD (0)

The "Selected Documents" section contains a table with the following columns: "Form Number", "Document Name", "Date", and "# of Pages". The table is currently empty.

At the bottom of the "Selected Documents" section, there are buttons: "Get Documents", "Select All", "Deselect All", and "Clear".

Below the table, there is a disclaimer: "The information you are about to view contains information covered under the Privacy Act of 1974 (5 U.S.C. 552a) and must be protected IAW AFI 33-332, DoD Regulation 5400.11, and it is For Official Use Only (FOUO). Reproduction of evaluations is prohibited unless authorized under and IAW AFI 36-2406, Chapter 3. The Privacy Act provides for criminal penalties against anyone who discloses information to unauthorized persons. Anyone who obtains information about an individual under false pretenses may also be subject to criminal penalties enforceable under Article 134, UCMJ." and "This information is protected under the Privacy Act (see AFI 33-332, Air Force Privacy Act Program)."

At the very bottom, there is a footer with the following text: "Authority: Title 5 U.S.C., DoD 1400.34 SC 1950 and Title 10 U.S.C., 8013; SECAF E.O. 9397 authorizing the SSAN to be used as a system of numbering to identify persons - where applicable. Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data."



- **Make information pop out – make sure it isn't buried**
- **Assume the someone outside of your career field will be scoring your records – make sure all bullets are clear on impact and level**
- **EPBs – HLR comments should be specific to the member. Don't be shy in the comments.**
- **High-level/PME awards – should be in decoration**
- **Statements focused on team v. individual**