

Personnel

PROMOTION OF AIRMEN

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

1.1. (AZANG) The Adjutant General has the authority to promote AZ ANG airmen as Reserves of the Air Force IAW with policies and procedures established by law. Each Wing/GSU unit must monitor unit promotions to the grades of TSGT through CMSGT to ensure that the unit does not exceed the grade ceiling.

1.1.1. (AZANG) Authority to promote up to grade TSGT (E-6) is delegated to the subordinate Unit Commanders.

1.2.4. (AZANG) Promotions of AGR personnel to SMSGT (E-8) and CMSGT (E-9) require controlled grades; units will obtain prior written approval from Human Resource Office-AGR (HRO-AGR) through State Headquarters (HQ AZANG/MPPS) (attachment 1) before recommending for promotion to SMSGT (E-8) and CMSGT (E-9).

1.3.1 (AZANG) However, commanders must wait at least one satisfactory observation period (30 days between each period) for individuals who are in the Weight Management Program and who meet their Body Fat Standard, and are entered in Phase II (Observation Period) before approving any promotion action.

1.4.1.1 (Added) (AZANG) The Adjutant General retains authority for final approval of all promotion to grades E-7 through E-9. Promotion boards for grades E-7, E-8, and E-9 will be held at the Wing level and geographically separated units (GSUs). However, promotion boards under the Exceptional Promotion Program (EPP) will be held at State Headquarters.

1.4.7.1. (Added) (AZANG) Unit Commanders will forward their recommendation through their servicing Military Personnel Flight (MPF) in a timely manner. Promotion nominations to grades E-7, E-8, and E-9 will be submitted on AGO Form 3 (attachment 2). Promotion nominations under EPP will also include an up to date biography submitted by the individual.

1.4.7.2. (Added) (AZANG) MPF will forward the promotion board list (attachment 3) of E-7 through E-9 nominees recommended for promotion to HQ AZANG/MPPS not later than 3 working days prior to convening the promotion board. EPP promotion nominations will be submitted on AGO Form 3 according to the suspense dates identified on attachment 6.

1.4.7.3. (Added) (AZANG) The board will provide feedback to individuals not attaining the minimum score. Feedback will address specific weaknesses and recommendations for improvement. The board will document the recommendation on AGO Form 3 and forward a copy to nominee's commander. Consideration for subsequent promotion nomination will be at the discretion of the member's Commander. Notification routines on EPP nonselection will proceed as stated in paragraph 3.2.5., this supplement.

1.4.7.4. (Added) (AZANG) Upon conclusion of the promotion board, Military Personnel Flight will forward all promotion packages, including those not recommended for promotion, and a copy of the Promotion Board Interview Sheets to HQ AZANG/MPPS.

1.4.7.5. (Added) (AZANG) Promotion orders will be published and distributed upon receipt of approved promotion board list. Commanders are encouraged to make a formal announcement of an individual's promotion at Commander's Call, formations, etc. Administrative files for each EPP promotion cycle will be maintained at HQ AZANG/MPPS for 2 years.

2.8.1. (Added) (AZANG) Exceptional Promotion Program (EPP). EPP provides promotion opportunities for Drill Status Guard (DSG) members by allowing exceptional individuals to attain the senior NCO rank of SMSGT and CMSGT when UMD authorizations may not exist. The objective is to make a conscious effort to increase retention rates and morale among our DSG members.

2.8.2. (Added) (AZANG) On an annual basis, Arizona is authorized 2 E8 billets and 2 E9 billets. E9 billets that are not used can be utilized to promote additional E8s.

2.8.3. (Added) (AZANG) HQ AZANG/MPPS will manage the EPP program. EPP includes a competitive selection board at State Headquarters; questions from the board will be based on core competencies. The Arizona Chief's Council will determine five areas within the core competencies on which the board will base their questions. The unit commander will also use those 5 areas on the AGO Form 3. EPP is not to be considered a deserving airman promotion and personnel promoted under EPP will not count against the units E-8 and E-9 grade ceilings. Attachment 4 provides the criteria for unit commanders to consider when nominating members for promotion under this program. Attachment 6 lists suspense dates that units and State Headquarters need to meet. The State Command Chief Master Sergeant will brief State Air Staff on suspense dates and schedule of events. Schedule of events will be briefed as each critical date approaches.

2.9. (Added) (AZANG) Temporary Floating (T-Float) Chief Master Sergeant Program.

2.9.1. (Added) (AZANG) The T-Float program is an NGB three (3) year test program managed by State Headquarters. No more than 15% of the authorized CMSGT grades may be floated at any given time. This program is being offered to provide expanded flexibility in the use of unexecuted Chief Master Sergeant allocations throughout the Air National Guard. **This promotion program applies to those functional areas that do not have allocated career progression opportunities to CMSGT on the unit-manning document. Personnel participating in this program must be the sole incumbents of a SMSGT position.** DSG, technicians, and AGR members are eligible to participate in this program.

2.9.2. (Added) (AZANG) Attachment 8 provides the entire criteria for unit commanders to consider when nominating members for promotion under this program. State Promotion Boards under this program are authorized at the unit level. Units will coordinate with State Headquarters to ensure authorized and assigned figures for CMSGT are not exceeded (attachment 10). The following table reflects the current distribution of T-Float positions for the state. State Headquarters will update this table when changes are made to authorized CMSGT positions on the unit manning document.

Unit	Authorized CMSGT Positions	15% Float (.5 rounds up)	Unit Authorized CMSGT Float Position
HQ, AZANG	4	.6	1
107 ACS	3	.45	-*
161 ARW	18	2.70	3
162 FW	19	2.85	3
AZANG Total	44	6.60	7

*State Headquarters Chief of Staff and Unit Commanders may desire to negotiate authorized float number.

Chapter 3 (Added) (AZANG) Promotion Board Criteria and Procedures

3.1. All State Promotion Boards will be conducted in a formal setting. The proper uniform for all individuals on the board and those meeting the board is the Service Dress to include Federal and State ribbons. Board members and individuals meeting the board will comply with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel and ANGI 40-502, The Weight and Body Fat Management Program.

3.1.2. The Board will be comprised of three members for promotions to MSGT (E-7) through CMSGT (E-9). The President will be a CMSGT (E-9). The grade of the other two board members must be equal to or greater than the grade for which the individual is being considered. The CMSGT who is senior in grade according to his/her date of rank will be the President of the board.

3.1.3. Board members will rate each nominee. Minimum score required for promotion are Master Sergeant 65 points; Senior Master Sergeant, 70 points; and Chief Master Sergeant, 75 points. The maximum allowable score is 100 points. Final score is determined by averaging the score of all three board members scores. Nominees will be graded on their oral expression, and military appearance.

3.2. State Promotion Boards under the Exceptional Promotion Program

3.2.1 Promotions under EPP will be held at State Headquarters. The Board will be conducted in a formal setting. The uniform for all individuals on the board and those meeting the board is the Service Dress to include Federal and State ribbons. Board members and individuals meeting the promotion board will comply with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel and ANGI 40-502, The Weight and Body Fat Management Program.

3.2.2. Under the exclusive recommendation of the State Command Chief Master Sergeant, the Commander, Arizona Air National Guard will formally appoint members to the EPP State Promotion Board. The board will consist of a Chief Master Sergeant who will serve as the board president and three individuals senior in grade to the individual being considered for promotion. Composition of the board must include a representative from State Headquarters and a representative from the 161 ARW, 162 FW, 107 ACS. The State Human Resource Advisor (HRA) will be present as a non-voting member and observe the proceedings. The State Command Chief Master Sergeant and Wing Command Chief Master Sergeant will not serve on the EPP State Promotion Board. As representatives of the enlisted force, they must remain neutral in competitive career progression programs. Their position of prominence provides for a forum to address concerns of the enlisted force on the conduct of EPP State Promotion Boards.

3.2.3. The EPP State Promotion Board will direct their questions based on core competencies. The Arizona Chief's Council will determine five areas within the core competencies for the board to base their questions on. The unit commander will also address those 5 areas on the AGO Form 3. Military Appearance and Oral Expression will also be evaluated. The EPP Interview Scoring Worksheet (attachment 5) is designed to accommodate a total score of 100 points. Minimum total average score for promotion to Senior Master Sergeant is 70 points, and promotion to Chief Master Sergeant will require a total minimum average score of 75 points. The board will forward their recommendations to Commander, Arizona Air National Guard, for approval.

3.2.4. In situations where the number of personnel nominated for promotion exceeds the State allocated total, individuals will be recommended to the Commander, Arizona Air National Guard, based on the highest score. In extreme situations, where more than one individual receives the same score, and the State allocated total would be exceeded, the board is empowered to make a unanimous selection. Documentation of the decision process will be required and signed by the board.

3.2.5. If an individual is NOT recommended for promotion the board president will brief the Commander, Arizona Air National Guard, the State Executive Support Staff Officer, and State Command Chief Master Sergeant as to the reason(s) for non-selection before any action is taken to publish promotion orders. The State Executive Support Staff Officer will notify the unit commander on the reason(s) for non-selection; the unit commander or designated representative will notify the member of nonselection. The board president will provide written documentation to the member on areas that require improvement. Consideration for subsequent promotion nomination will be at the discretion of the member's Commander. Appeals on non-

recommendation for promotion must process through the chain of command, to include the State/Unit Command Chief Master Sergeant.

3.2.6. As a general rule, EPP promotion boards will be held in May of each year on the scheduled unit training assembly for State Headquarters. HQ AZANG/MPPS will provide written notification to the servicing MPF of personnel scheduled to meet the promotion board. The notification will include date, time, location, uniform requirement, and the 5 core competency areas the board will ask their questions on. An information copy of the written notification will also be provided to the MPF, unit commanders and board president. MPF will provide written notification to individuals scheduled to meet the board. HQ AZANG/MPPS will ensure that an appropriate area, suitable for conducting formal promotion boards is available, and will provide board members a detailed briefing on their responsibilities. Promotion Board Folders will be provided to the board president and board members by HQ AZANG/MPPS.

CLARENCE J. HINDMAN, BRIG GENERAL, AZANG
CHIEF OF STAFF, AZANG

OFFICIAL

LEON RAY, COLONEL, AZANG
CHIEF EXECUTIVE OFFICER

9 Attachments

1. AGR Control Grade Approval/Coordination Letter
2. AGO Form 3
3. Promotion Board List
4. Exceptional Promotion Program (EPP)
5. EPP Interview Scoring Worksheet
6. EPP Schedule of Events
7. Core Competencies
8. Temporary Floating CMSGT Promotion Program
9. T-Float Promotion Eligibility Checklist
10. T-Float Coordination Request

Attachment 1 (Added) (AZANG)



DEPARTMENT OF THE AIR FORCE
Headquarters, 162nd Fighter Wing (ANG)(AETC)
Tucson, Arizona

8 February 2002

MEMORANDUM FOR AZ HRO
5636 East McDowell Road
Phoenix, Az 85008-3495

FROM: 162MSF/DPMP
1650 E. Perimeter Way
Tucson, Az 85706-6052

SUBJECT: State Military Duty Control Grade Availability

1. Request your approval of Control Grade availability for the following named individual:

GRADE:
NAME:
SSAN:
ORGANIZATION:

2. Your endorsement on this request, will confirm the availability or non-availability of appropriate Control Grade for promotion. Control Grade availability will allow this organization to continue with promotion recommendation of this individual to the next higher grade.

NAME, GRADE, AZANG
Chief, MPF

Cc: Unit Commander, ESSO

1st Ind, AZ HRO, State Military Duty Control Grade Availability ltr, dated 8 Feb 02

TO: 162MSF/DPMP

We have reviewed the Military Duty Control Grade Availability for:

GRADE;
NAME:
SSAN:
ORGANIZATION:

This Control Grade availability request can/cannot be accommodated in Arizona's Military Duty Control Grade Ceiling.

FOR THE ADJUTANT GENERAL

RICHARD L. PALMATIER JR, COL, JA, AZARNG
Human Resources Officer

Cc: Unit Commander, ESSO

PROMOTION REQUEST

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 U.S.C. 12310, Statutory Tour: delegation by; as implemented by Air National Guard Instruction 36-2502, Promotion of Airmen

PURPOSE(S): Provide information to unit commanders/supervisors for required actions relating to, promotions.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records, or information contained therein, may specifically be disclosed outside DoD as a routine use pursuant to U.S.C. 552a(b)(3) as follows: The Department of the Air Force 'Blanket Routine Uses' set forth at the beginning of the Air Force's compilation of systems of records notices apply to this system.

1	NAME (Last, First, Middle Initial)	2	GRADE	3	SOCIAL SECURITY NUMBER		
4	ORGANIZATION AND LOCATION			5	PROMOTED TO GRADE	6	AGR YES <input type="checkbox"/> NO <input type="checkbox"/>
7	IS THE INDIVIDUAL IN COMPLIANCE WITH WEIGHT/BODYFAT STANDARDS AS OUTLINED IN ANGI 40-502? YES <input type="checkbox"/> NO <input type="checkbox"/>						
_____ Signature of Unit Weight & Body Fat Monitor or First Sgt							

8 NARRATIVE

UNIT			
9 AUTH GRADE ON UMD	10 PAFSC	11 DAFSC	12 AFSC
13 ATTENDANCE SAT <input type="checkbox"/> UNSAT <input type="checkbox"/>	14 YEARS OF SAT	15 DOR	15 Most Recent PME and date Completed
16 SUPERVISOR (Name, Grade, Title)		17 SIGNATURE	
18 UNIT COMMANDER (Name, Grade, Unit, Title)		19 SIGNATURE	20 DATE

MILITARY PERSONNEL FLIGHT

21 PROMOTION ELIGIBILITY	22 UNIT MANNING GRADE	
<input type="checkbox"/> ELIGIBLE <input type="checkbox"/> NOT ELIGIBLE	AUTH	ASSIGN

23 REASON (If Not Eligible)

24 CAREER ENHANCEMENT APPROVING OFFICIAL	25 SIGNATURE	26 DATE

27 RECOMMEND	28 REMARKS (If Disapproved)
APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/>	

APPLIES TO E-7'S AND ABOVE ONLY

29 BOARD PRESIDENT (Name & Grade)	30 SIGNATURE	31 DATE
32 WING COMMANDER (Name, Grade, Unit, Title)	33 SIGNATURE	34 DATE

Attachment 3 (Added) (AZANG)

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 161ST AIR REFUELING WING (ANG)
3200 EAST OLD TOWER ROAD
PHOENIX, ARIZONA 85034-6098

4 Jan 20XX

MEMORANDUM FOR HQ-AIR STAFF
Attn: MSgt XXXXXXXX

FROM: 161st MPF/DPM

SUBJECT: Promotion Board List

1. The following individuals will meet the 161st ARW Enlisted Promotion Board on 5 Jan XX

To MSgt (**Unit Vacancy Promotion**)

A. RANK, NAME, SSAN: XXXXXXXXXX, PAFSC: XXXXX, DAFSC: XXXXX, Authorized Grade: MSgt, Unit Of Assignment: 161 XXXXXXXXXXXXXXXX, PAS Code: XXXXXXXX, PME: NCO Academy, Correspondence, 2000, Position # XXXXXXXX.

B. . RANK, NAME, SSAN: XXXXXXXXXX, PAFSC: XXXXX, DAFSC: XXXXX, Authorized Grade: MSgt, Unit Of Assignment: 161 XXXXXXXXXXXXXXXX, PAS Code: XXXXXXXX, PME: NCO Academy, Correspondence, 2001, Position # XXXXXXXX.

XXXXXXXXXXXXXXXXXX, SMSgt, AZ, ANG
Superintendent, Military Personnel

Attachment 4 (Added) (AZANG)

Exceptional Promotion Program (EPP)

The goal of EPP is to provide promotion opportunity for traditional guard members by allowing those exceptional individuals to attain the senior NCO rank when UMD authorizations may not exist. The objective is to make a conscious effort to fill the gap and increase retention rates and morale among our traditional guard members.

1. On an annual basis, Arizona is authorized two E8 billets and two E9 billets. E9 billets that are not used can be utilized to promote additional E8s.

2. The following criteria will be used to determine eligibility for promotion consideration:

A. Nominee must be a traditional guard member.

B. Nominee must not be excess to unit requirements or become excess within the subsequent two years following promotion.

C. Nominee must meet the minimum time in grade, time in service, and AFSC requirements of the grade being promotion to, at the time of submission.

D. Nominee cannot be promoted to a position in which it will cause them to be two grades above the unit manning document authorization.

E. Nominee must have completed Senior NCO Academy either by correspondence or in-residence.

F. Nominee must be within 3 years of qualifying for a reserve retirement. (at least 17 years satisfactory service)

G. Nominee must have three (3) years of retainability prior to reaching age 60 and must agree to remain in the ANG for the 3 years subsequent to promotion. Exception would be involuntary separation.

H. Nominee must agree to be transferred to the retired reserves or be discharged on the third anniversary of their promotion unless assigned to a valid UMD vacancy at the member's grade.

I. Special Duty Identifier 8F000, First Sergeants, may be considered for EPP.

4. Members promoted under this program are the sole occupants of the promotion authorization. EPP SMSGT and CMSGT authorizations are not perpetual. In other words, if a member promoted under EPP is subsequently reassigned to a valid authorization at the member's grade, another member may not be reassigned or be promoted using the vacated EPP authorization. If all CMSGT authorizations are not filled, then the remaining authorizations will be converted to SMSGT authorizations

5. Under the exclusive recommendation of the State Command Chief Master Sergeant, the Commander, Arizona Air National Guard will formally appoint members to the EPP State Promotion Board. The board will consist of a Chief Master Sergeant who will serve as the board president and three individuals senior in grade to the individual being considered for promotion. Composition of the board must include a representative from State Headquarters and a representative from the 161 ARW, 162 FW, 107 ACS. The State Human Resource Advisor (HRA) will be present as a non-voting member and observe the proceedings. The State Command Chief Master Sergeant and Wing Command Chief Master Sergeant will not serve on the EPP State Promotion Board. As representatives of the enlisted force, they must remain neutral in competitive career progression programs. Their position of prominence provides for a forum to address concerns of the enlisted force on the conduct of EPP State Promotion Boards.

6. As a general rule, EPP promotion boards will be held in May of each year on the scheduled unit training assembly for State Headquarters. HQ AZANG/MPPS will provide written notification to the servicing MPF of personnel scheduled to meet the promotion board. The notification will include date, time, location, uniform requirement, and the 5 core competency areas the board will ask their questions on. An information copy of the written notification will also be provided to the MPF, unit commanders and board president. MPF will provide written notification to individuals scheduled to meet the board. HQ AZANG/MPPS will ensure that an appropriate area, suitable for conducting formal promotion boards is available, and will provide board members a detailed briefing on their responsibilities. Promotion Board Folders will be provided to the board president and board members by HQ AZANG/MPPS.

7. HQ AZANG/MPPS will forward nomination package to ANG/DPFOM with an endorsement by the Adjutant General. ANG/DPFOM will update PDS to reflect overgrade codes and expiration dates. No promotion action will take place until ANG/DPFOM has ensured the nominees meet all eligibility criteria. ANG/DFOM will make every attempt to provide promotion authority within 10 workdays of receiving nominee's package. Once authority has been received from ANG/DPFOM, state may promote nominees.

Attachment 5 (Added) (AZANG)

EXCEPTIONAL PROMOTION PROGRAM
INTERVIEW SCORING WORKSHEET

NAME: _____ GRADE: _____ DATE: _____

MAXIMUM SCORE 100 POINTS. INTERVIEW SCORE: _____ BOARD AVERAGE SCORE : _____

BOARD MEMBER NAME: _____.

BOARD INSTRUCTIONS

A. THE BOARD MEMBERS AND INDIVIDUALS MEETING THE BOARD WILL COMPLY WITH AFI 36-2903, DRESS AND PERSONAL APPEARANCE OF AIR FORCE PERSONNEL AND ANGI 40-502, THE WEIGHT AND BODY FAT MANAGEMENT PROGRAM.

B. MINIMUM TOTAL AVERAGE SCORE REQUIRED FOR PROMOTION TO CMSGT IS 75 POINTS; MINIMUM TOTAL AVERAGE SCORE REQUIRED FOR PROMOTION TO SMSGT IS 70 POINTS.

C. SCORING CRITERIA (WORD PICTURE) FOR QUESTIONS:

10 POINTS: ABSOLUTELY YES. VERY TOP OF THE GROUP. DEFINITE SELECT.
9 POINTS: HIGH IN THE GROUP. CLEARLY AHEAD OF CONTEMPORARIES. MUST SELECT.

8 POINTS: QUALIFIED AND RESPONSIBLE. SELECT.
7 POINTS: PERFORMS WELL IN CURRENT ASSIGNMENT. SHOULD SELECT.
6 POINTS: LACKS EXPERIENCE. SELECT IF THERE IS ROOM.

5 POINTS: SEVERAL MINOR WEAK AREAS OR A SINGLE MAJOR WEAK AREA.
4 POINTS: SEVERAL MINOR WEAK AREAS AND A SINGLE MAJOR WEAK AREA.
3 POINTS: SEVERAL MAJOR WEAK AREAS.
2 POINTS: TOO MANY WEAK AREAS.
1 POINT: HAD NO CLUE.

B. MILITARY APPEARANCE; MAXIMUM NUMBER OF POINTS 10:

D. ORAL EXPRESSION; MAXIMUM NUMBER OF POINTS 10:

E. BOARD MEMBERS REVIEW CORE COMPETENCIES QUESTIONS AND DETERMINE WHO WILL ASK WHAT QUESTIONS. BOARD PRESIDENT WILL INSTRUCT ONE OF THE BOARD MEMBERS TO PROVIDE REPORTING INSTRUCTIONS TO EACH PROMOTION NOMINEE.

F. BOARD PRESIDENT WILL INTRODUCE THE BOARD MEMBERS AND INSTRUCTS THE PROMOTION NOMINEE TO PROVIDE A BRIEF OVERVIEW OF THEIR MILITARY CAREER AND CIVILIAN OCCUPATION.

G. INITIATE QUESTIONING OF PROMOTION NOMINEE

(BOARD PRESIDENT AND BOARD MEMBERS CREATE THEIR CORE COMPETENCIES QUESTIONS AS A WORKING GROUP AND PROVIDE THEM TO AZ ANG/MPPS NLT 31 MAR FOR INCLUSION INTO PROMOTION BOARD FOLDERS)

Attachment 6 (Added) (AZANG)

EXCEPTIONAL PROMOTION PROGRAM
SCHEDULE OF EVENTS

NLT DATE	EVENT	OPR
JAN UTA	STATE CCM BRIEFS AIR STAFF ON EPP SCHEDULE OF EVENTS	AZ ANG/CCM
15 FEB	RECOMMENDATION TO AZ ANZ/CC OF EPP BOARD MEMBERS	AZ ANG/CCM
22 FEB	AZ ANG/CC APPOINTS EPP BOARD BY LETTER	AZ ANG/MPPS
31 MAR	EPP PROMOTION BOARD SUBMITS CORE COMPETENCIES QUESTIONS TO AZ ANG/MP FOR INCLUSION INTO PROMOTION BOARD FOLDER	BOARD PRES
1 APR	UNITS SUBMIT NOMINEES BIOGRAPHY AND EPP PROMOTION NOMINATION ON AGO FORM 3 WITH UNIT CC ENDORSEMENT	MPF
15 APR	WRITTEN NOTIFICATION OF EPP BOARD SCHEDULE PROVIDED TO MPF AND UNIT COMMANDER. MPF PROVIDES COPY TO MEMBER	AZ ANG/MPPS
MAY	EPP BOARD MEETS AT STATE HEADQUARTERS	AZ ANG/MPPS
9 MAY	AZ ANG/MPPS E-MAILS PROMOTION NOMINATIONS, TO ANG/DPFO	AZ ANG/MPPS
31 MAY	MONITOR PROMOTION AUTHORITY FROM ANG/DPFOM	AZ ANG/MPPS
31 MAY	PUBLISH PROMOTION ORDER	AZ ANG/MPPS
JUN	JUNE UTA FORMAL ANNOUNCEMENT OF PROMOTIONS	UNITS

ATTACHMENT 7 (Added) (AZANG)

CORE COMPETENCIES

The Arizona Chief's Council will determine five areas within the core competencies for the board to base their questions on. The unit commander will also use those 5 areas on the AGO Form 3.

1. ACTION ORIENTED
2. COMFORT AROUND TOP MANAGEMENT
3. INTEGRITY AND TRUST
4. INTELLECTUAL HORSEPOWER
5. CREATIVITY
6. DEALING WITH AMBIGUITY
10. POLITICAL SAVVY
11. LISTENING
12. COMPASSION
13. PRIORITY SETTING
14. CREATIVITY
15. RESULT
16. PATIENCE
17. INTERPERSONAL SAVVY
18. INFORMING
19. STRATEGIC AGILITY
20. COMPOSURE
21. CARING ABOUT SUBORDINATES
22. ORGANIZATIONAL AGILITY
23. MOTIVATING SUBORDINATES AND OTHERS
24. PERSONAL DISCLOSURE
25. TIME MANAGEMENT
26. SIZING UP PEOPLE
27. DEVELOPING SUBORDINATES
28. STANDING ALONE
29. SELF KNOWLEDGE
30. FAIRNESS TO SUBORDINATES
31. FUNCTIONAL/TECHNICAL SKILLS
32. HIRING AND STAFFING
33. BOSS RELATIONSHIPS
34. HUMOR
35. CUSTOMER FOCUS
36. PRESENTATION SKILLS
37. MANAGING THROUGH SYSTEMS
38. TECHNICAL LEARNING
39. WORK/LIFE BALANCE
40. WRITTEN COMMUNICATIONS
41. DEALING WITH PARADOX
42. DIRECTING SUBORDINATES
43. MANAGERIAL COURAGE
44. MANAGING AND MEASURING
45. PERSEVERANCE
46. PERSPECTIVE/RANGE OF INTERESTS
47. UNDERSTANDING OTHERS
48. TIMELY DECISION MAKING
49. PROCESS MANAGEMENT
50. CONFRONTING SUBORDINATES
51. DELEGATION
52. PROBLEM SOLVING
53. NEGOTIATING
54. ETHICS AND VALUES
55. MANAGING VISION AND PURPOSE
56. INNOVATION MANAGEMENT
57. COMMAND SKILLS
58. SELF DEVELOPMENT
59. LEARNING ON THE FLY
60. APPROACHABILITY
61. BUSINESS ACUMEN
62. BUILDING TEAM SPIRIT
63. PEER RELATIONSHIPS
64. CAREER AMBITION
65. PERSONAL LEARNING
66. MANAGING DIVERSITY
67. DECISION QUALITY
68. PLANNING
69. ORGANIZING

Attachment 8 (Added) (AZANG)

Temporary Floating (T-Float) CMSGT Program

1. This program allows states to offer promotion opportunities for those deserving SMSGTs in career fields that do not offer career progression. In order for T-Float to be successful, Unit Commanders must develop and implement a strong personnel force management plan. HQ's, AZANG will manage the T-Float Program by tracking the authorized percentage within the state.
2. T-Float is a test program. The T-Float test program will be reevaluated at the end of each year to determine if the program's goals and objectives are being met prior to final implementation in ANGI 36-2502. If an individual is placed in a valid CMSGT position, they are no longer considered part of the T-Float program.
3. No more than 15 percent of the state's CMSGT authorizations may be floated at any given time. For example, based on the figures below, the 162 FW will be authorized to float 3 authorizations.

Unit	Authorized CMSGT Positions	15% Float (.5 rounds up)	Unit Authorized CMSGT Float Position
HQ, AZANG	4	.6	1
107 ACS	3	.45	-*
161 ARW	18	2.70	3
162 FW	19	2.85	3
AZANG Total	44	6.60	7

*State Headquarters Chief of Staff and Unit Commanders may desire to negotiate authorized float number.

4. **This program applies to traditional guardsmen, technicians and AGR members in functional areas that do not have allocated career progression opportunities to CMSGT on the UMD. Members with a feeder AFSC into another CEM code that will allow career progression are not eligible to participate.**
5. Technician compatibility requirements must be met. The AGR member must be accommodated through allocated controlled grades and grade comparability requirements for their full-time assignment. Promotions to AGR CMSGT (E-9) will require a controlled grade; units will obtain prior written approval from Human Resource Office-AGR (HRO-AGR) through State Headquarters (HQ AZANG/MPPS) (attachment 1) before recommending for promotion. **Additional controlled grades will not be provided for the purpose of supporting T-Float promotions.**
6. Individuals promoted under this program must meet all the requirements outlined in ANGI 36-2502, Promotion of Airmen, Air National Guard. No waivers will be granted for these requirements. Additionally, personnel participating in this program must be the sole incumbent of a SMSGT position and have at least 24 months retainability. Commanders must manage this program judiciously while giving consideration to future promotions, retirements and separations including full-time personnel actions. Unit welfare and morale should be considered when taking actions under T-Float.
7. Members promoted under T-Float will remain in their SMSGT UMD position; therefore personnel may not be promoted to SMSGT based upon an individual being promoted to CMSGT under T-Float. Promotions are coded as overgrade and tracked in PDS, as the UMD will not be changed to accommodate the promotion action. The overgrade condition is necessary in order to support future alignment in a CMSGT position.

8. The Military Personnel Flight (MPF) will identify all SMSGTs in positions that meet the above criteria. The information will be forwarded to the Career Enhancement office. Personnel Employment will track the overgrade conditions in PDS.
9. Career Enhancement in MPF is the central point of contact for the T-Float promotion program. This office will verify promotion eligibility requirements, attachment 7, then forward those eligible, by name, to the Unit Commander with program guidance.
10. Promotion recommendations will be submitted to Career Enhancement through the Unit and Group Commander. Career Enhancement will schedule the promotion board and notify candidates.
11. HQ AZANG/MPPS will publish promotion orders upon TAG approval.

54.

Attachment 9 (Added) (AZANG)

T-FLOAT PROMOTION ELIGIBILITY CHECKLIST	Yes	No
1. Does member have 17 year of satisfactory service?		
2. Does AGR Member have 17 years TAFMS?		
3. Does member have 24 months time in grade?		
4. Does the member have 24 months retainability?		
5. Is the member the sole incumbent of the SMSGT UMD position?		
6. Is the member in a position that will not otherwise afford career progression?		
7 Does the member possess a 9 skill level in the Primary AFSC?		
8. Has the member completed Senior NCO PME?		
9. Has the member been in the AZANG for a minimum of 6 months?		
10. Member was weighed and meets current standards IAW ANGI 40-502.		
11 Is member on the AGR Program? Will Active Manning Document support compatibility/control grade?		
12. Has each level of supervision, to include Unit and Group Commanders, annotated their evaluation & signed the request?		
13 Will promotion be accommodated within unit manning percentages?		
REMARKS		



Attachment 10 (Added) (AZANG)

**DEPARTMENT OF THE AIR FORCE
Headquarters, 162nd Fighter Wing (ANG)(AETC)
Tucson, Arizona**

8 February 2002

MEMORANDUM FOR AZ ESSO
5636 East McDowell Road
Phoenix, Az 85008-3495

FROM: 162MSF/DPMP
1650 E. Perimeter Way
Tucson, Az 85706-6052

SUBJECT: Temporary Floating (T-Float) Chief Master Sergeant Program Coordination Request

1. This organization desires to promote the individual listed below under the T-Float Chief Master Sergeant Program. Request your assistance in determining if State CMSGT authorized and assigned strength figures can accommodate this promotion

GRADE:
NAME:
SSAN:
ORGANIZATION:
DAFSC:
DUTY TITLE:
FUNCTIONAL ACCOUNT:
POSITION NUMBER:

2. Assignment data of position being floated is as follows:

DAFSC:
FUNCTIONAL ACCOUNT:
POSITION NUMBER:

3. AGR Controlled Grade is available in the State to accommodate this promotion **(applies to AGR members only)**.

4. Your endorsement on this request, will confirm the availability of promotion opportunity to the rank of CMSGT within the State under the T-Float program.

SHIRLEY R. PATTON, LT COL, AZANG
Chief, MPF

Cc: Unit Commander, AZHRO

1st Ind, AZ ESSO, T-Float Coordination Request ltr, dated 8 Feb 02

TO: 162MSF/DPMP

We have reviewed the T-Float coordination request for:

GRADE;
NAME:
SSAN:
ORGANIZATION:

This T-Float coordination request can/cannot be accommodated in Arizona's CMSGT authorized and assigned strength figures.

FOR THE ADJUTANT GENERAL

LEON RAY, COLONEL, AZANG
Chief Executive Officer

Cc: Unit Commander, AZHRO