



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

24 March 2003

MEMORANDUM FOR ALL AU ORGANIZATIONS

FROM: HQ AU/CCR  
55 Le May Plaza South  
Maxwell AFB AL 36112

SUBJECT: AU IMA Enlisted Promotion Guidance

1. HQ AETC IMA enlisted promotion procedures are managed IAW AFI 36-2502, *Airman Promotion Program*, Chapter 4. This memorandum provides a quick overview on the application of this program.

a. Enlisted promotions throughout the AF Reserve are made on the first day of the month of January, March, May, July, September and November. HQ AU/CCR utilizes both the unit vacancy and the 12/20 Rule for enlisted promotions. HQ ARPC distributes promotion rosters to the MAJCOMs. The MAJCOM point of contact (POC) sends a list of eligibles to the AU Air Reserve Management Office (ARMO) and/or Base Individual Mobilization Augmentee Administrator (BIMAA) with a return suspense date.

b. Unit commanders are queried by the MPF (BIMAA) for recommendation/non-recommendation. Replies are compiled and sent to AETC/CCR by the BIMAA with a courtesy copy provided to AU/CCR .

c. Once contacted by AETC, the MPF notifies commanders of confirmed promotees so that unit commanders may make appropriate announcements. Promotions should not be announced until the effective date.

d. HQ ARPC sends promotion orders electronically through AETC to the MPF (BIMAA). A hard copy of the order is mailed by HQ AETC/CCR to the individual's home address.

2. Individuals must serve in the position for at least 180 days or have trained sufficiently (annual tour or IDTs) to be recommended for promotion. EXCEPTIONS: If extraordinary circumstances exist and the unit commander/director provides justification the promotion authority may waive the 180-day requirement.

3. This memorandum will be in effect until 1 September 2004 and will be reviewed annually.  
HQ AU/CCR POC is SMSgt Greear, DSN 493-3233.

A handwritten signature in black ink, appearing to read "Robert G. Shaw". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail at the end.

ROBERT G. SHAW, Col, USAF  
Reserve Advisor to the Commander  
Air University