

Attachment 1 – STEP II Promotion Checklist

Name:		Grade Nominated to:		Requirement Met		
Full SSN:				YES	NO	N/A
1	Is the member an overage or over grade? If yes, the member is <u>NOT</u> eligible for STEP II.					
2	Nominee is a (circle one) TR / ART / IMA DRU/WING/RIO Name _____ NAF # _____					
#	<u>NOMINATION PACKAGE MUST INCLUDE THE FOLLOWING:</u>					
3	This checklist must be signed by the member's Unit Commander & Command Chief. Unit Commander's signature must match signature on AF Form 1206.					
4	<u>AF FORM 1206 (Nomination For Award) – PDF Version 20170802</u> Single spaced bullet format (no more than 35 lines which includes mandatory headings) covering any specific accomplishments within a member's career and <u>not</u> reflected in three most recent EPR's.					
4.1	Squadron Commander Signature ONLY (wet signature) Must be to the right of typed name, in the block at the top of the AF Form 1206. ** Refer to sample Attachment					
5	<u>AFFMS II FITNESS REPORT : NEXT DUE DATE</u> Must reflect CURRENT & PASSING as of 10 Jun 18 and at PECD of 30 Sep 18					
6	<u>AF 224 (Version 20120622)</u> E-6 & E-7 for IRs and all E-8 & E-9 packages ONLY ** Refer to sample Attachments (Lt Gen Miller's and CMSgt Marr's information must be included as shown on sample)					
7	<u>RSC (Reserve Service Commitment)</u> E-7 (IRs only), E-8 & E-9 (all nominations) Eligible to obtain 24 months retainability prior to the promotion effective date (1 Oct). ** Refer to sample Attachment					
8	<u>SOU (Statement of Understanding)</u> Required for nomination to E-9 ONLY. Statement of Understanding acknowledging the requirement to complete the Chief Orientation Course.					
9	<u>Time In Grade (TIG) Requirement:</u> TSgt - CMSgt: 24 Months Met on or before Promotion Eligibility Cut-Off Date (PECD) of 30 September					
10	<u>Years Satisfactory R/R Service</u> TSgt - 6 years / MSgt - 8 years / SMSgt - 11 years / CMSgt - 14 years					
11	<u>Primary Skill Level (PAFSC) (For SDIs, refer to AFI 36-2502, Table 8.2, Note 2)</u> TSgt/MSgt - 7 level and SMSgt - 7 or 9 level					
12	<u>PME</u> TSgt – N/A / MSgt – NCOA / SMSgt – SNCOA Must be updated in MilPDS					
13	<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 promotion eligibility requirements IAW AFI 36-2502, Enlisted Airman Promotion/Demotion Programs**, as of nomination date and that all required documentation is included for STEP II Board processing.

****Reminder: IR member submissions are required to be signed by the RIO/CC and the ARPC/CCC****

Commander Printed Name: _____ Commander Sig/Date: _____

Command Chief Printed Name: _____ Command Chief Sig/Date: _____