

Personnel

**Selection and
Promotion of
E-8/E-9 Senior
Non-
Commissioned
Officers**

**Headquarters
Texas Air National Guard
Austin, Texas 78763-5218
22 January 2018**

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SUMMARY of CHANGE

Texas Military Department (TMD) Instruction 36-5
Selection and Promotion of E-8/E-9 Senior Non-Commissioned Officers

This revision, dated 22 January 2018:

- o Changes publication name/number from TX ANGI 36-5 to TMD Instruction 36-5.
- o Makes administrative changes (throughout).

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Texas Air National Guard
(TXANG) Instruction 36-5

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Selection and Promotion of E-8/E-9 Senior Non-Commissioned Officers

By Order of the Adjutant General:

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Summary. This instruction established a standardized selection and promotion process for all E-8 and E-9 Senior Non-commissioned Officer positions.

Applicability. This instruction applies only to the Air National Guard of TMD.

Distribution. A

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Attachments:

- 1: Statement of Confidentiality and Ethical Obligations
- 2: Sample of Panel Selection/Promotion Recommendation Matrix
- 3: Panel Memorandum for Record (MFR)

Glossary

1. Purpose

1.1 Commanders and Chiefs will ensure that all TXANG personnel fully understand this instruction as well as all AFIs and ANGLs that pertain to the selection/promotion of Airmen.

1.2 Commanders must make every effort to ensure that all personnel (Traditional, Technician, and AGR) have an opportunity to fairly compete for the open position.

1.3 The fact that a member meets each of the eligibility criteria outlined in this instruction does not automatically guarantee promotion to the next higher grade. Meeting minimum eligibility criteria only indicates that a member can be considered eligible for promotion. Promotion is not a reward for past performance, but recognition of the member's potential to successfully serve in the higher grade.

2. Selection

2.1 Texas Air National Guard personnel will be selected to the grades of E-8 and E-9 when the guidance and procedures of this instruction have been accomplished.

2.2 All applicants for E-8 or E-9 positions must have successfully completed the Senior NCO Academy prior to the announcement closing date.

2.3 Requests for Exception to Policy (ETP): ETPs will only be considered on a case-by-case basis. Requests of this nature must be in writing, must clearly explain the need for the exception, and be coordinated through the respective Wing Commander and Wing Command Chief (CCM), then forwarded to NGTX-CDP who will forward to the State CCM who will then forward to the Commander, Texas Air National Guard for determination.

2.4 Responsibilities: Commanders will coordinate with the servicing Force Support Squadron (FSS) when an E-8/ E-9 position is vacant or a source document for separation/retirement action has been initiated. This notification will include unit designation, position number, UPMR authorized grade and AFSC. The Commander may also specify; (1) "Applicants without 24 months' time in grade may be considered" or (2) "Trainees may be considered".

2.5 For E-8 or E-9 vacancies, the servicing FSS validates the position vacancy, coordinates with the Wing CCM, determines minimum qualifications, and then forwards the vacancy announcement to NGTX-CDP for posting to the Texas National Guard Job Opportunities website.

- a. The vacancy announcements will be submitted electronically and include application procedures and a closing date.

b. The NGTX-CDP will ensure the announcement is posted on the State Headquarters public website.

2.6 Individuals will forward application packages to the servicing FSS for verification of eligibility in accordance with the Air Force Enlisted Classification Directory and NGTX-CDP guidance. Package contents will be coordinated with FSS using the most current NGTX-CDP guidance.

2.7 The FSS will forward all qualified application packages to the Wing CCM. Included will be a memorandum identifying all qualified applicants as well as unqualified applicants with reasons for disqualification.

2.8 The Wing Commander or CCM will appoint a Selection Review Panel (SRP) (ref. Attachment 3) and a SRP Chairperson. The Wing CCM will forward the application packages to the SRP Chairperson, who will notify applicants of panel location and individual report times for either in person or by phone interviews. A meeting between the gaining Commander and the SRP Chairperson to discuss the position and selection criteria should also be coordinated. The SRP Chairperson will convene the panel, and will brief the Commander concerning SRP recommendations.

2.9 SRP documentation will include any scoring criteria used, member notes, and a MFR composed by the SRP chairperson clearly stating the recommendation and ranking of the SRP. When the Wing CCM is not the chairperson on an E-8 or E-9 panel, he/she will be required to endorse the MFR. Documentation of the panel proceedings will be provided to the FSS upon completion. If a Commander non-concurs with the SRP's recommendation, the Commander must forward their recommendation (via MFR), with justification, through the chain of command in accordance with paragraph 1.11 of this instruction. The justification must be comprehensive, and give a thorough background of their non-concurrence and subsequent recommendation.

2.10 If a member is not selected for the advertised vacancy, and meets another SRP for the same position within one year, the member will not meet a panel comprised of the exact composition of the initial SRP.

2.11 The Commander will forward the SRP recommendations and their dissenting MFR, if applicable, through the Group Commander to the FSS for process validation and coordination. The Group Commander (or Wing Commander if a Group-level position is being considered) will either endorse or non-concur with the initiating Commander's MFR. If applicable, Commanders will include an executive summary to explain how manning document conflicts will be resolved. The FSS will forward all documentation to the Wing CCM for coordination, who will then forward to the Wing Commander for final concurrence (if not already accomplished due to a Group-level selection).

2.12 Following the Wing Commander's endorsement, all documents will be returned to the FSS who, in turn, will forward to NGTX-CDP for review by the State

CCM, who will then forward to the Commander, TXANG or designated representative, with any additional comments, deemed necessary, via a MFR.

2.13 The Commander, TXANG, or designated representative will approve or disapprove the recommendation and forward all documents to NGTX-CDP for disposition to the servicing FSS for action and retention.

2.14 The gaining Commander has the responsibility of ensuring that all interviewed applicants are notified of their selection or non-selection.

3. Promotion:

Note: If a selectee is a sole applicant for the SRP then a Promotion Review Panel (PRP) will be mandatory prior to promotion.

3.1 Along with procedures outlined below, use of current AFIs and ANGLs for promotion of Airmen will be followed when recommending personnel for promotion to Senior Master Sergeant or Chief Master Sergeant in the TXANG.

a. For non-competitive promotions, the FSS will verify promotion eligibility and documentation accuracy. Once verified, the promotion recommendation package will be forwarded to the Wing Commander and CCM.

b. For E-8 or E-9 promotions, the Wing CCM will appoint a PRP. The chairperson will notify applicants of location, report times and date, in order to convene the review panel. The chairperson will brief the Commander concerning review panel recommendations and provide documentation of panel proceedings.

c. The Commander will forward recommendations through the chain of command to the FSS for process validation and coordination. If applicable, Commanders will include an executive summary to explain how manning document conflicts will be resolved. The FSS will forward all documentation to the Wing CCM for coordination, who will then forward to the Wing Commander for concurrence.

d. For E8 or E9 promotions, the Wing Commander forwards all documents to the FSS, who will then forward to NGTX-CDP for coordination with the State CCM.

e. The State CCM will then forward the package to the Commander, TXANG.

f. The TXANG Commander or designated representative will approve or disapprove the recommendation and forward all documents to NGTX-CDP for disposition to the servicing FSS for action and retention.

3.2 The above process does not apply to promotions under the Stripes for Exceptional Performers Promotions Program (STEP II).

4. Review Panel Process

4.1 Wing selection and promotion review panels will be conducted as necessary. These panels will include a minimum of three personnel and will reflect the diversity of the applicants, in accordance with TAG's Composition of Texas Military Forces Promotion/Vacancy Selection Boards, to include:

- a. At least one member from the same Group or GSU, when possible.
- b. At least one member with the same or similar AFSC, when possible.
- c. Can include other members of the Texas Military Forces: Air, Army or State Guard (with concurrence of the Wing CCM).

4.2 Wing CCM Panels will be chaired by the Wing Commander or Colonel designee, and include the State CCM and at least one other Wing CCM. A CCM from out of state is permissible.

4.3 State CCM selection panels will be chaired by the Commander, TXANG or a TXANG General Officer designee.

4.4 All panel members will sign and abide by a Statement of Confidentiality and Ethical Obligations Memorandum. (See attachments.)

5. Interviews

5.1 SRPs will normally conduct personal interviews of all applicants. All questions must be formulated and agreed upon by the panel prior to interviewing any applicants, and all applicants must be asked the same questions.

5.2 Interview criteria will be based on the whole person concept.

- (1) Leadership Experience
- (2) Formal Education (both military and civilian)
- (3) Base/Community Involvement
- (4) Military Bearing and Appearance
- (5) Overall Impression (whole person concept)

5.3 Panel Recommendations. The panel chairperson will brief the Commander on panel recommendations as soon as possible following panel proceedings.

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