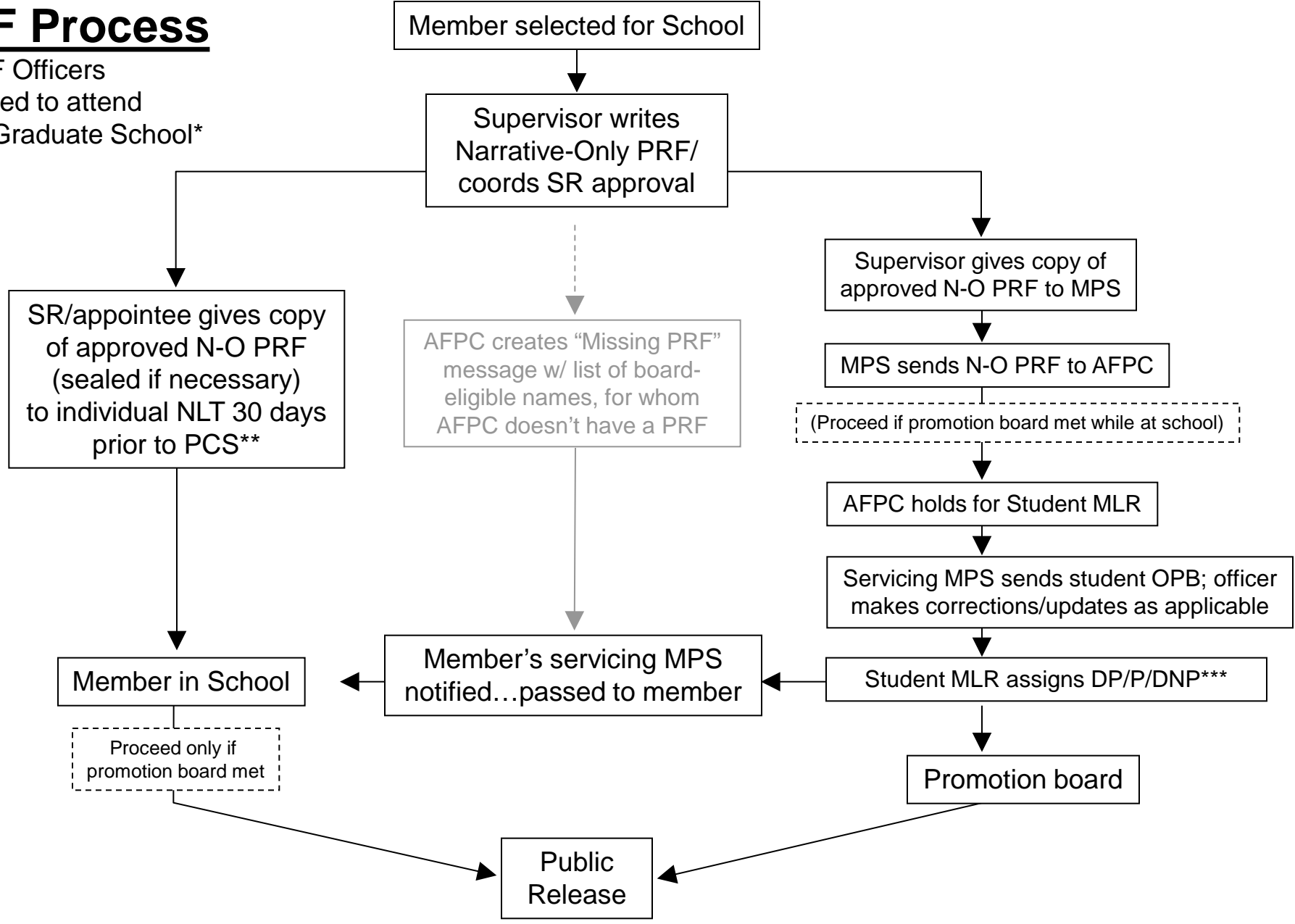


PRF Process

For AF Officers
Selected to attend
PME/Graduate School*



*IAW AFI 36-2406, para 8.1.2.1. Please refer to AFI for specific requirements by grade.

***Details in AFI 36-2406, para. 8.3.5

**IAW AFI 36-2406, para 8.1.5.6.2.

On Board Date -150, if the officer has not signed into student status, the losing senior rater is required to render a Regular PRF for the CSB, as well as the non-board specific Narrative-Only PRF for future consideration while in student status.

FACT SHEET
ON
THE PROMOTION RECOMMENDATION PROCESS
FOR STUDENTS IN AF-LEVEL TRAINING

The purpose of this fact sheet is to acquaint you with the Officer Evaluation System (OES) as it applies to officers attending AF-level training (e.g., AFIT, in-residence ACSC/AWC, medical/dental internship, or medical/dental residency).

All Air Force officers departing for AF-level training have a Narrative-Only Promotion Recommendation Form (PRF) accomplished by their losing senior rater in accordance with AFI 36-2406, para 8.1.5.6.5, regardless of promotion eligibility. A Narrative-Only PRF is accomplished and signed in the same manner as a regular PRF, except that the promotion zone and rating blocks are not completed. The Narrative-Only PRF is filed at HQ AFPC/DPSIDEB, and is used for promotion consideration only when the officer is eligible while in "student" status. Some Air Force officers will report to school already promotion-eligible and will receive a regular PRF from their losing senior rater (in addition to the Narrative-Only PRF) if they signed into school after the PRF Accounting Date (150 days prior to the central selection board). Air Force officers who are promotion-eligible while in "student" status (signed in on or before the PRF Accounting Date) compete for "Definitely Promote" recommendations through the Air Force Management Level Review (MLR) at HQ AFPC. This MLR serves as the student's senior rater for the purpose of completing the PRF. The MLR uses a Duty Qualification History Brief and Record of Performance (ROP), which consist of OPRs, OERs, Education/Training Reports, and Narrative-Only PRF, to determine a promotion recommendation and to complete the Recommendation-Only PRF. A Recommendation-Only PRF is the PRF that is prepared at HQ AFPC to document the results of the MLR. It is the one signed and marked ("Definitely Promote", "Promote", or "Do Not Promote This Board") by the MLR President. Essentially, the Narrative-Only and Recommendation-Only PRFs are "married up" to form the overall recommendation. Because there is a possibility the Narrative-Only PRF can be used for later promotion boards (depending on how long the officer is in student status), it is never marked to show a promotion zone or overall recommendation.

Immediately following the MLR, Narrative-Only and Recommendation-Only PRFs are mailed to each officer via the servicing MPF. The original Recommendation-Only PRF and a copy of the Narrative-Only PRF (original Narrative Only PRFs never leave HQ AFPC/DPSIDEB) are filed in the Officer Selection Record for use by the central selection board. The Narrative-Only PRF is retained in HQ AFPC/DPSIDEB for as long as the officer is in student status. The Narrative-Only PRF is not considered a matter of record until it is filed (for each board) in the Officer Selection Record. For AF-level students, the Narrative-Only PRF is the critical link between the board and the losing senior rater.

Source: HQ AFPC/DPSIDEB
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