



**DEPARTMENT OF DEFENSE**  
**Defense Contract Management Agency**

**INSTRUCTION**

**Military Personnel Promotions**

**Chief of Staff**  
**OPR: DCMA-DCM**

**DCMA-INST 1021**  
**October 15, 2013**

*Validated Current with Administrative Changes, September 22, 2014*

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**1. PURPOSE.** This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST) 1021, "Military Promotions Policy (Reference (a)).
- b. Assists the Director, DCMA in providing guidance and assigning responsibilities for the accomplishment of promotion processes at the various levels throughout DCMA.
- c. Establishes policy, assigns roles and responsibilities, and outlines procedures for maintaining an effective and efficient military promotions policy.
- d. Is established in compliance with DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)" (Reference (b)) and all references listed within this Instruction.

**2. APPLICABILITY.** This Instruction applies to those DCMA activities with authorized active duty and reserve military personnel.

**3. MANAGERS' INTERNAL CONTROL PROGRAM.** In accordance with the DCMA Instruction (DCMA-INST) 710, "Managers' Internal Control Program (Reference (c)), this Instruction is subject to evaluation and testing. The process ~~flow is not applicable for this Instruction~~ *flowchart is located on the resource Web page for this Instruction.*

**4. RELEASABILITY – UNLIMITED.** This Instruction is approved for public release.

**5. PLAS CODE.** 223B – Military Personnel Programs

**6. POLICY RESOURCE WEB PAGE.** <https://home.dcma.mil/policy/1021r>

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this Instruction is effective October 15, 2013 and all applicable activities shall be fully compliant within 60 days from this date.

  
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Chief of Staff

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## REFERENCES

- (a) DCMA-INST 1021, "Military Promotions Policy," June 18, 2012 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 20, 2013
- (c) DCMA INST-710, "Managers' Internal Control Program," ~~September 19, 2012~~ *April 21, 2014*

## CHAPTER 1

### POLICY

#### 1.1. POLICY.

1.1.1. Military personnel promotions programs are managed in accordance with each service's instructions, regulations, and guidance in regards to promotions, established competitive categories, promotion zones, testing, eligibility and selection criteria, promotion opportunity, and selection rates.

1.1.2. The DCMA Director is the senior rater for all lieutenant colonels and above and will decide the overall recommendation for each eligible officer. Regional commanders, directors, and senior raters must make recommendations to the DCMA Director and Chief of Staff in the form of push notes for members assigned to their organization. The DCMA Director has five positions designated as senior rater positions:

1.1.2.1. DCMA Director (~~DC1101~~(D1101)). All personnel assigned to DCMA headquarters, Special Programs, Aircraft Operations, Operations Directorates and all lieutenant colonels and above.

1.1.2.2. Eastern Regional Command (D1102). All assigned majors and below.

1.1.2.3. International (D1103). All assigned majors and below.

1.1.2.4. Western Regional Command (D1104). All assigned majors and below.

1.1.2.5. Central Regional Command (D1105). All assigned majors and below.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

**2.1. MILITARY PERSONNEL PROMOTIONS PROGRAM MANAGER.** The military personnel promotions program manager:

2.1.1. Remains knowledgeable on all current guidance, rules, and regulations.

2.1.2. Monitors each Service's personnel Web site for promotions related messages.

2.1.3. Maintains records of performance folders on all Air Force officers.

2.1.4. Reviews promotion recommendations and records of performance for all Air Force officers.

2.1.5. Meets with the DCMA Director on all Air Force officer promotion recommendations.

2.1.6. Meets with the DCMA Chief of Staff prior to the DCMA Director on all Air Force officer promotion recommendations except for active-duty brigadier general boards.

2.1.7. Reviews information relating to promotion board schedules, maintains promotion release information as "CLOSE-HOLD" and analyzes and compiles Agency promotion statistical data for active-duty officer promotions.

2.1.8. Informs the military personnel leadership by e-mail of selection and non-selection for promotion information upon receipt from the Services.

2.1.9. Forwards congratulatory e-mails to DCMA Public Affairs for posting to the DCMA Web page.

**2.2. LIAISON OFFICERS.** Liaison officers:

2.2.1. Track and ensure all suspense dates set by DCMA Military Personnel Office (DCM) are met.

2.2.1.1. Review eligible officer record of performances (ROP) and promotion recommendation forms (PRF) source documents used to create PRFs for accuracy.

2.2.1.2. Correct administrative errors.

2.2.2. Review, route, and return all promotion products to the military personnel promotions program manager.

**2.3. MILITARY PERSONNEL DIRECTOR.** The military personnel director:

2.3.1. Reviews promotion recommendations and records of performance for all Air Force officers except for active-duty colonel promotion boards.

2.3.2. Reviews and forwards promotion release notification e-mails to the DCMA Director and senior leadership.

**2.4. SENIOR RATERS.** Senior raters:

2.4.1. Review all promotion recommendations for Air Force officers.

2.4.2. Decide the overall recommendation for those officers assigned to their appropriate senior rater identification (SRID).

2.4.3. Release promotion congratulatory notifications for all promotion selected officers assigned to their SRID.

2.4.4. Congratulatory notifications are also made for O-5s and above upon release of promotion board results for all Services.

**2.5. DCMA PUBLIC AFFAIRS.** DCMA Public Affairs office posts congratulatory message for promotions on the DCMA Web page.

## **CHAPTER 3**

### **PROCEDURES**

#### **3.1. AIR FORCE OFFICER PROMOTIONS.**

3.1.1. The Military Personnel Promotions Program Manager accesses the Air Force Promotion System (AFPROMS) for all products related to officer promotions. Master eligibility listings, duty qualification history briefs, and PRF notices will be e-mailed to the appropriate liaison officer (LNO) for the senior rater's review and/or action.

3.1.2. The program manager will set an internal suspense for PRF submissions.

3.1.2.1. Officer pre-selection briefs will be sent to the LNOs and each eligible officer individually along with any promotion board instruction information pertinent for the eligible officer.

3.1.2.2. PRFs and ROPs for all eligible officers are reviewed by the LNOs, program manager, military personnel director, DCMA Chief of Staff, and DCMA Director.

3.1.2.3. Finalized PRFs will be sent with ROPs to the Office of the Under Secretary of Defense, Acquisition, Technology and Logistics (OUSD AT&L) for management-level review and processing to the Service.

3.1.2.4. Signed PRFs are provided to the LNOs for the senior raters to release to eligible officers not earlier than 30 days prior to the Service's central selection board.

3.1.3. The program manager will retrieve all selection and non-selection information from AFPROMS once the board release instructions have been received and an official release date established.

3.1.4. The program manager will forward promotion board results, once received, to the military personnel director.

3.1.5. The military personnel director will forward the results message to the DCMA Director and senior leadership. The message will contain the rank, first and last name, region assigned, and promotion sequence number. Within 24 hours, an e-mail will also be forwarded to DCMA Public Affairs announcing the promotion release.

#### **3.2. AIR FORCE ENLISTED PROMOTIONS.**

3.2.1. The military personnel promotions program manager receives and reviews the unit eligible and ineligible for promotion listings for all weighted airman promotion system (WAPS) testing eligible active-duty enlisted personnel assigned to DCMA. These listings are forwarded

to the military personnel director for signature and returned to the servicing military personnel section (MPS) testing control officer (TCO).

3.2.2. The program manager coordinates testing dates for eligible enlisted personnel with the TCO at the closest MPS to the eligible personnel's duty location.

3.2.2.1. Once test dates are received, the program manager forwards the notification of WAPS testing letter to the eligible for signature and date.

3.2.2.2. Upon return receipt of scanned signed copies from the eligible, the program manager ensures a copy is sent to the servicing MPS TCO and the testing MPS TCO for their records.

3.2.3. The military personnel promotions program manager will retrieve promotion selection information not earlier than 2 days prior to the Service's established public release date.

3.2.4. The program manager will forward promotion results, once received, to the military personnel director.

3.2.5. The military personnel director will forward the results message to the DCMA Director and senior leadership. The message will contain the rank, first and last name, region assigned, and promotion sequence number. Within 24 hours, an e-mail will also be forwarded to DCMA Public Affairs announcing the promotion release.

### **3.3. OTHER SERVICES PROMOTIONS.**

3.3.1. The military personnel promotions program manager will monitor promotion board information for all Services through systems access and website messages.

3.3.2. The program manager will forward promotion board results, once received, to the military personnel director.

3.3.3. The military personnel director will forward the results message to the DCMA Director and senior leadership. The message will contain the rank, first and last name, region assigned, and promotion sequence number. Within 24 hours, an e-mail will also be forwarded to DCMA Public Affairs announcing the promotion release.

**GLOSSARY****ACRONYMS**

AFPROMS	Air Force Promotion System
DCM	DCMA Military Programs Office
DCMA-INST	DCMA Instruction
LNO	liaison officer
MPS	military personnel section
OPR	office of primary responsibility
PLAS	Performance Labor Accounting System
PRF	promotion recommendation form
ROP	record of performance
SRID	senior rater identification
TCO	testing control officer
WAPS	weighted airman promotion system