

**20 JULY 1994**



**Personnel**

**ADMINISTRATIVE DEMOTION OF AIRMEN**

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This instruction sets administrative standards for demoting. Section A applies to all Air Force enlisted personnel on active duty. Section B applies to US Air Force Reserves, but not to the Air National Guard. This instruction implements Air Force Policy Directive 36-25, *Military Promotion and Demotion*. This instruction requires you to collect and maintain information protected by *the Privacy Act of 1974*. Title 10 United States Code (U.S.C.), Section 8013 and Executive Order 9397 substantiates this authority. On request, you must show or give a copy of the Privacy Act Statement before collecting personal information. System of Records F035 AF MP C, *Military Personnel Records System*, applies. Refer to attachment 1 for Glossary of Abbreviations, Acronyms and Addresses.

**SUMMARY OF CHANGES**

This is the first publication of AFI 36-2503, superseding AFR 39-30, dated 18 November 1991. This instruction clarifies the demotion authority's options on appeals and eliminates formatted notification memorandums.

**Section A—Active Duty Airmen**

**1. Demotions .** Don't use administrative demotions when it is more appropriate to take actions specified by the Uniform Code of the Military Justice (UCMJ).

- 1.1. Do not demote airmen who have separated.
- 1.2. Begin administrative demotion for action during the term of enlistment when the reason for the action occurred, except when the commander is not aware of the facts and circumstances until after that term of enlistment expires.
- 1.3. If the commander has sufficient reason to initiate demotion action, use the entire military record in deciding whether demotion is appropriate.

1.4. When appropriate, give airmen an opportunity to overcome their deficiencies before demotion action is initiated. Commanders should maintain supporting documentation of all rehabilitation and probationary actions.

1.5. Do not suspend administrative demotions. The demotion authority, with administrative jurisdiction, can restore the individual's original grade. If the demotion authority restores the airman's original grade following the demotion, he or she must do so sometime between 3 months and 6 months after the effective date of the demotion.

1.5.1. Restoring grade should be an uncommon occurrence. The effective date and the date of rank (DOR) are the date on which the demotion authority approves restoration in writing.

1.6. Do not revoke demotion orders. File a source document such as, AF Form 2096, **Classification/On-The-Job Training Action**, in the airman's unit personnel records group (UPRG) with the memorandum approving the restoration. Notify HQ AFMPC/DPMAJW by message of the restored grade per AFMAN 36-2622, *Base Level Military Personnel System* (formerly AFM 30-130, volume 1).

## 2. Who Can Demote.

2.1. The group commander, or equivalent level commander, may demote MSgts and below. Equivalent level commander is defined as a senior Air Force officer in the grade of Colonel. **EXAMPLE:** An Air Force officer in charge of an Air Force Element or a commander above the squadron level.

2.2. The major command (MAJCOM) commander, field operating agency (FOA) commander, or direct reporting unit (DRU) commander may demote grades SMSgt and CMSgt. This demotion authority may be delegated to the MAJCOM vice commander, chief of staff, deputy chief of staff for manpower and personnel (MP) or personnel (DP), Numbered Air Force (NAF), or equivalent level commanders but may not be further delegated.

2.3. The appellate authority is the next level commander and handles demotion appeals.

2.4. The Secretary of the Air Force (SAF) may demote to significantly reduce strength, grade levels, or both.

## 3. Reasons to Demote .

**3.1. Student Status Termination.** Airmen are demoted to their former grade when their student status ends if they were promoted in anticipation of completing additional training, or to obtain a commission.

3.1.1. Demote officer trainees or pipeline students to their former grade if they are eliminated from training.

3.1.1.1. Delay the demotion when an airman would lose authorization to ship household goods, move dependents, or both, until he or she arrives at the new duty location (permanent change of station [PCS]).

3.1.1.2. The MPF flags the airman's records and annotates the PCS orders, or includes a memorandum in the UPRG. The gaining commander completes demotion action using the effective date as the date when the airman arrives at the new duty location.

3.1.2. Demote airmen attending temporary duty (TDY) Air Force schools to their former grade when the school commandant informs the base that their student status is terminated.

**3.2. Demotion Based on Skill Levels.** Demote airmen, when appropriate, to a grade that corresponds to their skill level.

3.2.1. Demote airmen, including airmen promoted with a Primary Air Force Specialty Code (PAFSC) waiver, if they cannot achieve a skill level appropriate to their grade.

3.2.2. Demote airmen to the highest possible grade allowed for the skills they have if their Air Force specialty (AFS) is downgraded for substandard performance. Use the date on which their skill level was reduced as the effective date of demotion.

**3.3. Failure to Fulfill NCO Responsibilities.** Airmen may be demoted who don't fulfill noncommissioned officer (NCO) responsibilities under AFR 39-6 paragraphs 6c through m.

**3.4. Failure to Keep Fit.**

3.4.1. Airmen may be demoted when, after entry into the weight management programs, they cannot maintain body fat standards as outlined in AFI 40-502, *Air Force Weight Management Program* (formerly AFR 35-11).

3.4.2. Airmen may be demoted for failing to maintain or failing to demonstrate the ability and willingness to attain physical standards, according to AFI 40-502 (formerly AFR 35-11).

**3.5. Failure to Perform.** Demote airmen under the policies of HQ USAF/DPXEP, and this instruction, if they do not perform at USAF or USAF Space Command bands standards (applies to AFSC 3N2X1 [formerly 872X0]).

**3.6. Voluntary Reassignment or Reclassification.** Demote airmen under the policies and procedures established by HQ USAF/DPXEP if they volunteer for reassignment or reclassification out of AFSC 3N2X1 (formerly 872X0).

#### **4. How to Process a Demotion .**

##### **4.1. The Immediate Commander:**

4.1.1. Signs the notification memorandum informing the airman of intent to demote.

4.1.2. Cites this instruction, the specific paragraph, demotion authority if other than initiating commander, the recommended grade for demotion, the specific reasons for demotion, and provides a summary of the facts.

4.1.3. Ensures the following information is included in the notification memorandum.

4.1.3.1. "I (concur)(do not concur) with the proposed demotion; I (will or have)(will not or have not) (submit or submitted) written materials on my behalf. I (request)(waive) a personal hearing before the initiating commander. I (have)(have not) consulted with counsel."

4.1.3.2. Advises the airman that he or she may seek legal counsel. The immediate commander provides the name and number of the local Area Defense Counsel who can assist with written and oral statements.

4.1.3.3. Informs the airman (if eligible) of the right to apply for retirement in lieu of a demotion, effective no later than the 1st day of the 4th month following the initial notification of demotion, as follows:

- If you are eligible to retire, indicate that you understand you may apply for retirement in lieu of demotion no later than 3 working days after you acknowledge the initial demotion notification memorandum. Also indicate if you are applying for retirement in lieu of demotion.
- You must have completed at least 20 years of active duty service by the 1st day of the 4th month after the initial notification date of demotion.
- You must apply within 3 working days, or the demotion will take effect as the date that the demotion was approved. See paragraph 6. for additional instructions on applying for retirement in lieu of demotion.

4.1.4. Makes sure the airman endorses the demotion when he or she receives it. The airman must agree or disagree within 3 working days.

4.1.4.1. Informs the airman that if he or she does not agree, statements may be presented, orally or written, within 3 work days after receiving this. (Unit commander may approve extensions, in writing).

**4.2. The Initiating Commander.** After receiving the airman's acknowledgment, the commander decides whether or not to terminate the demotion action or continue processing it.

4.2.1. If the commander terminates the demotion process, he or she needs only to inform the airman.

4.2.2. If the commander decides to continue processing the demotion action, he or she notifies the affected airman of the decision in writing. The commander summarizes the written or oral statements, and sends the entire case file to the servicing Military Personnel Flight (MPF) for processing.

**4.3. Demotion Authority.** The demotion authority can take additional grade reductions other than the initiating commander's recommendation. Request a written legal review from the servicing staff judge advocate (SJA) before deciding the demotion. Return the entire case file to the airman's servicing MPF.

**4.4. MPFs.** The MPF informs the airman's immediate commander, in writing, of the demotion decision and gets the airman's written acknowledgment.

4.4.1. The commander tells the airman that his or her current grade is retained if the demotion is not approved.

4.4.2. The commander informs the airman of the grade to which he or she is demoted, including the DOR and the effective date.

4.4.3. The commander informs the airman that he or she must acknowledge the decision within 3 working days.

4.4.4. The commander informs the airman that he or she can appeal the demotion to the appellate authority within 3 working days.

**4.5. The Airman:**

4.5.1. Acknowledges receipt, by endorsing the document.

4.5.2. Includes the date.

4.5.3. Indicates if he or she will appeal the decision.

4.5.4. Indicates if he or she prefers to retire in lieu of demotion.

**5. How to Process an Appeal.** The MPF forwards the case to the demotion authority for review. The demotion authority can reverse the previous decision and restore the airman's original grade, or forward the case to the appellate authority without comment. If the appellate authority approves the appeal, the appellate authority directs the MPF to restore the airman's previous grade and revoke demotion orders.

**6. How to Apply for Retirement .** An airman eligible for voluntary retirement can elect to "retire in lieu of demotion". The effective date of retirement will be no later than the 1st day of the 4th month following the date the airman received the initial demotion notification.

6.1. When an airman submits an application to retire in lieu of demotion, all demotion action stops until the authorities act on the retirement application.

6.2. The MPF forwards the retirement application with a copy of the entire demotion case to HQ AFMPC/DPMARR2, 550 C Street West, Suite 11, Randolph AFB TX 78150-4713 within 5 work-days.

6.2.1. The demotion process terminates if the authorities approve the retirement application.

6.2.2. The demotion process continues if the authorities disapprove the application.

## **7. Grades to Demote Airmen.**

7.1. Demote SrA or higher no lower than airman first class (A1C). An NCO reduced to E-4 is a SrA. **EXCEPTION:** Airmen under paragraph 3.1. can be demoted to the grade of airman basic (AB).

7.2. Demote an A1C no lower than an Amn.

7.3. Demote an Amn no lower than AB.

7.4. Demote by three or more grades only when no reasonable hope exists that the airman will ever show the proficiency, leadership, or fitness that earned the initial promotion.

## **8. How to Determine the DOR.**

8.1. DOR for airmen demoted under paragraph 3.1. is the first date served in the reduced grade.

8.2. DOR for airmen demoted under paragraphs 3.2. through 3.4. is the effective date of the demotion action.

8.3. HQ USAF/DPXEP determines the DOR for airmen demoted under paragraphs 3.5. and 3.6.

## **9. When to Announce and Revoke Demotions .**

**9.1. Publishing Orders.** The MPF publishes orders after the demotion authority (not the appellate authority) approves the demotion, but not earlier than 4 working days after the airman acknowledges it. Forward one copy of each demotion order under this instruction to HQ AFMPC/DPMAJW.

**9.2. What to Do If the Airman Is Eligible to Retire in Lieu of Demotion.** Publish orders only if the airman does not submit an application for retirement within 3 working days following acknowledgment (not including the date of acknowledgment).

9.2.1. Stop demotion proceedings for an airman who applies for retirement pending the outcome of the application.

9.2.2. If authority turns down the application for retirement in lieu of demotion, publish the demotion orders. The effective date and DOR of the demotion are the approval date of the demotion.

**9.3. Revoking Promotion Orders.** Revoke demotion orders and restore the airman's grade if the demotion authority determines that the order was published without basis of authority.

**10. How to Publish Demotion Orders .** The special order series is "AA" for administrative demotions.

**10.1. The MPF:**

10.1.1. Gets written confirmation of verbal order as soon as possible.

10.1.2. Publishes the administrative demotion special order. Include:

10.1.2.1. Grade, name, SSN, unit, major command, and address of unit.

10.1.2.2. Grade from which he or she was demoted, showing that the grade was permanent.

10.1.2.3. Grade to which he or she is demoted, showing that the grade is permanent.

10.1.2.4. Effective date and DOR of the grade demoted to.

10.1.2.5. Paragraph under which the airman was demoted. **EXAMPLE:** Demotion of An Airman: SSGT OZZIE R. TOOLE, 123-45-6789, 56th Logistics Support Squadron ACC, Langley AFB VA, is demoted from permanent grade of SSgt to permanent grade of SrA effective and with date of rank 15 August 1992. Authority: AFI 36-2503, paragraph 3.4. (formerly AFR 39-30).

10.1.2.6. Why orders were not requested in advance. **EXAMPLE:** The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance.

10.1.3. Distributes the demotion order to the individuals and organizations on the order.

10.1.4. Forwards one copy of the demotion order to HQ AFMPC/DPMDOM1, 550 C Street West, Suite 21, Randolph AFB TX 78150-4723 for the Military Personnel Records Group (MPER-Gp).

**11. The Demotion Authority:**

11.1. Directs revoked demotion orders published under this instruction, if the appellate authority determines that demotion action is inappropriate.

11.2. Retains demotion orders if the airman's grade is restored according to paragraph 1.3. **EXAMPLE:** Paragraph 10. of Special Order AA-141, this HQ, 10 August 1992, purporting to demote SSGT EARL TRAVER, 123-45-6789, this HQ, to grade of SrA, which has been determined by Commander, AETC, to be without original basis and null and void, is revoked. Authority: AFI 36-2503, paragraph 3.2.1. (formerly AFR 39-30).

**12. Documenting Demotion Actions.** The MPF:

12.1. Updates the demotion in the personnel data system (PDS) according to AFMAN 36-2622 (formerly AFM 30-130, volume 1), immediately after the demotion authority (not appellate authority) approves the demotion. **EXCEPTION:** The airman applies for retirement in lieu of demotion.

12.2. Files a copy of the demotion order in the airman's UPRG, sends a copy of the demotion order to HQ AFMPC/DPMAJW and sends a copy of the entire case file to HQ AFMPC/DPMDOM1 to include in the airman's MPerRGp.

**13. Assignment Option.** Airmen may request reassignment to another organization if they are being demoted, or have been recommended for demotion under paragraphs 3.3. through 3.4.. This reassignment will not be a PCS, and the airman cannot ask for a particular unit.

**14. Dual Status Airmen .** Airmen can also hold a commission as an officer in the Air Force Reserves. If demoted, the MPF forwards the completed demotion report with the commander's recommendation regarding termination of appointment (AFI 36-3209, *Separation Procedures for US Air Force Reserve Members*, formerly AFR 35-41, volume 3), directly to HQ ARPC, Special Actions Branch (DPAS), 6760 East Irvington Place, Denver CO 80280-5000.

### ***Section B—USAF Reserve Airmen***

**15. Demotions .** Demotions are administrative and apply to Reserve airmen in the grades of Amn through CMSgt. Do not use demotions in place of actions under UCMJ.

15.1. Paragraphs 1.1. through 1.4. apply.

15.2. Do not suspend administrative demotions. If the demotion authority decides to restore the airman's original grade following demotion, he or she must do so sometime between 3 and 6 months after the effective date of the original demotion. This applies only to demotions processed under paragraph 16.5..

15.3. Do not reassign an airman for whom a demotion is in process until after completing the demotion. If an airman's participation is unsatisfactory, consider demotion before reassigning or separating the airman. Demote airmen to grades per paragraph 7..

### **16. Who May Demote.**

**16.1. USAFR Units.** For airmen serving in grades Amn through MSgt, the immediate commander's commander is the demotion authority.

16.1.1. The SAF demotes to reduce its reserve force strength, grade levels, or both.

16.1.2. For voluntary demotion under paragraph 17.6., the wing or group director of personnel is the demotion authority.

16.1.3. For airmen in grades SMSgt and CMSgt, the AFRES Vice Commander is the demotion authority, except for demotions under paragraph 17.6..

**16.2. Individual Mobilization Augmentees (IMA).** The Commander of the MAJCOM, FOA, DRU or the designated representative is the demotion authority for IMAs. Unit of assignment or unit of attachment commanders (with the exception of ARPC central managers) provide the authority with all pertinent information.

16.2.1. HQ ARPC, Director of Individual Reserve Programs (DR), is the demotion authority for all enlisted IMAs demoted under this paragraph and for those assigned to the Federal Emergency Management Agency (FEMA).

**16.3. Non-pay Program Reservists.** The demotion authority for these reservists is the ARPC/CC. The ARPC commander can designate an individual from the following list as the demotion authority:

16.3.1. HQ ARPC, Director of Chaplain Individual Reserve Programs (HC) for airmen assigned to the 9002 Air Reserve Squadron (ARS).

16.3.2. HQ ARPC, Staff Judge Advocate (JA) for airmen assigned to the 9025 ARS.

16.3.3. HQ ARPC, Director of Health Services Individual Reserve Programs (SG) for airmen assigned to the 9021 ARS.

16.3.4. HQ CAP-USAF/MSPR, 105 South Hansel Street, Maxwell AFB, AL 36112-5572, for airmen assigned to the 9004 ARS.

16.3.5. HQ ARPC/DR for airmen assigned to the Ready Reinforcement Personnel Section (RRPS) and Non affiliated Reserve Section (NARS) (Key Federal Employees).

**16.4. PAS S7 Personnel.** HQ ARPC/DP is the demotion authority for airmen assigned to the Selected Reserve Program from nonparticipating Reserve section.

**16.5. 10 U.S.C. 678 EAD Airmen.** The demotion authorities for 10 U.S.C. 678 EAD airmen, are:

16.5.1. For AFRES recruiters, the Deputy Chief of Staff for Recruiting (HQ AFRES/RS).

16.5.2. For airmen assigned to AFRES serving on 10 U.S.C. 678 EAD tours (except recruiters), HQ AFRES/DP with HQ USAF/REP concurrence.

16.5.3. For airmen assigned to ARPC and Base Individual Mobilization Augmentee Administrators (BIMAA) serving on 10 U.S.C. 678 EAD tours except AFRES and ARPC personnel, the ARPC Commander with HQ USAF/REP concurrence.

## **17. Reasons For Involuntary Demotion:**

**17.1. Not Participating in Reserve Training.** See AFI 36-8001, *Air Force Reserve Education and Training* (formerly AFR 35-41 volume 2). Demote reservists holding a grade higher than Amn before reassigning or separating them.

**17.2. Failing to Fulfill NCO Responsibilities.** See AFR 39-6, paragraph 6c through m.

**17.3. Failing to Complete Training.** Demote an airman to the former grade if the airman was promoted as an officer trainee under AFCAT 36-2223, *US Air Force Formal Schools* (formerly AFR 50-5) or AFI 36-2013, *Airman Commissioning Programs and Officer Training School* (formerly AFRs 53-20 and 53-27) or because the airman was expected to complete other training.

17.3.1. The commander of the relevant Armed Forces school demotes an airman to the former grade if he or she is an officer trainee or pipeline student eliminated from training.

17.3.2. For an airman attending Armed Forces schools in a TDY status, the school commandant informs the airman's MAJCOM when his or her student status terminates. The airman's commander takes appropriate action to demote the airman to the former grade. **NOTE:** Delay action until the airman arrives at the new duty or TDY station (including TDY or training en route) if



demotion means that the airman will not be able to ship household goods, or dependents. In such cases, the gaining commander completes the administrative demotion action. The losing MPF includes a cover memorandum or notes on the PCS orders that a demotion is pending against the airman. The effective date of demotion is the date the airman arrives at the new duty station.

#### **17.4. Failing to Keep Fit.**

17.4.1. Demote an airman if he or she fails to attain or maintain weight and body fat standards even after entering the weight management program. **EXCEPTION:** Airmen will not be demoted if they can present convincing medical evidence that they cannot attain or maintain weight and body fat standards because of physical or organic causes beyond their control.

17.4.2. Demote an airman for failing to keep or show willingness to reach physical fitness standards.

#### **17.5. Failing to Maintain or Achieve Skill Levels.** Demote airmen if they:

17.5.1. Don't achieve or maintain a current skill level appropriate to their grade.

17.5.2. Were promoted or enlisted with a PAFSC waiver and don't qualify for the PAFSC award at the indicated skill level.

17.5.3. Were reclassified to a skill level below the awarded AFS. See AFI 36-2101, *Military Personnel Classification* (formerly AFR 35-1). Demote the airman to the highest possible grade for the reduced skill level.

17.5.4. Intentionally failed to qualify in the specialty for which they were trained or are being trained.

#### **17.6. Reasons for Voluntary Demotions.**

17.6.1. Demote airmen when they volunteer for reassignment to a position with an authorized grade below what they currently hold. If the airman accepts reassignment to a lower grade, the airman states the acceptance in writing, as follows:

17.6.1.1. "The lower grade of (state grade) with a DOR of (show DOR according to AFI 36-2604, *Service Dates and Dates of Rank* (formerly AFR 35-3) is accepted." The airman understands that the demotion action will not preclude promotion according to AFI 36-2502, *Promotion of Airmen*, Section B (formerly AFR 39-29).

17.6.2. For airmen who apply for an Air Reserve Technician (ART) position that has a lower grade, the following process applies:

17.6.2.1. The initiating commander forwards a copy of the airman's application memorandum to the servicing MPF, directing the demotion.

17.6.2.2. The MPF publishes a demotion order when he or she receives the airman's acceptance statement.

17.6.2.3. The losing MPF Quality Force Unit (DPMQ/ MSPQ) or Consolidated Reserve Personnel Office (CRPO) makes sure that the airman receives and signs the voluntary demotion statement before issuing orders or updating the PDS.

17.6.3. For airmen who apply for positions other than an ART position, including any application for voluntary recall to extended active duty, the losing MPF or CRPO publishes demotion orders.

17.6.4. For airmen reassigned from nonparticipating reserve sections to participating status, including recall to extended active duty, HQ ARPC/DPJ publishes demotion orders. HQ ARPC/DPJ makes sure that the airman receives and signs a voluntary demotion statement before issuing orders and updating the PDS.

17.6.5. For airmen reassigned from nonparticipating reserve sections to HQ AFRES unit positions, the gaining MPF forwards the signed statement to HQ ARPC/DPR, 6760 E. Irvington Pl #2200, Denver CO 80280-2200.

**17.7. Reorganization or Mission Change.** When an airman's position is downgraded or eliminated because of a command or Air Force organization or mission change, the over grade airman will receive a waiver, take a voluntary demotion, retrain, or accept reassignment to a nonparticipating reserve section. Make sure these actions comply with this instruction and AFI 36-2115, *Assignments Within the Reserve Components* (formerly AFR 35-41, volume 1).

**18. Who Notifies the Airman of Demotion Action.** The initiating commander, consults with the servicing SJA and, informs the airman, by certified mail, return receipt requested, of the intention to recommend demotion, or to demote. The memorandum must contain:

18.1. Specific reasons and a complete summary of the supporting facts. **EXCEPTION:** For reclassification to a lower skill level, include only a photocopy of the AF Form 2096 downgrading the skill level.

18.2. Instructions acknowledging receipt of the notification memorandum within 3 calendar days.

18.2.1. If the airman does not respond, process the demotion as if he or she concurs.

18.2.2. If the airman disagrees, he or she submits a statement. An airman can request a personal hearing before the initiating commander. Advise the airman that he or she must pay all travel and other expenses for a personal hearing.

18.2.3. The airman acknowledges written statements within 30 calendar days of receiving the notification memorandum. If the airman does not respond, the demotion process goes to the demotion authority. The demotion package states that the airman wants to submit statements, but has not done so.

18.2.4. Information about consulting with military counsel (or civilian counsel at the airman's own expense) before deciding whether to concur with the proposed action. Tell the airman that he or she may have military or civilian legal counsel present at the personal hearing or request preparing an oral or written presentation.

18.2.5. A statement explaining that the airman can retire in lieu of the demotion if he or she is eligible for retirement. If the airman elects to retire, the effective date of retirement will be by the 1st day of the 4th month after the first demotion notification. The airman must submit the retirement application no later than the 3d duty day after the final demotion action to avoid publication of the demotion orders.

## **19. Processing Demotions:**

**19.1. Airman Concurs With the Demotion.** After receiving the airman's acknowledgment, the initiating commander forwards the entire case file to the servicing MPF for processing by the demotion authority. IMAs forward the case file directly to the demotion authority.

**19.2. Airman Does Not Concur With the Demotion.** He or she can submit materials, or request a personal hearing, or both. The initiating commander considers all materials presented by the airman before recommending further action to the demotion authority. The initiating commander notifies the airman, in writing, of the decision to continue or terminate the demotion action.

**19.3. Demotion Action Continues.** The initiating commander writes a summary of the personal hearing (if any) that becomes part of the case file. He or she forwards the entire case file to the servicing MPF for processing by the appropriate demotion authority. The demotion authority gets a written legal review from the servicing SJA before making a final demotion decision.

**19.4. Demotion Authority Approves the Demotion.** The authority writes the airman's servicing MPF or CRPO to publish a demotion order. The MPF or CRPO endorses the demotion authority's memorandum and sends it to the initiating commander. The airman acknowledges receiving the memorandum within 3 calendar days and indicates whether or not he or she intends to appeal.

**19.5. Demotion Authority Disapproves the Demotion.** The authority writes to the airman's servicing MPF. The authority notifies the MAJCOM and the airman through the initiating commander by endorsing the document. For IMAs, the demotion authority notifies the airman through the airman's commander.

## **20. How To Appeal.**

**20.1. Demoted Airmen.** You must state your intention to appeal in writing.

**20.2. USAFR Unit Assigned Members.** Submit the appeal to the servicing MPF chief within 30 calendar days after you acknowledge the final demotion decision, unless you get a delay from the initiating commander.

20.2.1. The servicing MPF chief sends the case file to the appellate authority who obtains a written legal review before acting on the appeal.

20.2.1.1. For USAFR unit members in grades Amn through MSgt, HQ AFRES/CV is the appellate authority.

20.2.1.2. For USAFR unit members grades SMSgt and CMSgt, the HQ AFRES commander is the appellate authority.

**20.3. IMAs and Nonpay Program Reservists.** Submit the appeal through the initiating commander to the demotion authority within 30 calendar days after you acknowledge the final demotion decision, unless you get a delay from the initiating commander.

20.3.1. The demotion authority sends the case file to the appellate authority. The appellate authority is the general court-martial convening authority over the active force unit of assignment.

20.3.2. For IMAs assigned to ARPC centrally managed programs, nonpay programs and FEMA, APRC/CC is the appellate authority.

**20.4. Notification Procedures.** When the appellate authority disapproves the airman's appeal, the servicing MPF or CRPO notifies the airman in writing, via the MAJCOM and the initiating commander, both of whom endorse the notice. For IMAs, the appellate authority notifies the airman through the demotion authority and the initiating commander.

**20.5. Appeal Approval.** The appellate authority approves the appeal and directs the servicing MPF or CRPO to restore the airman's grade and revoke the demotion order. Through the initiating commander, the MPF or CRPO sends a memorandum telling the airman that the appellate authority approved the appeal and the airman's previous grade was restored.

**21. Determining Date of Rank (DOR).** Use the effective date of the demotion as the DOR for airmen demoted under paragraph 17.. Determine the DOR of airmen demoted under paragraph 17.6.. in accordance with AFI 36-2604 (formerly AFR 35-3).

**22. Grades to Demote Airmen.** See paragraph 7..

**23. Announcing and Revoking Demotions.**

23.1. The applicable organization announces demotions in Reserve orders. Use the day prior to reassignment to a lower grade position as the effective date of voluntary demotion.

23.2. The applicable organization revokes demotion orders only when the demotion authority determines orders were published without original basis of authority to include a successful appeal.

23.2.1. The MPF requests authority to revoke a demotion order up the chain to HQ AFRES/DPAC for airmen assigned to that unit.

23.2.2. For IMAs, the demotion authority requests authority to revoke a demotion order to the CRPO. The request must include:

23.2.2.1. Effective date of the demotion.

23.2.2.2. Reasons for demotion.

23.2.2.3. Training periods during which the airman was paid in the lower grade, if applicable, to allow reservists to recoup pay not received, at the appropriate pay grade.

23.2.2.4. Date the airman was told of the erroneous demotion action.

23.2.2.5. Copies of the report of individual personnel and the demotion order for airmen assigned to AFRES units.

**24. Documenting Demotion Actions .** The MPF:

24.1. Updates the grade data in the PDS according to AFMAN 36-2622 (formerly AFM 30-130, volume 1).

24.2. Files a copy of the demotion order in the airman's UPRG in accordance with AFI 36-2608, *Military Personnel Records Systems* (formerly AFR 35-44).

24.3. Forwards the complete demotion case file (including AF Form 2096 with appropriate AFSCs and training data after demotion) to HQ ARPC/DSMM for the airman's master personnel file. **NOTE:**

When demotion results in an airman's remaining in the present grade, file the documents related to the demotion in the UPRG until the end of the airman's current enlistment, then destroy it.

BILLY J. BOLES, Lt General, USAF  
DCS/Personnel

## Attachment 1

### GLOSSARY OF ABBREVIATIONS AND ACRONYMS

#### *Abbreviations and Acronyms*

**AFMPC**—Air Force Military Personnel Center  
**AFS**—Air Force Specialty  
**AFSC**—Air Force Specialty Code  
**AMN**—Airman  
**ARPC**—Air Reserve Personnel Center  
**ARS**—Air Reserve Squadron  
**ART**—Air Reserve Technician  
**CC**—Commander  
**CMSgt**—Chief Master Sergeant  
**CRPO**—Consolidated Reserve Personnel Office  
**CV**—Vice Commander  
**DOR**—Date of Rank  
**DPMAJW**—Airman Promotion Management (HQ AFMPC)  
**DPMAJW2**—Promotion Control Section  
**DPXEP**—HQ USAF Enlisted Promotion Policies  
**DR**—HQ ARPC Director of Individual Reserve Programs  
**DRU**—Direct Reporting Unit  
**FEMA**—Federal Emergency Management Agency  
**FOA**—Field Operating Agency  
**GCM**—General Court-Martial  
**IMAs**—Individual Mobilization Augmentees  
**JA**—Judge Advocate  
**MAJCOM**—Major Command  
**MPerRGp**—Master Personnel Records Group  
**MPF**—Military Personnel Flight  
**MSgt**—Master Sergeant  
**MSPPP**—MPF Promotion and Testing  
**NAF**—Numbered Air Force  
**NARS**—Nonaffiliated Reserve Section

**NCO**—Noncommissioned Officer  
**PAFSC**—Primary Air Force Specialty Code  
**PCS**—Permanent Change of Station  
**RRPS**—Ready Reinforcement Personnel Section  
**SG**—Director of Health Section  
**SJA**—Staff Judge Advocate  
**SMSgt**—Senior Master Sergeant  
**SPCM**—Special Court-Martial  
**TDY**—Temporary Duty  
**UCMJ**—Uniform Code of Military Justice  
**UPRG**—Unit Personnel Records Group  
**USAFA**—United States Air Force Academy  
**USAFR**—United States Air Force Reserve  
**USPS**—United States Postal Service

Addresses

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