



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 131ST BOMB WING (AFGSC)  
509 SPIRIT BOULEVARD  
WHITEMAN AIR FORCE BASE MISSOURI

8 June 2024

MEMORANDUM FOR 131 BW/ALL

FROM: 131 CES/CC

SUBJECT: TSgt Promotion Board Announcement, 3E971 (SUSP: 19 July 2024)

1. The 131st Civil Engineer Squadron will be conducting a TSgt selection/promotion board for Emergency Manager, 3E971, during 2 August 2024.
2. Qualifications and requirements:
  - a. Possession of 7-level in the following AFSC: 3E971
  - b. Candidates meeting the board must be fully eligible for promotion on or before promotion packet submission to the Wing Commander and NGMO-ANG-MP (per MOANGI 36-2502).
  - c. Application package requirements include:
    - (1) Record Review from vMPF (all pages)
    - (2) Print out of most current fitness tracker report from myFitness
    - (3) Supervisor Score Sheet
    - (4) Official AF biography IAW DAFH 33-337, (no photo)
3. The selection and promotion board will be conducted IAW MOANGI 36-2502. Once a selection is made, the unit will notify 131st Force Support Squadron to validate the selectee meets all eligibility requirements. Once validated, the unit will complete the promotion package IAW the applicable checklist in MOANGI 36-2502 and route through the appropriate channels for approval. Any promotion board conducted more than six months prior the Wing Commander and NGMO-ANG-MP's receipt of the promotion packet, shall not be considered as a valid board date. Exceptions to policy may be requested to the Wing Commander.
4. Point of contact (POC) for this board is MSgt Carissa Allen, DSN: 824-8207, commercial (314)-527-8207, or email [carissa.allen@us.af.mil](mailto:carissa.allen@us.af.mil). Candidates should communicate application intentions to the board POC No later than 19 July 2024, so you may be scheduled to meet the board in person or by telephone. Email application packages to [carissa.allen@us.af.mil](mailto:carissa.allen@us.af.mil).

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Commander, 131 CES