

Talking Paper
Secretary of the Air Force Memorandum of Instruction (SECAF MOI)

Purpose: This paper provides a summary of the SECAF MOI, which guides promotion boards and relates it to the items in officer records that reflect SECAF emphases.

SECAF MOI Summary.

- SECAF MOI directs that promotion boards apply the whole-person concept to assess all factors in the officer's record that bear on promotion potential or continuation of service.
- These factors include job performance, professional qualities, leadership, depth and breadth of experience, job responsibility, advanced academic and developmental education, and specific achievements. It clarifies that of these factors, given officers equally committed to Air Force values, job performance is the most important.
- Consider how an officer's record communicates these factors. Promotion boards see an officer's Promotion Recommendation Form, Performance/Training Reports, Letters of Evaluation, Decorations, and Officer Selection Brief.
 - **Job Performance**
 - Stratification among peers
 - Awards & Recognition
 - Success in Key Performance Areas: Accomplish Mission, Lead People, Manage Resources, Improve the Unit
 - **Professional Qualities**
 - Rater & Additional Rater comments in push lines
 - Awards & Recognition
 - Consistent decorations. A break in decorations is a negative indicator, i.e. multiyear assignment w/no end of tour decoration
 - Decorations consistent with grade and period of recognition, i.e. O-5 departing 3-yr assignment with AFCM vs MSM is not consistent & sends a message that something went wrong
 - **Leadership**
 - Rater & Additional Rater pushes indicating leadership potential, i.e. Flt/CC, DO, Sq/CC
 - Rater & Additional Rater pushes for premier staff positions, i.e. HAF, OSD, JS
 - Rater & Additional Rater pushes for Developmental Education
 - Stratification in key developmental leadership roles, i.e. Exec, Flt/CC, DO, Sq/CC
 - Scope of responsibility defined in duty title, duty description & organizational level
 - Success in Key Performance Areas: Accomplish Mission, Lead People, Manage Resources, Improve the Unit
 - Awards & Recognition
 - **Depth and Breadth of Experience**
 - Duty titles, especially key leadership positions, i.e. Flt/CC, DO, Sq/CC and premier staff positions
 - Service at different organizational levels, i.e. Sq, MAJCOM, HAF
 - Developmental experience especially through key positions within AFSC career brief
 - Career broadening, OI&RSD, Joint
 - Deployments
 - **Job Responsibility**
 - Scope of responsibility defined in duty title, duty description & organizational level
 - Responsibility commensurate with or greater than current rank
 - **Academic & Developmental Education**
 - Appropriate DE at all ranks
 - In-Residence DE
 - Awards & Recognition earned in DE
 - Graduate Education when competing for O-6
 - **Specific Achievements**
 - Awards & Recognition
 - Decorations
 - Selection for especially competitive programs, i.e. AF Intern Program, Olmstead Scholar, Prestigious PhD
- Secretary of the Air Force Generic Memorandum of Instruction is available at:
<https://mypers.af.mil/app/categories/c/656/p/9>