

Headquarters, U.S. Space Force

Defense Advisory Committee on Women in the Services (DACOWITS) Enlisted Promotions



USSF

SF/S1P
20 Oct 2022

“Semper Supra”



USSF

Agenda

- **References**
- **DACOWITS December 2022 – Request for Information**
- **SF/S1P enlisted promotions answers**
- **Questions**

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Department of the Air Force References

- **Instructions used for Space Force enlisted evaluations and promotions**
 - DAFI 36-2406 Department of the Air Force Guidance Memorandum to Department of the Air Force Instruction 36-2406, Officer and Enlisted Evaluations Systems
 - DAFI 36-2502 Department of the Air Force Instruction 36-2502 Enlisted Airman Promotion and Demotion Programs
 - DAF Program Action Directive (PAD) 20-01
 - Deputy Chief of Space Operations for Human Capital (SF/S1)



Defense Advisory Committee on Women in the Services (DACOWITS)
December 2022 – Requests for Information

GENDER DISCRIMINATION

In accordance with DACOWITS' Terms of Reference, the WB&T Subcommittee will examine existing Defense Department and Military Services' institutional policies and procedures to identify gaps that enable gender discrimination to occur unconstrained and recommended necessary policy changes.

- 9 Since the 1960s, the Committee has examined and identified barriers to women's career progression in the military, which included gender discrimination or gender bias that affected servicewomen's promotion opportunities. Most recently in 2019, the Committee recommended that, "*The Secretary of Defense should establish a DoD policy that defines and provides guidance to eliminate conscious and unconscious gender bias.*" The Committee remains dedicated to the elimination of gender discrimination, to include within the promotion board process by ensuring that performance is the lone criterion considered for selection.

The Committee requests a **briefing** from the **Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard** on the following:

- a. What policies and procedures are in place to prevent conscious and unconscious gender bias within the promotion process (e.g., performance evaluations, board screenings, etc.)?
- b. What gender specific demographic information has been removed from promotion packages (e.g., first and last names, gender pronouns, photographs, etc.)? Specifically, state whether any gender specific demographic information is still being included. If so, are there plans to remove gender specific demographic information? Provide projected timeline for each demographic modification.
- c. What other actions have been taken to prevent conscious and unconscious gender bias from factoring in promotion reviews/scoring?
- d. Since these actions were taken to reduce conscious and unconscious gender bias, provide trends that have emerged and data on the impact of these policies, instructions, or guidance on selection results.
- e. Provide copies of policies, instructions, or written guidance delivered to selection boards, nomination boards, or promotion boards intended to mitigate conscious and unconscious gender bias.



DACOWITS Item 9 question (a)

- **What policies and procedures are in place to prevent conscious and unconscious gender bias within the promotion process (e.g., performance evaluations, board screenings, etc.)**
 - **Background:** Enlisted Performance Reports (EPR) is the evaluations tool used record enlisted members performance annually.
 - DAFI 36-2406 1.12.9. Matrices, fact sheets, background sheets or other documents unless specifically authorized in this instruction. Evaluators will use performance- and duty-related information from official source documents in the assessment of performance and potential. Demographic diversity information identifying inherent or socially defined personal characteristics such as age, race/ethnicity, religion, gender, socioeconomic status, family status, disability, and geographic origin will not be considered. (T-1).



DACOWITS Item 9 question (b)

- **What gender specific demographic information has been removed from promotion packages (e.g., first and last names, gender pronouns, photographs, etc.)? Specifically, state whether any gender specific demographic information is still being included. If so, are there plans to remove gender specific demographic information? Provide projected timeline for each demographic modification.**
 - **Background:** The USSF utilizes first and last names when reviewing records for promotions for board continuity only. There are no mandatory requirements for gender pronouns to be used in the DAF instructions for evaluation or promotions. Further, there are no photographs used in the evaluation or promotion process.



DACOWITS Item 9 question (c)

- **What other actions have been taken to prevent conscious and unconscious gender bias from factoring in promotion reviews/scoring?**

- **Background:** Per DAFI 36-2502 2.7.1.2 The SF/S1 releases following verbiage annually:
 - You were selected because you are experienced colonels and chief master sergeants. Each of you will be administered an oath to serve without prejudice or partiality. To ensure absolute credence in the board process, you are expected to act in the best interest of the Space Force as a whole, and not in the interest of any one command, specialty, group, individual or any other interest that would interfere with the fair evaluation of each eligible Guardian. You must be able to look at the records of the Guardians you have scored and, if called upon, be able to justify your evaluation. Equal opportunity and unbiased evaluation are essential elements of our promotion system. The United States is a diverse nation – gender, ethnicity, background – and diversity is a force multiplier within the Space Force. Your evaluation of all Guardians must clearly afford them fair and equitable consideration. Preferential treatment of any individual or group is strictly prohibited.



DACOWITS Item 9 question (d)

- **Since these actions were taken to reduce conscious and unconscious gender bias, provide trends that have emerged and data on the impact of these policies, instructions, or guidance on selection results.**
 - **Background:** The SF/S1 receives a non-publishable demographic product after conclusion of each promotion board. The USSF has not identified any evidence of negative trends with the current guidance nor has there been any evidence of over or underrepresented groups.
 - **Background note:** The release of demographics statistics of selects is prohibited. The results are released based on Space Force Specialty Code (SFSC) only.



DACOWITS Item 9 question (e)

- Provide copies of policies, instructions, or written guidance delivered to selection boards, nomination boards, or promotion boards intended to mitigate conscious and unconscious gender bias.

- Background: The SF/S1 approved formal charges are released to the public after promotion boards have concluded.
 - Website: [myPers \(af.mil\)](https://myPers.af.mil)
 - Tab 1 CY21_CY22 USSF E8_E9 Formal Board Charge
 - Tab 2 CY22 USSF E5 - E7_Formal Board Charge

Headquarters, U.S. Space Force

Defense Advisory Committee on Women in the Services (DACOWITS) Officer Promotions



USSF

SF/S1P
20 Oct 2022

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Agenda

- References
- DACOWITS December 2022 – Request for Information
- Space Force Officer Promotions Answers
- Questions



Department of the Air Force References

- **Instructions used for Space Force Officer Evaluations and Promotions**
 - Department of the Air Force Instruction 36-2501, *Officer Promotions and Selective Continuation*
 - Department of the Air Force Guidance Memorandum to Department of the Air Force Instruction 36-2406, *Officer and Enlisted Evaluations Systems*



Defense Advisory Committee on Women in the Services (DACOWITS)
December 2022 – Requests for Information

GENDER DISCRIMINATION

In accordance with DACOWITS' Terms of Reference, the WB&T Subcommittee will examine existing Defense Department and Military Services' institutional policies and procedures to identify gaps that enable gender discrimination to occur unconstrained and recommended necessary policy changes.

9 Since the 1960s, the Committee has examined and identified barriers to women's career progression in the military, which included gender discrimination or gender bias that affected servicewomen's promotion opportunities. Most recently in 2019, the Committee recommended that, "*The Secretary of Defense should establish a DoD policy that defines and provides guidance to eliminate conscious and unconscious gender bias.*" The Committee remains dedicated to the elimination of gender discrimination, to include within the promotion board process by ensuring that performance is the lone criterion considered for selection.

The Committee requests a **briefing** from the **Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard** on the following:

- a. What policies and procedures are in place to prevent conscious and unconscious gender bias within the promotion process (e.g., performance evaluations, board screenings, etc.)?
- b. What gender specific demographic information has been removed from promotion packages (e.g., first and last names, gender pronouns, photographs, etc.)? Specifically, state whether any gender specific demographic information is still being included. If so, are there plans to remove gender specific demographic information? Provide projected timeline for each demographic modification.
- c. What other actions have been taken to prevent conscious and unconscious gender bias from factoring in promotion reviews/scoring?
- d. Since these actions were taken to reduce conscious and unconscious gender bias, provide trends that have emerged and data on the impact of these policies, instructions, or guidance on selection results.
- e. Provide copies of policies, instructions, or written guidance delivered to selection boards, nomination boards, or promotion boards intended to mitigate conscious and unconscious gender bias.



DACOWITS Item 9 question (a)

- **What policies and procedures are in place to prevent conscious and unconscious gender bias within the promotion process (e.g., performance evaluations, board screenings, etc.)**
 - Officer Performance Reports (OPRs) are the evaluation tool used to record annual performance.
 - **AFI 36-3406 encompasses the proper usage of gender in the OPR:**
 - 1.12.2.1. Race, Ethnic Origin, Gender, Age, Religion, Sexual Orientation or Political Affiliation of the Ratee. Do not refer to these items in such a way that others could interpret the comments as reflecting favorably or unfavorably on the person. This is not meant to prohibit evaluators from commenting on involvement in cultural or church activities, but cautions against the use of specific religious denominations, etc. **Example:** “Capt Doe is the first *female* pilot ever selected for training in the F-16”, is an inappropriate reference to gender. Pronouns reflecting gender (e.g., he, she, him, her, his, and hers) may be used. “Wing Point of Contact for African American Heritage Committee” or “Arranged a blood drive at the Baptist Memorial Hospital” are acceptable comments.
 - 1.12.9. Matrices, fact sheets, background sheets or other documents unless specifically authorized in this instruction. Evaluators will use performance- and duty-related information from official source documents in the assessment of performance and potential. Demographic diversity information identifying inherent or socially defined personal characteristics such as age, race/ethnicity, religion, gender, socioeconomic status, family status, disability, and geographic origin will not be considered.



DACOWITS Item 9 question (b)

- **What gender specific demographic information has been removed from promotion packages (e.g., first and last names, gender pronouns, photographs, etc.)? Specifically, state whether any gender specific demographic information is still being included. If so, are there plans to remove gender specific demographic information? Provide projected timeline for each demographic modification.**
 - The USSF utilizes first and last name when reviewing records for promotions for board continuity only. There is no restriction on the use of gender pronouns in the DAF instructions for evaluations or promotions. No photographs are used in either process.



DACOWITS Item 9 question (c)

- **What other actions have been taken to prevent conscious and unconscious gender bias from factoring in promotion reviews/scoring?**

The SecAF provides all Panel Members with a Memorandum of Instruction (MOI) as part of the promotion board process. The Board President is required to read the MOI to the panel members prior to any scoring of officer selection records. Below are excerpts of the MOI verbiage approved by the SecAF on 8 Aug 2022:

- You will 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 competence, job performance, conduct, professional qualities, leadership, depth and breadth of experience, contribution to the team, and specific achievements. Of these factors, given officers equally committed to Space Force values, competence and job performance are the most important.
- You are prohibited from considering an officer's marital status, religion, civilian employment, volunteer service, previous decision to opt out of a promotion selection board or previous participation in the Career Intermission Program, or any information regarding an officer's spouse. If you see such information in the records you review, you will disregard it. Give no weight, whatsoever, to an officer's age.
- To remain competitive, the Department must have members from the entire spectrum of qualified talent available in the United States. Accordingly, the Department of Defense needs to make every effort to encourage service by individuals from all backgrounds by providing for the equal treatment and equitable consideration of all personnel considered for promotion.



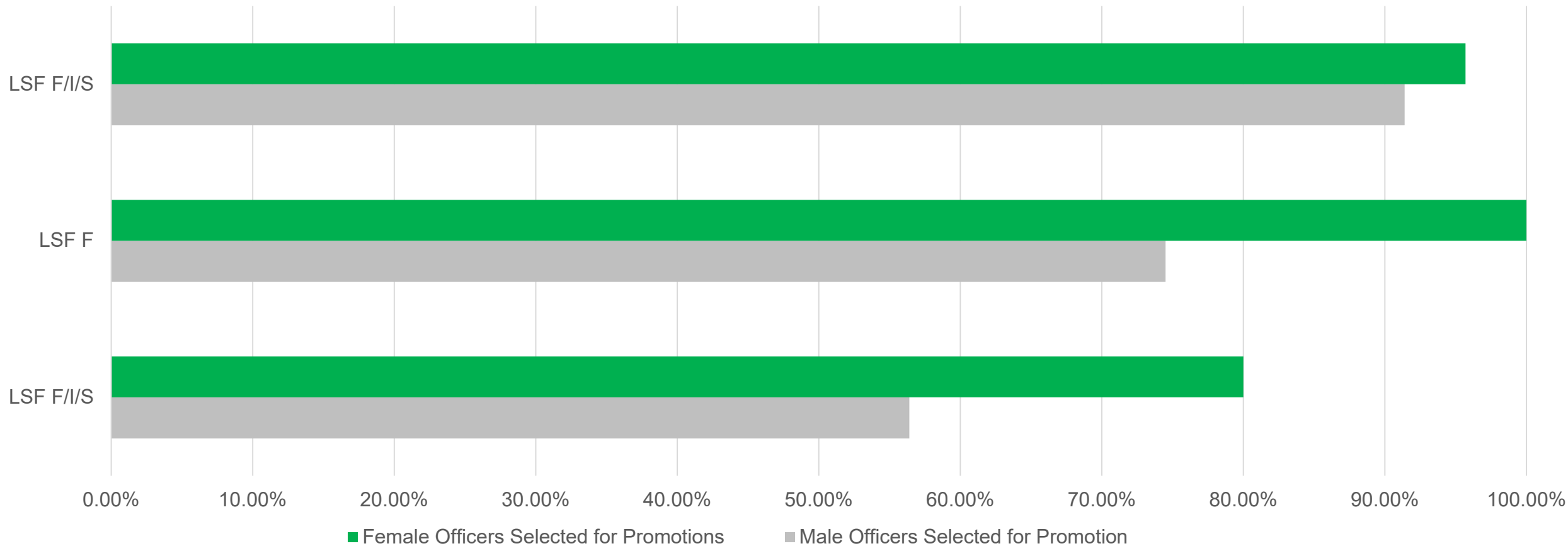
DACOWITS Item 9 question (d)

- **Since these actions were taken to reduce conscious and unconscious gender bias, provide trends that have emerged and data on the impact of these policies, instructions, or guidance on selection results.**
 - The SecAF receives an outbrief on the results of every officer promotion board, to include demographic information, after the conclusion of each officer promotion board. This brief is provided by the Board President and reviewed by SAF/GC and SAF/MR. The USSF has conducted one field grade officer promotion board; the USSF has not identified any evidence of negative trends with the current guidance nor has there been any evidence of impact to any demographic groups at this time.



Field Grade Officer Promotions

CY21 IPZ FGO Officer Promotions



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DACOWITS Item 9 question (e)

- Provide copies of policies, instructions, or written guidance delivered to selection boards, nomination boards, or promotion boards intended to mitigate conscious and unconscious gender bias.
 - The Memorandum of Instruction is published on myPers.
 - Website: [myPers \(af.mil\)](https://mypers.af.mil)
 - https://mypers.af.mil/app/answers/detail/a_id/49652/p/9