# How To Calculate Promotion Points

## Introduction
Now that you understand the promotion process and components of the point system, you will now need to be able to help your subordinates calculate their promotion points as recognized under WAPS.

## When to use
Use this procedure to help guide and advise eligible Air Force subordinates as they prepare for, and compete in, the Air Force promotion process.

## Procedure
This table will guide you through the steps needed to calculate promotion points under WAPS.

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<th>Step</th>
<th>Action</th>
<th>Example</th>
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</table>
| 1    | Time in Service: Multiply the number of months total active duty by 1/6 (Maximum outcome: 60 pts) | 36 months:  
36 X 1/6 = 6.00 points  
**TIS = 6.00 Points** |
| 2    | Time in Grade: Multiply the number of months in current grade by ½ (Maximum outcome: 60 pts) | 41 Months:  
41 X ½ = 20.50 Points  
**TIS = 20.50 Points** |
| 3    | Using Air Force Pamphlet 36-2241 and the subordinate’s Decorations Notification Form, match the authorized decorations with point values in chart 14.2 of AFP 36-2241 (Maximum Outcome: 25 pts) | 1 MSM = 5 points  
2 AFCM = 3 points each  
1 AFAN = 1 point  
**Decorations = 12 points** |
| 4    | Calculate EPR points applicable toward promotion (Maximum outcome: 135 pts) |  |
| 4.1  | Obtain all EPRs for the past 5 years. If there are more than 10 for that period, use only the latest 10 reports. |  |
# How To Calculate Promotion Points, Continued

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<td><strong>4.2</strong></td>
<td>Multiply each (newest to oldest) numerical rating by a weighted factor beginning with 50 (45...40....35, etc.) and multiply again by 27. Add the columns of weighted factor into one sum. Add the column of total into one sum.</td>
<td>In the last five years, a member has the following EPRs (newest to oldest): 5,4,5,5,4  5 X 50 = 250 X 27 = 6,750  4 X 45 = 180 X 27 = 4,860  5 X 40 = 200 X 27 = 5,400  5 X 35 = 175 X 27 = 4,725  5 X 30 = 150 X 27 = 4,050  4 X 25 = 100 X 27 = 2,700</td>
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<tr>
<td><strong>4.3</strong></td>
<td>Divide the total sum by the weighted factor sum</td>
<td>28,485 / 225 = 126.60  <strong>EPRs = 126.60</strong></td>
</tr>
<tr>
<td><strong>4.3</strong></td>
<td>Add totals from steps 4.3, 1, 2 and 3</td>
<td>6.0 + 12.00 + 20.50 + 126.60 = 165.10</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Acquire last year’s cut-off score for your subordinate’s specific job from the nearest Military Personnel Flight or by using the internet <a href="http://WWW.AFPC.AF.MIL">WWW.AFPC.AF.MIL</a></td>
<td>Example: 339.21</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Subtract the total points from step 5 from the cut-off score in step 6</td>
<td>339.21 - 165.10 = <strong>174.11</strong>  This total represents what your member will need to score on the SKT and the PFE combined in order to be promoted (according to the last cut-off).</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Divide the remaining score in step 7 by 2. This will represent an approximate score that will be required (on average) on each the SKT and PFE tests during this testing cycle</td>
<td>174.11 / 2 = <strong>87.06</strong>  87.06 scored on the PFE and SKT will obtain promotion (by last cut-off)</td>
</tr>
</tbody>
</table>

**Demonstration**  Follow along with instructor as he or she demonstrate all calculations and reaches a total point value.
How To Calculate Promotion Points, Continued

Practice  Now you will have the opportunity to practice some of the calculations you have learned in this lesson.

Practice 1 If your subordiante has 49 months time in service counted prior to testing, how many points would he or she total in this category?

___________________ points

Practice 2 An Air Force member with 47 months time in grade would receive how many points under WAPS?

___________________ points

Practice 3 Using AFP 36-2241, how many points would a member have if he was authorized two (2) Air Force Commendation Medals?

___________________ points

Practice 4 How many EPR points would a member have assessed toward promotion if she had 7 EPRs in the past five years – and all 7 were ratings of “5”?

___________________ points