

**BY ORDER OF THE COMMANDER
354 FIGHTER WING (PACAF)**

**354th FIGHTER WING INSTRUCTION
36-2501**



27 OCTOBER 2010

Personnel

**WING SENIOR AIRMAN (SRA)
BELOW-THE- ZONE (BTZ) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-25, *Military Promotion and Demotion* and establishes procedures, policy, and responsibilities that apply to all squadrons, to include tenant units, on Randolph Air Force Base. This instruction is provided to explain and standardize the processing procedures for the SrA BTZ Promotion Program. Both the Central Base Board (CBB) and large units will utilize the procedures outlined in this instruction and within AFI 36-2502, *Airman Promotion/Demotion Program*. Ensure that all records created, as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. See Attachment 1 for a glossary of references and supporting information.

This publication does not apply to the Air National Guard, US Air Force Reserve, or Air Education and Training Command Units.

1. PURPOSE

- 1.1. The purpose of this instruction is to establish SrA BTZ selection procedures for the Central Base Board (CBB) and for large unit boards.
- 1.2. The procedures established will be documented to ensure fair, equitable, and timely SrA BTZ promotion consideration.

1.3. The 354 FW will conduct regularly scheduled selection boards. These boards are usually held during the first week of the following months: March, June, September, and December.

2. PROGRAM OBJECTIVE To provide an opportunity *for exceptionally well qualified Airmen First Class (A1C) a one-time consideration for promotion to SrA*, to be effective 6 months prior to the fixed fully-qualified phase point. Selection opportunity is 15 percent of the eligible population based on total time-in-grade (TIG) and time-in-service (TIS) and quality factors.

3. RESPONSIBILITY

3.1. The 354th Fighter Wing Commander is the promotion authority for the CBB.

3.2. The 354th Fighter Wing Command Chief will coordinate with the Military Personnel Section (MPS), to establish a CBB date and select four SNCOs as board members.

3.3. The Personnel System Manager provides an automatic quarterly end of month output product to the Career Development element, within the first 10 days of the first processing month (i.e., Jan, Apr, Jul, and Oct).

3.3.1. The roster identifies all A1Cs who meet or exceed the time-in-service (TIS) and time-in-grade (TIG) requirements, regardless of promotion ineligibility conditions (i.e., on the control roster, PAFSC skill level too low, undergoing Article 15 suspended reduction, etc.), and whose grade status reason (GSR) does not equal code "5Q" (previously considered for SrA BTZ).

3.3.2. This output product automatically updates the GSR to "5Q" to prevent them from appearing on future SrA BTZ listings. (NOTE: If another GSR is updated to the record after the GSR "5Q" is updated, they may erroneously appear on a future SrA BTZ listing.) Rosters are in three parts:

Part I. Identifies A1Cs with no quality indicators in their record.

Part II. Lists "questionable eligibles" (individuals with quality indicators) that may not be qualified for BTZ promotion (i.e., member on Fit Program, under investigation, etc.)

Part III. Lists A1Cs who meet the TIG and TIS requirements, but cannot be selected due to promotion ineligibility conditions listed in AFI 36-2502, *Airman Promotion/Demotion Program*, Table 1.1. (i.e., member has a referral EPR, control roster, etc.)

3.4. The MPS Career Development element will review the TIG and TIS of each airman appearing on the MPS listing to ensure they meet current quarter TIG and TIS requirements (regardless of ineligible condition) and remove names of those who do not meet the requirements.

3.4.1. Distributes quotas based on 15 percent of eligibles and obtains host wing commander approval of selectee list.

3.4.2. Verify BTZ eligibility of all A1Cs who have a projected permanent change of station (PCS). Prepare a BTZ selection folder for airman departing prior to the 1st

processing month for the BTZ quarter they are TIG/TIS eligible and whose RNLTD is the 1st day of the 1st processing month or later.

3.5. When commanders of small units (6 or less eligibles) have promotion authority over two or more units the eligibles are combined and the unit commander complies with established large or small unit procedures.

3.6. Commanders of large units (7 or more eligibles) underline selectee's name, sign, date, and return the unit roster along with the board minutes to the Career Development element no later than the date indicated on roster.

3.7. First Sergeants are to coordinate with their commanders on all quality force factors concerning each eligible airman meeting the TIG/TIS requirements.

3.8. The unit POC will ensure all eligibles have been properly identified as eligible and their personnel data is accurate and complete. The unit POC must verify each airman who is promotion eligible for BTZ consideration.

4. ELIGIBILITY

4.1. Fully qualified minimum requirements for SrA are 36 months TIS and 20 months TIG, or 28 months TIG, whichever occurs first (sample of timeline is provided at attachment 2).

4.1.1. The member must meet promotion requirements established in AFI 36-2502, *Airman Promotion /Demotion Program*, Table 2.1. Individuals in AFSCs 1C2X1 and 1T2X1 are ineligible for BTZ consideration IAW AFI 36-2502, Para 2.2.

4.2. Other significant dates are as follows:

PROCESSING MONTHS	SELECTION MONTH	PROMOTION
JAN/FEB	MAR	APR-JUN
APR/MAY	JUN	JUL-SEP
JUL/AUG	SEP	OCT-DEC
OCT/NOV	DEC	JAN-MAR

5. QUOTAS

5.1. Quotas are based on 15 percent of the total TIG and TIS eligible population, regardless of normal ineligibility conditions. Large units (7 or more eligibles) receive quotas and promote at unit level. Small units (6 or less eligibles) are combined into one pool of eligibles to form the CBB population. Quotas are computed and distributed as follows:

Computation: Eligibles multiplied by 15 percent equals the quota

Example: 13 eligibles x 0.15 = 1.95, or 2 BTZ Quotas

(Note: Fractions of 0.5 or more are rounded up)

Distribution:

<u>Eligibles</u>	<u>Quota</u>	<u>Eligibles</u>	<u>Quota</u>
7-9	1	37-43	6
10-16	2	44-49	7
17-23	3	50-56	8
24-29	4	57-63	9
30-36	5	64-69	10

5.2. Units may not aggregate at the group level. Since each unit commander has promotion authority, they should not be considered by the group, but as individual units, and cannot be added together to make a large unit.

6. LARGE UNITS PROCEDURES

6.1. Large units will receive their own quotas and make selections at the unit level. Commanders of large units will convene a board prior to the last duty day before the processing month. Follow the same procedures as the CBB.

6.2. Large units must consider all qualified individuals meeting TIG and TIS requirements, even if they are TDY, on leave, or have a projected assignment with a report no later than date during or subsequent to the processing month.

6.3. The review process must be fair and equitable for all individuals. If any nominated member will not be present for the selection process due to circumstances beyond the member's control (TDY, emergency leave, convalescent leave, hospitalization, etc.), the board will review records only.

6.4. Once selections are made forward the minutes of the board and signed unit roster to the Career Development element no later than the date indicated on the roster (sample of minutes is provided at attachment 3).

6.5. A unit is not required to use all quotas if the quality of the nominations is not sufficient to warrant it. If any quotas are not used, indicate by annotating roster before returning to MPS.

7. SMALL UNIT/CBB SELECTION PROCEDURES

7.1. Small units may only nominate one name for the CBB; unless a written request is submitted to the 354 FW/CCC (sample written request is provided at attachment 4).

7.2. Units will complete an AF Form 1206. The AF Form 1206 must not exceed 19 lines, and must be in bullet format with no headings.

7.3. Rosters must have nominees' name underlined, signed, and dated. Roster, AF Form 1206 and written request approved by CCC must be returned to the Career Development element NLT the last duty day before the selection month.

8. BOARD COMPOSITION

8.1. When a large unit board convenes, it will consist of four SNCOs as board members, a nonvoting recorder in the grade of SrA or higher, and a board president in the grade of CMSgt. If a CMSgt is not available in the unit, the convening unit's group commander will appoint a CMSgt from another unit as the board president.

8.2. The CBB will consist of four SNCOs as board members, a nonvoting recorder in the grade of SrA, or higher, and the board president, who will be the 354 FW/CCC or a designated CMSgt.

8.2.1. Selection folders for all SrA BTZ boards will include AF Form 1206, BTZ RIP, and decoration citations (if applicable). The UPRG should not be used as an alternative to the BTZ selection folder. Destroy or give selection folders to the individual when no longer needed. When assessing education levels, please take AFSC, training requirements, and work schedules into consideration; all A1Cs may not have the same opportunity to complete off-duty education.

9. SCORING SCALE

9.1. The selection board will evaluate each nominee based on the score sheet (sample score sheets are provided in attachment 9). Once the board is concluded, all scores will be tabulated and a merit order listing will be produced showing the relative ranking of each nominee.

9.2. Board members will rank order nominees 1 through 5. The board president will record placement of each nominee on a score sheet and ensure no more than a two-place difference between any nominees (sample score sheets are provided in attachment 8). (Example: If one board member rated a nominee 1st and another board member rated the same nominee 4th. The board president is responsible for resolving this issue prior to board completion). The nominee with the lowest total of Final Merit Rank Order scores is that board's winner.

9.3. Board presidents will resolve all ties before the board is released. Resolution of ties and score sheet differences will be documented by the board president. All board members score sheets and related documentation (ties/differences, etc.) will be returned to the wing command section as part of the final package.

10. NOTIFICATION OF SELECTEES

10.1. The names of promotion selectees will be released to unit commanders and/or first sergeants **after** the promotion authority approves the board proceedings. In addition, large units are not to inform their selectees until the promotion authority signs the CBB Board Minutes.

10.2. Alternate selectees may be selected in the event a selectee is removed, or not recommended for promotion before the promotion effective date. The MPS will review board minutes to determine who the first alternate is and notify the individual's commander. If the commander recommends the alternate for promotion, forward a letter to the MPS for the concurrence of 354 FW/CC (sample format is provided at attachment 5).

11. SUPPLEMENTAL CONSIDERATION

11.1. Commanders may request supplemental BTZ consideration for individuals that should have been considered by a previous board and the error is not discovered until after promotions are announced. Contact the losing unit and MPS before requesting supplemental consideration.

11.2. Forward a written request with justification to the Career Development Office (sample of request if provided in attachment 5). Requests will be forwarded to HQ AFPC/DPPPWM for consideration via e-mail.

11.3. Supplemental consideration will not be given for the following reasons:

Incorrect data reflected on the BTZ RIP.

Denied BTZ nomination due to incorrect data reflected on the BTZ output products or in the UPRG.

BTZ eligibility listing not returned to the MPS or individual was “overlooked” on the listing.

Nomination package or decoration not completed/turned in/approved in time to meet the board.

11.4. If selected, units will be notified by the MPS. The member will be considered at the next regularly scheduled CBB. Ensure records reflect only decorations that would have been in the record at the time of the original board had the member been correctly considered during their normal BTZ quarter.

11.4.1. Board members will not be told which airman is being supplementally considered, and the member's score must tie or exceed the established cutoff in order to be selected.

11.4.2. If member is selected, another quota is authorized (if not selected, the additional quota cannot be used). If selected, the member will receive the date of rank the member would have received from the original board; that effective date will be the date of the special order.

11.4.3. MPS will assist the member in applying for a retroactive promotion effective date in accordance with AFI 36-2502, Airman Promotion Program, para 1.13.

12. Adopted and Prescribed Forms

AF Form 847, *Recommendation for Change of Publication*

JAMES N. POST III, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2502, *Airman Promotion/Demotion Program*, 31 December 2009

Incorporating Change 1, 6 August 2007

AFMAN 33-363, *Management of Records*. 1 March 2008

AFPAM 36-2241, *Professional Development Guide*, 1 July 2009

AFPD 36-25, *Military Promotion and Demotion*, 21 June 1993

MPFM 06-57, *Senior Airman Below-the-zone (BTZ) Promotion Program*, 18 August 2006

AFCSM 36-699, V1: *Military Personnel Section (MPS) Military Personnel Data System (MilPDS) User Guidelines*, 19 October 2009

Attachment 2

SENIOR AIRMAN BELOW-THE-ZONE ELIGIBILITY

PROMOTION CRITERIA: A1Cs must meet the requirements in AFI 36-2502, Table 2.1, and have 36 months time-in-service (TIS) and 20 months time-in-grade (TIG), or 28 months TIG, whichever occurs first, and be recommended by the commander.

BTZ PROMOTION CRITERIA: A1Cs may be promoted to SrA 6 months prior to the fully qualified (FQ) phase point listed above as long as they meet the criteria listed in AFI 36-2502, Table 2.1, obtain a skill level waiver IAW Table 2.3, and are recommended by the commander.

Column 1		Column 2		Column 3	Column 4	Column 5	Column 6
36 MONTHS TIS (TAFMSD OF)	&	20 MONTHS TIG (DOR OF)	OR	28 MONTHS TIG (DOR OF)	THEN FQ PROMOTION IS	MEETS BTZ BOARD IN	BTZ PROMOTION TO SRA IS
JAN09-MAR09	&	MAY10- JUL10	OR	SEP09-NOV09	JAN11-MAR11	JUN10	JUL10-SEP10
APR09-JUN09	&	AUG10- OCT10	OR	DEC09-FEB10	APR11-JUN11	SEP10	OCT10-DEC10
JUL09-SEP09	&	NOV10- JAN11	OR	MAR10- MAY10	JUL11-SEP11	DEC10	JAN11-MAR11
OCT09-DEC09	&	FEB11-APR11	OR	JUN10-AUG10	OCT11-DEC11	MAR11	APR11-JUN11
JAN10-MAR10	&	MAY11- JUL11	OR	SEP10-NOV10	JAN12-MAR12	JUN11	JUL11-SEP11
APR10-JUN10	&	AUG11- OCT11	OR	DEC10-FEB11	APR12-JUN12	SEP11	OCT11-DEC11
JUL10-SEP10	&	NOV11- JAN12	OR	MAR11-MAY11	JUL12-SEP12	DEC11	JAN12-MAR12
OCT10-DEC10	&	FEB12-APR12	OR	JUN11-AUG11	OCT12-DEC12	MAR12	APR12-JUN12
JAN11-MAR11	&	MAY12- JUL12	OR	SEP11-NOV11	JAN13-MAR13	JUN12	JUL12-SEP12
APR11-JUN11	&	AUG12- OCT12	OR	DEC11-FEB12	APR13-JUN13	SEP12	OCT12-DEC12
JUL11-SEP11	&	NOV12- JAN13	OR	MAR12- MAY12	JUL13-SEP13	DEC12	JAN13-MAR13
OCT11-DEC11	&	FEB13-APR13	OR	JUN12-AUG12	OCT13-DEC13	MAR13	APR13-JUN13
JAN12-MAR12	&	MAY13- JUL13	OR	SEP12-NOV12	JAN14-MAR14	JUN13	JUL13-SEP13
APR12-JUN12	&	AUG13- OCT13	OR	DEC12-FEB13	APR14-JUN14	SEP013	OCT13-DEC13
JUL12-SEP12	&	NOV13- JAN14	OR	MAR13- MAY13	JUL14-SEP14	DEC13	JAN14-MAR14
OCT11-DEC12	&	FEB14-APR14	OR	JUN13-AUG13	OCT14-DEC14	MAR14	APR14-JUN14
JAN13-MAR13	&	MAY14-	OR	SEP13-NOV13	JAN15-MAR15	JUN14	JUL14-SEP14

		JUL14					
APR13-JUN13	&	AUG14- OCT14	OR	DEC13-FEB14	APR15-JUN15	SEP14	OCT14-DEC14
JUL13-SEP13	&	NOV14- JAN15	OR	MAR14- MAY14	JUL15-SEP15	DEC14	JAN15-MAR15

HELPFUL HINTS:

In most cases:

1. Use columns 1 & 2 for individuals who enter the service as an AB or Amn. Amn must satisfy both criteria - using the later board date.
2. Use column 3 for individuals who enter the service as an A1C or who enlist in the 6-year Enlistee Promotion Program.

Attachment 3

BTZ PROMOTION BOARD

DD MMM YYYY

MEMORANDUM FOR 354 Unit/CC

FROM: 354 Unit/Board President

SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Board

1. A promotion board convened at 0000 hours, DD MM YY, to consider XX Airmen First Class nominated by their unit for BTZ promotion to SrA. The board consisted of:

<u>GRADE</u>	<u>NAME</u>	<u>UNIT</u>	<u>TITLE</u>
		354 XXX	President
			Member

2. The nominees indicated below are those deemed most deserving of promotion to SrA BTZ:

<u>NAME</u>	<u>SSAN</u>	<u>UNIT</u>	<u>Status</u>	<u>DOR</u>
A1C First Last	last four	354 XXX	Selected	DD MM YY
A1C First Last	last four	354 XXX	Non-Rec	DD MM YY

3. Request your approval of the above BTZ board proceedings.

Board President Signature Block, USAF
Board President

1st Ind to 354 Unit/Board President, DD MM YY, Senior Airman (SrA) Below-the-Zone (BTZ)
Promotion Board

354 Unit/CC

MEMORANDUM FOR 354 FSS/FSMPD

Approved/disapproved.

Unit Commander Signature Block, USAF
Commander

Attachment 4**ADDITIONAL CONSIDERATION REQUEST LETTER**

MEMORANDUM FOR 354 FW Command Chief Master Sergeant

FROM: Unit CC

SUBJECT: Additional Consideration to Central Base Board

1. Request for an additional consideration to the Central Base Board on A1C Doe, John A., FR123-45-6789. Reasons for request is:

2. Any questions or concerns, contact _____ at ext. _____.

Commander

Attachment 5

ALTERNATE SELECTEE LETTER

MEMORANDUM FOR 354 FW/CC

FROM: Unit CC

SUBJECT: Supplemental BTZ Consideration

1. Request Supplemental BTZ Consideration on A1C Doe, John A., FR123-45-6789. Reasons for request is:

2. Any questions or concerns, contact _____ at ext. _____.

Commander

Attachment 6

OATH TO THE BTZ RECORDER

**“I SOLEMNLY SWEAR I WILL KEEP A TRUE RECORD OF THE PROCEEDINGS OF
THIS BOARD.”**

To be given to the recorder by the Board President.

Attachment 7

OATH TO THE BTZ BOARD MEMBERS

I SOLEMNLY SWEAR I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND EFFICIENCY OF THE UNITED STATES AIR FORCE.”

To be given by the convening authority or designated representative.

Attachment 8

BOARD PRESIDENT WORKSHEET



**BOARD PRESIDENT
MERIT RANK ORDER WORKSHEET**

CATEGORY:

Date:

BOARD MEMBERS						
FINAL MERIT RANK ORDER:						

Comments:

1. Board members will rank order candidates from their completed worksheet.
2. Board members provide Merit Rank Order to the Board President.
3. The Board President will review the candidates' standings. The candidate with the lowest score and consistently near the top on each score sheet will be declared the winner. Any ties at this point will be broken in favor of the tied nominee who performed the best on the Board President's score sheet.

Attachment 9

BOARD MEMBER SCORE SHEET

BOARD MEMBER SCORE SHEET

Category:

Date:

Board Member:

Leadership and Job Performance in Primary Duty								
Significant Self-Improvement								
Base Community Involvement								
CANDIDATES OVERALL SCORE (MAX 10 POINTS):								
MERIT RANK ORDER:								

Scoring Guide:
 10 – Absolutely Tops
 9.5 – Outstanding Record
 9.0 – Few Could Be Better
 8.5 – Strong Record
 8.0 – Slightly Higher Than Average
 7.5 – Average
 7.0 – Slightly Below Average
 6.5 – Well Below Average

- Scoring Process**
1. When scoring, please review the entire nominations package to ensure the package meets all the set requirements.
 2. Score the narrative packages using the 6.5 to 10 point scale. Use of tenths is highly encouraged (i.e., 6.5, 6.6, 6.7). Document your score for that candidate on the "CANDIDATE OVERALL SCORE" line of your score worksheet.
 3. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "merit rank order" line of your score worksheet.
 3. This score will be documented on the score worksheet in the "total score" block and used by the board member to rank-n-stack their candidates' standings in merit rank order. Individual board members will document their merit rank order on the score worksheet in the "merit rank order" block.

Attachment 10

MILPDS UPDATE PROCEDURES

UPDATING PERSONNEL DATA SYSTEM (PDS): Manually project BTZ promotions immediately upon receipt of confirmation of selections. Update procedures are as follows:

<u>MilPDS DATA NAME</u>	<u>CODE/FORMAT</u>	<u>REMARKS</u>
GR-PERM-PROJ	"34"	NEW GRADE
GR-PERM-DOR-PROJ	DDMMYY	DOR OF BTZ PROMOTION
GR-PERM-EFF-DATE-PROJ	DDMMYY	EFFECTIVE DATE OF PROMOTION
GR-STATUS-REASON	"1L"	IDENTIFIES SRA BTZ PROMOTION
PROM-SKILL-WAIVER	"A"	USE WHEN PAFSC WAIVER IS APPROVED BY UNIT COMMANDER
BTZ	"A" "B"	WHEN SELECTED BY CBB WHEN SELECTED BY LARGE UNIT
BTZ-NOM-SEL-YR-MO	YYMM	USE YEAR/MONTH WHEN SELECTED FOR BTZ PROMOTION (MUST BE MAR, JUN, SEP OR DEC)

Note: Follow the update procedures IAW AFCSM 36-699, V1: Military Personnel Section (MPS) Military Personnel Data System (MilPDS) User Guidelines.