

**BY ORDER OF THE COMMANDER  
50TH SPACE WING**

**50TH SPACE WING INSTRUCTION 36-2502**



**17 JUNE 2015  
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Personnel**

**SENIOR AIRMAN BELOW-  
THE-ZONE PROGRAM**

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This publication implements Air Force Instruction (AFI) AFI 36-2502, *Airman Promotion/Demotion Programs*. It establishes Schriever Air Force Base's Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program. It applies to all Air Force units assigned to Schriever Air Force Base. This publication does not apply to Air Force Reserve Command (AFRC). This publication is affected by the Privacy Act (PA) of 1974 (DODD 5400.11, *DoD Privacy Program*), and the Freedom of Information Act (FOIA) (DOD 5400.7-4, *DOD Freedom of Information Act Program*). Title 10, United States Code, Section 8013 and Executive Order 9397, 22 November 1943, authorize the Air Force to collect and maintain the records in this instruction. System of Records Notice (SORN) FO36 AF PC A, *Effectiveness/Performance Reporting Systems*, is available at <http://privacy.defense.gov/notices/usaf/>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. See **Attachment 1** for a Glossary of References and Supporting Information.

**1. 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), time-in-service (TIS) and quality factors.

## 2. Roles and Responsibilities.

2.1. 50th Space Wing Commander. The 50th Space Wing Commander (50 SW/CC) is considered the promotion authority. The 50 SW/CC establishes written administrative procedures for large and small units serviced by Schriever Air Force Base, Colorado. The wing commander recommends promotion in writing before the Airman assumes the grade.

2.2. Military Personnel Section (MPS). The MPS manages the SrA BTZ Promotion Program. MPS ensures all Airmen meet eligibility requirements; prepares the Central Base Board (CBB) and provides guidance to units conducting unit-level boards. MPS provides CBB and unit board results for Promotion Authority's approval. MPS updates and monitors promotion data in the Military Personnel Data System (MilPDS).

2.3. Unit Commander. The unit commander ensures all eligible Airmen receive fair, equitable and timely BTZ consideration. The unit commander oversees unit level SrA BTZ Board (large unit; 7 or more eligibles) and nominates deserving Airmen for CBB consideration (small unit; 6 or less eligible). The unit commander recommends promotion in writing (large and small unit). The 50 SW commander makes final promotion approval. The unit commander coordinates with MPS to remove promotion selection when warranted.

2.4. Command Chief Master Sergeant (50 SW/CCC). The Wing CCC oversees the BTZ program for large and small units serviced by Schriever AFB, Colorado. The Wing CCC is the Board President for the CBB and will convene the board as needed to select promotes to SrA BTZ from units that are not authorized to conduct a unit-level board.

### 2.5. Selection Board.

2.5.1. . The 50 SW/CCC will select Senior Noncommissioned Officers (SNCOs) as members and a board recorder for the CBB. The 50 SW/CCC will act as board president; if unavailable, 50 SW/CCC will appoint a board president in his/her absence. Large units will establish their own board composition. However, at a minimum, boards will consist of a senior noncommissioned officer and the ranking member will chair the board.

2.5.2. The convening authority or their designated representative will administer the oaths ([Attachment 3](#)) to the board recorder and the board members prior to the start of the proceedings.

**3. Identifying Eligibles.** The MPS, Personnel Systems Management Element, provides an end of quarter output product to the MPS, Career Development Element, within the first 10 days of the first processing month (i.e., January, April, July, and October). The roster identifies all A1Cs who meet or exceed the TIS and 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). This output product automatically updates the GSR to "5Q" to prevent them from appearing on future SrA BTZ listings. The output product produces an MPS alphabetical listing and a three-part unit listing.

### 3.1. Three-part Unit Listing:

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

3.1.2. Part II. Lists "questionable eligibles" (individuals with quality indicators) who may not be qualified for BTZ promotion.

3.1.3. 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.

**4. Verifying Eligibility.** The program manager, using the MPS listing, verifies the eligibility of each individual to ensure they meet the TIG and TIS requirements for the current quarter. Only verify the TIG and TIS requirements and do not consider normal promotion ineligibility conditions. This will ensure only those meeting the TIG and TIS requirements are considered and possibly prevent someone from being considered more than once for SrA BTZ promotion. Remove names of those who do not meet the current quarter TIG and TIS requirements and ensure the GSR 5Q is corrected to allow the member to show up on a future roster. Remove names of those exceeding TIG and TIS requirements and determine if the member was considered during a previous quarter's board. If the member was serviced by the current MPS, review the previous quarterly rosters. Contact the previous MPS to verify if they were considered at that location. For individuals not considered during the quarter in which they met TIG and TIS eligibility and have been recommended by the commander, request supplemental BTZ consideration (See paragraph 8).

4.1. All Reserve Officer Training Corps (ROTC) and United States Air Force Academy (USafa) eliminees are ineligible for BTZ consideration. They are eligible for SrA after 1 year on Extended Active Duty (EAD) and once they obtain their 3-skill level.

**5. Quotas.** Quotas are based on 15 percent of the total TIG and TIS eligible population listed on Parts I and II of the quarterly BTZ roster (remove students and world class athletes from the eligible population and do not include members listed on Part III in the eligible population). The 50 FSS/FSMP determines quotas and obtains 50 SW/CC approval (may delegate no lower than 50 FSS/FSMP) before distribution to units. See **Table 1** and **2**. for quota computation and distribution.

**Table 1. Quota Computation**

<b>COMPUTATION</b>	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 higher are rounded up

**Table 2. Quota Distribution**

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

5.1. Units may not aggregate at the group level. Example: Medical Groups are divided into four units and each unit commander has promotion authority; therefore, they should not be considered by the group, but as individual units, and cannot be added together to make a large unit.

5.2. In cases where there is a large unit (7 or more eligibles) and there are not enough eligibles from all the small units to meet the 1-quota requirement based on 15 percent of the eligible population, the large unit and small units will combine to meet at the central base. Do not deviate from established written procedures for these boards.

5.3. In cases where there are no large units and there are only 2-6 eligibles from all the small units, the base is authorized to hold a central base board and allowed 1 quota per Table 1.2.

5.4. In cases where there are no large units and there is only 1 eligible out of the entire base population, request should be made to HQ AFPC/DPSOE to hold a board for the one eligible and quota authorization. Request should come from the 50 FSS/FSMP and should have the quarterly BTZ roster attached.

5.5. When a commander has promotion authority over two or more units, the eligibles are combined and the unit commander complies with established large or small unit procedures.

**6. Method of Nominating.** Units will consider all individuals meeting TIS and TIG requirements, even if they are on temporary duty (TDY), leave or have departed permanent change of station (PCS) during or after the processing month (i.e., February, May, August, and November) for that quarter's selection. All individuals appearing on the eligibility listing must be considered, but this does not necessarily mean they must be nominated. The commander should review their personnel record, Personal Information File (PIF), discuss the consideration with the supervisor and chain-of-command, etc., before making a decision to nominate or not to nominate.

6.1. When nominating to the 50 SW CBB, unit commanders will:

6.1.1. Identify which A1Cs are deserving of BTZ consideration and nominate accordingly. Deserving airmen usually distinguish themselves through rapid completion of upgrade training, attaining distinguished or honor graduate status at technical training, participation in unit, base, and community activities, and completing or pursuing off-duty education. Most importantly, these individuals perform at a level that far exceeds standards as evidenced by an effective, enthusiastic performance report. The unit commander must conduct a quality review of all Airmen being considered for BTZ promotion. This ensures only those deserving of promotion are promoted (i.e., no Unfavorable Information File, Article 15, and not on the Fitness Improvement Program).

6.1.2. Underline nominee's name on the unit BTZ eligibility list and return it to the 50 FSS/FSMPD along with an AF Form 1206, *Nomination for Award*, for each nominee (see [paragraph 7.2](#)).

## 7. Nomination Format.

7.1. Commanders must review all Enlisted Performance Reports (EPR), if any, and Personnel Information File (PIFs) on all nominees and discuss nominations with the member's supervisor/rating chain prior to making a nomination decision, regardless if the Airman is meeting a large or small unit CBB.

7.2. AF Form 1206, *Nomination for Award*, is required for all A1Cs being nominated for BTZ consideration. The AF Form 1206 ([Attachment 2](#)) will be no more than 15 lines in length (including sub-bullets), not including headings.

**7.2.1. Leadership and Job Performance in Primary Duty.** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, Major Command (MAJCOM), Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., Airman of the Quarter, Maintenance Professional of the Year, and so forth.

**7.2.2. Significant Self-Improvement.** Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

**7.2.3. Base and Community Involvement.** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community; include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events.

## **8. Selection Requirements.**

8.1. Units will consider all individuals meeting TIS and TIG requirements (see method of nominating consideration in para 6.) The MPS will verify BTZ eligibility of A1Cs departing PCS (determine the quarter the individual is BTZ eligible) and ensure a BTZ selection folder is prepared prior to PCS departure.

8.2. Alternates/first nonselectee of the CBB or large unit board are selected in the event a selectee is removed before the effective date due to an ineligibility condition (AFI 36-2502, *Airman Promotion/Demotion Program*, Table 1.1.) or infractions committed after selection. All past derogatory data may be considered in the nomination process. However, once an individual has been submitted and subsequently selected for BTZ, the past derogatory information cannot be used as grounds later to withdraw an individual's selection.

8.3. MPSs are prohibited from placing a projected BTZ promotion in withhold. Nonrecommend the individual for promotion and promote the first alternate. Commanders must ensure all quality indicators are accurate before taking action. If the first alternate selectee's Date of Rank (DOR) is past due, they will receive the original BTZ DOR with an effective date approved by the unit commander. Retroactive pay is authorized. The MPS must send a message to HQ AFPC/DPSOE (Enlisted Promotions) for action.

8.4. If an individual should have been considered during the current quarter board and the error is discovered before promotions are announced, large unit commanders will consider the Airman and adjust selections accordingly (this does not apply to Airmen who are gained and it has been determined they were not considered by their losing base (see BTZ supplemental consideration paragraph 11.) The CBB will reconvene to consider small unit eligibles and selections are adjusted accordingly. If discovered after selections are announced, supplemental promotion consideration procedures apply. Adjustments will not

be made to the gaining unit/base quota if the error is discovered and an individual should have been considered by their losing base. Every effort should be made to ensure the individual is considered by their losing unit/base. If the losing unit/base has already announced selections, supplemental consideration (with current commander recommendation) should be requested by the gaining base.

**9. Board Procedures.** The 50 SW CBB will normally convene the last week of the last month of the quarter (March, June, September, and December). In the event of exercises or alerts, boards will be rescheduled as required.

9.1. The 50 FSS/FSMPD will prepare selection folders and provide them to 50 SW/CCC one week prior to the CBB. Selection folders will consist of a SURF, fact sheet, fitness report and an AF IMT 1206.

9.2. Nominees must physically appear before the board, unless unavailable due to TDY, hospitalization, or PCS. Personnel on scheduled leave must receive a waiver from 50 SW/CCC to be excused from appearing before the board. If any member is unavailable for reasons stated, the unavailable member will receive the average score from nominees participating in the board interview.

9.3. Nominees will meet their respective board on the day specified and at the time scheduled by the 50 FSS/FSMPD. They must report 15 minutes prior to their scheduled board time.

9.4. Uniform for nominees and board members is service dress. Each board member will ask one question from any of the following categories: world current events, base current events, and selected chapters from the Professional Development Guide.

9.5. The board will interview and score each nominee using the 50 SW SrA BTZ Score Sheet ([Attachment 4](#)). A scoring scale of 6 to 10 range is used in half point increments. If at any time a score difference of two or more points exists between two or more board members scoring the same record (known as a split vote), the board members will re-evaluate the record and resolve it by bringing their scores within one and one-half point range. The board recorder will record board member ranking on the SrA BTZ Ranking Sheet ([Attachment 5](#)), for board president review.

9.5.1. The board president is a non-voting member except in case of a tie. The combined scores from the three board members will determine who is selected. The lowest score(s) based on rank order determines the selectee(s).

9.6. The 50 SW/CCC will prepare board minutes immediately following the CBB for 50th Space Wing CC review and approval. Each nominee's unit commander will be advised of the CBB results following 50 SW/CC approval.

9.7. The large units will prepare board minutes immediately following the unit board for the 50th Space Wing CC review and approval.

## **10. Supplemental BTZ Consideration.**

10.1. Unit commanders may request supplemental BTZ consideration ([Attachment 6](#)) for individuals who should have been considered by a previous board and the error is not discovered until after promotions are announced. After obtaining unit commander's recommendation, the MPS forwards fully documented supplemental requests to HQ

AFPC/DPSOE for consideration via email. It is imperative supplemental BTZ consideration is requested only when the unit commander concurs with consideration. Additionally, if the basis for the supplemental request is because the individual did not receive fair consideration, MPS must provide justification for the request. If the individual was not considered at all at their last duty station, contact the losing unit and MPS before requesting supplemental consideration and forward this information along with the supplemental request. This will assist HQ AFPC/DPSOE in determining if supplemental BTZ consideration is appropriate. HQ AFPC/DPSOE will respond with further instructions. If selected, members are authorized retroactive change to their effective date according to Retroactive Promotion Effective Date Correction Requests and the MPS must send a message to HQ AFPC/DPSOE.

10.2. It is the responsibility of the individual, supervisor, and commander to ensure an individual has been properly identified as eligible, obtains the correct study references, is nominated IAW program policies, and, most importantly, the data on the BTZ RIP is accurate and complete. Supplemental consideration will not be given for the following reasons:

10.2.1. Incorrect data reflected on the BTZ RIP.

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

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

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

WILLIAM J. LIQUORI, JR., Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

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

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

*Adopted Forms*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 1206**, *Nomination for Award*

*Abbreviations and Acronyms.*

**A1C**—Airman First Class

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**BTZ**—Below-the-Zone

**CBB**—Central Base Board

**CC**—Commander

**CCC**—Command Chief Master Sergeant

**DBH**—Directed by Headquarters

**DOR**—Date of Rank

**DPSOE**—Enlisted Promotions

**EAD**—Extended Active Duty

**EOM**—End-of-month

**EPR**—Enlisted Performance Report

**GSR**—Grade Status Report

**GSU**—Geographically-separated Unit

**IAW**—In accordance with

**MAJCOM**—Major Command

**MPS**—Military Personnel Section

**OPR**—Office of Primary Responsibility

**PAFSC**—Primary Air Force Specialty Code

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PIF**—Personnel Information File

**RDS**—Records Disposition Schedule

**ROTC**—Reserve Officer Training Corps

**SNCO**—Senior Noncommissioned Officer

**SrA**—Senior Airman

**TDY**—Temporary Duty

**TIG**—Time-in-Grade

**TIS**—Time-in-Service

**UIF**—Unfavorable Information File

**USAFA**—United States Air Force Academy

### *Terms*

**Commander**—A commander at the squadron level or below, including section commanders on G-series orders.

**Large Unit**—Unit containing 7 or more eligible Airmen for Senior Airman (SrA) Below-the-Zone (BTZ) promotion consideration.

**Small Unit**—Unit containing 6 or less eligible Airmen for Senior Airman (SrA) Below-the-Zone (BTZ) promotion consideration.

**Unit**—In this instruction, a unit is an organization; for example, operating location, geographically-separated units (GSU), detachment, etc., unless otherwise indicated.

Attachment 2

EXAMPLE NOMINATION FOR AWARD

Table A2.1. Example Nomination

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
Senior Airman Below-the-Zone Program	N/A	Q1 2015
RANK/NAME OF NOMINEE ( <i>First, Middle Initial, Last</i> )		MAJCOM, FOA, OR DRU
A1C/John Q. Doe		AFSPC
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
50 FSS/FSMPS/210 Falcon Parkway, Suite 2109/Schriever AFB/CO/80912		
RANK/MANE OF UNIT COMMANDER ( <i>First, Middle Initial, Last</i> ) /COMMANDER'S TELEPHONE ( <i>DSN &amp; Commercial</i> )		
Major/Jane A. Smith/DSN: 560-3721/COMM: 719-567-3721		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY		
<ul style="list-style-type: none"> <li>- Maximum of 15 lines total excluding the headings (27 lines total excluding the headings for annual)</li> <li>- Suggested number of bullets per heading is 9/3/3</li> <li>- Write bullets with action/impact/result</li> <li>- Describe significant leadership accomplishments</li> <li>- How well member performed assigned primary and additional duties</li> <li>- Define the scope and level of responsibilities and the impact on the mission and unit</li> <li>- Include new initiatives or techniques developed by member that positively impacted the unit and/or the mission</li> <li>- Include results of AF, MAJCOM, NAF level inspections and/or evaluations</li> <li>- Include awards received</li> </ul>		
SIGNIFICANT SELF-IMPROVEMENT:		
<ul style="list-style-type: none"> <li>- Show how the member developed or improved skills related to primary duties for example formal training</li> <li>- CDC enrollment or completion, On-the-Job Training, certifications, off duty education and any PME</li> <li>- Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen</li> </ul>		
BASE OR COMMUNITY INVOLVEMENT:		
<ul style="list-style-type: none"> <li>- Define scope and impact of member's positive leadership/involvement in both military and civilian community</li> <li>- Include leadership, membership or participation in unit advisory councils, professional military organizations</li> <li>- Associations and events, Airman's Council, dining-out committee, AFSA, Sunday school teacher, and so forth</li> </ul>		
Abbreviations and Acronyms:		
(In alphabetical order)		
AF FORM 1206		

**Attachment 3**

**OATHS**

**Table A3.1. Individual Oaths**

<p style="text-align: center;"><u>OATH TO THE BTZ RECORDER</u></p> <p style="text-align: center;">“I SOLEMNLY SWEAR I WILL KEEP A TRUE RECORD OF THE PROCEEDINGS OF THIS BOARD.”</p> <p style="text-align: center;"><b>To be given to the recorder by the Board President.</b></p> <p style="text-align: center;"><u>OATH TO THE BTZ BOARD MEMBERS</u></p> <p style="text-align: center;">“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.”</p> <p style="text-align: center;"><b>To be given by the convening authority or designated representative.</b></p>
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Attachment 4

SENIOR AIRMAN BELOW-THE-ZONE SCORE SHEET

Table A4.1. Below-the-Zone Score Sheet

Nominee	AF Form 1206, <i>Nomination for Award</i>			Board Interview (20 points)	Total Score	Rank (1 <sup>st</sup> , 2 <sup>d</sup> , 3 <sup>d</sup> , etc.) Composite Score
	Leadership / Performance in Primary Duty (60 points)	Training, Education, and Self-Improvement Efforts (10 points)	Other Accomplishments (Base/Community Involvement, Volunteerism) (10 points)			

**Board Member's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note:**  
ENSURE YOU BREAK ALL TIES. EACH NOMINEE WILL HAVE A DIFFERENT RANKING.

**Attachment 5**

**SENIOR AIRMAN BELOW-THE-ZONE RANKING SHEET**

**Table A5.1. Below-the-Zone Ranking Sheet**

Nominee	Board Member	Board Member	Board Member	Board Member	Total
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	

**Notes:**

1. Each board member should score each nominee package using the appropriate score sheet. After scoring is complete, each board member should rank order the nominee packages, assigning a ranking based on the nominee's score. For instance, if there are five nominees, each board member will assign a rank 1 through 5, with 1 being the best. The value is then added with other board member's rank orders to calculate the selectee(s).
2. In instances where there are tie scores on the score sheet, the board member must break the tie.
3. In the instance where there are tie scores on the ranking sheet, the president must determine which is the better package.

## Attachment 6

## SAMPLE BELOW-THE-ZONE (BTZ) RECONSIDERATION

Table A6.1. Below-the-Zone Reconsideration Memorandum

	<p style="text-align: center;"><b>DEPARTMENT OF THE AIR FORCE</b> <b>50TH SPACE WING (AFSPC)</b></p>
<p>MEMORANDUM FOR 50 FSS/FSMPD</p>	
<p>FROM: (Unit Commander)</p>	
<p>SUBJECT: Below-the-Zone (BTZ) Reconsideration</p>	
<p>1. A1C (full name, unit), was the (primary/alternate) at the BTZ Board held on _____. A1C _____ is selected for BTZ based on the fact that a previous selectee has been non-recommended for promotion.</p>	
<p>2. A1C _____ DOR will be _____, effective _____.</p>	
<p>3. If you have any questions, please address them to (unit first sergeant's grade, name, and duty phone).</p>	
<p style="text-align: right;">FIRST MI LAST, Rank, USAF Commander</p>	
<p style="text-align: center;"><b>MASTER OF SPACE</b></p>	