

1 MAY 2003



Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 62 AW/CCC (CMSgt Andrews)
Supersedes 62AWI 36-2. 1 Jun 00

Certified by: 62 AW/CC (Col Fellows)
Pages: 5
Distribution: F

This instruction establishes 62d Airlift Wing procedures for the nomination and selection of exceptionally well qualified airmen for one-time consideration for promotion to Senior Airman Below-The-Zone (BTZ) and to ensure fair, equitable and timely promotion consideration. It applies only to the enlisted personnel administratively serviced by the 62 AW. This instruction implements the portion of AFI 36-2502, Airman Promotion Program, that governs Senior Airman BTZ promotions.

SUMMARY OF REVISIONS

This change incorporates interim change memorandum from 62 AW/CCC dated 1 May 01. This change provides new guidance to units designated as small units on nominations to the wing board. This change replaces paragraphs **4.1.**; **4.5.**; and **4.6.** in its entirety. This change also adds the authorization to conduct “records only” boards received from HQ AFPC in regards to MPFM 01-07, dated 2 Mar 01. **A bar (|) indicates a change since the last edition.**

1. Eligibility.

- 1.1. Senior Airman must meet the minimum requirements of AFI 36-2502 Table 2.1.
- 1.2. The immediate commander must recommend the airman for promotion to be fully qualified for promotion below the zone. Qualification includes having 36 months time in service (TIS) and 20 months time in grade (TIG), or 28 months TIG, whichever occurs first, and possessing a 3 skill level, unless waived according to AFI 36-2502, Table 2.3. Promotion to SrA BTZ (if selected) is 6 months prior to the fully qualified date.

2. Quotas:

- 2.1. Quotas are established quarterly based on 15 percent of the eligibles (based on TIG and TIS only).

2.2. The distribution of the unit quotas is delegated to the Flight Commander, Military Personnel Flight.

2.3. Quota aggregation is not allowed. Squadron quotas may not be combined to form a group board.

3. Large Unit Selection Procedures.

3.1. Units with seven or more eligibles will be classified as a large unit.

3.1.1. Large units may nominate individuals for consideration by the Central Base Board (CBB) with the concurrence of the 62 AW Commander. If this option is selected, that unit will relinquish selection authority and all quotas to the CBB.

3.1.2. Consider all individuals meeting TIS and TIG requirements, even if they are TDY, on leave or have projected reassignment with a Report Not Later Than Date (RNLTD) subsequent to the first processing month. Commander's review of qualifications and the decision whether to forward the member's name to the SRA BTZ board constitutes consideration.

3.2. Commanders of large units (if not using the option in paragraph 3.1.1.) will conduct a review process to select their most qualified individuals for promotion to Senior Airman BTZ. The review and selection procedures will be exactly as described in paragraphs 4.3., 4.4., 4.5., and 4.6. The squadron commander will select board members only from his/her squadron.

3.3. Once selections are made, the commander underlines the selectees' names on the BTZ eligibility listing and returns it with the commander's signature to the Military Personnel Flight (MPF), Promotions and Testing Element no later than the suspense date provided. Squadron commanders may notify individuals of selection upon approval by the Wing Commander via the written promotion recommendation from the MPF. The validation process will not take more than 3 days after the name is provided to the Promotions and Testing Element.

4. Central Base Board (CBB) Procedures:

4.1. Units with six or less eligibles will be classified as a small unit. Unit commanders will make an initial quality force review using quality indicators and select/send forward only one nominee. Unit commanders are highly encouraged to submit the Supplemental Board Information letter (**Attachment 2**) to the CBB to identify any significant accomplishments of their nominee since the close out date of the most recent EPR. This letter is limited to nine single-bullet statements of no more than two lines each, (no sub-bullets) in 12 pitch New Times Roman font, with no smaller than one inch margins on all sides and signed by the unit commander or section commander.

4.2. The CBB will be chaired by the Wing Command Chief or his/her designated representative, group superintendents or their designated representative, and a representative of any tenant unit participating in the CBB process. The CBB is a "records only" board (vs. personal appearance by nominees) and will continue combining all eligibles from units with 6 or fewer eligibles at one central base board (vs. separate boards for tenant units in each MAJCOM).

4.3. The CBB will use a standard score sheet (see **Attachment 1**) to evaluate and grade the following categories: Duty Performance (50 percent), Leadership Potential (20 percent), Special Recognition and (or) Decorations (10 percent), Education (10 percent) and Off-Duty Involvement (10 percent).

4.4. The CBB will use only an MPF-generated data sheet, EPRs, citations of approved decorations and letter from the unit commander to score and rank each nominee.

4.5. Each member of the board will score and rank order each record. Significant differences in board member scores will be evaluated and resolved by the chairperson. However, no member will be required to alter any score they have given any record unless it violates scoring rules.

4.6. The chairperson will combine board members' scores and total each nominee's ranking given by each board member. Selectees (according to how many promotions are available) will be determined by those with the highest score first. If this process results in a tie, that tie will be broken by using rank order scoring (#1 gets 1 point, #2 gets 2 points, etc., the member with the lowest score is selected). If a tie still exists, add the score of the chairperson to determine final selectees. The chairperson may entertain discussion in the event that a majority of the board does not feel the full quota should be used. If a majority of the board so votes and it is approved by the chairperson, less than the full quota of promotions may be recommended to the AW/CC. If both of these conditions do not exist, the board will recommend utilization of the full quota.

5. BTZ Program Timelines.

<u>Processing Months</u>	<u>Selection Month</u>	<u>Promotion Months</u>
Oct-Nov	Dec	Jan-Mar
Jan-Feb	Mar	Apr-Jun
Apr-May	Jun	Jul-Sep
Jul-Aug	Sep	Oct-Dec

6. Promotions and Testing Element Responsibilities. The Promotions and Testing Element will:

- 6.1. Act as the overall office of primary responsibility for the 62 AW BTZ program.
- 6.2. Distribute quotas, publicize each BTZ selection cycle, provide all scoring data sheets to CBB.
- 6.3. Provide the 62 AW Commander with a written record of the CBB and large unit recommendations, and ensure timely public release of the selectees' names.

JAMES A. FELLOWS, Colonel, USAF
Commander, 62d Airlift Wing

Attachment 1

SENIOR AIRMAN BELOW-THE-ZONE

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

NOMINEE:

SQUADRON:

CATEGORY	SCORE RANGE	SCORE
-----------------	--------------------	--------------

DUTY PERFORMANCE	0 - 50 POINTS	
-------------------------	----------------------	--

LEADERSHIP POTENTIAL	0 - 20 POINTS	
-----------------------------	----------------------	--

SPECIAL RECOGNITION AND/OR DECORATIONS	0 - 10 POINTS	
---	----------------------	--

EDUCATION	0 - 10 POINTS	
------------------	----------------------	--

OFF-DUTY INVOLVEMENT (On- and Off-base)	0 - 10 POINTS	
--	----------------------	--

	TOTAL	
--	--------------	--

Board Member

Attachment 2

SAMPLE FORMAT FOR SIGNIFICANT RECOGNITION

**SAMPLE FORMAT FOR SIGNIFICANT RECOGNITION
RECEIVED SINCE LAST EPR**

MUST BE ON LETTERHEAD

MEMORANDUM FOR BELOW-THE-ZONE SELECTION BOARD

DATE

FROM: UNIT/CC

SUBJECT: Supplemental Board Information – (Name and SSN)

Significant Recognition:

- The Supplemental Board Information letter will be limited to nine bullets of no more than two lines each with no sub-bullets
- Bullets *will not repeat information provided in the EPR and may contain only accomplishments that have occurred since the closeout date of the most recent EPR*
- Font will be Times New Roman and 12 size font
- Margins will be no smaller than 1” on all sides
- Unit commanders are strongly encouraged to submit this letter to the Central Base Board (CBB), regardless of EPR close out date

Commander’s Signature