

**BY ORDER OF THE COMMANDER  
689TH COMBAT COMMUNICATIONS  
WING**

**689TH COMBAT COMMUNICATIONS WING  
INSTRUCTION**

**17 MAY 2012**

**Personnel**



**SENIOR AIRMAN (SRA) BELOW-THE ZONE  
PROMOTION BOARD PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 36-2502, *Airman Promotion Program*, and establishes procedures, policy, and responsibilities that apply to all units within the 689 CCW on Tinker and Robins AFBs as it relates to standardizing the processing procedures for the SrA Below-the-Zone (BTZ) Promotion Program. The Central Base Board (CBB) and large units will utilize the procedures outlined in this instruction and AFI 36-2502, *Airman Promotion Program*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. 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/afirms/afirms/>. See Attachment 1 for a glossary of references and supporting information.

**1. General.** The SrA BTZ program provides a one-time consideration for early promotion to exceptionally well-qualified A1Cs. Selection opportunity is 15 percent for promotions which are effective six months prior to the fixed (fully qualified) phase point.

1.1. **Timelines:** A1Cs must meet the requirements in AFI 36-2502, Table 2.1, Rule 1, note 4 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 their commander.

**1.2. Delegation of BTZ Promotion Authority:** This instruction delegates authority for promoting airmen in the grade of Airman First Class to Senior Airman below the zone (BTZ) to units with more than six eligible airmen.

Other significant times are as follows:

PROCESSING MONTHS	SELECTION MONTH	PROMOTION MONTHS
January/February	March	April - June
April/May	June	July - September
July/August	September	October - December
October/November	December	January - March

**2. Quotas.** Quotas are based on 15 percent of the eligible population (based on TIG and TIS only). 72 FSS/FSMPS and 78 FSS/FSMPS will determine quotas and obtain 689 CCW/CC approval before distribution to units. 689 CCW units with seven or more eligible Airmen receive quotas and promote at the unit level. 689 CCW units with six or less eligible will submit their qualified nominees to the 689 CCW CBB.

DISTRIBUTION:	ELIGIBLE	QUOTA	ELIGIBLE	QUOTA
	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

**3. Notification.** 689 CCW large and small units are notified of their eligibles as soon as possible but not later than the second week of the first processing month by their respective base FSMPS.

**4. List of Units and MAJCOMS:** Below is a list of units and the MAJCOM those units fall in the 689 CCW.

**AFSPC**

689 CCW Staff

3 CCG	5 CCG
3 CBCSS	5 CBCSS
31 CBCS	51 CBCS
32 CBCS	52 CBCS
33 CBCS	53 CBCS
34 CBCS	54 CBCS

**5. Convening Authority.**

5.1. The 72 ABW/CC is the installation commander for Tinker AFB and the 78 ABW/CC is the installation commander for Robins AFB. Both commanders are the convening authorities for their respective bases. The 72 ABW and 78 ABW Commanders have delegated convening authority for 689 CCW units to the 689 CCW/CC.

**6. 72 and 78 FSS/FSMPS, and 689 CCW Responsibilities.**

6.1. The 72/78 FSS/FSMPSs will distribute SrA BTZ quotas, BTZ unit eligibility lists, and the individual BTZ report on individual personnel (RIP) each quarter to the units and the 689 CCW/CCC office no later than the second week of the first processing month.

6.1.1. Unit commanders of large units with seven or more eligibles receive their own quotas and promote at unit level. Each unit will reference AFI 36-2502 and establish their procedures for the BTZ program and will ensure it is fair, equitable, and provides timely promotion consideration.

6.1.2. Eligible airmen serving in units with six or less eligibles are combined into one pool of eligibles to form the 689 CCW Central Board population. Written BTZ selection procedures are established to include method of nominating, number of nominations, time table to complete required actions, board composition, areas to be considered, scoring scale, announcing selections and any other required actions necessary to ensure the SrA BTZ program is fair, equitable, and provides timely promotion consideration.

6.2. 689 CCW/CCC solicits for CBB members from the 3 and 5 CCGs. 689 CCW/CC appoints board member and may appoint a member from outside the field of solicited members who volunteer to serve. Also, the 689 CCW/CCCA will schedule a place and time for the CBB to be held either the 2nd or 3rd week of the selection month. Designated large units will conduct their boards NLT the Wing CBB date.

6.3. Units with six or less eligibles will send nomination packages to their servicing FSS, 72 FSS/FSPMS (Tinker) or 78 FSS/FSMPS (Robins). Upon receipt of nominations, a package for each board member will be prepared that includes an AF Form 1206, BTZ RIP, CC Recommendation Letter, and Current Fitness Score Sheet. The 72 and 78 FSS/FSMPS will review for content, accuracy, and forward to 689 CCW/CCC organizational e-mail at [689ccw.ccc.commch@robins.af.mil](mailto:689ccw.ccc.commch@robins.af.mil).

## **7. Board Participants** Board President – 689 CCW/CCC

Board Members - 4 CMSgts

Board Recorder – SrA/E-4 or above

## **8. Board President Responsibilities.**

8.1. Board president will be familiar with 689 CCWI 36-2502 to ensure strict adherence to this instruction and oversee board operations.

8.2. The board president ensures the fair and equitable consideration of each nominee. The AF Form 1206 will be used to evaluate the following three factors: (1) Leadership and Job Performance, (2) Training, Education and Self-Improvement Efforts, and (3) Other Accomplishments.

8.2.1. Ensures each board member receives complete nomination packages on each nominee. Provide packages to board members prior to board date.

8.3. Upon board completion, immediately ensure the return of all board member score sheets and selection folders to 72/78 FSS/MPSSs. Courtesy copy the 689 CCW/CCC at the same time results are sent to the FSSs.

## **9. Board Members Responsibilities.**

9.1. Board members will be familiar with 689 CCWI 36-2502 and ensure strict adherence to this instruction.

9.2. Judge the importance of each bullet based on intellect, experience, and common sense. Only discussion in regards to the content of the selection package will be allowed.

9.3. Grade each nomination package individually, awarding points based on three factors: (1) Leadership and Job Performance, (2) Training, Education and Self-Improvement Efforts, and (3) Other Accomplishments.

9.4. Review each nominee package and rank accordingly. It is important to take notes during the scoring process to be prepared to openly discuss scoring considerations if the board president deems necessary. Forward scored results prior to central board to the 689 CCW/Command Chief inbox.

## **10. Board Composition.**

10.1. Units with seven or more eligible Airmen receive quotas and promote at the unit level. Commanders will either establish their own written selection procedures or use guidance provided in this instruction to implement their programs.

10.2. Units with six or less eligibles are combined into one pool of eligibles to form the CBB population for 689 CCW units. The 689 CCW/CCC or designated CMSgt will serve as board president with four voting members in the grade of CMSgt or (C)MSgt and a board recorder (provided by the 689 CCW/CCC).

## **11. Method/Number of Nominations.**

11.1. Units with seven or more eligibles will use the BTZ eligibility list and quotas to make selections at unit level.

11.2. Commanders with six or less eligibles will use the BTZ eligibility list and appropriate evaluation process (e.g., a unit board, record review, recommendation from supervisors/first sergeants, etc) to determine nominees for the 689 CCW CBB.

11.3. Individuals nominated will only be the very best performers and Airmen. They must be positive role models for others and clearly deserve the recognition. The unit commander will ensure the nominee meets current and passing fitness standards and exemplifies the standards for appearance and conduct. Commanders and First Sergeants will screen out those with negative "Quality Force" indicators. If the pool of eligibles does not include Airmen of this caliber, the full SrA BTZ quota does not have to be used.

11.4. Units will consider all individuals meeting TIS and TIG requirements, regardless if they are TDY, on leave or have a report not later than date (RNLTD) on or after the first day of the first processing month as defined in Paragraph 1.1. All individuals appearing on the eligibility listing must be "considered." However, this does not mean they must be recommended or nominated to meet the board.

## **12. Scoring Scale/Selection Phase.**

12.1. A maximum score of 15 points is possible. The AF Form 1206 will be accomplished for all nominees. The AF Form 1206 is limited to 15 lines (headings are excluded from the 15 line count). Headings should be included in the body of the AF Form 1206. Points will be awarded based on three factors:

- (1) Leadership and Job Performance in Primary Duties (0-10 points)
- (2) Training, Education and Self-Improvement Efforts (0-3 points)
- (3) Other Accomplishments (0-3 points)

12.2. Ranking. After scoring each AF Form 1206, the board member will then assign that individual a numerical ranking to show how that Airman compares to the other nominees being considered. The ranking should fall in line with the score of the nominee's AF Form 1206. (e.g. A1C John Doe has a score of "15", consequently A1C John Doe is ranked #1). Board members will break ties and assign a ranking.

12.3. Scoring Disparity. The board president may address significant disparity in ranking and scoring at any time. For example, majority of the board are within an acceptable range (#1,#2,#1) and one voting member ranks an individual as their "#6". The president will lead an open discussion until the board members understand the disparity. If the disparity affects the order of merit, then that record will be rescored.

### **13. Board Recorder**

13.1. Board Recorder. The board recorder will record each board member's score and ranking of each nominee. Scores and rankings of each nominee will be tallied for an overall score and overall ranking (e.g. nominee ranked as board member A's #1, board member B's #2, board member C's #1, board member D's #1 will receive a total points ranking of 5). The board recorder will then determine an order-of-merit by placing the lowest scoring first and the highest scoring last on the "BTZ Board Recorder's Ballot". The order-of-merit ranking should be in line with the total score that each nominee received.

#### **13.2. Day of Board Procedures:**

- 13.2.1. Print packages out in a hard copy, print oath, print recorder's score sheet, and bring calculator to board meeting.
- 13.2.2. Shut and lock door in conference room doing board once all board members arrive.
- 13.2.3. Retrieve score sheets from each board member.
- 13.2.4. If a board member has not completed his/her score sheet all board members will wait until he/she completes the scoring.
- 13.2.5. The board president will present the oath prior to starting the board.
- 13.2.6. The board recorder will tally the calculated scores on the master score sheet (calculate lowest scores with lowest total score being #1 selection).
- 13.2.7. Once scores have been calculated, announce to the board members the recommended selections and their scores.
- 13.2.8. In the event of a tie, the board president will break the tie (board members can discuss the decision).
- 13.2.9. At the end of the board, ask the board members for feedback.

13.2.10. Write down the adjournment time as required by the memorandum. Upon board completion, all board members turn in score sheets and selection packages to the board recorder.

13.2.11. Complete member score sheet and memorandum.

13.2.12. The board recorder and president will sign, and 689 CCW/CC will approve the memorandum recording the BTZ results.

#### **14. Reporting Board Results.**

14.1. Wing Central Base Board. Once selections are made, provide the 78 FSS and 72 FSS with a copy of the signed memo to update member's promotion status in MILPDS.

**14.2. Once selections are made at units with seven or more eligibles, a signed memorandum will be provided to their respective FSS/MPS so the member promotion can be updated in MILPDS.** Courtesy copy the 689 CCW/CC [689ccw.ccc.commch@robins.af.mil](mailto:689ccw.ccc.commch@robins.af.mil) at the same time results are sent to the FSSs. Memo must be signed and submitted to FSS on the same date of the unit board date.

14.2.1. The squadron commander will announce their selectees only after respective convening authority (689 CCW/CC) has approved the CBB selections.

14.3. For the 689 CCW Central Base Boards, the board president sends a report written by the board recorder to the convening authority with an order of merit list of all Airmen considered. The convening authority (689 CCW/CC) may approve the board's merit list or disapprove the promotion of an Airman whose records do not justify SrA BTZ promotion. The convening authority may elect not to use the full quota.

14.4. Once the CBB results have been signed and approved, the board recorder will forward results to the 72 and 78 FSS/FSMPFSs and will provide an electronic copy of the select list to the 689 CCW/CC. The 689 CCW/CC will inform the group commanders to notify their respective squadron commanders of the CBB results.

14.5. The 72 and 78 FSS/FSMPFSs will project all SrA BTZ promotions immediately upon receipt of confirmation of selections from the 689 CCW/CC, convening authority for the CBB. This must be accomplished prior to the end of the board month.

**15. Alternate Selection.** Alternates may be selected in the event a selectee is removed or not recommended for promotion before the promotion effective date. The 72 and 78 FSS/FSMPFSs will review board minutes to determine who the first alternate is and notify the commander of that individual. If the commander recommends the alternate for promotion, he/she forwards a letter to 72 and 78 FSS/FSMPFSs for concurrence by the respective convening authority.

**16. Supplemental Consideration.** If an eligible Airman was not considered and the error is discovered before the promotions are announced, commanders with seven or more eligibles consider the Airman and adjust selections accordingly. For units with six or less eligibles, the respective CBB will be reconvened to consider eligibles and adjust selections accordingly. If the error is found after the promotions are announced, the 72 or 78 FSS/FSMPFSs will forward a request for supplemental consideration, by message, to HQ AFPC/DPPWM.

JOSEPH H. SCHERRER, Colonel, USAF  
Commander, 689th Combat Communications Wing

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

AFI 36-2502, *Airman Promotion Program*, 6 August 2002

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

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

**Adopted Forms.**

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**BTZ**—Below the Zone

**CBB**—Central Base Board

**FSS**—Force Support Squadron

**MAJCOM**—Major Command

**MPS**—Military Personnel Section

**PCS**—Permanent Change of Station

**RDS**—Records Disposition Schedule

**RIP**—Report on Individual Personnel

**SrA**—Senior Airman

**TDY**—Temporary Duty

**TIG**—Time in Grade

**TIS**—Time in Service

## Attachment 2

## SAMPLE AF FORM 1206

NOMINATION FOR AWARD		
AWARD Senior Airman Below-the-Zone	CATEGORY (If Applicable)	AWARD PERIOD 4th Qtr - Dec 10
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/John E. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE 3D153 Transmission Systems Maintainer	NOMINEE'S TELEPHONE (DSN & Commercial) 468-1623	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 51st Combat Communications Squadron /SCOT/575 Tenth St /Robins AFB, GA 31098		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Major/Caleb A. Malcolm/468-3716		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES: (no additional verbiage after heading) - 10 Bullets		
TRAINING, EDUCATION AND SELF-IMPROVEMENT EFFORTS: (no additional verbiage after heading) - 3 Bullets		
OTHER ACCOMPLISHMENTS: (no additional verbiage after heading) - 2 Bullets		
Note: The AF Form 1206 will be a Maximum of 15 lines		
ACRONYMS: AADD - Airmen Against Drunk Driving ACC - Air Combat Command BMT - Basic Military Training CCI - Controlled Cryptographic Item C&I - Comm and Infrastructure CBS - Columbia Broadcasting System CDCs - Career Development Course GMT - Ground Mobile Terminal ISO - In Support Of JIT - Just In Time MTP - Master Training Plan OEF - Operation Enduring Freedom TMDE - Test, Measurement, & Diagnostic Equipment TSSR - Troposcatter Satellite Support Radio UAV - Unmanned Aerial Vehicle UTC - Unit Type Code WR - Warner Robins		