

**BY ORDER OF THE COMMANDER
EGLIN AIR FORCE BASE**

**EGLIN AIR FORCE BASE INSTRUCTION
36-2502**



27 AUGUST 2015

Personnel

**TEAM EGLIN SENIOR AIRMAN BELOW-
THE-ZONE PROMOTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 36-2502, *Airman Promotion Program*, and PSD Guide, *Enlisted Promotions* to establish procedures policies, responsibilities and management of the Senior Airman Below-the-Zone (BTZ) Promotion Program on Eglin Air Force Base. Both the Central Base Board (CBB) and large unit selection boards will utilize the procedures outlined in this instruction. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, system of records notice. 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 Form 847s 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 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).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

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1. Objective.

1.1. While doctrinally AFI 1-1, *Air Force Standards* indicates the term “Airman” refers to all grade and civilian members, for the purpose of this instruction “Airman” refers to the *Junior Enlisted Airmen* tier. The SrA BTZ Program provides one-time consideration for early promotion to exceptionally well-qualified Airmen First Class.

1.2. Only our very best performers may be nominated for BTZ. They must be positive role models for others and clearly deserve the recognition.

1.2.1. The unit commander will ensure that the nominee meets fitness standards and exemplifies the standards for appearance and conduct. Commanders and First Sergeants will screen for past or present negative “Quality Force” indicators.

1.2.2. If the pool of eligibles does not include Airmen of this caliber, the convening authority may elect not to use the full BTZ quota.

2. Responsibilities.

2.1. The Installation Commander is responsible for the Team Eglin Senior Airman Below-the-Zone Program. Furthermore, he or she establishes written administrative procedures and is the selection authority for small units serviced by the installation.

2.2. The 96 FSS/FSMPD will determine quotas and distribution based on 15 percent of ALL Airmen who meet time-in-grade and time-in-service requirements. Approval authority for quota distribution is delegated to the MPS Chief.

2.2.1. Consider all individuals meeting TIS and TIG requirements to include those TDY, on leave, deployed or projected to PCS before the first processing month, questionable eligibles, and ineligibles.

3. Board Composition.

3.1. **CBB** – The CBB will have a board president and three board members (total of 4) and a nonvoting recorder in the grade of SrA or higher. The CBB will consist of the 96 TW/CCC (serving as board president), 53 WG/CCC, 33 FW/CCC and a 96 TW Group Superintendent as designated by the 96 TW/CCC.

3.1.1. Tenant Wing CCMs may defer their wing's position on the CCB if that wing has no competing A1Cs.

3.1.2. If any Eglin Command Chief cannot attend the CBB, the absent Command Chief will find a replacement. Use the following priority in your selection:

3.1.2.1. Group Chief

3.1.2.2. Unit Chief

3.1.2.3. Any Team Eglin "regular component" or "active component" Chief.

3.2. **Large Unit** - When a large unit board convenes, it must consist of at least three voting members in the grade of MSgt or higher, a nonvoting recorder in the grade of SrA or higher, and a board president in the grade of CMSgt.

3.2.1. If a CMSgt is not available to the unit, another SNCO will be appointed by the unit's commander to be the board president.

4. Method/Number of Nominations.

4.1. Large units (7 eligible personnel or more) will receive their own quotas and make selections at the unit level.

4.1.1. Tenant wings will be considered large units when they have 7 or more eligible A1Cs.

4.1.2. Large units will convene a board and follow the same procedures as the CBB. Boards will be conducted in a manner that ensures the process is fair, equitable, and provides timely promotion consideration.

4.2. Small unit (6 eligible personnel or less) commanders will use the BTZ eligibility list and an appropriate evaluation process (e.g., a unit board, record review, recommendations from supervisors/first sergeants, etc.).

4.2.1. All small units are authorized to nominate one A1C to the CBB. Unit commanders will underline the name(s) of the nominee(s) on the eligibility list, sign the list, and return it to the 96 FSS/FSMPD by the suspense date established by the Promotions office.

4.2.2. *On rare occasions*, small units may have *two or more extremely* deserving Airmen, and may nominate those Airmen to the CBB for consideration. In these cases, the unit commander must also submit an exception to policy (ETP) letter (Attachment 2 and outlined in paragraph 4.2.2.1.) stating why these Airmen are exceptionally qualified to meet the CBB. Note: The intent is to push only the most deserving Airmen for consideration. It is recommended that the Squadron Commander, if approved to submit more than one nominee, clearly stratify on the AF form 1206 to let the board know who the best and subsequent candidates are.

4.2.2.1. The unit commander will route all ETP letters through the respective Group Superintendent to the 96 FSS/FSMPD with information supporting the request for additional nomination(s) prior to the established suspense date for the eligibility list return. Letters received after the suspense date will not be considered. All ETP letters will be routed to the 96 TW/CCC for approval.

5. CBB and Large Unit BTZ Board Procedures.

5.1. Commanders, First Sergeants and Supervisors will take all necessary steps to ensure the nominees are present to the meet board (i.e., members on leave in the local area, shift workers).

5.2. CBB Procedures:

5.2.1. Nominees are required to physically appear before the CBB. Individual exceptions will be granted for deployments or similar circumstances (i.e., emergency leave). The 96 FSS/FSMPD will notify the board president regarding a nominee's duty status (i.e. leave, deployed, quarters, etc.).

5.2.1.1. The request for exemption from the board must be coordinated through the respective Group Superintendent/Command Chief to be excused by the 96 TW/CCC, or tenant CCM, if that wing is acting as a large unit. If excused, nominees will receive the "average" interview score. Nominees that are not excused and fail to meet the board will receive zero points for the face-to-face interview score.

5.2.2. The CBB will normally convene on the 3rd Monday of the quarter (Mar, Jun, Sep, and Dec) in order for selection updates to be processed. In the event of exercises and alerts, boards will be rescheduled as required.

5.2.3. The 96 FSS/FSMPD will prepare electronic selection folders and upload them as a single PDF to the 96 TW SharePoint, in the order established in paragraph 6.1 of this OI, for each board member to review 7 days prior to the CBB,. The CBB voting members will score each nominee following the established procedures in paragraphs 6, 7, and 8 of this instruction.

5.3. Large Unit Procedures:

5.3.1. Large Unit Selection Boards have nominees physically appear before the board. Individual exceptions will be granted for deployments or similar circumstances (i.e. emergency leave).

5.3.2. The request for exception to the Large Unit Board must be coordinated through the respective unit board president. If excused, nominees will receive the “average” interview score. Nominees that are not excused and fail to meet the board will receive zero points for the face-to-face interview score.

5.3.2.1. The “average” interview score is derived from the average based upon the total number of members meeting the board. For example, there are 5 members meeting the board, with the following scores, 5, 4.5, 4, 3.5, 3. Once calculated, the average is 4. So, the member not meeting the board will receive a 4 for his/her interview score.

5.4. If for any reason it becomes impractical for a large unit to convene a board, that unit must get prior approval from the CBB president or the 96 TW/CC, to convene a package review only board.

5.5. The Board President will:

5.5.1. Serve as the facilitator of the board and be responsible for overseeing and guiding the board members in selecting SrA BTZ candidates.

5.5.2. Oversee board operations by being familiar with AFI 36-2502 and the Eglin AFBI 36-2502, *Team Eglin Senior Airman Below-the-Zone Promotion Program* and ensure strict adherence to its guidance.

5.5.3. Serve as final authority over selecting potential candidates and breaking any ties as required.

5.5.4. Review and approve all board member questions. Board members will forward their questions to the CBB/Large Unit Board President NLT 24 hours prior to the board convening.

5.5.5. Ensure each board member receives a complete selection folder on each nominee. See paragraph 6.1 for selection folder document requirements.

5.5.6. Upon board completion, immediately ensure the return of all board member score sheets and selection folders to the 96 FSS/FSMPD.

5.6. Board Members will:

5.6.1. Be familiar with and ensure strict adherence to AFI 36-2502 and EAFBI 36-2502, *Team Eglin Senior Airman Below-the-Zone Promotion Program*.

5.6.2. Review the score sheet guidance (Attachment 10). If there are any questions regarding the guidance or the score sheet, please contact the 96 TW/CCCE.

5.6.3. Score each nomination package individually and accordingly to their peers.

5.6.3.1. The scoring of packages will be under the following criteria with major emphasis paid to duty performance and CDC/OJT Completion--assign the proper score(s) and ranking accordingly:

- 5.6.3.1.1. Primary Duty
- 5.6.3.1.2. CDC Performance/OJT Completion
- 5.6.3.1.3. Community Involvement (see score sheet)
- 5.6.3.1.4. Cross flow Activities
- 5.6.3.1.5. Formal Recognition
- 5.6.3.1.6. Continuing Education
- 5.6.3.1.7. Face-to-Face Interview

5.6.4. Take notes during the scoring process so you are prepared to openly discuss scoring considerations with the board president as he/she deems necessary.

5.7. Nominees will meet their respective board on the day specified by 96 FSS/FSMPD and report 15 minutes before their allotted time.

5.8. Uniform for nominees and board members is service dress.

5.9. The board will interview and score each nominee according to the procedures outlined in paragraphs 7, 8, and 9. (Note: Board President is a nonvoting member except in the case of dispute/tie).

6. Selection Folders.

6.1. Selection folders for CBB and Large Unit Boards **must** include the following:

- 6.1.1. Unit cover letter (Attachment 3)
- 6.1.2. One-page SURF (AMS)
- 6.1.3. Current Air Force Fitness Management Report (AFFMS II)
- 6.1.4. Citations or orders for decorations (PRDA or ARMS)
- 6.1.5. Current print out of the member's ribbons (vMPF)
- 6.1.6. AF Form 1206 (Attachment 8)

6.2. All selection folders for both large/small units will be submitted to the promotions office for a thorough review of proper documentation (suspense dates will be annotated by the promotions office to large/small units via email.

6.3. An AF IMT 1206 will be accomplished for each nominee (Attachment 8).

6.3.1. Headings for each category will be included in the body of the AF IMT 1206. There is no standard number of bullets in each category; however, the total number will not exceed 15 bullets (not to include headers). The categories are: Primary Duty Performance/Leadership, Self-Improvement, and Community Involvement. Only commonly used acronyms should be utilized and at a minimum. Only performance and actions accomplished from BMT through CBB will be used on the 1206 and the scoring process.

6.3.1.1. **Primary Duty Performance/Leadership-** 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 mission. Incorporate results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations.

6.3.1.2. **Self-Improvement-** You may comment on how the member developed or improved skills related to primary duties; e.g., formal training, certifications, education related to primary duties and so forth (education taken prior to joining the AF should not be included). Provide UGT timeline comparison, number of CDC volumes, status of CDC volumes, and “all” CDC EOC scores when completing CDC and OJT portions. Do not provide VRE scores. Please provide any limiting factors for delay in CDC or UGT to include deployment, pregnancy, TDY, mission requirements, in a memo. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g. class, course, degree enrollment and/or completion or grade point average.

6.3.1.3. **Community Involvement-** Define the scope and impact of the member’s professional leadership, image and involvement in both military and civilian communities.

6.3.1.4. Other Considerations - In addition to the categories listed above, consider integrating throughout the AF IMT 1206, cross flow activities in which the Airman has actively participated. This can include, but it is not limited to, leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Dorm Council, enlisted dining in/out committees, Base Honor Guard, Sunday school teacher and so forth.

6.3.1.4.1. Include awards received such as Quarterly and Annual Awards. Cite any other relevant training or activity that significantly enhanced the member’s value as a military citizen.

7. Personal Face-to-Face Interview Board.

7.1. The primary purpose of the interview board is the professional development of assigned Airmen and to ensure appearance is commensurate with written performance. It is also an opportunity to provide feedback to the member’s supervision.

7.1.1. There are three areas that are evaluated during the interview:

7.1.1.1. Dress and Appearance

7.1.1.2. Military Bearing

7.1.1.3. Communication Skills.

7.2. Each board member will prepare two questions for the nominee and will score based on the nominee’s answers.

7.2.1. The questions will be from the following 4 categories:

7.2.1.1. **Board President-** Current Events (World/U.S./DoD/USAF)

7.2.1.2. **Board Member 1-** Leadership (AFPAM 36-2241, *Professional Development Guide*)

7.2.1.3. **Board Member 2-** Enlisted Force Structure (AFI 36-2618, *The Enlisted Force Structure*)

7.2.1.4. **Board Member 3-** Enforcing Standards (AFPAM 36-2241, *Professional Development Guide*)

7.2.2. Opinionated and/or knowledge based questions will be based on current media such as the Air Force Portal, Roll Calls, local and base newspapers, *Air Force Times*, *Airman Magazine*, etc.

7.2.3. The Board President has the option to ask questions from the AF IMT 1206.

7.3. Overall Face-to-Face Interview Assessment. The overall interview assessment will be based on several factors to include (not all-inclusive):

7.3.1. How well the member presented themselves during the board interview process?

7.3.2. Was their uniform within standard?

7.3.3. Did they speak clearly/articulate well?

7.3.4. How well did they answer the questions?

8. Scoring Scale/Selection Phase.

8.1. Scores will be based off the Board President score sheet and will be maintained by the Board Recorder. The 96 FSS/FSMPD Promotions office will populate the score sheet entry fields with data from the source documents provided by each board member.

8.2. Score disparity involving two board members: At times the board president will be required to resolve a scoring tie or scoring disparity. Under these circumstances the board president will lead a line-by-line open discussion until the board members reconcile the dispute. The Board President will follow the dispute process outlined in Attachment 11.

9. Reporting Board Results.

9.1. CBB Procedures:

9.1.1. The 96 FSS/FSMPD will prepare board minutes immediately following the CBB for 96 TW/CCC and 96 TW/CC approvals.

9.1.2. The 96 TW/CC may approve the board's merit list (in whole or in part) or disapprove the promotion of an Airman whose record does not justify BTZ promotion. The 96 TW/CC may elect not to use the full quota.

9.1.3. The 96 FSS/FSMPD will maintain the CBB copies of Minutes Memorandum, the BTZ eligibility list, the board minutes, and the selection folders (See Para 6.1) for one quarter. This is in the event that the board needs to reconvene due to a supplemental consideration or an alternate selection.

9.2. Large Unit Procedures:

9.2.1. The Board President sends written minutes to the convening authority with an order of merit list of all Airmen considered.

9.2.2. The convening authority may approve the board's merit list (in whole or in part) or disapprove the promotion of an Airman whose record does not justify BTZ promotion. The convening authority may elect not to use the full quota.

9.2.3. A copy of the minutes must be sent to the 96 FSS/FSMPD within 3 duty days of the Large Unit board.

9.2.4. Large units will maintain copies of Minutes Memorandum, the BTZ eligibility list, the board minutes, and the selection folders (See Para 6.1) for one quarter. This is in the event that the board needs to reconvene due to a supplemental consideration or an alternate selection.

9.3. The 96 FSS/FSMPD Promotions office will prepare and publicly release the results of all Large and Small Units once the CBB/Large Unit selections have been approved by the respective convening authorities.

9.4. The 96 FSS/FSMPD will project promotions immediately upon confirmation of selections from the 96 TW/CC for the CBB and the Large Unit Commanders. This must be accomplished prior to the end of the board month.

10. Alternate Selection.

10.1. Alternates may be selected in the event a selectee is removed or not recommended for promotion before the promotion effective date.

10.1.1. If necessary, the 96 FSS/FSMPD 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 the 96 FSS/FSMPD for the concurrence of the 96 TW/CC.

11. Supplemental Consideration.

11.1. If an eligible Airman was not considered, and the error is discovered before the promotions are announced, the CBB will be reconvened to consider small unit eligibles and adjust selections accordingly. Large unit commanders consider the Airman and adjust selections accordingly.

11.2. If the error is found after the promotions are announced, the 96 FSS/FSMPD will forward a request for supplemental consideration, by message, to HQ AFPC.

CHRISTOPHER P. AZZANO, Colonel, USAF
Commander

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

AFI 36-2502, *Airman Promotion and Demotion Programs*, 12 Dec 2014

AFI 36-2618, *The Enlisted Force Structure*, 27 Feb 2009

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011

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

AFPAM 36-2241, *Professional Development Guide*, 1 Oct 2013

PSD Guide, *Enlisted Promotions*, 8 Mar 2013

Forms Adopted

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 1206, *Nomination for Award*, 26 Sep 2012

Abbreviations and Acronyms

A1C—Airman First Class

BTZ—Below The Zone

CBB—Central Base Board

CCC—Office of the Command Chief Master Sergeant

CCM—Command Chief Master Sergeant

CDC—Career Development Courses

CFETP—Career Field Education and Training Plan

EPR—Enlisted Performance Report

MPS—Military Personnel Section

PCS—Permanent Change of Station

FSS—Force Support Squadron

SrA—Senior Airman

TDY—Temporary Duty

UGT—Upgrade Training

VRE—Volume Review Exercise

Attachment 2

EXCEPTION TO POLICY LETTER EXAMPLE

Figure A2.1. Exception to Policy Letter Example



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 96TH TEST WING (AFMC)
EGLIN AIR FORCE BASE FLORIDA

Date

MEMORANDUM FOR 96 TW/CCC

FROM: UNIT/OFFICE

SUBJECT: Exception to Policy for Below-the-Zone

1. I would like to request an exception to policy to allow my squadron to submit two nominees for the Below-the-Zone board.
2. Justification: State why these Airmen are exceptionally qualified to meet the CBB.
3. If you have any questions, contact Rank Name by email at rank.name@us.af.mil, or by phone at 850-882-1111.

FIRST MI. LAST, Lt Col, USAF
Commander

1st Ind, 96 TW/CCC

I concur/non-concur with this request.

FIRST MI. LAST, CMSgt, USAF
Command Chief

Attachment 3

UNIT COVER LETTER EXAMPLE

Figure A3.1. Unit Cover Letter Example

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 96TH TEST WING (AFMC) EGLIN AIR FORCE BASE FLORIDA
MEMORANDUM FOR 96 FSS/FSMPD	Date
FROM: UNIT/OFFICE	
SUBJECT: Team Eglin Senior Airman Below-the-Zone Nomination	
1. Airman Doe, John D., is nominated to compete for Senior Airman Below-the-Zone at the Team Eglin Central Base Board. I have reviewed the attached SURF, Air Force Fitness Management Report II, and citations or orders for decorations (as required), ribbon print-out, and AF IMT 1206. I find Airman Doe worthy of this nomination.	
FIRST MI. LAST, Lt Col, USAF Commander	
5 Attachments: 1. SURF – A1C Doe 2. Air Force Fitness Management II Report – A1C Doe 3. Citations or orders for decorations – A1C Doe 4. Ribbon Print-out – A1C Doe 5. AF IMT 1206 – A1C Doe	

Attachment 4
ONE-PAGE SURF EXAMPLE

Figure A4.1. One-Page Surf Example

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Printed By MENDOZA KEVIN MICHAEL on 19-May-2015 at 13:38:14
Personal Data - Privacy Act of 1974 (5 USC 552a)
Current as of 12-May-2015 at 13:38:14
FOR OFFICIAL USE ONLY

Gr/DOR: A1C/05-Nov-2013      Name: MENDOZA KEVIN MICHAEL      SSAN:
Proj Gr:                      DAFSC: 3S031                      Duty Title: CAREER DEVELOPMENT APPRENTICE
PAS: ED1MF7NH                Base: EGLIN                        Command: AFMC
Marital Status: S            Depns:                              SEX/RACE/ETH-GR: M / ASIAN / NONE

*****MILITARY JOIN SPOUSE CONSIDERATION*****
Spouse SSAN:                 Spouse Status: NOT APPLICABLE      Spouse Intent: NOT APPLICABLE

*****RESTRICTIONS*****
ASG AVAIL CD/DT: 05 / 1512 / / /
ASG LIMIT CD/DT: / / /
WEIGHT CONT:
UIF:

*****PROJECTED ASSIGNMENTS*****
AAR      PAS      RNLTD      AAN      ASD      BASE
1)
2)

*****SERVICE DATES*****
DAS: 10-Mar-2014      DOS: 04-Nov-2017      HYT: Unknown
DEROS:                ADSCD: 11/08-Mar-2016  TAFMSD: 05-Nov-2013
ODSD: 05-Nov-2013    EAD: 05-Nov-2013     PAY DATE: 05-Nov-2013
STRD(##): 2013/11(.)  WEAPON SYSTEM BACKGROUND ID:
RETURN TO FLY DATE:

*****AFSC INFORMATION*****
CAFSC: 3S031
PAFSC: 3S051
2AFSC:
3AFSC:
PSEI(1-5): / / / /

*****ACADEMIC INFORMATION*****
DEGREE  ACADEMIC SPECIALTY  YEAR  METHOD  COURSE  METHOD  YEAR
<1YR   HUM RES MGT/PERS ADM  14   COM COL AF  NONE   NONE
      NONE                NONE   NONE   NONE   NONE
      NONE                NONE   NONE   NONE   NONE

*****PME INFORMATION*****

*****LANGUAGE INFORMATION*****
DLAB:
LANG1: NONE DT: . S- L- R-
LANG2: NONE DT: . S- L- R-
LANG3: NONE DT: . S- L- R-
LANG4: NONE DT: . S- L- R-
LANG5: NONE DT: . S- L- R-
LANG6: NONE DT: . S- L- R-

*****PROJECTED TRAINING*****
COURSE ID  START DATE  GRAD DATE

*****DECORATIONS*****
(NOTE: This screen only shows personal medals not awards.)
Decoration  Auth No.  No  Seq  Close Date  Approval Date  Approving Unit  Reason

*****OTHER INFORMATION*****
SEC CLNC: SECRET      NON-CONUS RES: YY      PSN#: 1M0271475
TYPE CLNC:            Citizenship: BY BIRTH IN UNITED STATES      DOB: 22-Nov-1994
CLNC Date: 28-Aug-2013  FUNC CAT: PERMANENT PARTY
PRP-SCI-STATUS:      RECORD STATUS: ACTIVE NO PROJECTED ACTION

*****DUTY STATUS*****
Duty Status: 00-PRESENT FOR DUTY      Start Date: 11 May 2015  End Date:
Proj Duty Status: NO PROJECTED DUTY STATUS      Start Date:      End Date:

*****EPR DATA*****
EPR  DATE  EPR  DATE  EPR  DATE  EPR  DATE  EPR  DATE  EPR  DATE

*****DUTY HISTORY*****
DAFSC  DUTY TITLE  DET  ORG KIND  ORG TYPE  LOCATION  DUTY EFF DATE
3S031  CAREER DEVELOPMENT APPRENTICE  0000  0098  SQ  EGLIN  10-Mar-2014
    
```

**Attachment 5
AFFMS II EXAMPLE**

Figure A5.1. AFFMS II Example

Report For:		A1C	KEVIN	MICHAEL	MENDOZA				
MAJCOM Description	AIR FORCE MATERIEL COMMAND			Age	20				
Installation Name	Eglin AFB PSM (ED)			Date Of Birth	22-NOV-1994				
Service Component Name	REGULAR			Gender	Male				
File Type Name	AF ENL ACT MBR			Height	69				
Unit Name	96 FORCE SUPPORT	SQ FF7NH0		Weight	144				
PAS Code	ED1MF7NH			Body Mass Index	21.3				

	Weight	Height	Body Mass Index	Aerobic Time	Abs Score	Push Ups Score	Sit Ups Score	Composite Score
15-JAN-2015	144	69	21.3	10:57	27	59	54	94.3
06-JAN-2014	139	67.5	21.4	10:38	27	61	52	95
Differential:	5	1.5	-0.1	00:19	0	-2	2	-0.7
	3.47%	2.17%	-0.47%	2.89%	0.00%	-3.39%	3.70%	-0.74%

	Fitness Level	Composite Score	Current Testing Status	Test Due Date	Composite Exemption
Last Fitness Level:	Excellent	94.3	Current	31-JAN-2016	NO

BE WELL Due Date

Exemptions	Component Exemptions	Expires

Fitness History

Test Date	Aerobic Time	Aerobic Points	Abdominal	Abs Points	Push Ups	Push Ups Points	Sit Ups	Sit Ups Points	Composite Score	Fit Level
06-JAN-2014	10:38	56.6	27	20	61	9.4	52	9	95	Excellent
15-JAN-2015	10:57	55.7	27	20	59	9.2	54	9.4	94.3	Excellent

Attachment 6
CITATION EXAMPLE

Figure A6.1. Citation Example



DEPARTMENT OF THE AIR FORCE

THIS IS TO CERTIFY THAT

THE AIR FORCE ACHIEVEMENT MEDAL

HAS BEEN AWARDED TO

MASTER SERGEANT BRIAN D. PRUCEY

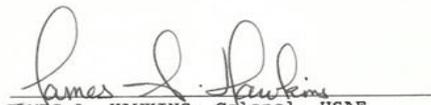
FOR

OUTSTANDING ACHIEVEMENT
19 JANUARY 1993 TO 29 JANUARY 1993

ACCOMPLISHMENTS

Master Sergeant Brian D. Prucey distinguished himself by outstanding achievement as Weapons Flight Chief, 20th Bomb Squadron, 2d Operations Group, 2d Wing, Barksdale Air Force Base, Louisiana. As the 20th Bomb Squadron's project noncommissioned officer for special project GLOBAL CRUISE 93-4, Sergeant Prucey marshalled personnel and materiel resources in support of this successful live fire test and evaluation of the Air Launched Cruise Missile and Common Strategic Rotary Launcher. Sergeant Prucey provided the critical management expertise necessary to coordinate the effort of various wing agencies. This successful project accurately assessed the system's operability, enhanced North American Air Defense cruise missile intercept procedures and led to improved Air Launched Cruise Missile combat reliability. The distinctive accomplishments of Sergeant Prucey reflect credit upon himself and the United States Air Force.

GIVEN UNDER MY HAND THIS 14th DAY OF MAY 1993


 JAMES A. HAWKINS, Colonel, USAF
 Commander
 2d Operations Group



AF 2274, FEB 82
PREVIOUS EDITION WILL BE USED

Attachment 7

RIBBON PRINT-OUT EXAMPLE

Figure A7.1. Ribbon Print-Out Example

Personal Information - Print		Page 1 of 1
AWARDS AND DECORATION INFORMATION		
NAME: KEVIN MICHAEL MENDOZA	RANK: A1C	SSAN:
		DATE: 19 MAY 2015
<p>The Air Force Personnel Center files reflect that you are authorized to wear the following awards and decorations. They are listed in order of precedence and displayed as you would wear them on the uniform in accordance with current standards for dress and appearance. There may be unique circumstances (such as prior service in a different branch of the armed forces) which may authorize you additional ribbons and/or devices. For additional information, refer to AFI 36-2803 <i>The Air Force Awards and Decorations Program</i>, AFI 36-2903 <i>Dress and Personal Appearance of Air Force Personnel</i>, or visit your local military personnel section.</p>		
AWARDS AND DECORATIONS		DEVICES
1. National Defense Service Medal		0
2. Global War on Terrorism Service Medal		0
3. AF Training Ribbon		0
		
<p>THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED IAW AFI 33-332 AND DOD REGULATION 5400.11. PRIVACY ACT OF 1974, AS AMENDED, APPLIES.</p>		

Attachment 8

AF FORM 1206 EXAMPLE

Figure A8.1. AF FORM 1206 Example

NOMINATION FOR AWARD		
AWARD SRA BELOW-THE-ZONE	CATEGORY (if Applicable) AMN	AWARD PERIOD BMT DATE-BOARD DATE
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C JOHN D. DOE	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 3S051/PERSONNEL JOURNEYMAN	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 123-456-7890 COMM: 132-456-7890	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 96 FSS/FSMPD/210 W. VAN MATRE AVE/EGLIN AFB/FL/32542		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) LT COL JON E. WAYNE DSN: 987-654-3210 COMM: 987-654-3210		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>PRIMARY DUTY PERFORMANCE/LEADERSHIP:</p> <p>SELF-IMPROVEMENT:</p> <p>COMMUNITY INVOLVEMENT:</p> <p style="text-align: center;">*****WRITE UP IS NO MORE THAN 15 BULLETS IN LENGTH***** (NOT TO INCLUDE HEADERS)</p>		

Attachment 9**BTZ SCORE SHEET GUIDANCE****Figure A9.1. BTZ Score Sheet Guidance**

1. When scoring the packages, use the weak, average, strong scale (w-/w/w+/a-/a/a+/s-/s/s+)
2. Each letter has a number value associated with it that is calculated in the program. Please ensure you score each package using the same criteria.
3. Once you have scored all packages input your score into the electronic score sheet.
4. Email your finished electronic score sheet to the 96 TW/CCC Workflow org box.
5. Bring your manually filled out score sheet to the board with you so we can reconfirm your scores before entering them into the master score sheet.
6. Bring all nominee packages with you to the board to use as a reference while participating in the board process.
7. A separate score sheet for the face-to-face interview will be provided to you on the morning of the actual BTZ board.

Figure A10.2. Package Score Sheet Example & Face-To-Face Board Score Sheet Example Cont

		Reviewer:				
	Unsatisfactory	Marginal	Satisfactory	Excellent	Outstanding	
Uniform:	<input type="radio"/>					
Intro Statement:	<input type="radio"/>					
Question 1:	<input type="radio"/>					
Question 2:	<input type="radio"/>					
Closing Comment:	<input type="radio"/>					
Airmans Creed:	<input type="radio"/>					
Military Bearing:	<input type="radio"/>					
Overall Impression:	<input type="radio"/>					
COMMENTS:						

Attachment 11
DISPUTE PROCESS

Figure A11.1. Dispute Process

At times the board president will be required to resolve scoring ties, scoring disparity and scrambled scores. All of these examples create a dispute situation. Under these circumstances the board president will lead a line-by-line open discussion until the board members reconcile the dispute. When necessary, the Board President will implement his vote.

A **scoring tie** occurs when one package, for example, receives (#1, #1, #2, #2) for a total of “6” votes and a second package receive (#2, #2, #1, #1) for a total of “6” votes. The board president must implement dispute process to break tie.

Example of a **SCORING TIE**:

- #1 package: 1st, 1st, 2nd, 2nd = 6 (tie)
 #2 package: 2nd, 2nd, 1st, 1st = 6 (tie)
 #3 package: 3rd, 3rd, 3rd, 3rd = 12 (third)
 #4 package: 4th, 4th, 4th, 4th = 16 (fourth)

A **scoring disparity** occurs if the majority of the board is within an acceptable range (#1, #2, #1) and one voting member ranks an individual as their (#4). The board president must implement the dispute process to determine the cause of inconsistency.

Example of a **SCORING DISPARITY**:

- #1 package: 1st, 1st, 2nd, 4th = 8
 #2 package: 2nd, 2nd, 1st, 2nd = 7
 #3 package: 3rd, 3rd, 3rd, 3rd = 10
 #4 package: 4th, 4th, 4th, 1st = 10

Scrambled scoring occurs when multiple packages receive a wide range of votes and there is no consistency. The board president must implement the dispute process to determine the cause of inconsistency.

Example of a **SCRAMBLED SCORING**:

- #1 package: 1st, 1st, 4th, 3rd = 9
 #2 package: 2nd, 2nd, 3rd, 4th = 11
 #3 package: 3rd, 4th, 2nd, 1st = 10
 #4 package: 4th, 3rd, 1st, 2nd = 10

Board President leads a discussion of each package to resolve scoring ties, scoring disparity and scrambled scores.

After the disputed packages have been reconciled board members will re-tally packages to see if the process resulted in a change of rankings, thereby breaking the tie.

If the review did not break the tie the Board President will reveal his rank order thereby breaking the tie.