

**BY ORDER OF THE
39TH AIR BASE WING COMMANDER
(USAFE)**

INCIRLIK AIR BASE INSTRUCTION 36-2502

20 APRIL 2016



**Personnel
SENIOR AIRMAN (SRA) BELOW THE ZONE
(BTZ) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Hardy T. Giles)

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This instruction implements Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*, and provides guidance on the Senior Airman Below the Zone program. The instruction provides detailed guidance for the execution of quarterly Senior Airman Below the Zone boards and provides processing instructions for selections. This instruction applies to all 39th Air Base Wing personnel. **Attachment 3**, **Attachment 4** and **Attachment 5** of this publication are For Official Use Only. 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*. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

1. Purpose.

- 1.1. The purpose of this instruction is to establish Senior Airman (SrA) Below The Zone (BTZ) selection procedures for the central base board 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 39th Air Base Wing (39 ABW) will conduct a selection board. These boards are usually held on the second Tuesday of the following months: March, June, September, and December.

2. Program Objective.

2.1. 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.

3. Responsibility

3.1. The 39th Air Base Wing Commander (39 ABW/CC) is the promotion authority for the central base board (CBB).

3.2. The 39th Air Base Wing Command Chief (39 ABW/CCC) will coordinate with the 39th Force Support Squadron Career Development Section (39 FSS/FSMPD) to establish a CBB date and select four Senior Noncommissioned Officers (SNCOs) as board members.

3.3. The 39 FSS/FSMPM, Personnel Systems Management (PSM), provides an automatic quarterly end-of-month output product to the 39 FSS/FSMPD, within the first 10 days of the first processing month (i.e., January, April, July, and October).

3.3.1. The roster identifies all A1Cs who meet or exceed the TIS and TIG requirements, regardless of promotion ineligibility conditions (e.g. on the control roster, Primary Air Force Specialty Code (PAFSC) skill level too low, undergoing Article 15 suspended reduction), and whose grade status reason (GSR) does not equal code —5Q|| (previously considered for SrA BTZ).

3.3.1.1. 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:

3.3.1.2. Part I identifies A1Cs with no quality indicators in their record.

3.3.1.3. 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...).

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

3.4. The 39 FSS/FSMPD will review the TIG and TIS of each airman appearing on the 39 FSS/FSMPD 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 that Permanent Change of Station (PCS). Prepare a selection folder for airman departing prior to the 1st processing month for the

quarter they are BTZ TIG/TIS eligible and whose Report No Later Than Date (RNLTD) is the 1st day of the 1st processing month or later.

3.5. When commanders of small units (six 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 (seven or more eligibles) underline selectee’s name, sign, date, and, return the unit roster along with the board minutes to the Career Development office no later than the date indicated on roster.

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

3.8. The Base Level Service Delivery Model (BLSDM) Point of Contact (POC) will ensure all eligibles have been properly identified as eligible and their personnel data is accurate and complete. The BLSDM 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 1).

4.1.1. The member must meet promotion requirements established in AFI36-2502, **Table 2.1**. Individuals in AFSCs 1C2X1 and 1T2X1 are ineligible for BTZ consideration in accordance with (IAW) AFI 36-2502, Para 2.2.

4.2. Other significant dates are as follows:

Table 1. Below the Zone Timelines

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 (seven or more eligibles) receive quotas and promote at unit level. Small units (six or less eligibles) are combined into one pool of eligibles to form the CBB population. Quotas are computed and distributed as follows:

5.1.1. 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.

5.1.2. Distribution:

Table 2. Below the Zone Quotas

<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. Example: The 39th Medical Group (39 MDG) is divided into two units. 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 temporary duty (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 member will receive the board score average.

6.4. Once selections are made forward the minutes of the board and signed unit roster to the Career Development Office 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 39 FSS/FSMPD.

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 39 ABW/CCC (sample written request is provided at [Attachment 4](#)).

7.2. The AF Form 1206, *Nomination for Award*, will be a maximum of 15 lines (not including headings) and the following three categories will be used: (1) Leadership and Performance in Primary Duties (8 lines), (2) Training, Education, and Self-Improvement Efforts (2 lines) and (3) Community or Base Involvement (2 lines).

The CBB will consider the AF Form 1206, any decoration citations, any EPRs, and the SrA BTZ Report on Individual Personnel (RIP) when evaluating nominees. No other information can be considered.

7.3. Rosters must have nominees' name underlined, signed, and dated. Roster, AF Form 1206, decoration (if applicable), EPRs (if applicable), AMJAM, Fitness Report and written request approved by 39 ABW/CCC (only required if submitting more than one name) must be returned to the 39 FSS/FSMPD no later than (NLT) the last Tuesday of the month prior to selection month. This action allows 39 FSS/FSMPD to review packages.

7.4. AF Form 1206, decoration (if applicable), EPRs (if applicable), AMJAM, Fitness Report and written request approved by 39 ABW/CCC (only required if submitting more than one name), must be forwarded by 39 FSS/FSMPD to 39 ABW Wing Command Chief Executive 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 Chief Master Sergeant (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 CMSgts as board members or SNCO's if no CMSgts are available, a nonvoting recorder in the grade of SrA, or higher, and the board president, who will be the 39 ABW/CCC or a designated CMSgt.

8.2.1. Selection folders for all SrA BTZ boards will include the AF Form 1206, copy of decorations (if applicable), copy of EPRs (if applicable), AMJAM Report, and Fitness report history.

9. Scoring Scale.

9.1. The selection board will evaluate each nominee based on the score sheet (sample score sheets are provided in [Attachment 8](#)). 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 one through five. 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. 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 member 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 39 FSS/FSMPD will review board minutes to determine who is the first alternate and notify the individual's commander. If the commander recommends the alternate for promotion, forward a letter to the 39 FSS/FSMPD for the concurrence of 39 ABW/CC (sample format is provided at [Attachment 5](#)).

11. Supplemental Consideration

11.1. Commanders may request supplemental BTZ consideration for individuals who should have been considered by a previous board and the error is not discovered until after promotions are announced. Contact the losing unit and 39 FSS/FSMPD before requesting supplemental consideration.

11.2. Forward a written request with justification to the 39 FSS/FSMPD. 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:

11.3.1. Incorrect data reflected on the BTZ RIP.

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

11.3.3. BTZ eligibility listing not returned to the 39 FSS/FSMPD or individual was overlooked on the listing.

11.3.4. 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 39 FSS/FSMPD. 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 member would have received from the original board, then the effective date will be the date of the special order.

11.4.3. 39 FSS/FSMPD will assist the member in applying for a retroactive promotion effective date in accordance with AFI 36-2502, para 1.13.

JOHN C. WALKER, Colonel, USAF
Commander

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

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

AFMAN 33-363, *Management of Records*, 01 March 2008

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

Prescribed Forms

No prescribed forms.

Adopted Forms

AF Form 847, *Air Force Publication/Form Action Request*, 22 September 2009 AF Form 1206, *Nomination for Award*, 1 July 2000

Abbreviations and Acronyms

39 ABW—39th Air Base Wing

39 ABW/CCC—39th Air Base Wing Command Chief

39 FSS/FSMPD—39th Force Support Squadron Career Development Section

39 MDG—39th Medical Group

AF—Air Force

AFCSM—Air Force Computer Systems Manual

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Prescribing Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

BLSDM—Base Level Service Delivery Model

BTZ—Below The Zone

CBB—Central Base Board

DOR—Date of Rank

EPR—Enlisted Performance Report

FQ—Fully Qualified

GSR—Grade Status Reason

IAW— In Accordance With

MILPDS—Military Personnel Data System

MPS—Military Personnel Section

NLT—No Later Than

OPR—Office of Primary Responsibility

PAFSC—Primary Air Force Specialty Code

PCS—Permanent Change of Station

POC—Point of Contact

PSM—Personnel Systems Management

RDS—Records Disposition Schedule

RIP—Report on Individual Personnel

RNTLD—Report No Later Than Date

SNCO—Senior Noncommissioned Officer

TAFMSD—Total Active Federal Military Service Date

TDY—Temporary Duty

TIG—Time In Grade

TIS—Time In Service

UPRG—Unit Personnel Record Group

Attachment 2

SENIOR AIRMAN BELOW-THE-ZONE ELIGIBILITY

A2.1. PROMOTION CRITERIA: A1Cs must meet the requirements in AFI 36-2502, Table 2.1, and have 36 months TIS and 20 months or 28 months TIG, whichever occurs first, and be recommended by the commander.

A2.2. BTZ PROMOTION CRITERIA: A1Cs may be promoted to SrA six 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.

Table A2.1. Senior Airman Below-the-Zone Eligibility.

36 MONTHS TIS (TAFMSD)	&	20 MONTHS TIG (DOR)	OR	28 MONTHS TIG (DOR)	THEN FQ PROMOTION IS	MEETS BTZ BOARD	BTZ PROMOTION TO SRA IS
Jul-Sep 12	&	Nov13-Jan 14	or	Mar-May 13	Jul-Sep 15	14-Dec	Jan-Mar 15
Oct-Dec 12	&	Feb-Apr 14	or	Jun-Aug 13	Oct-Dec 15	15-Mar	Apr-Jun 15
Jan-Mar 13	&	May-Jul 14	or	Sep-Nov 13	Jan-Mar 16	15-Jun	Jul-Sep 15
Apr-Jun 13	&	Aug-Oct 14	or	Dec 13-Feb 14	Apr-Jun 16	15-Sep	Oct-Dec 15
Jul-Sep 13	&	Nov 14-Jan 15	or	Mar-May 14	Jul-Sep 16	15-Dec	Jan-Mar 16
Oct-Dec 13	&	Feb-Apr 15	or	Jun-Aug 14	Oct-Dec 16	16-Mar	Apr-Jun 16
Jan-Mar 14	&	May-Jul 15	or	Sep-Nov 14	Jan-Mar 17	16-Jun	Jul-Sep 16
Apr-Jun 14	&	Aug-Oct 15	or	Dec 14-Feb 15	Apr-Jun 17	16-Sep	Oct-Dec 16
Jul-Sep 14	&	Nov 15-Jan 16	or	Mar-May 15	Jul-Sep17	16-Dec	Jan-Mar17
Oct-Dec 14	&	Feb 16-Apr 16	or	Jun-Aug 15	Oct-Dec 17	17-Mar	Apr-Jun 17
Jan-Mar 15	&	May 16-Jul 16	or	Sep-Nov 15	Jan-Mar 18	17-Jun	Jul-Sep 17

Apr-Jun 15	&	Aug 16-Oct 16	or	Dec 15-Feb 16	Apr-Jun 18	17-Sep	Oct-Dec 17
Jul-Sep 15	&	Nov 16-Jan 17	or	Mar-May 16	Jul-Sep 18	17-Dec	Jan-Mar 18

A2.3. HELPFUL HINTS:

A2.3.1. Use columns 1 & 2 for individuals who enter the service as an Airman Basic (AB) or Airman (Amn). Amn must satisfy both criteria - using the later board date.

A2.3.2. Use column 3 for individuals who enter the service as an A1C or who enlist in the 6-year Enlistee Promotion Program.

Attachment 3 (FOUO)**SAMPLE SENIOR AIRMAN BELOW-THE-ZONE PROMOTION BOARD REQUEST**

DD MMM YYYY

MEMORANDUM FOR 39 Unit/CC

FROM: 39 Unit/Board President

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

1. A board was convened at 0000 hours, DD Mmm 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 Mmm YY
A1C First Last	last four	354 XXX	Alternate	DD Mmm YY

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

Board President Signature Block, USAF
Board President

1st Ind to 39 Unit/Board President, DD Mmm YY, Senior Airman (SrA) Below-the-Zone (BTZ)
Promotion Board

39 Unit/CC

MEMORANDUM FOR 39 FSS/FSMPD

Approved/disapproved.

Unit Commander Signature Block, USAF
Commander

Attachment 4 (FOUO)

ADDITIONAL CONSIDERATION REQUEST LETTER

Date

MEMORANDUM FOR 39 ABW/CCC

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. _____.

Unit Commander Signature Block and Signature
Commander

Attachment 5 (FOUO)
ALTERNATE SELECTEE LETTER

Date

MEMORANDUM FOR 39 ABW/CC

FROM:

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. _____.

Unit Commander Signature Block and Signature
Commander

Attachment 6

OATH TO THE BTZ RECORDER

A6.1. 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****A7.1. 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.

Communications Skills Worth 20 Points - .5 Increments								
Total – (Max 50)								
Total Points Combined - (Max 200)								
Final Ranking								

Attachment 10

MILITARY PERSONNEL DATA SYSTEM (MILPDS) UPDATE PROCEDURES

A10.1. MILPDS Update Procedures.

Table A10.1. MILPDS Update Procedures.

<u>UPDATING PERSONNEL DATA SYSTEM (PDS):</u> 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	—34I	NEW GRADE
GR-PERM-DOR-PROJ	DDMMYY	DOR OF BTZ PROMOTION
GR-PERM-EFF-DATE-PROJ	DDMMYY	EFFECTIVE DATE OF PROMOTION
GR-STATUS-REASON	—1LI	IDENTIFIES SRA BTZ PROMOTION
PROM-SKILL-WAIVER	—AI	USE WHEN PAFSC WAIVER IS APPROVED BY UNIT COMMANDER
BTZ	—AI —BI	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 Air Force Computer Systems Manual 36-699.		