

**BY ORDER OF THE COMMANDER
87TH AIR BASE WING**

**JOINT BASE MCGUIRE-DIX-LAKEHURST
INSTRUCTION 36-2502**

23 OCTOBER 2014

Personnel

**SENIOR AIRMAN BELOW-THE-ZONE
PROCEDURES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.epublishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 87 ABW/CCCE

Certified by: 87 ABW/CC
(Col James C. Hodges)

Pages: 16

This instruction implements AFI 36-2502, *Enlisted Promotion/Demotion Programs* and MPFM 06-57, *Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program*. This instruction establishes policy and procedure governing the SrA BTZ process. This instruction applies to all units and staff agencies assigned to 87th Air Base Wing.

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 with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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.

1. Roles and Responsibilities:

1.1. The 87th Air Base Wing Commander (87 ABW/CC):

1.1.1. Serves as the convening authority for the SrA BTZ promotion process. The 87 ABW/CC formally approves/disapproves selection board recommendations and may elect not to issue the full quota of promotions.

1.2. The 87th Air Base Wing Command Chief Master Sergeant (87 ABW/CCC):

- 1.2.1. Provides program direction and guidance; to include coordination on all correspondence and information on the program.
- 1.2.2. Approves the Military Personnel Section's (MPS) proposed BTZ board time and date.
- 1.2.3. Selects individuals to serve on the board no later than (NLT) two weeks prior to the board date.

1.3. **MPS:**

- 1.3.1. Act as the overall office of Primary Responsibility (OPR) for the 87th Air Base Wing BTZ Program and serve as the Central Base Board (CBB) Recorder.
- 1.3.2. No later than the second week of each quarter coordinate with the 87 ABW/CCC on the number of promotion quotas available, which units will receive their own promotion quotas and the proposed CBB members along with date, time and location the board is to convene.
- 1.3.3. Distribute BTZ unit eligibility rosters and notify squadrons of the number of promotion quotas to be considered by the CBB two months prior to the board convening.
- 1.3.4. Collect eligibility rosters, SURFs, copies of all decoration citations, current Air Force Fitness Management System (AFFMS) print-outs and AF Form 1206s, *Nomination for Award*, from squadrons.
- 1.3.5. Identify date, time and location of the BTZ face-to-face evaluation. The primary location is the 87th Air Base Wing Conference Room. The alternate location is the 87th Mission Support Group Conference Room.
- 1.3.6. Suspense small units to forward completed nomination packages on each nominee to the MPS no later than the first Friday of the third month (i.e. March, June, September and December). Submissions beyond the MPS suspense date will not be provided to the CBB.
- 1.3.7. Large units must provide selectee names no later than the day of the CBB within prescribed time set forth.
- 1.3.8. Prepare a nomination folder on each nominee to include a SURF, copies of all decoration citations, current AFFMS print-out and AF Form 1206, as prescribed in paragraph 7.3. Accomplishments used on the AF Form 1206 may come from any period, beginning the day the Airman entered active duty to present.
- 1.3.9. Prepare score sheets IAW [Attachment 2](#) for each board member to use along with summary sheet for the board recorder's use.
- 1.3.10. Coordinate changes as necessary with the 87 ABW/CCC and nominating units.
- 1.3.11. Provide the list of nominees to 87 ABW/JA for a records check in the Automated Military Justice Analysis and Management System (AMJAMS). 87 ABW/JA will provide the results to 87 ABW/CCC within one duty day of receipt. The fact that an Airman has a record in AMJAMS does not automatically disqualify them for BTZ promotion.

1.3.12. Prepare a report based on the findings of the CBB. The report should contain a list of board members, board recorder and order of merit (identifying total score and select/non-select status). This ensures alternates are identified in the event the selectee(s) become ineligible for promotion. The report should be signed by the board president.

1.3.13. Coordinated the report through 87 ABW/CC for approval.

1.3.14. Project BTZ promotions as soon as possible in the Military Personnel Data System.

1.3.15. Destroy nomination folders when no longer needed.

1.3.16. Brief unit commanders on removal and withhold policies and procedures. If a BTZ selectee is removed and the first alternate selectee's Date of Rank (DOR) is past due, they will receive the original BTZ DOR and an effective date of unit commander's approval. The MPS will assist the Airman in applying for a retroactive promotion effective date to HQ AFPC/DPSOE according to AFI 36-2502.

1.4. Units:

1.4.1. Units will consider all individuals meeting time in service (TIS) and time in grade (TIG) requirements, even if they are Temporary Duty (TDY) or on leave. For a member who is projected or may have already departed your unit, you may still be required to consider them for BTZ promotion. If the report no later than date (RNLTD) is the first day of the first processing month (i.e. January, April, July or October) or later, then they must be considered by the losing unit.

1.4.2. All individuals appearing on Parts 1 and 2 of the eligibility listing must be considered. Squadron commanders or designee will use the unit eligibility list to identify nominees for BTZ promotion consideration. An appropriate evaluation process should be established to determine unit nominees by reviewing the airmen's Enlisted Performance Report's (EPR) (if applicable), personnel information file (PIF), supervisor or first sergeant recommendation, etc.

1.4.3. AF Form 1206, *Nomination for Award*, is prepared for each nominee (**Attachment 4**). The nomination will be no more than 18 lines in length, including sub-bullets and headings. The AF Form 1206 will contain the following headings: Leadership and Job Performance in Primary Duty, Significant Self Improvement, and Base or Community Involvement. Common acronyms may be used as long as the meaning is clear; otherwise acronyms will not be used. The use of an acronym list is not permitted. The AF Form 1206 will cover accomplishments that occurred between the entry on active duty and the board cutoff date. The board will also consider any decoration citations, current AFFMS print-out and the Single Unit Retrieval Format (SURF). No other written information can be used for consideration. PIF reviews will be conducted by First Sergeant or designated Additional Duty First Sergeant. Submit all documents to the MPS. *Directed by Headquarters Air Force (HAF) reports are no longer required or authorized.

1.4.4. The unit commander will notify MPS Promotions no later than the promotion effective date of BTZ selects who possess negative quality indicators, i.e. 2 or less EPR rating, poor fitness assessment or unfavorable information file (UIF).

2. Eligibility:

2.1. Airman 1st Class (A1C) candidates must meet minimum requirements IAW AFI 36-2502.

2.2. The immediate commander must recommend A1Cs for promotion who are fully qualified for promotion BTZ. Qualifications include 36 months TIS and 20 months TIG, or 28 months TIG; whichever occurs first. A1Cs must also possess a 3 skill level. If selected, promotion to SrA BTZ is 6 months prior to the otherwise fully qualified promotion date.

3. Quotas:

3.1. The MPS determines the base-wide quota distribution by means of a 15 percent selection rate each cycle. The Force Support Squadron Commander (FSS/CC) approves distribution. For supplemental BTZ promotion to SrA, the FSS/CC has approval authority for those not previously considered.

4. Large Unit Selection Procedure:

4.1. Large units (defined as having seven or more eligible A1C(s)) will receive quotas and make selections at unit level. Large units will establish procedures that ensure that the SrA BTZ board is fair, equitable and provides timely promotion consideration. Once selections are made, large unit commanders underline the selectee(s) name, sign, date and return the BTZ eligibility listing to the MPS no later than the day of the CBB. Unit commanders must also provide a memorandum to MPS indicating their selects, non-selects and alternates NLT the day of the CBB.

4.2. Large units may nominate any or all eligible A1Cs from their unit for consideration to the CBB. This decision should be rendered NLT the fifth day of the third month of each quarter. If this option is selected, that unit will relinquish selection authority and all quotas to the CBB.

4.3. Consider all individuals meeting TIS and TIG requirements; to include Airmen TDY, on leave, or those having a projected reassignment with a RNLTD subsequent to the first processing month. Commanders review qualifications and decide whether to forward the member's name to the SrA BTZ board for consideration.

5. CBB and Face-to-Face Evaluation Procedures:

5.1. Small units (defined as having six or less eligible A1Cs) will nominate to the CBB. Units may send any or all eligible Airmen from their unit to meet a CBB.

5.2. The CBB and Face-to-Face Evaluation will be held the third week of the third month (i.e. March, June, September and December) with coordination through the 87th Air Base Wing Command Chief's Executive Assistant (87 ABW/CCCE).

5.3. The CBB will use a standard score sheet ([Attachment 2](#)) to evaluate and grade the following categories: Leadership and Job Performance in Primary Duty, Significant Self Improvement, Base and Community Involvement, Military Bearing, Dress and Appearance and Communication Skills.

5.4. The CBB will be comprised of the following: Board President (87 ABW/CCC or designee), Group Superintendents, and if not available, a Chief Master Sergeant (CMSgt) or

CMSgt select from each group. If there is not a CMSgt or CMSgt select available, then a Senior Master Sergeant (SMSgt) will be utilized.

5.5. 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 board president. However, no member will be required to alter any score they have given in any record unless it violates scoring rules. The board recorder will combine the rankings of each nominee. Selectees (according to how many promotions are available) will be determined by using rank order scoring. If a tie exists, add the rank order score of the president to determine final selectees.

5.6. The CBB President will ensure fair and equal consideration of each nominee.

5.7. All eligible members will meet a face-to-face evaluation unless unavailable due to TDY/deployment or scheduled leave. All absences must be pre-excused/pre-approved by the 87 ABW/CCC. Members unable to meet the board will be given the average board score tallied from those who met the board. The CBB will include the face-to-face board results in the final scoring if at least half of those eligible are available to meet the face-to-face board. See **Attachment 5**, Guide for Below-the-Zone Promotion Board for preparation of the CBB Face-to-Face Evaluation.

6. Selection Process:

6.1. The board president and board members will administer the BTZ Face-to-Face Evaluation (see **Attachment 5**).

6.2. Selection is based on the “whole person” concept by scoring the AF Form 1206 using **Attachment 2**. All scores will be used by board members to provide a rank order of merit; 1 thru XX to the board president with 1 being the best, 2 being the second best and so forth. Individual board members must break their own ties to develop a clear order of merit.

6.3. The board recorder will complete the Board Recorder Tally Sheet (**Attachment 3**) and provide it to the board president along with the completed and signed Board Member Score Sheets for review.

JAMES C. HODGES, Colonel, USAF
Commander, Joint Base McGuire-Dix-Lakehurst

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

AFI 36-2502, *Airman Promotion/Demotion Program*, 31 Dec 2009

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

MPFM 06-57, *Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program*, 18 Aug 06

Prescribed and Adopted Forms

Prescribed Forms

No forms prescribed.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination of Award*

Abbreviations and Acronyms

AMJAMS—Automated Military Justice Analysis and Management System

BTZ—Below the Zone

CBB—Central Base Board

MPS—Military Personnel Section

OPR—Office of Primary Responsibility

PIF—Personnel Information File

RDS—Records Disposition Schedule

RNLTD—Report Not Later Than Date

TIS—Time in Service

TIG—Time in Grade

PIF—Personnel Information File

UIF—Unfavorable Information Folder

Attachment 2

BOARD MEMBER SCORE SHEET

Award Category: SrA BTZ

Quarter: 1st 2nd 3rd 4th



Scoring Breakdown

	Category	Point Value
A	Leadership & Job Performance in Primary Duty	1-60
B	Significant Self Improvement	1-10
C	Base or Community Involvement	1-10
D	Military Bearing	1-5
E	Dress and Appearance	1-5
F	Communication Skills	1-10

Nominees' Scores (use whole point increments only)

Name	Unit	A	B	C	D	E	F	Total Score	Rank Order

Board Member's Certification

"I solemnly swear that I have performed the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the Airman and the efficiency of the United States Air Force."

Name	Signature	Date

Attachment 3

BOARD RECORDER TALLY SHEET EXAMPLE

Award Type: SrA BTZ

Quarter: 1st 2nd 3rd 4th



Name	Unit	Board Member Rankings			Total Score	Board Pres. Rank	Final Rank Order
		MSG	MDG	WSA			

Board Recorder’s Certification

“I solemnly swear that I have performed the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the Airman and the efficiency of the United States Air Force.”

Name	Signature	Date

Attachment 4

AF FORM 1206 NOMINATION EXAMPLE

NOMINATION FOR AWARD		
AWARD 87th Air Base Wing Senior Airman Below the Zone	CATEGORY (if Applicable) N/A	AWARD PERIOD 1 Jan XX - 31 Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Abbreviated Rank/First M. Last	MAJCOM, FOA, OR DRU Air Mobility Command	
DAFSC/DUTY TITLE XXXXXX/Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 650-XXXX Comm: 609-754-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 87 Unabbreviated Squadron Name/Office Symbol/Unit Address/Joint Base McGuire-Dix-Lakehurst/NJ 08641		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Abbreviated Rank/First M. Last/DSN: 650-XXXX Comm: 609-754-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND PERFORMANCE IN PRIMARY DUTIES: - No more than 9 bullets</p> <p>SIGNIFICANT SELF-IMPROVEMENT: - No more than 3 bullets</p> <p>BASE AND COMMUNITY INVOLVEMENT: - No more than 3 bullets</p>		
PIF Reviewed by: _____ Signature/Date: _____ / _____		
<p>Notes: 1. Limit acronyms and abbreviations to those considered common Air Force terminology; no made up abbreviations! **If board members do not understand the acronym or abbreviation, it may impact member's score.**</p>		

Attachment 5

GUIDE FOR BTZ PROMOTION BOARDS

A5.1. Selection: Selection is based on a combination of the AF Form 1206 (80 points) and the face-to-face interview (20 points). When required, the board president will facilitate open discussion to resolve any disparities that could skew the scoring process.

A5.1.1. AF Form 1206, *Nomination for Award*: Effective evaluation of the AF Form 1206 requires a detailed thought process; it's challenging to review nomination packages and determine who is the "Best of the Best." Each board member must remember *it's not the writer; it's the accomplishment of the nominee which makes the difference*. Strong emphasis must be on initiative, achievement and impact, not writing style. When evaluating an AF Form 1206, the individual's write-up cannot exceed 18 lines (including the 3 category headings). **Attachment 4** contains the recommended distribution of lines. The total possible points that can be awarded are 80. There are only three approved categories (listed below) that will be scored. Additionally, nomination submissions in excess of the 18-line limit (including the 3 category headings) will not be scored beyond the 18 lines. Each line will be evaluated on its own merit as it relates within the respective category. Using whole or half point increments, board members have the opportunity to award maximum points to each section. They cannot award points beyond the maximum points allocated for each category and all ties are broken using the Board President's scoring.

Heading	Point Value
Leadership and Job Performance in Primary Duty	1 – 60
Significant Self-Improvement	1 – 10
Base and Community Involvement	1 – 10

A5.1.1.1. Nomination Headings: Leadership and Job Performance in Primary Duty. The individual's primary duty accomplishments are the most important element of the nomination package. This is the most difficult section to score because everyone does an outstanding job in his or her area of expertise. Below are guidelines to assist board members in differentiating the impact on the mission and leadership role.

- Innovative methods/programs developed, designed, implemented and impact
- Process Improvement – cost savings, percentage improved or reduced
- Superior leadership or training skills
- Quantification and qualification of results
- Key additional duties with significant impact
- Wing working group or committee chair/member
- Higher HQ, service unique or DoD involvement
- Unit/Wing/Group/command-level and higher awards (both individual and unit; deployed or home station)

A5.1.1.2. Significant Self Improvement: The primary focus of this section is the individual's professional and personal development and how it benefits the Air Force. The key factors to this category are individual commitment level and personal sacrifice. You can judge this by answering the following questions. How much time was involved?

How much effort was expended? Was the achievement done on duty or during off-duty time?

- Off-duty Education (in-residence, on-line, correspondence classes, etc.)
- Upgrade Training (5-level completion, CDC progress, formal training courses, etc.)
- Advanced career field or Air Force Specialty training
- Readiness training
- Conference or symposiums related to job or career field/specialty (how nominee used information to improve process, mission impact, etc.)

A5.1.1.3. Base and Community Involvement: This section rounds out the whole person concept. Unit and base activities/support should be weighed more heavily on community involvement because they directly impact Joint Base McGuire-Dix-Lakehurst and the surrounding community. Again, the individual’s commitment level and personal sacrifice are the key factors in evaluating this section. How much time and effort was involved? What was the amount of time committed to the achievement and the frequency? Did the member participate or lead the effort?

- Involvement in professional organizations
- Key leadership position on executive council coupled by the achievement or results
- Color/Honor Guard and sustained participation
- Leadership position or role in community
- Special Olympics, Boy Scouts, Big Brother/Sister, etc. (Number of hours and frequency)
- Coaching sporting teams (squadron intramural teams, adult or youth programs, etc.)
- Participating in major community ceremonies such as unit member retirement, POW/MIA vigil, retreat, marched in community parade while in uniform (i.e. Veteran’s Day, Fourth of July, and Liberation Day)
- Base Sponsored Programs
- Quarterly/Annual Awards Committee

A5.1.2. Face-to-face Interview: The primary purpose of the face-to-face interview is to evaluate nominees’ dress and appearance, military bearing, oral expression and articulation of responses. This is a very subjective area for board members to evaluate and you must baseline your judgment against military standards. Since this section of the nominative process has limited points available, the use of whole or half point increments are permitted. The total possible points that can be awarded are 20.

Category	Point Value
Military Bearing	1 – 5
Dress and Appearance	1 – 5
Communication Skills	1 – 10

A5.1.2.1. Dress and Appearance:

Uniform: cleaned, pressed and proper fitting.

Accouterments: properly placed on the uniform.

Jewelry: not more than three rings, correct earrings, no visible necklace, etc.

Decorations: ribbons in proper order, clean/serviceable condition.

Hair: appropriate style, length, color, approved ornamentation.

A5.1.2.2. Military Bearing:

Room entry: appropriate facing movements

Reporting: appropriate introduction

Posture

A5.1.2.3. Communication Skills:

A5.2. Face-to-face Interview Board Guidelines: The 87 ABW/CCCE is responsible for contacting the board members to provide instruction in regard to preparing board questions. The board president will task each of the board members with a specific category (see below for categories). Board members are to prepare two questions (one opinionated and one factual) for their respective board category. Questions will be thought provoking and designed to assess the nominee's ability to organize thoughts and articulate a response. Questions will come from some or all of the following areas:

A5.2.1. Current Events. General knowledge of current AF, command or base news or world events and their opinions regarding them (for example: Operation ENDURING FREEDOM, Overseas Contingency Operations, Iran, Korea, CSAFs 5 priorities, CMSAF Viewpoints, etc.). Current Events will only cover the time period within one week of the scheduled board date.

A5.2.2. Airman Heritage. Reference AFPAM 36-2241, *Professional Development Guide* (Ch. 2)

A5.2.3. Customs and Courtesies. Reference AFPAM 36-2241, *Professional Development Guide* (Ch. 8)

A5.2.4. Enlisted Force Structure, General and Specific Airman Responsibilities. Reference AFPAM 36-2241, *Professional Development Guide* (Ch. 9)

A5.2.5. Individual Accomplishments. Prepare questions to evaluate the nominee's knowledge, involvement and impact on his/her personal and/or unit's success/accomplishments--how his/her accomplishments/leadership impacted the successes of their unit (this is an excellent opportunity to gather background information on the nominee). Use the nominee's AF Form 1206 for this.

A5.3. See [Attachment 6](#) for more guidance.

Attachment 6**MEETING THE BOARD**

1. Be early. Stand while you wait--do not sit down. If possible, carry your uniform to the board and change just before you meet the board.
2. When you arrive, there will be an official greeter, probably standing outside the meeting room. He/she should inform you who is on the board, what the reporting instructions are, and any other special instructions. If not, ASK!
3. Do not take your hat or purse into the room.
4. If you are instructed to knock before entering, knock only once, but firmly.
5. When you open the door, take a good look at the room. Look for the chair you will be sitting in. Walk the most direct route to position yourself in the front of the chair facing the board president. Do not stop and perform a facing movement, stop in place. Save the facing movement for your departure. Look directly at the president, salute (if it's an officer) and say, "Sir/Ma'am, Airman _____ reports to the Senior Airman Below-the-Zone board." The Board President will return your salute (if officer) and instruct you to be seated.
6. Back up until you feel the calves of your legs touch the chair. Do not look back or down. Don't turn your back to the board members until you are departing.
7. Sit in the middle of the chair, not on the edge or all the way back.
8. Sit at attention and place your hands on your thighs. The idea is to be erect and alert, but not rigid. NEVER slouch or recline, even though the Board President may tell you to relax. Do not tap fingers, crack knuckles, play with rings, wipe sweaty palms, etc.
9. Do not cross your legs. Place one foot slightly in front of the other.
10. Smile and establish rapport with the board.
11. When answering questions, do not turn your body. Turn your head toward the person asking the question and then pan the board members when giving your answer. Good eye contact with all the board members is very important.
12. The first questions are usually relaxing icebreakers, such as, "Where are you from?" or "Where do you work?"
13. After being asked a question, repeat the question if appropriate and preface your answer with 'Sir/Ma'am/Chief.' Try to give more than the basic answer, the board members are looking

for evidence that you can articulate and think on your feet.

14. If you do not understand a question, ask the board member to repeat it. If you do not know the answer at that point, ask to return to the question later. If you know part of the answer, getting partial credit is better than none at all. Lastly, if you flat don't know, simply tell the board you are unable to answer the question at this time.
15. When answering opinion type questions, give a thoughtfully considered one. Tell the board members whether or not your opinion is in line with current policy. Most importantly, defend your position with logic, fact and personal experience, not emotion. Be tactful, don't crusade, and don't apologize.
16. If the board asks you if you have any comments, thank them for their time and add any other comments that may be appropriate.
17. When you are finished, the president will say "Airman _____, you are dismissed."
 - a. Answer, 'Thank you Sir/Ma'am'.
 - b. Push down on your thighs with your hands, stand up, and look directly at the president.
 - c. Salute (if an officer) and wait for the salute to be returned. If the president is enlisted, nod your head once.
 - d. Perform the appropriate facing movement to put you in direct line with the door. Exit the room smartly, marching with coordinated arm swing.

Summary

Be yourself. The board wants to know you. You must believe you are worthy of Below the Zone promotion—and you are a *WINNER*. Someone else believed it; otherwise they would not have taken the time to nominate you.

	Yes	No
Memorized and rehearsed Airman's Creed in front of an audience?		
Studied the applicable PDG Chapters?		
Rehearsed your introduction, including goals, personal life, etc...		
Studied your 1206 that was submitted?		
Know your current chain of command?		
Uniform has been dry cleaned, both slacks and service jacket together? This prevents uneven fading of the fabric.		
Shoes have been polished and edge dressed? Do not forget the welt (wear the sole meets the shoe) it often collects dust/dirt between the threads		
Ribbons and devices are clean, serviceable and polished? And match your vMPF RIP?		
Males: ensure cleanly shaven (depending on time of day, may need to shave again), haircut exceeds standards (do not forget side burns), and if worn mustache is within standards.		
Females: Ensure bangs are off your eyebrows and hair does not extend below the bottom of your collar. Don't even make it close, board members should not have to look twice to see if you're in compliance. Ensure lose ends are pinned away.		
Males and Females, are ID bracelets, rings, excessive items from pockets removed?		
**Note if it is raining the day of the board, carry your uniform and shoes in with you and change on site. This will ensure you present a clean, professional image.		

Attachment 7

BOARD PRESIDENT CHECKLIST

Pre-Board	Yes	No
Check room set up		
Ensure greeter/board recorder are present		
Introduce yourself to the board members and each other		
Discuss board procedures and review questions		
Verify all nominee ribbon RIPs are available		
Conducting the Board		
Welcome, congratulate and put nominee at ease		
Introduce yourself as board president, then your board members by rank, name and unit		
Explain proceedings to nominee, define questions (2 each/1 factual/1 opinionated)		
Encourage nominee to start by telling the board about themselves (career, family, short/long-term goals, etc.)		
Begin board questions		
Completing the Board		
Ask the nominee if they have any questions they would like to re-address or closing comments they wish to make to the board members		
Ask the nominee to recite the Airman's Creed		
Instruct the nominee not to discuss the questions or board process with anyone as it may compromise the process and give others an unfair advantage		
Offer closing congratulations		
Dismiss nominee		
Post-Board		
Score nominees		
Gather all score sheets and surplus documents		
Instruct board members to not discuss results until official release by the 87th Air Base Wing Commander		
Ensure room is left in neat and orderly manner		
Provide final score sheet to 87th Air Base Wing Command Chief		