

**BY ORDER OF THE COMMANDER  
18TH WING**

**KADENA AIR BASE INSTRUCTION 36-2502**

**23 OCTOBER 2013**



**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.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 18 FSS/FSM

Certified by: 18 FSS/CC  
(Col Kathleen E. Weatherspoon)

Pages: 19

Supersedes: 18WGI36-2502, 6 March 2012

---

This instruction implements Air Force Instruction (AFI) 36-2502, *Airman Promotion/Demotion Programs*, and Military Personnel Flight Memorandum (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 operating on Kadena Air Base (AB). It does not apply to the Air National Guard and US Air Force Reserve units and members. 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 Forms 847 from the field through the appropriate functional chain of command. 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 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. Major changes include: **Paragraph 5.1** Units may send two qualified and exceptional Airmen from their unit to meet a CBB. **Paragraph 5.5** Selectees (according to how many promotions are available) will be determined by using lowest rank order scoring. **Paragraph 5.7.** Notify the promotions office of nominee's unavailability upon receipt of board schedule. **Paragraph 6.6** Forward all AF Form 1206, *Nomination for Award*, as prescribed in **Paragraph 7.3** to the board president and board members. **Attachment 3:** Military Bearing – 1.0 point max, Dress and Appearance – 1.0

point max, Communication Skills – 1.0 point max, Thirteen points is the maximum point total a nominee may receive using .25 increments when a face-to-face board is convened. Ten points is the maximum point total a nominee may receive using .25 increments when a face-to-face board is NOT convened. **Attachment 7:** Send two qualified and exceptional Airmen. **Attachment 8:** Selection will be based on a combination of the AF Form 1206 (10 points) and the personal board interview (3 points). Dress and Appearance: (1 point), Military Bearing: (1 point), Communication Skills: (1 point), Instruct board members to not discuss results until official release by the 18th Force Support Squadron (18 FSS).

1.	Roles and Responsibilities. ....	2
2.	Eligibility. ....	3
3.	Quotas. ....	3
4.	Large Unit Selection Procedure. ....	3
5.	Central Base Board and Face-to-Face Evaluation Procedures. ....	3
6.	Military Personnel Section Promotions Responsibilities. ....	4
7.	Unit Responsibilities. ....	5
8.	Selection Process. ....	5
	<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>7</b>
	<b>Attachment 2—QUOTA DISTRIBUTION</b>	<b>8</b>
	<b>Attachment 3—BOARD MEMBER INSTRUCTIONS</b>	<b>9</b>
	<b>Attachment 4—BOARD RECORDER SCORE VERIFICATION SHEET</b>	<b>12</b>
	<b>Attachment 5—AF FORM 1206 NOMINATION EXAMPLE</b>	<b>13</b>
	<b>Attachment 6—LARGE UNIT MEMORANDUM</b>	<b>14</b>
	<b>Attachment 7—ETP MEMORANDUM</b>	<b>15</b>
	<b>Attachment 8—GUIDE FOR BTZ PROMOTION BOARDS</b>	<b>16</b>

## 1. Roles and Responsibilities.

1.1. The 18th Wing Commander (18 WG/CC) is the convening authority for the Senior Airman Below-the-Zone (BTZ) promotion process. The 18 WG/CC formally approves/disapproves selection board recommendations and may elect not to issue the full quota of promotions.

1.2. The 18th Wing Command Chief (18 WG/CCC) provides program direction and guidance; to include coordination on all correspondence/information on the program. The 18 WG/CCC coordinates with the Military Personnel Section on scheduling BTZ board dates annually and selects individuals to serve on the selection board no later than (NLT) 2 weeks prior to the board date.

## 2. Eligibility.

- 2.1. Senior Airmen must meet minimum requirements IAW AFI 36-2502, Table 2.1.
- 2.2. The immediate commander must recommend Airmen for promotion that are fully qualified for promotion below-the-zone. Qualifications includes having 36 months time in service (TIS) and 20 months time in grade (TIG), or 28 months TIG; whichever occurs first. Senior Airmen must also possess a 3 skill level. Promotion to SrA BTZ (if selected) is 6 months prior to the otherwise fully qualified promotion date.

## 3. Quotas.

- 3.1. The Military Personnel Section (MPS) determines the base-wide quota distribution based on 15 percent of the total TIG and TIS eligible population listed on Parts I and II of the quarterly BTZ roster by means of a 15 percent selection rate each cycle ([Attachment 2](#)). The MPS Commander (MPS/CC) approves distribution. For supplemental BTZ promotion to SrA, the MPS/CC has approval authority for those not previously considered.

## 4. Large Unit Selection Procedure.

- 4.1. Large units (seven or more eligibles) will receive quotas and make selections at unit level. Large units will establish procedures to ensure that the SrA BTZ board is fair, equitable and provides timely promotion consideration. Consider all individuals meeting TIS and TIG requirements; to include Airmen temporary duty (TDY), on leave, or have a projected reassignment with a report not later than (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.
- 4.2. Once selections are made, *large unit commanders underline the selectee(s) name and signs and date the BTZ eligibility listing*. Return the BTZ roster and a signed memorandum from the commander ([Attachment 6](#)) identifying all selectees, alternates and non-selectees to the MPS no later than the given suspense date.

## 5. Central Base Board and Face-to-Face Evaluation Procedures.

- 5.1. Small units (six or less eligible) will nominate to the CBB. Following the Exception to Policy Guidelines in [Paragraph 5.8](#), units may send *two qualified and exceptional* Airmen from their unit to meet a CBB. Eligibles from across the installation, regardless of MAJCOM or unit affiliation, will compete at the CBB unless the unit they are assigned to has seven or more eligibles as stated above.
- 5.2. The CBB and Face-to-Face Evaluation will be held the second week of the third month (i.e., March, June, September, and December) with coordination through the 18 WG/CCCE.
- 5.3. The CBB will use a standard Kadena AB Form 89, *Board Member Score Sheet (without face-to-face board)* or Kadena AB Form 90, *Board Member Score Sheet (with face-to-face board)* ([Attachment 3](#)), to evaluate and grade the following categories: Leadership and Job Performance in Primary Duty, Significant Self Improvement, Base and Community Involvement, Military Bearing, Dress & Appearance, and Communication Skills.
- 5.4. The CBB will be comprised of the following: board president (18 WG/CCC or designee), and three designated CMSgt or CMSgt select from each group to include a Group 7 partner unit representative and the 353d Special Operations Group Command Chief (353

SOG/CCC). 18 WG/CCC will rotate board membership to not exceed four (including the board president) when convening a face-to-face board.

5.5. Each member of the board will score and rank order each record. The board recorder will combine the scores of each nominee. Selectees (according to how many promotions are available) will be determined by using lowest rank order scoring. If a tie exists, add the rank order score of the board 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 the face-to-face evaluation unless unavailable due to TDY/deployment or scheduled leave. Notify the Promotions office of nominees' unavailability upon receipt of the board schedule. All absences must be pre-excused/pre-approved by the 18 WG/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 the eligibles are available to meet the face-to-face board. See **Attachment 8, Guide for Below-the-Zone Promotion Board**, for preparation of the CBB Face-to-Face Evaluation.

5.8. *On rare occasions*, small units may have *two extremely* deserving airmen, and may nominate both airmen to the CBB for consideration. In these cases, the unit commander must also submit an exception to policy (ETP) letter (**Attachment 7**) stating why these airmen are so exceptionally qualified to meet the CBB. Units that require ETP memorandums must accomplish them in a timely fashion and by the required suspense date. All ETP are routed to the 18 WG/CCC for approval. Memorandums must be complete by annotated suspense date or request will be denied. Memorandums should include, but not limited to the reason for submitting ETP and what makes the Airman extremely deserving. **Route all ETP letters through your respective Group Chief prior to submission to the MPS Promotions Office.**

## 6. Military Personnel Responsibilities.

6.1. Act as the overall office of primary responsibility (OPR) for the Kadena AB BTZ Program and will be designated as the BTZ Recorder.

6.2. Distribute BTZ unit eligibility rosters and notify squadrons of the number of promotion quotas to be considered by the central selection board two months prior to the board convening.

6.3. Collect eligibility rosters and AF Form 1206 from squadrons.

6.4. Identify date/time and location of board for the BTZ Face-to-Face Evaluation.

6.5. *Suspense small units to forward completed nomination packages on each nominee to the MPS no later than the 2 weeks prior to the board date.* Submissions beyond the MPS suspense date will not be considered for CBB.

6.6. Forward all AF Form 1206, *Nomination for Award*, as prescribed in **Paragraph 7.3** to the board president and board members.

6.7. Prepare Kadena AB Form 90 IAW **Attachment 3** for each board member to use to score the packages.

6.8. Suspend large units to provide selectee names no later than the day of the CBB or within prescribed time set forth.

6.9. Coordinate changes as necessary with the 18 WG/CCC and nominating units.

6.10. Prepare a memorandum based on the findings of the CBB. The memorandum should contain a list of board members, board recorder and order of merit (identifying select/nonselect status). This ensures alternates are identified in the event the selectee(s) become ineligible for promotion. The memorandum should be signed by the board president, and coordinated through the 18 WG/CC for approval.

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

6.12. 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/DPPPWM according to AFI 36-2502, Paragraph 1.13.

## 7. Unit Responsibilities.

7.1. Units will consider all individuals meeting TIS and TIG requirements, even if they are TDY or on leave. For a member who is projected or may have already departed your unit, you are still required to consider them for BTZ promotion. If the report not later than date (RNLTDD) is the first day of the first processing month (January, April, July, or October) or later, then they must be considered by the losing unit.

7.2. All individuals appearing on Parts I and II 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 Reports (EPR), if applicable, Personal Information File (PIF), supervisor or first sergeant recommendation, etc.

7.3. AF Form 1206, *Nomination for Award*, is prepared for each nominee (**Attachment 5**). The nomination will be 10 lines in length (including sub-bullets), not including headings. The AF Form 1206 will have the following headings: Leadership and Job Performance in Primary Duty, Significant Self Improvement, and Base and Community Involvement. 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. No other written information can be used for consideration. Submit all documents to the MPS. **Note:** Directed by HAF reports are no longer required or authorized.

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

## 8. Selection Process.

8.1. The board president and board members will administer the BTZ face-to-face evaluation (See **Attachment 8**).

8.2. Selection is based on the “whole person” concept by scoring the AF Form 1206 using (**Attachment 3**). 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.

8.3. The board recorder will complete the Board Recorder Score Verification Sheet (**Attachment 4**) and forward to the 18 WG/CC for approval along with the memorandum and the completed and signed Board Members’ Kadena AB Form 90.

JAMES B. HECKER, Brigadier General, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

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

AFI 36-2502, *Airman Promotion/Demotion Programs*, 31 December 2009

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

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

***Prescribed Forms***

Kadena AB Form 89, *Board Member Score Sheet (without face-to-face board)*

Kadena AB Form 90, *Board Member Score Sheet (with face-to-face board)*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**CBB**—Central Base Board

**IAW**—In accordance with

**BTZ**—Below-the-Zone

**DOR**—Date of Rank

**EPT**—Exception to Policy

**MPFM**—Military Personnel Flight Memorandum

**MPS**—Military Personnel Section

**OPR**—Office of Primary Responsibility

**RNLTD**—Report not later than date

**TDY**—Temporary Duty

**TIG**—Time in Grade

**TIS**—Time in Service

## Attachment 2

## QUOTA DISTRIBUTION

Figure A2.1. Quota Distribution

**QUOTAS:** ★Quotas are based on 15 percent of the total TIG and TIS eligible population listed on Parts I and II of the quarterly BTZ roster. **Note:** Remove students and World Class Athletes from the eligible population; and do not include members listed on Part III in the eligible population. The MPF/CC determines quotas and obtains host wing commander approval (may delegate no lower than MPF/CC) before distribution to units. Quotas are computed and distributed as follows:

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 higher are rounded up)

Distribution:	<u>Eligibles</u>	<u>Quota</u>	<u>Eligibles</u>	<u>Quota</u>
	★2-6	1	30-36	5
	7-9	1	37-43	6
	10-16	2	44-49	7
	17-23	3	50-56	8
	24-29	4	57-63	9

**Note:** Units may not aggregate at the group level. **Example:** Medical Groups are divided into four units and each unit commander has promotion authority; therefore, they should not be considered by the group, but as individual units, and cannot be added together to make a large unit.

**Attachment 3**

**BOARD MEMBER INSTRUCTIONS**

**A3.1.** Each package will be evaluated in the following areas with point values on the Kadena AB Form 89 or Kadena AB Form 90 as indicated:

A3.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES – 6.0 point max.

A3.1.2. SIGNIFICANT SELF-IMPROVEMENT – 2.0 point max.

A3.1.3. BASE OR COMMUNITY INVOLVEMENT – 2.0 point max.

A3.1.4. MILITARY BEARING – 1.0 point max.

A3.1.5. DRESS & APPEARANCE – 1.0 point max.

A3.1.6. COMMUNICATION SKILLS – 1.0 point max.

A3.1.7. Thirteen points is the maximum point total a nominee may receive using .25 increments when a face-to-face board is convened.

A3.1.8. Ten points is the maximum point total a nominee may receive using .25 increments when a face-to-face board is NOT convened.

**A3.2.** Using the criteria above, rank each package with 1 being the highest ranking.







Attachment 5

AF FORM 1206 NOMINATION EXAMPLE

NOMINATION FOR AWARD		
AWARD Below the Zone	CATEGORY (If Applicable) SrA	AWARD PERIOD 1 Oct - 31 Dec 12
RANK/NAME OF NOMINEE (First, Middle Initial, Last) RANK/NAME OF NOMINEE	MAJCOM, FOA, OR DRU PACAF	
DAFSC/DUTY TITLE DEFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: 011-81-XXX-XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) DSN: 315-XXX-XXXX & COMM: 011-81-XXX-XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (6 lines)</p> <ul style="list-style-type: none"> <li>- Please ensure 1206s have the following headings. We will not be able to accept them if they're not in the                             <ul style="list-style-type: none"> <li>-- correct format, no exceptions</li> </ul> </li> <li>- The 1206 will be 10 bullet lines including sub-bullets</li> <li>-</li> <li>-</li> <li>-</li> </ul> <p>SIGNIFICANT SELF IMPROVEMENT: (2 lines)</p> <ul style="list-style-type: none"> <li>-</li> <li>-</li> </ul> <p>BASE AND COMMUNITY INVOLVEMENT: (2 lines)</p> <ul style="list-style-type: none"> <li>-</li> <li>-</li> </ul> <p>Acronym List</p>		

Attachment 6

LARGE UNIT MEMORANDUM

Figure A6.1. Large Unit Memorandum

FOR OFFICIAL USE ONLY	DATE																																			
MEMORANDUM FOR 18 FSS/FSMPD																																				
FROM: 123 ABC SQ																																				
SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Board Results																																				
<p>1. The Airman Below-the-Zone Promotion Selection Board for the second quarter convened on 8 Jun 11. For this cycle, 23 Airmen First Class are eligible, and 3 were selected at the SrA BTZ board. The board membership consisted of:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">CMSgt John L. Doe</td> <td style="padding-right: 20px;">123 ABC SQ</td> <td>Board President</td> </tr> <tr> <td>SMSgt Mary H. Lamb</td> <td>123 ABC SQ</td> <td>Board Member</td> </tr> <tr> <td>SMSgt Mick E. Moise</td> <td>123 ABC SQ</td> <td>Board Member</td> </tr> <tr> <td>MSgt Larry King</td> <td>123 ABC SQ</td> <td>Board Member</td> </tr> </table>		CMSgt John L. Doe	123 ABC SQ	Board President	SMSgt Mary H. Lamb	123 ABC SQ	Board Member	SMSgt Mick E. Moise	123 ABC SQ	Board Member	MSgt Larry King	123 ABC SQ	Board Member																							
CMSgt John L. Doe	123 ABC SQ	Board President																																		
SMSgt Mary H. Lamb	123 ABC SQ	Board Member																																		
SMSgt Mick E. Moise	123 ABC SQ	Board Member																																		
MSgt Larry King	123 ABC SQ	Board Member																																		
<p>2. Based on the promotion quota, the board's selectees are as indicated:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f4a460;"> <th style="padding: 5px;">RANK, NAME</th> <th style="padding: 5px;">LAST 4 SSN</th> <th style="padding: 5px;">UNIT</th> <th style="padding: 5px;">PROJ PROM DT</th> <th style="padding: 5px;">Prim &amp; Alt</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">A1C NUMBER I. AIRMAN</td> <td style="padding: 5px;">XXXXX1234</td> <td style="padding: 5px;">123 ABC</td> <td style="padding: 5px;">1-Aug-11</td> <td style="padding: 5px;">Selectee</td> </tr> <tr> <td style="padding: 5px;">A1C NUMBER I. AIRMAN II</td> <td style="padding: 5px;">XXXXX4321</td> <td style="padding: 5px;">123 ABC</td> <td style="padding: 5px;">15-Jul-11</td> <td style="padding: 5px;">Selectee</td> </tr> <tr> <td style="padding: 5px;">A1C NUMBER I. AIRMAN III</td> <td style="padding: 5px;">XXXXX5678</td> <td style="padding: 5px;">123 ABC</td> <td style="padding: 5px;">23-Aug-11</td> <td style="padding: 5px;">Selectee</td> </tr> <tr> <td style="padding: 5px;">A1C NUMBER A. AIRMAN IV</td> <td style="padding: 5px;">XXXXX8765</td> <td style="padding: 5px;">123 ABC</td> <td style="padding: 5px;">1-Jul-11</td> <td style="padding: 5px;">Alternate #1</td> </tr> <tr> <td style="padding: 5px;">A1C NUMBER A. AIRMAN V</td> <td style="padding: 5px;">XXXXX8900</td> <td style="padding: 5px;">123 ABC</td> <td style="padding: 5px;">23-Sep-11</td> <td style="padding: 5px;">Alternate #2</td> </tr> <tr> <td style="padding: 5px;">A1C NUMBER A. AIRMAN VI</td> <td style="padding: 5px;">XXXXX0098</td> <td style="padding: 5px;">123 ABC</td> <td style="padding: 5px;">25-Jul-11</td> <td style="padding: 5px;">Alternate #3</td> </tr> </tbody> </table>		RANK, NAME	LAST 4 SSN	UNIT	PROJ PROM DT	Prim & Alt	A1C NUMBER I. AIRMAN	XXXXX1234	123 ABC	1-Aug-11	Selectee	A1C NUMBER I. AIRMAN II	XXXXX4321	123 ABC	15-Jul-11	Selectee	A1C NUMBER I. AIRMAN III	XXXXX5678	123 ABC	23-Aug-11	Selectee	A1C NUMBER A. AIRMAN IV	XXXXX8765	123 ABC	1-Jul-11	Alternate #1	A1C NUMBER A. AIRMAN V	XXXXX8900	123 ABC	23-Sep-11	Alternate #2	A1C NUMBER A. AIRMAN VI	XXXXX0098	123 ABC	25-Jul-11	Alternate #3
RANK, NAME	LAST 4 SSN	UNIT	PROJ PROM DT	Prim & Alt																																
A1C NUMBER I. AIRMAN	XXXXX1234	123 ABC	1-Aug-11	Selectee																																
A1C NUMBER I. AIRMAN II	XXXXX4321	123 ABC	15-Jul-11	Selectee																																
A1C NUMBER I. AIRMAN III	XXXXX5678	123 ABC	23-Aug-11	Selectee																																
A1C NUMBER A. AIRMAN IV	XXXXX8765	123 ABC	1-Jul-11	Alternate #1																																
A1C NUMBER A. AIRMAN V	XXXXX8900	123 ABC	23-Sep-11	Alternate #2																																
A1C NUMBER A. AIRMAN VI	XXXXX0098	123 ABC	25-Jul-11	Alternate #3																																
<p>3. Request your approval of the above board proceedings.</p> <div style="text-align: right; margin-top: 20px;"> <p>JAMES L. DOE, CMSgt, USAF Superintendent, 123 ABC Sq</p> </div> <p>Attachments: BTZ Roster</p> <p>1st Ind, 123 ABC/CC</p> <p>MEMORANDUM FOR 18 FSS/FSMPD</p> <p>Approved/Disapproved.</p> <div style="text-align: right; margin-top: 20px;"> <p>JANE L. DOE, Col, USAF Commander, 123 ABC Sq</p> </div> <p>The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.</p>																																				

## Attachment 7

## ETP MEMORANDUM

Figure A7.1. ETP Memorandum

	DATE
MEMORANDUM FOR 18 WG/CCC	
FROM: 123 ABC/CC	
SUBJECT: Exception to Policy (ETP) Guidelines for SrA BTZ nomination	
<ol style="list-style-type: none"> <li>1. <i>On rare occasions</i>, small units may have two qualified and exceptional Airmen, and may nominate both Airmen to the CBB for consideration. In these cases, the unit commander must also submit an exception to policy (ETP) letter stating why these Airmen are so exceptionally qualified to meet the CBB. Units that require ETP memorandums must be accomplished in a timely fashion and by the required suspense date.</li> <li>2. All ETP are routed to the 18 WG/CCC for approval. Please complete by annotated suspense date or request will be denied.</li> <li>3. Memorandums should include the reason for submitting ETP memorandums: <ol style="list-style-type: none"> <li>a.) Unit would like to submit more than 1 eligible.</li> <li>b.) What makes the Airman extremely deserving</li> </ol> </li> <li>4. <b><u>Route all ETP letters through your respective Group Chief prior to submission to the promotions office.</u></b></li> <li>5. If you have any questions please call 123 ABS Sq at DSN: 634-1234</li> </ol>	
Concur/Non-Concur	
	JAMES L. DOE, CMSgt, USAF Group Superintendent
1st Ind, 123 ABC/CC	
MEMORANDUM FOR 18 FSS/FSMPD	
Approved/Disapproved	
	JANE L. DOE, Col, USAF Commander, 123 ABC Sq

## Attachment 8

## GUIDE FOR BTZ PROMOTION BOARDS

Figure A8.1. Guide for BTZ Promotion Boards

**Selection:**

Selection will be based on a combination of the AF Form 1206 (**10 points**) and the personal board interview (**3 points**).

**a. Written Evaluation, 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 are 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 10 lines. **Attachment 5** contains the recommended distribution of lines. The total possible points that can be awarded are 16 (10 points for the written package and 6 points for the board). There are only three approved categories (listed below) that will be scored. Additionally, nomination submissions in excess of the 10-line limit will not be scored beyond the 10 lines. Each line will be evaluated on its own merit as it relates within the respective category. Board members have the opportunity to award maximum points to each section and can score each category using whole or half point increments. Board members must break all ties (normally accomplished by Board President scoring) and cannot award points beyond the maximum points allocated for each category.

**Nomination Headings:****Leadership and Job Performance: (Maximum points - 6)**

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 homestation)

**Significant Self Improvement: (Maximum points - 2)**

The primary focus of this section is the individual's professional and personal development and how it benefits the respective service. 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 expended? How much effort was involved? Was the achievement done on duty or during off-duty time?

Off-duty Education College (in-residence, on-line, correspondence classes, etc.)

Upgrade Training (5-level completion, CDC progress, formal training courses, etc.)

Advanced career field or Military Occupational Specialty training

Readiness training

Conference or symposiums related to job or career field/specialty (how nominee used information to improve process, mission impact, etc.)

**Base and Community Involvement: (Maximum points -2)**

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 Team Kadena 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

**Dress and Appearance: (1 point)**

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.

**Military Bearing: (1 point)**

Room entry: appropriate facing movements

Reporting: appropriate introduction.

Posture

**Communication Skills: (1 point)**

Pronunciation/Annunciation

Eye contact: Direct and impartial.

Demonstrates ability to organize thoughts

Speech: Appropriate rate, pitch, and volume

Non-verbals: Appropriate use of facial expressions, gestures

**Note:** The board president is responsible for contacting the board members to provide instructions in regards 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 three questions (two primary and one alternate) for their respective tasked board category.

**Board Guidelines:** Questions will be opinionated, 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 below:

**AF News/Current National/World Events**

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

**Unit/Individual Accomplishments and/or Leadership Challenges**

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

**Leadership Challenges**

Scenario based questions on how the nominee would react/respond in handling specific leadership situations (prepare scenarios based on the nominee's rank and level of responsibility).

**Military Customs, Courtesies, and Service/Enlisted Heritage/Airman's Creed**

Reference Air Force Pamphlet (AFPAM) 36-2241, *Professional Development Guide*, Current Edition, chapters that covers Enlisted History and Military Customs, Courtesies, and Protocol for Special Events (applicable to SrA through TSgt). Ask opinionated questions based on customs and courtesies, enlisted heritage, culture (i.e. "What does the Airman's Creed mean to you?")

**Note:** When required, the board president will facilitate open discussion to resolve any disparities that could skew the scoring process. Resolution is required when the ranking order is inconsistent with a winner based on total points (i.e., Warrior Jones has the most total points but two of the three board members have another nominee ranked as their number 1).

**Figure A8.2. Board President/Recorder Checklist**

<b>Pre-Board</b>	<b>Yes</b>	<b>No</b>
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		
<b>Conducting the Board</b>		
Welcome, congratulate, and put nominee at ease		
Explain proceedings to nominee, define questions (1 each/opinionated)		
Introduce yourself as board president, then your fellow board members by rank, name, and unit		
Encourage nominee to start by telling the board about themselves (career, family, short/long-term goals, etc.)		
<b>Begin board questions</b>		
<b>Completing the Board</b>		
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		
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		
<b>Post-Board</b>		
Score nominees		
Gather all Kadena AB form 90 and surplus documents		
Instruct board members to not discuss results until official release by 18th FSS		
Ensure room is left in neat and orderly manner		
Provide final Kadena AB Form 89 or Kadena AB Form 90 to 18th Wing Command Chief		