

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING
(AETC)**

KEESLER AIR FORCE BASE 36-2501

15 JULY 2009

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Personnel*



**WING SENIOR AIRMAN (SRA) BELOW-
THE-ZONE (BTZ) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(LtCol Richard O. Cole)

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This instruction implements AFD 36-25, Military Promotion and Demotion, and establishes procedures, policy, and responsibilities that apply to all units, to include tenant units, on Keesler Air Force Base. This instruction is provided to explain and standardize the processing procedures for the SrA BTZ Promotion Program. Both the Central Base Board (CBB) and large units will utilize the procedures outlined in this instruction and AFI 36-2502, Airman Promotion Program. Ensure that all records created as a result of prescribed processes in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. Attachment 1 contains a glossary of references and supporting information used in this publication. Authority to issue is HQ AETC/DPSMFF

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. All nominees must be present in order to have a physical appearance board. When a nominee is not able to appear before the CBB because of mission/duty related causes and has been excused by the 81 TRW/CCC, a records-only board will be held. Delete requirements for official photo. The max points for AF Form 1206 has been changed to 90 points. Line requirements for each category: Leadership and Job Performance in primary duties (10 lines), Significant Self-Improvement (3 lines), and Base and Community Involvement (2 lines). Deleted: Each bullet will receive a max score of 2 points (half point increment) using the following guidelines (attachment 4). Physical appearance board will only be held if all nominees are able to attend. ATTACHMENT 2, CHANGED: Leadership and Job Performance in Primary Duties (10 Lines), Significant Self-

Improvement (3 Lines), and Base and Community Involvement (2 Lines). ATTACHMENT 4, CHANGED: Point value for each of 3 categories and Total Folder and Interview. Leadership and Job Performance (50 Pts), Significant Self-Improvement (25 Pts), and Community Involvement (15 Pts). Personal Interview, if applicable (10 Pts). Total Folder and Interview (100 Pts). A margin bar (|) indicates newly revised material.

1.1. Timelines: A1Cs must meet the requirements in AFI36-2502, Table 2.1, and have 36 Months time in service (TIS) and 20 months time in grade (TIG), or 28 months TIG, whichever occurs first, and be recommended by their commander.

1.1.1. Other significant times are as follows:

2.1. The 81st Training Wing Commander is the selection authority for the CBB. In addition, 81 TRW/CC prescribes the procedures for large unit boards.

2.2. The Military Personnel Section (MPS) will distribute SrA BTZ quotas each quarter. Commanders of large units (seven or more eligibles) will receive their own quotas. Commanders of small units (six or less eligibles) will aggregate their eligibles to the CBB. The 81 TRW/CC is the convening authority for the CBB. The MPS will convene a CBB for the 81 TRW/CC to consider all small unit eligibles competing for BTZ promotion.

2.3. The MPS will determine quotas and distribution based on 15 percent of eligibles "eligibles" pertains to Airmen who meet time-in-grade and time-in-service requirements. Approval authority for quota distribution is delegated to the MPS Commander.

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

3.2. The CBB will consist of four voting members in the grade of MSgt or higher (only one board member per group to include Wing & tenant units), a nonvoting recorder in the grade of SrA or higher, and the board president, who will be the Wing Command Chief Master Sergeant (CCC) or a CMSgt designated by the CCC.

4.1. Large units will receive their own quotas and make selections at the unit level. Commanders of large units will convene a board and follow the same procedures as the CBB.

4.2. Small unit commanders will use the BTZ eligibility list and an appropriate evaluation process (e.g., a unit board, record review, recommendation from supervisors/first sergeants, etc.) to determine one nominee for the CBB. All small units with eligibles are authorized one nominee. The commander may, with the concurrence of the 81 TRW/CC, nominate more than one individual. However, this will be the exception and not the norm. When nominating more than one, the commander sends a letter to 81 FSS/FSMPD with information supporting the request for additional nomination(s) prior to the established suspense date. Letters received after the suspense date will not be considered. The 81 FSS/FSMPD will staff the request through the 81 TRW/CCC for the 81 TRW/CC approval/disapproval. Unit commanders underline the name(s) of the nominee on the eligibility list, sign the list, and return it to 81 FSS/FSMPD.

4.3. All BTZ nominees are required to physically appear before the CBB and large unit selection boards. All nominees must be present in order to have a physical appearance board.

The only exception will be deployment or a similar circumstance (i.e., emergency leave). Commanders, First Sergeants and Supervisors will take all necessary steps to ensure the nominees are present to meet the board (i.e., members on leave in the local area, shift workers). Members not able to appear before the CBB must be excused by the 81 TRW/CCC. The request must be coordinated through the respective Group Chief with the CCC. Members not able to appear before the CBB because of mission/duty related causes and has been excused by the 81 TRW/CCC, a records only board will be held. Nominees who do not have an excused absence will receive zero points. The board will be held prior to the 25th day of the board month (**board months are March, June, September, and December**) in order for selection updates to be processed.

4.4. Individuals nominated will only be our very best performers and Airmen. They must be positive role models for others and clearly deserve the recognition. The unit commander will ensure that the nominee meets fitness standards and exemplifies the standards for appearance and conduct. Commanders & First Sergeants will screen out those with negative “Quality Force” indicators. If the pool of eligibles doesn’t include Airmen of this caliber, the full BTZ quota will not be used by the convening authority.

6.1. Selection folders include the BTZ report on individual personnel (RIP), AF Form 1206 (attachment 2), and citations or orders for decorations.

6.2. **Max score 90 points and Line Requirements for AF Form 1206.** Line requirements for each category: Leadership and Job Performance in primary duties (10 lines), Significant Self-Improvement (3 lines), and Base and Community Involvement (2 lines).

6.2.1. DELETED

6.2.2. DELETED

6.2.3. DELETED

6.2.4. DELETED

7.1. **Max score 10 Points.** The primary purpose of the interview board is the professional development of assigned Airmen and to ensure appearance is commensurate with written performance. A physical appearance board will only be held if all nominees are able to attend. There are three areas that are evaluated during the interview: (1) Dress and Appearance (3 Pts), (2) Military Bearing (3 Pts) and (3) Communication Skills (4 Pts). Each board member will prepare two opinionated questions for the nominee and will only score the member based on the nominees answer to their question. The questions will be from the following 4 categories (1) Current Events, (2), Standards of conduct, (3) Dress and Appearance, and (4) Customs and Courtesies (attachment 5). Also, the member may be asked to recite the Airman’s Creed. All opinionated questions will be based on the AFPAM 36-2241, Professional Development Guide, and current media such as local and base newspaper, Air Force Times, Airman Magazine, etc.

8. DELETED

8.1. DELETED

8.1.1. DELETED

8.1.2. DELETED

9.1. Large unit nominees are arranged in an order of merit by total score and the quota is applied. Commanders will report selections to the MPS by underlining the name(s) on the BTZ eligibility list, providing board minutes with attachments (Attachment 8, Large Unit Minutes Memorandum) and returning them to 81 FSS/FSMPD NLT three duty days after the board has convened. The MPS will forward a copy of the minutes to the Wing CCC for review. Commanders are not required to select a nominee to fill the unit's quota if he/she deems that the quality is not there. The squadron commander of large units will announce their selectees only after 81 TRW/CC has approved CBB selections.

9.2. For the CBB, the board president sends a written report (Attachment 9, CBB Minutes Memorandum) to the convening authority with an order of merit list of all Airmen considered. The 81 TRW/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 81 TRW/CC may elect not to use the full quota.

9.2.1. Once CBB results have been approved and signed, 81 FSS/FSMPD will provide a copy of the select list to group commanders and squadron commanders via email.

9.3. The MPS will project promotions immediately upon receipt of confirmation of selections from the large unit commanders and the 81 TRW/CC for the CBB. This must be accomplished prior to the end of the board month.

10. Alternate Selection. Alternates may be selected in the event a selectee is removed or not recommended for promotion before the promotion effective date. The MPS 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 MPS for the concurrence of 81 TRW/CC.

11. Supplemental Consideration. If an eligible Airman was not considered, and the error is discovered before the promotions are announced, large unit commanders consider the Airman and adjust selections accordingly. The CBB will be reconvened to consider small unit eligibles and adjust selections accordingly. If the error is found after the promotions are announced, the MPS will forward a request for supplemental consideration, by message, to HQ AFPC/DPPPWM.

12. Adopted Form.

AF Form 1206, *Nomination for Award*

CHRISTOPHER R. VALLE Colonel, USAF
Vice Commander, 81st Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Abbreviations and Acronyms

AIR—Action, Impact – Result

BTZ—below the zone

CBB—Central Base Board

CCC—Command Chief Master Sergeant

DBH—Directed By Half

EPR—Enlisted Performance Report

FSS—Force Support Squadron

MAJCOM—Major Command

MPS—Military Personnel Section

PCS—permanent change of station

RDS—Records Disposition Schedule

RIP—Report on Individual Personnel

SrA—senior airman

TDY—temporary duty

TIG—Time in Grade

TIS—Time in Service

TOS—Tactical, Operational – Strategic

Attachment 2

AF FORM 1206, *NOMINATION FOR AWARD, SAMPLE*

NOMINATION FOR AWARD		
AWARD SRA Below The Zone	CATEGORY (If Applicable) Airman	AWARD PERIOD (see note 2)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C John A. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE 3S031	NOMINEE'S TELEPHONE (DSN & Commercial) 123-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 81 Force Support Squadron/FSMPD/123 Air Force Rd., MS, 12345		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt. Col. Jane A. Smith 123-1452		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES (10 lines) SIGNIFICANT SELF-IMPROVEMENT (3 lines) BASE AND COMMUNITY INVOLVEMENT (2 lines)		

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**Attachment 3
DELETED**

Attachment 4

BTZ SELECTION FOLDER AND FINAL SCORE WORKSHEET, *SAMPLE*

Name SSAN Organization	Leadership and Job Performance (50 Pts)	Significant Self – Improvement (25 Pts)	Base & Community Involvement (15 Pts)	Total Personal Interview Score (10 Pts)	Grand Total Folder + Interview (100 Pts)	Standin g
Doe, John A. xxx-xx- 1111 81 FSS (see note 1)						

Note 1: Obtained from Senior Airman BTZ Listing.

Attachment 5

BTZ PERSONAL INTERVIEW SCORE WORKSHEET, SAMPLE

Table A5.1. BTZ Personal Interview Score Worksheet, Sample.

Personal Interview Evaluation	Dress and Appearance (3 Pts)	Military Bearing (3 Pts)	Communication Skills (4 Pts)	Total Score (10 Pts)	Comments
Doe, John A. xxx-xx-1111 81 FSS (see note 1)					

Note 1: Obtained from Senior Airman BTZ Listing.

For Official Use Only

This document contains information exempt from mandatory disclosure under the Freedom of Information Act (FOIA), Title 5 U.S.C. 552(b)(2) High and (b)(6) apply. *(When completed)*

Attachment 6

BTZ BOARD RECORDERS BALLOT, SAMPLE

Table A6.1. BTZ Board Recorders Ballot, Sample.

NAME/SSAN/ORGN/ DT ELIGIBLE	MEMBER "A"	MEMBER "B"	MEMBER "C"	MEMBER "D"	TOTAL SCORE	STANDING
Doe, John A., xxx-xx-1111 81 MSS (see note 1)						
<p>Note 1: Same as board member's ballot.</p> <p>For Official Use Only</p> <p>This document contains information exempt from mandatory disclosure under the Freedom of Information Act (FOIA), Title 5 U.S.C. 552(b) (2) High and (b) (6) apply. <i>(When completed)</i></p>						

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Attachment 7
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Attachment 8

LARGE UNIT MINUTES MEMORANDUM, SAMPLE

Table A8.1. Large Unit Minutes Memorandum, Sample.

MEMORANDUM FOR (UNIT CC)

FROM: (BOARD PRESIDENT)

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

1. The SrA BTZ Board convened at _____ hours on _____, and adjourned at _____ hours. The board was composed of:

- CMSgt _____, President
- MSgt _____, Member
- MSgt _____, Member
- MSgt _____, Member
- TSgt _____, Board Recorder (non-voting member)

2. The board considered _____ airmen first class for BTZ. The cutoff score was _____; their status is indicated below:

NAME	DATE ELIG	STATUS	SCORE
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(LIST THEM IN ORDER OF MERIT)

3. Request your approval of the board proceedings.

_____, CMSgt, USAF
Board President

Attachment:

- 1. Board Mbr Ballots
- 2. Recorder's Roster

1st Ind, _____ Ltr, _____ SrA BTZ Promotion Board

UNIT/CC

TO: 81 FSS/FSMPD

Approved.

_____ USAF
Commander, _____

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Attachment 9

CBB MINUTES MEMORANDUM, SAMPLE

Table A9.1. CBB Minutes Memorandum, Sample.

MEMORANDUM FOR 81 TRW/CC

FROM: 81 TRW/CCC

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

1. The SrA BTZ Board convened at _____ hours on _____, and adjourned at _____ hours. The board was composed of:

CMSgt _____, President

CMSgt _____, Member

CMSgt _____, Member

CMSgt _____, Member

CMSgt _____, Member

TSgt _____, Board Recorder (Non-voting member)

2. The board considered _____ airmen first class nominated by their commanders for BTZ. The cutoff score was _____; their status is indicated below:

NAME	UNIT	DATE ELIG	STATUS	SCORE
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(LIST THEM IN ORDER OF MERIT)

3. Request your approval of the board proceedings.

_____, CMSgt, USAF

Board President

Attachment:

1. Board Mbr Ballots

2. Recorder's Roster

1st Ind, 81 TRW/CCC Ltr, _____, SrA BTZ Promotion Board

81 TRW/CC

TO: 81 FSS/FSMPD

Approved.

_____, Brigadier General, USAF
Commander, 81st Training Wing

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