

**BY ORDER OF THE  
INSTALLATION COMMANDER  
HEADQUARTERS, 377TH AIR BASE  
WING (AFGSC)**



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

**22 DECEMBER 2015  
Certified Current 28 October 2016**

**Personnel**

**KAFB SENIOR AIRMAN BELOW-THE-  
ZONE PROMOTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Instruction (AFI) 36-2502, *Enlisted Airman Promotion/Demotion Programs*. It establishes the Kirtland Air Force Base (KAFB) Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program. It applies to all Air Force units that have personnel under the promotion authority of the 377th Force Support Squadron (FSS). This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. 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. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR. 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**

Included technical training locations to para 4.2. in relation to student only board requests. Changed Reserve Officer Training Candidates (ROTC) and United States Air Force Academy

(USAFA) promotion eligibility requirements in para 4.3. and 4.4.. Added para 4.5. relative Airmen projected to depart. Added para 8.2. updating relocation checklists. Updated para 11 relative supplement BTZ consideration and added para 11.3. about supplemental board requests.

**1. Roles & Responsibilities.** Roles and responsibilities for the SrA BTZ Promotion Program are as follows:

**1.1. 377 FSS Career Development Element (FSMPD).**

1.1.1. Administers SrA BTZ promotion program IAW AFI 36-2502 and Headquarters Air Force Personnel Center (HQ AFPC) guidance published in the Enlisted Promotions Personnel Service Delivery (PSD) Guide.

1.1.2. Appoints a board recorder in the grade of E-4 or higher for each Central Selection Board (CBB).

1.1.3. Receives from HQ AFPC Master Eligibility Roster and Individual Unit Listing.

1.1.4. Verifies eligibility regardless of any negative quality indicators.

1.1.5. Determines 15 percent stripe quota based on total number of eligible members.

1.1.6. Provides 3-part listing of eligible, questionable eligible, and ineligible members to units and requests promotion packages from units by suspense date (first duty day of BTZ CBB month) given by the FSMPD office.

1.1.7. Coordinates with 377th Air Base Wing (ABW) Command Chief Master Sergeant (CCC) for board members and CBB date.

1.1.8. Validates completed packages, eligibility roster and non-recommendation letters.

1.1.9. Notifies Commanders (CCs), Directors, and First Sergeants of SrA BTZ selections.

**1.2. Unit CCs/First Sergeants.**

1.2.1. Review the eligibility listing from the Career Development Element to consider all individuals meeting time in service (TIS) and time in grade (TIG) requirements.

1.2.2. Ensure all eligible members meeting the TIS and TIG requirements are informed of eligibility and verify personal data via the virtual Military Personnel Flight (vMPF).

1.2.3. Nominate unit members to meet the CBB by underlining the name of the nominees and returning the original listing to the FSMPD office.

1.2.4. Provide the Career Development Element a copy of a completed AF Form 1206, *Nomination for Award*, fitness score sheet and approved military decorations for those being recommended and a signed non-recommendation letter (**Attachment 2**) for those who are not recommended for consideration.

1.2.5. Ensure nominee's first line supervisor (or acting supervisor) and/or First Sergeant is present during the CBB.

**1.3. President of CBB.**

1.3.1. Oversees the CBB process.

1.3.2. Appoints four board members, normally group superintendents for each CBB.

1.3.3. Ensures board members are briefed and administered the oath prior to the BTZ board.

1.3.4. Acts as a non-voting member unless there is a tie, then serves as the tie-breaking authority.

1.3.5. Processes CBB results to 377 ABW/CC for signature and release authority procedures.

1.3.5.1. Unit board results will not be released prior to CBB results.

**2. Program Objective.** 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 TIG, TIS and quality factors.

**3. Identifying Eligible Members.** The Military Personnel Section (MPS) provides an automatic quarterly end-of-month (EOM) output product to the FSMPD office within the first 10 days of the first processing month (i.e., January, April, July, October). The roster identifies all A1Cs who meet or exceed the TIS and TIG requirements, regardless of promotion ineligibility conditions (i.e., on a control roster, Primary Air Force Specialty Code (PAFSC) skill level not commensurate with grade, undergoing Article 15 suspended reduction, etc.), and whose grade status reason (GSR) does not equal to code “5Q” (previously considered for SrA BTZ). This output product automatically updates the GSR to “5Q” to prevent A1Cs from appearing on future SrA BTZ listings. **NOTE:** The output product produces a military personnel system alphabetical listing and a three-part unit listing.

**3.1. The “SrA BTZ Unit Listing” is a three-part Unit Listing:**

3.1.1. **Part I – Eligible.** Identifies A1Cs with no quality indicators on their record.

3.1.2. **Part II – Questionable Eligible.** Lists “questionable eligible members” (individuals with quality indicators) who may not be qualified for BTZ promotion.

3.1.3. **Part III – Ineligible.** Lists A1Cs who meet the TIG and TIS requirements, but cannot be selected due to promotion ineligibility conditions listed in AFI 36-2502, Table 1.1.

**4. Verifying Eligibility.** The squadron CCs and the FSMPD office, using military personnel system generated products, verify the eligibility of each individual to ensure they meet the TIG and TIS requirements for the current quarter. **Only verify the TIG and TIS requirements and do not consider normal promotion ineligibility conditions.** This will ensure only those meeting the TIG and TIS requirements are considered and possibly prevent someone from being considered more than once for SrA BTZ promotion consideration. Remove names of those who do not meet the current quarter TIG and TIS requirements and ensure the GSR 5Q is corrected to allow the member to show up on a future roster. Identify and remove names of those exceeding TIG and TIS requirements if determined the member was appropriately considered during a previous quarter’s board. If the member was serviced by the current MPS, review the previous quarterly rosters. If recently assigned, contact the previous MPS to verify if they were considered at that location. **NOTE:** For individuals not considered during the quarter in which they met TIG and TIS eligibility and were recommended by the previous or current CC, request supplemental BTZ consideration. (See **paragraph 11.**)

4.1. Individuals who are participating in the World Class Athlete Program are not eligible to compete for BTZ promotion at this time. Affected individuals will be considered supplemental at the first available CBB at their first/next permanent part assignment.

4.2. Host wings with enough eligible students (7 or more) to earn a quota (CBB or large unit) may request an exception to hold a “student only” BTZ board. Requests are forwarded through the MPS for approval. Technical Training locations apply. If request is not approved or there are less than 7 eligible technical training students, they will be considered at the central base board since they contribute to the quota authorization.

4.3. All ROTC/USAFA eliminees who were given credit toward their date of rank (DOR) (DOR is prior to the Effective Date) are ineligible for BTZ consideration. They are eligible for SrA after 1 year on entered active duty (EAD) and have obtained a 3-skill level.

4.4. All ROTC/USAFA eliminees that were NOT given credit toward their DOR (DOR and Effective Dates are the same) are eligible for BTZ consideration.

4.5. Verify BTZ eligibility of all A1C departing PCS and prepare a BTZ selection folder for Airmen departing prior to the 1st processing month for the BTZ quarter they are TIG/TIS eligible and whose report not later than date (RNLTD) is the 1st day of the first processing month or later.

**5. Quotas.** Quotas are based on 15 percent of the total TIG and TIS eligible population listed on all parts of the quarterly BTZ roster. The MPS Chief determines quotas and obtains host wing CC’s approval (may delegate no lower than MPS Chief) before distribution to units. See [Table 1.1](#) for quota computation and [Table 1.2](#) for distribution.

**Table 1.1. Quota Computation.**

<b>COMPUTATION</b>	Eligibles multiplied by 15 percent equals the quota Example: 13 eligibles x 0.15 = 1.95, or 2 BTZ quotas
<b>NOTE:</b> Fractions of 0.5 or higher are rounded up	

**Table 1.2. Quota Distribution.**

	<b>Eligible Members</b>	<b>Quota</b>	<b>Eligibles</b>	<b>Quota</b>
<b>DISTRIBUTION</b>	2-9	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		

**NOTE 1:** Units may not aggregate at the group level. Example: Medical Groups are divided into four units and each unit CC 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.

**NOTE 2:** In cases where there is a large unit (seven or more eligible members) and there are not enough eligible members from all the small units to meet the 1-quota requirement based on 15 percent of the eligible population, the large unit and small units will combine to meet at the central base. Do not deviate from established written procedures for these boards.

**Note 3:** In cases where there are no large units and there is only one eligible out of the entire base population, request should be made to AFPC Enlisted Promotion Branch (DPSOE) to hold a board for the one eligible and quota authorization. Request should come from the MPS Chief and should also have the quarterly BTZ roster attached.

**6. Method of Nominating.** Units will consider all individuals meeting TIG and TIS requirements, even if they are on temporary duty (TDY), leave, or have departed permanent change of station (PCS) during or after the processing month (i.e., February, May, August, November) for that quarter's selection. All individuals appearing on the eligibility listing must be considered, but this does not necessarily mean they must be nominated. The CCs will review their personnel record, personal information file (PIF), discuss the consideration with the supervisor and chain-of-command, etc., before making a decision to nominate or not to nominate. The CC is not required to nominate/select the full quota, if the quality is not there.

6.1. Once boards meet, large units will publish procedures similar to the CBB process. Upon approval by unit CC, provide board minutes to the FSMPD office. Board minutes will reflect order of merit for primaries and alternates based on total score. Alternates will be selected in the event a selectee is removed before the effective date. If the alternate selectee's date of rank (DOR) is past due, they will receive the original BTZ DOR and an effective date of the unit CC's approval (**Attachment 3**).

6.2. When nominating to the 377 ABW CBB, unit CCs will:

6.2.1. Identify which A1Cs are deserving of BTZ consideration and nominate accordingly. Deserving airmen usually distinguish themselves through rapid completion of upgrade training, attaining distinguished or honor graduate status at technical training, participation in unit, base, and community activities, and completing or pursuing off-duty education. Most importantly, these individuals usually perform at a level that far exceeds standards as evidenced by an effective, enthusiastic performance report. The CC and first sergeant must conduct a quality review of all Airmen being considered for BTZ promotion. This ensures only those deserving of promotion are promoted (i.e., no unfavorable information file, Article 15, and not on the fitness improvement program).

6.2.2. CCs will evaluate the Fitness Assessment scores and only nominate if sustained performance standards are attained.

6.2.3. Underline nominee's name on the unit BTZ eligibility list and return it to the FSMPD office along with an AF Form 1206, approved military decorations for each nominee (**paragraph 1.2.4**) and fitness assessment history.

6.2.4. CCs will need to prepare the BTZ Non-recommendation Memorandum for those A1Cs who are not being considered (**Attachment 2.**). Complete memorandums will be turned into the FSMPD office by established suspense dates.

## 7. Nomination Format.

7.1. CCs must review all Enlisted Performance Report (EPR)s (if any) and PIFs (if established) on all nominees and discuss nominations with the member's supervisor/rating chain prior to making a nomination decision, regardless if the Airman is meeting a large or small unit CBB. Directed by Headquarter (DBH) reports are not authorized.

7.2. AF Form 1206 (18 lines in length to include headers) is required for all A1Cs nominated for BTZ consideration.

7.2.1. **Leadership and Job Performance in Primary Duty** (9 bullet lines). Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of AF, Major Command (MAJCOM), numbered AF-level inspections and/or evaluations. Include awards received (i.e., Airman of the Quarter, and Maintenance Professional of the Year).

7.2.2. **Significant Self-Improvement** (3 bullet lines). Show how the member developed or improved skills related to primary duties (i.e., formal training, career development course enrollment or completion, on-the-job training, certifications, and off-duty education related to primary duties). Include any off-duty education not directly related to primary duties (i.e., class, course, degree enrollment and/or completion, and grade point average). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

7.2.3. **Base and Community Involvement** (3 bullet lines). Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community; include leadership, membership, or participation in unit advisory councils, professional military organizations, associations and events.

## 8. Selection Requirements.

8.1. The Unit will provide each eligible individual on Part I and II of the 3-part unit listing a Record Review Listing (RRL) to verify all data is accurate and complete. Instruct individuals they must correct any erroneous data prior to the board convening date. Only provide individuals on Part III of the unit listing an RRL if, during review, it is found the ineligible condition is invalid and the member later becomes eligible.

8.2. Units will consider all individuals meeting TIS and TIG requirements, even if they are TDY, on leave, permanent change of assignment (PCA)'d, or have a PSC RNLTD on or after the first day of the first processing month (i.e., January, April, July, and October) for that quarter selections. All individuals appearing on the eligibility listing must be "considered",

as stated earlier, this means that the CC must review any EPRs, PIF, discuss the consideration with the supervisor/chain of command, etc., before making a BTZ recommendation. The FSMPD office will verify BTZ eligibility of A1C's departing PCS date (determine the quarter the individual is BTZ eligible) and ensure a BTZ selection folder is prepared prior to PCS departure. The FSMPD office must coordinate on the AF Form 907, Relocation Preparation Checklist, for all A1Cs departing PCS.

8.3. Alternates/first non-selects of the CBB or large unit board are selected in the event a selectee is removed before the effective date due to an ineligibility condition (AFI 36-2502, Table 1.1.) or infractions committed after selection. All past derogatory data may be considered in the nomination process. However, once an individual has been submitted and subsequently selected for BTZ, this past derogatory information cannot be used as grounds later to withdraw an individual's selection.

8.4. The MPS is prohibited from placing a projected BTZ promotion in withhold. Non-recommend the individual for promotion and promote the first alternate. CCs must ensure all quality indicators are accurate before taking action. If the first alternate selectee's DOR is past due, they will receive the original BTZ DOR with an effective date approved by the unit CC. Retroactive pay is authorized. The MPS must open a case management system file to HQ AFPC/DPSOE for action.

8.5. If an individual should have been considered during the current quarter board and an error is discovered before promotions are announced, large unit CCs will consider the Airman and adjust selection accordingly (this does not apply to Airmen who are gained and it has been determined they were not considered by their losing base (see Supplemental BTZ Consideration, **paragraph 11.**). The CBB will reconvene to consider small unit eligible members and selections are adjusted accordingly. If discovered after selections are announced, supplemental promotion consideration procedures apply. Adjustments will not be made to the gaining unit/base quota if the error is discovered and an individual should have been considered by their losing base. Every effort should be made to ensure the individual is considered by their losing unit/base. If the losing unit/base has already announced selections, supplemental consideration (with current CC recommendation) should be requested by the gaining base.

8.6. When a CC has promotion authority over two or more units, the eligible members are combined and the unit CC complies with established large or small unit procedures.

**9. Selection Board.** The 377 ABW/CCC will select members for the CBB. The CBB will be comprised of four Group Superintendents or equivalent as panel members and one board president. Large units will establish their own board composition in line with the wing's BTZ CBB guidance.

**10. Board Procedures.** The 377 ABW CBB will normally convene on the third Wednesday of the last month of the quarter (March, June, September, and December). If the regularly scheduled day falls on a non-duty day, the board will be held the next duty day or as specified by the 377 ABW/CCC. In the event of exercise or alerts, boards will be rescheduled as required.

10.1. The FSMPD office will prepare the CBB binders.

10.2. **Nominees.** Nominees must physically appear before the board, unless unavailable due to TDY, hospitalization, or PCS. (Personnel on scheduled leave must receive a waiver from the 377 ABW/CCC to be excused from appearing before the board.)

10.2.1. Nominees will meet their respective board on the day specified and at the time scheduled by the FSMPD office. They must report 15 minutes prior to their scheduled board time. Every effort should be made to ensure nominees are available to meet the CBB. Those who cannot attend due to TDY or deployment or other approved reason, will receive an average score of other nominees meeting the board.

10.2.2. Uniform for nominees is service dress. Nominees will be asked questions from any of the following categories: Unit, individual accomplishments, leadership challenges, enlisted heritage and history, customs and courtesies and current events.

10.3. **The Board.** Uniform for board members is service dress. The criteria and objective of this board is to provide an opportunity for exceptionally well qualified 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 TIG and TIS and quality factors.

10.3.1. **Board Factors.**

10.3.1.1. AF Form 1206s are required IAW [para 7](#) for A1C's being nominated for BTZ consideration. The nomination will be no more than 15 single bullet lines plus the three mandated headers. The board will not consider any previous performance evaluations, however approved military decorations prior to board date will be considered. Each package (AF Form 1206) will be evaluated in the following areas with point values on the KIRTLANDAFB 619, *Senior Airman (SrA) Below-The-Zone (BTZ) Score Sheet*.

10.3.1.1.1. Leadership and Job Performance in Primary Duties: 9.0 max/1 point per bullet.

10.3.1.1.2. Significant Self-Improvement: 3.0 max/1 point per bullet.

10.3.1.1.3. Base or Community Involvement: 3.0 point max/1 point per bullet.

10.3.1.2. Board members will interview nominees 'face-to-face' and based upon the Airman's physical and verbal presentation the following areas with point values will be annotated on the score sheet as indicated.

10.3.1.2.1. Military Bearing: 5.0 points max.

10.3.1.2.2. Dress and Appearance: 5.0 points max.

10.3.1.2.3. Communication Skills: 5.0 points max.

10.3.2. **Scoring.** Using the criteria in para 10.3.1., score each nominee using the score break out at [Figure 1.1](#) Thirty points are the maximum point total a nominee may receive using 0.25 increments. After scores are tallied and recorded overall point totals will be validated by the board president to ensure there is no major disagreement or scoring disparity between board members. If there are significant disagreements between two or more panel members the difference will be resolved by the board president. After scores are tallied, rankings of each board member will be utilized to determine overall

board rankings with the lowest total being the number 1 ranked person. **NOTE:** The board president is a non-voting member except in case of a tie, in which the board president's scores will be used to resolve the tie. If you have any questions or need assistance please call 846-2367.

**Figure 1.1. Score Breakout**

AF Form 1206 Bullet Scoring			Face-to-Face Scoring		
Leadership & Job Performance	Significant Self Improvement	Base & Community Involvement	Military Bearing	Dress & Appearance	Communication Skills
9 Points Max	3 Points Max	3 Points Max	5 Points Max	5 Points Max	5 Points Max

10.4. **Board Minutes.** A representative from the FSMPD office will prepare board minutes immediately following the CBB for the board president signature and approval by the 377 ABW/CC. Each nominee's unit CC will be advised of the CBB results following 377 ABW/CC approval.

**11. Supplemental BTZ Consideration.** Unit Commanders may request supplemental BTZ consideration for individuals who should have been considered by a previous board and the error was not discovered until after selections are announced or promotions are updated. After obtaining unit CC's recommendation, the FSMPD office forwards fully documented supplemental requests to Wing CC for consideration via E-mail. It is imperative supplemental BTZ consideration is requested only when unit CC concurs with consideration. Additionally, if the basis for the supplemental request is because the individual did not receive fair consideration, the unit commander must provide justification for the request and forwards fully documented supplemental request to MPS for consideration. If the individual was not considered at all at their last duty station, contact the losing unit and MPS before requesting supplemental consideration, and forward this information along with the supplemental request. This will assist the Wing CC in determining if supplemental BTZ consideration is appropriate. **NOTE:** If selected, members are authorized retroactive change to their effective date according to Retroactive Promotion Effective Date Correction Requests and the MPS must send a message to HQ AFPC/DPSOE.

11.1. It is the responsibility of the individual, supervisor, and CC to ensure an individual has been properly identified as eligible for BTZ consideration, personnel data is accurate, obtains correct study references, is nominated IAW program guidance, and most importantly, the data on the BTZ Report on Individual Personnel (RIP) is accurate and complete.

11.2. IAW AFI 36-2502 supplemental BTZ consideration will not be granted for the following reasons:

11.2.1. Incorrect data reflected on the BTZ RIP.

11.2.2. Denied BTZ nomination due to incorrect data reflected on the BTZ output products.

11.2.3. BTZ eligibility list not returned to the FSMPD office or individual was “overlooked” on the listing.

11.2.4. Nomination package or approved military decoration not completed, turned in, or approved in time to meet the board.

11.3. Supplemental BTZ must be requested and approved prior to the next convening BTZ board. The supplemental nominee will be considered along with the other eligibles in the next quarter.

ERIC H. FROEHLICH, Colonel, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFPD 36-25, *Military Promotion and Demotion*, 7 May 2014

AFI 36-2502, *Airman Promotion/Demotion Programs*, 12 December 2014

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

*Prescribed Forms*

KIRTLANDAFB 619, *Senior Airman (SrA) Below-The-Zone (BTZ) Score Sheet*.

*Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

AF Form 907, *Relocation Preparation Checklist*

AF Form 1206, *Nomination for Award*

*Abbreviations and Acronyms*

**A1C** —Airman First Class

**ABW** —Air Base Wing

**AFI** —Air Force Instruction

**AFMAN** —Air Force Manual

**AFGSC** —Air Force Global Strike Command

**AFRC - Air Force Reserve Command—AFRIMS** - Air Force Records Information Management System

**ANG - Air National Guard—BTZ** – Below-The-Zone

**CBB - Central Selection Base Board—CC** - Commander

**CCC - Command Chief Master Sergeant—CL** – Civilian Lead

**DBH - Directed by Headquarter—DOR** - date of rank

**DPSOE** —Enlisted Promotion Branch

**EAD - Entry Active Date—EOM** - end-of-month

**EPR - Enlisted Performance Report—FSS** – Force Support Squadron

**FSMP** —Military Personnel Flight

**FSMPD** —Career Development Element

**GSR - grade status reason—HQ AFPC** - Headquarters Air Force Personnel Center

**IAW** —in accordance with

**KAFB** —Kirtland Air Force Base

**MAJCOM - Major Command—MPS - Military Personnel Section**

**OPR —Office of Primary Responsibility**

**PA —Privacy Act**

**PAFSC - Primary Air Force Specialty Code—PCA - permanent change of assignment**

**PCS - permanent change of station—PIF - personal information file**

**PSD - Personnel Service Delivery—RDS - Records Disposition Schedule**

**RIP - Report on Individual Personnel—RNLTD - report not later than date**

**ROTC - Reserve Officer Training Candidates—RRL - Record Review Listing**

**SrA —Senior Airman**

**TDY —Temporary Duty**

**TIG - time-in-grade—TIS - time-in-service**

**USAFA — United States Air Force Academy**

**vMPF —Virtual Military Personnel Flight**

*Terms*

**5Q — previously considered for SrA BTZ**

**large unit — seven or more eligible members**

**small unit —six or less eligible members**

Attachment 2

**FIGURE A2.1 SAMPLE LETTER BELOW-THE-ZONE (BTZ) NON-RECOMMENDATION**



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS NUMBER UNIT (COMMAND)

MEMORANDUM FOR 377 FSS/FSMPD

FROM: (Your unit)

SUBJECT: Non-Recommendation for SrA Below the Zone (BTZ)

1. This MFR is to non-recommend A1C \_\_\_\_\_ for BTZ consideration. Please state the reason for non-recommendation.
2. Any questions can be directed to (First Sergeant Name) at (phone number.)

(Commander's Signature Block)

## Attachment 3

**FIGURE A3.1 SAMPLE LETTER BELOW-THE-ZONE (BTZ) RECONSIDERATION**

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS NUMBER UNIT (COMMAND)

MEMORANDUM FOR 377 FSS/FSMPD

FROM: (Unit Commander)

SUBJECT: Below-the Zone (BTZ) Reconsideration, Name

1. AIC (full name, social security number), was the (primary/alternate) at the BTZ Board held on \_\_\_\_\_. AIC \_\_\_\_\_ is selected for BTZ based on the fact that a previous selectee has been non-recommended for promotion.
2. AIC \_\_\_\_\_'s DOR will be \_\_\_\_\_ effective \_\_\_\_\_.
3. If you have any questions, please address them to (unit first sergeant's grade, name, duty phone).

(Commander's Signature Block)

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