

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AFB INSTRUCTION 36-2502

29 APRIL 2015



Personnel

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

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This instruction implements AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*. It establishes policies and procedures for nomination, selection, and release of selection results for the Senior Airman (SrA) Below-the-Zone (BTZ) Program at Maxwell AFB. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Waivers to guidance contained in this publication are not authorized. Subordinate units may issue implementing publications; however, 42d Force Support Squadron Commander (42 FSS/CC) and 42d Air Base Wing Command Chief Master Sergeant (42 ABW/CCC) must coordinate on draft publications prior to certification and approval. The MPS Promotions Office must receive a copy of all approved publications. This publication applies to all units assigned to Maxwell AFB and Gunter Annex; it does not apply to Air Force Reserve or Air National Guard units. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Timetable of Required Actions (Small and Large Units). The 42d Force Support Squadron, Military Personnel Section (MPS), will provide the SrA BTZ Unit listings to units by the 15th day of the first processing month (January, April, July, and October). The Central Base Board (CBB) and Large Unit Selection Boards will convene during the following months: March, June, September, and December. Unit commanders must review and sign the SrA BTZ Unit Eligibles and Ineligibles listings. For small units who will compete at the CBB, unit

commanders will circle the names of the BTZ nominees on the roster; anyone's name not circled constitutes a non-recommendation. For large units, the unit commander will circle the names of the BTZ selectees only; anyone's name not circled constitutes a non-recommendation. Return to the MPS Promotions Office for updating by the suspense date indicated on the roster.

Figure 1.1. BTZ Annual Schedule.

Processing Month	Selection/Board Month	Promotion Month
Jan-Feb	Mar	Apr-Jun
Apr-May	Jun	Jul-Sep
Jul-Aug	Sep	Oct-Dec
Oct-Nov	Dec	Jan-Mar

2. Selection Requirements. Members identified on the BTZ roster may be nominated for SrA BTZ. Commanders must consider all individuals meeting time-in-service (TIS) and time-in-grade (TIG) requirements, even if they are on temporary duty (TDY), leave, or have a report no later than date (RNLTD) during or subsequent to the first processing month (i.e. January, April, July, and October) for that quarter's selections. The commander must review all eligible personnel records, personnel information files (PIF), unfavorable information files (UIF) (if applicable), and discuss considerations with the first sergeant and supervisor before making a decision to nominate the eligible member. All nominees will maintain a current and passing fitness score throughout the nomination process. Nominees will not have any record of failed fitness or a UIF. Commanders should be advised that eligibility based on TIS and TIG alone does not entitle an Airman to BTZ consideration. All eligible Airmen must be notified of their consideration, but it does not mean that they must be nominated. Those individuals appearing on Part III of the eligibility listing are "considered" for promotion but cannot be selected since they are ineligible for promotion according to AFI 36-2502, Table 1.1.

3. Central Base Board (CBB).

3.1. Units are notified if they are a large or small unit as soon as possible, but not later than the 15th day of the first processing month (January, April, July, and October).

3.2. Large units (7 or more eligibles) receive their own quotas and promote at unit level (see Table 3.1.). Written selection procedures for large units are described in paragraph 4. Once selections are made, large unit commanders circle the selectee(s) name, sign, date, and return the BTZ eligibility listing to the MPS not later than the last day of the selection month (i.e. 31 Mar, 30 Jun, 30 Sep, 31 Dec).

3.3. Small units (6 or less eligibles) are combined into one pool of eligibles to form the CBB population. The host wing commander will establish written BTZ selection procedures to include method of nominating, number of nominations, time table to complete required actions, board composition, areas to be considered, scoring scale, announcing selections and any other required actions necessary to ensure the SrA BTZ program is fair, equitable, and provides timely promotion consideration. The MPS Promotions Office, will ensure they have received all nomination packages from units with eligibles; if a unit is not going to nominate, ensure negative reply is received.

Table 3.1. Quota Computation and Distribution.

Computation: The number of eligibles multiplied by 15% (0.15) equals the quota.				
Example: 13 eligibles x 0.15 = 1.95, or 2 BTZ Quotas.				
Distribution:	Eligibles	Quota	Eligibles	Quota
	07-09	01	37-43	06
	10-16	02	44-49	07
	17-23	03	50-56	08
	24-29	04	57-63	09
	30-36	05	64-69	10

3.3.1. Identification of Nominees. Commanders must conduct a sound quality review in determining their nominees. In coordination with the 42 ABW/CCC, the MPS Promotions Office will return questionable nominations.

3.3.2. Method of Nomination. All individuals appearing on the eligibility listing must be “considered”; this means the commander must review any Enlisted Performance Reports (EPR) the Airman may have, the PIF, and discuss the consideration with the supervisor and chain of command, before making a BTZ recommendation. Once the commander has determined the nominees from the unit to compete at the CBB, the BTZ Unit Eligibles listing must be signed by the unit commander with the names circled of the BTZ nominees. The listing, AF Form 1206, *Nomination for Award*, Standard Uniform Retrieval Format (SURF), and individual fitness report for each nominee are then submitted to the MPS Promotions Office by the suspense date set at the beginning of the BTZ quarter.

3.4. Type of Board. The CBB may hold a face-to-face board along with the records review board when ALL nominees are available. If ALL nominees are not available, then the board will consist of a records review board only.

3.4.1. Records Review Board. The MPS Promotions Office is responsible for coordinating with the 42 ABW/CCC on the date, time, and location of the board along with obtaining board member names. The MPS Promotions Office will also provide selection folders to the board members and notify them of when and where the board will convene. Selection folders will contain an AF Form 1206, the signed SrA BTZ Unit Eligible listing, SURF, individual fitness report and a score sheet. The AF Form 1206 will be a maximum/minimum of 15 lines (not including headings) and the following 3 categories will be used to score packages: (1) LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTIES (9 lines); (2) TRAINING, EDUCATION, AND SELF-IMPROVEMENT EFFORTS (3 lines); (3) OTHER ACCOMPLISHMENTS (3 lines). Include acronym definitions listed on the front lower left of the AF Form 1206. See sample AF Form 1206 at Attachment 2.

3.5. Board Membership. The 42 ABW/CCC or designated representative will be the board president. The board will consist of the board president and at least three senior noncommissioned officer (SNCO) voting members (preferably SNCOs from different units), and a non-voting recorder from the MPS (SrA or above). The convening authority or designated representative will administer the oaths in Figure 3.1:

Figure 3.1. 42 ABW Below-the-Zone Promotion Oaths.

OATH TO THE BTZ BOARD MEMBERS

“I solemnly swear (affirm) that I will perform the duties imposed upon me without prejudice or partiality having in view both the special fitness of the Airman and efficiency of the United States Air Force.”

TO THE RECORDER

“I solemnly swear (affirm) that I will keep a true record of the proceedings of this board.”

3.6. Selection Phase. The board president is responsible for ensuring fair and equitable consideration of each nominee. Should the situation arise where the board may have possibly been prejudiced in any way, the board president must immediately stop the proceedings and report the incident to the wing commander. Based upon the information provided, the wing commander determines whether the board may be continued or reconvened with new members.

3.7. Scoring Procedures. Board members and the board president will score each bullet on the AF Form 1206 independently using the weighted criteria on the Maxwell AFB Form 3, *Board Member Score Sheet, Category: Senior Airman Below-the-Zone*. They will then rank order the packages to determine a winner. The board president will use his/her rank order to break any ties. Maxwell AFB Form 3 will be maintained in accordance with records disposition schedule Table 36-19 and Rule 04.00 (*Airman Promotions*).

3.8. Post Selection. The recorder arranges nominees in order of merit by the total score. The board president signs the board minutes identifying selects and non-selects, and forwards the minutes to the 42d Air Base Wing Commander (42 ABW/CC) for approval or disapproval.

3.9. Approval/Disapproval of Board Results. 42 ABW/CC is the approval/disapproval authority and may take one of the following actions:

3.9.1. Approve the board minutes and return to the MPS Promotions Office.

3.9.2. Disapprove entirely and direct a new board.

3.9.3. Disapprove promotion of Airmen whose records do not justify BTZ promotion, in which case the commander can elevate the first alternate to selectee. However, if after an approved proceeding, a selectee renders themselves ineligible prior to the effective date of promotion; the commander may elevate the first non-selectee to selectee status or elect not to use the quota.

3.10. Release Procedures: 42 ABW/CC is the promotion authority. Board results will not be released until the 42 ABW/CC has approved the minutes.

4. Large Unit Boards. A large unit is defined as a unit with seven or more eligibles for BTZ consideration. Commanders should be advised that eligibility based on TIS and TIG alone does not entitle an Airman to BTZ consideration.

4.1. Type of Board. Units may hold a face-to-face board along with the records review board when ALL nominees are available. If ALL nominees are not available, then the board will consist of a records review board only.

4.1.1. Records Review Board. The board members will evaluate the nominees based on the nomination packages. The unit's First Sergeant, Additional Duty First Sergeant, or designated representative will prepare selection folders. Selection folders will contain an AF Form 1206, the signed SrA BTZ Unit Eligible listing, SURF, individual fitness report and a score sheet. The AF Form 1206 will be a maximum/minimum of 15 lines (not including headings) and the following 3 categories will be used to score packages: (1) LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTIES (9 lines); (2) TRAINING, EDUCATION, AND SELF-IMPROVEMENT EFFORTS (3 lines); (3) OTHER ACCOMPLISHMENTS (3 lines). Include acronym definitions listed on the front lower left of the AF Form 1206. See sample AF Form 1206 at Attachment 2.

4.2. Board Membership. The board will consist of the board president (Chief Master Sergeant if available, otherwise the most senior in rank) and at least three SNCO voting members, and a non-voting recorder (SrA or above). The convening authority or designated representative will administer the oaths referred to in [Figure 3.1](#)

4.3. Selection Phase. The board president is responsible for ensuring fair and equitable consideration of each nominee. Should the situation arise where the board may have possibly been prejudiced in any way, the board president must immediately stop the proceedings and report the incident to the commander. Based upon the information provided, the unit commander determines whether the board may be continued or reconvened with new members.

4.4. Scoring Procedures. Board members and the board president will score each bullet on the AF Form 1206 independently using the weighted criteria on the Maxwell AFB Form 3. They will then rank order the packages to determine a winner. The board president will use his/her rank order to break any ties. Maxwell AFB Form 3 will be maintained in the unit in accordance with the records disposition schedule Table 33-42 and Rule 02.00 (*General Correspondence*).

4.5. Post Selection Phase. After scoring is completed, the recorder determines order of merit by total score. Based on the unit's BTZ quotas, the First Sergeant, Additional Duty First Sergeant, or designated representative will circle the name(s) of the selectee(s) on the BTZ Unit Eligible listing and prepare a memorandum letter of the board minutes, both of which will be signed by the unit commander. They will then turn in all information and individual board member ballots to the unit commander for approval.

4.6. Unit Commander's Responsibilities. The unit commander:

4.6.1. Approves the board minutes and forwards a copy of the minutes with the BTZ Unit Eligible listing to the MPS Promotions Office. The names of the selectees must be circled on the roster. The memorandum letter of the board minutes signed by the unit

commander must include the following: board president, members of the board, selects, non-selects, and alternates in rank order.

4.6.2. Disapproves board proceedings entirely and direct a new board.

4.6.3. Disapprove promotion of Airmen whose records do not justify BTZ promotion, in which case the commander can elevate the first alternate to selectee. However, if after an approved proceeding, a selectee renders themselves ineligible prior to the effective date of promotion; the commander may elevate the first non-selectee to selectee status or elect not to use the quota. If the unit commander elects an alternate to select status, a promotion recommendation letter must be accomplished on that member along with a promotion non-recommendation letter for the member that became ineligible. These letters will be turned into the MPS Promotions Office for coordination.

4.7. Release Procedures. Commanders of large units may release results of their unit board immediately upon approval of the board minutes.

5. Supplemental Consideration. Certification of the unit eligibility listing by the unit commander is proof of BTZ consideration. Request for supplemental BTZ consideration should not be submitted unless the unit commander verifies that the member was not considered for that quarter's BTZ board, and the commander considers the Airman to be a true BTZ candidate.

ANDREA D. TULLOS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

Prescribed Form

Maxwell AFB Form 3, *Board Member Score Sheet, Category: Senior Airman Below-the-Zone*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

42 ABW/CC—42d Air Base Wing Commander

42 ABW/CCC—42d Air Base Wing Command Chief Master Sergeant

42 FSS/CC—42d Force Support Squadron Commander

BTZ—Below the Zone

CBB—Central Base Board

MPS—Military Personnel Section

PIF—Personnel Information File

SrA—Senior Airman

SNCO—Senior Noncommissioned Officer

SURF—Standard Uniform Retrieval Format

TIG—Time in Grade

TIS—Time in Service

UIF—Unfavorable Information File

