

**BY ORDER OF THE COMMANDER
MCCONNELL AIR FORCE BASE**

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



2 MARCH 2016

Personnel

**2ND AIR REFUELING WING SENIOR
AIRMAN BELOW-THE-ZONE
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*, and establishes procedures, policies and responsibilities applicable to all Active Duty (AD) units, to include tenant units, on McConnell Air Force Base. This instruction is provided to explain and standardize the processing procedures for the Senior Airman (SrA) Below-the-Zone (BTZ) Promotion program. Both the Central Base Board (CBB) and large units will utilize the procedures outlined in this instruction, Air Force Instruction (AFI) 362502, *Enlisted Airman Promotion/Demotion Programs*, and Personnel Services Delivery (PSD) Guide, *Enlisted Promotions*. 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 the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This publication is updated to reflect guidance and procedures specifically for the McConnell AFB SrA BTZ Promotion program. The major changes include the following additions: quota application, in-person (face-to-face) board procedures, AF IMT 1206 example, 22 ARW SrA

BTZ president score sheet, 22 ARW BTZ board member score sheet, and 22 ARW BTZ board result template.

1. Objective. The purpose of this instruction is to provide direction concerning the local SrA BTZ program and procedures. The SrA BTZ program provides a one-time consideration for early promotion for exceptionally well-qualified Airmen First Class. Selection opportunity is 15 percent of eligible Airmen. Promotions are effective six months prior to the fully qualified phase point.

2. Responsibilities.

2.1. Per AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, para 2.3.5, approval authority for quota distribution is delegated to the Military Personnel Section (MPS) Chief by the host wing commander. The MPS will distribute SrA BTZ quotas each quarter. Large units (seven or more eligibles) within the wing will receive their own quotas. Small units (six or less eligibles) within the wing will aggregate their nominee(s) to the Central Base Board (CBB). All tenant units will be considered a large unit unless they only have one eligible, in which case, they will meet the CBB, if nominated. **Note: Airmen must be “considered” by the losing unit if their Report No Later Than Date (RNLTD) is the 1st day of the first processing month or later.**

2.2. The MPS will determine quotas and distribution based on 15 percent of eligibles (Airmen who meet time-in-grade and time-in-service requirements are considered eligibles). Computation is completed by the following example (fractions of 0.5 or more are rounded up): 13 eligibles x 0.15 = 1.95 or 2 BTZ quotas.

2.2.1. The following quota application applies:

Figure 1. Quota Application.

| Eligibles / Quota |
|-------------------|-------------------|-------------------|-------------------|-------------------|
| 7-91 | 10-162 | 17-233 | 24-294 | 30-365 |
| 37-436 | 44-497 | 50-568 | 57-639 | 64-6910 |

3. Board Composition.

3.1. When the 22 ARW CBB convenes, it will consist of the board president, which is the 22d Air Refueling Wing Command Chief Master Sergeant (22 ARW/CCC), four Group Superintendents and the Wing Staff Superintendent (or a qualified representative), and a non-voting recorder. If the 22 ARW/CCC is unavailable, he/she will appoint a Group Superintendent to act as the board president.

4. Method/Number of Nominations.

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. Once selections are made, large unit commanders will return the following to the MPS by the established suspense: BTZ eligibility listing (with names of nominees underlined), president and board member score sheets, and board minutes.

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.). All small units with eligibles will only submit their most qualified candidates.

5. Areas Considered/Selection Folders.

5.1. The CBB will judge each nominee on areas covered on the most current version of the AF Form 1206, *Nomination for Award*, prescribed by AFI 36-2805, *Special Trophies and Awards*. These scores will be recorded on each board member's score sheet.

5.1.1. The AF Form 1206 will consist of a maximum of 10 lines (not including headings). Performance in primary duties and training requirements will consist of 6 lines, Followership and Leadership will consist of 2 lines, and Whole Person Concept will consist of 2 lines.

5.2. Selection folders will include the BTZ Record on Individual Person (RIP), AF Form 1206 and citations for decorations (if applicable).

6. Scoring Scale/Selection Phase.

6.1. Board members will score individuals based on the AF Form 1206 and decorations (if applicable). Board members will also determine the rank order of all nominees. The board recorder computes the composite score of each nominee by adding up the ranks of the board members on the board president's tally sheet. The order of merit will be determined by lowest to highest combined ranks. The president's scores will not be used in the total scoring but will act as a tiebreaker, when needed.

6.2. Large unit nominees are arranged in order of merit by total score, and the quota is applied. Commanders will report selections to the MPS by annotating selectee(s) and underlining the name(s) on the BTZ eligibility list, providing board minutes with attachments, and hand-carrying all documents to the MPS by the suspense date. Commanders are not required to select a nominee to fill the unit's quota. Commanders will inform all eligibles of whether or not they are being nominated.

6.3. For the CBB, the board recorder will send the convening authority, the 22 ARW/CC, a written report with an order of merit list of all Airmen considered and the selectee letters. The 22 ARW/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 22 ARW/CC may elect not to use the full quota.

6.4. When the selectee(s) are received from the large units and the 22 ARW/CC has approved the selectee(s) from the CBB, the MPS will forward a listing of all selectee(s) to the 22 ARW/CCC. The 22 ARW/CC will publicly release the names of all selectee(s) via e-mail.

6.5. The MPS will project promotions immediately upon receipt of confirmation of the public release. This must be accomplished prior to the end of the board month.

7. 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 unit commander of that individual. If the unit commander recommends the alternate for promotion, he or she will forward a letter to the MPS for the concurrence of 22 ARW/CC.

8. Supplemental Consideration. If an eligible Airman was not considered, and the error is discovered before the promotions are announced, large unit commanders may consider the Airman and adjust selections accordingly. The CBB will reconvene to consider small unit eligibles and adjust selections accordingly. If the error is found after the promotions are announced, the unit commander will forward a request with justification and all applicable documents for supplemental consideration to the MPS Chief for approval. The responsibility to ensure an individual has been properly identified as eligible and that the data on the BTZ RIP is accurate and complete falls on the individual Airman's supervisor and unit commander.

ALBERT G. MILLER, Colonel, USAF
Commander

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

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

AFI 33-360, *Publications and Forms Management*, 25 September 2013

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

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

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

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination for Award*

Abbreviations and Acronyms

AF —Air Force

AFI —Air Force Instruction

AFMAN —Air Force Manual

AFRIMS —Air Force Records Information Management System

ARW – Air Refueling Wing

BTZ – Below-the-Zone

CBB —Central Base Board

CC —Commander

CCC —Command Chief Master Sergeant

FSMPD —Career Development Element

FSS —Force Support Squadron

MPS —Military Personnel Section

OPR —Office of Primary Responsibility

PSD —Personnel Services Delivery

RDS —Records Disposition Schedule

RIP —Record on Individual Person

SrA —Senior Airman