

**BY ORDER OF THE COMMANDER  
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION  
36-2502**



**30 DECEMBER 2024**

**Personnel**

**SENIOR AIRMAN BELOW-THE ZONE  
(BTZ) PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 8 FW/CCC  
(CMSgt Nathan D. Chrestensen)

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-25, *Military Promotions and Demotions and*, Air Force Instruction (AFI) 36-2502, *Enlisted Airman Promotion and Demotion Programs*. This instruction establishes policy and procedure governing the Senior Airman (SrA) Below-the-Zone (BTZ) process. This instruction applies to all units and staff agencies operating on Kunsan Air Base (AB). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route the DAF 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) AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed.

**1. Responsibilities/Authority:**

**1.1. 8 FW/CC Responsibilities:**

1.1.1. Serve as the convening authority for the SrA BTZ promotion process. The 8th Fighter Wing Commander (8 FW/CC) formally approves/disapproves selection board recommendations and may elect not to issue the full quota of promotions.

## 1.2. 8 FW/CCC Responsibilities:

1.2.1. Provide program direction and guidance, to include coordination on all correspondence/information on the program.

1.2.2. Approves the 8th Force Support Squadron/Military Personnel Flight (8 FSS/MPF) proposed BTZ board date.

1.2.3. Selects individuals to serve on the Central Base Board (CBB). Board members are Group Senior Enlisted Leaders (SELs) and Wing Staff Agency (WSA) SEL.

1.2.4. Serves as the board president for the CBB. If he/she is not available, the 8th Fighter Wing Chief Master Sergeant (8 FW/CCC) may appoint another Chief Master Sergeant (CMSgt) currently serving in a Group Senior Enlisted Leader, 9G100 position, to serve as the board president. Appoints the 8th Fighter Wing Command Chief's Executive Assistant (8 FW/CCCE) as the non-voting recorder.

## 1.3. 8 FW FSS/FSPD Responsibilities:

1.3.1. 8th Force Support Squadron, Military Personnel Flight (MPF), Career Development Section (8 FSS/FSPD) must verify BTZ eligibility of all Airman First Class (A1C) who will Permanent Change of Station (PCS) from Kunsan to ensure a BTZ selection folder is prepared before PCS departure (if necessary). This requires coordination on the DAF 907, *Relocation Preparation Checklist*, for all A1C departing PCS.

1.3.2. Coordinate with 8 FW/CCCE on the number of promotion quotas available No Later Than (NLT) the second week of each quarter. Identify small and large units and provide 8 FW/CCCE with the number of promotion quotas available NLT the second week of the first processing month.

1.3.3. Distribute BTZ unit eligibility memo rosters and notify squadrons of the number of promotion quotas to be considered by the CBB two months prior to the board convening.

1.3.4. Distribute BTZ sample nomination packages one month prior to the CBB month.

1.3.5. Collect eligibility rosters, Single Unit Retrieval Formats (SURFs), copies of all decoration citations (if applicable), current Air Force Fitness Management System (AFFMS) print out and DAF Form 1206, *Nomination for Award*.

1.3.6. Suspend small units to forward completed nomination packages to the MPF NLT the last duty day of the second processing month before the CBB convening date. Submissions beyond the MPF suspense date will not be provided to the CBB.

1.3.7. Coordinate changes as necessary with 8 FW/CCCE and nominating units.

1.3.8. Nomination packages will be emailed NLT the first duty day of the CBB month to 8 FSS/FSPD Promotions organization box and 8 FW/CCCE.

1.3.9. Coordinate the board minutes through 8 FW/CC and 8 FW/CCCE for approval.

1.3.10. Project BTZ promotions as soon as possible in the Military Personnel Data System (MilPDS).

1.3.11. Brief unit commanders on removal 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 MPF will assist the Airman in applying for a retroactive promotion effective date to Air Force Personnel Center, Enlisted Promotions (HQ AFPC/DPSOE), IAW AFI 36-2502.

#### **1.4. Board Recorder Responsibilities 8 FW/CCCE:**

1.4.1. Ensure board members receive complete nomination packages on each nominee submitted for BTZ board.

1.4.2. Upon completion of board, prepare board meeting minutes based on the findings of the CBB. The minutes should be comprised of: date/time board convened/adjourned, name of board president, members, recorder, and status of nominees selects in order of merit (identifying ranking of BTZ selects), non-selects, and two alternates. This ensures alternates are identified in the event the selectee(s) become ineligible for promotion. Additionally, minutes will include selectee(s) from large unit BTZ boards. The minutes must be digitally signed by the board president.

1.4.3. Coordinate the board minutes through 8 FW/CC for approval.

1.4.4. Minutes will be reviewed/signed by the board president and routed to 8 FW/CC.

1.4.5. Destroy digital and hardcopy nomination folders when no longer needed.

#### **1.5. Unit Responsibilities:**

1.5.1. Units will consider all individuals meeting Time in Grade (TIG) and Time in Service (TIS) requirements, even if they are Temporary Duty (TDY) or on leave. Airmen who are projected or may have already departed your unit, are still required to be considered for BTZ promotion. If the Report No Later Than Date (RNLTD) is the first day of the first processing month (i.e. January, April, July or October) or later, then the Airman will be considered for BTZ by the losing unit, (i.e. A1C Smith's RNLTD to Kunsan is 30 April, they will be considered at their losing unit).

1.5.2. All individuals appearing on Parts 1 and 2 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 Airman's Personnel Information File (PIF) Review, as well as Chief, First Sergeant, and supervisor recommendations.

1.5.3. Commanders, Chiefs, and First Sergeants will screen for past or present negative "Quality Force" indicators, to include coordination with 8th Fighter Wing Judge Advocate (8 FW/JA), Air Force Office of Investigations (AFOSI), 8 SFS/S2I (8th Security Forces Investigations), and Military Personnel Flight (MPF) to gain a full spectrum look. For questions regarding investigations AFOSI or S2I should be contacted, and regarding Article 15 actions, still within a member's record, MPF should be contacted for an up-to-date Automated Military Justice Analysis and Management System (AMJAMS) Report on Individual Personnel (RIP). Note: The fact that an airman has a record in AMJAMS does not automatically disqualify them for BTZ promotion consideration.

1.5.4. DAF Form 1206 Instructions. All content will be written as performance statements. Performance statements must have a minimum of 12 lines and not exceed 16 lines excluding headers. The categories are Job Performance (minimum of 8 lines and maximum of 10 lines) and Whole Airman Concept (minimum of 4 lines and maximum of 6 lines). The DAF Form 1206 will cover accomplishments that occurred between the members Total Active Federal Military Service Date (TAFMSD) and the BTZ board cut-off date. The board will also consider any decoration citations, and the SURF. No other written information can be used for consideration. Submit all documents to the MPF. [Attachment 2](#)

1.5.5. The unit commander will notify MPF Promotions NLT the day prior to the promotion effective date of BTZ selects who possess negative quality indicators (e.g., “Referral Enlisted Performance Report (EPR), non-current fitness assessment, or Unfavorable Information File (UIF), etc.).

## 2. Objective:

2.1. The BTZ program provides A1Cs who are exceptionally qualified a onetime consideration to promote to SrA ahead of their peers. This promotion is effective six months prior to the normal promotion date.

**Table 1. Significant Dates.**

QUARTER CONSIDERED	PROCESSING MONTHS	SELECTION MONTH	PROMOTION MONTHS
1st (Jan-Mar)	January/February	March	April - June
2nd (Apr-Jun)	April/May	June	July - September
3rd (Jul-Sep)	July/August	September	October - December
4th (Oct-Dec)	October/November	December	January - March

## 3. Eligibility:

3.1. A1C candidates must meet minimum requirements in accordance with IAW AFI 36-2502.

3.2. The immediate commander must recommend A1Cs for promotion who are fully qualified for promotion BTZ.

## 4. Quotas:

4.1. SrA BTZ quotas are based on the total TIG and TIS eligible A1Cs. 8 FSS/FSPD determines and distributes the base-wide CBB quotas based on 15 percent of eligible Airmen (eligibility for distribution of quotas is based on TIG and TIS only, regardless of normal ineligibility conditions). The 8th Force Support Squadron Commander (8 FSS/CC) approves distribution. For supplemental BTZ promotion to SrA, 8 FSS/CC has quota approval authority for those not previously considered.

## 5. Computation:

5.1. BTZ quota is determined by multiplying the number of eligible by 15 percent. Example: 15 eligible x 0.15 = 2.25 or 2 BTZ quotes. (Fractions of .5 are rounded up)

5.2. The unit commander will notify 8 FSS/FSPD Promotions NLT the day prior to the promotion effective date of BTZ selects who possess negative quality indicators (e.g., “Referral EPR, non-current fitness assessment, or Unfavorable Information File (UIF), etc.).

**Table 2. Distribution.**

ELIGIBLE	QUOTA	ELIGIBLE	QUOTA
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	64-69	10

## 6. Procedures:

6.1. **Large Unit Selection Procedure:** Large Unit Selection Procedure: Large units (defined as having seven or more eligible A1Cs) will receive quotas and make selections at the unit level. Large units will utilize procedures that ensure the SrA BTZ board is fair, equitable, and provides timely promotion consideration. Prepare BTZ board minutes on the findings once selections are made. The minutes should contain a list of board members in the grade of Master Sergeant or higher, board recorder in the grade of SrA or higher, and a board president in the grade of Chief Master Sergeant. If one is not available at the time, another Senior Noncommissioned Officer will be appointed by the unit’s Commander (CC). Board Presidents will rack and stack in order of merit (identifying total score and select/non-select status). This ensures alternates are identified in the event the selectee(s) become ineligible for promotion. The minutes must also be signed by the board president and submitted to 8 FSS/FSPD Promotions and 8 FW/CCCE NLT the day of the CBB for update.

6.1.1. Consider all individuals meeting TIG and TIS requirements, including Airmen currently on TDY, on leave, or those having a projected reassignment with a RNLTD on or after the first day of the first processing month. Commanders review qualifications and decide whether to forward the member’s name to the SrA BTZ board for consideration.

6.1.2. Notification of selectee(s) will be delegated to the unit CC and no public release is allowed until completion of the wing CBB and distribution of memorandum from 8 FW/CC identifying the consolidated list of BTZ selections.

## 6.2. Selection Requirements:

6.2.1. CBB and large unit BTZ process will utilize guidance in [Attachment 3](#).

6.2.2. All individuals must meet TIS and TIG requirements, even if they are TDY, on leave, or have a PCS during/prior to the processing month (i.e. January, April, July and October). All individuals that appear on the eligibility list must be considered; however, it does not mean they should be nominated. The final approval for consideration will be 8 FW/CC.

6.2.3. Alternates are selected by the score attained during the board, in the event that a selectee is removed before the promotion effective date. If the first alternates’ DOR is past due, they will obtain the original BTZ DOR and effective date (for pay and accounting

purposes) with the unit commanders' approval. 8 FSS/FSPD will assist in applying for a retroactive program effective date.

6.2.4. If an individual should have been considered during the current board, and an error was discovered before the promotions are announced, the large unit commanders will consider the A1C and adjust accordingly. The CBB will reconvene to consider small unit eligibility and ensure selections are adjusted accordingly. If discovered after selections are announced, supplemental promotion consideration procedures apply.

6.2.5. Commanders may request supplemental BTZ consideration for individuals who should have been considered by a previous board and an error was not discovered until after promotions were announced.

### **6.3. Selection Folder:**

6.3.1. Selection folders will include: BTZ Report on Individual Record, Fitness Assessment History, DAF Form 1206, all decorations, SURFs, and score sheet.

PETER E. KASARSKIS, Colonel, USAF  
Commander

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

DAFPD 36-25, *Military Promotions and Demotions*, 15 Dec 2022

AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 26 Sep 2024

AFI 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 907, *Relocation Preparation Checklist*

DAF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AB**—Air Base

**A1C**—Airman First Class

**AFFMS**—Air Force Fitness Management System

**AFI**—Air Force Instruction

**AFOSI**—Air Force Office of Special Investigations

**AFRIMS**—Air Force Records Information Management System

**AMJAMS**—Automated Military Justice Analysis and Management System

**BTZ**—Below-The Zone

**CBB**—Central Base Board

**CMSgt**—Chief Master Sergeant

**CC**—Commander

**DAFPD**—Department of the Air Force Policy Directive

**DOR**—Date of Rank

**EPR**—Enlisted Performance Report

**HQ AFPC/DPSOE**—Air Force Personnel Center, Enlisted Promotions

**IAW**—In Accordance With

**MilPDS**—Military Personnel Data System

**MPF**—Military Personnel Flight

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**PIF**—Personnel Information File

**PCS**—Permanent Change of Station

**RDS**—Records Disposition Schedule

**RIP**—Report on Individual Personnel

**RNLTD**—Report No Later Than Date

**SrA**—Senior Airman

**SURF**—Single Unit Retrieval Format

**TAFMSD**—Total Active Federal Military Service Date

**TDY**—Temporary Duty

**TIS**—Time in Service

**TIG**—Time in Grade

**UIF**—Unfavorable Information Folder

**8 FW/CC**—8th Fighter Wing Commander

**8 FW/CCC**—8th Fighter Wing Chief Master Sergeant

**8 FSS/CC**—8th Force Support Squadron Commander

**8 FW/CCCE**—8th Fighter Wing Command Chief's Executive Assistant

**8 FW/JA**—8th Fighter Wing Judge Advocate

**8 FSS/MPF**—8th Force Support Squadron Military Personnel Flight

**8 FSS/FSPD**—8th Force Support Squadron, Military Personnel Flight, Career Development Center

**8 SFS/S2I**—8th Security Forces Squadron Investigations



Attachment 2

DAF FORM 1206 NOMINATION EXAMPLE

Figure A2.1. DAF Form 1206 Nomination Example.

NOMINATION FOR AWARD		
AWARD 8th Fighter Wing Senior Airman Below-the-Zone	CATEGORY (if Applicable) BTZ	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/John D. Smith	MAJCOM, FOA, OR DRU PACAF	
DAFSC/DUTY TITLE 3P051/Installation Entry Controller	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 315-782-0000 COMM: 011-82-63-470-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 8th Security Forces Squadron/S30C/Unit 2023/Kunsan Air Base, Republic of Korea, APO AP 96264		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Johnson/DSN XXX-XXXX & (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>- John was selected by cadre as a team lead for 73 personnel through 187 days/2.IK hours of ground combat training. He was recognized as the sole Commander's Award recipient and Distinguished Graduate for his leadership abilities.</li> <li>- A1C Smith bested 55 personnel during the selection assessment to the all-PACAFteam for 2023 Defender Flag. He was 1 of 5 chosen to represent PACAF at the AF-wide combat skills competition, earning a marksmanship award.</li> <li>-John crushed the unit's first 40-hour Combat Readiness Course. For demonstrated leadership, he was selected to fill a NCO position and led a 3-man team during 5 wing readiness exercises earning him the Superior Performer Award.</li> <li>- A1C Smith out-shined his peers by earning a 96% on his initial Quality Assurance evaluation. He was awarded an "Exceptionally Well-Qualified" rating that covered 44 mission essential tasks and placed him in the top 10% of the unit</li> <li>- He was selected to participate in a Combined Joint Base Defense exercise with Korean Special Forces. He attained advanced combat skills and increased partner interoperability that benchmarked the first bilateral exercise in 8 years.</li> </ul> <p><b>WHOLE AIRMAN CONCEPT:</b></p> <ul style="list-style-type: none"> <li>- As booster club president, he coordinated 45 volunteers across 25 events, totaling 280 hours. Raised \$50K, supporting AF Assistance and morale, welfare, and readiness funds, instilling esprit de corps for 120 Light Riders.</li> <li>- Smith earned 54 credits toward his CCAF, and leveraged his expertise as SharePoint admin for Wolf Pack University. He briefed 14 FTECs, and supported 33 advisors to facilitate 810 developmental courses for all Amn.</li> <li>- Coordinated the Wing's "Friendship Day", the largest event of 2023. He was the ambassador for 6 meetings, syncing 45 USAF and ROKAF partners, hosting 3 events for 1.5K attendees earning him coins from 8 FW/CC and 38 FG/CC.</li> </ul> <p>Fitness Assessment Current Passing Score:</p> <p>PIF Reviewed by:</p>		

### Attachment 3

## GUIDE FOR BTZ PROMOTION BOARDS

**A3.1. Selection:** Selection is based on the DAF Form 1206. When required, the board president will facilitate open discussion to discuss legitimacy of packages and resolve any ties in the final ranking order. If the matter cannot be resolved, all ties will be broken using the Board President's scoring.

A3.1.1. **DAF Form 1206, *Nomination for Award*:** Effective evaluation of the DAF Form 1206 requires a detailed thought process; it is challenging to review nomination packages and determine who the "Best of the Best" is. Each board member must remember *it is not the writer; it is the accomplishments of the nominee which makes the difference*. Strong emphasis must be placed on initiative, achievement, and impact, not writing style. When evaluating an DAF Form 1206, the individual's write-up must have a minimum of 8 lines and a maximum of 10 lines for Job Performance (not including the category heading) and a minimum of 4 lines and a maximum of 6 lines for Whole Airman Concept (not including the category heading) with no minimum or maximum line limit per performance statement. [Attachment 2](#) contains the recommended distribution of lines.

A3.1.2. **Scoring:** Large units and CBB Board Members have the authority to use whatever scoring metric they wish, but it will be in a ranking manner.

#### A3.1.3. **Nomination Headings:**


A3.1.3.1. **Job Performance and Leadership in Primary Duty:** These performance statements should describe significant accomplishments and how well the member performed assigned primary and additional duties. The information should also define the scope and level of responsibilities and the impact on the mission and unit. Look for any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Also look for details that show how the member developed or improved skills related to their primary duties, e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Finally, there may also be details/results of Air Force, Major Command, and Numbered Air Force-level inspections and/or evaluations, as well as awards received (e.g., Maintenance Professional of the Year, and so forth).

A3.1.3.2. **Whole Airman Concept:** This section should define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and how they acted as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. It should include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Any off-duty education or other personal development should also be captured, e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Any other relevant training or activity that significantly enhanced the member's value as a military citizen should also be captured.

Attachment 4

SAMPLE SRA BTZ BOARD PROMOTION RECOMMENDATION LETTER

Figure A4.1. SrA BTZ Board Promotion Recommendation.



**DEPARTMENT OF THE AIR FORCE**  
**8TH FIGHTER WING (PACAF)**  
**KUNSAN AIR BASE, REPUBLIC OF KOREA**

XX Month 20XX

MEMORANDUM FOR § FSS/FSPD

FROM: § FW/CC

SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Central Base Board (CBB) Minutes

1. The CBB considering eligible A1Cs for promotion to Senior Airman Below-the-Zone convened on ( DATE ). By recommendation from their Unit Commanders, (g) Airmen First Class were considered for BTZ promotion to be effective 6 months prior to their fixed fully qualified phase point to Senior Airman. Those selected are eligible to assume the new grade during the months of (month) through (month) 20XX. The selection board consisted of the following:

Board President	Rank Name (First MI. Last Name)	Sq/Office Symbol
Member	Rank Name (First MI. Last Name)	Sq/Office Symbol
Member	Rank Name (First MI. Last Name)	Sq/Office Symbol
Member	Rank Name (First MI. Last Name)	Sq/Office Symbol
Member	Rank Name (First MI. Last Name)	Sq/Office Symbol
Recorder	Rank Name (First MI. Last Name)	Sq/Office Symbol

2. Based on the promotion quota, there were eighteen individuals eligible and three stripes available at the CBB. The board's recommendation is summarized below:

Status	Pos.	Name	Unit	Projected DOR
Selectee	1	Rank Name (First MI. Last Name)		dd-month-yyyy
Selectee	2	Rank Name (First MI. Last Name)		dd-month-yyyy
Selectee	3	Rank Name (First MI. Last Name)		dd-month-yyyy
Alternate	1	Rank Name (First MI. Last Name)		dd-month-yyyy
Alternate	2	Rank Name (First MI. Last Name)		dd-month-yyyy

3. Any questions regarding this selection board may be directed to § FSS/FSPD Promotions Office via email §fss.fssmpscareerdevelopment@us.af.mil or DSN 782-3606.

FIRST MI. LAST, Rank, USAF  
Board President

2nd Ind, § FW/CC

MEMORANDUM FOR § FSS/FSPD

I approve/disapprove the board's selections for Senior Airman Below-the-Zone.

FIRST MI. LAST, Rank, USAF  
Commander

***"This memorandum contains Controlled Unclassified Information (CUI) which must be protected under the Privacy Act and DAFI 33-332."***