

**BY ORDER OF THE COMMANDER
DAVIS-MONTHAN AIR FORCE BASE**



AIR FORCE INSTRUCTION 36-2502

**DAVIS-MONTHANAFB
Supplement**

6 JANUARY 2017

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 355 FW/CC
(Col Scott C. Campbell)

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PUPROSE

This publication supplements AFI 36-2502, *Enlisted Airman Promotion/Demotion Program*, and applies to all units and tenants on Davis-Monthan. It establishes SrA BTZ administrative procedures for the Central Base Board (CBB) and large units. Ensure that all records created as a result of processes prescribed in this publication are maintained 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). Contact supporting records managers as required. 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.

2.3.1. Large units may select 15 percent of their eligibles for promotion, utilizing a unit-level board (see Figure 2. 1). Use the CBB procedures for Large units.

2.3.1.1. Identification of nominees: Commanders must attain recommendations from supervisors and should review pertinent records (i.e., Fitness history, Personnel File, PRDA record, etc.).

2.3.1.1.1. **(Added)** Board composition: The board will consist of the Board President, at least three voting members (MSgt thru CMSgt).

2.3.1.2. **(Added)** Nomination format: Unit commanders nominating Airmen to the CBB BTZ board will submit an AF Form 1206, *Nomination for Award*. Commanders will provide an AF Form 1206 in bullet format (see Attachment 3), and awarded decoration citation (s) to his/her board. The AF Form 1206 will be a maximum of 10 lines (including sub-bullets) not including headings. The following two headings will be used: (1) LEADERSHIP AND JOB and WHOLE AIRMAN CONCEPT. The 10 lines will be broken down as follows: 8 lines for LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, 2 lines for WHOLE AIRMAN CONCEPT.

2.4.1. Small units may nominate only the most deserving and truly outstanding individuals from their BTZ eligible roster to meet the CBB. Nomination packages are due to Career Development on the suspense date cited on the BTZ cover letter.

2.4.2. Composition: The board will consist of the Board President (Command Chief Master Sergeant or designated representative) and five voting members. The Board President will notify each board member of the convening date and time of the CBB.

2.4.2.1.1. **(Added)** A Face-to-Face Board Process is highly encouraged but not required. Individual Squadrons as well as the CBB President will determine feasibility of an actual Face-to-Face Board taking place. Career Development (Promotions) will verify availability of eligibles with the Squadron Commander/First Sergeant in order to coordinate CBB Face-to-Face Board procedures. Units will be given a minimum of 5 days to prepare their Airmen for the board if one will be conducted. Format will be determined by the Squadron Commander or Board President.

2.4.2.4. Scoring and selection: The voting board members will each rank order all nominees using their own individual scoring preference. In the event of a tie, the Board President will determine who the select (s) will be (by using his/her rankings only for those tied). Non-selects are BTZ "alternates" in the event a select fails to maintain BTZ eligibility until he/she is promoted.

2.4.2.4.1. **(Added)** Results of the CBB will not be released until the 355 FW/CC approves and releases the proceedings. Career Development will notify group commanders, unit commanders, group superintendents and unit first sergeants of the results no later than 24-hrs from the time CBB scorecard is received.

2.4.2.4.2. **(Added)** Unit commanders will notify BTZ selectees after the official release of the board results. Additionally, they will confirm eligibility for selectees whose promotions will be effective during the second and third months of the BTZ quarter to 355 FSS/FSMPD.

2.5.1. Upon receipt of the unit commander's recommendation, Career Development will forward the request via email to the HQ AFPC approval authority for consideration. If approved, the individual will meet the next scheduled CBB. Only the Board President and recorder will know there is a supplemental consideration. After the board evaluates the member, board members will be notified of the supplemental consideration. Based on package strength (against peers in current quarter), the board will recommend or non-recommend member for promotion to the 355 FW/CC. The commander will approve or disapprove the promotion.

FIGURE 2.1. (Added)

SRA BTZ QUOTA DISTRIBUTION AND COMPUTATION

Eligible	Quota	Eligible	Quota
7-9	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	10

EXAMPLE: 13 eligibles x 0.15 = 1.95 or 2 BTZ quotas. (Round up fractions of .5 or more.)

SCOTT C. CAMPBELL, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2502, *Airman Promotion/Demotion Programs*, 31 December 2014

AFMAN 33-363, *Management of Records*, 01 March 2008

Adopted Forms

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

ACC—Air Combat Command

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

ARMS—Automated Records Management System

BI—Base Instruction

BTZ—Below the Zone

CBB—Central Base Board

CC—Commander

CCC—Command Chief

CMSGT—Chief Master Sergeant

DMAFB –Davis—Monthan Air Force Base

DOR—Date of Rank

EOM—End of Month

EPR—Enlisted Performance Report

FSMPD—Military Personnel Section Career Development

FSS—Force Support Squadron

FW—Fighter Wing

GSR—Grade Status Reason

HQ AFPC—Headquarters Air Force Personnel Center

IAW—In Accordance With

IMT—Information Management Tool

MFR—Memorandum for Record

MPS—Military Personnel Section

MPFM—Military Personnel Flight Memorandum

MSGT—Master Sergeant

NLT—No Later Than

PA—Privacy Act

PCS—Permanent Change of Station

PAFSC—Primary Air Force Specialty Code

PRDA—Personnel Records Display Application

RNLTD—Report No Later Than Date

SSAN—Social Security Number

TBD—To be determined

TIG—Time in Grade

TIS—Time in Service

UIF—Unfavorable information File

ATTACHMENT 15 (Added)

BELOW-THE-ZONE (BTZ) PROMOTION TO SENIOR AIRMAN (SrA)

Figure A15.1. Below-the-Zone (BTZ) Promotion to Senior Airman (SrA)

DEPARTMENT OF THE AIR FORCE
355TH FORCE SUPPORT SQUADRON (ACC)
DAVIS-MONTHAN AIR FORCE BASE, ARIZONA

MEMORANDUM FOR: (UNIT)

FROM: 355 FSS/FSMPD

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

1. The attached listing identifies those A1Cs assigned to your organization who are eligible for SrA BTZ this quarter. They have a date of rank (DOR) within six months of their normal fully qualified phase point for promotion. The following instructions apply, as indicated:

[] a. Your unit has six or less eligible (small unit) and you may submit those individuals who are the most deserving of early promotion to SrA, to be considered by the **Central Base Board**. Individuals nominated should be the very best performers and Airmen. The board date is (TBD) and is a records only board. **Annotate Rec/Non Rec by each individual, and then return the roster and nomination package(s) NLT (DATE)**. Guidelines for submitting nominations are provided in AFI36-2502_DAVISMONTHANAFBSUP. Decorations may be included, as long as they are filed in member's PRDA.

[] b. You have the required number of eligible necessary to conduct a **Large Unit board**. The unit board must be held between _____. You may select _____ Airmen for promotion to SrA BTZ. Guidelines for submitting nominations and board proceedings are provided in AFI36-2502_DAVISMONTHANAFBSUP. **Forward a letter identifying each selectee and the attached roster signed by the unit commander, to this office NLT (DATE)**. Refer to AFI36-2502_DAVISMONTHANAFBSUP, Attachment 17 for the memorandum format.

2. The attached SrA BTZ Unit Eligibility Listing is in the three parts. Part I identifies A1Cs with no quality indicators in their record. Part II lists "questionable eligible" (individuals with quality indicators) who may not be qualified for BTZ promotion. Part III lists A1Cs who meet the TIG and TIS requirements, but who cannot be selected due to promotion ineligibility conditions listed in AFI 36-2502, table 1.1.

3. **UNIT COMMANDERS NOMINATING AIRMEN TO THE CENTRAL BASE BTZ BOARD WILL SUBMIT AN AF IMT1206, NOMINATION FOR AWARD. THE AF IMT 1206 WILL BE A MAXIMUM OF 10 LINES (including sub-bullets) not including headings, and the following headings will be used: (1) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, (2) WHOLE AIRMAN CONCEPT. The 10 lines will be broken down as follows: 8 lines max for LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, and 2 lines for WHOLE AIRMAN CONCEPT. COMMANDERS OF LARGE UNITS (7 OR MORE ELIGIBLES AND ALLOCATED BTZ STRIPE) WILL USE CBB PROCEDURES.**

4. Carefully review quality indicators (i.e., low EPR ratings, UIFs, etc.) before making your selection. You are not required to use the full quota or make a selection.

5. Individuals with a projected assignment that have a report not later than date on or after _____ are considered by the losing unit. Refer any questions to Career Development at 228-4975/5590.

//SIGNED//
Career Development

Attachments:
BTZ Eligibility Listing

**ATTACHMENT 16 (Added)
SAMPLE BTZ AF FORM 1206**

A16.1. AF IMT 1206, *Nomination for Award*, is required for all BTZ nominations and consideration.

Figure A16.1. Sample BTZ AF Form 1206

NOMINATION FOR AWARD		
AWARD Senior Airman Below-the-Zone	CATEGORY (If Applicable) N/A	AWARD PERIOD N/A
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/John B. Smith	MAJCOM, FGA, OR DRU ACC	
DAFSC/DUTY TITLE 3S051/Career Development	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 228-XXXX & 520-228-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 355 FSS/FSMPD/3515 S. Fifth St. Building 3200/Davis-Monthan/AF/AZ/85707		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj/XXXXXX XXXXXX/DSN: 228-XXXX & Commercial: (520) 228-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) Per paragraph 2.3.1.2		
<p>The 10 lines will be broken down as follows:</p> <p>8 lines max for LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <p>2 lines for WHOLE AIRMAN CONCEPT</p>		
<p>AF FORM 1206, 20120926</p> <p align="center">PREVIOUS EDITIONS ARE OBSOLETE</p> <p align="right">FOR OFFICIAL USE ONLY (When filled in)</p>		

ATTACHMENT 17 (Added)
SAMPLE 355 FW/CC APPROVAL LETTER

Figure A17.1. Sample 355 FW/CC Approval Letter

FOR OFFICIAL USE ONLY			
DEPARTMENT OF THE AIR FORCE 355TH FIGHTER WING (ACC) DAVIS-MONTHAN AIR FORCE BASE ARIZONA			
MEMORANDUM FOR 355 FW/CC			
FROM: 355 FW/CC			
SUBJECT: Senior Airman Below-the-Zone (BTZ) Promotion Board Results			
1. A promotion board convened at XXXX hrs, DD/MO/YEAR, to consider Airmen First Class' nominated by their commanders for BTZ promotion to SrA, to be effective as indicated below. The board membership consisted of:			
<u>GRADE/NAME</u>	<u>UNIT</u>	<u>POSITION</u>	
2. The board considered the nominees and are listed in order of merit. Based on the promotion quota, the promotion recommendations are:			
a. SELECTS:			
<u>Name</u>	<u>Squadron</u>	<u>SSAN (LAST 4)</u>	<u>From Effective Date</u>
b. SUPPLEMENTAL SELECT:			
NONE			
c. ALTERNATES/NON-SELECTS:			
<u>Name</u>	<u>Squadron</u>		
3. The board adjourned at XXXX hrs. Request your approval of the above proceedings.			
JEREMY M. RAVLIN, CMSgt, USAF Command Chief			
1st Ind, 355 FW/CC			
MEMORANDUM FOR 355 FSS/FSMPD			
Approved/Disapproved			
SCOTT C. CAMPBELL, Colonel, USAF Commander, 355th Fighter Wing			
<p style="text-align: center; font-size: small;">"The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties"</p>			