

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



AIR FORCE INSTRUCTION 36-2502

**DYESS AIR FORCE BASE
Supplement**

21 DECEMBER 2015

Personnel

**ENLISTED AIRMAN
PROMOTION/DEMOTION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Michael Gerney)

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This instruction implements Air Force Instruction (AFI) 36-2502, *Enlisted Airman Promotion/Demotion Programs*. It establishes procedures, policy, and responsibilities for Dyess Air Force Base (AFB), and applies to all squadrons, to include associate/tenant units, serviced by the 7th Bomb Wing. If the Air Force (AF) and/or Headquarters (HQ) Air Force Global Strike Command (AFGSC) make policy changes affecting this program, changes will supersede this instruction. The overall objective of this instruction is to explain and standardize the processing procedures for the Senior Airman (SrA) Below-The-Zone (BTZ) promotion program across Dyess AFB. The Central Base Board (CBB) and large units will utilize the procedures outlined in this instruction and AFI 36-2502. The CBB will be composed of six separate groups (7th Medical Group (7 MDG), 7th Mission Support Group (7 MSG), 7th Maintenance Group (7 MXG), 7th Operation Group (7 OG), 7th Bomb Wing Director of Staff (7 BW/DS), and 317th Airlift Group (317 AG)). Large units will utilize the procedures outlined in this instruction while conducting their unit boards/selections. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

1.1. Roles and Responsibilities:

1.1.3. **(Added)** 7th Bomb Wing Commander (7 BW/CC):

1.1.3.1. **(Added)** The 7 BW/CC is the convening authority and is responsible for administering the BTZ program.

1.1.3.2. **(Added)** The 7 BW/CC establishes BTZ administrative procedures for the Central Base Board (CBB) and large units serviced by their installation, and ensures all eligible airmen receive fair, equitable, and timely BTZ consideration.

1.1.3.3. **(Added)** The 7 BW/CC approves/disapproves CBB results and may elect not to issue the full quota of promotions.

1.1.4. **(Added)** 7th Bomb Wing Command Chief (7 BW/CCC):

1.1.4.1. **(Added)** The 7 BW/CCC provides program direction and guidance to include coordination on all correspondence/information on the BTZ program.

1.1.4.2. **(Added)** The 7 BW/CCC coordinates with the Military Personnel Section (MPS) on scheduling BTZ board dates and selects senior noncommissioned officers (SNCO) to serve on the CBB no later than (NLT) 2 weeks prior to the established board date.

1.1.4.3. **(Added)** The 7 BW/CCC announces the results of the CBB and notifies all 7 BW and tenant units of their selectees.

1.1.5. **(Added)** Military Personnel Section (MPS) Chief:

1.1.5.1. **(Added)** The MPS Chief has approval authority for supplemental consideration for those not previously considered.

1.1.6. **(Added)** Unit Commanders:

1.1.6.1. **(Added)** Unit commanders and first sergeants will perform quality force reviews of all airmen on the BTZ roster for their respective unit prior to considering/nominating individuals to ensure that only the highest quality personnel are considered/nominated.

1.1.6.2. **(Added)** Commanders must ensure airmen are eligible for consideration and have no negative quality indicators pending. Commanders must review any Enlisted Performance Reports (EPRs), the member's Personal Information File (PIF), and should discuss nominations with the member's supervisors/rating chain prior to making a nomination decision, regardless if the airman is meeting a CBB or large unit board.

1.1.6.3. **(Added)** Commanders of small units will use the BTZ eligibility list and must underline the name of their nominee on the eligibility list, sign the list and return to the MPS promotions office NLT the established suspense date listed in the BTZ cover letter. Negative replies are required.

1.1.6.4. **(Added)** Commanders will ensure airmen non-recommended to meet the board are notified either verbally or in writing.

1.1.7. (Added) MPS Promotions Office:

1.1.7.1. **(Added)** Act as the overall OPR for the CBB, and provides the board recorder.

1.1.7.2. **(Added)** Distribute BTZ unit eligibility rosters and promotion quotas to unit first sergeants based on the population size of eligible airmen from all units subordinate and tenant to the 7 BW.

1.1.7.3. **(Added)** Collect eligible rosters and AF Form 1206, *Nomination for Award*, from squadrons. An AF Form 1206 is required for all A1Cs being nominated for BTZ consideration.

1.1.7.4. **(Added)** Coordinate with all associated/assigned units on Dyess AFB to make up the CBB (for small units with 6 or less eligible A1Cs), and identify date/time and location of the CBB.

1.1.7.5. **(Added)** Suspend small units to forward a complete nomination package on each nominee to the MPS by the established suspense. Late submissions will not be accepted unless approved by the 7 BW/CCC.

1.1.7.6. **(Added)** Suspend large units to provide selectee name(s) by the established suspense.

1.1.7.7. **(Added)** Prepare nomination package on each nominee meeting the CBB to include score sheet, BTZ RIP, AF fit score, copies of any approved decoration, and AF Form 1206. Accomplishments on the AF Form 1206 may have occurred at any time since the member entered active duty.

1.1.7.8. **(Added)** Screen each nomination package and return questionable nominations (i.e. unfavorable information file, physical fitness program).

1.1.7.9. **(Added)** Ensure board members receive complete nomination packages on each nominee submitted for the BTZ board. Send BTZ packages to board members NLT three days prior to the established board.

1.1.7.10. **(Added)** Coordinate changes as necessary with the 7 BW/CCC and nominating units.

1.1.7.11. **(Added)** Prepare minutes based on the findings of the CBB. The minutes will contain a list of board members, board recorder, list of the nominees and order of merit. This ensures alternates are identified in the event selectee(s) become ineligible for promotion. The minutes should be signed by the board president, and coordinated through the 7 BW/CC for approval.

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

1.1.7.13. **(Added)** Brief unit commanders on removal and withhold 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 their unit commander's approval. The MPS will assist the airman in applying for a retroactive promotion effective date to HQ AFPC/DPSOE according to AFI 36-2502, paragraph 1.14.

1.1.8. (Added) Board President:

1.1.8.1. **(Added)** Board president will oversee board operations, and be familiar with AFI 36-2502 and this instruction to ensure strict instructions/procedures are followed during the BTZ board.

1.1.8.2. **(Added)** Ensure the fair and equitable consideration of each nominee using BTZ packages and face-to-face board.

1.1.8.3. **(Added)** Brief board members on their duties and responsibilities prior to the board convening.

1.1.8.4. **(Added)** Board president ensures areas considered on face-to-face boards include: dress and appearance, professionalism, communication, military bearing, and eye contact. If holding face-to-face boards in large units, board president assigns topics to board members (as outlined in paragraph 1.1.9.3) so they may ask fact-based opinionated questions. Board president will evaluate and determine the appropriateness of the questions.

1.1.8.5. **(Added)** Oath for the board members/recorder:

1.1.8.5.1. **(Added)** Board president will administer the oath to board members: "I SOLEMNLY SWEAR OR AFFIRM I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY, HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND THE EFFICIENCY OF THE UNITED STATES AIR FORCE."

1.1.8.5.2. Board president will administer the oath to the recorder: "I SOLEMNLY SWEAR OR AFFIRM I WILL KEEP A TRUE RECORD OF THE PROCEEDINGS OF THIS BOARD."

1.1.8.6. **(Added)** In the event of a tie or if there is greater than a 3-point ranking differential among board members on the same nominee, the board president will attempt to resolve the differences, however, will be the deciding authority.

1.1.8.7. **(Added)** Once scores have been calculated, the board president announces the recommended selections and order of merit rankings.

1.1.8.8. **(Added)** At the end of the board, the board president briefs board members on the confidentiality of board proceedings, and asks board members for feedback.

1.1.8.9. **(Added)** The CBB president will forward the minutes to the 7 BW/CC for approval, and the large unit board president will forward minutes to the unit commander for approval.

1.1.9. (Added) Board Members:

1.1.9.1. **(Added)** Board members will adhere to the instructions and procedures of BTZ board.

1.1.9.2. **(Added)** Receive BTZ nominee packages NLT three days prior to the established board to evaluate/score all packages prior to the board convening. All packages will be reviewed/graded and ranked accordingly. For example, if there are

10 packages, board members will rank order packages #1 through #10, with 1 being their first selection and 10 being their last.

1.1.9.3. **(Added)** Be prepared to ask fact-based opinionated questions. Questions will be assigned and derive from Air Force/Dyess AFB history, enlisted force development, leadership, personnel programs, and current events.

1.1.9.4. **(Added)** Board members should be prepared to openly discuss scoring considerations, if necessary.

1.1.10. (Added) Board Recorder:

1.1.10.1. Large board recorder will ensure board members receive complete nomination packages on each nominee submitted for BTZ board.

1.1.10.2. Board recorder will record each board member’s ranking of each nominee and will compute the composite score for each nominee using the board member’s score sheet rankings and arranges nominees in order of merit on the master score sheet.

1.1.10.3. Upon completion of the BTZ board, board recorder will collect score sheets and selection packages from board members, and will prepare board minutes. Board recorder will prepare minutes comprised of the following: date/time board convened and adjourned; name of the board president, members, and recorder; and nominee order of merit (identifying ranking of BTZ selects and two alternates). Minutes will be reviewed/signed by the board president and recorder and forwarded to the 7 BW/CC or large unit commander for approval.

2.1. Airman and A1C Promotions:

2.1.4. **(Added)** A1Cs (fully qualified) must meet minimum requirements in AFI 36-2502, and have completed 36 months’ time-in-service (TIS) and 20 months’ Time-in-Grade (TIG), or 28 months TIG (whichever occurs first), possess a 3-skill level (see AFI for exception), and be recommended by their commander via a BTZ roster with signature.

2.1.5. **(Added)** Verify BTZ eligibility of all A1Cs 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 no later than date (RNLTD) is the 1st day of the first processing month or later.

2.1.6. **(Added)** Airmen must be “considered” by the losing unit if their RNLTD is the 1st day of the first processing month or later.

2.1.7. **(Added)** All qualified airmen must be considered, even if they are TDY, on leave, or have a projected reassignment with a RNLTD during or subsequent to the processing month.

Table 2.6. SrA Below-the-Zone Processing Months and Board Dates

I T	A	B	C
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E M	Processing Months	Board/Selection Month	For promotions in
1	January/February	March	April - June
2	April/May	June	July - September
3	July/August	September	October - December
4	October/November	December	January - March

Notes: (Added) BTZ Procedure Timelines:

1. Airmen are identified during the processing month and SrA BTZ promotion selections are made during the months indicated in Table 2.6
2. Within the first 10 days of the first processing month (Jan/Apr/Jul/Oct): AFPC generates a BTZ RIP to the MPS promotions office.
3. NLT 4 weeks prior to the established board: Rosters are sent out to units identifying all A1Cs who meet TIS and TIG requirements, regardless of promotion ineligibility conditions. Notification is then made whether the unit qualifies for a CBB or large unit board.
4. NLT the established suspense date: Rosters are due back to the MPS with commander's signatures identifying eligibles or non-eligibles.
5. NLT the established suspense date: BTZ packages are due to the MPS.
6. NLT the established board month/date (Mar/Jun/Sep/Dec): CBB will convene and BTZ selectees (and two alternates) will be determined. This also applies for large unit boards.

Table 2.7. BTZ Quotas (Added):

Computation: Eligibles multiplied by 15 percent equals the quota.				
Example: 13 eligibles x .15 = 1.95, or 2 BTZ quotas. Fractions of 0.5 or more are rounded up.				
Distribution:	Eligibles	Quota	Eligibles	Quota
Small Units	2-6	1-3 to CBB		
CBB	2-6	1		
Large Units/CBB	7-9	1	37-43	6
Large Units/CBB	10-16	2	44-49	7
Large Units/CBB	17-23	3	50-56	8
Large Units/CBB	24-29	4	57-63	9
Large Units/CBB	30-36	5	64-70	10

2.3. SrA Below-the-Zone (BTZ) Promotion Program:

2.3.1.1.1. (Added) Selection packages will contain: MilPDS generated BTZ RIP, AF Form 1206, and any approved decoration. Large units are responsible for creating their own selection packages.

2.3.1.2.1. (Added) Units must provide an AF Form 1206 that consist of a

maximum of 15 lines, singled-spaced bullets not including topic headings. Commanders must also provide copies of any approved decoration. An AF Form 1206 will be completed for each nominee meeting the CBB or large unit board.

2.3.1.2.2. **(Added)** AF Form 1206 will consist of the following headings: Leadership and Job Performance in Primary Duties (9 bullets). Training, Education and Self-Improvement Efforts (3 bullets). Other Accomplishments (3 bullets).

2.3.1.3. **(Added)** An approved decoration may be filed in an individual's record any time up until the established BTZ package suspense date. Supplemental consideration will not be given because a decoration was not approved or placed in the record when the board convened. However, the 7 BW/CCC can reconvene the board as long as the selections have not been announced.

2.3.5.5. **(Added)** BTZ quotas are based on 15 percent of the total TIG and TIS eligible population regardless of normal ineligibility conditions. The MPS promotions office determines quotas based upon eligible population before distributing to units.

2.3.5.6. **(Added)** Units are notified if they are a large or small unit as soon as possible, but NLT 4 weeks prior to the established board. Units with 6 or less eligible airmen will submit their qualified nominee to the MPS promotions office to meet the CBB. Units with 7 or more eligible airmen will receive quotas and promote at the unit level.

2.3.5.7. **(Added)** Units cannot aggregate above the unit level. If a unit commander (not group) is the commander having promotion authority for more than one organization, the eligibles are combined at the unit level and the unit remains a small unit or becomes a large unit.

2.3.6.1. **(Added)** Large units (seven or more eligible) will receive quotas based on their population size and will make selections by convening a BTZ promotion board at the unit level. Commanders of large units have selection and promotion authority and will ensure that the SrA BTZ program is fair, equitable, and provides timely promotion consideration. Once selections are made, large unit commanders underline the selectee's name(s), sign, date, and return the BTZ eligibility listing to the MPS promotions office NLT the established suspense date. Large units may elect to not use the full quota and are not required to submit a nominee if eligible(s) are not *exceptionally* qualified. If a unit does not nominate, ensure a negative reply is sent to the MPS promotions office.

2.3.6.1.1. **(Added)** Large unit selection boards will conform to the same standards established for the CBB, and the board must be held NLT the established board date. This requirement is imposed to ensure fair, equitable, and timely promotion consideration across Dyess AFB.

2.3.6.1.2. Upon identifying unit selectee(s), commanders approve selections and must provide board minutes (**Attachment 13**), and the signed unit BTZ eligibility listing to the MPS promotions office by established suspense date on the BTZ cover letter (**Attachment 14**).

2.3.7.1. **(Added)** Small units (six or less eligible) are combined into one pool of eligibles to form the CBB population and will forward nomination packages to the MPS promotions office by the established suspense date for consideration by the CBB. Units may nominate up to three deserving A1Cs for each quarterly CBB. Therefore, it is imperative that commanders nominate only those members that are *exceptionally* qualified and deserving of early promotion. Small units are not required to submit a nominee if eligible(s) are not *exceptionally* qualified. If a unit does not nominate, ensure a negative reply is sent to the MPS promotions office.

2.3.7.1.1. **(Added)** The CBB will include a face-to-face board unless otherwise directed by the 7 BW/CCC.

2.3.7.1.2. **(Added)** If a nominee cannot attend the CBB due to unforeseen circumstances (i.e. contingency deployment, TDY, emergency leave, hospitalization, mission requirement, or assigned to geographically separated units), the nominee will receive the average board score tallied from those nominees who met the face-to-face board. For example: if there are three candidates and only two members met the CBB and one member scored 2 and the other 4, then 3 is the average board score. Therefore, member(s) not meeting the CBB would receive a score of 3.

2.4.7. **(Added)** The CBB will consist of the 7 BW/CCC (or acting Command Chief), and at least five SNCOs from the following groups: 7 MDG, 7 MSG, 7 MXG, 7 OG, 7 BW/DS, and 317 AG, and a board recorder from the MPS. The 7 BW/CCC (or acting Command Chief) will be the board president, and will provide the MPS promotion office with the names of board members NLT 1 week prior to the established board date.

2.4.7.1. **(Added)** Board members will be notified of their selection and provided guidance on BTZ board procedures. The board president (or acting Command Chief) will administer the oaths as outlined in paragraphs 1.1.8.5.1 and 1.1.8.5.2 and ensure board members are briefed on Air Force and Dyess BTZ policies.

2.4.7.2. **(Added)** Large unit boards will consist of one CMSgt (board president), if available, and at least four SNCOs, and a board recorder in the grade of SrA or higher. If a CMSgt is not available, the board will consist of a minimum of five SNCOs, with the highest ranking SNCO serving as board president.

2.4.8. **(Added) Scoring Scale/Selection Procedures:**

2.4.8.1. **(Added)** Each nominee is evaluated based upon information contained in the AF Form 1206, decorations, and face-to-face board. Board members will score each individual separately and provide a clear rank order of merit (**Attachment 15**). Board president is responsible for resolving board member differences in nominee rankings with greater than a 3-point deviation.

2.4.8.2. **(Added)** The 7 BW/CC or large unit commander considers the board's recommendations and makes final approval.

2.4.8.3. **(Added)** Alternates may be promoted in the event a selectee is removed before the effective date. Two alternate non-selectees are identified based upon their

rankings in the event that a selectee is removed before the effective date. Commanders must remove a selectee versus withholding their SrA BTZ promotion.

2.4.9. (Added) Announcing Selections:

2.4.9.1. **(Added)** The 7 BW/CC approves CBB selections, and commanders of small units may notify selectees/non-selectees of their status either verbally or in writing upon the 7 BW/CC's approval of the CBB results.

2.4.9.2. **(Added)** Commanders of large units may notify selectees/non-selectees of their status either verbally or in writing upon their approval of board results. Commanders of large units approve the selection and will notify selectees of their status, and return the signed unit listing and board minutes to the MPS promotions office.

2.5.5. (Added) Supplemental Consideration:

2.5.5.1. **(Added)** If it is discovered that an airman was not considered during the eligible quarter board and the error is discovered before BTZ selections are announced, large unit commanders will consider the airman and adjust selections accordingly. The CBB will reconvene to consider small unit eligibles, and selections are adjusted accordingly. If discovered after selections are announced, request supplemental BTZ considerations according to AFI 36-2502, paragraph 2.5.

2.5.5.2. **(Added)** Commanders (small or large units) may request supplemental BTZ consideration for those individuals who should have been considered by a previous board and the error was discovered after promotions were announced. Unit commanders provide justification for members not receiving a fair consideration and forwards fully documented supplemental request to the MPS promotions office for consideration.

2.5.5.3. **(Added)** Supplemental consideration **will not be given** for the following reasons:

2.5.5.3.1. **(Added)** Incorrect data reflected on the BTZ RIP.

2.5.5.3.2. **(Added)** Denied BTZ nomination due to incorrect data reflected on the BTZ output products or in personnel records.

2.5.5.3.3. **(Added)** BTZ eligibility listing not returned to the MPS promotions office or individuals were “overlooked” on the listing.

2.5.5.3.4. **(Added)** Nomination packages or decoration not completed/turned in/approved in time to meet the board.

MICHAEL BOB STARR, Colonel, USAF
Commander, 7th Bomb Wing

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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

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

Adopted Forms

AF Form 2096, *Classification/On-the-Job Training Action*

AF IMT 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

317 AG—317th Airlift Group

7 BW/CC—7th Bomb Wing Commander

7 BW/CCC—7th Bomb Wing Command Chief

7 BW/DS—7th Bomb Wing Director of Staff

7 MDG—7th Medical Group

7 MSG—7th Mission Support Group

7 MXG—7th Maintenance Group

7 OG—7th Operations Group

A1C—Airman First Class

AF—Air Force

AFB—Air Force Base

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

RDS—Records Disposition Schedule

AFRIMS—Air Force Records Information Management System

BTZ—Below-the-Zone

CBB—Central Base Board

CC—Commander

CSS—Commander's Support Staff

DOR—Date of Rank

EPR—Enlisted Performance Report

HQ—Headquarters

IMT—Information Management Tool

MPS—Military Personnel Section

NCO—Noncommissioned Officer

NLT—No Later Than

OPR—Office of Primary Responsibility

PIF—Personal Information File

RNLTD—Report No Later Than Date

SrA—Senior Airman

SNCO—Senior Noncommissioned Officer

TIG—Time-in-Grade

TIS—Time-in-Service

ATTACHMENT 13

SAMPLE SENIOR AIRMAN (SRA) BELOW-THE-ZONE (BTZ) PROMOTION BOARD
MINUTES MEMORANDUMFigure A13.1. Sample Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Board
Minutes Memorandum

<p>Date</p> <p>MEMORANDUM FOR 7 BW/CC</p> <p>FROM: (Board President)</p> <p>SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Board Minutes</p> <p>1. A promotion board convened 19 Sep 2014 to consider 21 Airman First Class candidates for promotion to Senior Airman BTZ. All candidates were nominated by their commanders. The board consisted of the following members:</p> <p>Board President Board Member Board Member Board Member Board Recorder (non-voting)</p> <p>2. The nominees are listed below in order of merit. Based on the quota allocated, the board recommends the following individuals be promoted to Senior Airman BTZ with effective date indicated.</p> <p><u>GRADE/NAME</u> <u>SSN</u> <u>STATUS</u> <u>PROJ DOR</u></p> <p>3. The board adjourned at 1415. Request your approval of the above board proceedings.</p> <p style="text-align: right;">FIRST MI. LAST, Rank, USAF Board Recorder</p> <p style="text-align: right;">FIRST MI. LAST, Rank, USAF Board President</p> <p>1st Ind, WG/CC, (date of the letter), CBB SrA BTZ Promotion Board Minutes</p> <p>MEMORANDUM FOR 7 FSS/FSMPD Approved/Disapproved.</p> <p style="text-align: right;">FIRST MI. LAST, Rank, USAF Commander</p>

ATTACHMENT 14

SAMPLE SENIOR AIRMAN (SRA) BELOW-THE-ZONE (BTZ) MEMORANDUM

Figure A14.1. Sample Senior Airman (SrA) Below-the-Zone (BTZ) Memorandum

Date
MEMORANDUM FOR UNIT/CCF
FROM: 7 FSS/FSMPD
SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ)
The attached list identifies A1Cs assigned to your organization who are eligible for SrA BTZ this quarter. They have a DOR within six months of their normal fully qualified phase point for promotion. The following instructions apply, as indicated:
<p><u> </u> A. Based on your number of eligibles (#) you may nominate up to (3) A1Cs to the Central Base Board (CBB). Board will be held on Date in the 7 BW conference room. UNIT COMMANDERS <u>MUST UNDERLINE NOMINEE'S NAME ON THE ATTACHED LISTING, SIGN, DATE, AND RETURN BTZ RIPS TO OUR OFFICE NLT DATE.</u> This is to be used to ensure that member is in a current passing status only and not part of the selection process. Please provide AF Form 1206 and copy of PT scores for each nominated member. PLEASE RETURN BOTH OF THESE DOCUMENTS TO US NLT DATE. Guidance for the in person board convening DATE to follow.</p>
<p><u> X</u> B. Based on your number of eligibles (10), you may select (2) A1C(s) for promotion to SrA BTZ. UNIT COMMANDERS MUST UNDERLINE NAME(S) OF NOMINEE(S) ON THE ELIGIBILITY LIST SIGN AND DATE THE LIST AND RETURN IT TO OUR OFFICE, ALONG WITH A COPY OF YOUR SQUADRON BOARD MINUTES, NO LATER THAN DATE. This will ensure timely update of personnel and pay data.</p>
Carefully review quality indicators before making your selection. You are not required to use the full quota or make a selection (unless directed to do so by the host wing commander or senior Air Force officer serving in that capacity). Before making selection(s), ensure individuals identified as "skill level waiver required" qualify for a PAFSC skill level waiver IAW AFI 36-2502, Table 2.1. The required PAFSC skill is a 3-skill level before promotion to SrA. Refer to MPFM 06-57, dated 18 AUG 2006. Immediately report any disparities to the Promotions Office at extension 6-4984.
<p>//SIGNED// Kerryn D. Sarwansingh, SrA, USAF Enlisted Promotions Technician</p>

ATTACHMENT 15
DYESS AFB BTZ SCORE CARD

A15.1. 7th Bomb Wing Senior Airman (SrA) Below-the-Zone (BTZ) Board Oct-Dec 2014
Board President:

Table A15.1. DYESS AFB BTZ SCORE CARD

	BTZ Nominee	1206 Composite Score	Face-to-Face Board (1-6 Score)	Rank
Board President Name				
Board Member Name				
Board Member Name				
Board Member Name				
Board Member Name				
Board Member Name				
NOTE: If any board member has a greater than a 3 point deviation between nominee rankings, affected board members under the guidance of the board president are responsible for reconciling deviations.				