

**BY ORDER OF THE COMMANDER
EIELSON AIR FORCE BASE (PACAF)**

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



13 APRIL 2017

Personnel

**SENIOR AIRMAN (SRA) BELOW
-THE-ZONE (BTZ) PROGRAM**

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ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 354 FSS/FSMP

Certified by: 354 MSG/CC
(Col Richard O. Cole)

Supersedes: 354 FWI 36-2501,
27 OCTOBER 2010

Pages: 17

This publication implements AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, concerning the Senior Airman (SrA) Below-The-Zone (BTZ) procedures required of personnel assigned to Eielson Air Force Base, Alaska. This instruction applies to all host, associate, and Temporary Duty (TDY) organizations serviced by the 354th Force Support Squadron (FSS) Military Personnel Section (MPS). This publication does not apply to Air National Guard and Air Force Reserve Command Units. This instruction is provided to explain and standardize the processing procedures for the SrA BTZ promotion program. 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 Forms 847 from the field through the appropriate functional chain of command. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013 and Executive Order 9397 (SSN), as amended by Executive Order 13478. The applicable Privacy Act System of Records Notices F036 AF PC C, *Military Personnel Records Systems*, F036 AFPC J, *Promotions Document/Records Tracking (PRODART)* and F036 AFPC K, *Historical Airman Promotion Master Test File (MTF)* are available at <http://privacy.defense.gov/notices/usaf/> apply. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. This publication may not be supplemented or further implemented/extended. The use of the name or

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1. Purpose

1.1. The purpose of this instruction is to establish SrA BTZ selection procedures for the Central Base Board (CBB) and for large unit boards.

1.2. The procedures used will be documented to ensure fair, equitable, and timely SrA BTZ promotion consideration.

1.3. The 354th Fighter Wing (FW) will conduct regularly scheduled selection boards. These boards are usually held during the first week of the following months: March, June, September, and December.

2. Program Objective

2.1. To provide an opportunity for exceptionally well qualified Airmen First Class (A1C) a one-time consideration for promotion to SrA, to be effective 6 months prior to the fixed fully-qualified phase point. Selection opportunity is 15 percent of the eligible population based on total time-in-grade (TIG) and time-in-service (TIS) and quality factors.

3. Roles and Responsibilities

3.1. The 354th Fighter Wing Commander (354 FW/CC) is the promotion authority for the CBB.

3.2. The 354th Fighter Wing Command Chief (354 FW/CCC) will coordinate with the MPS to schedule a CBB date and notify the group superintendents or designee as board members.

3.3. Within the MPS, the Human Resource System Manager provides an automatic quarterly end of month output product to the Career Development element, within the first 10 days of the first processing month (i.e., January, April, July, and October).

3.3.1. The roster identifies all A1Cs who meet or exceed the TIS and TIG requirements, regardless of promotion ineligibility conditions (i.e., on the control roster, Primary Air Force Specialty Code (AFSC) skill level too low, undergoing Article 15 suspended reduction, etc.), and whose grade status reason (GSR) does not equal code "5Q" (previously considered for SrA BTZ).

3.3.2. This output product automatically updates the GSR to "5Q" to prevent them from appearing on future SrA BTZ listings. (**Note:** If another GSR is updated to the record after the GSR "5Q" is updated, they may erroneously appear on a future SrA BTZ listing.) The output product produces an MPS alphabetical listing and a three part unit SrA BTZ listing:

3.3.2.1. **Part I.** Identifies Airman in the rank of A1C with no quality indicators in their record.

3.3.2.2. **Part II.** Lists "questionable eligible" (individuals with quality indicators) that may not be qualified for BTZ promotion (i.e., member of Fit Program, under investigation, etc.).

3.3.2.3. **Part III.** Lists A1Cs who meet the TIG and TIS requirements, but cannot be selected due to promotion ineligibility conditions listed in AFI 36-2502, Table 1.1. (i.e., member has a referral Enlisted Performance Report, control roster, etc.).

3.4. The MPS Career Development element will review the TIG and TIS of each Airman appearing on the MPS alphabetical listing to ensure they meet current quarter TIG and TIS requirements (regardless of ineligible condition) and remove names of those who do not meet the requirements.

3.4.1. Distribute quotas based on 15 percent of eligible (eligibility is based on TIG/TIS alone, regardless of normal ineligible conditions) and obtain 354 FW/CC approval. 354 FW/CC may delegate approval of quota distribution no lower than the MPS Chief.

3.4.2. Verify BTZ eligibility of all A1Cs who have a projected permanent change of station. Prepare a BTZ selection folder for Airman departing prior to the first processing month for the BTZ quarter in which they are TIG/TIS eligible and whose report no later than date is the first day of the first processing month or later.

3.5. When commanders of small units have promotion authority over two or more units, the eligibles are combined and the unit commander complies with established large or small unit procedures.

3.6. Commanders of large units (7 or more eligibles) underline selectee's name, sign, date and return the unit roster along with the board results to the Career Development element no later than the date indicated on roster.

3.7. First Sergeants are to coordinate with their commanders on all quality force factors concerning each eligible Airman meeting the TIG/TIS requirements.

3.8. The Unit Personnel Coordinator/Commander Support Section will ensure all eligibles have been properly identified as eligible and their personnel data is accurate and complete. The unit point of contact must verify each Airman who is promotion eligible for BTZ consideration.

4. Eligibility

4.1. Fully qualified minimum requirements for SrA are 36 months TIS and 20 months TIG, or 28 months TIG, whichever occurs first (sample of timeline provided at Attachment 2).

4.1.1. The member must meet promotion requirements established in AFI 36-2502, Table 1.

4.2. Other significant dates are as follows:

Table 1. SrA BTZ Timeline

PROCESSING MONTHS	BOARD/SELECTION MONTH	FOR PROMOTION IN
JAN/FEB	MAR	APR-JUN
APR/MAY	JUN	JUL-SEP
JUL/AUG	SEP	OCT-DEC
OCT/NOV	DEC	JAN-MAR

5. QUOTAS

5.1. Quotas are based on 15 percent of the total TIG and TIS eligible population, regardless of normal ineligibility conditions. Large units (7 or more eligibles) receive quotas and promote at unit level. Small units (6 or less eligibles) are combined into one pool of eligibles to form the CBB population. Quotas are computed and distributed as follows:

5.1.1. Computation: Number of eligibles multiplied by 15 percent equals the quota

5.1.1.1. Example: $13 \text{ eligibles} \times 0.15 = 1.95$, or 2 BTZ Quotas. **NOTE:** Fractions of 0.5 or more are rounded up.

Table 2. Distribution.

Eligibles	Quota	Eligibles	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	64-69	10

5.2. Units may not aggregate at the group level. Since each unit commander has promotion authority, they should not be considered by the group, but as individual units, and cannot be added together to make a large unit.

6. Large Unit Procedures

6.1. Large units will receive their own quotas and make selections at the unit level. Commanders of large units will convene a board prior to the last duty day before the processing month. Follow the same procedures as the CBB. Large unit status is based solely upon BTZ eligible population each quarter, regardless of overall unit size/population.

6.2. Large units must consider all qualified individuals meeting TIG and TIS requirements, even if they are TDY, on leave, or have a projected assignment with a report no later than date during or subsequent to the processing month.

6.3. The review process must be fair and equitable for all individuals. If any nominated member will not be present for the selection process due to circumstances beyond the member's control (TDY, emergency leave, convalescent leave, hospitalization, etc.), the board will review records only.

6.4. Once selections are made, forward the SrA BTZ Promotion Board Results memorandum and signed unit eligibility roster to the Career Development element no later than the date indicated on the roster (sample board results are provided at Attachment 3).

6.5. A unit is not required to use all quotas if the quality of the nominations is not sufficient to warrant it. If any quotas are not used, indicate by annotating on the roster before returning to MPS.

7. Small Unit/CBB Selection Procedures

7.1. Small units may only nominate one name for the CBB; unless a written request is submitted to the 354 FW/CCC (sample written request is provided at Attachment 4).

7.2. Units will complete an AF Form 1206, *Nomination for Award*. Limit BTZ submissions to a maximum of 18 lines to include the 3 headings (instructions provided at Attachment 5).

7.3. Rosters must have nominees' name underlined, signed and dated. The signed roster, AF Form 1206 and written request approved by 354 FW/CCC must be returned to the Career Development element no later than the last duty day before the selection month.

8. Board Composition

8.1. When a large unit board convenes, it will consist of four Senior Non-Commissioned Officers (SNCO) as board members and a board president in the grade of Chief Master Sergeant (CMSgt). If a CMSgt is not available in the unit, the convening unit's group commander will appoint a CMSgt from another unit as the board president.

8.2. The CBB will consist of the four SNCOs as board members, and the board president, who will be the 354 FW/CCC or a designated CMSgt.

8.3. Selection folders for all SrA BTZ boards will include AF Form 1206, BTZ Report on Individual Personnel, and decoration citations (if applicable). The Unit Personnel Record Group (UPRG) should not be used as an alternative to the BTZ selection folder. Destroy or give selection folders to the individuals when no longer needed. When assessing education levels, please take AFSC, training requirements and work schedules into consideration; all A1Cs may not have the same opportunity to complete off-duty education.

9. Scoring Scale

9.1. The selection board will evaluate each nominee by using the same, fair scale for each candidate. Once the board is concluded, all scores will be tabulated and a merit order listing will be produced showing the relative ranking of each nominee.

9.2. Board members will rank order nominees one through last nominee; ties are not authorized. Therefore, each board member must make every effort to prevent and/or resolve duplicate scores and ensure each nominee has an individual placement on the score sheet (sample score sheet is provided in Attachment 7). The nominee with the lowest total of Final Merit Rank Order scores is that board's winner (sample score sheet is provided in Attachment 8). The board president will establish procedures to resolve all ties before the board is released. Resolution of ties and score sheet differences will be documented by the board president. All board member score sheets and related documentation (ties/differences, etc.) will be returned to the 354 FW/CCC Assistant as part of the final package.

10. Notification of Selectees

10.1. The names of promotion selectees will be released to unit commanders and/or First Sergeants **after** the promotion authority approves the board proceedings. In addition, large units are not to inform their selectees until the promotion authority signs the CBB Board Minutes.

10.2. 354 FW Staff will provide MPS the selection/non-selection results signed by 354 FW/CC or authorized representative. The MPS will verify, update the Military Personnel Data System (MilPDS), and notify 354 FW/CCC when completed. 354 FW Staff will notify squadron leadership of results via email.

10.3. Alternate selectees may be selected in the event a selectee is removed, or not recommended for promotion effective date.

11. Supplemental Consideration

11.1. Commanders may request supplemental BTZ consideration for individuals that should have been considered by a previous board if the error is not discovered until after promotions are announced. Contact the losing unit and MPS before requesting supplemental consideration.

11.2. Forward a written request with justification to the Career Development Element (sample of request is provided in Attachment 9). Requests will be forwarded to AFPC/DP2SPP for consideration via email.

11.3. Supplemental consideration will not be given for the following reasons:

11.3.1. Incorrect data reflected on the BTZ Record of Individual Personnel.

11.3.2. Denied BTZ nomination due to incorrect data reflected on the BTZ output products or in the UPRG.

11.3.3. BTZ eligibility listing not returned to the MPS or individual was "overlooked" on the listing.

11.3.4. Nomination package or decoration not completed/turned in/approved in time to meet the board.

11.4. If selected, units will be notified by the MPS. The member will be considered at the next regularly scheduled CBB. Ensure records reflect only decorations that would have been in the record at the time of the original board had the member been correctly considered during their normal BTZ quarter.

11.4.1. Board members will not be told which members have received supplemental consideration, and the member's score must tie or exceed the established cutoff in order to be selected.

11.4.2. If member is selected, another quota is authorized (if not selected, the additional quota cannot be used). If selected, the member will receive the date of rank (DOR) the member would have received from the original board; that effective date will be the date of the special order.

11.4.3. The MPS will assist the member in applying for a retroactive promotion effective date in accordance with AFI 36-2502, para 1.15.

DAVID A. MINEAU, Colonel, USAF
Commander

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

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

Incorporating Change 1, 27 August 2015

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

AFPAM 36-2241, *Professional Development Guide*, 1 July 2009

AFPD 36-25, *Military Promotion and Demotion*, 21 June 1993

AFSCM 36-699, V1: *Military Personnel Section (MPS) Military Personnel Data System (MilPDS) User Guidelines*, 19 October 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

A1C—Airman First Class

AB—Airman Basic

Amn—Airman

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

BTZ—Below-the-Zone

CBB—Central Base Board

CC—Commander

CCC—Command Chief Master Sergeant

CMSgt—Chief Master Sergeant

DOR—Date of Rank

DP2SSP—Enlisted Promotions

FQ—Fully Qualified

FSS—Force Support Squadron

IAW—In Accordance With

MPS—Military Personnel Section

SrA—Senior Airman

SNCO—Senior Non-Commissioned Officers

TDY—Temporary Duty

TIG—Time-in-Grade

TIS—Time-in-Service

Attachment 2

SENIOR AIRMAN BELOW-THE-ZONE ELIGIBILITY:

A2.1. Promotion Criteria: A1Cs must meet the requirements in AFI 36-2502, Table 2.1, and have 36 months TIS and 20 months TIG, or 28 months TIG, whichever occurs first, and be recommended by the commander.

A2.2. BTZ PROMOTION CRITERIA: A1Cs may be promoted to SrA 6 months prior to the fully qualified (FQ) phase point listed above as long as they meet the criteria listed in AFI 36-2502 and are recommended by the commander.

Table A2.1. BTZ Promotion Criteria.

Column 1	Column 2		Column 3	Column 4	Column 5	Column 6	
36 MONTHS TIS (TAFMSD)	&	20 MONTHS TIG (DOR)	OR	28 MONTHS TIG (DOR)	THEN FQ PROMOTION IS	MEETS BTZ BOARD	BTZ PROMOTION TO SRA IS
Jan-Mar 14	&	May-Jul 15	OR	Sep-Nov 14	Jan-Mar 17	Jun 16	Jul-Sep 16
Apr-Jun 14	&	Aug-Oct 15	OR	Dec 14-Feb 15	Apr-Jun 17	Sep 16	Oct-Dec 16
Jul-Sep 14	&	Nov 15-Jan 16	OR	Mar-May 15	Jul-Sep 17	Dec 16	Jan-Mar 17
Oct-Dec 14	&	Feb 16-Apr 16	OR	Jun-Aug 15	Oct-Dec 17	Mar 17	Apr-Jun 17
Jan-Mar 15	&	May 16-Jul 16	OR	Sep-Nov 15	Jan-Mar 18	Jun 17	Jul-Sep 17
Apr-Jun 15	&	Aug 16-Oct 16	OR	Dec 15-Feb 16	Apr-Jun 18	Sep 17	Oct-Dec 17
Jul-Sep 15	&	Nov 16-Jan 17	OR	Mar-May 16	Jul-Sep 18	Dec 17	Jan-Mar 18
Oct-Dec 15	&	Feb 17-Apr 17	OR	Jun-Aug 16	Oct-Dec 18	Mar 18	Apr-Jun 18
Jan-Mar 16	&	May 17-Jul 17	OR	Sep-Nov 16	Jan-Mar 19	Jun 18	Jul-Sep 18
Apr-Jun 16	&	Aug 17-Oct 17	OR	Dec 16-Feb 17	Apr-Jun 19	Sep 18	Oct-Dec 18
Jul-Sep 16	&	Nov 17-Jan 18	OR	Mar-May 17	Jul-Sep 19	Dec 18	Jan-Mar 19
Oct-Dec 16	&	Feb 18-Apr 18	OR	Jun-Aug 17	Oct-Dec 19	Mar 19	Apr-Jun 19

NOTES:

1. Use columns 1 & 2 for individuals who enter the service as an Airman Basic (AB) or Airman (Amn). Amn must satisfy both criteria – using the later board date.

2. Use column 3 for individuals who enter the service as an A1C or who enlist in the 6-year Enlistee Promotion Program.

Attachment 3

BTZ PROMOTION BOARD RESULTS

Figure A3.1. BTZ PROMOTION BOARD RESULTS (SAMPLE).

<p>MEMORANDUM FOR 354 UNIT/CC</p> <p>FROM: 354 UNIT/BOARD PRESIDENT</p> <p>SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Board</p> <p>1. A promotion board convened at 0000hrs, DD MM YY, to consider XX Airmen First Class nominated by their unit for BTZ promotion to SrA. The board consisted of:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>GRADE</u></th> <th style="text-align: left;"><u>NAME</u></th> <th style="text-align: left;"><u>UNIT</u></th> <th style="text-align: left;"><u>TITLE</u></th> </tr> </thead> <tbody> <tr> <td>CMSgt</td> <td>Command Chief</td> <td>354 XXX</td> <td>President</td> </tr> <tr> <td>CMSgt</td> <td>Group Superintendent</td> <td>354 XXX</td> <td>Member</td> </tr> </tbody> </table> <p>2. The nominees indicated below are those deemed most deserving of promotion to SrA BTZ:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>NAME</u></th> <th style="text-align: left;"><u>SSAN</u></th> <th style="text-align: left;"><u>UNIT</u></th> <th style="text-align: left;"><u>STATUS</u></th> <th style="text-align: left;"><u>DOR</u></th> </tr> </thead> <tbody> <tr> <td>A1C FIRST LAST</td> <td>Last Four</td> <td>354 XXX</td> <td>Selected</td> <td>DD MM YY</td> </tr> <tr> <td>A1C FIRST LAST</td> <td>Last Four</td> <td>354 XXX</td> <td>Non-Rec</td> <td>DD MM YY</td> </tr> </tbody> </table> <p>3. Request your approval of the above BTZ board proceedings.</p>	<u>GRADE</u>	<u>NAME</u>	<u>UNIT</u>	<u>TITLE</u>	CMSgt	Command Chief	354 XXX	President	CMSgt	Group Superintendent	354 XXX	Member	<u>NAME</u>	<u>SSAN</u>	<u>UNIT</u>	<u>STATUS</u>	<u>DOR</u>	A1C FIRST LAST	Last Four	354 XXX	Selected	DD MM YY	A1C FIRST LAST	Last Four	354 XXX	Non-Rec	DD MM YY	<p>DD MMM YYYY</p>
<u>GRADE</u>	<u>NAME</u>	<u>UNIT</u>	<u>TITLE</u>																									
CMSgt	Command Chief	354 XXX	President																									
CMSgt	Group Superintendent	354 XXX	Member																									
<u>NAME</u>	<u>SSAN</u>	<u>UNIT</u>	<u>STATUS</u>	<u>DOR</u>																								
A1C FIRST LAST	Last Four	354 XXX	Selected	DD MM YY																								
A1C FIRST LAST	Last Four	354 XXX	Non-Rec	DD MM YY																								
<p>Board President Signature Block</p>																												
<p>(2nd page)</p> <p>1st Ind to 354 Unit/Board President, DD MM YY, Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Board</p> <p>354 Unit/CC</p> <p>MEMORANDUM FOR 354 FSS/FSMPD</p> <p>Approved/disapproved.</p>																												
<p>Unit Commander Signature Block</p>																												

Attachment 4

ADDITIONAL CONSIDERATION REQUEST LETTER

Figure A4.1. Additional Consideration Request Letter (Sample).

DD MMM YYYY
MEMORANDUM FOR 354 FW/CCC
FROM: Unit CC
SUBJECT: Additional Consideration to Central Base Board
1. Request for additional consideration to the Central Base Board on A1C Doe, John A., FR123-45-6789. Justification for this request is as follows:
2. Any questions or concerns, contact _____ at ext. _____.
Unit Commander Signature Block
<p>This memo may contain Personal Data which must be protected IAW DoD 5400.11R and is for Official Use Only. Privacy Act of 1974 Applies (5 USC 552a).</p>

**Attachment 5
INSTRUCTIONS – 1206**

Figure A5.1. Example 1206.

NOMINATION FOR AWARD		
AWARD Eielson AFB Central Base Board	CATEGORY (if Applicable) SrA BTZ	AWARD PERIOD 1 Jan - 31 Mar 16
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA John Q. Doe		MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE 3S051/Admin Apprentice	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 317-377-0000 & COMM: 907-377-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 354 XX/ZZZ, 354 Broadway St, Unit XYZ, Eielson AFB, AK, 99702-2795		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col John J. Smith/DSN: 317-377-0000 COMM: 907-377-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND PERFORMANCE IN PRIMARY DUTIES:</p> <ul style="list-style-type: none"> - Line 1 - Line 2 - Line 3 - Line 4 - Line 5 - Line 6 - Line 7 - Line 8 - Line 9 - Line 10 <p>WHOLE AIRMAN CONCEPT:</p> <ul style="list-style-type: none"> - Line 1 - Line 2 - Line 3 <p>OTHER ACCOMPLISHMENTS:</p> <ul style="list-style-type: none"> - Line 1 - Line 2 		
<p>Cover the full-length of the Airman's service from BMT to end of this period. Limit BTZ submissions to a maximum of 18 lines to include the 3 headings. Categories are 11 lines/3 lines/4 lines (with headings). Packages are graded on the whole-person concept with most consideration to duty performance. In most cases, use bullet statements that define the "Action-Result; Impact." This format paints the best picture for the board members to assess the Airman's overall accomplishments. Category descriptions are: LEADERSHIP AND PERFORMANCE IN PRIMARY DUTIES: Describe leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include new initiatives or techniques the member developed that positively impacted the unit and/or mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received during the award period (BMT Honor Grad, etc...) WHOLE AIRMAN CONCEPT: Factors included in the whole person concept include job performance; leadership; professional competence; breadth and depth of experience; job responsibility; academic and professional military education; and specific achievements. OTHER ACCOMPLISHMENTS: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of the ACE, enlisted dining-out committees, Sunday school teacher, etc...</p> <p>ACRONYM/ABBREVIATION LISTING (on back of form): Minimize acronyms and abbreviations... CDC - Career Development Course</p>		
AF FORM 1206, 20120926	PREVIOUS EDITIONS ARE OBSOLETE	FOR OFFICIAL USE ONLY (When filled in)

Attachment 6**OATH TO THE BTZ BOARD MEMBERS****Figure A6.1. Oath to the BTZ Board Members.**

"I SOLEMNLY SWEAR I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND EFFICIENCY OF THE UNITED STATES AIR FORCE."

To be given by the convening authority or designated representative.

Attachment 7

BOARD MEMBER SCORE SHEET

Figure A7.1. BOARD MEMBER SCORE SHEET (SAMPLE).

BOARD MEMBER SCORE SHEET

Category: _____ Date: _____

Board Member Name: _____ Signature: _____

Name/Rank	Show Time	Leadership/Job Performance 10 pts	Significant Self Improvement 2 pts	Base/ Community Involvement 3 pts	In-Person Board 2 pts	Total Score	Merit Rank Order

Package Scoring Guide:
 1- Absolutely Tops
 0.5- Average
 0- Well Below Average

In-Person Board Scoring Guide:
 2- Absolutely Tops
 1.5- Strong
 1- Average
 0.5- Slightly Below Average
 0- Well Below Average

Scoring Process


1. When scoring, please review the entire nomination package to ensure the package meets all the set requirements. Scoring should be based on the whole picture of the candidate's performance. The score sheet provides general categories of achievement to consider. However, also consider intangibles such as deployments, long duty hours, and manning. For example, Airmen who work intense, 12-hour shifts for extended periods may not have the same educational or volunteer opportunities as someone working normal hours.
2. Score the narrative packages using the 0 to 1 point scale per bullet for a combined score of no more than 15 pts. Use of ½ points is highly encouraged (i.e., 0, 0.5, or 1).
3. Score the In-Person Board using the 0 to 2 point scale. Take into consideration the individuals military bearing, appearance and articulation. Use of ½ points is highly encouraged (i.e., 0, 0.5, 1, 1.5 or 2).
4. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "merit rank order" line of your score worksheet.
5. This score will be documented on the score worksheet in the "total score" block and used by the board member to rack-n-stack their candidates' standings in merit rank order. Individual board members will document their merit rank order on the score worksheet in the "merit rank order" block.

Attachment 8

BOARD PRESIDENT WORKSHEET

Figure A8.1. Board President Worksheet (Sample).

BELOW-THE-ZONE BOARD PRESIDENT TALLY SHEET
 QUARTER: _____ DATE: _____

BOARD MEMBERS / RANKING								
 NOMINEE NAME	CMSgt Group Superintendent	CMSgt Group Superintendent	CMSgt Group Superintendent	CMSgt Group Superintendent	CMSgt Group Superintendent	CMSgt Group Superintendent	Total Score	Order Merit

Winners: _____

Board President: CMSgt COMMAND CHIEF

Signature: _____

Attachment 9

ALTERNATE SELECTEE SUPPLEMENTAL CONSIDERATION

Figure A9.1. Alternate Selectee Supplemental BTZ Consideration Sample.

DD MMM YYYY
MEMORANADUM FOR 354 FW/CC
FROM: Unit CC
SUBJECT: Alternate Selectee/Supplemental BTZ Consideration
1. Request Alternate Selectee/Supplemental BTZ Consideration on A1C Doe, John A., FR123-45-6789. Justification for this request is as follows:
2. Any questions or concerns, contact _____ at ext. _____.
Unit Commander Signature Block
This memo may contain Personal Data which must be protected IAW DoD 5400.11R and is for Official Use Only. Privacy Act of 1974 Applies (5 USC 552a).