

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

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



**5 JUNE 2024**

**Personnel**

**SENIOR AIRMAN BELOW-THE-ZONE  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Department of the Air Force Instruction (DAFI) 36-2502, *Enlisted Airman Promotion and Demotion Programs*, is implemented as follows: This publication simplifies and clarifies local requirements for the Senior Airman (SrA) Below-the-Zone (BTZ) Program. This supplement applies to all organizations assigned or attached to the 28th Bomb Wing (28 BW). See DAFI 90-160, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (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). Send comments and suggested changes to this supplement through channels, using Air Force (AF) Form 847, *Recommendation for Change of Publication*, to 28th Force Support Squadron (FSS), Military Personnel Flight (MPF), Career Development Section, 1000 Ellsworth St, Ste 1400A, Ellsworth Air Force Base (AFB), South Dakota, 57706.

**SUMMARY OF CHANGES**

This document is revised and must be completely reviewed. Changes included are standardized study material, new narrative writing format, and new scoresheets.

1.	Overview.....	3
2.	Roles and Responsibilities. ....	3
3.	Eligibility. ....	5
4.	Quotas. ....	5
5.	Consideration and Selection Requirements. ....	5
6.	CBB Procedures.....	5
7.	Large Unit Board Procedures.....	5
8.	Records Scoring Procedures (CBB and Large Unit Boards). ....	6
9.	Face-to-Face (In-Person) Board Procedures. ....	7
10.	Tie-Breaking Procedures. ....	8
11.	Removal from Select List: .....	8
12.	Supplemental Consideration. ....	8
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>10</b>
<b>Attachment 2—SENIOR AIRMAN (SRA) BELOW-THE-ZONE (BTZ) BOARD SCHEDULE</b>		<b>12</b>
<b>Attachment 3—AF FORM 1206, NOMINATION FOR AWARD</b>		<b>14</b>
<b>Attachment 4—SAMPLE BOARD FOR CENTRAL BASE BOARD (CBB)</b>		<b>15</b>
<b>Attachment 5—SAMPLE BOARD RESULTS FOR LARGE UNITS</b>		<b>16</b>
<b>Attachment 6—OATHS</b>		<b>18</b>
<b>Attachment 7—SENIOR AIRMAN (SRA) BELOW-THE ZONE (BTZ) CENTRAL BASE BOARD (CBB) BOARD MEMBER’S CONSOLIDATED SCORE SHEET.</b>		<b>19</b>
<b>Attachment 8—SENIOR AIRMAN (SRA) BELOW-THE-ZONE (BTZ) CENTRAL BASE BOARD (CBB) 1206 RANKING SCORE SHEET</b>		<b>20</b>

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

**2. Roles and Responsibilities.**

2.1. 28th Bomb Wing Commander (28 BW/CC):

2.1.1. Establishes written administrative procedures for the SrA BTZ Promotion Program.

2.1.2. Acts as the convening authority for the SrA BTZ promotion process. The 28 BW/CC formally approves/disapproves selection board recommendations by signing the Central Base Board (CBB) BTZ Board Results memorandum. He/she may elect not to issue the full quota of promotions.

2.2. 28th Bomb Wing Command Chief (28 BW/CCC).

2.2.1. Provides program direction and guidance to include coordination on all correspondence and information about the program. The 28 BW/CCC coordinates with wing staff on scheduling BTZ board dates annually and selects individuals to serve on the selection board no later than (NLT) two weeks prior to the board date.

2.2.2. Serves as the Board President for the CBB for small units. If unavailable, the 28 BW/CCC will delegate a representative group superintendent as the president.

2.2.3. Determines if the board will be face-to-face or records only and will advise the board members on the determination.

2.2.4. Assigns each board member a specific subject area NLT five duty days prior to a face-to-face CBB (see [paragraph 9.5.](#)).

2.2.5. Administers the Board Member Oath and Board Recorder Oath ([Attachment 6](#)).

2.2.6. Upon completion of the CBB, provides board results to the MPF Promotions Office.

2.2.7. After the 28 BW/CC formally approves the CBB BTZ Board Results memorandum, the 28 BW/CCC will notify unit commanders of nominees selected for promotion.

2.3. 28th Bomb Wing Executive Assistant to the Command Chief (28 BW/CCCE).

2.3.1. Schedules the CBB and notifies MPF Promotions of board date as well as the small units meeting the CBB.

2.3.2. Serves as the board recorder. If delegated, delegate to a SrA or above.

2.3.3. Prepares board members' and board president's score sheets ([Attachments 7 and 8](#)).

2.3.4. Briefs the CBB president and members on the scoring procedures.

2.3.5. Provides selection folder documents to each board member NLT three days prior to CBB.

2.3.6. Prepares a memorandum of the CBB results ([Attachment 4](#)), obtains 28 BW/CC signature, and distributes to MPF Promotions for filing NLT two duty days following the CBB.

2.4. MPF.

2.4.1. Distributes SrA Below-the-Zone Unit List (Parts I, II, and III) to units and informs them of their earned promotion quota NLT the end of the second week of the first processing month (Jan, Apr, Jul, Oct).

2.4.2. Suspense's small and large units to complete and return SrA Below-the-Zone Unit List identifying members who will meet the CBB NLT the last day of the first processing month.

2.4.3. Suspense's small units to forward completed nomination packages to include the AF Form 1206, *Nomination for Award*, fitness score sheet, and decoration citation (if any) on each nominee to MPF Promotions NLT two weeks prior to the CBB.

2.4.4. Prepares CBB nominee selection folders to include BTZ Report on Individual Person (RIP), AF Form 1206, current fitness score sheet (printed within 30 days), and decoration citation (if any). Provides selection folder NLT five days prior to CBB to 28 BW/CCCE.

2.4.5. Provides SrA BTZ RIPs for each large unit nominee to the unit First Sergeant NLT one week after SrA Below-the-Zone Unit List suspense date.

2.4.6. Manually projects promotions in the Military Personnel Data System (MilPDS) for each SrA BTZ selectee before the last day of the quarter (Mar, Jun, Sep, Dec).

2.4.7. Forwards BTZ board results memorandum to the gaining MPF and unit commander for Airmen that have had a Permanent Change of Station (PCS) to allow MilPDS promotion file update and gaining unit commander to make notification.

## 2.5. Unit Commander/First Sergeant.

2.5.1. Unit commanders must review all of the eligible individuals' personnel records, any Enlisted Performance Reports (EPR), Personal Information Files (PIF), Unfavorable Information Files (UIF), current fitness test score, and discuss BTZ consideration with the supervisor/rating chain/First Sergeant to ensure Airmen are exceptionally qualified before making a decision to nominate or to not nominate, regardless if Airmen are meeting the CBB or a large unit board.

2.5.2. Units will consider all individuals meeting TIS and TIG requirements as defined by DAFI 36-2502, paragraph 2.2 and 2.3, even if they are on Temporary Duty (TDY), on leave, had a Permanent Change of Assignment (PCA), or have a report not later than date (RNLTD) on or after the first day of the first processing month (Jan, Apr, Jul, and Oct).

2.5.3. Completes the SrA Below-the-Zone Unit List by underlining nominees that will meet the CBB and signing the roster. Returns the list to MPF Promotions NLT the last day of the processing month (Jan, Apr, Jul, Oct).

2.5.4. Prepares and submits AF Form 1206 for each nominee according to [Attachment 3](#). The write-up will cover accomplishments that occurred between the nominees' entry on RegAF and the board cutoff date. Except for decoration citations, no other written information including EPRs will be used for consideration.

2.5.5. Unit commanders utilizing the CBB will provide MPF Promotion nomination packages, AF Form 1206, fitness score sheet, and decoration citation (if any) on each Airman nominated for BTZ consideration NLT two weeks prior to the CBB.

2.5.6. Notifies MPF Promotions NLT the promotion effective date of BTZ selects who acquired negative quality indicators which may render a member ineligible (See [paragraph 11.](#)).

2.5.7. Unit commanders are the promotion authority for large units. **Note:** Release of the large unit selections can be made by the unit commander (CC) without waiting on the CBB results to be released.

**3. Eligibility.** Airmen, in the rank of A1C, must meet minimum requirements in accordance with (IAW) DAFI 36-2502, paragraph 2.2 and 2.3.

**4. Quotas.** CCs of small units (six or less eligibles as listed on Parts I, II, and III of the quarterly below-the-zone roster, as defined by DAFI 36-2502, paragraph 2.3.5) may nominate as many eligibles as there are stripes to be given by the CBB, which will be calculated by the MPF Promotions IAW DAFI 36-2502, paragraph 2.3.5 and 2.3.7, and approved by the MPF CC. The quotas will be distributed along with the SrA BTZ listing. CCs may nominate only exceptionally deserving eligibles for SrA BTZ.

### **5. Consideration and Selection Requirements.**

5.1. Members are identified for nomination for BTZ on the SrA Below-the-Zone Unit List. CCs are advised that eligibility based on TIS and TIG alone does not entitle an Airman to BTZ consideration.

5.2. All eligibles must be notified of their consideration, however it does not mean they must be nominated. Those individuals appearing on Part III of the eligibility listing are “considered” for promotion but cannot be selected since they are ineligible for promotion IAW DAFI 36-2502, Table 1.1.

**6. CBB Procedures.** A small unit is defined as a unit with six or less eligibles for BTZ consideration and nominees will meet the CBB.

6.1. The CBB will be convened at the direction of the 28 BW/CC under the provisions of DAFI 36-2502.

6.2. 28 BW/CCCE serves as the board recorder (may be delegated to a SrA or above).

6.3. At a minimum, the board will consist of four Senior Enlisted Leaders (SEL).

6.4. The Board President will administer the following oaths: Board Member Oath and Board Recorder Oath ([Attachment 4](#)).

6.5. The board recorder will brief the CBB president and members on the scoring procedures. Board members will document their scores on the SrA BTZ CBB Board Member’s 1206 Score Sheet ([Attachment 8](#)). The board president will document the board members’ order of merit on the SrA BTZ CBB Consolidated Ranking Score Sheet ([Attachment 7](#)).

6.6. At the conclusion of the CBB, the board recorder will collect and validate all score sheets before providing them to the 28 BW/CCC who will produce the CBB Promotion Board Results Memorandum ([Attachment 4](#)).

**7. Large Unit Board Procedures.** A large unit is defined as a unit with seven or more eligibles for BTZ consideration.

7.1. Unit commanders will utilize the SrA Below-the-Zone Unit List provided by MPF Promotions to determine nominees.

7.2. Units are responsible for preparing selection folders for nominees to include, at a minimum, computer-generated SrA BTZ RIP, AF Form 1206, current fitness score sheet, and decoration citation(s). A SrA BTZ RIP will be provided by the MPF NLT than one week after the SrA Below-the-Zone Unit List suspense date.

7.3. The board must consist of at least three voting members. Each member must be in the grade of Master Sergeant (MSgt) Select or above with the board president being a Chief Master Sergeant (CMSgt) or delegated to the most senior enlisted in the squadron. The recorder must be a SrA or above. **Note:** The board president is a non-voting member except in the case of a tie.

7.4. The board president must ensure fair and equitable consideration of each nominee. If the situation arises where the board may have been prejudiced in any way, the board president will immediately halt the board proceedings and report the incident to the unit commander. Based upon the information provided, the unit commander will determine whether the board may be continued or reconvened with new members.

7.5. After completion of the board, the board president will send the Board Results for Large Units memorandum (**Attachment 5**) to the unit commander, including all nominees listed in order of merit, the SrA BTZ CBB Board Member's Consolidated Score Sheets (**Attachment 7**), and the SrA BTZ CBB Consolidated Ranking 1206 Score Sheet (**Attachment 8**).

7.6. Unit commanders will approve the board's order of merit by signing the Board Results for Large Units memorandum (**Attachment 5**) and forwarding to the MPF within two days following the board or the suspense date set by the MPF.

7.7. In the event the unit commander disapproves the board's proceedings, a discussion between the unit commander and board will occur or a new board will be convened with new board members.

7.8. Unit commanders will make their selections and announce the BTZ results once the CBB has convened, and selection has been made and the 28 BW/CC has signed the selection letter.

## **8. Records Scoring Procedures (CBB and Large Unit Boards).**

8.1. Scoring will be based on a whole-person concept, to include all categories on AF Form 1206 and the in-person evaluation when applicable.

8.1.1. Board members independently assign a score of 6 to 10 to each nominee in each category using 0.5 increments. All four categories will be added together to determine the final score for the package. See below for example:

8.1.2. EXECUTING THE MISSION - 40%. Score from 6-10 is awarded to the category and then multiplied by 4. Ex.  $8 \times 4 = 40$ .

8.1.3. LEADING PEOPLE - 20%. Score from 6-10 is awarded to the category and multiplied by 2. Ex.  $9 \times 2 = 18$

8.1.4. MANAGING RESOURCES - 20%. Score from 6-10 is awarded to the category and multiplied by 2. Ex.  $9 \times 2 = 18$

8.1.5. IMPROVING THE UNIT - 20%. Score from 6-10 is awarded to the category and multiplied by 2. Ex.  $9 \times 2 = 18$

8.1.6. All four results are added together to determine the overall package score. In the above example, the overall score is  $40 + 18 + 18 + 18 = 94/100$ .

8.1.7. When no face-to-face board is used, each board member will score packages only as described above and then determine an overall order of merit with #1 being the nominee with the highest score. Each member will break their own ties so that each nominee has a unique score. The board president will use SrA BTZ CBB Consolidated Ranking Score Sheet (**Attachment 8**) to compile the order of merit assigned by each board member. The nominees with the highest score(s) will be selected for BTZ within the stripe quota rewarded. The two alternates will be identified by the next highest scores in order of merit.

## 9. Face-to-Face (In-Person) Board Procedures.

9.1. Nominees will appear before the board. If nominees are unable to be physically present before the in-person board, then arrangements may be made to meet the board digitally (FaceTime, Zoom, etc.) if board location has the capabilities. If a nominee is unable to meet before the board, both physically and digitally, then the individual will receive the average face-to-face board score of the nominees meeting the board.

9.2. The CBB and large unit boards will conduct a face-to-face board as part of the overall BTZ selection board process at the discretion of the 28 BW/CCC or respective unit commander.

9.3. Nominees meeting the face-to-face board will wear their Service Dress Uniform in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Board members will meet the same uniform requirements as nominees.

9.4. Nominees meeting the face-to-face board will study standardized study material. The standardized study material is as follows:

9.4.1. Air Force Handbook 1, *Airman*

9.4.2. The Airman's Creed

9.4.3. **Chapter 1**, Air Force Heritage

9.4.4. **Chapter 2**, Enlisted History

9.4.5. **Chapter 8**, Customs, Courtesies, and Protocol for Special Events

9.4.6. **Chapter 17**, Dress and Appearance

9.4.7. Official Air Force Approved Media Sources

9.4.8. <https://www.ellsworth.af.mil/news/>

9.4.9. <https://www.af.mil/news.aspx>

9.4.10. <http://airforcemag.com/drarchive/pages/default.aspx>

9.4.11. Bullets from nominee's AF Form 1206

9.5. The board president will assign each board member with a specific subject area NLT five duty days prior to face-to-face board. The subject areas will be selected from world, base, and military current events as well as selected chapters from the Air Force Handbook 1. Each board member will ask one question from the subject area assigned.

9.5.1. The face-to-face evaluation is as follows: Dress and Appearance, Military Bearing, and Communication Skills. Grading scale will be the following:

9.5.1.1. Dress and Appearance: 0-5.

9.5.1.2. Military Bearing: 0-5.

9.5.1.3. Current Events Question: 0-5

9.5.1.4. 1206 Question: 0-5

9.5.1.5. Customs and Courtesies Question: 0-5

9.5.1.6. Air Force Heritage Question: 0-5

9.5.1.7. Dress and Appearance Question: 0-5

9.5.2. The total face-to-face score is determined by adding each category scores. This result is added to the 1206 scores described in [paragraph 8](#).

## **10. Tie-Breaking Procedures.**

10.1. Following completion of the SrA BTZ CBB Consolidated Ranking Score Sheet, the Board President will identify the nominees with the highest scores within the promotion quota plus two alternates. In the event there is a tie score at the cut-off, the board president will discuss the affected records with board members to select a winner between the ties.

10.2. The board will also identify first and second alternates to fill the quota must selected nominees subsequently become ineligible (disqualified). The board president will ensure the order of merit for the first and second alternates to avoid a tie between the alternates.

## **11. Removal from Select List:**

11.1. If a unit commander determines that a selected nominee will not be promoted, he or she must notify MPF Promotions in writing immediately (prior to the effective date). Refer to DAFI 36-2502, Table 1.1. The unit commander will utilize a Non-Recommendation Letter.

11.2. If a SrA-select is removed from the promotion list, the MPF Promotions will refer to the board results memorandum to verify the order of merit and select the first alternate. Once selected a *Promotion Recommendation Letter* will be requested from the unit commander.

**12. Supplemental Consideration.** Unit Commanders may request supplemental BTZ consideration for individuals who have been considered by a previous board and the error was not discovered until after selections are announced or promotions are updated. After obtaining unit CCs recommendation, the Career Development (FSPD) office forwards fully documented supplemental requests to 28 BW/CC and 28 BW/CCC for consideration via e-mail. It is imperative supplemental BTZ consideration is requested only when unit CC concurs with consideration. Additionally, if the basis for the supplemental request is because the individual did not receive fair consideration, the unit commander must provide justification for the request and forwards fully documented supplemental request to MPF for consideration. If the individual was not considered

at all at their last duty station, contact the losing unit and MPF before requesting supplemental consideration, and forward this information along with the supplemental request. This will assist the 28 BW/CC and 28 BW/CCC in determining if supplemental BTZ consideration is appropriate.

**Note:** If selected, members are authorized retroactive change to their effective date according to Retroactive Promotion Effective Date Correction Requests and the MPF must send a message to Headquarters Air Force Personnel Center (HQ AFPC).

12.1. It is the responsibility of the individual, supervisor, and commander to ensure that the individual has been properly identified as eligible for BTZ consideration and is nominated IAW program guidance. Additionally, ensure personal data is accurate, obtain study references, and ensure the data on the BTZ RIP is accurate and complete.

12.2. IAW DAFI 36-2502 supplemental BTZ consideration will not be granted for the following reasons:

12.2.1. Incorrect data reflected on the BTZ RIP.

12.2.2. Denied BTZ nomination due to incorrect data reflected on the BTZ output products.

12.2.3. BTZ eligibility list not returned to the FSPD office or individual was “overlooked” on the listing.

12.2.4. Nomination package or approved military decoration not completed, turned in, or approved in time to meet the board.

12.3. Supplemental BTZ must be requested and approved prior to the next convening BTZ board. The supplemental nominee will be considered along with the other eligibles in the next quarter.

DEREK C. OAKLEY, Colonel, USAF  
Commander, 28th Bomb Wing

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

AFH 1, *The Airman Handbook*, 1 Nov 2021

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 31 Mar 2023

DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 20 December 2023

DAFI 90-160, *Publications and Forms Management*, 13 April 2022

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**28 BW**—28th Bomb Wing

**28 BW/CC**—28th Bomb Wing Commander

**28 BW/CCC**—28th Bomb Wing Command Chief

**28 BW/CCCE**—28th Bomb Wing Executive Assistant to the Command Chief

**A1C**—Airman First Class

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

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

**BTZ**—Below-the-Zone

**CBB**—Central Base Board

**CC**—Commander

**CMSgt**—Chief Master Sergeant

**DAFI**—Department of the Air Force Instruction

**EPR**—Enlisted Performance Report

**FSPD**—Career Development Office

**FSS**—Career Development

**HQ AFPC**—Headquarters Air Force Personnel Center

**IAW**—In Accordance With

**MilPDS**—Military Personnel Data System

**MPF**—Military Personnel Flight

**MSgt**—Master Sergeant

**NLT**—No Later Than

**PCA**—Permanent Change of Assignment

**PCS**—Permanent Change of Station

**PIF**—Personnel Information File

**RDS**—Records Disposition Schedule

**RIP**—Report on Individual Person

**RNLTD**—Report No Later Than Date

**SEL**—Senior Enlisted Leader

**SrA**—Senior Airman

**TDY**—Temporary Duty

**TIG**—Time in Grade

**TIS**—Time in Service

**UIF**—Unfavorable Information File

## Attachment 2

**SENIOR AIRMAN (SRA) BELOW-THE-ZONE (BTZ) BOARD SCHEDULE**

**A2.1. Processing Timeline (small units-six or less eligibles):** Dates for the Central Base Board (CBB) have been established as the first Wednesday of every processing month unless specified otherwise in **Table A2.1** of this instruction. Small units will comply with suspense dates outlined in **Table A2.1**.

**A2.2. Processing Timeline (large units-seven or more eligibles):** BTZ boards will be no earlier than the first day of the processing month. The suspense for the Promotion Results Memorandum and BTZ Report on Individual Persons (RIP) will be established as the first Wednesday of processing month otherwise in **Table A2.2** of this instruction. Large units will comply with all suspense dates outlined in **Table A2.2**. **Note:** Large unit BTZ results will not be released until after CBB BTZ results are approved by the 28th Bomb Wing Commander.

**Table A2.1. Processing Timeline Table for Small Units.**

<b>BTZ QTR &amp; YEAR</b>	<b>BTZ RIPS PROVIDED TO UNITS</b>	<b>Z RIPS DUE TO MPF</b>	<b>BTZ PACKAGES DUE TO MPF</b>	<b>BTZ CENTRAL BASE BOARD</b>
1st Qtr 2023	Jan-23	1-Feb-23	19-Feb-23	16-Mar-23
2nd Qtr 2023	Apr-23	1-May-23	21-May-23	15-Jun-23
3rd Qtr 2023	Jul-23	1-Aug-23	13-Aug-23	14-Sep-23
4th Qtr 2023	Oct-23	1-Nov-23	12-Nov-23	07-Dec-23
1st Qtr 2024	Jan-24	1-Feb-24	11-Feb-24	15-Mar-24
2nd Qtr 2024	Apr-24	1-May-24	20-May-24	14-Jun-24
3rd Qtr 2024	Jul-24	1-Aug-24	19-Aug-24	13-Sep-24
4th Qtr 2024	Oct-24	1-Nov-24	18-Nov-24	13-Dec-24
<b>Note: All dates are tentative and may be subject to change.</b>				

**Table A2.2. Processing Timeline Table for Large Units.**

<b>BTZ QTR &amp; YEAR</b>	<b>BTZ RIPS PROVIDED TO UNITS</b>	<b>PROMOTION RESULTS MEMORANDUM &amp; BTZ RIPS DUE TO MPF</b>
1st Qtr 2023	Jan-23	16-Mar-23
2nd Qtr 2023	Apr-23	15-Jun-23
3rd Qtr 2023	Jul-23	14-Sep-23
4th Qtr 2023	Oct-23	07-Dec-23
1st Qtr 2024	Jan-24	15-Mar-24
2nd Qtr 2024	Apr-24	14-Jun-24
3rd Qtr 2024	Jul-24	13-Sep-24
4th Qtr 2024	Oct-24	13-Dec-24

## Attachment 3

## AF FORM 1206, NOMINATION FOR AWARD

Figure A3.1. AF Form 1206, Nomination for Award.

NOMINATION FOR AWARD		
AWARD Senior Airman Below-the-Zone	CATEGORY (If Applicable) Airman	AWARD PERIOD CAREER
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/FIRST M. LAST	MAJCOM, FOA, OR DRU AFGSC	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 675-XXXX & Comm: (605) 385-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>EXECUTING THE MISSION: (2) 2-Line Performance Statements</b></p> <ul style="list-style-type: none"> <li>- A1C Jones filled the B-1 Phase NCOIC position for 5 months. He guided 24 maintainers, 7 AFSCs, 3 Hourly Post Flight inspections completing 1.3K maintenance actions, which solidified the 28 BW's Joint Meritorious Unit Award.</li> <li>- Tom directed a 4-member "Tiger Team" through 14 Statement of Work inspections. His attention to detail and coordination with Boeing engineers contributed to 2 B-1 fleet-wide, time sensitive, Safety-of-Flight Technical Orders.</li> </ul> <p><b>LEADING PEOPLE: (2) 2-Line Performance Statements</b></p> <ul style="list-style-type: none"> <li>- Tom's leadership was on full display when he authored 5 training day agendas. His dedication and tireless mentorship captured 4 skill-level upgrades, 18 months ahead of the standard, and raised qualifications by 15 percent.</li> <li>- Tom volunteered to assist the Transient Alert team for the Ellsworth Air Force Base Air Show. He guided a 4-member team through 29 launches and 32 recoveries that strengthened the flyover capabilities for 60K attendees.</li> </ul> <p><b>MANAGING RESOURCES: (2) 2-Line Performance Statements</b></p> <ul style="list-style-type: none"> <li>- A1C Jones restructured the removed aircraft components supply point for an impounded aircraft. His oversight of 84 parts, valued at \$1.3M, streamlined a Safety Investigation Board process and a contracted Depot Field Team rebuild.</li> <li>- A1C Jones synchronized with engineers to execute the 1st ever field-level B-1 Intermediate Weapons Bay Frame Cap inspection validation and verification. His technical prowess cemented the MXG's Team of the 1st Quarter award.</li> </ul> <p><b>IMPROVING THE UNIT: (2) 2-Line Performance Statements</b></p> <ul style="list-style-type: none"> <li>- He became the first B-1 Phase Multi-Capable Airman, getting certified on 132 additional tasks. He graduated Aircraft Crash Recovery School and was selected as a B-1 Repair &amp; Reclamation technician on a recent Bomber Task Force.</li> <li>- A1C Jones earned his CCAF, he used his education to identify 4 Technical Order errors and led 4 Airman through the change process. He continued his education by earning 18 credits for his Bachelors of Science in Aeronautics.</li> </ul>		

Attachment 4

SAMPLE BOARD FOR CENTRAL BASE BOARD (CBB)

Figure A4.1. Sample Board for Central Base Board (CBB).



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 28TH BOMB WING (AFGSC)  
ELLSWORTH AIR FORCE BASE SOUTH DAKOTA**

MEMORANDUM FOR 28 BW/CC

FROM: 28 BW/CCCE

SUBJECT: Central Base Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Board Results

1. The promotion board convened at 0800, 08 Mar 10 to consider A1Cs nominated by their unit commanders for BTZ promotion to SrA. The board was sworn in by the board recorder and CMSgt XXXX. The board members consisted of:

<u>NAME</u>	<u>POSITION</u>	<u>ORGANIZATION</u>
Last, First MI	Board President	
	Board Member	
	Board Recorder	

2. The board considered the nominees listed below. Nominees are listed in order of merit. Based on the promotion quota, the board's recommendations are as indicated:

<u>NAME</u>	<u>SSAN</u>	<u>STATUS/EFF DATE</u>	<u>UNIT</u>
Last, First MI	Last 4	Selectee/Day Mth Yr	

3. The following Airmen were considered, but not nominated to meet the board:

<u>NAME</u>	<u>SSAN</u>
Last, First MI	Last 4

4. The board adjourned at 1000 hours. Request your approval of the board proceedings.

28 BW/CCCE, SSgt, USAF  
Board Recorder

1st Ind, 28 BW/CCC MEMORANDUM FOR 28 BW/CC

I recommend approval/disapproval.

28 BW/CCC, CMSgt, USAF  
Board President

2nd Ind, 28 BW/CC MEMORANDUM FOR 28 FSS/FSPD

Approved/Disapproved.

28 BW/CC, Colonel, USAF  
Commander

Attachment 5

SAMPLE BOARD RESULTS FOR LARGE UNITS

Figure A5.1. Sample Board Results for Large Units.



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 28TH BOMB WING (AFGSC)  
ELLSWORTH AIR FORCE BASE SOUTH DAKOTA**

MEMORANDUM FOR 28 SQ/CC

FROM: 28 SQ/BOARD RECORDER

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

1. The promotion board convened at 0800, 8 March 2013 to consider AICs nominated by their unit commanders for BTZ promotion to SrA. The board was sworn in by Capt America and the board recorder by CMSgt Moye. The board members consisted of:

<u>RANK/NAME</u>	<u>POSITION</u>	<u>ORGANIZATION</u>
Board President	Board Member	Board Member
Board Member	Board Recorder	

2. The board considered the nominees listed below. Nominees are listed in order of merit. Based on the promotion quota, the board's recommendations are as indicated:

<u>NAME</u>	<u>SSAN</u>	<u>STATUS/EFF DATE</u>	<u>UNIT</u>
Last, First MI	Last 4	Selectee/Day Mth Yr	

3. The following Airmen were considered, but not nominated to meet the board:

<u>NAME</u>	<u>SSAN</u>
Last, First MI	Last 4

4. The board adjourned at 1000 hours. Request your approval of the board proceedings.

SrA or Above, SSgt, USAF Board Recorder

1st Ind, 28 SQ/CEM

MEMORANDUM FOR 28 SQ/CC

I recommend approval/disapproval.

SQ/CEM, CMSgt, USAF  
Board President

2nd Ind, 28 SQ/CC

MEMORANDUM FOR 28 FSS/FSPD

Approved/Disapproved.

SQ/CC, Jr., Lt Col, USAF  
Commander

**Attachment 6****OATHS****Figure A6.1. Oaths.**

Administered by the Board President to the Board Members and Board Recorder.

**OATH TO THE BELOW-THE-ZONE (BTZ) BOARD MEMBERS**

“I solemnly swear that I will perform the duties imposed upon me without prejudice or partiality having in view both the special fitness of the Airman and the efficiency of the United States Air Force”

**OATH TO THE BELOW-THE-ZONE (BTZ) RECORDER**

“I solemnly swear that I will keep a true record of the proceedings of this board.”



