

**BY ORDER OF THE COMMANDER
GRAND FORKS AIR FORCE BASE**



**GRAND FORKS AIR FORCE BASE
INSTRUCTION
36-2502**

14 OCTOBER 2014

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Personnel

**GRAND FORKS AFB SENIOR AIRMAN
BELOW-THE-ZONE (BTZ) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 319 ABW/CCC

Certified by: 319 ABW/CC
(Colonel Paul E. Bauman)

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This instruction supplements Air Force Instruction (AFI) 36-2502, *Airman Promotion/Demotion Program*. It establishes the 319th Air Base Wing Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program. It applies to all units, including tenant organizations, and is for active duty personnel only. In addition, this instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013, System of Records notice F033 AF CIC C, Privacy Act Request File, applies. 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) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This revision changes the releasability requirements from "Access to this publication is restricted: this publication is For Official Use Only (FOUO); requests for accessibility must be approved by the OPR" to "There are no releasability restrictions on this publication." There is no need for releasability restrictions on this publication. This change also changes forms used by the Central Base Board (CBB) and the scoring procedures for in-person and package reviews.

1. Program Overview

1.1. The purpose of this instruction is to provide direction concerning SrA BTZ. SrA BTZ is a one-time consideration for exceptionally well-qualified A1Cs to be promoted 6 months prior to their normal promotion to SrA. The objective of the SrA BTZ program is to select only truly outstanding Airmen.

2. Responsibilities

2.1. Military Personnel Section (MPS) Enlisted Promotions will:

2.1.1. Determine quotas (based solely on time in grade (TIG) and time in service (TIS), regardless of other eligibility or ineligibility factors) and obtain MPS Chief's approval before distributing quotas. Quotas are distributed quarterly to large units and to the CBB (which considers BTZ eligibles for small units) **NOTE: Airmen must be "considered" by the losing unit if their RNLTD is the 1st day of the first processing month or later.** Wing SrA BTZ quotas are based on 15 percent of the eligible population. Computation is completed by the following example (fractions of 0.5 or more are rounded up): "13 eligible x 0.15 = 1.95 (or) 2 BTZ quotas"

2.1.1.1. The following quota application applies:

Figure 1. Quota Application

<u>ELIG</u>	<u>QUOTA</u>	<u>ELIG</u>	<u>QUOTA</u>	<u>ELIG</u>	<u>QUOTA</u>	<u>ELIG</u>	<u>QUOTA</u>	<u>ELIG</u>	<u>QUOTA</u>
7-9	1	10-16	2	17-23	3	24-29	4	30-36	5
37-43	6	44-49	7	50-56	8	57-63	9	64-69	10

2.1.2. Identify eligibles and forward SrA BTZ Memorandum (outlines quotas for large units or instructions for small units to nominate members to CBB), Eligibility Roster, and GFAFB Supplement to AFI 36-2502 to each unit.

2.1.3. Schedule a meeting with the 319 ABW/CCCE to discuss CBB procedures (i.e., board member appointees, timelines, etc.).

2.1.4. Prepare CBB nominee selection folders to include AF 1206, computerized BTZ report on individual person (RIP), decoration citations, and any Enlisted Performance Reports (EPRs) on record. Provide nomination packages to each board member 48 hours prior to the CBB.

2.1.5. Convene the CBB.

2.1.6. Prepare a board proceedings letter consisting of a list of CBB members, a list of nominees by merit; and those identified as selects, and alternates.

2.1.7. Prepare a staff summary sheet recommending wing commander approval of board proceedings. The 319 ABW/CC approves entire BTZ selection package for both large unit selections and selections made by the CBB.

2.1.8. Notify group commanders and group chief enlisted managers (CEM) of their selects/non-selects, who in turn notify units.

2.1.9. Notify selected nominees who have PCS'd by message and forward BTZ Board Results memorandum to member's gaining MPS.

2.1.10. Manually projects promotions in the Personnel Data System for each BTZ selectee.

2.2. Unit commanders will:

2.2.1. Ensure a quality indicator review on each part of the SrA BTZ Unit Listing. Part I identifies eligibles and reflects Airmen most qualified based on "zero" negative quality force indicators. Part II identifies questionable eligibles, and Part III identifies ineligible. Parts II and III lists those members with quality force indicators.

2.2.2. Route CBB BTZ nominations through their respective group commander. Group commanders will provide MPS Enlisted Promotions with nominations AF 1206 ([Attachment 2](#)) for each Airman recommended for BTZ consideration.

2.2.3. Prepare and conduct a large unit board if the number of unit eligibles warrants a large unit board.

2.2.4. Approve the large unit board order of merit, and forward a copy of the board proceedings to MPS Enlisted Promotions.

3. Selection Requirements

3.1. To ensure fair, equitable, and timely BTZ consideration, units will consider all individuals meeting TIG and TIS requirements regardless if a member is on temporary duty (TDY), on leave, or has departed due to permanent change of station (PCS) during or subsequent to the processing months for that quarter's selections.

3.1.1. All individuals appearing on the eligibility roster must be considered. This does not mean all eligible personnel will be nominated to the board.

3.1.2. Commanders will review member's personnel records, PIF, current fitness test score, any EPRs on record and discuss the consideration with the supervisor, CEM, and First Sergeant to ensure members are exceptionally well qualified before making a decision to nominate or not to nominate. Any fitness test failures will disqualify an Airman from consideration.

3.2. Nominee packages will consist of an AF 1206 ([Attachment 2](#)), decoration citations (if any), a SrA Below-the-Zone RIP (produced by the MPS), and any EPRs on record.

3.3. Alternates are selected in the event a selectee is removed by the commander prior to the effective date of promotion. Alternates will receive the original BTZ date of rank and the effective date will be the date of commander approval. MPS will assist the member with applying for a retroactive promotion effective date to Headquarters Air Force Personnel Center Enlisted Promotions in accordance with AFI 36-2502.

3.4. When a commander has promotion authority over two or more units, the eligible members are combined and the commander complies with established large or small unit procedures.

3.5. The names of BTZ selects will not be released until the 319 ABW/CC approves all small and large unit selects.

4. Large Unit Selection Procedures

4.1. Large units are identified as having seven or more eligibles, and are therefore given their own quota(s). Large units may nominate individuals for consideration by the CBB with the concurrence of the 319 ABW/CC. If this option is chosen, large units relinquish selection authority and all quotas to the CBB.

4.2. Commanders will utilize the eligibility listing provided by MPS Enlisted Promotions to determine nominees.

4.3. Each large unit will use the same scoring method and nomination package as used by the CBB, to include AF 1206, computerized BTZ report on individual person (RIP), decoration citations, and any EPRs on record.

4.4. Large units conduct their local BTZ board, select nominees, and turn in selection package to the MPS no later than (NLT) the last day of the month (Feb, May, Aug, and Nov). The selection package will consist of a memorandum depicting BTZ selectee(s) and one alternate. The board must consist of at least three voting members. Each member must be in the grade of MSgt or above with the board president being a CMSgt or CMSgt select. The recorder must be a SrA or above to ensure fair and equitable consideration.

4.5. The board president must ensure fair and equitable consideration of each nominee. Should the situation arise 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 and the 319 ABW/CCC. Based upon the information provided, the unit commander with concurrence of the 319 ABW/CCC will determine whether the board may be continued or reconvened with new members.

4.6. After completion of the board, the president will send the large unit memorandum to the unit commander, including all nominees listed in order of merit, the Master Board Score Sheet ([Attachment 3](#)) and the Board Member Score Sheet ([Attachment 4](#)).

4.7. Unit commanders must approve the board's order of merit, and forward a copy of the board proceedings to MPS Enlisted Promotions. Upon completion of the board proceedings, properly destroy all board related documents.

4.8. In the event the unit commander or 319 ABW/CC disapproves the board's proceedings, a new board will be convened with new board members.

5. Central Base Board

5.1. Small units are identified as having six or less eligibles. Small units may nominate only exceptionally well qualified nominees for consideration by the CBB. **Note: Units may submit as many Airmen as there are stripes available at the CBB, but ensure that only exceptionally well qualified Airmen are nominated.** The quota for selects does not change if additional nominees meet the board.

5.2. Small units conduct their local BTZ review, select their nominee(s) to meet the CBB, and turn in nominee package(s) to the MPS NLT the 15th of the month (Feb, May, Aug, and Nov).

5.3. The CBB is held as close to the 1st of the month as possible (Mar, Jun, Sep, Dec). The 319 ABW/CCC serves as the Board President (or appoints a board president in his/her absence). The CCC also appoints three or more board members to form the CBB during the

third month of the quarter of SrA BTZ processing. A recorder (SrA or above) will be appointed by the MPS Chief.

5.3.1. MPS Enlisted Promotions prepares CBB nominee selection folders to include AF 1206, computerized BTZ report on individual person (RIP), decoration citations, and any EPRs on record.

5.3.2. MPS Enlisted Promotions schedules a meeting with the ABW/CCCE to discuss CBB procedures (i.e., board member appointees, timelines, etc.). MPS Enlisted Promotions convenes the CBB.

5.3.3. Prior to CBB scoring, the MPS Chief will administer the oath to the Board President and board members; the Board President will administer the oath to the recorder. The Board President is responsible for ensuring fair and equitable consideration of each nominee. Should the situation arise where the board may have been prejudiced in any way, the Board President will immediately halt the board proceedings and determine whether the board may be continued or reconvened with new members.

5.3.4. After each board member reviews all nomination packages, each board member will rank order all nominees (one being the highest ranking). Each board member should consider the whole person concept and consider all information provided to them in determination of the best package.

5.3.5. After each board member ranks nomination packages and in-person reviews, the board rankings will be totaled and divided by two to obtain the sub-total board points. For eligibles that are exempt (as defined by chapter 6) from the in-person review, the nomination package will be the sub-total board points without dividing the rank order.

5.3.5.1. Points are based on rank ordering by the board members. These points are meant for reference only to determine the final rank order of BTZ eligibles.

5.3.6. If board member rankings for nominees differ by more than two places, the Board President must lead an open discussion to resolve the difference.

5.3.7. The recorder will then combine all board members' nominee rankings to determine the selectees and one alternate. The Board President's rankings will not be included in this rank order. However, in the event of a tie between two or more records for the last promotion quota, the Board President will determine which nominee is awarded the final quota.

5.3.8. The board will also identify one alternate to fill a quota should selected nominees subsequently become ineligible.

5.3.9. MPS Enlisted Promotions will prepare a board proceedings letter ([Attachment 5](#)) consisting of a list of CBB members, a list of nominees by merit, containing those identified as selects and alternates.

5.3.10. MPS Enlisted Promotions will then prepare a staff summary sheet recommending wing commander's approval of board proceedings. The 319 ABW/CC approves entire BTZ selection package (for both large unit selections and selections made by the CBB). Once the wing commander approves selectees, MPS Enlisted Promotions will notify group commanders and group CEMs of their selects/non-selects, who in turn notify units. MPS Enlisted Promotions will notify selected nominees who have PCS'd by message and forward

BTZ Board Results memorandum to member's gaining MPS. Finally, MPS Enlisted Promotions will manually project promotions in MilPDS for each BTZ selectee.

5.4. The 319 ABW/CC has authorized tenant units to compete in the 319 ABW CBB when the tenant unit has less than seven eligibles for the cycle.

6. In-Person (face-to-face) Board Procedures

6.1. The CBB and large units will conduct face-to-face boards.

6.2. All nominees will wear service dress uniform per AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

6.3. Board members should consider nominees dress and appearance, military bearing and responses to questions asked from AFPAM 36-2241, *Professional Development Guide (PDG)*. General knowledge areas such as enlisted history, standards of conduct, and military customs and courtesies, should be the nominee's focus in preparation for the board.

6.4. After all BTZ eligibles have completed the face-to-face review, each board member will rank order all nominees (1 being the highest ranking). **Note: BTZ eligibles not able to attend the face-to-face review board, due to extenuating circumstances, will be exempt from this scoring category.**

6.4.1. Extenuating circumstances include but are not limited to: PCS, emergency or convalescent leave, TDY, or deployments.

6.4.2. Unless one of the above mentioned circumstances apply, units will ensure all nominees are available.

7. Removal from Select List

7.1. If a commander determines that a selected nominee should not be promoted, he or she must notify the MPS Promotions office immediately (prior to the effective date).

7.2. If a select is removed from the promotion list, the first alternate will be moved up to become a select. A package will be submitted to 319 ABW/CC for approval; the Airman will not be notified of select status until wing approval.

8. Supplemental Consideration

8.1. If an Airman was not considered for BTZ during the quarter that he/she was eligible, the unit commander may submit a supplemental consideration (by memorandum to the MPS outlining the circumstances). MPS Enlisted Promotions faxes unit's request to HQ AFPC/DPPPWM to request supplemental consideration. If approved, the Airman meets the next quarterly BTZ CBB. The member's records are prepared in such a way as to reflect only the data that would have been contained in the BTZ package as of the quarter he/she would have normally been considered. If selected, the individual's Date of Rank (DOR) and effective date would be back-dated to match the original date the member would have been promoted.

PAUL E. BAUMAN, Colonel, USAF
Commander, 319th Air Base Wing

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

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

AFMAN 33-363_USAFESUP, *Management of Records*, 25 November 2008

Military Personnel Flight Manual 06-57, 18 August 2006

Air Force Computer Systems Manuals 36-699, Volume I, 19 October 2009

AFI 36-2502, *Airman Promotion Program*, 31 December 2009

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006

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

Prescribed and Adopted Forms

Prescribed Forms/IMT's: No Forms or IMT's prescribed by this publication.

Adopted Forms/IMT's: AF Form 1206, *Nomination for Award*; AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

A1C—Airman First Class

BTZ—Below-the-Zone

CBB—Central Base Board

CEM—Chief Enlisted Manager

CMSgt—Chief Master Sergeant

DOR—Date of Rank

EPR—Enlisted Performance Report

FOUO—For Official Use Only

GSU—Geographically Separated Unit

IAW—In Accordance With

MPS—Military Personnel Section

MSgt—Master Sergeant

OPR—Office of Primary Responsibility

PA—Privacy Act

PAFSC—Primary Air Force Specialty Code

PCS—Permanent Change of Station

PIF—Personal Information File

RIP—Report on Individual Person

SrA—Senior Airman

TIS—Time-in-Service

TIG—Time-in-Grade

TDY—Temporary Duty

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.).

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Attachment 2

319 ABW SRA BELOW-THE-ZONE NOMINATION AF IMT 1206

NOMINATION FOR AWARD		
AWARD Below The Zone Promotion	CATEGORY (If Applicable) N/A	AWARD PERIOD N/A
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C John Q. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 2F0X1/Current Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 362-1234 Commercial: (701) 747-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 319th ABW/CCCE, 460 Steen Blvd, Grand Forks AFB ND 58205-6231 (squadron information)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel John Q. Smith/DSN: 362-1234 Commercial: (701) 747-1234 (squadron information)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>This section must be completed in bullet format and is limited to 15 lines (not including headers).</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY Describe significant 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 any new initiatives or techniques developed by the member that positively impacted the unit/mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g. NCO of the Quarter, Maintenance Professional of the Year, and so forth. This category should account for at least 60 percent of the nomination justification.</p> <p>SIGNIFICANT SELF-IMPROVEMENT Show how the member developed/improved skills related to primary duties; e.g., formal training, career development, course enrollment or completion, on-the-job training, certification, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, e.g., class, course, degree, enrolment/completion and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. This category should account for no more than 20 percent of the nomination justification.</p> <p>BASE OR COMMUNITY INVOLVEMENT 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 AAC, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, Sunday School Teacher, and so forth. This category should account for no more than 20 percent of the nomination justification.</p> <p>NOTE: The justification must contain specific facts of nominee's contributions during award period only. Achievements of the member should be so outstanding as to highly distinguish the Airman from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.</p>		

Attachment 3

319 ABW SRA BELOW-THE-ZONE MASTER SCORE SHEET

TEAM GRAND FORKS SRA BELOW-THE-ZONE BOARD MASTER SCORE SHEET									
Board President's Name:									<div style="border: 2px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
Board Date:									
Promotions Authorized This Board:									
Nominees:									
In-Person Rank Order:									
319 MSG									
319 MDG									
319 WSA									
69 RG									
Package Rank Order:									
319 MSG									
319 MDG									
319 WSA									
69 RG									
Sub-Total Rank Order:									
Indicate Ties: <input type="checkbox"/> Yes <input type="checkbox"/> No (Place Xs)									
Board President In-Person Rank Order									
Board President Package Rank Order									
Final Rank Order:									
Recommend for Promotion: (Place Xs)									
<p><i>Split Process: If the board member rankings for nominees in 1st and 2nd place contention differ by three or more places, the board President must lead an open discussion to resolve the difference to within two places.</i></p> <p><i>Rank Order: Nominee with the lowest total rank score will be ranked 1st and declared the proposed winner. In the event of a tie, the board President serves as the tiebreaker.</i></p> <p><i>We certify all board members were sworn in and the board proceedings were conducted in accordance with local instructions. Additionally, this is a true and accurate accounting of those proceedings.</i></p>									
Board President _____					Board Recorder _____				

Attachment 4

319 ABW SRA BELOW-THE-ZONE BOARD MEMBER SCORE SHEET

319 ABW SRA BELOW-THE-ZONE BOARD MEMBER SCORE SHEET				
Board President's Name:				
Board Member's Name:				
Board Date:				
Nominee Name	In-Person Review	In-Person Rank Order	Package Review	Package Rank Order
<i>Split Process: If the board member rankings for nominees in 1st and 2nd place contention differ by three or more places, the board President must lead an open discussion to resolve the difference to within two places.</i>				
<i>Rank Order: Nominee with the lowest total rank score will be ranked 1st and declared the proposed winner. In the event of a tie, the board President serves as the tiebreaker.</i>				

Signature of Board Member

Attachment 5

BOARD PROCEEDINGS LETTER



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 319TH AIR BASE WING (AMC)
GRAND FORKS AIR FORCE BASE, NORTH DAKOTA

DATE

MEMORANDUM FOR 319 ABW/CC
319 FSS/FMPD
IN TURN

FROM: 319 ABW/CCC

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

1. The SrA BTZ promotion board convened at TIME, DATE, to consider (# of selected) Airmen First Class nominated by their unit commanders for promotion to Senior Airman Below-The-Zone. The board consisted of:

CM Sgt/SM Sgt.	319 ABW	President
CM Sgt/SM Sgt.	319 MSG	Member
CM Sgt/SM Sgt.	319 MDG	Member
CM Sgt/SM Sgt.	69 RG	Member
() Sgt.	319 FSS	Recorder

2. Based on the total number of 20 eligible individuals, the promotion quota was three. The board nominates the primary and alternate selectees listed below:

SELECTS	UNIT	PROJ DOR
A1C Jane Q. Doe	319 Sq	DATE
A1C Jane Q. Doe	319 Sq	DATE
A1C John Q. Doe	319 Sq	DATE

ALTERNATE	UNIT	PROJ DOR
A1C John Q. Doe	319 Sq	DATE

3. The central base board adjourned at TIME, DATE.

4. Two large units, 319 Sq and 69 Sq, awarded stripes. The following individuals were considered and selected by unit boards for promotion to Senior Airman Below-the-Zone.

SELECTS	UNIT	PROJ DOR
A1C John Q. Doe	319 Sq	DATE
A1C Jane Q. Doe	69 Sq	DATE
A1C John Q. Doe	69 Sq	DATE
A1C Jane Q. Doe	69 Sq	DATE
A1C John Q. Doe	69 Sq	DATE
A1C Jane Q. Doe	69 Sq	DATE

5. Recommend 319 ABW/CC approve the above proceedings.

DAVID L. DUNCAN, CMSgt, USAF
Central Base Board President

1st Ind, 319 ABW/CC

MEMORANDUM FOR 319 ABW/CCC
319 FSS/FSMPD

Approved/Disapproved

PAUL E. BAUMAN, Colonel, USAF
Commander