

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

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



31 MARCH 2025

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Policy Directive (AFPD) 36-25, *Military Promotions and Demotions* and Air Force Instruction (AFI) 36-2502, *Enlisted Airman Promotion and Demotion Programs* and establishes procedures, policy, and responsibilities that apply to all squadrons, to include tenant units, on Hill Air Force Base, Utah. This publication does not apply to the Air National Guard or Air Force Reserve. It is provided to explain and standardize the processing procedures for the SrA Below-the-Zone (BTZ) Promotion Program. The Central Base Board (CBB) and large units will utilize the procedures outlined in this instruction and within AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, Recommendation for Change of Publication; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This instruction has been revised to update the responsibilities for Unit Commander/Civilian Director ([paragraph 3.4.](#)), Large Units Procedures ([paragraph 5.5.](#)); Central Base Board/Small Unit Procedures ([paragraph 6.4.](#)), Board Scoring Categories and Values ([Table 4](#)), and revised

Attachments **2, 3, and 4**. Updates were made throughout the publication to reflect organizational and administrative changes. A complete review of this instruction is highly encouraged.

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1. Objective.

1.1. The SrA BTZ program is designed to provide an exceptionally well-qualified United States Air Force (USAF) Airman First Class (A1C) a one-time promotion consideration to advance to SrA six months prior to the fully qualified phase point.

2. Eligibility.

2.1. SrA BTZ eligibility requirements:

2.1.1. Airmen must meet promotion requirements established in AFI 36-2502, Table 2.1.

2.1.2. Individuals nominated must be of the highest caliber and clearly deserve the recognition.

2.1.3. Commanders/Directors will “pre-screen” all eligible Airmen for negative “quality force” indicators.

3. Responsibilities under the Senior Airman Below-the-Zone Program.

3.1. 75th Air Base Wing (ABW) Commander (75 ABW/CC) or designated representative.

3.1.1. Serves as the promotion authority for the installation CBB and associate units.

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

3.1.3. Approves quota distribution based on the percentages of eligible Airmen (see [paragraph 4.](#)). Approval of quota distribution is delegated to the 75th Force Support Squadron Military Personnel Flight (MPF) Commander (75 FSS/FSP) IAW AFI 36-2502, paragraph 2.3.5.

3.1.4. Designates the 75th Air Base Wing Command Chief Master Sergeant (75 ABW/CCC) as the designated representative and executes the CBB on behalf of 75 ABW/CC (Installation Commander).

3.2. 75th Air Base Wing Command Chief Master Sergeant or designated Chief Master Sergeant (CMSgt).

3.2.1. Serves as the CBB President and oversees the CBB process.

3.2.2. Selects three CMSgts or Senior Enlisted Leaders (SELs) to be voting members.

3.2.3. Convenes and chairs the CBB.

3.2.4. Coordinates with and provides the MPF a CBB date.

3.2.5. Collects SrA BTZ Eligibility Listings, Single Unit Retrieval Format (SURF) Reports, all decoration citations, and DAF Form 1206s, *Nomination for Awards*, from units.

3.2.6. Suspense small units to upload the completed nomination package(s) on each nominee(s) to the Hill AFB BTZ Teams location (<https://dod.teams.microsoft.us/l/channel/19%3Adod%3A225dfbc44a44a099b946b6f5a0aa5a5%40thread.tacv2/General?groupId=3ed815e3-974c-4b95-bca9-abba01e04b2f&tenantId=8331b18d-2d87-48ef-a35f-ac8818ebf9b4z>) no later than 10 days prior to the established BTZ board date. All boards are tentatively scheduled by the 75 ABW/CCC for the first Thursday of the third month of the quarter (i.e., March, June, September, and December). Submissions beyond the suspense date will not be provided to the CBB.

3.2.7. Appoints 75th ABW Command Chief Executive Assistant (75 ABW/CCCE) to act as the CBB board recorder.

3.2.8. Determines whether a “face-to-face” board or a “selection records only” board will be convened based on availability of Airmen meeting the board. All available virtual resources will be utilized and exhausted to ensure all eligible Airmen have the opportunity to meet the face-to-face board. The uniform of the CBB will be full service dress.

3.2.9. Ensures board members are briefed and follow CBB instructions.

3.2.10. Administers the oath to the board members and board recorder (**Attachment 5**).

3.2.11. Is a non-voting member unless there is a tie; then serves as the tie-breaking authority.

3.2.12. Ensures each individual’s selection record is scored using a fair and consistent scoring system.

3.2.13. Oversees preparation of the board report and signs as the board president (**Attachment 2**). The board report will contain a list of board members, board recorder, and order of merit (identifying select/non-select status). The board president and board recorder must sign the report, and the host wing commander, installation commander, or Senior Air Force Component Lead must approve and sign the report.

3.2.14. Upon completion of the CBB, the board report (**Attachment 2**) must be provided to the 75th Force Support Squadron Career Development (75 FSS/FSPD) no later than one week prior to the first day of the promotion month (i.e., April, July, October, and January) (see **Table 1**).

3.3. 75th Force Support Squadron Career Development (75 FSS/FSPD).

3.3.1. Administers SrA BTZ Promotion Program IAW AFI 36-2502, paragraph 2.3. through 2.5. and current Air Force Personnel Center guidance (i.e., Enlisted Promotions Personnel Services Delivery Guide).

3.3.2. Determines quotas and distribution based on 15 percent of eligible Airmen. Eligible Airmen must meet minimum Time in Service (TIS) and Time in Grade (TIG) requirements. Approval authority for quota distribution is delegated to the MPF Commander (75 FSS/FSP).

3.3.3. Distributes SrA BTZ quotas each quarter to CBB and large and small units by the 15th day of the first processing month (i.e., January, April, July, and October) (see **Table 1**).

3.3.4. Suspense CBB and large units to submit board report (**Attachment 2**) to 75 FSS/FSPD no later than one week prior to the first day of the first promotion month (i.e., April, July, October, and January) (see **Table 1**).

3.3.5. Processes applicable updates in the Military Personnel Data System (MilPDS).

3.4. Unit Commander/Civilian Director.

3.4.1. Reviews the SrA BTZ Eligibility Listing provided by 75 FSS/FSPD to consider all individuals meeting TIS and TIG requirements. If a member is temporary duty (TDY), on leave, or has a report no later than date (RNLTD) on or after the first day of the first processing month (see **Table 1**), the unit Commander/Director will ensure the member is considered for that quarter's selections. If the member is a projected gain and has not departed the previous duty station as of the first day of the first month of that SrA BTZ quarter, the gaining unit and MPF in coordination with the current unit Commander/Director must ensure the member is considered at previous location.

3.4.2. Commanders/Directors of large units (seven or more eligible Airmen) will receive their own quotas (see **paragraph 5** for large unit procedures). The board president of large units should be the unit SEL. If the SEL cannot be present for the board, the unit Commander/Director will appoint a CMSgt, Senior Master Sergeant, or a First Sergeant as the board president.

3.4.3. Commanders/Directors of small units (six or less eligible Airmen) will nominate their eligible Airmen to the CBB. The 75 ABW/CCC is the designated representative and will serve as the convening authority for 75 ABW/CC (Installation Commander) for the CBB.

3.4.4. Boards/nominates unit member(s) based on the following criteria:

3.4.4.1. Airman demonstrates the potential to be effective as a SrA and is clearly deserving of promotion above his/her peers.

3.4.4.2. Airman does not have negative quality indicators and does not have any promotion ineligibility condition listed in AFI 36-2502, Table 1.2.

Table 1. Processing Cycles.

PROCESSING MONTHS	SELECTION MONTH	PROMOTION MONTHS
January-February	March	April-June
April-May	June	July-September
July-August	September	October-December
October-November	December	January-March

4. Quotas/Nominations.

4.1. Quotas are based on 15 percent of the total TIG and TIS eligible population listed on Parts I, II, and III of the quarterly SrA BTZ Listing (see **Table 2**). The MPF determines, approves, and distributes quotas to units. Quotas are computed and distributed as follows:

4.2. Computation. Eligible Airmen multiplied by 15 percent equals the quota. Example: 13 eligible Airmen x 0.15 = 1.95, or 2 SrA BTZ quotas. (Note: Fractions of 0.5 or higher are rounded up.)

Table 2. Distribution.

ELI G	QUOT A	ELI G	QUOT A	ELI G	QUOT A	ELI G	QUOT A	ELI G	QUOT A
*2-6	1	10-16	2	24-29	4	37-43	6	50-56	8
7-9	1	17-23	3	30-36	5	44-49	7	57-63	9

***Note:** In cases where there are no large units and only 2-6 eligible Airmen from all the small units, the base is authorized to hold a CBB and allowed 1 quota.

4.3. Quota aggregation is not allowed. Unit quotas **may not** be combined to form a group. Units will submit eligible Airmen into one combined pool and submit to the CBB.

5. Large Units Procedures.

5.1. Large units will receive their own quota(s) and make selection(s) at the unit level. Commanders/Directors of large units will convene a board and follow the same procedures as the CBB.

5.2. Large units may nominate individuals for consideration by the CBB with the respective Commander's/Director's approval. If this option is chosen, large units must relinquish selection authority and all quotas to the CBB. The 75 ABW/CCC is the designated representative and convening authority for 75 ABW/CC and will make the final decision if nominee(s) is considered by the CBB.

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

5.4. Large unit Commanders/Directors will conduct a review board to select the most qualified individuals for SrA BTZ. The review process must be fair and equitable for all individuals. If any nominee will not be present for the selection process due to circumstances beyond the Airman's control (e.g., TDY, emergency leave, convalescent leave, or hospitalization), the board may consider selection records only. All available virtual resources will be utilized and exhausted to ensure all eligible Airmen may have the opportunity to meet the face-to-face board.

5.5. Once the board adjourns, a board report ([Attachment 2](#)) will be completed. The board report will contain a list of board members, board recorder, and order of merit (identifying select/non-select status) and return it to the 75 FSS/FSPD no later than one week prior to the first day of the promotion month (i.e., April, July, October, and January) (see [Table 1](#)). The board president and board recorder must sign the report, and the unit Commander/Director must approve and sign the report.

5.6. If any quota is not used, indicate intent by annotating determination on the SrA BTZ eligibility listing prior to returning to 75 FSS/FSPD.

6. Central Base Board/Small Unit Procedures.

6.1. Unit Commanders/Directors will use the SrA BTZ Eligibility Listing and an appropriate evaluation process to determine nominee(s) for the CBB. Unit Commanders/Directors will identify a nominee(s) using some form of identification (e.g., circle, highlight, mark through, etc.) on the SrA BTZ Eligibility Listing, sign the listing, and return it to 75 FSS/FSPD by the established suspense.

6.2. The 75 ABW/CCCE, on behalf of 75 ABW/CCC or designated CMSgt, will forward nominee selection records to board members to review and pre-score prior to the CBB utilizing the Scoring Guide for SrA BTZ Promotion Boards ([Attachment 4](#)).

6.3. The CBB will be held the third month (i.e., March, June, September, and December) of each year. In December of each year, the 75 ABW/CCC will utilize [Attachment 7](#) to announce the next calendar year's projected CBB face-to-face boards for each quarter and the dates board packages are due.

6.4. The CBB will conduct a face-to-face board for only a select number of members allocated by the 75 ABW/CCC. Board participants will be determined by doubling the SrA BTZ quota for the quarter. For example, if the SrA BTZ quota is five (5), five (5) will be multiplied by two (2) indicating that up to 10 members will meet the face-to-face board. Nominees will be required to physically appear before the CBB. However, if 30 percent of nominees are unable to physically appear before the board (e.g., TDY, emergency leave, convalescent leave, or hospitalization), the CBB will be "selection records only." All available virtual resources will be utilized and exhausted to ensure all eligible Airmen may have the opportunity to meet the face-to-face board. Personal leave does not meet the intent of this rule and members on personal leave will receive an average of all the board scores for a face-to-face board.

6.5. After being sworn in by the 75 ABW/CCC or designated representative ([Attachment 5](#)), board members will finalize their evaluation and scoring of the selection records impartially and without prejudice, keeping in mind the potential of the Airmen under consideration and the best interests of the Air Force.

6.6. The board recorder will complete the Board Recorder Tally Sheet and provide it to the board president along with the completed and signed Board Member Score Sheets ([Attachment 6](#)) to prepare the board report.

7. Selection Records.

7.1. Selection records for all SrA BTZ boards will include the SURF Report, all decoration citations, and nominee's DAF Form 1206.

8. Areas Considered.

8.1. Nominations will be on the most current version of the DAF Form 1206, *Nomination for Award* (Attachment 3), and may be found on the e-Pubs site <https://www.e-publishing.af.mil/Product-Index/>. All DAF Form 1206s must be single-spaced, use Times New Roman 12-point font, typed in narrative performance statement format, and use only the front side of the form. Acronyms/Abbreviations should only be used from the approved Air Force Acronym and Abbreviation List found at <https://www.afpc.af.mil/Career-Management/Acronyms/> unless noted by an approved category. Acronym lists are not authorized on the DAF Form 1206. Sex-based verbiage and first names may be used. The

statements will be formatted with a dash, a space, and then start the narrative performance statement format (i.e., - As the CC's top pick for...). The DAF Form 1206 will have the following major performance area headings: Executing the Mission, Managing Resources, Improving the Unit, and Leading People. The DAF Form 1206 will contain up to 10 performance statements with each statement no more than two lines and each of the four major performance area headings should have at least one statement (DAF Form 1206 should not exceed 24 total lines including headers).

8.2. The face-to-face board will consist of following opinionated questions: Dress and Appearance (DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*), Current Events, and three questions from the AF Handbook with the following topics: Standards of Conduct, Customs and Courtesies, and the Enlisted Force Structure. Each board member will submit two questions one week prior to the board that will be approved by the board president prior to the board convening.

9. Senior Airman Below-the-Zone Scoring Scale/Selection Phase.

9.1. Board members will score each nominee's DAF Form 1206 using management level review scoring (6-10) in .5 increments and document total scores and rank order on the BTZ Records Scoresheet. Board members will provide that order to the board recorder (75 ABW/CCCE) one day prior to the board convening. Board members will break all ties within their respective rank order.

Table 3. Scoring Scale.

10	Absolutely Superior
9.5	Outstanding
9.0	Few could be better
8.5	Strong
8.0	Slightly above average
7.5	Average
7.0	Slightly below average
6.5	Well below average
6.0	Lowest

9.2. For face-to-face boards each board member will assign up to four points in whole or quarter point increments in each of the following categories: Dress & Appearance, Military Bearing, Communication, and Question Responsiveness. After scoring all face-to-face nominees, each board member will rank order all Airmen's' board scores and provide that rank order to the board president. Board members will break all ties within their respective rank order.

Table 4. Board Scoring Categories and Values.

Dress and Appearance (max 1 pt)	<ul style="list-style-type: none"> - No dress and appearance infractions (1 pts) - 1 dress and appearance infraction (.75 pts) - 2 dress and appearance infractions (.5 pts) - 3 dress and appearance infractions (.25 pts) - 4 or more dress and appearance infractions (0 pts)
Military Bearing (max 1 pt)	<ul style="list-style-type: none"> - Maintains bearing throughout board (1 pts) - Few bearing issues (.75 pts) - Some bearing issues (.5 pts) - Significant bearing issues (.25 pts) - Lack of bearing (0 pts)
Communication (max 1 pt)	<ul style="list-style-type: none"> - Communicates clearly and with clarity (1 pts) - Communicates well but with few issues (.75 pts) - Communicates well but with some issues (.5 pts) - Communicates well but with significant issues (.25 pts) - Does not communicate clearly and with clarity (0 pts)
Question Responsiveness (max 1 pt)	<ul style="list-style-type: none"> - Provides complete, correct, and thoughtful answers (1 pts) - Provides mostly correct answers with some thoughtfulness (.75 pts) - Gives partial answers or shows some thoughtfulness (.5 pts) - Provides some answer, but is largely incomplete (.25 pts) - No response or extremely insufficient answer (0 pts)

9.3. After reviewing and scoring the DAF Form 1206 and face-to-face board, the board member will then place each nominee by composite score and rank order.

9.4. The board recorder computes the composite score of each nominee by adding the “total” column of each board member.

9.5. The board recorder creates a list of the nominees in order of merit using the composite score once the quota is applied.

9.6. The 75 ABW/CCCE will send an email request to 75 FSS/FSPD to acquire and confirm promotion effective dates of selectees; then, (1) prepare the CBB board report ([Attachment 2](#)); (2) obtain the 75 ABW/CCC concurrence and signature; and (3) obtain the 75 ABW/CC approval and signature.

9.7. Once the CBB unit promotion recommendations are approved by the 75 ABW/CC, the 75 ABW/CCC will forward the signed CBB board report to 75 FSS/FSPD via email for update after all selectees have been notified.

9.8. The 75 ABW/CCC will notify respective unit Commanders/Directors and First Sergeants of the board results. The unit Commander/Director or First Sergeant will then ensure all nominees are notified of their final status.

9.9. The 75 FSS/FSPD will project promotions immediately upon receipt of 75 ABW/CC signed CBB board report. This must be accomplished prior to the end of the board month.

10. Alternate Selection.

10.1. In the event a selectee is not recommended for promotion before the promotion effective date, the unit will notify 75 ABW/CCC. The 75 ABW/CCC will review the board report to determine the first alternate and notify the individual's Commander/Director. If the unit Commander/Director recommends the alternate for promotion, the 75 ABW/CCC forwards a memorandum to the 75 ABW/CC for approval of selection; then forwards the memorandum to 75 FSS/FSPD for processing.

11. Supplemental Consideration.

11.1. Unit Commanders/Directors may request supplemental SrA BTZ consideration for individuals who should have been considered by a previous board. Unit Commanders/Directors provide justification for a member(s) not receiving a fair consideration and forward fully documented supplemental request to 75 FSS/FSPD for consideration. If an eligible Airman was not considered for SrA BTZ and the error is discovered before the promotion(s) is announced, large unit Commanders/Directors will consider the Airman and adjust selections accordingly. The CBB will be reconvened to consider small unit eligible Airmen and adjust selections accordingly. If the error is found after the promotions are announced, the supplemental SrA BTZ nominee(s) receives an extra quota for consideration of that nominee(s) only. If the supplemental nominee is not selected, the extra quota will not be awarded to other nominees or carried forward for future nominees. Supplemental SrA BTZ consideration must be requested and approved prior to the next convening SrA BTZ board. The supplemental nominee will be considered along with the other eligibles in the next quarter.

12. United States Space Force (USSF) Specialist 4 Below-the-Zone Promotion Program Provision.

12.1. Effective immediately, wing/installation Commanders (or Senior Air Force/Senior Space Force component leads) will no longer host combined BTZ boards for Air Force and Space Force (to include "large", "small", or central base boards.). Eligible Airmen First Class will compete for SrA BTZ amongst their installation Airmen peers. Eligible Specialist 3s will compete for Spc4 BTZ amongst their installation Guardian peers. USSF Spc4 BTZ boards will utilize Hill AFB Instruction 36-2502 to convene boards. Board composition is at the discretion of the installation Commander or Senior Space Force component lead; however, it is encouraged to comprise the Spc4 BTZ board with at least one senior non-commissioned officer that represents the applicable service (Airmen hosted and boarded by Airmen and Guardians hosted and boarded by Guardians). The 75 ABW/CCC has been appointed the point of contact for these matters. For additional information regarding Spc4 BTZ Promotion Program, refer to Space Force Instruction 36-2502, *Enlisted Guardian Promotion and Demotion Programs*.

DANIEL L. CORNELIUS, Colonel, USAF
Commander

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

AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 26 September 2024

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024

SPFI 36-2502, *Enlisted Guardian Promotion and Demotion Programs*, 11 September 2024

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

ABW—Air Base Wing

AF—Air Force

AFI—Air Force Instruction

BTZ—Below-the-Zone

CBB—Central Base Board

CDC—Career Development Course

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

EPB—Enlisted Performance Brief

EPR—Enlisted Performance Report

IAW—In Accordance With

MPF—Military Personnel Flight

OPR—Office of Primary Responsibility

RNLTD—Report No Later Than Date

SEL—Senior Enlisted Leader

SPFI—Space Force Instruction

SURF—Single Unit Retrieval Format

TDY—Temporary Duty

TIG—Time in Grade

TIS—Time in Service

USAF—United States Air Force

USSF—United States Space Force

Office Symbols

75 ABW/CC—75th Air Base Wing Commander/Hill Air Force Base Installation Commander

75 ABW/CCC—75th Air Base Wing Command Chief Master Sergeant

75 ABW/CCCE—75th Air Base Wing Command Chief Master Sergeant Executive Assistant

75 FSS/CC—75th Force Support Squadron Commander

75 FSS/FSP—75th Force Support Squadron Military Personnel Flight Commander

75 FSS/FSPD—75th Force Support Squadron Career Development

HQ AFPC/DPSOE—Headquarters Air Force Personnel Center, Enlisted Promotion and Military Testing Branch

Figure A2.2. Sample Central Base/Large Unit Board Report (Page 2 of 2).

3. The board adjourned on DD MMM YYYY. If you have any questions, please contact the Board President, Rank First Name Last Name, at DSN xxx-xxxx or Commercial at (xxx) xxx-xxxx. Request your approval on the above board proceedings.

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FIRST MI LAST, Rank, USAF
Board Recorder

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¶

1st Ind, UNIT/OFFICE SYMBOL (Board President's Unit and Office Symbol, i.e., 75 ABW/CCC)

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MEMORANDUM FOR UNIT/OFFICE SYMBOL (75 ABW Commander or Unit Commander's Unit and Office Symbol, i.e., 75 ABW/CC, 388 MXS/CC, etc.)

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FIRST MI LAST, Rank, USAF
Board President

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2nd Ind, UNIT/OFFICE SYMBOL (75 ABW Commander or Unit Commander's Unit and Office Symbol, i.e., 75 ABW/CC, 388 MXS/CC, etc.)

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MEMORANDUM FOR 75 FSS/FSPD (75 FSS MPF Promotions Office)

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FIRST MI LAST, Rank, USAF
Commander

Attachment 3
NOMINATION EXAMPLE

Figure A3.1. DAF Form 1206 Nomination Example.

NOMINATION FOR AWARD		
AWARD Senior Airman Below the Zone	CATEGORY (if Applicable) BTZ	AWARD PERIOD Enlistment Date-Processing Month
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FLDCOM, FOA OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
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 Performance Statements IAW DAFMAN 36-2806)		
<p style="text-align: center;">*Statements will be 2 lines with a minimum of 1 statement per major grading area not to exceed 10 total statements.* *Package should not exceed 24 total lines including headers.*</p> <p>EXECUTING THE MISSION: - 1 minimum statement containing 2 lines</p> <p>MANAGING RESOURCES: - 1 minimum statement containing 2 lines</p> <p>IMPROVING THE UNIT: - 1 minimum statement containing 2 lines</p> <p>LEADING PEOPLE: - 1 minimum statement containing 2 lines</p> <p>*Instructions*</p> <ul style="list-style-type: none"> - Nomination will be on the most current version of the DAF Form 1206, Nomination for Award, and may be found on the e-Pubs site https://www.e-publishing.af.mil/Product-Index/. - DAF Form 1206 must be single-spaced, use Times New Roman 12-point font, typed in narrative performance statement format, and use only the front side of the form. - Acronyms/Abbreviations should only be used from the approved Air Force Acronym and Abbreviation List found at https://www.afpc.af.mil/Career-Management/Acronyms/ unless noted by an approved category. Acronym lists are not authorized on the DAF Form 1206. - Gender specific verbiage and first names may be used. - Each narrative performance statement will be formatted with a dash, a space, and then start the statement format (i.e., As the CC's top pick for...). - DAF Form 1206 will have the following major performance area headings: Executing the Mission, Managing Resources, Improving the Unit, and Leading People. 		

Attachment 4

SCORING GUIDE FOR SENIOR AIRMAN BTZ PROMOTION BOARDS

A4.1. Selection: Selection is based on a combination of the DAF Form 1206 and the face-to-face board appearance. When required, the board president will facilitate open discussion to resolve any disparities that could skew the scoring process.

A4.1.1. A quality DAF Form 1206 requires a detailed thought process; it is challenging to review nomination packages and determine who is the “Best of the Best”. Each board member must remember it is not the writer; it’s the accomplishment of the nominee which makes the difference. Strong emphasis must be on initiative, achievement and impact, not writing style. When evaluating an DAF Form 1206, the individual’s write-up cannot exceed 10 statements (not including the four category headings). **Attachment 3** contains the distribution of statements. There are four approved categories that will be scored. Additionally, nomination submissions in excess of the 10-statement limit will not be scored beyond the 10 statements. Each statement will be evaluated on its own merit as it relates within the respective category. Scoring of packages is at the discretion of the board members. The most important consideration in scoring performance statements is consistency. After evaluating each statement and the DAF Form 1206 as a whole, board members will score (6-10) and rank order (1-x) each package and provide scores and rankings to the board recorder. Board members will break all ties before submitting their rank order.

A4.1.1.1. Nomination Headings:

A4.1.1.1.1. Executing the Mission: This section will speak on the job proficiency, initiative, and adaptability displayed by the member. Consider the following: Job Performance, Upgrade Training, CDC Scores, Additional Duties, Honor Guard, and Developing Self.

A4.1.1.1.2. Managing Resources: This section should speak to the individual’s stewardship and accountability displayed by the member. Consider the following: Supervisory Skills Demonstrated, Program, Process and Personnel Management, and Developing Organizations.

A4.1.1.1.3. Improving the Unit: This section should speak to critical thinking, decision making, and innovative ideas displayed by the member. Consider the following: Innovation, Benchmarked, Problem Solving, and Developing Idea.

A4.1.1.1.4. Leading People: This section should speak to the effective leadership of teams to accomplish the mission. Consider the following: Inclusion and Teamwork, Leadership, Mentorship, and Developing Others.

A4.1.2. Face-to-Face Board Appearance: A quality board appearance requires an eligible SrA nominee to be prepared and confident. After all nominees have met the board, each board member will rank order the nominees and provide the rank order to the board president. The face-to-face board will not exceed more than 30% of the board member’s overall score for each nominee.

Attachment 5

BOARD MEMBER AND BOARD RECORDER OATHS

Figure A5.1. OATH TO THE 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 airmen and the efficiency of the United States Air Force.”
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Note: To be given by the Board President or designated representative.


Figure A5.2. OATH TO THE BOARD RECORDER.

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

Note: To be given by the Board President or designated representative.

Attachment 7
CBB BTZ SCHEDULE

Figure A7.1. CBB BTZ Schedule.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 75TH AIR BASE WING (AFMC)
HILL AIR FORCE BASE UTAH

xx Jan 20xx

MEMORANDUM FOR ALL PERSONNEL

FROM: 75 ABW/CCC

SUBJECT: 20xx SrA Below-the-Zone (BTZ) Central Base Board (CBB) Schedule

1. The SrA BTZ program recognizes superior performers who have met all requirements IAW AFI 36-2502 and have shown they deserve early promotion to the rank of SrA. The Hill Air Force Base CBB will take place the first Thursday of the processing month for each quarter of eligibility (March, June, September, December). The following dates have been designated for face-to-face boards for 2020:

- 1st Quarter: x March 20xx at TIME (bldg 1102, Air Conference Room)
- 2nd Quarter: x June 20xx at TIME (bldg 1102, Air Conference Room)
- 3rd Quarter: x September 20xx at TIME (bldg 1102, Air Conference Room)
- 4th Quarter: x December 20xx at TIME (bldg 1102, Air Conference Room)

2. The 75 ABW/CCCE will send out the board times for each member meeting the CBB. All board members and nominees will be in full service dress uniform. If 25 percent of the nominees are unavailable due to deployment, TDY, emergency leave, or other mission related requirements, the CBB will consist of a records-only board.

3. If you have any questions concerning this schedule, please contact the 75 ABW/CCC at 777-5567.

FIRST MI LAST, CMSgt, USAF
Command Chief, 75th Air Base Wing