

**BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING
(AFSOC)**

HURLBURT FIELD INSTRUCTION

36-2502

12 MARCH 2020

Personnel

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



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(1Lt Marcus A. McKee)

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This instruction implements AFD 36-25, *Military Promotion and Demotion* and establishes procedures, policy, and responsibilities that apply to all squadrons, to include tenant units, assigned to Hurlburt Field. It is provided to explain and standardize the processing procedures for the Senior Airman (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/Demotion Program*. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, **Table 1.1** 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 Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: 1) Exception to policy requirement for late submissions; 2) Requirements for face-to-face boards; 3) Unit commander maximum of nominations; 4) Number of CBB and large board members; 5) Scoring scale for records and face-to-face board.

1. Overview. The SrA BTZ promotion program provides a one-time consideration for early promotion. The program provides exceptionally well-qualified Airmen First Class (A1C) to be considered for promotion six months prior to the fully qualified point of promotion. Selection opportunity is 15 percent of the total time-in-grade (TIG) and time-in-service (TIS) eligible population. AFPC/DPSOE publishes additional program guidance.

2. Eligibility. Airmen must meet promotion requirements established in AFI 36-2502, [Table 2.1](#). Individuals nominated must be of the highest caliber and clearly deserve the recognition. Commanders will “pre-screen” all eligible members for negative “quality force” indicators.

2.1. Unit commanders will ensure non-recommended Airmen are notified either verbally or in writing if they are non-recommended for SrA BTZ.

3. Program Responsibilities.

3.1. 1 SOW/CC or designated representative: Serves as promotion authority for the wing CBB.

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

3.1.2. Establishes a timeline for the CBB and large unit boards to make selections.

3.1.3. Approves quota distribution based on the percentages of eligible members. Approval of quota distribution is delegated to 1 SOFSS/FSP, Chief, Military Personnel Flight (MPF), and IAW AFI 36-2502, 2.3.5.

3.1.4. Establishes the SrA BTZ results release date for large boards and the CBB.

3.1.5. Notifies members selected by the CBB or delegates authority.

3.2. 1 SOW/CCC or designated Chief Master Sergeant (CMSgt): Serves as the CBB President and oversees the CBB and large unit process.

3.2.1. Selects a minimum of four, but no more than five, CBB members. Convenes and chairs the CBB.

3.2.2. Determines whether a “face-to-face” board or a “records only” board will convene for the CBB and large unit boards.

3.2.3. Ensures CBB and large unit board members are briefed and follow CBB instructions.

3.2.4. Administers the oath to the CBB members and recorder ([Attachment 6](#)).

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

3.2.6. Ensures each individual is scored using a fair and consistent scoring system ([Attachment 4](#)).

3.2.7. Oversees preparation of the CBB board report signed by the board president and 1 SOW/CC ([Attachment 7](#)). The report will contain the board members' names and selectee order of merit (identifying selects/non-selects).

3.3. Military Personnel Flight Promotions (1 SOFSS/FSPDP, Enlisted Promotions).

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

3.3.2. Appoints a board recorder in the grade of SrA or higher for the CBB.

3.3.3. 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.

3.3.4. Distributes SrA BTZ quotas each quarter to the CBB and large units by the 15th of the first processing month.

3.4. Unit Commander:

3.4.1. Reviews the Eligibility Listing provided by 1 SOFSS/FSPDP, Enlisted Promotions to consider all individuals meeting Time in Service (TIS) and Time in Grade (TIG) requirements. If a member is Temporary Duty (TDY), deployed, or on emergency leave, or has a report no later than date (RNLTD) on or after the first day of the first processing month (see [Table 4.2](#)), the unit commander 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 must ensure the member is considered at previous location.

3.4.2. Ensures all eligible members meeting the TIS and TIG requirements are informed of their eligibility by verifying member's personal data via a Report on Individual Person (RIP) sent by 1 SOFSS/FSPDP, Enlisted Promotions.

3.4.3. Nominates unit member(s) to meet a large unit board or CBB based on the following criteria:

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

3.4.3.2. Airman does not have negative quality indicators or any promotion ineligibility condition listed in AFI 36-2502, [Table 1.1](#).

3.4.3.3. Review of any closed out enlisted performance reports (EPR), completed AF Form 1206, his/her Personal Information File (if available), decorations, and discuss nomination with the member's supervisors/rating chain prior to making a nomination decision.

4. Quotas. 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 roster (see [Table 4.1](#)).

4.1. The MPF Chief approves and distributes quotas to units. Quotas are computed and distributed as follows:

4.1.1. Computation: Eligibles multiplied by 15 percent equals the quota (Example: 13 eligibles x 0.15 = 1.95 or 2 SrA BTZ quotas (Note: Fractions of 0.5 or higher are rounded up))

Table 4.1. Distribution

ELIG	QUOTA	ELIG	QUOTA	ELIG	QUOTA	ELIG	QUOTA	ELIG	QUOTA
*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

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

Table 4.2. Processing Cycles

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

4.2. Quota aggregation is not allowed. Squadron quotas may not be combined to form a group.

5. BTZ Nomination Procedures. For those meeting the CBB, commanders must provide 1 SOFSS/FSPDP, Enlisted Promotions an AF IMT 1206 that consists of a maximum of 10 lines, single-spaced bullets not including topic headings. The AF IMT 1206 will also include whether the member is available to meet the CBB, the airman's Technical School Training dates, and the date arrived at the current unit. Commanders may submit an airman's decorations with the Nomination for Award. Late submissions will not be accepted without an exception to policy ([Attachment 10](#)).

5.1. For large units, commanders will develop procedures for submitting nominations.

5.2. Tenant units that do not conduct a large board will nominate to the CBB.

5.3. AF IMT 1206 will consist of the following headings ([Attachment 2](#)): Leadership and Job Performance in Primary Duties (7 bullets); Whole Airman Concept (3 bullets)

6. Selection/Nomination Folders. Selection/nomination folders will be electronic, reviewed by group chiefs prior to submission, and will contain: Military Personnel Data System (MilPDS) generated BTZ Record on Individual Person (RIP), AF Form 1206, Physical Fitness Assessment (PFA) history print out, member's Single Unit Retrieval Format (SURF), vMPF Awards and Decorations information printout, and decoration citations (if applicable). Large units are responsible for creating their own electronic selection folders.

6.1. An approved decoration may be filed in an individual's record at any time up until the date of the board. Supplemental consideration will not be given because a decoration was not approved or placed in the record when the board convened.

7. Large Units Procedures. Large units (squadrons with seven or more eligible) will receive their own quotas and make selections at the unit level.

7.1. Selection boards will conform to the same standards established for the CBB. The board will be held no later than the last day of the selection month.

7.2. Large unit commanders will conduct a face-to-face board to select the most qualified individuals for SrA BTZ. The review process must be fair and equitable for all individuals. Nominees will be required to be present for a face-to-face board; unless a nominee is TDY, deployed, or on emergency leave (as defined in AFI 36-3003).

7.2.1. If a nominee is unable to physically meet the board, arrangements for a videoconference, teleconference or other means will be made to allow the nominee the opportunity to speak with the board. Please annotate accordingly on the AF Form 1206 ([Attachment 2](#)).

7.2.2. If all nominees are not available to meet the face-to-face board, or speak with the board members through other means, then a “records only” board will occur. All efforts must be made to reach the nominee through other means before requesting a records only board. The squadron can submit an Exception to Policy ([Attachment 10](#)) through their group chief to the 1 SOW/CCC to hold a records only board. This is a deviation from normal policy and should only be considered in unique circumstances. Nominee’s supervisors may be required to meet the board in person to answer questions regarding the nominee’s package as dictated by the board president.

7.3. The board president and board recorder will administer the oaths ([Attachment 6](#)) and ensure board members are briefed on the Air Force and 1 SOW BTZ policies.

7.4. Nominees will wear service dress. Board members will wear the uniform dictated by the board president. The board recorders and supervisors participating in the face-to-face board will wear UOD.

7.5. Once the board adjourns, the convening commander must provide the Large Unit Board Results ([Attachment 8](#)), score sheets ([Attachment 4](#)), and the signed unit BTZ Eligibility MFR to 1 SOFSS/FSPDP, Enlisted Promotions no later than the last day of the selection month. 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 the roster before returning to the MPF. Commanders may notify selectees/non-selectees of their status either verbally or in writing on the 1 SOW/CC’s approved release date.

8. Small Unit Procedures. Small Units (squadrons with six or less eligible) are combined into one pool of eligibles to compete at the CBB. However, small units are not required to submit a nominee if those eligible are not of the highest caliber and clearly deserve the recognition. If the unit decides not to nominate any eligibles, please advise the 1 SOFSS/FSPDP, Enlisted Promotions by annotating the BTZ Eligibility MFR accordingly.

8.1. Selection/Nomination folders that are not received by the MPF by the suspense date annotated on the unit BTZ Eligibility MFR will not be accepted or be eligible for supplemental consideration. Unit commanders must request a formal exception to policy to submit late nomination folders, through their group chief, to the 1 SOW/CCC ([Attachment 10](#)). All units pursuing an exception to policy must notify 1 SOFSS/FSPDP.

Selection/nomination folders will include: MilPDS generated BTZ RIP, AF IMT 1206, PFA history printout, SURF, vMPF Awards and Decorations information printout, and decoration citations (if applicable).

8.2. Unit commanders will use the SrA BTZ Eligibility MFR and an appropriate evaluation process to determine nominee for the CBB. Unit commanders will underline the name of the nominee on the eligibility list, sign the list, and return it to 1 SOFSS/FSPDP, Enlisted Promotions NLT the suspense date annotated on the unit BTZ Eligibility MFR.

8.3. Unit Commander's may nominate up to the maximum number of available allocations to the CBB. Unit commanders should ensure only those of the highest caliber and clearly deserve the recognition are submitted as a nominee. (Example: If the CBB has 4 allocations then each unit can send up to 4 nominees).

8.3.1. The 1 SOW/CC or designated representative has the authority to restrict number of nominees. When number of nominees is restricted, unit commanders may request an exception to policy to nominate additional members by submitting a formal request, through their group chief, to their owning Command Chief (**Attachment 10**). The final signed exception to policy must be provided to 1 SOFSS/FSPDP, Enlisted Promotions. If the unit's wing Command Chief is not stationed at Hurlburt Field, the approval authority is the 1 SOW/CCC.

8.4. The CBB will conduct a face-to-face board to select the most qualified individuals for SrA BTZ. The review process must be fair and equitable for all individuals. Nominees will be required to be present for a face-to-face board; unless a nominee is TDY, deployed, or on emergency leave (as defined in AFI 36-3003).

8.4.1. If a nominee is unable to physically meet the board, arrangements for a videoconference, teleconference or other means will be made to allow the nominee the opportunity to speak with the board. Please annotate accordingly on the AF Form 1206 (**Attachment 2**).

8.4.2. If all nominees are not available to meet the face-to-face board, or speak with the board members through other means, then a "records only" board will occur. All efforts must be made to reach the nominee through other means before requesting a records only board. The squadron can submit an Exception to Policy (**Attachment 10**) through their group chief to the 1 SOW/CCC to hold a records only board. This is a deviation from normal policy and should only be considered in unique circumstances. Nominee's supervisors may be required to meet the board in person to answer questions regarding the nominee's package as dictated by the board president.

8.5. Nominees will wear service dress. Board members will wear the uniform dictated by the board president. The board recorders and supervisors participating in the face-to-face board will wear UOD.

8.6. After being sworn in by the 1 SOW/CC or designated representative (**Attachment 6**), board members will evaluate and score records impartially and without prejudice IAW **Attachment 4** keeping in mind the potential of the Airmen under consideration and the best interests of the Air Force.

8.7. Return the signed CBB Results ([Attachment 7](#)) to 1 SOFSS/FSPDP, Enlisted Promotions no later than the last day of the selection month.

9. Board Composition. The CBB will consist of the Command Chief Master Sergeant (CCC) or designated Chief appointed by the 1 SOW/CCC, four to five board members (selected by the 1 SOW/CCC or designated Chief), and a board recorder in the rank of SrA or above. The 1 SOW/CCC or appointed Chief will be the board president.

9.1. The large unit board will consist of the board president (Chief Master Sergeant if available), four to five board members, and a board recorder in the rank of SrA or above. In the event a Chief Master Sergeant is unavailable, the board president will be the next highest ranking member.

10. Board President Responsibilities. Board president will be familiar with AFI 36-2502 and this instruction to ensure instructions/procedures are strictly followed during the BTZ board and oversee board operations.

10.1. Ensures the fair and equitable consideration of each nominee. The AF Form 1206 will be used to evaluate the following factors: (1) Leadership and Job Performance in Primary Duties, (2) Whole Airman Concept.

10.2. The board president or designated representative will administer the oaths to the board members and board recorder ([Attachment 6](#)).

10.3. In the event there is a tie between Airmen, the board president will be the tie-breaking authority.

10.4. The president manages the board and can decide to discuss and resolve differences in rankings. Only discussion in regards to the content of the selection package will be allowed. The president is the final deciding authority.

11. Board Members Responsibilities. Board members will be familiar with AFI 36-2502 and ensure strict adherence to this instruction during BTZ Board.

11.1. Once board members receive selection folders they will not forward, discuss or ask questions to or with anyone other than the board president or MPF representative.

11.2. Refer to [Attachment 4](#) for guidance on scoring. Only discussion in regards to the content of the selection package will be allowed.

11.3. Grade each selection folder individually, then rank all packages with 1 being the best.

12. Board Recorder Responsibilities. Ensures each board member receives complete selection folders on each nominee submitted for BTZ Board.

12.1. The board recorder will record each board member's score and rank of each nominee. Ranking of each nominee will be tallied for an overall ranking.

13. Scoring Scale/Selection Procedures. Each nominee is evaluated based upon facts contained in the selection folder. Board members will score each individual separately. The board will consider the following areas in [Figure 13.1](#):

Figure 13.1. Nominee Evaluation Criteria

<i>(1) Leadership and Job Performance in Primary Duty</i>

The most important element of the selection/nomination folder is the member's primary duty accomplishments. Below are some guidelines to assist board members in scoring this category.

- Innovative methods/programs developed, designed, implemented and their impact
- Process improvement: cost savings, percentage improved or reduced
- Superior leadership or training skills
- Quantification and qualification of results
- Higher headquarters, service unique, or DoD involvement
- Unit/Wing/Group/Command-level and higher awards (individual and unit; deployed and home station)

(2) Whole Airman Concept

The primary focus of this category is the nominee's professional and personal development and how it benefits the respective service. Key factors to consider are individual commitment level and personal sacrifice. Questions to ask when identifying these factors are: How much time was expended? How much effort was involved? Was the achievement done on duty or during off-duty time? Was the nominee a participant or a key leader of the event?

- Off-duty Education College (in-residence, online, correspondence classes, etc.)
- Upgrade training (5-level completion, Career Development Course progress, formal training courses, etc.)
- Advanced career field or Military Occupational Specialty Training
- Readiness training
- Conference or symposiums related to job or career field/specialty
- How the nominee applied information to improve process, mission impact, etc.
- Involvement in professional organizations
- Key leadership position on executive council
- Achievements or significant results
- Color Guard/Honor Guard and sustained participation
- Leadership position or participation in community events
- Number of hours and frequency
- Coaching sports teams (squadron intramural teams, adult programs, youth programs, etc.)
- Participation in major community ceremonies (unit member's retirement, Prisoner of War (POW)/Missing in Action (MIA) vigil, retreat, marching in community parade while in uniform)
- Base sponsored programs

(3) Military Bearing

- Room Entry: Appropriate facing movements
- Reporting: Appropriate introduction
- Posture and room presence
- Proper use of rank and/or titles when addressing board members

(4) Dress and Appearance

- Uniform: Clean, pressed, proper fitting; Accoutrements: Properly placed on uniform
- Jewelry: No visible necklace, no more than three rings, correct earrings
- Decorations: Ribbons in correct order, clean/serviceable condition

- Hair: Appropriate style, length, color, approved ornamentation

(5) Communication Skills

- Pronunciation/enunciation
- Direct eye contact
- Demonstration of ability to organize thoughts
- Speech: Ample volume
- Non-Verbal: Appropriate use of facial expressions and gestures

Suggested questions to help evaluate communication skills:

(a) Leadership Challenges

- Scenario based questions to see how the nominee would respond to specific leadership situations
- Ensure that scenarios are based on nominee's rank and level of responsibility

(b) Individual/Unit Accomplishments

- Questions to evaluate the nominee's knowledge, involvement, and impact on his/her personal and/or unit's accomplishments
- Refer to the AF Form 1206

(c) AF News/Current National and World Events

- Questions will cover general knowledge of current Air Force news or world events
- Current events questions will only cover the time period within three days of the scheduled board date

(d) Military Customs and Courtesies and Service/Enlisted Heritage/Airman's Creed

- What are the proper procedures when walking outdoors and a staff car passes you?
- When approaching a foreign officer outdoors are you required to salute?
- If you could change a current Air Force custom or courtesy what would it be and why?
- Why do you think it's important for Air Force members to learn about enlisted heritage?

13.1. Scoring will be done in .5 increments using a 6 - 10 scale for the records portion and a 6 - 10 scale for the face-to-face board (**Attachment 5**) and annotated on the BTZ score sheet (**Attachment 4**). All board members will discuss packages where there is a difference of 1.5 or greater. Differences of 1.5 or greater will be resolved prior to adjournment of the board. In the event of a tie, the board president will be the deciding authority.

13.2. The board recorder reviews score sheets and arranges nominees in order of merit after adding rankings (lowest score is top nominee and highest score is bottom nominee).

13.3. Two alternate non-selectees are identified, based upon their ranking, in the event that a selectee is removed before the effective date. Commanders must remove the selectee versus withholding the promotion.

13.4. The board report should contain a list of board members, board recorder, and order of merit (identifying total ranking score and select/non-select status). This ensures alternates are identified in the event the selectee(s) become ineligible for promotion.

13.4.1. The report will be signed by the board president and coordinated through the 1 SOW/CC for the CBB and through the applicable squadron commander for a large unit board for approval. For the CBB, the 1 SOW/CC considers the board's recommendations and makes final approval. For large unit boards, squadron commanders are the final approving authorities.

14. Announcing Selections. The 1 SOW/CC approves CBB selections and will announce the results to the unit commanders.

14.1. Commanders of large units make their selections and will notify selectees of his/her status on the 1 SOW/CC approved release date.

15. Supplemental Consideration. Commanders (small or large units) may request supplemental BTZ consideration for those individuals who should have been considered by a previous board and the error was not discovered until after selections are announced or promotions are updated. Unit commanders provide justification for members not receiving fair consideration and forwards fully documented supplemental request to the MPF for consideration.

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

15.1.1. Incorrect data reflected on the BTZ RIP.

15.1.2. Denied BTZ nomination due to incorrect data reflected on the BTZ output products or in personnel records.

15.1.3. BTZ Eligibility MFR not returned to the MPF or individuals were overlooked on the listing.

15.1.4. Selection/nomination folders or decoration(s) not completed/turned in/approved in time to meet the board.

15.2. Supplemental BTZ nominees receive an extra quota ONLY for themselves. If supplemental nominee is not selected, the extra quota goes away. DO NOT give the extra quota to other nominees. (AFI 36-2502)

15.3. Supplemental BTZ must be requested and approved prior to the next convening BTZ board. The supplemental nominee will be considered along with other eligible nominees in the next quarter. (AFI 36-2502)

MICHAEL E. CONLEY, Colonel, USAF
Commander

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

AFPD 36-25, *Military Promotion and Demotion*, 2 November 2018

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

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 8 November 2016

AFMAN 33-363, *Management of Records*, 20 July 2016

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Prescribed Forms

None

Abbreviations and Acronyms

A1C—Airman First Class

AFI—Air Force Instruction

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BTZ—Below-the-Zone

CBB—Central Base Board

CCC—Command Chief Master Sergeant

CMSgt—Chief Master Sergeant

CSB—Central Student Board

EPR—Enlisted Performance Report

MFR—Memorandum for Record

MIA—Missing in Action

MilPDS—Military Personnel Data System

MPF—Military Personnel Flight

OPR—Office of Primary Responsibility

PDG—Professional Development Guide

POW—Prisoner of War

RDS—Records Disposition Schedule

RIP—Report on Individual Person

RNLTD—Report No Later Than Date

SOFSS—Special Operations Force Support Squadron

SOW—Special Operations Wing

SrA—Senior Airman

SURF—Single Unit Retrieval Format

TDY—Temporary Duty

TIG—Time in Grade

TIS—Time in Service

vMPF—Virtual Military Personnel Flight

Attachment 2

PRINT SCREEN OF AF IMT 1206

Figure A2.1. PRINT SCREEN OF AF IMT 1206

NOMINATION FOR AWARD		
AWARD SENIOR AIRMAN BELOW THE ZONE	CATEGORY (If Applicable) BTZ	AWARD PERIOD 1st/2nd/3rd/4th QUARTER 2018
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C READY F. PROMOTION		MAJCOM, FOA, OR DRU AFSOC
DAFSC/DUTY TITLE 3F031/CAREER DEVELOPMENT TECHNICIAN	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 579-5874 COMM: (850) 884-5874	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 1 SOFSS/FSPD/212 LUKASIK AVE, SUITE 150/HURLBURT FIELD/FLORIDA/32544		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) CAPTAIN JAMES A. AMERICA/DSN: 579-7139 COMM: (850) 884-7139		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) **1206 will be NO MORE than 10 lines in length (not including headings)** The following 2 categories will be: (1) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (no less and no more than 7 lines) (2) WHOLE AIRMAN CONCEPT: (no less and no more than 3 lines) Member will/will not be available to meet the Face-to-Face board (If unavailable, annotate reason) Technical School Dates: Date Arrived Station: ACRONYMS: (Must not exceed 10 acronyms) AFPC - Air Force Personnel Center CMS - Case Management System SOW - Special Operations Wing		

Attachment 3

BTZ ELIGIBILITY MFR

Figure A3.1. BTZ ELIGIBILITY MFR

(Insert applicable information in underlined portions).

Date

MEMORANDUM FOR INSERT UNIT/CC

FROM: 1 SOFSS/FSP

SUBJECT: Senior Airman Below-The-Zone (BTZ) Large Unit 1st/2nd/3rd/4th Quarter 20XX

1. The objective of the BTZ program is to provide an opportunity for early promotion to SrA for exceptional A1Cs. Each individual's nomination falls under a squadron or base level board depending on the size of their unit. Review any quality indicators (i.e. EPR ratings, UIFs, fitness assessments, etc.) before making your selection or nomination. Any A1C selected for SrA promotion that does not have a 3-skill level will require a waiver.
2. Commanders have the option to relinquish their authority for selection and nominate their eligible to the CBB. Commanders wishing to exercise this option must return the signed roster along with a letter relinquishing their selection authority and identifying their nominees to the SharePoint site NLT applicable date.
3. The following instruction applies for large units. Your unit has (number) A1Cs who meet the time and grade requirements for the BTZ program. Of these A1Cs, (number) are eligible, (number) is/are questionable (had quality indicators) and (number) is/are ineligible due to quality indicators. As the commander, you may select ## authorized A1Cs for early promotion to Senior Airman. The squadron board must conform to the procedures established for the CBB.
4. Squadron board: Large Unit Board composition must include a president, in the rank of CMSgt (if available), who will also serve as a non-voter, four to five Senior NCOs as voting members, and a board recorder, SrA or above. For scoring purposes, you will use the score sheet (**Attachment 4**) in the SrA BTZ HFI. Scores will be tallied in 0.5 increments using a 6-10 scale for the face-to-face board and 6-10 scale for the 1206. The minimum points possible is 12 and maximum is 20.
5. Selection/nomination packages will only contain the MilPDS generated BTZ RIP, AF IMT 1206, PFA history printout, SURF, vMPF Awards and Decorations information printout, and decoration citations (if applicable). Please ensure all approved decorations have been updated in ARMS/PRDA. Supplemental consideration will not be given because a decoration was not approved or placed in the record before the board convened. Once the board is complete, please construct a board report signed by the board president and unit commander. Underline the names of your nominees on the unit listing. Upload the signed board report, signed BTZ Eligibility roster, and board members score sheets for all nominees to the BTZ SharePoint site NLT applicable date.
6. If you have questions or need additional information please contact our office at DSN 579-2727.

SIGNATURE BLOCK
Chief, Military Personnel Flight

Attachment 5
GRADING SCALE

Figure A5.1. Grading Scale

10	Absolutely Superior
9.5	Outstanding
9	Few Could Be Better
8.5	Strong
8	Slightly Above Average
7.5	Average
7	Slightly Below Average
6.5	Well Below Average
6	Lowest

Attachment 6**OATH FOR BOARDS****Figure A6.1. Oath for Boards****OATH TO THE BOARD MEMBERS**

To be given by the board president or designated representative.

“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.”

OATH OF SRA BTZ BOARD RECORDER

To be given to the recorder by the board president.

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

Attachment 7
CENTRAL BASE BOARD RESULTS

Figure A7.1. Central Base Board Results

(Insert applicable information in underlined portions).

Date

MEMORANDUM FOR 1 SOW/CC

FROM: 1 SOW/CCC

SUBJECT: Below-the-Zone Promotion Board 1st/2nd/3rd/4th Quarter 20XX

1. The BTZ board convened on date, at time hours, to consider ## A1Cs for Senior Airman Below-the- Zone.
2. The board consisted of the following members:

CMSgt	Board President
CMSgt	Member
CMSgt	Member
SMSgt	Member
MSgt	Member
SSgt	Recorder

3. Nominees are listed in order of merit, by overall promotion board scores. Based upon a promotion quota of #, the board recommends # primaries, with # members receiving alternate recommendations.

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

NAME	BTZ DATE	UNIT	Rank
A1C JOHN A. SMITH	14-JAN-2016	XXX	1
A1C JOHN B. SMITH	11-FEB-2016	XXX	2
A1C JOHN C. SMITH	28-JAN-2016	XXX	3
ALTERNATES	BTZ DATE	UNIT	
A1C JOHN I. SMITH	28-FEB-2016	XXX	4
A1C JOHN J. SMITH	07-FEB-2016	XXX	5

FIRST MI LAST NAME, Rank, USAF
Board President

1st Ind, 1 SOW/CC

MEMORANDUM FOR 1 SOW/CCC

cc:
1 SOFSS/FSPDP

The board proceedings are approved/disapproved.

FIRST MI LAST NAME, Rank, USAF
Commander

Attachment 8

LARGE UNIT BOARD RESULTS

Figure A8.1. Large Unit Board Results

(Insert applicable information in underlined portions).

Date

MEMORANDUM FOR UNIT/CC

FROM: UNIT/CCM

SUBJECT: Below-the-Zone Promotion Board 1st/2nd/3rd/4th Quarter 20XX

1. The BTZ board convened on date, at time hours, to consider ## A1Cs for Senior Airman Below-the- Zone.
2. The board consisted of the following members:

CMSgt	Board President
MSgt	Member
MSgt	Member
MSgt	Member
MSgt	Member
SSgt	Recorder

3. Nominees are listed in order of merit, by overall promotion board scores. Based upon a promotion quota of #, the board recommends # primaries, with # members receiving alternate recommendations.
4. The board adjourned at time hours. Request your approval of the board proceedings.

NAME	BTZ DATE	UNIT	Rank
A1C JOHN A. SMITH	14-JAN-2016	XXX	1
ALTERNATES	BTZ DATE	UNIT	
A1C JOHN I. SMITH	28-FEB-2016	XXX	2
A1C JOHN J. SMITH	07-FEB-2016	XXX	3

FIRST MI LAST NAME, Rank, USAF
Board President

1st Ind, UNIT/CC

MEMORANDUM FOR UNIT/CCM

cc:
1 SOFSS/FSPDP

The board proceedings are approved/disapproved.

FIRST MI LAST NAME, Rank, USAF
Commander

Attachment 9

BOARD PRESIDENT/RECORDER CHECKLIST

Figure A9.1. Board President/Recorder Checklist

Pre-Board	Check
Check room set-up	
Ensure greeter/board recorder are present	
Introduce yourself to the board members and have members greet each other	
Discuss board procedures and review questions	
Conducting the Board	
Welcome, congratulate, and put nominee at ease	
Introduce yourself as board president, then your fellow board members by rank, name, and unit	
Explain proceedings to nominee, define questions	
Encourage nominee to start by telling the board about themselves -career, family, short-term and long-term goals	
Begin Board Questions	
Completing the Board	
Ask the nominee if they have any questions they would like to re-address or any closing comments they wish to make to the board members	
Instruct the nominee not to discuss the questions or board process with anyone as it may compromise the process and give others an unfair advantage	
Offer closing congratulations	
Dismiss nominee	
Post-Board	
Score nominees	
Gather all score sheets	
Instruct board members not to discuss results until official release	
Ensure room is left in neat and orderly manner	
Provide final score sheet to 1 SOW Command Chief	

Attachment 10

BTZ EXCEPTION TO POLICY

Figure A10.1. BTZ Exception to Policy

(Insert applicable information in underlined portions).

Date

MEMORANDUM FOR GP/CCM

FROM: SQ/CC

SUBJECT: Request for Senior Airman Below-The-Zone (BTZ) Exception to Policy

1. State whether you are requesting to submit a late package, requesting to submit additional nominees to the Central Base Board, or requesting a records only board.
2. State reason for request or supporting information.
3. If you have questions or need additional information please contact my office at DSN 579-XXXX.

SIGNATURE BLOCK

1st Ind, GP/CCM

MEMORANDUM FOR 1 SOW/CCC

cc:

1 SOFSS/FSPDP

I concur/non-concur with the requested exception to policy.

SIGNATURE BLOCK