

**BY ORDER OF THE
INSTALLATION COMMANDER**

**CHARLESTON AIR FORCE BASE
INSTRUCTION**



36-2502

21 MARCH 2024

PERSONNEL

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and extends the guidance of DAFI 36-2502, Enlisted Airman Promotion and Demotion Programs, and PSD Guide Enlisted Promotions to establish procedures, policies, responsibilities, and management of the Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program on Joint Base Charleston. Central Base Boards (CBB) and large unit selection boards will utilize the procedures outlined in this instruction and DAFI 36-2502. The host wing/installation commander establishes written administrative procedure for small units serviced by their installation and may do so for large units if desired, as outlined in DAFI 36-2502. This instruction is applicable to all Active Duty Regular Air Force members assigned to Joint Base Charleston, including those assigned to tenant units. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See DAF Manual (DAFMAN) 90-161, Publishing Processes and Procedures, 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. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. 552a, system of records notice. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF 847, Recommendation for Change of Publication; route DAF 847s from the field through the appropriate functional manager’s chain of

command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33- 322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed.

1. Objective.

1.1. To provide local guidance in addition to DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, pertaining to Joint Base Charleston’s Central Base Board process for SrA BTZ consideration. The SrA BTZ Program provides a one-time consideration for early promotion to exceptionally well-qualified Airmen First Class (A1C). Selection opportunity is 15 percent for promotions that are effective 6 months prior to the fixed (fully qualified) phase point.

2. Responsibilities.

2.1. The 628th Air Base Wing Commander (628 ABW/CC) prescribes BTZ promotion procedures and is the CBB promotion selection authority.

2.2. The 628th Air Base Wing Command Chief (628 ABW/CCC) provides program direction and guidance; to include coordination on all correspondence/information on the program. The 628 ABW/CCC coordinates with the Military Personnel Flight on scheduling BTZ board dates and selects individuals to serve on the selection board no later than (NLT) 2 weeks prior to the board date.

2.3. The 628th Force Support Squadron/Military Personnel Flight (MPF) Career Development Section (628 FSS/FSPD) acts as the overall office of primary responsibility for the JB Charleston SrA BTZ Program to include ensuring the applicability and currency of this instruction.

2.3.1. Will determine quotas and distribution based on 15 percent of the eligible population. Eligible Airmen must meet time-in-grade (TIG) and time-in-service (TIS) requirements.

2.3.2. Will provide the SrA BTZ Eligibility Listing to each unit with A1Cs assigned, as well as unit status (whether large or small) no later than the 15th day of the first processing month (e.g., Jan, Apr, Jul, Oct). Large units are those with seven or more eligibles; small units are those with six or less eligibles. All Airmen under the Installation MPF ID “CL” will be considered for nomination, regardless of their command (i.e., tenant units).

2.3.3. Will ensure they have received all CBB nomination packages from units NLT the last Thursday of the month prior to the selection month (e.g., Feb, May, Aug, Nov) with eligibles; if a unit is not going to nominate, they will ensure a negative reply is received.

2.3.4. Will verify BTZ eligibility of A1Cs departing to ensure a BTZ selection folder is prepared prior to PCS departure, if necessary. If a BTZ candidate has departed on PCS prior to consideration, unit personnel should contact 628 FSS/FSPD for copies of EPRs

and decorations (if applicable) to determine whether or not to compete the individual for SrA BTZ consideration.

2.3.5. Will prepare CBB selection folder documents, to include individual nominees' AF Form 1206 nomination package, Career Data Brief, Decoration citations, and Fitness Report, and email them to 628 ABW/CCCE.

2.3.6. Will prepare BTZ selection memorandum, to include all selects from large units and CBB, and provide to 628 ABW/CCC and 628 ABW/CC for signature. They will forward the signed selection letter to 628 FSS/FSPD, after results have been released to commanders.

2.4. Unit Commanders.

2.4.1. Must screen for past or present negative "Quality Force" indicators, review any Enlisted Performance Report/Brief(s) (EPR/B) the Airman may have, his/her Personal Information File (PIF) if available, conduct a review of each nominee's potential court-martial conviction history IAW DAFI 51-201, Administration of Military Justice, in the Disciplinary Case Management System (DCMS) formerly called Air Force Automated Military Justice Analysis and Management System (AMJAMS) report through the 628 ABW Legal Office, and discuss nominations with the member's supervisors/rating chain prior to making a nomination decision, regardless if the Airman is meeting a large unit board or CBB.

2.4.2. Ensure that the nominee meets fitness standards and exemplifies the standards for appearance and conduct.

2.4.3. Will ensure proper documentation is completed, to include returning the SrA BTZ Eligibility Listing to 628 FSS/FSPD, no later than the last duty day of the processing month (e.g., Feb, May, Aug, Nov), to meet all suspenses for the board procedures.

2.4.4. Are the promotion selection authority when large units convene.

2.5. 628 ABW/CCCE (CBB only).

2.5.1. Forward all packages and scoresheets to board members and president IAW timeline provided from 628 FSS/FSPD.

2.5.2. Reserve conference room (approx. 15 min per nominee) for BTZ board IAW timeline provided from 628 FSS/FSPD

2.5.3. Will act as the board recorder and prepare board minutes immediately following the CBB for approval and submit to 628 FSS/FSPD

2.6. Board President.

2.6.1. Will serve as the facilitator of the board and be responsible for overseeing and guiding the board members in selecting SrA BTZ candidates.

2.6.2. Must be familiar with and ensure strict adherence to DAFI 36-2502 and this instruction.

2.6.3. Will serve as final authority over selecting potential candidates and breaking any ties, as required. At times, the board president will be required to resolve a scoring tie or

disparity. Under these circumstances the board president will lead a line-by-line open discussion until the board members reconcile the dispute.

2.6.4. Ensure the return of all board members' signed score sheets and selection folders to 628 FSS/FSPD, immediately upon board completion.

2.7. Board Members.

2.7.1. Must be familiar with and ensure strict adherence to DAFI 36-2502 and this instruction.

2.7.2. Will score each nomination package individually and accordingly amongst their peers.

2.7.3. Will take notes during the scoring process and be prepared to openly discuss scoring considerations with the board president as they deem necessary.

2.7.4. Must forward scoresheet results to board president and 628 ABW/CCCE no later than (NLT) one duty day prior to in-person board convening.

2.7.5. Must forward nominee questions to board president for vetting NLT one duty day prior to in-person board convening.

3. Package Requirements

3.1. Nominations packages will include an AF Form 1206 nomination package, Career Data Brief, Decoration citations, and Fitness Report.

3.1.1. Headings for each category will be included in the body of the AF Form 1206. There will be four performance statements in LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES, and two performance statements in WHOLE AIRMAN CONCEPT.

3.1.1.1. Performance statements are limited to three lines, with no more than two sentences per statement. Only commonly used, Air Force-approved acronyms can be utilized. The nomination package will include no more than 20 lines (including headers). Insert a space between each section. ([Attachment 2](#))

3.1.1.2. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (4 Performance Statements)** - 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 and/or mission. Incorporate results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include completion of any professional military education as well as awards earned. You may comment on how the member developed or improved skills related to primary duties; e.g., formal training, certifications, education related to primary duties and so forth.

3.1.1.3. **WHOLE AIRMAN CONCEPT (2 Performance Statements)** - Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. Include any off-duty education not directly related to primary duties; e.g. class, course, degree enrollment and/or completion or grade point average. (Education taken prior to joining the AF should not be included). Include leadership, membership or participation in unit advisory councils, professional military

organizations, associations and events; e.g., President of Dorm Council, enlisted dining in/out committees, Base Honor Guard, Sunday school teacher and so forth.

4. Implementation.

4.1. The selection boards will normally be held during the first week of the selection month (e. g., Mar, Jun, Sep, and Dec).

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

4.3. Large Units (seven or more eligible Airmen).

4.3.1. With the unit commander's approval, large units may choose to nominate to the CBB in lieu of having a BTZ board. If this option is chosen, large units must relinquish selection authority and all quotas to the CBB, by annotating the bottom of the SrA BTZ Eligibility Listing.

4.3.2. All 628 ABW large units will follow CBB procedures or establish their own procedures using an in-person board when conducting internal BTZ boards.

4.3.2.1. Large units within the 437th Airlift Wing will establish their own procedures in accordance with 437 AW/CC guidance and DAFI 36-2502.

4.3.2.2. Large units are responsible for creating their own selection folder, and must include: AF Form 1206 nomination package, Career Data Brief, Decoration citations, and Fitness Report.

4.4. Small Units (six or less eligible Airmen) will nominate to the CBB, and the procedures defined in this instruction will be used.

4.4.1. All small units are authorized to nominate eligible A1Cs, but should only nominate those who are deserving to the CBB. Unit nominations are limited to the number of stripes available. Unit commanders will underline the name of the nominees on the eligibility list, sign the list, and return it to the 628 FSS/FSPD by the suspense date established.

4.4.1.1. The 437 AW/CC will establish a small unit board for small units within the 437th AW, in accordance with the Tier 3 waiver authority permitted in DAFI 36-2502, paragraph 2.4.2.1.

4.4.1.2. All other units on Joint Base Charleston will nominate eligible A1Cs to the 628 ABW CBB.

4.5. Central Base Board (CBB) process.

4.5.1. The CBB president will be the 628 ABW/CCC or his/her designee. The CBB President will not vote, unless there is a tie, in which then the CBB President's vote will be cast to break the tie.

4.5.2. The CBB will have a board president, four board members, and a non-voting recorder (628 ABW/CCCE). The CBB will include the 628 ABW/CCC (serving as board president); the remainder will be comprised of three 628 ABW NCO/SNCOs (SSgt-SMSgt) and one 1 CTCS NCO/SNSCO (SSgt-SMSgt).

- 4.5.2.1. The 628 ABW/CCC will select four board member names (one each of SSgt, TSgt, MSgt and SMSgt) IAW timeline provided by 628 FSS/FSPD.
- 4.5.2.2. Board members will be chosen, based (as closely as possible) on the organizations represented by the Airmen meeting the board. The 628 ABW/CCC will approve the final board member selection and will meet with all members prior to the nominee packages being sent out for scoring to establish rules of engagement for the board.
- 4.5.3. All eligible members will meet a face-to-face evaluation unless unavailable due to TDY, deployment, emergency leave or scheduled leave. All absences must be pre-excused/pre-approved by the 628 ABW/CC.
- 4.5.3.1. A letter from the nominee's commander is required to be sent to the 628 ABW/CC NLT 5 duty days prior to the board or as soon as the special circumstance is identified, and member is unable to meet the board in person or via video or teleconference. This is a deviation from normal policy and should only be considered in unique circumstances. ([Attachment 4](#))
- 4.5.3.2. If a nominee is unable to physically meet the board due to TDY, deployment, emergency leave or scheduled leave, a videoconference, teleconference, or other means will be made to allow the nominee the opportunity to speak with the board.
- 4.5.3.3. If nominees are not available to meet the face-to-face board, or speak with the board members through other means, the panel will take the in-person board scores from the other nominees and award the average point total, rounded up to next whole or half point, to the absent nominee.
- 4.5.3.3.1. The Board President may recommend the board vote to remove the lowest in-person board score if it significantly affects the average score to be given to nominees not in attendance.
- 4.5.4. The board president, all board members, and nominees will appear in service dress uniform, IAW DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*.
- 4.5.5. Selection/nomination folders will be reviewed by group chiefs to verify the contents of the package prior to submission; will be electronic; and will contain the following items in a single scrollable PDF:
- 4.5.5.1. AF Form 1206 Nomination for Award
- 4.5.5.2. Member's Career Data Brief (CDB)
- 4.5.5.3. Physical Fitness Assessment (PFA) history report
- 4.5.5.4. Decoration citations (if applicable)
- 4.5.6. Scoring
- 4.5.6.1. Board members will score nomination packages on a 6-10 increment scale (see [Attachment 3](#)) and provide the 628 ABW/CCCE their scores NLT the day prior to CBB in-person interviews.

- 4.5.6.2. The Senior Airman Below-the-Zone score sheet ([Attachment 3](#)), will be used to score nomination packages. The scoring sheet will be provided to all board members.
- 4.5.6.3. The packages will be scored by each board member and provide a score using a 6 – 10 grading scale in half-point increments (.5).
- 4.5.6.4. In the event of a split, all members must be present to discuss the records involved in a split. A “split” is considered a difference in a score of 1.5 or more points between any two panel members about the score of a particular record. Only CBB members with split scores may change their scores in the process of resolving a split. A split is resolved when there is a difference in score of 1 or less points between any two or more board members regarding an individual nominee.
- 4.5.6.5. In the result of a tie, the Board President will break the tie.
- 4.5.7. Evaluation criteria
- 4.5.7.1. **Leadership and Job Performance in Primary Duty:** The most important element of the selection/nomination folder is the member’s primary duty accomplishments. Consider innovative methods/programs developed, designed, implemented and their impact; process improvement, cost savings, percentage improved or reduced; superior leadership or training skills; advanced career field or occupational specialty training; conference or symposiums related to job or career field/specialty; how the nominee applied information to improve process, mission impact; achievements or significant results; higher headquarters, service unique, or DoD involvement; unit/wing/group/command-level and higher awards (individual and unit; deployed and home station); etc.
- 4.5.7.2. **Whole Airman Concept:** The primary focus of this category is the nominee’s professional and personal development and how it benefits the respective service. Consider off-duty education college; involvement in professional organizations; Honor Guard and sustained participation; leadership position or participation in community events; coaching sports teams; participation in major community ceremonies (unit member’s retirement, POW/MIA vigil, retreat, marching in community parade while in uniform); base sponsored programs; etc.
- 4.5.7.2.1. Records will count for 75 percent of the overall score for each nominee.
- 4.5.7.2.2. In-person board scores will account for the remaining 25 percent of the overall score.
- 4.5.8. During the face-to-face interview, each board member will grade the member using half-point increments (.50) using a 6–10-point scoring system. The total score is accumulated from the following areas:
- 4.5.8.1. Service dress and appearance (Not Applicable for videoconference & teleconference)
- 4.5.8.2. Military bearing
- 4.5.8.3. Communication skills
- 4.5.8.4. Board member questions. Questions will be open ended and opinion-based questions from the following sources:

- 4.5.8.4.1. Enlisted Force Structure
- 4.5.8.4.2. Job Qualification Standard for Supervisors
- 4.5.8.4.3. Air Force Handbook 1-1 (Chapters **12-15** and **21-24**)
- 4.5.8.4.4. Current Air Force events

4.5.9. Questions will be pre-selected by the board members and approved by the Board President NLT one day prior to face-to-face interviews.

4.5.10. A final weighted score will be made using the individual board member evaluations on the nomination package and in-person board.

4.5.10.1. In the event of a tie, the Board President will be the tie breaker.

4.5.11. The board will not adjourn until all splits and ties have been resolved. BTZ members are considered "alternates" in the event a select fails to maintain BTZ eligibility until he/she is promoted.

4.6. Commanders are not required to select a nominee to fill the unit's quotas.

4.7. The Installation Commander may approve the board's merit list (in whole or in part) or disapprove the promotion of an Airman whose record does not justify BTZ promotion. The Installation Commander may elect not to use the full quota.

5. Alternate Selection

5.1. Alternates may be selected in the event a selectee is removed or not recommended for promotion before the promotion effective date.

5.1.1. If necessary, 628 FSS/FSPD will review board minutes to determine the first alternate, in coordination with 628 ABW/CCC for verification. The 628 ABW/CCC will notify the commander of the alternate selectee. If the unit commander recommends the alternate for promotion, they will forward a letter to 628 FSS/FSPD for the concurrence of the IC.

6. Supplemental Consideration

6.1. If an eligible Airman was not considered, and the error is discovered before the promotions are announced, the CBB will be reconvened to consider small unit eligibility and adjust selections accordingly.

6.2. If the error is found after the promotions are announced, 628 FSS/FSPD will forward a request for supplemental consideration, by message and endorsed by the IC to HQ AFPC. The conditions in which supplemental consideration is generally not granted are referenced in DAFI 36-2502.

MICHAEL A. FREEMAN, Colonel, USAF
Installation Commander

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

DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 4 May 2023

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

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

PSD Guide, *Enlisted Promotions*, 30 Nov 2015

Prescribed Forms

None

Adopted Forms

DAF Form 1206, *Nomination for Award*, 18 Jan 2024

Senior Airman Below-the-Zone Score Sheet

Abbreviations and Acronyms

A1C—Airman First Class

AFI—Air Force Instruction

ABW—Air Base Wing

AMJAMS—Automated Military Justice Analysis and Management System

AMS—Assignment Management System

AW—Airlift Wing

AFRIMS—Air Force Records Information Systems

BTZ—Below-the-Zone

CBB—Central Base Board

CC—Office of the Commander

CCC—Office of the Command Chief Master Sergeant

CCCE—Command Chief Executive

CMSgt—Chief Master Sergeant

FSPD—Force Support Personnel Department

FSS—Force Support Squadron

HQ AFPC—Headquarters Air Force Personnel Center

IAW—In Accordance With

IC—Installation Commander

MAJCOM—Major Command

NLT—No Later Than

OPR—Office of Primary Responsibility

PSD—Personnel Services Delivery

RDS—Records Disposition Schedule

SrA—Senior Airman

Attachment 2

AF FORM 1206 EXAMPLE

Figure A2.1. AF FORM 1206 Example.

NOMINATION FOR AWARD		
AWARD Senior Airman Below-the Zone	CATEGORY (if Applicable) Amn	AWARD PERIOD 1st Qtr (1 Jan-31 Mar) 2023
RANK/NAME OF NOMINEE (First, Middle Initial, Last) RANK/First MI Last	MAJCOM, FOA, OR DRU AMC	
DAFSC/DUTY TITLE 3N056/Public Affairs Specialist	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 673-1234/Commercial: (843) 963-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 628 ABW/PA/102 N. Graves Ave/JB Charleston/SC/29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj/Joe P. Smith/DSN: 673-1234/Commercial: (843) 963-1234		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: 4 Performance Statements, no longer than 3 lines and 2 sentences		
WHOLE AIRMAN CONCEPT: 2 Performance Statements, no longer than 3 lines and 2 sentences		
NO MORE THAN 20 LINES TOTAL		
NO ACRONYMS LIST		

Figure A3.2. 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

Figure A3.3. Scoring Model.



Attachment 4

BTZ EXCEPTION TO POLICY

Figure A4.1. BTZ Exception to Policy Memo Example.

(Insert applicable information in underlined portions).

MEMORANDUM FOR 628 ABW/CC

Date

FROM: SQ/CC

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

1. State the name of the nominee and the request for exception due to TDY, deployment, Emergency Leave.
2. State amplifying information for reason for exception, to include why member is unavailable for video or teleconference.
3. If you have any questions or need additional information, please contact NAME at DSN 673-XXXX.

SIGNATURE BLOCK

1st Ind, 628 ABW/CC

MEMORANDUM FOR 628 ABW/CCC

Cc:
628 FSS/FSPD

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

SIGNATURE BLOCK

Attachment 5**IN-PERSON QUESTION EXAMPLES****Figure A5.1. In-Person Question Examples.****Enlisted Force Structure**

- What is the Profession of Arms?
- How can every Airman build a culture of respect and trust?
- What does it mean to be a Wingman, Leader, and Warrior?
- Why is followership so important to being a good leader?
- What are the responsibilities of Junior Enlisted Airmen?
- What are some career broadening opportunities?

JQS Questions

- Explain how the Air Force Core Values apply to your workcenter
- What are some additional responsibilities of a supervisor
- How does your role in your unit support the Air Force Mission?
- What are some things you could do to get to know your assigned Airmen?
- Can you explain the formal feedback process?
- What are some ways leaders recognize Airmen?
- Explain the purpose of Major Performance Areas and the Airman Leadership Qualities
- How do you find a SURF, and why are these documents important?
- What is the policy on local leave?
- Identify local area resources that support the wellbeing and resilience of Airmen
- What is your role in the unit's sponsorship program?
- Explain what progressive discipline is, and the resources available

AFH 1-1 Questions

- What is strategic thinking to you?
- Why do you think some Airmen are resistant to change?
- What do you do within your unit to help create a healthy, high-performing team?
- Why must leaders at all levels complete self-evaluations?
- What is a leadership attribute you value?
- In your own words, what is accountability?
- Why is fitness so important to the Profession of Arms?
- What are opinions in AF hair standards? (male/female/facial hair)
- What is professionalism to you?

Other Questions

- If you could add another characteristic to the Air Force Core Values, what would it be and why?
- What does it mean to be a Senior Airman to you?
- Describe how you want to be as a leader in your unit.
- How do you live the Air Force Core Values?
- Why is dress and appearance taken so seriously?