

**BY ORDER OF THE COMMANDER  
JOINT BASE ELMENDORF-  
RICHARDSON**

**JOINT BASE ELMENDORF  
RICHARDSON INSTRUCTION 36-2502**

**24 JUNE 2021**

**Personnel**

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



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This instruction implements Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*. It provides guidance and policy for the Joint Base Elmendorf-Richardson (JBER), Senior Airman (SrA) Below-the-Zone (BTZ) promotion program and provides administrative procedures for the Central Base Board (CBB) and Large Unit Board (LUB). It applies to all eligible Active Duty Airman First Class (A1C) who are assigned to JBER, but does not apply to Air National Guard (ANG) or Air Force Reserve units and members. Submit requests for waivers through the chain of command to the publication Office of Primary Responsibility (OPR) for non-tiered compliance items. This instruction cannot be supplemented or further extended. Refer recommended changes and questions about this publication to the OPR, using AF Form 847, *Recommendation for Change of Publication*. Route the AF Forms 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See [Attachment 1](#) for Glossary, References and Supporting Information. 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 addresses administrative changes and formal changes to the 673d Air Base Wing (ABW) board process. The 673 ABW/Command Chief Executive Assistant (CCCE) will replace the Force Support Squadron (FSS) member as the board recorder for the 673 Air Base Wing Central Base Board (CBB). Specific fitness assessment score requirements were removed and replaced by a current, passing assessment as the requirement. Face-to-face board determination procedures were amended to allow Command Chief Master Sergeant (CCM) discretion.

**1. Program Objective.** To provide exceptionally qualified A1Cs with a one-time consideration for promotion to SrA, to be effective 6 months prior to the fully-qualified point. Selection opportunity is 15 percent.

**2. Authorities:**

2.1. As the Host Wing Commander (CC), the 673 ABW/CC is responsible for administering the BTZ program.

2.2. Commanders of large units (seven or more eligible) have selection and promotion authority. Small unit commanders (six or less eligible) nominate to the CBB and have promotion authority once selections are approved by the respective wing commander.

2.3. Commanders of large units may release the results of the large unit board (LUB) and notify the members within their units once they have approved and signed their board minutes. Board minutes must then be forwarded to the respective wing commander for informational purposes only.

**3. Identifying/Verifying Eligibles:**

3.1. The 673d FSS/Career Development Element (FSPFD) will receive a roster within the first 10 days of the first processing month (January, April, July, October). The roster identifies all A1Cs who meet the Time-In-Grade (TIG) and Time-In-Service (TIS) requirements, regardless of promotion eligibility conditions (that is, on control roster, undergoing Article 15 punishment, referral Enlisted Performance Report (EPR), and so forth). The 673 FSS/FSPFD will verify each individual to ensure they meet TIG and TIS requirements for the current quarter.

3.2. By the third week of the first processing month (see [Table 1](#), below), the 673 FSS/FSPFD will provide unit commanders an eligibility listing identifying all A1Cs that meet TIG and TIS requirements for those promotion months. Then 673 FSS/FSPFD will coordinate the convening date of the CBB with 673 ABW/Command Chief (CCC).

3.3. Unit commanders must consider all eligible Airmen. This includes individuals who are on leave, Temporary Duty (TDY), or who may have an assignment with a Report No Later Than Date (RNLTD) throughout the quarter prior to the promotion months.

**Table 1. BTZ Annual Schedule.**

<i>Processing Months</i>	<i>Selection/Board Month</i>	<i>Promotion Months</i>
Jan-Feb	Mar	Apr-Jun
Apr-May	Jun	Jul-Sep
Jul-Aug	Sep	Oct-Dec
Oct-Nov	Dec	Jan-Mar

#### 4. Quotas:

4.1. Quotas are established at 15 percent of eligible individuals based on TIG and TIS only. The 673 FSS/FSPFD determines quotas then distributes to the units/wings. Units may not aggregate at the group level. **EXAMPLE:** Medical Group is divided into six units and each unit commander has promotion authority, therefore, they will be considered as individual units and cannot be added together to make a large unit (refer to AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, paragraph 2.3.5.1).

4.2. Computation. Eligible Airmen multiplied by 15 percent equals the quota. **EXAMPLE: 13 Eligible Airmen X 15% = 1.95 or 2 BTZ Quotas.** Fractions of .5 or more are rounded up.

**Table 2. Quota Computations and Distribution.**

<i>Eligible</i>	<i>Quota</i>	<i>Eligible</i>	<i>Quota</i>
07-09	01	37-43	06
10-16	02	44-49	07
17-23	03	50-56	08
24-29	04	57-63	09
30-36	05	64-69	10

#### 5. Central Base Board (CBB).

5.1. Nomination. Small units (squadrons with six or less eligible) can nominate any eligible A1C in their unit to meet the board. However, it is imperative commanders nominate **ONLY** those Airmen that are exceptionally qualified and deserving of early promotion. The board **SHOULD NOT** be asked to consider average packages. Small units are not required to submit a nominee if those eligible are not exceptionally qualified.

5.2. Single Unit Retrieval Format (SURF). The unit will ensure supervisors verify that their nominee's Assignment Management System (AMS) SURF data is accurate and complete. Individuals are responsible for correcting any erroneous data prior to the board convening.

5.3. Board Nomination Format. Units will provide 10 lines (not including heading and fitness comment), single-spaced, on the most current version of the AF Form 1206, *Nomination for Award* (see **Attachment 4**, this instruction). The one heading is:

##### 5.3.1. Specific Accomplishments (10 Bullets):

5.3.1.1. Describe significant accomplishments and how well the nominee performed assigned primary and additional duties as well as any community involvement and development efforts they've taken on. Define the scope, level of responsibilities and the impact on the mission and unit. The nomination should capture significant accomplishments and performance from the date entered service to the date of submission.

5.3.1.2. The AF Form 1206 and AMS SURF combined in one document must be e-mailed to the 673 FSS Career Development Mailbox organizational e-mail account.

5.3.1.3. AF Form 1206 may have an acronym key spelling out uncommon acronyms. List acronyms in alphabetical order. **DO NOT** carry over to back page.

5.4. Fitness Score. All packages must have a statement of whether or not the member has a current fitness assessment and passing score (actual score will not be included in the statement). The statement will be placed 2 lines below the last bullet on the 1206.

5.5. All 1206's will be scored. After scores are compiled, the candidates will be reduced to twice the number of available stripes, i.e. if 6 stripes are available, then the 12 Airmen with the highest scores will meet the board. In case of a tie at the cut line, all Airmen with that score will meet the board.

5.6. Face-To-Face Board. Finalists will meet a face-to-face board, unless unavailable due to TDY, deployment or leave (scheduled prior to board announcement). All absences must be pre-excused/pre-approved by their Wing CCC or local equivalent. Members unable to meet the board will receive the average of the compiled scores from the face-to-face board. If 25% or more of the members are unavailable, the board will be package only. Exceptions to the face-to-face board process will be made on a case-by-case basis by the 673 ABW CCC.

5.6.1. The 673 FSS/FSPFD, with support from the Wing CCCE, will schedule a face-to-face board and ensure participating units are notified prior to the board convening.

5.6.2. Nominees will be scored on dress and appearance, military bearing, and communication skills. This is the nominee's opportunity to personally communicate their readiness for promotion to the board members.

5.7. Board Composition. The board will consist of the 673 ABW/CCC, or a designee as the board president, and one Chief Master Sergeant (CMSgt) from three to four of the associated units. If there is not a CMSgt available for a specific unit, a Senior Master Sergeant may act in their stead.

5.8. Selection Folder. The 673 FSS/FSPFD will build an electronic selection folder for each eligible member nominated by their unit commander and forward to the board president no later than one week prior to the face-to-face board. The nominee's selection folder will consist of AMS SURF and AF Form 1206. EPRs and Letters of Evaluation (LOE) **WILL NOT** be considered.

5.9. Scoring. Board members will score each nominee's selection folder using "whole-person concept" criteria. Points will be awarded based on the score sheet provided (see [Attachment 5](#), this instruction). Points awarded will be added to the face to face board points. The board president's scores will only be used in the case of an unresolved tie at the completion of the face to face board.

5.9.1. Once all scores are tallied, board members will use their final scores to create an order of merit for each of the nominees. Board members will break any of their own ties.

5.9.2. Nominees total for the combined board members order of merit, going from lowest to highest number will be used to determine the members selected.

5.9.3. In the event of a package only board, board members will give an order of merit to the nominees. Board members will break their own ties. The total of the board member's order of merit from lowest to highest will determine the members selected.

5.10. Board Recorder. Will collect the score sheets. The 673 ABW/CCCE will act as the board recorder for the CBB and the Military Personnel Section (MPS) will act as an alternate in absence of the 673 ABW/CCCE.

5.11. Tie. In the event of a tie in points, the board president will direct a reevaluation of the tied packages only. If the matter cannot be resolved, the board president will break the tie.

5.12. Recommendations. The board recorder will provide a promotion recommendation letter for Wing Commander Approval (see [Attachment 2](#), this instruction) through the CCC office. The letter will rank order the nominees, based upon the allotted quota.

## **6. Large Unit Board (LUB).**

6.1. Large units are squadrons with seven or more eligible Airmen. Large units may select 15 percent of their eligible individuals for promotion (see [Table 2](#), this instruction). If eligible Airmen are not exceptionally qualified for early promotion, unit commanders may elect not to use their full quota.

6.2. The LUB will not be held earlier than the first week of the selection month and no later than the third week of the selection month. This requirement is imposed to ensure fair, equitable, and timely promotion consideration across JBER.

6.3. Supervisors will provide 10 lines (not including heading and fitness comment), single-spaced, on the most current version of the AF Form 1206 (see [Attachment 4](#), this instruction). The one heading is:

### **6.3.1. Specific Accomplishments (10 Bullets):**

6.3.1.1. Describe significant accomplishments and how well the nominee performed assigned primary and additional duties as well as any community involvement and development efforts they've taken on. Define the scope, level of responsibilities and the impact on the mission and unit. The nomination should capture significant accomplishments and performance from the date entered service to the date of submission.

6.3.1.2. The AF Form 1206 and AMS SURF will be combined into one Portable Document Format (PDF) document and must be e-mailed to the 673 FSS Career Development Mailbox organizational e-mail account.

6.3.1.3. AF Form 1206 may have an acronym key spelling out uncommon acronyms. List acronyms in alphabetical order. DO NOT carry over to back page.

6.3.1.4. Fitness Score. All packages must have a statement of whether or not the member has a current fitness assessment and passing score (actual score will not be included in the statement). The statement will be placed 2 lines below the last bullet on the 1206.

6.4. The LUB will have a board president and three to four board members. The LUB will consist of the squadron Chief Enlisted Manager (CEM) or designee, who will serve as board president. All other CMSgts in the unit should be given the opportunity to participate in the LUB. The board president may also identify Senior Master Sergeants (SMSgt), and if necessary, Master Sergeants (MSgt), from the unit as board members to ensure a wide cross-section of the unit is represented. MSgts will only be used as board members if CMSgts or SMSgts are not available. CMSgts and SMSgts from other units may be used.

6.5. The package will consist of the AMS SURF and AF Form 1206. EPRs and LOEs **WILL NOT** be considered.

6.6. Commanders of large units will determine whether to hold a face to face board or not. If a face to face board is held, scoring, rank ordering and final promotion recommendations should be conducted in the same manner as the CBB (see [Attachment 5](#), this instruction). See paragraphs [5.8 - 5.12](#), this instruction. Units may elect to have all eligible members meet the face to face board. Units that decide not to hold face to face boards will establish procedures for creating an order of merit based off the submitted packages.

6.7. Upon identifying the unit selectees, the unit will then provide board minutes (see [Attachment 3](#), this instruction), and signed (digital or ink signature) unit roster to the 673 FSS Career Development Mailbox e-mail account by the suspense date coordinated by the Enlisted Promotions Technician.

## **7. Announcing Selection:**

7.1. Results of the CBB will be released by the 673 ABW/CC via the 673 ABW/CCM once the board minutes are signed.

7.2. Results of unit level boards will be released once the board minutes are signed by the respective commander.

7.3. The 673 FSS/FSPFD will update the projected promotion within 48 hours after receipt of the signed memorandum.

KIRSTEN G. AGUILAR, 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**, *Enlisted Airman Promotion and Demotion Programs*, 16 April 2021

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

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**A1C**—Airman First Class

**ABW**—Air Base Wing

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

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

**AMS**—Assignment Management System

**ANG**—Air National Guard

**BTZ**—Below-the-Zone

**CBB**—Central Base Board

**CC**—Commander

**CCC**—Command Chief

**CCCE**—Command Chief Executive Assistant

**CCM**—Command Chief Master Sergeant

**CEM**—Chief Enlisted Manager

**CMSgt**—Chief Master Sergeant

**EPR**—Enlisted Performance Report

**FSPFD**—Career Development Element

**FSS**—Force Support Squadron

**JBER**—Joint Base Elmendorf-Richardson



**LOE**—Letter Of Evaluation

**LUB**—Large Unit Board

**MPS**—Military Personnel Section

**MSgt**—Master Sergeant

**OPR**—Office of Primary Responsibility

**PDF**—Portable Document Format

**RDS**—Records Distribution Schedule

**RNLTD**—Report No Later Than Date

**SMSgt**—Senior Master Sergeant

**SrA**—Senior Airman

**SURF**—Single Unit Retrieval Format

**TDY**—Temporary Duty

**TIG**—Time-in-Grade

**TIS**—Time-in-Service

Attachment 2

SAMPLE CBB BOARD PROMOTION RECOMMENDATION LETTER

A2.1. Sample CBB and 673 ABW Board BTZ Minutes and Promotion Recommendation Letter.

Figure A2.1. Sample CBB and 673 ABW Board BTZ Minutes and Promotion Recommendation Letter.

MEMORANDUM FOR (Office Symbol of WG/CC)

FROM: (Office Symbol of Board President)

SUBJECT: Senior Airman Below-the-Zone Promotion Recommendation

1. The \_\_\_\_\_ Wing Senior Airman Below-the-Zone Promotion Central Base Board for the \_\_\_\_\_ quarter of FY \_\_\_\_\_ convened on (date) in building \_\_\_\_\_.

Board members were:

Grade/Name	Organization/Office Symbol	Position
XXXXXXXXXX	XXXXXXXXXX	Board President
XXXXXXXXXX	XXXXXXXXXX	Board Member
XXXXXXXXXX	XXXXXXXXXX	Board Member
XXXXXXXXXX	XXXXXXXXXX	Board Member
XXXXXXXXXX	XXXXXXXXXX	Board Member

2. The board considered \_\_\_\_ nominees. The board had a quota of \_\_\_\_ selectees. The board's recommendation is summarized below.

Name (Last, First, MI)	Organization	Promotion Date
XXXXXXXXXXXX	XXXXXX	DD-MMM-YY
XXXXXXXXXXXX	XXXXXX	DD-MMM-YY

\_\_\_\_\_  
Board President

1st Ind to(Unit/OFF SYM of board president), (Date from front side), Senior Airman Below-the-Zone Promotion Recommendation

MEMORANDUM FOR 673 FSS/FSPFD

Approved/Disapproved

NAME, Rank, USAF  
Commander

Attachment 3

SAMPLE LARGE UNIT BTZ BOARD MINUTES AND RECOMMENDATION LETTER

A3.1. Sample Large Unit BTZ Board Minutes and Promotion Recommendation Letter.

Figure A3.1. Sample Large Unit BTZ Board Minutes and Promotion Recommendation Letter.

MEMORANDUM FOR 673 FSS/FSMPD

FROM: (Unit/Office Symbol of Board President)

SUBJECT: Senior Airman Below-the-Zone Promotion Recommendation

1. The \_\_\_\_\_ Large Unit Senior Airman Below-the-Zone Promotion Board for the \_\_\_\_ quarter of FY \_\_\_\_\_ convened on (date) in building \_\_\_\_\_.

Board members were:

Grade/Name	Organization/Office Symbol	Position
XXXXXXXXXX	XXXXXXXXXX	Board President
XXXXXXXXXX	XXXXXXXXXX	Board Member
XXXXXXXXXX	XXXXXXXXXX	Board Member
XXXXXXXXXX	XXXXXXXXXX	Board Member
XXXXXXXXXX	XXXXXXXXXX	Board Member

2. The board considered \_\_\_\_ nominees. The board had a quota of \_\_\_\_ selectees. The board's recommendation is summarized below.

Name (Last, First, MI)	Organization	Promotion Date
XXXXXXXXXXXX	XXXXXX	DD-MMM-YY
XXXXXXXXXXXX	XXXXXX	DD-MMM-YY

\_\_\_\_\_  
Board President

1st Ind to (Unit/OFF SYM of board president), (Date from front side), Senior Airman Below-the-Zone Promotion Recommendation

MEMORANDUM FOR 673 FSS/FSMPD

Approved/Disapproved

Unit Commander Signature Block  
Commander

cc:  
673 ABW/CCCE

## Attachment 4

## SAMPLE AF FORM 1206 FOR BTZ

## A4.1. Sample AF Form 1206 for BTZ.

Figure A4.1. Sample AF Form 1206 for BTZ.

NOMINATION FOR AWARD		
AWARD Senior Airman Below-the-Zone	CATEGORY (If Applicable)	AWARD PERIOD 1/2/3/4th Quarter FYxx
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/John E. Doe (john.doe@us.af.mil)	MAJCOM, FOA, OR DRU PACAF	
DAFSC/DUTY TITLE 3E571/Engineering Craftsman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 317-384-2222 & COMM: 907-384-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit/Address/Joint Base Elmendorf-Richardson (JBER) AK 99505-XXXX		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Commander Information		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Below-the-Zone nomination packages will consist of no more than 10 lines under one heading. Packages will have the following heading:</p> <p>SPECIFIC ACCOMPLISHMENTS:</p> <p>Describe significant accomplishments and how well the nominee performed assigned primary and additional duties. Define the scope and level of responsibilities, the impact on the mission and unit. Include any new initiatives or techniques developed by the nominee that positively impacted the unit and/or mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Capture awards received; AMN of the Quarter, Arctic Warrior of the Week, etc.</p> <p>Show how the nominee developed or improved skills related to primary duties; e.g., off-duty education courses, degree enrollment and/or completion, grade point average (GPA), formal training, career development, on-the-job training, certificates, etc. Annotate any other relevant training or activity that significantly enhanced the nominee.</p> <p>Define scope and impact of the nominee's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, events; e.g., President of AWAAC, dining out committee member, member of Air Force Sergeants Association (AFSA) or Air Force Association (AFA), Sunday school teacher, youth sports coach, etc. Emphasis should be placed on leading, organizing, etc. rather than simply being a member.</p> <ul style="list-style-type: none"> <li>- Use single line bullet format</li> <li>- Only include accomplishments that were completed during the period of the award</li> <li>- Emphasis should be placed on results and impact of each accomplishment</li> <li>- 1206s shall be filled out IAW this example, specifically the top portion</li> <li>- Recommended format 6-2-2 mix (in any order) but this is not mandatory</li> </ul> <p>Acronym Lists:</p> <ul style="list-style-type: none"> <li>- Can be used. Define at the bottom of the 1206 and do not carry over to back page</li> </ul> <p>Fitness: Statement that member has a passing fitness score 2 lines after the last bullet</p>		

