

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

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



**8 NOVEMBER 2023**

***Personnel***

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of the Air Force Instruction (DAFI) 36-2502, *Enlisted Airman Promotion and Demotion Programs*. It establishes the Kirtland Air Force Base (KAFB) Senior Airman (SrA) & Specialist 4 (Sp4) Below-the-Zone (BTZ) Promotion Program. It applies to all United States Air Force (USAF) and United States Space Force (USSF) units that have personnel under the promotion authority of the 377th Force Support Squadron (FSS). This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11 *DoD Privacy and Civil Liberties Programs*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers to guidance in this publication through the chain of command to the Publication OPR. 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 (AFRIMS) Records Disposition Schedule (RDS).

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**1. Roles & Responsibilities.** Roles and responsibilities for the SrA/Sp4 Below-The-Zone Promotion Program are as follows:

**1.1. 377 FSS Career Development Section (FSPD).**

1.1.1. Administers SrA/Sp4 BTZ promotion program IAW DAFI 36-2502 and Headquarters Air Force Personnel Center (HQ AFPC) guidance published in the Enlisted Promotions Personnel Service Delivery Guide (PSDG).

1.1.2. Appoints a board recorder in the grade of E-4 or higher for each Central Base Board (CBB).

1.1.3. Receives the Master Eligibility Roster and Individual Unit Listing from HQ AFPC.

1.1.4. Verifies eligibility regardless of any negative quality indicators.

1.1.5. Determines 15 percent stripe quota based on total number of eligible members.

1.1.6. Provides a 3-part listing of eligible, questionable eligible, and ineligible members to units and receives promotion packages from units by the suspense date (first duty day of BTZ CBB month) given by the FSPD office.

1.1.7. Coordinates with the 377th Air Base Wing (ABW) Command Chief Master Sergeant (CCC) to determine board membership and CBB dates.

1.1.8. Validates completed packages, eligibility roster and non-recommendation letters.

1.1.9. Notifies Commanders (CCs), Directors, and First Sergeants of SrA/Sp4 BTZ selections.

**1.2. Unit CCs/First Sergeants.**

1.2.1. Review the eligibility listing from Career Development to consider all individuals meeting time-in-service (TIS) and time-in-grade (TIG) requirements.

1.2.2. Ensure that all eligible members meeting the TIS and TIG requirements are informed of their eligibility and that they verify their personal data via the virtual Military Personnel Flight (vMPF).

1.2.3. Nominate eligible unit members who will meet the CBB by returning the original list to the FSPD office signed, with a completed BTZ nomination package for members who are being nominated to the CBB.

1.2.4. Provide the FSPD a copy of a completed AF Form 1206, *Nomination for Award*, fitness score sheet and approved military decorations for each nominee and a signed non-recommendation letter (**Attachment 2, Figure A2.1., BTZ Non-Recommendation Memo**) for those eligible who are not recommended for consideration.

**1.3. President of CBB.**

1.3.1. Oversees the CBB process, 377 ABW/CCC will serve as the primary CBB President for 377 ABW CBBs, with the authority to delegate to another Senior Non-Commissioned Officer (SNCO) on the base. 377 ABW/CC has overall appointment authority of the CBB President and board members.

1.3.2. Appoints four board members, E7 and above for each CBB. For USSF CBBs, appoints at least one USSF SNCO board member in conjunction with three USAF board members.

1.3.3. Ensures board members are briefed on board procedures.

1.3.4. Acts as a non-voting member unless there is a tie, then serves as the tie-breaking authority.

1.3.5. Processes CBB results to 377 ABW/CC for signature and release authority procedures.

**2. Program Objective.** To provide an opportunity for exceptionally well qualified Airman First Class (A1C) and Specialist 3 (Sp3) a one-time consideration for promotion to SrA or Sp4, to be effective 6 months prior to the fixed fully qualified phase point. Selection opportunity is 15 percent of the eligible population based on total TIG, TIS, and quality factors.

**3. Identifying Eligible Members.** The Personnel Systems Management Section provides an automatic quarterly end-of-month (EOM) output product to the Military Personnel Flight (MPF) within the first 10 days of the first processing month (i.e., January, April, July, October). The roster identifies all A1Cs and Sp3s who meet or exceed the TIS and TIG requirements, regardless of promotion ineligibility conditions (i.e., on a control roster, Primary Air Force Specialty Code (PAFSC) skill level not commensurate with grade, undergoing Article 15 suspended reduction), and whose grade status reason (GSR) does not equal to code "5Q" (previously considered for SrA/Sp4 BTZ). This product output automatically updates the GSR to "5Q" to prevent previously considered A1Cs/Sp3s from appearing on future SrA/Sp4 BTZ listings. **NOTE:** The output product produces a military personnel system alphabetical listing and the SrA/Sp4 BTZ Unit Listing, which is a three-part unit listing consisting of:

3.1. **Part I – Eligible.** Identifies A1Cs and Sp3s with no quality indicators on their record.

3.2. **Part II – Questionable Eligible.** Lists "questionable eligible members" (individuals with quality indicators) who may not be qualified for BTZ promotion.

3.3. **Part III – Ineligible.** Lists A1Cs and Sp3s who meet the TIG and TIS requirements but cannot be selected due to promotion ineligibility conditions listed in DAFI 36-2502, Table 1.2.

**4. Verifying Eligibility.** CCs use the MPF roster to verify the eligibility of each individual to ensure they meet the TIG and TIS requirements for the current quarter. **Only verify the TIG and TIS requirements and do not consider normal promotion ineligibility conditions.** This will ensure only those meeting the TIG and TIS requirements are considered and possibly prevent someone from being considered more than once for SrA/Sp4 BTZ promotion consideration. Remove names of those who do not meet the current quarter TIG and TIS requirements and ensure the GSR 5Q is corrected to allow the member to show up on a future roster. Identify and remove names of those exceeding TIG and TIS requirements if it is determined that the member was appropriately considered during a previous quarter's board. If the member was serviced by the current MPF, review the previous quarterly rosters. If recently assigned, contact the previous MPF to verify if they were considered at that location. **NOTE:** For individuals not considered during the quarter in which they met TIG and TIS eligibility and were recommended by the previous or current CC, request supplemental BTZ consideration. (See [paragraph 11.](#))

4.1. Host wings with enough eligible students (7 or more) earn a quota (CBB or large unit) and may request an exception to hold a “student only” BTZ board. Requests are forwarded through the MPF for approval. Technical Training locations apply. If request is not approved or there are less than 7 eligible technical training students, they will be considered at the CBB since they contribute to the quota authorization.

4.2. Verify BTZ eligibility of all A1Cs and Spc3s departing permanent change of station (PCS) and prepare a BTZ selection folder for Airmen/Guardians (1) departing prior to the first processing month of the BTZ quarter in which they are TIG/TIS eligible and (2) whose report not later than date (RNLT) is the first day of the first processing month or later.

**5. Quotas.** Quotas are based on 15 percent of the total TIG and TIS eligible population listed on all parts of the quarterly BTZ roster. The MPF determines quotas and obtains the host wing CC’s approval (may delegate no lower than MPF CC) before distribution to units. See **Table 1** for quota computation and **Table 2** for distribution.

**Table 1. Quota Computation.**

<b>COMPUTATION</b>	Eligibles multiplied by 15 percent equals the quota Example: 13 eligibles x 0.15 = 1.95, or 2 BTZ quotas
<i>NOTE:</i> Fractions of 0.5 or higher are rounded up	

**Table 2. Quota Distribution.**

<b>DISTRIBUTION</b>	<b>Eligible Members</b>	<b>Quota</b>	<b>Eligibles</b>	<b>Quota</b>
	2-9	1	37-43	6
	10-16	2	44-49	7
	17-23	3	50-56	8
	24-29	4	57-63	9
	30-36	5		

**Note 1:** Units may not aggregate above the unit level. Example: Medical Groups are divided into four units and each unit CC has promotion authority; therefore, they should not be considered by the group, but as individual units, and cannot be added together to make a large unit.

**Note 2:** In cases where there is a large unit (seven or more eligible members) and there are not enough eligible members from all the small units to meet the 1-quota requirement based on 15 percent of the eligible population, the large unit and small units will combine to meet at the central base. Do not deviate from established written procedures for these boards.

**Note 3:** In cases where there are no large units and there are only two to six eligible from all the small units, the base is authorized to hold a CBB and allowed one quota.

**Note 4:** In cases where there are no large units and there is only one eligible out of the entire base population, the MPF CC will determine if a board will be held and may authorize one quota.

**6. Method of Nominating.** Units will consider all individuals meeting TIG and TIS requirements, even if they are on temporary duty (TDY), leave, have departed for PCS, or have a report not later than date on or after the first month for that quarter's selection. All individuals appearing on the eligibility listing must be considered, but this does not necessarily mean they must be nominated.

6.1. Once boards meet, large units will publish procedures similar to the CBB process. Upon approval by unit CC, provide board minutes to the FSPD office. Board minutes will reflect order of merit for primaries and alternates based on total score. Alternates will be selected in the event a selectee is removed before the effective date. If the alternate selectee's date of rank (DOR) is past due, they will receive the original BTZ DOR and an effective date of the unit CC's approval (**Attachment 3, Figure A3.1., BTZ Reconsideration Memo**).

6.2. When nominating to the 377 ABW CBB, unit CCs will:

6.2.1. Identify which A1Cs/Sp3s are deserving of BTZ consideration and nominate accordingly. Deserving airmen usually distinguish themselves through rapid completion of upgrade training, attaining distinguished or honor graduate status at technical training, participation in unit, base, and community activities, and completing or pursuing off-duty education. Most importantly, these individuals usually perform at a level that far exceeds standards as evidenced by an effective, enthusiastic performance report. The CC and First Sergeant must conduct a quality review of all Airmen/Guardians being considered for BTZ promotion. This ensures only those deserving of promotion are promoted (i.e., no unfavorable information file, Article 15, and not on the fitness improvement program).

6.2.2. CCs will evaluate the Fitness Assessment scores and only nominate if sustained performance standards are attained.

6.2.3. Nominate eligible unit members who will meet the CBB by returning the original list to the FSPD office signed, with a completed BTZ nomination package for members who are being nominated to the CBB, approved military decorations for each nominee (**paragraph 1.2.4**) and fitness assessment history no later than established deadlines by FSPD.

6.2.4. CCs will need to prepare the BTZ Non-recommendation Memorandum for those A1Cs/Sp3s who are not being considered (**Attachment 2.**). Completed memorandums will be turned in to the FSPD office by the established suspense dates.

## **7. Nomination Format.**

7.1. CCs must review all Enlisted Performance Reports (EPRs) (if any) and personal information file (PIF)s (if established) on all nominees and discuss nominations with the member's supervisor/rating chain prior to making a nomination decision, regardless if the Airman/Guardian is meeting a large or small unit CBB. EPRs will not be a part of the nomination package.

7.2. Performance Statements are the AF narrative-style of writing to communicate performance on the AF Form 1206, *Nomination for Award*. Performance Statements are efficient, increase clarity, and improve the ability to understand an Airman's/Guardian's performance correctly and equitably.

7.2.1. Guidance for writing Performance Statements is deliberately not overly prescriptive to enable flexibility and freedom when capturing performance. There are two basic principles:

7.2.2. Standalone. Each Performance Statement is a standalone sentence and includes 1) action and 2) at least one of the following: impact or results/outcome.

7.2.3. Readability. Performance Statements are plain language and avoid using uncommon acronyms and abbreviations. If using acronyms and abbreviations, only utilize those identified on the approved Air Force (AF) Acronym and Abbreviation List, unless noted by an approved category. <https://www.afpc.af.mil/Career-Management/Acronyms/>

7.3. AF Form 1206 (**23 lines in length to include headers**) is required for all A1Cs/Sp3s nominated for BTZ consideration.

7.3.1. **Leadership and Job Performance in Primary Duty (6 statements – 12 lines max)**. Describe significant leadership accomplishments and how well the member performed his/her 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 the mission. Include results of AF/SF, Major Command (MAJCOM)/Field Command, numbered AF/SF-level inspections and/or evaluations. Include awards received (i.e., Airman/Guardian of the Quarter, and Maintenance Professional of the Year).

7.3.2. **Significant Self-Improvement (2 statements – 4 lines max)**. Show how the member developed or improved skills related to primary duties (i.e., formal training, career development course enrollment or completion, on-the-job training, certifications, and off-duty education related to primary duties). Include any off-duty education not directly related to primary duties (i.e., class, course, degree enrollment and/or completion, and grade point average). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

7.3.3. **Base and Community Involvement (2 statements – 4 lines max)**. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community; include leadership, membership, or participation in unit advisory councils, professional military organizations, associations and events.

7.4. White space on the right margin of a populated AF Form 1206 is both accepted and expected; white space will not be an indicator of quality.

7.4.1. Bullets are not authorized. Example performance statement with **Action** and *Impact* or *Results/Outcome*:

7.4.1.1. TSgt Snuffy **led** 4 instructors through Mission Ready Airmen course validation, *generating* 153 changes, *eliminating* 32 classroom hours, and *enhancing* course experience for 6 instructors and 70 students per year. Additionally, he **facilitated** a \$15M facility renovation project, ensuring the CY22 schedule started *on-time* for 8 different courses spanning 11 AFSCs.

## 8. Selection Requirements.

8.1. The Unit will provide each eligible individual on Part I and II of the 3-part unit listing a Record Review Listing (RRL) to verify all data is accurate and complete. Instruct individuals they must correct any erroneous data prior to the board convening date. Only provide individuals on Part III of the unit listing an RRL if, during review, it is found the ineligible condition is invalid and the member later becomes eligible.

8.2. Units will consider all individuals meeting TIS and TIG requirements, even if they are TDY, on leave, permanent change of assignment (PCA), or have a PCS RNLTD on or after the first day of the first processing month (i.e., January, April, July, and October) for that quarter selections. All individuals appearing on the eligibility listing must be “considered”, as stated earlier, this means that the CC must review any EPRs, PIF, discuss the consideration with the supervisor/chain of command, before making a BTZ recommendation. The FSPD office will verify BTZ eligibility of A1Cs/Spc3s departing PCS date (determine the quarter the individual is BTZ eligible) and ensure a BTZ selection folder is prepared prior to PCS departure. **NOTE:** The FSPD office must coordinate on the Department of Air Force (DAF) Form 907, *Relocation Preparation Checklist*, for all A1Cs/Spc3s departing for PCS.

8.3. Alternates/first non-selects of the CBB or large unit board are selected in the event a selectee is removed before the effective date due to an ineligibility condition (DAFI 36-2502, Table 1.1.) or infractions committed after selection. All past derogatory data may be considered in the nomination process. However, once an individual has been submitted and subsequently selected for BTZ, this past derogatory information cannot be used as grounds to withdraw an individual’s selection at a later time.

8.4. The MPF is prohibited from placing a projected BTZ promotion in withhold. Commander must non-recommend the disqualified individual for promotion and promote the first alternate. CCs must ensure all quality indicators are accurate before taking action. If the first alternate selectee’s DOR is past due, they will receive the original BTZ DOR with an effective date approved by the unit CC. Retroactive pay is authorized. The MPF must open a case management system file to HQ AFPC/ Enlisted Promotion Branch (DPSOE) for action.

8.5. If an individual should have been considered during the current quarter board and an error is discovered before promotions are announced, large unit CCs will consider the Airman/Guardian and adjust selection accordingly (this does not apply to Airmen/Guardians who are gained and it has been determined they were not considered by their losing base (see Supplemental BTZ Consideration, [paragraph 11](#))). The CBB will reconvene to consider small unit eligible members and selections are adjusted accordingly. If discovered after selections are announced, supplemental promotion consideration procedures apply. Adjustments will not be made to the gaining unit/base quota if the error is discovered, and an individual should have been considered by their losing base. Every effort should be made to ensure the individual is considered by their losing unit/base. If the losing unit/base has already announced selections, supplemental consideration (with current CC recommendation) should be requested by the gaining base.

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

**9. Selection Board.** The 377 ABW/CCC will select members for the CBB. The CBB will be comprised of four Group Superintendents or equivalent as panel members and one board president. Large units will establish their own board composition in line with the wing's BTZ CBB guidance.

9.1. Airmen and Guardians will compete among their respective peers in the same branch instead of competing together. This means at the unit level if you have both Guardians and Airmen eligible for BTZ, they will not compete together on the same board. A separate board will be conducted with competitors matching their respective branches. This applies to Small Unit, Large Unit, and Central Base Boards. Board composition is at the discretion of the installation CC; however, it is encouraged to comprise the BTZ board with at least one SNCO that represents the applicable service (Airmen hosted and boarded by Airmen and Guardians hosted and boarded by Guardians). Large and small unit rules still apply but eligible Airmen and Guardians will be counted separately in the calculation instead of together. For example:

9.1.1. Unit X has 20 eligibles (total) for the upcoming BTZ quarter. The servicing MPF determines that 15 are USSF Guardians and 5 are USAF Airmen.

9.1.2. Unit X's eligible Guardian population would be considered "large" unit because it has "7 or more" and boarded accordingly at the unit level.

9.1.3. Unit X's "large" unit would earn stripe quotas based on 15% of their eligible USSF Guardians (15) and would not include the USAF Airmen (5) in quota calculations.

9.1.4. Unit X's eligible Airmen population would be considered "small" unit because it has "6 or less" eligibles and would be aggregated to the installation central board for USAF Airmen.

9.1.5. Stripe allocations for the installation central board for USAF Airmen would be determined based on the total number of eligible USAF Airmen aggregating to the centralized board and would not include any USSF Guardians aggregating to the centralized board in quota calculations.

**10. Board Procedures.** The 377 ABW CBB will normally convene on the third week of the last month of the quarter (March, June, September, and December). If the regularly scheduled day falls on a non-duty day, the board will be held the next duty day or as specified by the 377 ABW/CCC. In the event of exercise or alerts, boards will be rescheduled as required.

10.1. The FSPD office will prepare digital CBB folders. In the event of a physical board the board president will create physical binders for board members.

10.2. Determination of a physical or virtual board will be at the discretion of the board president. If board president determines an in-person board is warranted, they will establish the procedures and notify the member's Chain of Command. It is the responsibility of the board president to ensure nominees participating in an in-person board know the procedures and timelines.

**10.3. Board Factors.**

10.3.1. AF Form 1206s are required IAW [paragraph 7](#) for A1Cs/Sp3s being nominated for BTZ consideration. The nomination will be no more than 20 lines plus the three mandated headers. The board will not consider any previous performance evaluations, however approved military decorations prior to board date will be considered. Each package (AF Form 1206) will be evaluated in the following areas:

10.3.1.1. Leadership and Job Performance in Primary Duties: (ex. 6 statements max/2 points per statement.)

10.3.1.2. Significant Self-Improvement: (ex. 2 statements max/2 points per statement.)

10.3.1.3. Base or Community Involvement: (ex. 2 statements max/2 points per statement.)

10.3.2. An optional panel member point structure for scoring AF Form 1206 regardless of physical or virtual boards is provided in [Attachment 4](#).

10.4. **Splits and Ties.** Procedures for resolving splits and ties will mimic the current Enlisted Force Distribution Panel (EFDP) guidance from DAFI 36-2502.

10.4.1. Defining Splits. A split is a significant disagreement between BTZ board members about the score of a record. A “split” is considered a difference in a score of 1.5 or more points between any two panel members.

10.4.2. Resolving Splits. All scoring stops and all voting BTZ Board members must be present (physically or virtually) to discuss the records involved in a “split”. Only BTZ Board 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 a score of 1.0 or less points between any two panel members.

10.4.3. Resolving Ties. If two or more records tie, and there are insufficient numbers of BTZ allocations to award one to each, the BTZ Board President will determine an appropriate method for breaking the tie.

10.5. **Board Minutes.** A representative from the FSPD office will prepare board minutes immediately following the CBB for the board president’s signature and approval by the 377 ABW/CC. Each nominee’s unit CC will be advised of the CBB results following 377 ABW/CC approval.

**11. Supplemental BTZ Consideration.** Unit CCs may request supplemental BTZ consideration for 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. After obtaining the unit CC’s recommendation, the FSPD office forwards fully documented supplemental requests to the Wing CC for consideration via E-mail. It is imperative that supplemental BTZ consideration is requested only when the unit CC concurs with it. Additionally, if the basis for the supplemental request is because the individual did not receive fair consideration, the unit CC must provide justification for the request and forwards the fully documented supplemental request to the MPF for consideration. If the individual was not considered at all at their last duty station, contact the losing unit and MPF before requesting supplemental consideration, and forward this information along with the supplemental request. This will assist the Wing CC in determining if supplemental BTZ consideration is appropriate. **NOTE:** If selected, members are authorized retroactive change to their effective date according to Retroactive Promotion Effective Date Correction Requests and the MPF must send a message to HQ AFPC/DPSOE.

11.1. It is the responsibility of the individual, supervisor, and CC to ensure an individual has been properly identified as eligible for BTZ consideration. Additionally, they must ensure that the member has accurate personnel data, obtains correct study references if applicable, is nominated IAW program guidance, and most importantly, that they have accurate and complete data on the BTZ Report on Individual Personnel (RIP).

11.2. IAW DAFI 36-2502 supplemental BTZ consideration will not be granted for the following reasons:

11.2.1. Incorrect data reflected on the BTZ RIP.

11.2.2. Denied BTZ nomination due to incorrect data reflected on the BTZ output products or in the Personnel Records Display Application record.

11.2.3. BTZ eligibility list not returned to the FSPD office or individual was “overlooked” on the listing.

11.2.4. Nomination package or approved military decoration not completed, turned in, or approved in time to meet the board.

11.3. Supplemental BTZ must be requested and approved prior to the next convening BTZ board. The supplemental nominee will be considered along with the other eligibles in the next quarter.

MICHEAL J. POWER, Colonel, USAF  
Commander

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

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

DAFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, 16 April 2021

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

***Prescribed Forms***

None

***Adopted Forms***

AF Form 1206, *Nomination for Award*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 907, *Relocation Preparation Checklist*

***Abbreviations and Acronyms***

**A1C**—Airman First Class

**ABW**—Air Base Wing

**AF**—Air Force

**AFI**—Air Force Instruction

**AFRC**—Air Force Reserve Command

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

**ANG**—Air National Guard

**BTZ**—Below-The-Zone

**CBB**—Central Base Board

**CC**—Commander

**CCC**—Command Chief Master Sergeant

**DAF**—Department of Air Force

**DAFI**—Department of Air Force Instruction

**DoDI**—Department of Defense Instruction

**DOR**—date of rank

**DPSOE**—Enlisted Promotion Branch

**EOM**—end-of-month

**EPR**—Enlisted Performance Report

**FSPD**—Career Development Section  
**FSS**—Force Support Squadron  
**GSR**—grade status reason  
**HQ AFPC**—Headquarters Air Force Personnel Center  
**IAW**—in accordance with  
**KAFB**—Kirtland Air Force Base  
**MAJCOM**—Major Command  
**MPF**—Military Personnel Flight  
**OPR**—Office of Primary Responsibility  
**PA**—Privacy Act  
**PAFSC**—Primary Air Force Specialty Code  
**PCA**—permanent change of assignment  
**PCS**—permanent change of station  
**PIF**—personal information file  
**PSDG**—Personnel Service Delivery Guide  
**RDS**—Records Disposition Schedule  
**RIP**—Report on Individual Personnel  
**RNLTD**—report not later than date  
**RRL**—Record Review Listing  
**SNCO**—Senior Non-Commissioned Officer  
**Spc3**—Specialist 3  
**Spc4**—Specialist 4  
**SrA**—Senior Airman  
**TDY**—Temporary Duty  
**TIG**—time-in-grade  
**TIS**—time-in-service  
**USAF**—United States Air Force  
**USSF**—United States Space Force  
**vMPF**—Virtual Military Personnel Flight

*Terms*

**5Q**—Previously considered for SrA/Spc4 BTZ  
**Large Unit**—Seven or more eligible members

**Small Unit**—Six or less eligible members

Attachment 2

BTZ NON-RECOMMENDATION MEMORANDUM

Figure A2.1. BTZ Non-Recommendation Memorandum.



CONTROLLED UNCLASSIFIED INFORMATION  
DEPARTMENT OF THE AIR FORCE  
377 FORCE SUPPORT SQUADRON (AFGSC)  
Kirtland Air Force Base, NM 87117

DATE

MEMORANDUM FOR 377 FSS/FSMPD

FROM: (Your unit)

SUBJECT: Non-Recommendation for SrA Below the Zone (BTZ)

1. This MFR is to non-recommend A1C John Doe for BTZ consideration. (Please state the reason for non-recommendation).
2. Any questions can be directed to (First Sergeant Name) at (phone number.)

Commander's signature  
Commander's signature block

## Attachment 3

## SAMPLE LETTER - BTZ RECONSIDERATION

Figure A3.1. Sample Letter BTZ Reconsideration.



**CONTROLLED UNCLASSIFIED INFORMATION**  
**DEPARTMENT OF THE AIR FORCE**  
377 FORCE SUPPORT SQUADRON (AFGSC)  
Kirtland Air Force Base, NM 87117

DATE

MEMORANDUM FOR 377 FSS/FSMPD

FROM: (Your unit)

SUBJECT: Reconsideration for SrA Below the Zone (BTZ)

1. A1C (Full name, social security number) was the (primary/alternate) at the BTZ board held on (Date board convened). A1C (Full name) is selected for BTZ as a previous selectee has been non-recommended for promotion.
2. A1C (Full name)'s date of rank will be (Date of rank) effective (Effective date).
3. Please address any questions or concerns to (Unit First Sergeant, commercial phone, DSN, email address).

Commander's signature  
Commander's signature block

**Attachment 4****EXAMPLE AF 1206 BOARD MEMBER SCORING STRUCTURE****Figure A4.1. Example AF 1206 Board Member scoring structure.**

The maximum score for an AF Form 1206 is 20 points. Each performance statement will receive a max score of 2 points (half point increments) using the following guidelines.

Membership-level; .5 point; help, assist, participate, support; short class, squadron awards.

Supervisory-level; 1 point; supervise, lead, take charge, etc.; higher-level impact, long education course; Community College of the AF degree, group quarterly awards; war impact.

Management-level; 1.5 points: organize, direct, plan, organize with greater scope; Bachelor's degree, distinguished graduate; wing awards; significant war impact.

Leadership-level; 2 points: broad scope, vast personnel, higher education; Headquarters/AF awards; extraordinary war impact.