

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-2502

**LAUGHLIN AIR FORCE BASE
Supplement**

15 JUNE 2022

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 47 FTW/CCCE

Certified by: 47 FTW/CCC
(CMSgt David C. Snarr)

Supersedes: AFI36-2802_AETCSUP_LAUGHLINAFBSUP,
6 OCTOBER 2015

Pages: 22

This instruction implements AFI 36-25, *Military Promotion and Demotion* and establishes procedures, policy, and responsibilities that apply to all squadrons assigned to Laughlin AFB. 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 optional 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 6) CBB rank flexibility

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.	3
2.	Eligibility.	3
3.	Program Responsibilities.	3
4.	Quotas.	5
Table 4.1.	Distribution.	5
Table 4.2.	Processing Cycles.	5
5.	BTZ Nomination Procedures.	5
6.	Selection/Nomination Folders.	5
7.	Large Units Procedures.	6
8.	Small Unit Procedures.	6
9.	Board Composition.	7
10.	Board President Responsibilities.	8
11.	Board Members Responsibilities.	8
12.	Board Recorder Responsibilities.	8
13.	Scoring Scale/Selection Procedures.	8
Figure 13.1.	Nominee Evaluation Criteria.	8
14.	Announcing Selections.	10
15.	Supplemental Consideration.	10
Attachment 1—REFERENCES		12
Attachment 2—ATTACHMENT 3.		14
Attachment 4—SENIOR AIRMAN (SRA) BELOW-THE-ZONE (BTZ) SCORE SHEET		15
Attachment 5—GRADING SCALE		16
Attachment 6—OATH FOR BOARDS		17

Attachment 7—CONTRAL BASE BOARD RESULTS	18
Attachment 8—LARGE UNIT BOARD RESULTS	19
Attachment 9—BTZ EXCEPTION TO POLICY	20
Attachment 10—	21

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. 47 FTW/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 47 FSS/FSDP, 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. 47 FTW/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 47 FTW/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 (47 FSS/FSDP, 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 47 FSS/FSDP, 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 47 FSS/FSDP, 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.

3.4.4. Prior to turning in a package to the MPF, the following items will be redacted from each of the documents in the package. Redacted items: name, pronouns, race/ethnicity,

and gender. Redaction of information will consist of completely blacking out said information.

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 47 FSS/FSDP, 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 if a face-to-face board is held. Commanders may submit an airman's decorations with the Nomination for Award. Late submissions will not be accepted without an exception to policy ([Attachment 9](#))

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

5.2. 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)

5.3. Under "Name of Nominee" the nominee's name will be replaced with squadron abbreviation, nominee, number (i.e. LRS Nominee #1).

6. Selection/Nomination Folders. ([Attachment 10](#)) Selection/nomination folders will be electronic, reviewed by group chiefs prior to submission, and will contain the following items in a single scrollable PDF with the exception of the awards package key which will be its own separate document:

6.1. BTZ Awards Package Key listing all nominees (separate PDF attachment)

6.2. Military Personnel Data System (MilPDS) generated BTZ Record on Individual Person (RIP)

6.3. AF Form 1206

6.4. Member's Single Unit Retrieval Format (SURF)

6.5. Physical Fitness Assessment (PFA) history print out

6.6. Decoration citations (if applicable)

6.7. Large units are responsible for creating their own electronic selection folders.

6.8. 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 hold a records board and may conduct an optional face-to-face board to select the most qualified individuals for SrA BTZ. The review process must be fair and equitable for all individuals. If a face-to-face board is held, members will be required to be present; unless a nominee is TDY, deployed, or on emergency leave (as defined in AFI 36-3003).

7.2.1. 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 47 FTW BTZ policies.

7.4. If a face-to-face board is held, 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 47 FSS/FSDP, 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 47 FTW/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 47 FSS/FSDP, 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 47 FTW/CCC (Attachment 9). All units pursuing an exception to policy must notify 47 FSS/FSDP.

8.2. (**Attachment 10**) Selection/nomination folders will be electronic, reviewed by group chiefs prior to submission, and will contain the following items in a single scrollable PDF with the exception of the awards package key which will be its own separate document:

- 8.2.1. BTZ Awards Package Key listing all nominees (separate PDF attachment)
- 8.2.2. Military Personnel Data System (MilPDS) generated BTZ Record on Individual Person (RIP)
- 8.2.3. AF Form 1206
- 8.2.4. Member's Single Unit Retrieval Format (SURF)
- 8.2.5. Physical Fitness Assessment (PFA) history print out
- 8.2.6. Decoration citations (if applicable)

8.3. 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 47 FSS/FSDP, Enlisted Promotions NLT the suspense date annotated on the unit BTZ Eligibility MFR.

8.4. 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).

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

8.5.1. 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.

8.5.2. If a face-to-face board is held, 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 47 FTW/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 47 FSS/FSDP, 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 47 FTW/CCC, four to five board members (selected by the 47

FTW/CCC or designated Chief), and a board recorder in the rank of SrA or above. The 47 FTW/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.

(1) Leadership and Job Performance in Primary Duty

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 (optional face-to-face board)*

- 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 (optional face-to-face board)*

- 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 (optional face-to-face board)*

- 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 (opinion based)

- Scenario 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 (opinion based)

- 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 (opinion based)

- Questions may cover general knowledge of current Air Force news or world events

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 optional 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 if 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 47 FTW/CC for the CBB and through the applicable squadron commander for a large unit board for approval. For the CBB, the 47 FTW/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 47 FTW/CC approves CBB selections and will make notifications at his/her discretion.

14.1. Commanders of large units make their selections and will notify selectees of his/her status on the 47 FTW/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).

CRAIG D. PRATHER, 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

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

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

FTW—Flying Training Wing

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

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

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 FSS/FSDP

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 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 732-5607

SENIOR AIRMAN (SRA) BELOW-THE-ZONE (BTZ) SCORE SHEET

- | |
|--|
| AF Form 1206 Bullet Category |
| LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY |
| WHOLE AIRMAN CONCEPT |

- | |
|--|
| Face-to-Face Scoring Considerations |
| MILITARY BEARING |
| DRESS & APPEARANCE |
| COMMUNICATION SKILLS |

5. _____
BOARD DATE: RANK/NAME OF BOARD MEMBER:

[illegible]

NOTE: Packages are graded using a 6 – 10 scale in .5 increments. Maximum 20 points, minimum 12 points

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.

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.”

CONTRAL BASE BOARD RESULTS

Figure A7.1. Central Base Board Results.

1. Each package will be evaluated in the following areas:

AF Form 1206 Bullet Category
LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY
WHOLE AIRMAN CONCEPT

2. Board members will interview nominees "face to face" and evaluate the Airman using the whole person concept:

Face-to-Face Scoring Considerations
MILITARY BEARING
DRESS & APPEARANCE
COMMUNICATION SKILLS

3. The board will not consider any previous performance evaluations, however approved military decorations prior to the board date will be considered.

4. After scores are tallied and recorded, overall point totals will be validated to ensure there is no major disagreement or scoring disparity between board members. All board members will discuss packages where there is a difference of 1.5 or greater.

5. _____
BOARD DATE: RANK/NAME OF BOARD MEMBER: _____

Nominee's Name	Unit	1206	Face to Face	Overall	Rank Order

NOTE: Packages are graded using a 6 – 10 scale in .5 increments. Maximum 20 points, minimum 12 points

Attachment 8

LARGE UNIT BOARD RESULTS

MEMORANDUM FOR 47 FTW/CC

FROM: 47 FTW 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
SMSgt	Member
MSgt	Member
MSgt	Member

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.

Unit/#	BTZ DATE	RANK
LRS Nominee #1	14-JAN-2016	1
MDG Nominee #1	11-FEB-2016	2
MSG Nominee #1	28-JAN-2016	3
ALTERNATES	BTZ DATE	RANK
MDG Nominee #2	28-FEB-2016	4
FSS Nominee #1	07-FEB-2016	5

FIRST MI LAST NAME, rank, USAF
Board President

1st Ind, 47 FTW/CC

MEMORANDUM FOR 47 FTW

Cc:

47 FSS/FSDP

The board proceedings are approved/disapproved.

FIRST MI LAST NAME, Rank, USAF
Commander

Figure A8.1. Large Unit Board Results

Attachment 9

BTZ EXCEPTION TO POLICY

Figure A10.1. BTZ Exception to Policy.

1		<u>Date</u>
MEMORANDUM FOR <u>47 FSS/ESDP</u>		
FROM: 47 OMRS/CC		
SUBJECT: Senior Airman Below-The-Zone (BTZ) Awards Package Key		
1. I am nominating the following members from my unit to meet the Senior Airman Below-the-Zone board. Per Laughlin AFI36-2502 I have masked/redacted personally identifiable information. I have provided the identifiable information key below.		
MDG Nominee #1	A1C Jones, Jessica	
2. If you have questions or need additional information please contact my office at 298-0000.		
Signature Block		

Attachment 10

NOMINATION FOR AWARD		
AWARD	CATEGORY (if Applicable)	AWARD PERIOD
SENIOR AIRMAN BELOW THE ZONE	BTZ	1st/2nd/3rd/4th Qtr 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FOA, OR DRU
MDG Nominee #1		AETC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
4A071/Flight Medicine Technician	DSN:732-6388 COMM: (830) 298-6388	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
47 OMRS/SGXP/590 Mitchell Blvd/Laughlin AFB/TX/78843		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
Lt Col/A. America /DSN: 732-0000 & COMM: (830) 298-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
1206 Will be no longer than 10 lines in length excluding headers		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:(7 lines)		
WHOLE AIRMAN CONCEPT: (3 lines)		
ACRONYM LIST:		
MDG - Medical Group		

BTZ Example Package

SURF

Page 1 of 2

Printed By: [REDACTED] 12-Dec-2021 at 21:23:35
 FOR OFFICIAL USE ONLY
 Personal Data - Privacy Act of 1974 (5 USC 552a)
 Current as of 30-Nov-2021 at 21:23:35

Gr DOB: A9C/30-Apr-2020
 Prog GC
 PAS: LJ0JFM82
 Depns:

Name: [REDACTED]
 DAFSC: 4N031
 Base: LAUGHLIN
 SEX/RACE/ETH/GR: F / WHITE / NONE

SSAN: 0000
 Duty Title: AEROSPACE MED SVC APPRENTICE
 Command: AETC

Spouse SSAN: 5784 Spouse Status: SPOUSE ENLISTED ON ACTIVE DUTY USAF Spouse Intent: ANY CONUS OR OVERSEA ASSIGNM

ASG AVAIL CD/DT: ///
 ASG LIMIT CD/DT: ///

RESTRICTIONS

WEIGHT CONT:
 USF:

PROJECTED ASSIGNMENTS

1) AAR PAS RNLT0 AAN ASD BASE
 2)

SERVICE DATES

DAS: 09-Oct-2020
 DEROS:
 ODSO: 10-Mar-2020
 STRD(SES): 2020/03/2

DOB: 09-Mar-2020
 ADS-CD: 11/09-Oct-2022
 SAD: 10-Mar-2020
 WEAPON SYSTEM BACKGROUND ID:
 RETURN TO FLY DATE:

HYT: 03/2028
 TAFMSD: 10-Mar-2020
 PAY DATE: 10-Mar-2020

AFSC INFORMATION

CAFS: 4N031
 PAFS: 4N031
 2AFSC:
 3AFSC:
 PSC(1-5): ///

ACADEMIC INFORMATION

DEGREE: -2YR -
 ACADEMIC SPECIALTY: ALLIED HEALTH SCIENCES
 YEAR: 20
 METHOD: COM COL AF
 COURSE:

LANGUAGE INFORMATION

DLAB:
 LANG1: NONE DT: S- L- R-
 LANG2: NONE DT: S- L- R-
 LANG3: NONE DT: S- L- R-
 LANG4: NONE DT: S- L- R-

PROJECTED TRAINING

COURSE ID START DATE GRAD DATE

DECORATIONS

(NOTE: This screen only shows personal awards (not awards))
 No Seq Close Date Approval Date Approving Unit Reason

OTHER INFORMATION

SEC CLNC: SECRET
 TYPE CLNC:
 CLNC Date: 05-Jan-2020
 SEC EXEMPTION:

NON-CONUS RES: YY
 Citizenship: [REDACTED]
 FUNC CAT: PERMANENT PARTY
 SEX/ETH/GR: F / WHITE / NONE

PSN#: 0J083024
 DOB: 26-Aug-2000

AIR FORCE FITNESS MANAGEMENT SYSTEM II MEMBER INDIVIDUAL FITNESS REPORT

Privacy Act Information - For Official Use Only - Must be protected in accordance with the Privacy Act and AFI 33-332

Report For: [REDACTED] (***_**_*) Report Run: 03/18/2020 04:44 PM

MAJCOM Description	AIR EDUCATION AND TRAINING COMMAND	Age	20
Installation Name	Laughlin AFB PSM (LJ)	Date Of Birth	02-Feb-1999
Service Component Name	REGULAR	Gender	[REDACTED]
File Type Name	AF ENL ACT MBR	Height	69
Unit Name	47 OP MED READINESS SQ FFM820	Weight	188
PAS Code	LJ0JFM82	Body Mass Index	27.5

	Weight	Height	Body Mass Index	Aerobic Time	Abs Score	Push Ups Score	Sit Ups Score	Composite Score
13-AUG-2019	186	69	27.5	12:13	30	58	59	90
14-FEB-2019	188	71	26.2	12:35	32	54	45	83
Differentials:	-2	-2	1.3	-00:22	-2	4	14	7
	-1.08%	-2.90%	4.73%	-3.00%	-6.67%	6.90%	23.73%	7.78%

	Fitness Level	Composite Score	Current Testing Status	Test Due Date	Composite Exemption
Last Fitness Level:	Excellent	90	Current	31-AUG-2020	NO

Exemptions	Component Exemptions	Expires	BE WELL Due Date	[REDACTED]
------------	----------------------	---------	------------------	------------