

**BY ORDER OF THE COMMANDER
LITTLE ROCK AIR FORCE BASE**

LITTLE ROCK AFB INSTRUCTION

36-2502

6 NOVEMBER 2023

Personnel

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



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 19 AW/CCC

Certified by: 19 AW/CC
(Colonel Denny R. Davies)

Pages: 16

This instruction implements and extends the guidance of DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, and PSD Guide Enlisted Promotions to establish procedures, policies, responsibilities, and management of the Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program on Little Rock Air Force Base. Central Base Boards (CBB) and large unit selection boards will utilize the procedures outlined in this instruction and DAFI 36-2502. The host wing/installation commander establishes written administrative procedure for small units serviced by their installation and may do so for large units if desired, as outlined in DAFI 36-2502. This supplement does not apply to the Air National Guard or Air Force Reserve units assigned or attached to Little Rock Air Force Base, Arkansas. See DAFMAN 90-161, Publishing Processes and Procedures" AFI 33-360 was superseded 14 Apr 22 by DAFI 90-160. Para 1.5.3.1. in DAFI 90-160 directs the reader to DAFMAN 90-161 for the tier levels. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, system of records notice. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, Recommendation for Change of Publication; route DAF Form 847s from the field through the appropriate functional manager's chain of command to the 19th Airlift Wing Command Chief (19AW/CCC) electronic mail account (19AWCCCCommandChief@us.af.mil). This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

1. Objective. To provide guidance in addition to DAFI 36-2502, Enlisted Airman Promotion and Demotion Programs, pertaining to Little Rock Air Force Base. 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.

2. Responsibilities.

2.1. Unit Commanders will:

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

2.1.2. Screen for past or present negative “Quality Force” indicators and conduct a review of each nominee’s record. Coordinate Air Force Automated Military Justice Analysis and Management System (AMJAMS) through the 19 AW Legal Office.

2.2. Military Personnel Flight – Promotions (19 FSS/FSPD) will:

2.2.1. Be the approval authority for quota distribution, as delegated.

2.2.2. Disburse suspense dates to all units and the 19 AW/CCCE.

2.2.3. Prepare board documents and email them to 19 AW/CCCE.

2.2.4. Populate the score sheet entry fields with data from the source documents provided by each board member.

2.2.5. Be sure to consider eligible members with a “LP” PASCODE.

2.3. Command Chief Executive (19 AW/CCCE) will:

2.3.1. Forward all packages and scoresheets to board members and president IAW timeline provided from 19 FSS/FSPD.

2.3.2. Reserve conference room for BTZ board IAW timeline provided from 19 FSS/FSPD.

2.3.3. Prepare BTZ selection memorandum and provide to 19 AW/CCC and 19 AW/CC for signature. They will forward the signed selection letter to 19 FSS/FSPD, after results have been released to commanders.

2.3.4. Obtain each nominee’s individual consolidated SURF via AMS.

3. Package Requirements.

3.1. All AF Forms 1206s and Fitness Reports will be submitted to 19 FSS/FSPD via email per the SrA BTZ Cover Letter ([Attachment 1](#)), for a thorough review of proper documentation.

3.2. An AF Form 1206 will be accomplished for each nominee.

3.2.1. The most current version of AF FORM 1206 (PDF VERSION), Nomination for Award, (Attachment 2) will be submitted for each nominee. AF FORM 1206 will be single-spaced typewritten, size 12 font, and in narrative format with performance statements. The AF FORM 1206 is not to exceed more than twelve (12) lines total not including headers. SrA Below-The-Zone will include two (2) headings of

accomplishments. Do NOT include additional text at the end of a heading. A double space will be used between each heading. Avoid using uncommon acronyms and abbreviations. Only approved acronyms on the DAF website are to be used (<https://www.afpc.af.mil/Career-Management/Acronyms/>). Acronym lists are not authorized. Please use plain language that fits the performance statement of action and impact or result/outcome. The following headings must appear in this order on the AF FORM 1206

3.2.2. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES: This area will be no more than four (4) performance statements and no more than eight (8) lines not including headers. Consider the quality, quantity, results, and impact of the Airman's knowledge and ability to accomplish tasks. Initiative and/or Motivation describes the degree of willingness to execute duties, motivate colleagues and develop innovative new processes. Consider skill level awarding course, CDC timeliness completion, course exam results, and completion of core task training. Consider duty position requirements, qualifications, career field certifications (if applicable), and readiness requirements. Consider the impact the Airman made to train others. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations and include awards received.

3.2.3. WHOLE AIRMAN CONCEPT: This area will be no more than two (2) performance statements and no more than four (4) lines not including headers. Consider how well the Airman adopts, internalizes, demonstrates, and insists on adherence of our Air Force Core Values of Integrity First, Service Before Self, and Excellence in All We Do. Consider effort the Airman devoted to improving their subordinates, their work center/unit and, themselves. Consider how well the Airman promotes camaraderie, enhances esprit de corps, and develops Air Force ambassadors. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

4. Alternate Selection.

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

4.1.1. If necessary, 19 FSS/FSPD will review board minutes to determine the first alternate, in coordination with 19 AW/CCC for verification. The 19 AW/CCC will notify the commander of the alternate selectee. If the unit commander recommends the alternate for promotion, they will forward a letter to 19 FSS/FSPD for the concurrence of the Installation Commander.

5. Supplemental Consideration.

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

5.2. If the error is found after the promotions are announced, 19 FSS/FSPD will forward a request for supplemental consideration, by message and endorsed by the IC to HQ AFPC. The conditions in which supplemental consideration is generally not granted are referenced in DAFI 36-2502.

6. Small Unit Board.

6.1. BTZ Selection Board Process:

6.1.1. The 19 AW/CCCE will forward all nomination folders to the board members no later than one week before the board convenes.

6.1.2. The board will be held at a date, time, and location determined by the Board President.

6.1.3. The board will conduct a face-to-face board to select the most qualified individuals for SrA BTZ. The review process must be fair and equitable for all individuals. Nominees will be required to be present for a face-to-face board; unless a nominee is TDY, deployed, on emergency leave, or those who have a report not later than date on or after the first day of the first processing month for that quarters selection. (as defined in DAFI 36-3003). The 19 AW/CCC and 314 AW/CCC will decide to request a “records only” board.

6.1.4. Nominees will wear service dress. Board members will wear service dress. The board recorder participating in the face-to-face board will wear service dress.

6.1.5. The Board President will ensure that all nominees receive feedback on their records and in person board interview, where applicable.

6.1.6. Once the board adjourns, the 19 AW/CC must provide the Board Results (**Attachment 2**), and small Unit non-recommendation memo to 19 FSS/FSPD, Enlisted Promotions no later than the established deadline.

6.1.7. The board 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.

6.1.8. The 19 FSS/FSPD will notify group CCs if their members were selected via email.

6.2. Board Composition:

6.2.1. The small unit board will consist of the 19 AW Command Chief and 314 AW Command Chief as the board presidents, 3 board members to include a Group SEL, Squadron Chief, and SEL, and the board recorder who will be the 19 AW Command Chief Executive Assistant.

6.2.2. The board president and each board member will be prepared to ask one question to each selectee.

6.2.3. Each interview will last between three and five minutes.

6.3. Board Roles and Responsibilities:

6.3.1. Board President responsibilities: will be familiar with DAFI 36-2502, LRAFBI 36-2502 and this instruction to ensure instructions/procedures are strictly followed during the BTZ board and oversee board operations.

6.3.1.1. 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.

- 6.3.1.2. In the event there is a tie between Airmen, the board president will be the tiebreaking authority.
- 6.3.1.3. The president manages the board and can decide to discuss and resolve differences in rankings. Only discussion regarding the content of the selection package will be allowed. The president is the final deciding authority.
- 6.3.2. Board member responsibilities: will be familiar with DAFI 36-2502, LRAFBI 36-2502 and ensure strict adherence to this instruction during BTZ Board.
 - 6.3.2.1. Once board members receive selection folders they will not forward, discuss or ask questions to or with anyone other than the board president or other board members.
 - 6.3.2.2. Refer to [Attachment 1](#) for guidance on scoring. Only discussion regarding the content of the selection package will be allowed.
 - 6.3.2.3. Grade each selection folder individually using [Attachment 1](#), [Attachment 6](#), [Figure 6.4](#) and this instruction.
- 6.3.3. Board Recorder Responsibilities: Ensures each board member receives complete selection folders on each nominee submitted for BTZ Board.
 - 6.3.3.1. The board recorder will record each board member's score and rank of each nominee.
- 6.4. Scoring Scale/Selection Procedures:
 - 6.4.1. Each nominee is evaluated based upon facts contained in the selection folder. Board members will score everyone separately. The board will consider the following areas in [Figure 1](#).

Figure 1. Leadership and Job Performance in Primary Duty.*(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, manpower hours saved, percentage improved or reduced -
- Leading Peers and/or Projects
- Upgrade training (5-level completion, Career Development Course progress, formal training courses, etc.)
- Followership (Effective Team Member)
- Quantification and qualification of results
- Performance while on deployment/TDY (If afforded the opportunity)
- Higher headquarters, service unique, or DoD involvement
- Unit/Squadron/Group/Wing/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. Consider the amount of effort the Airman devoted to improving themselves and their work center/unit through education and involvement. 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.)
- Advanced career field or Air Force Specialty Code
- Conference or symposiums related to job or career field/specialty and how the information gained improved work center/unit performance
- How the nominee formed and or strengthened team bonds and mission execution
- Involvement in professional organizations
- Elected leadership position on executive council
- Achievements or significant results
- Sustained participation in Honor Guard outside of Primary Duty
- Leadership position or participation in community events
- Number of hours and frequency
- Local civic events, positions, or opportunities
- 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) In-person Board Military Bearing:

- Room Entry: Appropriate facing movements
- Reporting: Introduction
- Posture and room presence
- Proper use of rank and/or titles when addressing board members
- Dress and Appearance:
 - Uniform: Clean, pressed, proper fitting; Accoutrements: Properly placed on uniform
 - Jewelry: No visible necklace, no more than three rings, correct earrings
 - Decorations: Ribbons in correct order, clean/serviceable condition - Hair: Appropriate style, length, color, approved ornamentation

Communication Skills:

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

Questions to help evaluate communication skills will be focused on:

- USAF professional development (refer to the Foundational Resources found at [Air University \(AU\) > Foundational Resources \(af.edu\)](https://www.af.mil/Portals/1/documents/ul/EFDFoundationalResources.pdf) and located on government computers and accessible on personal devices)
- Current events (relevant events within the BTZ quarter)
- USAF culture
- USAF history

The open-end questions will be focused on the level of information that Airmen are expected to know. Refer to the specific chapters found in the foundational resources listed below.

Enlisted Force Development: Blueprint.

<https://www.af.mil/Portals/1/documents/ul/EFDFoundationalResources.pdf>

- Legacy of Valor (pg. 5) - Refer to the history timeline.
- What is Airpower? (pg. 10)
- Our role in the Joint Environment (pg. 10)

The Blue Book – A Profession of Arms: Our Core Values (16 May 2022).

https://www.doctrine.af.mil/Portals/61/documents/Airman_Development/BlueBook.pdf

- Chapter 2 – OUR OATHS (pg. 7)
- Chapter 3 – AIR FORCE CORE VALUES (pg. 8-12)
- Chapter 5 – THE AIRMAN'S CREED (pg. 14)

The Brown Book – The Enlisted Force Structure (16 May 2022).

https://www.doctrine.af.mil/Portals/61/documents/Airman_Development/BrownBook.pdf

- Chapter 1 – WHY WE SERVE: DEFEND AMERICA (pg. 5-6)
- Chapter 2 – WHO WE ARE: AIRMANSHIP (pg. 7-8)
- Chapter 3 – OUR MISSION: AIRPOWER (pg. 9-10)

6.4.2. Scoring will be done in .5 increments using a 6 - 10 scale for the records portion and a 6 - 10 scale for the face-to-face board (**Attachment 6**) and annotated on the BTZ score sheet (**Attachment 1**). All board members will discuss packages where there is a difference of 1.5 or greater. Differences of 1.5 or greater will be resolved prior to adjournment of the board. Only the board members with 1.5 point or greater differential may change their scores. In the event of a tie, the board president will be the deciding authority.

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

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

6.4.5. The board report supplied by FSS will 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.

6.5. Supplemental Consideration:

6.5.1. Commanders 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 requests to the MPF for consideration. All procedures outlined in DAFI 36-2502 will be adhered to for supplemental consideration.

6.6. Sequence of Events.

Table 1. Sequence of Events.

<u>Sequence of Events</u>
Nominees arrive 15 minutes prior to board
Board recorder will align nominees in order of interview
Board recorder will welcome and exit each nominee
Nominee will enter board using proper facing movements
Interview will last for 3 to 5 minutes
Each board member will ask one question to nominee

7. Large Unit Board.

7.1. IAW DAFI 36-2502, large units who meet eligibility quota (seven or more eligible) will

establish written selection procedures that ensure the SrA BTZ program is fair, equitable, and provides timely promotion consideration.

DENNY R. DAVIES, Colonel, USAF
Commander, 19th Airlift Wing

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

10 U.S.C. 8013, System of Records Notice

DAFI 36-2502, Enlisted Airman Promotion and Demotion Programs

DAFMAN 90-161, Publishing Processes and Procedures

Adopted Form

AF Form 1206, Nomination for Award

Abbreviations and Acronyms

A1C—Airman First Class

AFPC—Air Force Personnel Center

AMJAMS—Automated Military Justice Analysis and Management System

AMS—Assignment Management System

BTZ—Below-the-Zone

CBB—Central Base Board

CC—Commander

CCCE—Command Chief Executive

CDC—Career Development Course

DAFI—Department of the Air Force Instruction

FSS—Force Support Squadron

HQ—Headquarters

IAW—In Accordance With

MAJCOM—Major Command

SEL—Senior Enlisted Leader

TDY—Temporary Duty

TIG—Time-in-grade

TIS—Time-in-service

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

Attachment 3

EXAMPLE OF MEMO FOR SENIOR AIRMAN BELOW-THE ZONE PROMOTION BOARD RESULTS

CUI



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS 19TH AIRLIFT WING (AMC)
 LITTLE ROCK AIR FORCE BASE, ARKANSAS

DATE

MEMORANDUM FOR 19 AW/CC

FROM: 19 FSS/FSPD

SUBJECT: (FOUO) Senior Airman Below-the-Zone Promotion Board Results

1. A promotion board commenced on XX XXX XX to consider XX of XX eligible A1Cs competing for X quotas for promotion to Senior Airman Below-the-Zone (BTZ). The BTZ promotions will be effective X XXX XX through XX XXX XX. Board members were as follows:

19 AW/CCC	Board President
19 AMXS/SEL	Board Member
628 AMDS/SGPT	Board Member
19 MXG/MXOT	Board Member
61 AS/SEL	Board Member
314 AMXS/MXA	Board Member
19 WSA/SEL	Board Member
19 AW/CCCE	Recorder

2. Central Base Board (CBB) selected the members below. Selectees are listed below by rank order scores:

RANK	NAME	SSAN (last 4)	BTZ DOR	UNIT
A1C				
A1C				
A1C				

3. The CBB selected the members below as alternates. Selectees are listed below by rank order scores:

RANK	NAME	SSAN (last 4)	BTZ DOR	UNIT
A1C				
A1C				

First Middle Init Last, Rank, USAF
 Board Recorder

BLACK KNIGHTS

CUI

Controlled by: DAF
 CUI Category: 19 FSS
 Distribution/Limited Dissemination Control:
 POC: Mariah Ferrari, (501)-987-2305

Attachment 4

EXAMPLE OF NOMINATION FOR AWARD

NOMINATION FOR AWARD		
AWARD SENIOR AIRMAN BELOW THE ZONE	CATEGORY (If Applicable) BTZ	AWARD PERIOD 1st/2nd/3rd/4th Quarter 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C XXXXXX X. XXXXXX	MAJCOM, FOA, OR DRU AMC	
DAFSC/DUTY TITLE 2XXXX/XXXXXXXX	NOMINEE'S TELEPHONE (DSN & Commercial) DSN:	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 19 LRS/LGRXXX		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) XXXXXXXXXXXXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) *****The AF FORM 1206 is not to exceed more than twelve (12) lines total not including headers.*****		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES: -No more than 4 performance statements. -No more than 8 lines, not including header.		
WHOLE AIRMAN CONCEPT: -No more than 2 performance statements. -No more than 4 lines, not including header.		
No Acronyms list will be used. Only approved acronyms on the DAF website will be used.		

Attachment 5

EXAMPLE OF MEMO FOR BELOW-THE ZONE NON-RECOMMENDED AIRMEN



CUI

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 19TH AIRLIFT WING (AMC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS

5 Dec 2022

MEMORANDUM FOR 19 FSS/FSPD

FROM: 19 LRS/CC

SUBJECT: Below-the-Zone Non-Recommended Airmen

1. This letter certifies that the individual(s) listed below are not being recommended for consideration for Senior Airman Below-the-Zone due to negative indicators identified during their quality force review.

Full Name	SSN	Unit	Promotion Date
A1C First M. Last	123-45-6789	19 LRS	1 Jan 2023

2. Please contact TSgt John Smith at 987-1324 or john.smith@us.af.mil for any questions or concerns.

FIRST M. LAST, Rank, USAF
Commander

BLACK KNIGHTS

Controlled by:
CUI Category:
Distribution/Limited Dissemination Control:
POC:

Attachment 6
GRADING SCALE

A6.1. Grading Scale.

Table A6.1. 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