

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**

**MAXWELL AFB INSTRUCTION 36-2502**

**18 JANUARY 2022**



**Personnel**

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

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This instruction implements AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*. It establishes guidance and procedures for nomination, selection, and release of selection results for the Senior Airman (SrA) Below-the-Zone (BTZ) Program at Maxwell-Gunter AFB. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Waivers to guidance in this publication are not authorized. Subordinate units may issue implementing publications; however, 42d Force Support Squadron Commander (42 FSS/CC) and 42d Air Base Wing Command Chief Master Sergeant (42 ABW/CCC) must coordinate on draft publications prior to certification and approval. Compliance with attachments in this instruction is mandatory. The Military Personnel Flight (MPF) Promotions Office must receive a copy of all approved publications. This publication applies to all units assigned to Maxwell-Gunter AFB; it does not apply to Air Force Reserve or Air National Guard units. 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 rewrite: Updates the overall purpose of the program and changes the administration of the quarterly board process to include board procedures and make up. Additionally, this rewrite contains updated guidance for record and board scoring procedures to include redaction of information, and rank requirements for board members.

**1. Purpose:** IAW AFI 36-2502, paragraph 2.3, the Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Program is designed to provide exceptionally well-qualified Airmen First Class (A1C) a one-time opportunity to be considered for promotion to SrA six months prior to the fully qualified phase point. IAW AFH 36-2618, *The Enlisted Force Structure*, paragraph 3.1.1.4., the role of a Senior Airman is to perform as skilled technicians and trainers. They begin developing supervisory and leadership skills through progressive responsibility, completion of Airman Leadership School, individual study, and mentoring. Senior Airmen strive to establish themselves as effective trainers through the maximum use of guidance and assistance from officer and enlisted leaders. They may serve as first-line supervisors upon completion of Airman Leadership School. The written abbreviation is “SrA” and the official term of address is “Senior Airman” or “Airman.”

1.1. The purpose of this publication is to establish SrA BTZ selection procedures for the Central Base Board (CBB) and for large unit boards.

1.2. The procedures established have been documented to ensure fair, equitable, and timely SrA BTZ promotion consideration.

**2. Roles and Responsibilities:** Responsibilities for the SrA BTZ Program are as follows:

2.1. 42 ABW Commander (42 ABW/CC):

2.1.1. Serves as the promotion authority for small units and participating mission partners.

2.1.2. Provides promotion recommendation in writing before the Airman assumes the grade.

2.2. 42 ABW Command Chief (42 ABW/CCC):

2.2.1. Oversees the CBB process.

2.2.2. Serves as the CBB President and convenes a CBB to consider all small unit eligible A1Cs competing for BTZ promotion. Recommendations for BTZ promotion are forwarded to the 42 ABW/CC for approval.

2.2.3. Coordinates with MPF Promotions to establish a CBB date.

2.2.4. Solicits four board members for the CBB. Each board member should be the rank of MSgt (E-7) or higher unless otherwise directed by CBB board president.

2.2.5. Ensures board members are briefed and follow CBB instructions.

2.2.6. Is a non-voting member unless there is a tie. If there is a tie, the board president serves as the tie-breaking authority.

2.2.7. Coordinates changes to the CBB and nominating units as necessary.

2.3. Board Members: Score packages IAW guidance in [Paragraph 6](#) of this publication.

2.4. MPF Promotions:

2.4.1. Acts as the Office of Primary Responsibility (OPR) for the Maxwell-Gunter AFB SrA BTZ Program and administers the program IAW AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*.

2.4.2. Provides promotion quotas to the 42 ABW/CCC NLT the second week in the first month of each quarter. Coordinates with the 42 ABW/CCC for the CBB date, time, location, and board members.

2.4.3. Distributes unit eligibility rosters to the respective unit commanders and first sergeants for large and small units to conduct a quality force review and notifies units of the number of promotion quotas to be considered.

2.4.4. Suspense small unit first sergeants (or unit senior enlisted leader (SEL) if unit does not have a first sergeant) to forward completed nomination packages outlined in **Paragraph 4** for each nominee to MPF Promotions NLT the first Friday of the selection month (i.e., March, June, September, or December). Submissions received after the suspense date will not be provided to the CBB. If a unit is not going to nominate their eligible members, a negative reply must be received.

2.4.5. Suspense large and small units to convene unit-level boards and provide selectee names NLT the 25th day of the selection month.

2.4.6. Project BTZ promotions as soon as possible in the Military Personnel Data System.

2.4.7. Brief unit commanders on promotion removal and withhold policies and procedures. If a BTZ selectee is removed from consideration and the first alternate's Date of Rank (DOR) has passed, the alternate will receive the original BTZ DOR and an effective date determined by the unit commander. The MPF Promotions will assist the Airman in applying for a retroactive promotion effective date to HQ AFPC/DPSOE IAW AFI 36-2502.

## 2.5. Unit Commander Responsibilities:

2.5.1. Considers all nominees on Parts I and II of the eligibility rosters, regardless if they are on temporary duty (TDY) or leave. Units will be required to consider members for BTZ promotion who are projected to depart or may have already departed their units. If the Report No Later Than Date (RNLTDD) is the first day of the first processing month (i.e., January, April, July, or October) or later, the member must be considered by the losing unit.

2.5.1.1. Unit commanders must conduct a quality review on all BTZ eligibles and identify those who possess negative quality indicators, e.g., an EPR rating of "met some but not all expectations" or below, noncurrent or failed fitness assessment, and/or unfavorable information file NLT the promotion effective date.

2.5.2. Ensures all eligible members meeting the Time in Service (TIS) and Time in Grade (TIG) requirements are informed of eligibility.

2.5.3. Nominates personnel based on the purpose of the program to meet the unit board or the CBB and do not possess promotion ineligibility conditions listed in AFI 36-2502, Table 1.1.

**3. Below-the-Zone Timelines:** The 42d Air Base Wing (42 ABW) will conduct a CBB no later than (NLT) the 25th day of the last month of each quarter (i.e., March, June, September, and December). The processing months start the first month of the quarter prior to the members' BTZ eligibility. During the processing months, A1Cs meeting eligibility criteria are identified. The Military Personnel Flight Promotions Section will schedule the CBB date with the 42 ABW Command Chief Master Sergeant (42 ABW/CCC) and suspense units accordingly to return BTZ nomination packages if applicable.

**Table 3.1. Below-the-Zone Timelines.**

PROCESSING MONTHS	SELECTION MONTH	PROMOTION
JAN/FEB	MAR	APR-JUN
APR/MAY	JUN	JUL-SEP
JUL/AUG	SEP	OCT-DEC
OCT/NOV	DEC	JAN-MAR

**4. Package Requirements:**

4.1. Each nomination package will consist of, in this order, the AF Form 1206, Assignment Management System (AMS) SURF, Air force Fitness Scoresheet, Virtual Military Personnel Flight, (vMPF) Awards & Decorations print-out in color, and any decorations enclosed in the member's personnel record. Each package must be submitted as one attachment.

4.2. An AF Form 1206, *Nomination for Award*, is prepared for each nominee ([Attachment 2](#)). The nomination will be no more than 15 lines in length, excluding headers (Performance in Primary Duties and Training Requirements – 9 bullets, Followership and Leadership – 3 bullets, Whole Airman Concept – 3 bullets). The AF Form 1206 will cover accomplishments that occurred between the nominee's entry on active duty and the board cutoff date. There is to be no use of the nominee's name or pronoun on the form.

4.2.1. In the "Name of Nominee" block, the nominee's name will be replaced with the squadron abbreviation, nominee, and a distinctive number (i.e., LRS Nominee #1).

4.3. Prior to submitted the package to the MPF, the following items will be redacted from each of the documents in the package: name, pronouns, race/ethnicity, and gender.

**5. Large Unit Selection Procedures (7 or more eligibles):**

5.1. Large units will receive quotas from MPM Promotions and make selections at the unit level. Commanders of large units will convene a board NLT the 25th day of the selection month. The board will follow the same procedures as those of the CBB.

5.2. The Board President for large units will be the SEL of the organization. If the SEL cannot be present for the board, the unit commander will appoint a CMSgt, SMSgt, or the First Sergeant from the same organization as the Board President.

5.3. Large units may nominate any or all eligible A1Cs from their unit for consideration to the unit-level boards.

5.4. Large units must consider all nominees meeting TIS and TIG requirements to include Airmen on TDY, leave, or those having a projected reassignment with a RNLTD subsequent

to the first processing month. Commander review qualifications and decide whether to forward the member's name to the board for consideration.

5.5. Once selections are made, forward the official board minutes of the board and signed unit eligibility roster to MPF Promotions NLT the last day of the selection month (i.e., 31 Mar, 30 Jun, 30 Sep, 31 Dec). A sample of minutes is provided in [Attachment 4](#).

## **6. Small Unit/Central Base Board Procedures:**

6.1. Small units will have the opportunity to nominate their eligible A1Cs to the CBB. Small units will only nominate up to the total amount of stripes allotted by quota to compete at the CBB. Eligible Airmen from across the installation, regardless of MAJCOM or unit affiliation, will compete at the CBB unless the unit they are assigned to has seven or more eligibles.

6.2. The CBB must convene NLT the 25th day of the selection month (i.e., March, June, September, or December) with coordination through the 42 ABW/CCCA. Every effort will be made to schedule the CBB.

6.3. The CBB will be comprised of the following: Board President (42 ABW/CCC or designee), four pre-selected SNCOs (MSgt or above), and a non-voting recorder in the grade of SrA or higher.

6.3.1. The Board President will select the board members. There should not be more than one board member from the same organization to ensure a fair and equitable selection process.

6.4. Every board member will score each record by scoring the AF Form 1206. Significant differences in board member scores will be evaluated and resolved by the board president. The board recorder will combine the scores of each nominee into one list.

6.5. Board members will combine their scores to provide a rank order of merit (1 through XX) to the Board President, with "1" being the best, "2" being the second best, and so forth. The Board President's score will only be included when needed as a tie breaker.

6.6. Selectees will be determined by using rank order scoring and according to the calculated quota.

6.7. The board recorder will complete the Final Score Sheet and provide it to the Board President for signature, along with the completed and signed board member score sheets and official board minutes ([Attachment 3](#)).

ERIES L.G. MENTZER, Colonel, USAF  
Commander, 42d Air Base Wing

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

AFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 16 April 2021

AFH 36-2618, *The Enlisted Force Structure*, 5 July 2018

***Prescribed Form***

Maxwell AFB Form 3, *Senior Airman Below-the-Zone Board Member Score Sheet*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**42 ABW/CC**—42d Air Base Wing Commander

**42 ABW/CCC**—42d Air Base Wing Command Chief Master Sergeant

**42 FSS/CC**—42d Force Support Squadron Commander

**A1C**—Airman First Class

**AFFMS II FA**—Air Force Fitness Management System Fitness Assessment

**BTZ**—Below-the-Zone

**CBB**—Central Base Board

**CMSgt**—Chief Master Sergeant

**DOR**—Date of Rank

**IAW**—In accordance with

**MPF**—Military Personnel Flight

**NLT**—No later than

**OPR**—Office of Primary Responsibility

**PIF**—Personnel Information File

**RNLTD**—Report No Later Than Date

**SNCO**—Senior Noncommissioned Officer

**SrA**—Senior Airman

**SMSgt**—Senior Master Sergeant

**SURF**—Standard Uniform Retrieval Format

**TDY**—Temporary Duty

**TIG**—Time in Grade

**TIS**—Time in Service

**UIF**—Unfavorable Information File

**vMPF**—Virtual Military Personnel Flight



Attachment 3

**SAMPLE SENIOR AIRMAN BELOW-THE-ZONE PROMOTION BOARD MINUTES  
(CENTRAL BASE BOARD)**

**Figure A3.1. Sample SrA BTZ Promotion Board Minutes (Central Base Board).**

DD Mmm YYYY				
MEMORANDUM FOR 42 ABW/CC				
FROM: 42 ABW/CCC				
SUBJECT: Central Base Board (CBB) SrA Below-the-Zone (BTZ) Promotion Board (XXX Quarter)				
1. A board was convened at 0000 hours, DD Mmm YY, to consider Airmen First Class nominated by their unit for BTZ promotion to SrA. The board consisted of:				
<b><u>GRADE</u></b>	<b><u>NAME</u></b>	<b><u>UNIT</u></b>	<b><u>TITLE</u></b>	
CMSgt	First M. Last	42 XXX	President	
MSgt or above	First M. Last	42 XXX	Member	
MSgt or above	First M. Last	42 XXX	Member	
MSgt or above	First M. Last	42 XXX	Member	
MSgt or above	First M. Last	42 XXX	Member	
Rank	First M. Last	42 XXX	Recorder (non-voting)	
2. The board considered the nominees listed below. The nominees listed as Primary are those deemed most deserving of promotion to SrA BTZ.				
<b><u>RANK/NAME</u></b>	<b><u>SSAN</u></b>	<b><u>UNIT</u></b>	<b><u>STATUS</u></b>	<b><u>DOR</u></b>
A1C First M. Last	last four	42 XXX	Primary	DD Mmm YY
A1C First M. Last	last four	42 XXX	Primary	DD Mmm YY
A1C First M. Last	last four	42 XXX	Primary	DD Mmm YY
A1C First M. Last	last four	42 XXX	Primary	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
3. Request your approval of the above BTZ board proceedings.				
Board President Signature Block, USAF Command Chief				

1st Ind to 42 ABW/CCC, Date of Memo, Central Base Board (CBB) SrA Below-the Zone (BTZ) Promotion Board (XXX Quarter)

42 ABW/CC

DD Mmm YYYY

MEMORANDUM FOR 42 FSS/FSPD

Approved/Disapproved

Wing Commander Signature Block, USAF  
Commander

Attachment 4

SAMPLE SENIOR AIRMAN BELOW-THE-ZONE PROMOTION BOARD MINUTES  
(LARGE UNITS)

Figure A4.1. Sample SrA BTZ Promotion Board Minutes (Large Units).

				DD Mmm YYYY
MEMORANDUM FOR 42 Unit/CC				
FROM: 42 Unit/Board President				
SUBJECT: SrA Below-the-Zone (BTZ) Promotion Board				
1. A board was convened at 0000 hours, DD Mmm YY, to consider Airmen First Class nominated by their unit for BTZ promotion to SrA. The board consisted of:				
<u>GRADE</u>	<u>NAME</u>	<u>UNIT</u>	<u>TITLE</u>	
CMSgt	First M. Last	42 XXX	President	
Rank	First M. Last	42 XXX	Member	
Rank	First M. Last	42 XXX	Member	
Rank	First M. Last	42 XXX	Member	
Rank	First M. Last	42 XXX	Member	
2. The board considered the nominees listed below. The nominee(s) listed as Primary are those deemed most deserving of promotion to SrA BTZ.				
<u>RANK/NAME</u>	<u>SSAN</u>	<u>UNIT</u>	<u>STATUS</u>	<u>DOR</u>
A1C First M. Last	last four	42 XXX	Primary	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
A1C First M. Last	last four	42 XXX	Alternate	DD Mmm YY
3. Request your approval of the above BTZ board proceedings.				
Board President Signature Block, USAF Board President				
1st Ind, 42 Unit/CC				DD Mmm YYYY
MEMORANDUM FOR 42 FSS/FSPD				
Approved/Disapproved				
Unit Commander Signature Block, USAF Commander				