

**BY ORDER OF THE COMMANDER  
MINOT AFB (AFGSC)**

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

**21 AUGUST 2019**

**Personnel**

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



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication

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OPR: 5 FSS/FSPD

Certified by: 5 MSG/CC  
(Colonel Richard E. Goodman II)

Pages: 30

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This instruction implements Air Force Policy Directive (AFPD) 36-25, *Military Promotion and Demotion*, and partially supplements Air Force Instruction (AFI) 36-2502, *Airman Promotion Program*. It establishes written procedures for conducting below-the-zone (BTZ) boards and applies to all organizations assigned to Minot Air Force Base (AFB) and geographically separated units (GSUs). In addition, this instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013, System of Records notice F033 AF CIC C, Privacy Act Request File, applies. 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). Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of Command.

**SUMMARY OF CHANGES**

The changes revise Minot Air Force Base Instruction to provide updates to Central Base Board(CBB), large unit, records scoring and face-to-face board procedures.

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## Chapter 1

### PROGRAM OBJECTIVE

**1.1. Overview.** To provide an opportunity for exceptionally well qualified Airmen First Class (A1C) a one-time consideration for promotion to Senior Airman (SrA), 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 Time in Grade (TIG), Time in Service (TIS), and quality factors.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. The 5th Bomb Wing Commander (5 BW/CC):

2.1.1. Acts as the convening authority for the SrA BTZ promotion process. The BW/CC formally approves/disapproves selection board recommendations and may elect not to issue the full quota of promotions.

2.1.2. Responsible for notification and recognition of CBB BTZ selects.

#### 2.2. The 5th Bomb Wing Command Chief (5 BW/CCC):

2.2.1. Provides program direction and guidance to include coordination on all correspondence and information about the program. The 5 BW/CCC coordinates with wing staff on scheduling BTZ board dates annually and coordinates with group chiefs that have nominees to attend the CBB no later than (NLT) two weeks prior to the board date. If group chiefs are unable to participate, a replacement will be provided by the respective group.

2.2.2. Provide board results from the CBB to the Military Personnel Flight (MPF) Promotions section upon completion of the board.

#### 2.3. The 5th Bomb Wing Executive Assistant (5 BW/CCCE):

2.3.1. Schedules the CBB and notifies the MPF Promotions section of board date and time.

2.3.2. Gathers board questions from chiefs attending CBB and submits to 5 BW/CCC for final decision.

2.3.3. Routes final CBB Results memorandum for signatures from 5 BW/CCC and 5 BW/CC.

#### 2.4. MPF:

2.4.1. Distribute BTZ eligibility rosters to units and inform them of their earned promotion quota NLT 10th day of the processing month.

2.4.2. Suspend small units to forward eligibility rosters identifying members who will meet CBB along with completed nomination packages, AF Forms 1206, *Nomination for Award*, fitness score sheets and decoration citations (if any) on each nominee to the MPF Promotions section by designated due date.

2.4.3. Prepare CBB nominee selection folders to include BTZ RIP, AF Forms 1206, and current fitness score sheets.

2.4.4. Prepare Board Member Score Sheet ([Attachment 8](#)) and Board President score sheets ([Attachment 9](#)).

2.4.5. Verify with 5 BW/CCCE and 91 MW/CCCE who the attending chiefs will be at the CBB.

2.4.6. Upload packages and score sheets to BTZ SharePoint and notify attending chiefs, 5 BW/CCCE, and 91 MW/CCCE once they are ready to view.

2.4.7. Brief the CBB president and members on the scoring procedures.

2.4.8. Prepare memorandum on the CBB results ([Attachment 4](#)) and distribute to 5 BW/CCCE.

2.4.9. Will notify via email unit commanders with Airmen who attended CBB of final decision and suspense notifications to Airmen to designated date. Attach signed final memorandum.

2.4.10. Manually project promotions in the Military Personnel Data System (MilPDS) for each SrA BTZ selectee on designated date.

2.4.11. Forward BTZ board results memorandum to gaining MPF and unit commander for Airmen that have had a Permanent Change of Station (PCS) to allow gaining unit commander to make notification.

## **2.5. Unit Commander/First Sergeant**

2.5.1. Unit commanders must review individual's personnel records, Personal Information File (PIF), Unfavorable Information Files (UIF), current fitness test score; and discuss BTZ consideration with the supervisor/rating chain/First Sergeant to ensure Airmen are exceptionally well qualified before making a decision to nominate or not to nominate, regardless if Airmen are meeting the CBB or a large unit board.

2.5.2. Prepare and submit AF Form 1206 for each nominee according to [Attachment 3](#). The write-up will cover accomplishments that occurred between the nominee's entry on active duty and the board cutoff date. With the exception of decoration citations, no other written information, including EPRs, will be used for consideration.

2.5.3. Unit commanders utilizing the CBB will provide the MPF Promotions section nomination packages, to include: AF Form 1206, fitness score sheets, and decoration citations (if any) on each Airman nominated for BTZ consideration by designated due date.

2.5.4. Notify the MPF Promotions section NLT the promotion effective date of BTZ selects who possess negative quality indicators which may render a member ineligible.

2.5.5. Members with a failed PT test(s) should not be submitted. However, if submitted the board will decide.

### Chapter 3

#### ELIGIBILITY

**3.1. Requirements.** SrA must meet minimum requirements IAW AFI 36-2502, *Airman Promotion Program*, Table 2.1.

## Chapter 4

### CONSIDERATION AND SELECTION REQUIREMENTS

**4.1. Commander Consideration.** Members are identified for nomination for BTZ from the MPF SrA BTZ listing. Commanders must consider all individuals meeting TIS and TIG requirements, even if they are TDY, on leave or have a RNLTD during or subsequent to the first processing month (i.e. Jan, Apr, Jul and Oct) for that quarter's selections. Commander should be advised that eligibility based on TIS and TIG alone does not entitle an Airman to BTZ consideration.

**4.2. Notification.** All eligibles must be notified of their consideration, but it does not mean that they must be nominated. Those individuals appearing on Part III of the eligibility listing are "considered" for promotion but cannot be selected since they are ineligible for promotion according to AFI 36-2502, Table 1.1.

**4.3. Promotion Authority.** The 5 BW/CC is the promotion authority for the CBB.

**4.4. Large Unit Promotion Authority.** Unit commanders are the promotion authority for large units. **NOTE:** Release of the large unit selections will be held until the CBB convenes and the results have been released.

## Chapter 5

### SMALL UNIT CBB PROCEDURES

**5.1. Small Unit Definition.** A small unit is defined as a unit with six or less eligible for BTZ consideration and nominees will meet the CBB.

**5.2. Small Unit Nominees.** Commanders of small units (six or less eligibles) may only nominate one Airman for the CBB; unless a written request is submitted to the 5 BW/CCC and approved (sample request is provided at [Attachment 6](#)). Commanders may nominate only exceptionally deserving eligibles for SrA BTZ.

**5.3. Board Meeting.** The CBB will be convened at the direction of the 5 BW/CC under the provisions of AFI 36-2502.

**5.4. Board President.** The 5 BW Command Chief (may be delegated to a group superintendent) as board president is a non-voting member except in case of a tie. The 5 BW/CCC will give the Oath ([Attachment 7](#)) to the BTZ Board Members.

**5.5. Board Recorder.** SrA or above will serve as the board recorder.

**5.6. Board Members.** Four (minimum) Senior Enlisted Leader (SEL) board members. If fewer than four groups are competing, the 5 BW/CCC will select the remaining Chiefs who will attend.

**5.7. Scoring Documentation.** The board recorder will brief the CBB president and members on the scoring board and will document their scores on [Attachment 8](#), Individual Board Member's Package Score Sheet. The board president will document board member scores on the Board President's Score Sheet ([Attachment 9](#)).

**5.8. Board Conclusion.** Upon conclusion of the CBB, the board recorder will collect and validate all score sheets before producing the CBB Promotion Board Results Memorandum ([Attachment 4](#)).

## Chapter 6

### LARGE UNIT BOARD PROCEDURES

**6.1. Large Unit Definition.** A large unit is defined as a unit with seven or more eligibles for BTZ consideration.

**6.2. Large Unit Nominee Determination.** Unit commanders will utilize the eligibility listing provided by MPF Promotions to determine nominees.

**6.3. Unit Responsibility.** Units are responsible for preparing selection folders for nominees to include, at a minimum, computer-generated SrA BTZ RIP, AF Form 1206, current fitness score sheet, and decoration citations. A SrA BTZ RIP can be requested from the MPF Promotions section for all members meeting the SrA BTZ board.

**6.4. Board Members.** The board must consist of at least four voting members. Each member must be in the grade of Master Sergeant (MSgt) or above with the board president being a Chief Master Sergeant (CMSgt). If the unit does not have a CMSgt, the highest enlisted member of the unit (no lower than a SMSgt) will serve as the board president. The recorder must be a SrA or above. **NOTE:** The board president is a non-voting member except in the case of a tie.

**6.5. Board President Responsibilities.** The board president must ensure fair and equitable consideration of each nominee. Should the situation arise where the board may have been prejudiced in any way, the board president will immediately halt the board proceedings and report the incident to the unit commander. Based upon the information provided, the unit commander will determine whether the board may be continued or reconvened with new members.

6.5.1. After completion of the board, the board president will send the large unit memorandum (**Attachment 5**) to the unit commander, including all nominees listed in order of merit, **Attachment 9**, Board President's Score Sheet, and individual board member ballots on **Attachment 8**, Individual Board Member's Score Sheet.

**6.6. Unit Commander Responsibility.** Unit commanders will approve the board's order of merit by signing the large unit memorandum, and forward a copy of the board proceedings to MPF Promotions.

**6.7. Unit Commander Disapproval.** In the event the unit commander disapproves the board's proceedings, a new board will be convened with new board members.

6.7.1. Unit commanders will make their selections and announce the BTZ results; after 5 FSS validates and the 5 BW/CC releases the CBB results.

## Chapter 7

### AF 1206 SCORING PROCEDURES (CBB AND LARGE UNIT BOARDS)

**7.1. Scoring.** Scoring will be based on a whole-person concept, to include all categories on AF Form 1206 and the in-person evaluation when applicable (see [Chapter 9](#)).

7.1.1. Board members and the board president independently assign a score of 6 to 10 to each nominee in each category using one-half increments. All three categories will be added together to determine the final score for the package. See below for example:

7.1.1.1. JOB PERFORMANCE IN PRIMARY DUTIES – (8 lines including header)  
\*70% Score from 6-10 is awarded to the category and then multiplied by .70.  $8 \times .70 = 5.6$ .

**NOTE:** If face-to-face board is not used, weight Job Performance at 80% instead of 70%.

7.1.1.2. FOLLOWERSHIP AND LEADERSHIP – (2 lines including header) \*10% Score from 6-10 is awarded to the category and multiplied by .10.  $9 \times .10 = .9$ .

7.1.1.3. WHOLE AIRMAN CONCEPT – (2 lines including header) \*10% Score from 6-10 is awarded to the category and multiplied by .10.  $7 \times .10 = .7$ . All three results are added together to determine the overall package score. In this case the overall score is 7.2.

**7.2. Package Scoring.** When a face-to-face board is not used, each board member will score package only as described above and then determine an overall order of merit with #1 being the nominee with the highest score. Each member will break their own ties so that each nominee has a distinct order of merit number. The board president will then annotate each board member's order of merit on [Attachment 9](#), Board President's Score Sheet. The overall ranking is determined by adding each board member's order of merit. The board president will break any ties.

## Chapter 8

### FACE-TO-FACE (IN PERSON) BOARD PROCEDURES

**8.1. Face-to-Face Board.** The CBB and large unit (optional) boards will conduct a face-to-face board as part of the overall BTZ selection board process at the discretion of the 5 BW/CCC or respective unit commander. When used, the score for the face-to-face portion, will be 10% of the overall board score.

**8.2. Nominee Responsibilities.** Nominees meeting the face-to-face board will wear their Service Dress Uniform in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Board members will meet the same uniform requirements as nominees.

**8.3. Board Question Submission.** Board members will submit two questions NLT 5 days prior to face-to-face board to the Board President to ensure there are no repeats. Questions will be opinionated, thought provoking, and designed to assess nominee's ability to organize thoughts and articulate a response.

8.3.1. Face-to-Face Board Scoring. The face-to-face evaluation will include the following scored areas: Dress and Appearance, Military Bearing, and Communication Skills. Grading scale will be the following:

8.3.1.1. Dress and Appearance: 0-2

8.3.1.2. Military Bearing: 0-2

8.3.1.3. Communication Skills: 0-6

8.3.2. Face-to-Face Final Determination. The total face-to-face score is determined by adding each category score and then multiplying by .1. This result is added to the package score described in [paragraphs 7.2](#). before following remaining scoring procedures outlined in [paragraph 7.3](#).

8.3.3. Absent Nominee. All eligible nominees who are in the local area will meet the face-to-face board. If any eligible nominee is out of the local area due to deployment, TDY or emergency leave and not able to attend, then the physical portion will proceed utilizing telephone interviews for each of the nominees. In the event a nominee is deployed, TDY or on emergency leave outside the local area at the time of the board and unable to perform a call in for the physical portion, the board will proceed with records only for all nominees and cancel the face-to-face portion.

## Chapter 9

### TIE-BREAKING PROCEDURES

**9.1. Board Recorder Responsibilities.** Following completion of the scoring and order of merit, the board recorder will identify the nominees with the lowest merit rankings at and below the cut-off (selection quota).

9.1.1. In the event there is a tie score at the cut-off, the board president will discuss the effected records with board members to select a winner between the tie.

**9.2. Alternate Selection.** The board will also identify first and second alternates to fill the quota should selected nominees subsequently become ineligible (disqualified). The board president will ensure the order of merit for the first and second alternates to ensure there is no tie.

## Chapter 10

### REMOVAL FROM SELECT LIST

**10.1. SrA Promotion Removal.** If a unit commander determines that a selected nominee should not be promoted, he or she must notify the MPF Promotions section immediately (prior to the effective date). Refer to AFI 36-2502, Table 1.1.

**10.2. SrA-Select Promotion Removal.** If a SrA-select is removed from the promotion list, the MPF Promotions section will refer to the board results memorandum to verify the order of merit and select the first alternate.

## Chapter 11

### SUPPLEMENTAL CONSIDERATION

**11.1. Supplemental BTZ Consideration Request.** Unit commanders 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 unit commanders recommendation, the MPF Promotions section forwards fully documented supplemental requests to 5 BW/CC and 5 BW/CCC for consideration via e-mail. It is imperative supplemental BTZ consideration is requested only when unit commander concurs with consideration. Additionally, if the basis for the supplemental request is because the individual did not receive fair consideration, the unit commander must provide justification for the request and forwards fully documented supplemental request to 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 5 BW/CC and 5 BW/CCC 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.

**11.2. Eligibility Identification and Information Responsibility.** It is the responsibility of the individual, supervisor, and unit commander to ensure an individual has been properly identified as eligible for BTZ consideration, personnel data is accurate, obtains correct study references, is nominated IAW program guidance, and most importantly, the data on the BTZ Report on Individual Personnel (RIP) is accurate and complete.

**11.3. Supplemental BTZ Consideration Disqualifiers.** IAW AFI 36-2502, supplemental BTZ consideration will not be granted for the following reasons:

11.3.1. Incorrect data reflected on the BTZ RIP.

11.3.2. Denied BTZ nomination due to incorrect data reflected on the BTZ output products.

11.3.3. BTZ eligibility list not returned to the MPF Promotions section or individual was “overlooked” on the listing.

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

**11.4. Supplemental BTZ Approval.** 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.

## Chapter 12

### FORMS

**12.1. AF Form 1206; AF Form 847.**

**12.2. Individual Board Member's Score Sheet. ([Attachment 9](#)), Board President's Score Sheet ([Attachment 9](#)).**

BRADLEY L. COCHRAN, Colonel, USAF  
Commander

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

AFPD 36-25, *Military Promotion and Demotion*, 21 June 1993

AFI 36-2502, *Airman Promotion Program*, 12 December 2014

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 33-360, *Publications and Forms*, 1 December 2015

***Adopted Forms***

AF 847, *Recommendation for Change of Publication*

AF 1206, *Nomination for Award*

***Prescribed Forms***

None

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

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

**BTZ**—Below-the-Zone

**CBB**—Central Base Board

**EPR**—Enlisted Performance Report

**GSU**—Geographically Separated Unit

**IAW**—In Accordance With

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**PA**—Privacy Act

**PCS**—Permanent Change of Station

**PDS**—Personnel Data System

**PIF**—Personal Information File

**RDS**—Records Disposition System

**RIP**—Report on Individual Person

**RNLTD**—Report No Later Than Date

**TAFMSD**—Total Active Federal Military Service Date

**TIS**—Time-in-Service

**TIG**—Time-in-Grade

**TDY**—Temporary Duty

**UIF**—Unfavorable Information File

## Attachment 2

## SENIOR AIRMAN BTZ BOARD SCHEDULE

**A2.1. Processing Timeline (small units-six or less eligibles):** Dates for the CBB have been established as the first Wednesday of every processing month unless specified otherwise in [Table A2.1.](#) of this instruction. Small units will comply with suspense dates outlined in [Table A2.1.](#)

**A2.2. Processing Timeline (large units-seven or more eligibles):** BTZ boards will be no earlier than the first day of the processing month. The suspense for the Promotion Results Memorandum and BTZ RIPs will be established as the first Wednesday of processing month otherwise in [Table A2.2.](#) of this instruction. Large units will comply with all suspense dates outlined in [Table A2.2.](#)

**NOTE:** Large unit BTZ results will not be released until after CBB BTZ results are approved by the 5 BW/CC.

**Table A2.1. Processing Timeline Table for Small Units.**

BTZ QTR & YEAR	BTZ RIPs PROVIDED TO UNITS	BTZ RIPs DUE TO MPF	BTZ PACKAGES DUE TO MPF	BTZ CENTRAL BASE BOARD
1st Qtr 2019	Jan-19	1-Feb-19	19-Feb-19	18-Mar-19
2nd Qtr 2019	Apr-19	1-May-19	13-May-19	12-Jun-19
3rd Qtr 2019	Jul-19	1-Aug-19	12-Aug-19	11-Sep-19
4th Qtr 2019	Oct-19	1-Nov-19	11-Nov-19	11-Dec-19
1st Qtr 2020	Jan-20	1-Feb-20	10-Feb-20	11-Mar-20
2nd Qtr 2020	Apr-20	1-May-20	11-May-20	10-Jun-20
3rd Qtr 2020	Jul-20	1-Aug-20	10-Aug-20	9-Sep-20
4th Qtr 2020	Oct-20	1-Nov-20	9-Nov-20	9-Dec-20
1st Qtr 2021	Jan-21	1-Feb-21	12-Feb-21	10-Mar-21
2nd Qtr 2021	Apr-21	1-May-21	14-May-21	9-Jun-21
3rd Qtr 2021	Jul-21	1-Aug-21	16-Aug-21	15-Sep-21
4th Qtr 2021	Oct-21	1-Nov-21	12-Nov-21	8-Dec-21
1st Qtr 2022	Jan-22	1-Feb-22	10-Feb-22	9-Mar-22
2nd Qtr 2022	Apr-22	1-May-22	13-May-22	15-Jun-22
3rd Qtr 2022	Jul-22	1-Aug-22	12-Aug-22	14-Sep-22
4th Qtr 2022	Oct-22	1-Nov-22	14-Nov-22	14-Dec-22

**Table A2.2. Processing Timeline Table for Large Units.**

BTZ QTR & YEAR	BTZ RIPS PROVIDED TO UNITS	PROMOTION RESULTS MEMORANDUM & BTZ RIPS DUE TO MPF
1st Qtr 2019	Jan-19	15-Mar-19
2nd Qtr 2019	Apr-19	14-Jun-19
3rd Qtr 2019	Jul-19	13-Sep-19
4th Qtr 2019	Oct-19	13-Dec-19
1st Qtr 2020	Jan-20	13-Mar-20
2nd Qtr 2020	Apr-20	12-Jun-20
3rd Qtr 2020	Jul-20	11-Sep-20
4th Qtr 2020	Oct-20	11-Dec-20
1st Qtr 2021	Jan-21	15-Mar-21
2nd Qtr 2021	Apr-21	14-Jun-21
3rd Qtr 2021	Jul-21	13-Sep-21
4th Qtr 2021	Oct-21	14-Dec-21
1st Qtr 2022	Jan-22	14-Mar-22
2nd Qtr 2022	Apr-22	13-Jun-22
3rd Qtr 2022	Jul-22	12-Sep-22
4th Qtr 2022	Oct-22	12-Dec-22
<b>Note:</b> All dates are tentative and may be subject to change.		

Attachment 3

AF FORM 1206, NOMINATION FOR AWARD

Figure A3.1. AF Form 1206, Nomination for Award.

NOMINATION FOR AWARD		
AWARD Below-The-Zone - December (Selection Month)	CATEGORY (if Applicable) 4th Qtr	AWARD PERIOD Jan-Mar 2018(list prom mos)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/John E. Doe		MAJCOM, FOA, OR DRU AFGSC
DAFSC/DUTY TITLE		NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 5 BW/XXXX/ 475 Summit Drive/Minot Air Force Base/North Dakota/58705		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>JOB PERFORMANCE IN PRIMARY DUTY: (7 Bullets)</b>                      Job Performance in Primary Duty: Describe significant accomplishments and how well the member performed 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. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth</p> <p><b>LEADERSHIP AND FOLLOWERSHIP: (1 Bullet)</b>                      Leadership and Followership: Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards</p> <p><b>WHOLE AIRMAN CONCEPT: (1 Bullet)</b>                      Whole Airman Concept: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including 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. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen</p> <p><b>ACRONYMS:</b></p> <p>Note: Mistakes noted from last years packages:                      - Top portion of 1206 incorrect (use the example above)                      - Heading errors (use the ones provided above)                      - Headings should always be in upper case (capitalized)                      - 12 typewritten lines (including headers and headers are to stand alone from the bullets)                      - Bullets need to begin below headers                      - Check spacing within bullets and at the beginning of the bullet                      - Check for misspellings                      - Be consistent with abbreviations throughout 1206                      - No Gender Specific - Proper verbiage should be "Airmen" vs males or females</p>		
AF FORM 1206, 20170802		
PREVIOUS EDITIONS ARE OBSOLETE		
FOR OFFICIAL USE ONLY (When filled in)		



4. Based on the considered and the promotion quota of \_ sets of stripes, the board's recommendations for alternates are as follows, listed in order of merit.

NAME	UNIT	EFF DATE
Rank Last, First MI		DD MMM YYYY
Rank Last, First MI		DD MMM YYYY

(MPF Board Recorder Signature Block)  
 FIRST I. LAST, SrA, USAF  
 Enlisted Promotions Technician,  
 5th Force Support Squadron

1st Ind, 5 BW/CCC

MEMORANDUM FOR 5 BW/CC

Recommend approval/disapproval

FIRST I. LAST, CMSgt, USAF  
 Command Chief

2d Ind, 5 BW/CC

MEMORANDUM FOR 5 FSS/FSPD

Approved/disapproved

FIRST I. LAST, Colonel, USAF  
 Commander



4. Based on the considered and the promotion quota of \_ sets of stripes, the board's recommendations for alternates are as follows, listed in order of merit.

NAME	UNIT	EFF DATE
Rank Last, First MI		DD MMM YYYY

(SQ Board Recorder Signature Block)  
SrA or above, SSgt, USAF  
Board Recorder

1st Ind, SQ/CCC

MEMORANDUM FOR SQ/CC

Recommend approval/disapproval

SQ/CEM, CMSgt, USAF  
Board President

2d Ind, SQ/CC

MEMORANDUM FOR 5 FSS/FSPD

Approved/disapproved

SQ/CC, Lt Col, USAF  
Commander, SQ

**Attachment 6**

**ADDITIONAL CONSIDERATION REQUEST LETTER**

**Figure A6.1. Additional Consideration Request Letter.**

MEMORANDUM FOR 5 BW/CCC

FROM: Unit CC

SUBJECT: Additional Consideration Request Letter

1. Request for additional consideration to the Central Base Board on A1C Doe, John A. Justification for this request is as follows
2. Any questions or concerns, contact \_\_\_\_\_ at ext. \_\_\_\_\_.

SQ/CC, Lt Col, USAF  
Commander, SQ

**Attachment 7****OATH TO THE BTZ BOARD MEMBERS****Figure A7.1. Oath to the BTZ Board Members.**

"I SOLEMNLY SWEAR I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND EFFICIENCY OF THE UNITED STATES AIR FORCE."

**To be given by the convening authority or designated representative.**

Attachment 8

INDIVIDUAL BOARD MEMBER'S SCORE SHEET

Figure A8.1. Individual Board Member's Score Sheet.

BOARD MEMBER: \_\_\_\_\_ QUOTA: \_\_\_\_\_

INDIVIDUAL (LAST, FIRST, MI)	Squadron	Job Performance in Primary Duty 7 points	Leadership and Followership 1 point	Whole Airmen Concept 1 point	Board Score 1 point	Total	Rank Order
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

Board members complete the rank order block (#1, #2, #3, etc.) as a reflection of their scores (i.e.: highest scorer is #1, second highest score is #2, etc.) Some nominees will receive the same 6-10 score. Merit ranking is designed to show which nominee board member places above another. Each board member will independently assign an overall score up to 10 points to each nominee using 1/10<sup>th</sup> increments.

Attachment 9

BOARD PRESIDENT’S SCORE SHEET

Figure A9.1. Board President’s Score Sheet.

**BOARD PRESIDENT’S SCORE SHEET**

BOARD PRESIDENT: \_\_\_\_\_ QUOTA \_\_\_\_\_

INDIVIDUAL (LAST, FIRST, MI)	SQUARDON	Chief Last Name	Chief Last Name	Chief Last Name	Chief Last Name	Chief Last Name	Chief Last Name	FACE-TO-FACE SCORE	TOTAL	OVERALL
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										

**NOTE:** The board president will use this form to consolidate overall scores recorded by each of the board members on each of the nominees. Board presidents do not enter their score unless a tie for the winner occurs.

**CERTIFICATION:** I certify that this master score sheet accurately reflects a compilation of the total scores provided by all board members and is accurate and complete to the best of my knowledge.

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BOARD PRESIDENT’S SIGNATURE/DATE