

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2502**

OFFUTT AIR FORCE BASE SUPPLEMENT

29 FEBRUARY 2024



Personnel

**SENIOR AIRMAN BELOW-THE-ZONE
(SRA BTZ) PROMOTION PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements and extends the guidance of DAFI 36-2502, *Enlisted Airman Promotion/Demotion Program*, and applies to all units and tenants on Offutt. It establishes SrA BTZ administrative procedures for the Central Base Board (CBB). It applies to all United States Air Force (USAF) and United States Space Force (USSF) units that have personnel under the promotion authority of the 55th Force Support Squadron (FSS). This publication does not apply to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). Ensure that all records created because of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11 DoD Privacy and Civil Liberties Programs. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been revised substantially and must be completely reviewed. Major changes include new processes for nominating members from small units to the Central Base Board, changes to the CBB composition and facilitation, changes to nominee package rankings, and board adjournment procedures.

2.4.2.1.1. Small Unit to Central Base Board (CBB) Nominations.

2.4.2.1.1.1. Unit Commanders must obtain recommendations from supervisors and should review pertinent records (i.e., career brief, personnel file, PRDA record, etc.). Only individuals from the BTZ-eligible roster will be nominated to meet the CBB. Nomination packages are due to Military Personnel Flight on the suspense date they provide.

2.4.2.1.1.2. Commanders nominating more than one individual to the CBB may include stratification among those nominated. **Example:** If 55 FSS has five eligible members and of those five, the commander chooses to push three; those three may be stratified as number one, two or three.

2.4.2.1.1.3. Nomination packages will include the following materials: AF Form 1206 (in accordance with section 2.4.2.1.1.4.) and nominee's SURF. Including decorations filed in the nominated member's Personnel Records Display Application (PRDA) is optional. Air Medals and Aerial Achievement Medals will not be included in the nomination package. Nominee's physical fitness report will not be included. It is the responsibility of the nominating unit to ensure only members with current and satisfactory physical fitness scores are nominated to the CBB.

2.4.2.1.1.4. Unit commanders nominating Airmen to the CBB will submit an AF Form 1206, *Nomination for Award* in Performance Statement format, limited to no more than 15 lines (**See Attachment 2**). Any content beyond 15 lines will not be evaluated for boarding. Performance Statements will be in the form of standalone sentences and must clearly and descriptively convey both the action and the result *or* impact of the individual's accomplishment/achievement. Include specific facts, achievements, and examples showing the individual is exceptional. Nominators should utilize Airman Leadership Qualities as outlined in the AF Form 724-A to highlight how the airman performed and led their peers.

2.4.2.1.2. **Central Base Board (CBB) Composition.** The board will consist of the Board President (55th Wing Command Chief Master Sergeant or designated representative) and designated board members. Unless otherwise provided for, the designated board members will be limited to Group-level Senior Enlisted Leaders (and the equivalent position for Wing Staff Agencies) for those units nominating an individual for consideration. In coordination with the Board President, Military Personnel Flight will notify each board member of the convening date and time of the CBB.

2.4.2.1.3. **Central Base Board (CBB) Method.** When face-to-face boarding is not directed by the Board President, instructions will be provided in accordance with section 2.4.2.1.4.2 below.

2.4.2.1.4. **Central Base Board (CBB) Selection Process.** Every board member will receive access to all nominee packages approximately two weeks prior to the CBB.

2.4.2.1.4.1. **Face-to-Face Board.**

2.4.2.1.4.1.1. In the event a face-to-face board is directed, the CBB President will determine the format and timeline of the boarding process and will coordinate these determinations with the Military Personnel Flight (MPF). Upon coordination, the MPF will disseminate finalized boarding instructions to nominees and finalized boarding expectations and timelines to board members. These notifications will occur in a manner that allows sufficient time for nominees to appropriately prepare for the board.

2.4.2.1.4.2. **Records-Only Board.**

2.4.2.1.4.2.1. In the event of a records-only board, board members will stratify nominated packages in merit order, from #1-N (strongest package receives #1 placement). Rankings from all involved board members will then be summed into a final ranked score respective to each nominee. The nominee with the lowest summed score will receive the first select spot, and so on accordingly.

2.4.2.1.4.2.2. In the event of a tie, the Board President will be the tie breaker and must resolve ties for selects and alternates. Ties for other than selects or alternates will not have to be resolved. "Alternates" are identified as nominees who were not selected but may potentially receive future selection in the event a same-cycle select fails to maintain BTZ eligibility until they are promoted.

2.4.2.1.5. **Central Base Board Selectee Approval and Notification.**

2.4.2.1.5.1. The CBB will not adjourn until a final ranked order of nominees has been confirmed by the board president. This recommendation for a final ranked order will then be presented by the 55th Wing Command Chief to the 55th Wing Commander for review and approval.

2.4.2.1.5.2. Results of the CBB will not be released until the 55th Wing Commander approves the list of selects and alternates (**See Attachment 3**). Military Personnel Flight will then release the results of the CBB to all involved nominees' Group Commanders, Unit Commanders, Group Senior Enlisted Leaders, Unit Senior Enlisted Leaders, and Unit First Sergeants. The release of CBB results will not be contingent on the completion of large unit boards.

2.4.2.1.5.3. Unit Commanders will notify their respective nominees of their final select/non-select/alternate status, and their rank effective date, if applicable. Additionally, Unit Commanders will ensure the continued eligibility of their selectees until the effective date of promotion. If a selectee fails to maintain eligibility as determined by the Unit Commander or higher authority based on judicial, non-judicial, administrative, fitness, or other considerations, the Unit Commanders will ensure the Military Personnel Flight (MPF) is notified. Upon notification of selectee disqualification, the MPF will enact procedures to promote the next alternate selectee and make appropriate corrections to the ineligible member's record.

MARK D. HOWARD, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 16 April 2021
AFMAN 33-363, *Management of Records*, 01 March 2008
AF Form 724-A, *Airmen Comprehensive Assessment Addendum*, 30 June 2014

Prescribed Forms

None

Adopted Forms

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AF - Air Force
AFB - Air Force Base
BTZ - Below the Zone
CBB - Central Base Board
CC - Commander
DAFI - Department of the Air Force Instruction
FSMPD - Military Personnel Flight, Career Development
FSS - Force Support Squadron
IAW - In Accordance With
IMT - Information Management Tool
PRDA - Personnel Records Display Application

Attachment 2

SAMPLE BTZ AF FORM 1206


Figure A2.1. AF IMT 1206, *Sample Nomination for Below-the-Zone Promotion*

NOMINATION FOR AWARD		
AWARD Senior Airman Below-the-Zone #1 of 6 - (If Stratified)	CATEGORY (If Applicable) Airman	AWARD PERIOD 1st Qtr 2022
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FGA, OR DRU ACC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) NOTE: USE NARRATIVE FORMAT ONLY		
<p>Airman First Class XXXX has out-performed her peers throughout her short military career, and possesses the character worthy of my #1 of 6 push for SrA Below-the-Zone. Her excellence was first observed in Basic Military Training when she was selected Honor Graduate, and later at technical training when she was selected Distinguished Graduate. Upon arriving to Offutt AFB, she completed 1,800 equipment inspections, achieving the flight's only quality control pass rate of 100% to posture her to earn her 5-level in less than a year--the first to do so in more than 3 years. Airman XXX then volunteered to attend Multi-Capable Airman training and absolutely crushed the 8-day course. The instructor cadre repeatedly praised her initiative and positive attitude, which ultimately led to her selection as the "Top Performer". Airman XXX also possesses the intangibles we expect of seasoned Senior Airman. After graduating the Suicide Prevention Course and facilitating First Term Airman Courses, she observed an Airman in the work-center exhibiting non-standard behaviors. She notified her flight leadership of her approach to escorted the Airman to seek medical treatment. Her efforts directly led to her wingman receiving advanced medical support and enabled them to return to duty with renewed confidence. Finally, Airman XXX volunteered to deploy in support of Operation ALLIED REFUGE. Her contributions assured a safe environment for more than 3,500 Afghan citizens. She was the catalyst of her flight's selection for Team of the Year, ACC AFE Small Program of the Year which contributed to her selection as the 55 OSS Airman of the Quarter.</p> <p>!!!DO NOT USE THIS LINE!!! (Any content written on this line or below is invalid and will not be measured).</p>		

ATTACHMENT 3

SRA BTZ PROMOTION CENTRAL BASE BOARD MINUTES

Figure A3.1. SrA Below-the-Zone Promotion Board Minutes Template



DEPARTMENT OF THE AIR FORCE
 HEADQUARTERS, 55TH WING (ACC)
 OFFUTT AIR FORCE BASE, NEBRASKA

DD Month YYYY

MEMORANDUM FOR 55 WG/CC

FROM: 55 WG/CC

SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Board Minutes

1. The SrA BTZ Central Base Board convened on DD Month YYYY at *(time)* to consider XX A1Cs nominated by their squadron commanders. This was a records-only board. The board membership consisted of the following individuals:

CMSgt FI. Last Name	55 WG	Board President
Rank FI. Last Name	55 MDG	Board Member
Rank FI. Last Name	55 OG	Board Member
Rank FI. Last Name	2 WXG	Board Member
Rank FI. Last Name	55 MXG	Board Member
Rank FI. Last Name	595 CACG	Board Member
Rank FI. Last Name	55 CG	Board Member
Rank FI. Last Name	55 WG	Recorder
Rank FI. Last Name	55 FSS	Recorder
Rank FI. Last Name	55 FSS	Recorder

2. The board considered the nominees listed below. Nominees are listed in order of merit based on the promotion quota. If selectee is non-recommended due to quality indicators that occurred after the selection, then the next member in order of merit will be selected. The board's recommendation is as follows:

Name	SSN	Status/Eff Date	Unit
Last Name, First Name MI.	XXXX <i>(last four)</i>	Select/DD Month YY	
Last Name, First Name MI.	XXXX <i>(last four)</i>	Select/DD Month YY	
Last Name, First Name MI.	XXXX <i>(last four)</i>	Select/DD Month YY	
Last Name, First Name MI.	XXXX <i>(last four)</i>	Select/DD Month YY	
Last Name, First Name MI.	XXXX <i>(last four)</i>	Select/DD Month YY	
Last Name, First Name MI.	XXXX <i>(last four)</i>	Select/DD Month YY	
Last Name, First Name MI.	XXXX <i>(last four)</i>	Select/DD Month YY	
Last Name, First Name MI.	XXXX <i>(last four)</i>	1st Alternate	
Last Name, First Name MI.	XXXX <i>(last four)</i>	2nd Alternate	
Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	

The Sun Never Sets on the Fightin' Fifty-Fifth

Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	
Last Name, First Name MI.	N/A	Non-Select	

3. The board adjourned at *(time)* hours. Request approval of board proceeding.

_____, CMSgt, USAF
Command Chief

1st Ind, 55 WG/CCC

MEMORANDUM FOR 55 WG/CC

Results of the September YYYY SrA BTZ CBB are approved/disapproved.

_____, Colonel, USAF
Commander