

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

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



5 AUGUST 2020

Personnel

**THE 45TH SPACE WING/PATRICKAFB
/CAPE CANAVERALAFS SENIOR
AIRMAN BELOW-THE ZONE (BTZ)
PROGRAM**

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This instruction implements AFI 36-2502, *Airman Promotion/Demotion Programs*, Senior Airman Below-the-Zone Program. It establishes and standardizes procedures for the 45th Space Wing, Patrick AFB/Cape Canaveral Air Force Station (45 SW, PAFB/CCAFA). It is applicable to the 45th Wing Staff/Staff Agencies, 45th Operations Group (45 OG), 45th Medical Group (45 MDG), 45th Mission Support Group (45 MSG), and participating mission partners. It does not apply to Air National Guard or Air Force Reserve assigned to Patrick AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR for compliance items.

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AFPC J, Promotions Document/Records Tracking (PRODART) and F036 AFPC K, Historical Airman Promotion Master Test File (MTF) are available at <http://privacy.defense.gov/notices/usaf/>.

SUMMARY OF CHANGES

This publication has been revised and must be reviewed completely. The changes within this rewrite include: addition of Air Force Fitness Management System II (AFFMS) report and Single Unit Retrieval Format (SURF) to selection folder, in-person board guidelines, alteration of headers and bullet count for 1206, and the latest guidance from AFI 36-2502, *Airman Promotion/Demotion Programs*, Senior Airman Below-the-Zone Program.

Chapter 1—BTZ PROMOTION PROGRAM ELEMENTS	4
1.1. Program Objective.	4
1.2. Roles Responsibilities.....	4
1.3. General Program Information.....	6
1.4. Quotas. (See Table 1.1.).....	7
Table 1.1. Distribution.	7
1.5. Processing Cycles. (See Table 1.2.).....	7
Table 1.2. Processing Cycles.	7
Chapter 2—BTZ BOARDING PROCESS	8
2.1. Board Composition.....	8
2.2. Selection Folders.....	8
2.3. Boarding Instructions.....	9
2.4. Processing Errors.	10
2.5. Supplemental BTZ Consideration.....	11
2.6. Notification Process.	11
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	12
Attachment 2—BTZ ELIGIBILITY CRITERIA	14
Attachment 3—SRA BTZ QUOTA COMPUTATION WORKSHEET	16
Attachment 4—BOARD MEMBER SCORE SHEET	17
Attachment 5—BOARD PRESIDENT COMPOSITE SCORE SHEET	18
Attachment 6—UNIT BTZ CHECKLIST FOR LARGE AND SMALL UNITS	19

Attachment 7—OATH TO THE BTZ RECORDER

20

Attachment 8—OATH TO THE BTZ BOARD MEMBERS

21

Chapter 1

BTZ PROMOTION PROGRAM ELEMENTS

1.1. Program Objective. The Senior Airman BTZ Promotion Program is designed to provide exceptionally well-qualified Airman First Class (A1C) a one-time opportunity to be considered for promotion to Senior Airman 6 months prior to the fully qualified phase point. The selection opportunity is 15 percent of the eligible population based on total time-in-grade (TIG), time-in-service (TIS) and quality factors.

1.2. Roles Responsibilities. Responsibilities for the Senior Airman BTZ Promotion Program are as follows:

1.2.1. 45th Space Wing Commander:

1.2.1.1. Serves as the promotion authority for both wing and participating mission partners.

1.2.1.2. Establishes written administrative procedures for the Senior Airman BTZ Promotion Program.

1.2.1.3. Approves quota distribution based on 15 percent of eligible Airmen in accordance with [paragraph 1.4](#) Approval of quota distribution is delegated to 45 FSS/FSMP, Military Personnel Flight (MPF) Commander, IAW AFI 36-2502, and [paragraph 2.3.5](#)

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

1.2.2. 45 FSS/FSPD:

1.2.2.1. Administers SrA BTZ Promotion Program IAW AFI 36-2502, paragraph 2.3.4. through 2.3.7, and **Attachment 2** of this publication.

1.2.2.2. Appoints a board recorder in the grade of Senior Airman or higher for each Central Base Board (CBB). He/she will ensure the board report is signed by the board president and submitted through 45 SW/CCC to 45 SW/CC for approval. The board report will be returned to 45 FSS/FSPD within 10 business days of BTZ board.

1.2.2.3. Will ensure they have received all nomination packages from units with eligible airmen; if a unit is not going to nominate, ensure negative reply is received.

1.2.2.4. Update and monitor promotion data in the Military Personnel Data System (MilPDS).

1.2.3. Unit commanders:

1.2.3.1. Review the eligibility listing provided by 45 FSS/FSPD to consider all individuals meeting time in service and time in grade requirements. If the member is on Temporary Duty (TDY) or on leave, the unit commander will ensure the member will be considered for that quarter's selections. Airmen must be considered by the losing unit if their report not later than date (RNLTDD) is the 1st day of the first processing month or later IAW **paragraph 1.4**. For example: a member is a projected gain and has not departed the previous duty station as of the first day of the processing month, the gaining unit and MPF in coordination with the current unit commander must ensure the member was/is considered at previous duty station.

1.2.3.2. Ensure all eligible members meeting the TIS and TIG requirements are informed of eligibility and verifies personal data via a Report on Individual Personnel (RIP) at the Virtual Military Personnel Flight (vMPF).

1.2.3.3. Nominate those personnel that are exceptionally well qualified to meet a unit board or CBB based on the following criteria:

1.2.3.3.1. Member demonstrates the potential to be effective as a SrA and is clearly deserving of promotion above their peers.

1.2.3.3.2. Member does not have any promotion ineligibility conditions listed in AFI 36-2502, Table 1.1.

1.2.3.4. Review nominee's Enlisted Performance Reports (EPR) and Personal Information Files (PIF) (if available) for negative quality indicators. Discuss nominations with the member's supervisors/rating chain prior to making a nomination decision, regardless if the Airman is meeting a large unit or a small unit/Central Base Board.

1.2.3.5. Completes Unit BTZ checklist for each member with **Attachment 6** and returns the checklist to 45 FSS/FSPD with member's BTZ documents.

1.2.4. Unit commanders of small units (units with 6 or less eligible):

1.2.4.1. Nominate, **at their discretion**, eligible members to the CBB who meet the requirements of AFI 36-2502, Table 2.1 and Attachment 2.

1.2.4.2. There is no limit to the number of eligible members the commander can nominate to the CBB.

1.2.5. Unit commanders of large units (units with 7 or more eligible):

1.2.5.1. Oversee the unit level board using the criteria set forth for the CBB.

1.2.5.2. The board president of large units will be the Squadron Superintendent. If the Superintendent cannot be present for the board, the unit commander will appoint a SMSgt, CMSgt, or a First Sergeant as the board president.

1.2.6. President of the CBB: 45 SW/CCC or Designated Representative.

1.2.6.1. Oversees the CBB process.

1.2.6.2. Appoints three SMSgts and/or CMSgts , to include representatives of any tenant unit participating in the CBB process, and one First Sergeant in the rank of MSgt-CMSgt (currently holding the Control Air Force Specialty Code of 8F000) as board members.

1.2.6.3. Ensures board members are briefed and follow CBB instructions as outlined in [paragraph 2.3](#)

1.2.6.4. Ensures board members and recorder are administered the board oath (see [Attachment 8](#)).

1.2.6.5. Is a non-voting member unless there is a tie, then serves as the tie-breaking authority.

1.2.7. Board members of the CBB follow instructions referenced in [paragraph 2.3](#) to score nominees' packages.

1.2.8. Command Chief Executive Assistant (CCCA):

1.2.8.1. Will prepare the board report to include, at a minimum, a list of board members, board recorder, order of merit (identifying select/non-select status), and cutoff score. He/she will ensure the report is signed by the board president and the board recorder.

1.2.8.2. Submit final board report to 45 SW/CC for approval. Return board report to 45 FSS/FSPD within 10 business days of BTZ board.

1.3. General Program Information. Patrick AFB will have one CBB each quarter consisting of nominees from all small units on the base including mission partners and geographically separated units.

1.3.1. SrA BTZ Promotion Boards are held the last month of each quarter (Mar, Jun, Sep, and Dec). In the event of exercises or alerts, boards will be rescheduled as required.

1.3.2. In cases where there is a large unit (7 or more eligibles based on TIG and TIS only) and there are not enough eligibles from all the small units to meet the 1-quota requirement based on 15 percent of the eligible population, the large unit and small units will combine to meet at the central base board.

1.3.3. In cases where there are no large units and there is only 1 eligible out of the entire base population eligibles, the MPF Promotions office will notify the MPF/CC to determine if a board should be held. The MPF/CC may authorize 1-quota.

1.3.4. There is no requirement for any board to use its full quota.

1.3.5. A projected BTZ promotion cannot be placed in withhold status. If the squadron commander determines a quality indicator of any kind has been identified, he/she can non-recommend the member for promotion and the first alternate can be promoted in the original selectee's place if the 45 SW/CC concurs with the request (CBB only). The change of promotion status package must be routed through 45 SW/CCC to the 45 SW/CC for approval. The package will include an amended board report reflecting the change to promotion status. If the member is from a large unit board, the unit board president may make a recommendation to the unit commander to request the alternate receive the promotion. If the request is approved, the large unit board president must resubmit BTZ meeting minutes to 45 FSS/FSPD as soon as the request is approved.

1.4. Quotas. (See Table 1.1.) SrA BTZ quotas are based on the total TIG and TIS eligible population listed on **Parts I, II, and III** of the quarterly BTZ roster. Distribute CBB quotas based on 15 percent of eligibles (eligibility for distribution of quotas is based on TIG and TIS only, regardless of normal ineligibility conditions). Using **Attachment 3** the MPF Commander determines, approves and distributes quotas to units. Use **Table 1.1** to compute and distribute quotas.

Table 1.1. Distribution.

ELIGIBLES	QUOTA	ELIGIBLES	QUOTA
2-9	1	37-43	6
10-16	2	44-49	7
17-23	3	50-56	8
24-29	4	57-63	9
30-36	5	64-69	10
<p>NOTE: Computation: Eligible multiplied by 15 percent equals the quota</p> <p>Example: 13 eligible x 0.15 = 1.95, or 2 BTZ quotas</p> <p>(Note: Fractions of 0.5 or higher are rounded up)</p>			

1.5. Processing Cycles.(See Table 1.2.) The processing months start the first month of the quarter prior to the members’ Below-the-Zone eligibility. During the processing months, Airman First Class meeting eligibility criteria are identified. A career development technician will schedule Central Base Board date with 45 SW/CCC and suspense units accordingly to return BTZ nomination packages if applicable.

Table 1.2. 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

Chapter 2

BTZ BOARDING PROCESS

2.1. Board Composition.

2.1.1. The CBB will combine all eligible members from small units at one central base board (vs. separate boards for tenant units in each Major Command).

2.1.2. The board president will be the 45 SW/CCC. If he/she is not available, the 45 SW/CCC will appoint the board president.

2.1.3. Board members will be appointed by the board president IAW [paragraph 1.2.6.2](#)

2.1.4. A non-voting recorder appointed by 45 FSS/FSPD in the enlisted grade of Senior Airman or higher will be present.

2.1.5. Boards held by large units will consist of the following:

2.1.5.1. The board president, as determined IAW [paragraph 1.2.5.2](#), will appoint the following:

2.1.5.1.1. At least **four** voting board members in the grade of MSgt or higher.

2.1.5.1.2. A non-voting recorder in the enlisted grade of SrA or above.

2.2. **Selection Folders.** Commanders of small units are responsible for providing 45 FSS/FSPD the following:

2.2.1. AF Form 1206 verbiage

2.2.1.1. AF Form 1206, *Nomination for Award*, is required for all A1Cs being nominated to the CBB for BTZ consideration.

2.2.1.2. The AF Form 1206 will be no more than 12 lines in length including headings. The following 2 categories will be used: (1) Leadership and Job Performance in Primary Duty, (2) Whole Airman Concept. **Recommended bullet count 6 Leadership/Job Performance, and 4 Whole Airman Concept.**

2.2.1.3. Material from basic military training and technical training school is permitted.

2.2.2. Selection RIP

2.2.3. Citations to decorations

2.2.4. Member's SURF

2.2.5. AFFMS II Fitness Report

2.2.6. Nominee's checklist ([Attachment 6](#)) for all CBB nominees. 45 FSS/FSPD will build the folders for each board member. **Note: DBH reports are no longer required or authorized.**

2.3. Boarding Instructions.

2.3.1. On the determined date, each board member will receive a selection folder for each nominee with the information outlined in [Attachment 6](#).

2.3.2. The board will review the selection folders and conduct a board. The members will independently assess each nominee using [Attachment 4](#). The selection folders will be scored on the following areas: (1) Leadership and Job Performance in Primary Duty, (2) Whole Airman Concept (Personal/Professional Development, Esprit De Corps, and Community Relations). The written nomination package will receive a score ranging from 6-10 points (.5 point increments are authorized). **Board members are required to break their own ties; no package will receive the same score. NOTE: If the personal interview process will be used, multiply the package score by two (2) and enter the number in the third column.**

2.3.3. Board Proceedings:

2.3.3.1. The board president will monitor the entire board process and advise the board members on all proceedings.

2.3.3.2. The board president will administer the oath to voting board members and the non-voting recorder.

2.3.3.3. The board recorder will collect score sheets and compile the board scores using the board president composite score sheet ([See Attachment 5](#)). The board recorder will then sort the eligible members in order of merit from the highest score to the lowest score.

2.3.3.4. Board members will not discuss individual nominees' scores until after the composite board score is completed. This ensures each board member scores the record independently and fairly.

2.3.3.5. The board will choose the BTZ selectees, not exceeding the board quota, and a first alternate selectee.

2.3.4. The **board has the option (not mandatory) of using a personal interview process.** If the board uses the personal interview process, adhere to the guidelines outlined in [paragraph 2.3.5](#)

2.3.5. Personal Interview Board Process:

2.3.5.1. The primary purpose of the personal interview is the professional development of assigned Airmen, and to ensure appearance, bearing and communication is commensurate with written performance.

2.3.5.2. The board president will determine the uniform requirements, date, time and location (or interview method; i.e. telephone or video teleconference) for the personal interview board. NOTE: provide this information to nominee units and board members with sufficient time for nominees and board members to prepare.

2.3.5.3. The board president will assign each board member a chapter from the most current version of AFH 1-1, *Airman Handbook*. Board members will prepare one opinion-based question, from the assigned chapter, to ask the nominees. **NOTE:** The board president will provide the list of chapters to nominee units with sufficient time for nominees to review and prepare.

2.3.5.4. The board president will prepare one opinion-based current events question.

2.3.5.5. During the personal interview board, each board member will ask the same question to each nominee. Board members will rate the nominees based on the following: dress and appearance, military bearing and communication skills, using a 1-5 point scale (.5 increments are authorized). Each board member will use the entire interview to determine his or her interview score. These scores will then be added to the board member's score sheet.

2.3.5.6. The previously entered package score will be multiplied by two and added with the personal interview score to determine that nominee's overall board member score. The total number of possible points a nominee can earn from a single board member is 25; 20 (package) and 5 (personal interview).

2.3.5.7. The board members' scores will be entered onto the board president's composite score sheet (**Attachment 5**). The sum of board members' scores for each nominee will determine the order of precedence. The total number of possible points a nominee can earn from the cumulative total is 100; 80 (package) and 20 (personal interview). The winning order of precedence will be from highest composite board score to lowest.

2.3.6. The board president's scores are only used if needed to break ties. The board president should open discussion between board members to determine any board member score adjustment, before breaking any ties.

2.4. Processing Errors.

2.4.1. Prior to announcement. If a member should have been considered during the current quarter board and a processing error is discovered before promotions are announced, large unit commanders will consider the member and adjust selections accordingly (this does not apply to members who are gained, and it has been determined they were not considered by their losing base; see supplemental BTZ consideration). The CBB will reconvene to consider small unit eligible and adjust selections accordingly.

2.4.2. After announcement. If a member should have been considered during the current board and the error is discovered after selections are announced, supplemental promotion consideration procedures apply. Adjustments will not be made to the gaining unit/base quota if the error is discovered and a member should have been considered by their losing base. Every effort should be made to ensure the member is considered by the losing unit/base. If the losing unit/base has already announced selections, the gaining base should request supplemental consideration (with current commander recommendation).

2.5. Supplemental BTZ Consideration.

2.5.1. 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 commander's recommendation, the MPF forwards fully documented supplemental requests to HQ AFPC/DPSOA for consideration via e-mail. It is imperative supplemental BTZ consideration is requested only when the unit commander concurs with consideration. Additionally, if the basis for the supplemental request is because the member did not receive fair consideration (or was not considered at all at their last duty station), contact the losing unit and MPF before requesting supplemental consideration, and forward all correspondence along with the supplemental request. This will assist HQ AFPC/DPSOA in determining if supplemental BTZ consideration is appropriate. HQ AFPC/DPSOA will respond with further instructions. If an individual is selected, the member may apply for a retroactive change to their effective date according to AFI 36-2502, Para 1.15.

2.5.2. It is the responsibility of the member, supervisor and commander to ensure proper identification as an eligible, nomination IAW program policies, and verification of the data on the BTZ RIP prior to the board.

2.5.3. Supplemental consideration **will not be given** for the following reasons:

2.5.3.1. Incorrect data reflected on the BTZ RIP.

2.5.3.2. Denied BTZ nomination due to incorrect data reflected on the BTZ RIP.

2.5.3.3. BTZ eligibility listing not returned to 45 FSS/FSPD or individual was overlooked and not considered.

2.5.3.4. Nomination package, AF Form 2096, *Classification/On-The-Job Training Action*, or decoration was not completed, submitted and/or approved in time to meet the board.

2.6. Notification Process.

2.6.1. Small Units. Once the board report is approved by 45 SW/CC, 45 FSS/FSPD will notify squadron commanders or designated representatives of the results for release.

2.6.2. Large Units. Once selections are made, unit commanders will notify the member, underline the selectee(s) name, sign, date, and return the BTZ eligibility listing to the 45 FSS/FSPD no later than the last day of the selection month (i.e. 31 Mar, 30 Jun, 30 Sep, 31 Dec).

DOUGLAS A. SCHIESS
Brigadier General, USAF
Commander

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

AFH 1-1, *Airman Handbook*

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

AFI 33-322, *Records Management and Information Governance Program*, 6 March 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

AF Form 2096, *Classification/On-The-Job Training Action*

Abbreviations and Acronyms

459SW—45th Space Wing

AFFMS—Air Force Fitness Management System

AFRIMS—Air Force Records Information Management System

BTZ—Below-the-Zone

CBB—Central Base Board

CC—Commander

CCAFS—Cape Canaveral Air Force Station

CCC—Command Chief

CCCA—Command Chief Executive Assistant

DBH—Directed by Headquarters

EPR—Enlisted Performance Report

HQ SpOC—Headquarters Space Operations Command

IAW—In Accordance With

MAJCOM—Major Command

MilPDS—Military Personnel Data System

MPF—Military Personnel Flight

PAFB—Patrick Air Force Base

PIF—Personal Information File

RDS—Records Disposition Schedule

RIP—Report on Individual Personnel

RNLTD—Report No Later Than Date

RRR—Record Review Rip

SpOC—Space Operations Command

SURF—Single Unit Retrieval Format

TDY—Temporary Duty

TIG—Time in Grade

TIS—Time in Service

vMPF—Virtual Military Personnel Flight

Attachment 2

BTZ ELIGIBILITY CRITERIA

Table A2.1. BTZ Eligibility Criteria.

PROMOTION CRITERIA: A1Cs must meet the requirements in AFI 36-2502, Table 2.1, and have 36 months time-in-service (TIS) and 20 months time-in-grade (TIG), or 28 months TIG, whichever occurs first, and be recommended by the commander.

BTZ PROMOTION CRITERIA: A1Cs may be promoted to SrA six months prior to the fully qualified (FQ) phase point listed above as long as they meet the criteria listed in AFI 36-2502, Table 2.1, obtain a skill level waiver IAW Table 2.3, and are recommended by the commander.

Column 1		Column 2		Column 3	Column 4	Column 5	Column 6
36 MONTHS TIS (TAFMSD)	&	20 MONTHS TIG (DOR)	OR	28 MONTHS TIG (DOR)	THEN FQ PROMOTION IS	BOARD MEETS IN	BTZ PROMOTION TO SRA IS
JAN-MAR18	&	MAY-JUL19	OR	SEP-NOV 18	JAN-MAR 21	JUN 20	JUL-SEP 20
APR-JUN18	&	AUG-OCT19	OR	DEC18-FEB 19	APR-JUN 21	SEP 20	OCT-DEC 20
JUL-SEP18	&	NOV19- JAN20	OR	MAR- MAY19	JUL-SEP 21	DEC 20	JAN-MAR 21
OCT-DEC18	&	FEB-APR20	OR	JUN-AUG19	OCT-DEC 21	MAR 21	APR-JUN 21
JAN-MAR19	&	MAY-JUL20	OR	SEP-NOV 19	JAN-MAR 22	JUN 21	JUL-SEP 21
APR-JUN19	&	AUG-OCT20	OR	DEC19-FEB 20	APR-JUN 22	SEP 21	OCT-DEC 21
JUL-SEP19	&	NOV20- JAN21	OR	MAR- MAY20	JUL-SEP 22	DEC 21	JAN-MAR 22
OCT-DEC19	&	FEB-APR21	OR	JUN-AUG20	OCT-DEC 22	MAR 22	APR-JUN 22
JAN-MAR20	&	MAY-JUL21	OR	SEP-NOV 20	JAN-MAR 23	JUN 22	JUL-SEP 22
APR-JUN20	&	AUG-OCT21	OR	DEC20-FEB 21	APR-JUN 23	SEP 22	OCT-DEC 22
JUL-SEP20	&	NOV21- JAN22	OR	MAR- MAY21	JUL-SEP 23	DEC 22	JAN-MAR 23

OCT-DEC20	&	FEB-APR22	OR	JUN-AUG21	OCT-DEC 23	MAR 23	APR-JUN 23
JAN-MAR21	&	MAY-JUL22	OR	SEP-NOV 21	JAN-MAR 24	JUN 23	JUL-SEP 23
APR-JUN21	&	AUG-OCT22	OR	DEC21-FEB 22	APR-JUN 24	SEP 23	OCT-DEC 23
JUL-SEP21	&	NOV22- JAN23	OR	MAR- MAY23	JUL-SEP 24	DEC 23	JAN-MAR 24
OCT-DEC21	&	FEB-APR23	OR	JUN-AUG22	OCT-DEC 24	MAR 24	APR-JUN 24
JAN-MAR22	&	MAY-JUL23	OR	SEP-NOV 22	JAN-MAR 25	JUN 24	JUL-SEP 24

HELPFUL HINTS:

Use columns 1 & 2 for individuals who enter the service as an AB or Amn. Amn must satisfy both criteria - using the later board date.

Use column 3 for individuals who enter the service as an A1C or who enlist in the 6-year Enlistee 2.

Attachment 3

SRA BTZ QUOTA COMPUTATION WORKSHEET

Figure A3.1. SRA BTZ Quota Computation Worksheet.

<u>ELIG</u>	<u>QUOTA</u>	<u>ELIG</u>	<u>QUOTA</u>	<u>ELIG</u>	<u>QUOTA</u>	<u>ELIG</u>	<u>QUOTA</u>	<u>ELIG</u>	<u>QUOTA</u>
2-9	1	17-23	3	30-36	5	44-49	7	57-63	9
10-16	2	24-29	4	37-43	6	50-56	8	64-69	10

LARGE UNIT(S)

SMALL UNITS (CBB)

Unit	Tot Elig	Quota	Units	Tot Elig
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		_____	_____	

CBB QUOTA= _____

REQUIRED COORDINATION:

NCOIC, Career Development

Superintendent, Military Personnel Section _____

MPF Chief _____ (Approved/Disapproved)

Attachment 4

BOARD MEMBER SCORE SHEET

Table A4.1. Board Member Score Sheet.

SENIOR AIRMAN BELOW THE-ZONE SCORE SHEET _____ Quarter 202 _____					
Board Member:					
NOMINATION EVALUATION					
Nominee Name	Package Score	Package score x2 (Only if In-person board used)	In-Person Score	Total Score (Add Package Score x2 and In-Person Score if applicable)	Rank Order

<p><u>Package Scoring</u></p> <p>10 ABSOLUTELY SUPERIOR</p> <p>9.5 OUTSTANDING PACKAGE</p> <p>9.0 FEW COULD BE BETTER</p> <p>8.5 STRONG PACKAGE</p> <p>8.0 SLIGHTLY ABOVE AVERAGE</p> <p>7.5 AVERAGE</p> <p>7.0 SLIGHTLY BELOW AVERAGE</p> <p>6.5 WELL BELOW AVERAGE</p> <p>6.0 LOWEST IN POTENTIAL</p>	<p><u>In-Person Interview Scoring</u></p> <p>5 ABSOLUTELY SUPERIOR</p> <p>4.5 OUTSTANDING INTERVIEW</p> <p>4.0 FEW COULD BE BETTER</p> <p>3.5 STRONG INTERVIEW</p> <p>3.0 SLIGHTLY ABOVE AVERAGE</p> <p>2.5 AVERAGE</p> <p>2.0 SLIGHTLY BELOW AVERAGE</p> <p>1.5 WELL BELOW AVERAGE</p> <p>1.0 LOWEST IN POTENTIAL</p>
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Board Member Signature: _____

Attachment 5

BOARD PRESIDENT COMPOSITE SCORE SHEET

Table A5.1. Board President Composite Score Sheet.

SENIOR AIRMAN BELOW-THE-ZONE SCORE SHEET _____Quarter_____							
Board President: Board Members: 1. 2. 3. 4.							
IN-PERSON INTERVIEW PROCESS USED? Yes/No							
Nominee	Board Member 1	Board Member 2	Board Member 3	Board Member 4	President (Ties Only)	Total Score	Ranking
Board President's Signature: _____ Date: _____ Board Recorder's Signature: _____ Date: _____							

Attachment 6

UNIT BTZ CHECKLIST FOR LARGE AND SMALL UNITS

Figure A6.1. Unit BTZ Checklist for Large and Small Units.

- _____ Review the eligibility listing provided by 45 FSS/FSPD (See AFI 36-2502, Para 2.3.3.)
- _____ Ensure all eligible members meeting the TIS and TIG requirements are informed of their eligibility and review the RRR in vMPF so he/she can review data for verification.
- _____ Ensure members do not have promotion ineligibility conditions listed in AFI 36-2502, Table 1.1
- _____ Ensure an AF Form 1206 is completed with no more than 12 lines (including headings). Use the most current version of the form and the following headings: (1) Leadership and Job Performance in Primary Duty, (2) Whole Airman Concept (Personal/Professional Development, Esprit De Corps, and Community Relations).
- _____ Ensure one copy of the selection folder contents (paragraph 2.2) is forwarded to 45 FSS/FSPD by suspense date.

Nomination Package Includes:

- _____ Selection RIP
- _____ Citations to Decorations
- _____ SURF
- _____ AFFMS II Report

Attachment 7**OATH TO THE BTZ RECORDER****Figure A7.1. Oath to the BTZ Recorder.**

<p style="text-align: center;">“I SOLEMNLY SWEAR THAT I WILL KEEP A TRUE RECORD OF THE PROCEEDINGS OF THIS BOARD”</p> <p style="text-align: right;">_____ (Member Signature)</p> <p style="text-align: center;">To be given by the convening authority or designated representative.</p>

Attachment 8

OATH TO THE BTZ BOARD MEMBERS

Figure A8.1. Oath to the BTZ Board Members.

“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 EFFICIENCY OF THE UNITED STATES AIR FORCE.”

(Member Signature)

To be given by the convening authority or designated representative.