

Administrative Changes to SHEPPARDAFBI36-2502, *SENIOR AIRMAN BELOW-THE-ZONE (BTZ) PROGRAM*

References throughout to 82 FSS/CC (Major Kyle A. Moe) are hereby changed to 82 FSS/CC (Lt Col Kyle A. Moe). 24 February 2017

References throughout to "82 TRW/CC" Publication Signature Block, PATRICK G. DOHERTY are hereby changed to PATRICK J. DOHERTY. 24 February 2017

**BY ORDER OF THE COMMANDER  
82D TRAINING WING (AETC)**

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



**17 DECEMBER 2015**

*Incorporating Change 1, 8 February 2017*

*Certified Current on, 10 March 2021*

**Personnel**

**SENIOR AIRMAN BELOW-THE-ZONE  
(BTZ) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 82 FSS/FSMPD

Certified by: 82 FSS/CC  
(Maj Kyle A. Moe.)

Pages: 16

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This instruction implements AFD 36-25, *Military Promotion and Demotion*, and establishes procedures and responsibilities that apply to all units, to include tenant units, on Sheppard Air Force Base. It explains and standardizes the processing procedures for the SrA Below-the-Zone (BTZ) Program. Both the Central Base Board (CBB) and large units will utilize the procedures outlined in this guide and AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*. This publication is Tier 3 (“T-3”) in its entirety. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. 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), or any updated statement provided by the Air Force (AF) Records Management office (SAF/CIO A6P). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

## ***SUMMARY OF CHANGES***

Changed Paragraph 9.1., to reference Air Force Handbook 1, instead of Air Force Pamphlet 36-2241. Changed the title for **Chapter 2**. Added subparagraphs and renumbered according to AFI 33-360 requirements. Updated the references in Attachment 1 and deleted reference to Air Force Pamphlet 36-2241. Attachment 3, paragraphs 4c., and 6., replaced POC names with office symbol and organization e-mail address. A margin bar (|) indicates newly-revised material.

### **1. Objective .**

1.1. This program is designed to provide the opportunity for exceptionally-well qualified A1C(s), a one-time consideration, to advance to SrA 6 months prior to the fully-qualified point with a 15-percent selection opportunity. Members selected for SrA Below-the-Zone (BTZ) receive a Date of Rank (DOR) and effective date equal to 6 months prior to the fully-qualified date.

### **2. Eligibility .**

2.1. Airmen must meet promotion requirements as outlined in AFI 36-2502, Table 2.1., have completed 36 months time-in-service (TIS) and 20 months time-in-grade (TIG), or 28 months TIG (whichever occurs first). Individuals nominated must be of the highest caliber and clearly deserve the recognition.

2.2. Eligibles are identified via standard Air Force products “MPS SRA BTZ List” and the “SrA BTZ Unit List”. These products are automatically generated by Military Personnel Data System (MilPDS) at the end of month (December, March, June, and September) preceding the first processing month (January, April, July, and October). The “SrA BTZ Unit List” (Parts I, II and III) is provided to unit commanders no later than the second week of the processing month.

**Table 2.1. SrA BTZ Processing Cycle.**

| <b>Item</b> | <b>Processing Months</b> | <b>Board/Selection Month</b> | <b>For Promotions In</b> |
|-------------|--------------------------|------------------------------|--------------------------|
| 1           | January/February         | March                        | April - June             |
| 2           | April/May                | June                         | July – September         |
| 3           | July/August              | September                    | October – December       |
| 4           | October/November         | December                     | January - March          |

2.3. Airmen with assignments must be “considered” by the losing unit if their Report Not Later Than Date (RNLTD) is the 1st day of the first processing month or later.

### **3. Responsibilities .**

3.1. 82 TRW/CCC or designated CMSgt:

3.1.1. Serves as the CBB President and oversees the CBB process.

3.1.2. Selects four SNCOs (three primaries and one alternate) to be board members.

3.1.3. Convenes and chairs the CBB.

3.1.4. Coordinates with the MPS to establish a CBB date.

3.1.5. Determines whether a “face-to-face” board or a “records only” board will be convened.

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

3.1.7. Administers the oath to the recorder.

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

3.1.9. Ensures each individual is scored using a fair and consistent scoring system.

### 3.2. Military Personnel Section (MPS):

3.2.1. Administers SrA BTZ Promotion Program IAW AFI 36-2502, **Chapter 2**, and current Air Force Personnel Center guidance (i.e. Enlisted Promotions Personnel Services Delivery Guide).

3.2.2. Publish SrA BTZ timeline/milestones (attachment 2).

3.2.3. Appoints a board recorder in the grade of SrA or higher for the CBB.

3.2.4. Identify Eligibles.

3.2.4.1. Obtain the automatic quarterly end of month (EOM) output products from Personnel Systems Management Element (PSM). These products will identify all A1Cs who meet or exceed the TIS and TIG requirements, regardless of promotion ineligibility conditions (i.e. on the control roster, Primary Air Force Specialty Code (PAFSC) skill level too low, undergoing Article 15 suspended reduction, etc.), and whose grade status reason (GSR) does not equal code “5Q” (previously considered for SrA BTZ).

3.2.4.2. Use the “MPS SrA BTZ List” to verify member’s eligibility and remove names of those exceeding the TIG/TIS requirements for the current board before forwarding the “SrA BTZ Unit List” to the unit commander.

3.2.4.3. Notify unit if they are a large or small unit and distribute “SrA BTZ Unit List” to unit commanders with quotas, if applicable, NLT the 10th of the first processing month. E-mail template at attachment 3.

3.2.5. Coordinate with Outbound Assignments and verify BTZ eligibility of all A1Cs departing PCS. Prepare a BTZ selection folder for Airmen departing prior to the first processing month for the BTZ quarter they are TIG/TIS eligible and whose RNLTD is the first day of the first processing month or later. Promotions will coordinate on the AF Form 907, Relocations Preparation Checklist, for all A1Cs departing PCS.

3.2.6. Determine quotas and distribution based on 15 percent of eligible Airmen. Approval authority for quota distribution is delegated to the MPS Chief (82 FSS/FSMP). (Attachment 4) Quota distribution is based on 15 percent of eligible (eligibility for distribution of quotas is based on TIG and TIS only, regardless of normal ineligibility conditions). Refer to AFI 36-2502 for additional guidance.

**Table 3.1. Quota Distribution (15%).**

| Eligibles | Quota | Eligibles | Quota |
|-----------|-------|-----------|-------|
| 7-9       | 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    |

### 3.3. Unit Commander:

3.3.1. Review the eligibility listing provided by 82 FSS/FSMPD and consider all individuals meeting TIG and TIS requirements. If a member is on Temporary Duty (TDY), on leave, or has a RNLTD on or after the first day of the first processing month (see Table 1), the unit commander will ensure the member is considered for that quarter's selections. If the member is a projected gain and has not departed the previous duty station as of the first day, of the first month, of that SrA BTZ quarter, the gaining unit and MPS, in coordination with the current unit commander, must ensure the member is considered at previous location.

3.3.2. Ensures all eligible members meeting the TIG and TIS requirements are informed of their eligibility by verifying member's personal data via a Records Review Listing (RRL) Report on Individual Personnel (RIP) located in the Virtual Military Personnel Flight (vMPF).

3.3.3. Review any enlisted performance reports (EPRs), personal information folder (PIF), discuss consideration with the supervisor and chain of command, etc., before making a BTZ recommendation.

3.3.4. Nominates unit member(s) to meet a unit board or CBB who demonstrate the potential to be effective as a SrA and are clearly deserving of promotion above his/her peers. If a unit is not going to nominate, negative replies are required.

3.3.5. Unit commanders will ensure non-recommended Airmen are notified either verbally or in writing if they are not recommended for SrA BTZ.

3.3.6. Unit commanders will report any change in nominee/selectee's performance to MPS Career Development.

## 4. Large Units.

4.1. Large units (seven or more eligibles) receive their own quotas and promote at unit level. Large units will convene a board and follow the same procedures as the CBB. The board president of large units will be the squadron superintendent. If the squadron superintendent cannot be present for the board, the unit commander will appoint a SMSgt, CMSgt, or a first sergeant as the board president. The board president will appoint four SNCOs as voting members. Once selections are made, large unit commanders underline the selectee(s) name, sign, date, and return the BTZ eligibility listing to the MPS along with the minutes (attachment 5) and SAFB Form 4, *SrA BTZ Board Member Score Sheet*, and SAFB Form 5, *SrA BTZ Score Sheet*, NLT the third Wednesday of the selection month. MPS will prepare approval for the respective wing commander. The unit commander may request to send

individuals to the CBB rather than conducting a unit board (if this option is chosen, large units must relinquish selection authority and all quotas to the CBB).

## 5. Small Units.

5.1. Small units (six or less eligibles) may forward as many eligible to the CBB as the unit commander deems appropriate. For example, if the unit has five eligible, the commander may forward all, some, or none of the eligible to the CBB; however, commanders are encouraged to forward only those Airmen who are truly deserving of early promotion to SrA. Unit commanders will circle the name(s) of the nominee(s) on the eligibility list, sign the list, and return it to the MPS Career Development Element by the designated suspense date.

**6. Units cannot aggregate above the unit level.** If a unit commander (not group) is the commander having promotion authority for more than one organization, the eligible are combined at the unit level and the unit remains a small unit or becomes a large unit.

## 7. Nominations.

7.1. Nomination packages must be routed through the group commander prior to submission to the MPS Career Development Element. Groups will forward approved nomination packages via e-mail to 82 FSS/FSMPD Promotions and Weighted Airman Promotion System (WAPS) ([82fss.fsmpd.promwaps@us.af.mil](mailto:82fss.fsmpd.promwaps@us.af.mil)) NLT the suspense provided in the milestones. Nomination packages will include:

7.2. AF Form 1206, *Nomination for Award*. The AF Form 1206 will be a maximum of 15 lines (not including the headings). Headings are as follows: Leadership and Job Performance in Primary Duties (nine bullets); Training, Education, and Self-improvement Efforts (three bullets); and Other Accomplishments (three bullets).

7.3. Fitness Assessment Score Sheet History.

## 8. Board Procedures.

8.1. Boards will be a face-to-face board where nominees will be required to physically appear before the board. Nominees that are deployed or assigned to detachments should attempt to meet the board via VTC or by video recording. These appearances will be coordinated by the Group Superintendent. The only exception will be airmen in unique situations (i.e., TDY, emergency leave, convalescent leave, hospitalization, PCS en route, etc.). Commanders, First Sergeants, and Supervisors will take all necessary steps to ensure the nominees are present to meet the board. Members not able to appear before the board must be excused by the 82 TRW/CCC. The request must be coordinated through the respective Group Superintendent. If there are members excused by the 82 TRW/CCC, the board will be records only. Nominees who do not have an excused absence will receive zero points. The board will be held prior to the 17th day of the board month in order for selection updates to be processed.

8.2. The recorder will swear in the president and all board members. After the president is sworn in, the president will administer the oath to the recorder.

8.2.1. President and Board Members Oath: "I SOLEMENLY SWEAR THAT I WILL WITHOUT PREJUDICE OR PARTIALITY, HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND THE UNITED STATES AIR FORCE, PERFORM THE DUTIES IMPOSED UPON ME."

8.2.2. Recorder's Oath. "I SOLEMNLY SWEAR THAT I WILL KEEP A TRUE RECORD OF THE PROCEEDING OF THIS BOARD."

8.3. The president of the board will direct the board's attention to specific areas to be considered during the evaluations, records handling, scoring, and other administrative details.

8.4. After the board, the board recorder will prepare the board report. The board report should contain a list of board members, board recorder, order of merit (identified total score and select/non-select status), and cutoff score. The report will be signed by the board president and board recorder, and approved by the host wing commander.

8.5. If an Airman was not considered during their eligibility time frame and the error is discovered before BTZ selections are announced, the large unit commander will consider the Airman and adjust selections accordingly. The CBB will reconvene to consider small unit eligibles and selections are adjusted accordingly. If the error is discovered after selections are announced, request supplemental BTZ consideration IAW AFI 36-2502.

## 9. Nominee Study Areas.

### 9.1. Commander Responsibilities.

9.1.1. Unit commanders will ensure all eligible SrA BTZ Airmen have access to Air Force Handbook 1, The Airman Handbook, prior to meeting the Large Unit board or CBB. The Air Force Handbook is available upon request from the unit WAPS monitor and electronically on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil). Board questions will derive from the following chapters and are subject to change:

9.1.1.1. **Chapter 2**, Enlisted History.

9.1.1.2. **Chapter 6**, Standards of Conduct.

9.1.1.3. **Chapter 8**, Military Customs, Courtesies, and Protocol for Special Events.

9.1.1.4. **Chapter 17**, Dress and Appearance.

## 10. SrA BTZ Scoring.

10.1. BTZ nominee package is worth a maximum 15 points and the board appearance is worth maximum 5 points (1 point each answer/3 points for dress, appearance, and bearing) for a total possible score of 20 points. Each of the voting board members independently assigns points which are then totaled.

10.2. Each board member will then place each nominee in rank order in the "total" column of SAFB Form 4. The board president will compute the composite score of each nominee by adding the "total" column of each board member. Then the recorder lists the nominees in order of merit by ordinal score once the quota is applied. The board president's scores will only be used as a tiebreaker.

10.3. The board is not required to use all quotas if the quality of the nominations is not sufficient to warrant promotion.

**11. Alternate Selection.**

11.1. Alternates will be selected in the event a selectee is removed before the effective date. SrA BTZ promotions cannot be placed in withhold. Projected promotions must be removed for any quality indicators listed in AFI 36-2502, Table 1.1, including under investigation.

**12. Supplemental Consideration.**

12.1. Commanders may request supplemental BTZ consideration (attachment 6) for individuals that should have been considered by a previous board and the error isn't discovered until after selections are announced or promotion updated. Unit commanders will review AFI 36-2502, para 2.5, before forwarding fully documented supplemental request to the MPS Career Development for consideration.

12.2. Supplemental consideration must be requested and approved prior to the next convening BTZ board. If supplemental consideration is approved by 82 TRW/CC, supplemental BTZ will be convened in conjunction with the next quarterly BTZ CBB. Supplemental BTZ will be given an extra quota for them ONLY. If the supplemental nominee is not selected, the extra quota goes away and cannot be given to another nominee.

12.3. It is the individual supervisor's, and commander's responsibilities to ensure an individual has been properly identified as eligible and the data on the BTZ RIP is accurate and complete.

PATRICK G. DOHERTY  
Brigadier General, USAF  
Commander



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

Air Force Handbook 1, *The Airman Handbook*, 1 October 2015

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

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

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-25, *Military Promotion and Demotion*, 7 May 2014

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 907, *Relocations Preparation Checklist*

AF Form 1206, *Nomination for Award*

***Prescribed Forms***

SAFB Form 4, *SrA BTZ Board Member Score Sheet*

SAFB Form 5, *SrA BTZ Score Sheet*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AETCI**—Air Education and Training Command Instruction

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

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

**BTZ**—Below the Zone

**CBB**—Central Base Board

**DOR**—Date of Rank

**EOM**—End of Month

**EPR**—Enlisted Performance Report

**GSR**—Grade Status Reason

**IAW**—In Accordance With

**MilPDS**—Military Personnel Data System

**MPS**—Military Personnel Section

**NLT**—Not Later Than

**OPR**—Office of Primary Responsibility

**PAFSC**—Primary Air Force Specialty Code

**PCS**—Permanent Change of Station

**PDG**—Professional Development Guide

**PIF**—Personal Information Folder

**PSM**—Personnel Systems Management Element

**RDS**—Records Disposition Schedule

**RIP**—Report on Individual Personnel

**RNLTD**—Report No Later Than Date

**RRL**—Records Review Listing

**SAFB**—Sheppard Air Force Base

**TDY**—Temporary Duty

**TIG-Time-In**—Grade

**TIS-Time-In**—Service

**vMPF**—Virtual Military Personnel Flight

**WAPS**—Weighted Airman Promotion System

## Attachment 2

## EXAMPLE BTZ BOARD CALENDAR

Table A2.1. Example BTZ Board Calendar.

| <b>ACTION</b>                                 | <b>1st Qtr</b> | <b>2d Qtr</b> | <b>3rd Qtr</b> | <b>4th Qtr</b> | <b>1st Qtr</b> | <b>2d Qtr</b> |
|---|----------------|---------------|----------------|----------------|----------------|---------------|
| Rosters Available                             | 3-Jan-15       | 1-Apr-15      | 1-Jul-15       | 1-Oct-15       | 4-Jan-16       | 1-Apr-16      |
| Rosters Sent to Sq CCs                        | 9-Jan-15       | 10-Apr-15     | 10-Jul-15      | 9-Oct-15       | 8-Jan-16       | 8-Apr-16      |
| Suspense for Gp to have Pkgs to MPS           | 27-Feb-15      | 29-May-15     | 31-Aug-15      | 30-Nov-15      | 26-Feb-16      | 27-May-16     |
| Board Mbr Appointed                           | 3-Mar-15       | 2-Jun-15      | 2-Sep-15       | 2-Dec-15       | 1-Mar-16       | 2-Jun-16      |
| Board Pkgs forwarded to Board Members         | 9-Mar-15       | 8-Jun-15      | 8-Sep-15       | 9-Dec-15       | 8-Mar-16       | 8-Jun-16      |
| Board Convenes                                | 16-Mar-15      | 16-Jun-15     | 15-Sep-15      | 15-Dec-15      | 15-Mar-16      | 16-Jun-16     |
| Board Minutes (Promotion Rec Letter) Prepared | 17-Mar-15      | 17-Jun-15     | 16-Sep-15      | 16-Dec-15      | 16-Mar-16      | 17-Jun-16     |
| Board Minutes/Results Approved by Wing CC     | 25-Mar-15      | 24-Jun-15     | 24-Sep-15      | 20-Dec-15      | 22-Mar-16      | 23-Jun-16     |
| Board Results provided to Gp/Sq CCs           | 26-Mar-15      | 25-Jun-15     | 25-Sep-15      | 21-Dec-15      | 23-Mar-16      | 24-Jun-16     |
| MPS Updates MilPDS                            | 31-Mar-15      | 29-Jun-15     | 30-Sep-15      | 30-Dec-15      | 31-Mar-16      | 30-Jun-16     |

## Attachment 3

## NOTIFICATION E-MAIL TO UNIT CC

TO: Unit Commanders, First Sergeants, and Group Superintendents  
 SUBJECT: FOUO--#th Quarter SrA Below-the-Zone Board Nominations  
 THE INFORMATION HEREIN IS FOR OFFICIAL USE ONLY (FOUO) WHICH MUST BE PROTECTED UNDER THE PRIVACY ACT OF 1974, AS AMENDED. UNAUTHORIZED DISCLOSURE OR MISUSE OF THIS PERSONAL INFORMATION MAY RESULT IN CRIMINAL AND/OR CIVIL PENALTIES.

Commanders,

1. The SrA Below-the-Zone (BTZ) program is designed to provide the opportunity for exceptionally well qualified A1Cs a one-time consideration for promotion to be effective 6 months prior to the fully qualified point with a 15-percent selection opportunity. Please follow the instructions as indicated by an "X" below:

\_\_\_\_\_ a. Small Unit: Your unit has six or less eligible and may nominate one or more of the eligible A1Cs to compete before the Central Base Board (CBB) to be held on the date indicated in the timeline below. Please follow the nomination process in paragraph 3 below.

\_\_\_\_\_ b. Large Unit: Your unit has seven or more eligible and may select # A1C(s) for SrA BTZ promotion through your Large Unit Board (LUB) process. LUBs will follow the same procedures as the CBB and will convene not earlier than first day of the 3rd processing month (Mar, Jun, Sep, Dec) but no later than the CBB convening date identified in the timeline below. Return the signed unit listing, nominee packages, and your unit's promotion recommendation NLT \_\_\_\_\_ to ensure timely approval by the 82 TRW/CC and update MilPDS. Additional guidance will be provided by the MPS. Do not publicly release promotion selections until selections have been approved by 82 TRW/CC.

2. The attached "SrA BTZ Unit List" identifies A1Cs assigned to your unit who may be considered for BTZ promotion to SrA this quarter. They have a date of rank (DOR) within 6 months of the normal fully qualified DOR for promotion to SrA. Unit listing has 3 parts. (**Note:** You will only receive the parts for which you have members.)

PART I: Identifies A1C's with no quality indicators in their record.

PART II: Lists "questionable eligible" (individuals with quality indicators) who may not be qualified for BTZ promotion.

PART III: List A1C's who meet the time in grade (TIG) and time in service (TIS) requirements, but cannot be selected due to promotion ineligibility conditions.

a. Commander's must carefully review the Airman's EPRs, PIFs, UIF, and discuss with the rating chain prior to making a nomination decision. Individuals nominated must be of the highest caliber and clearly deserve the recognition.

b. Airman with assignments must be "considered" by the losing unit if their RNLTD is the 1st day of the first processing month or later.

3. Eligibility: Airmen must have a 3-skill level to be promoted to SrA. Process PAFSC skill level waivers for A1Cs with a 1-skill level according to AFI 36-2502, Table 2.1. Skill level requirements must be met by the effective date of promotion to SrA.

4. Nomination Process:

a. Return the completed "SrA BTZ Unit List" by underlining the name(s) of the nominee(s), (signed and dated) to the MPS Career Development NLT \_\_\_\_\_.

b. Forward nomination package to the MPS NLT \_\_\_\_\_. Nomination packages will consist of the following:

(1) AF Form 1206. The AF 1206 will be a maximum of 15 lines (not including the headings). Headings are as follows:

- i. Leadership and Job Performance in Primary Duties (9 Bullets).
- ii. Training, Education, and Self-improvement Efforts (3 Bullets).
- iii. Other Accomplishments (3 Bullets).

(2) Fitness Assessment Score Sheet History.

c. All nomination packages must be routed through your group commander prior to submission to the MPS Career Development Element. Groups will forward approved nomination packages via e-mail to 82 FSS/FSMPD at 82fss.fsmpd.promwaps@us.af.mil.

5. There is a base-wide total of ## BTZ eligibles, therefore, there will be a quota of # SrA Stripes available to be awarded during the Central Selection Board.

6. Please see AFI 36-2502, Chapter 2, for further guidance on the SrA BTZ Program. For additional guidance feel free to e-mail 82 FSS/FSMPD at 82fss.fsmpd.promwaps@us.af.mil.

**Table A3.1. Milestones (Change timeline for respective board).**

|           |  |
|-----------|--|
| 1 Oct 14  | MPS SRA BTZ List and SrA BTZ Unit List are available                           |
| 10 Oct 14 | MPS will forward SrA BTZ Unit List to unit commanders NLT.                     |
| 29 Oct 14 | Unit Commander returns completed SrA BTZ Unit Lists NLT                        |
| 26 Nov 14 | Nomination packages must be returned to the MPS                                |
| 2 Dec 14  | Command Chief will appoint board members NLT                                   |
| 8 Dec 14  | MPS will forward nomination packages to board members for review               |
| 15 Dec 14 | Board will convene   |
| 16 Dec 14 | MPS will prepare board minutes/recommendation for Host Wing Commander approval |
| 23 Dec 14 | Board minutes/recommendation should be approved by Host Wing Commander         |
| 29 Dec 14 | Board results should be provided to Gp/Sq Commanders NLT                       |
| 31 Dec 14 | MPS update MilPDS NLT  |

**Attachment 4  
BTZ QUOTA WORKSHEET**

**Figure A4.1. BTZ Quota Worksheet.**

**SENIOR AIRMAN BTZ QUOTA COMPUTATION WORKSHEET**

Quarter (dates) [redacted]  
Central Base Board Date: [redacted]

| QUOTA DISTRIBUTION |       |           |       |
|--------------------|-------|-----------|-------|
| Eligibles          | Quota | Eligibles | Quota |
| 7-9                | 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    |

Note: 7 or more eligibles denotes that the unit is considered a *Large Unit*  
6 or less eligibles denotes that the unit is considered a *Small Unit*

|                      |   |
|----------------------|---|
| <b>LARGE UNITS</b>   | <b>SMALL UNITS (Central Base Board (CBB))</b> |
| Suspense: [redacted] | Suspense: [redacted]                          |

| UNIT                           | ELIGIBLES | QUOTA | SELECTEES | UNIT                                  | ELIGIBLES | SUBMITTED |
|--------------------------------|-----------|-------|-----------|---------------------------------------|-----------|-----------|
|                                |           |       |           |                                       |           |           |
|                                |           |       |           |                                       |           |           |
|                                |           |       |           |                                       |           |           |
|                                |           |       |           |                                       |           |           |
|                                |           |       |           |                                       |           |           |
| <b>TOTAL LARGE UNIT QUOTA:</b> |           |       |           | <b>TOTAL ELIGIBLE:<br/>CBB QUOTA:</b> |           |           |

Prepared by:

LAST MI FIRST, SrA, USAF  
SrA BTZ Recorder

Approved:

LAST MI FIRST, RANK, USAF  
Chief, Military Personnel Section

Attachment 5

BTZ RESULTS TEMPLATE

Figure A5.1. BTZ Results Template.



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

DATE

MEMORANDUM FOR 82 TRW/CCC  
82 TRW/CC  
82 FSS/FSMPD  
IN TURN

FROM: 82 FSS/FSMPD

SUBJECT: Senior Airman Below-the-Zone (BTZ) Selection Board Recommendation

1. A central selection board convened on DDMMYY at ### to consider A1Cs nominated by their unit commanders for BTZ selection to SrA. The board membership consisted of:

| GRADE | NAME | GROUP  | POSITION       |
|-------|------|--------|----------------|
| CMSgt |      |        | President      |
| CMSgt |      |        | Member         |
| SMSgt |      |        | Member         |
| SMSgt |      |        | Member         |
| SrA   |      | 82 FSS | Board Recorder |

2. The following chart illustrates the quota computation process. There were ## eligibles for the second quarter board. As a result, the board was able to select xxxx (#) Airmen for SrA BTZ.

| 15% QUOTA DISTRIBUTION |       |           |       |
|------------------------|-------|-----------|-------|
| Eligibles              | Quota | Eligibles | Quota |
| 7-9                    | 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    |

3. The board considered ## nominees. Based on the selection quota of ##, the board's recommendations are summarized in rank order below with ## alternates:

| NAME | Mbr1 | Mbr2 | Mbr3 | Mbr4 | TOTAL | RANKED | Promotion Eff Date |
|------|------|------|------|------|-------|--------|--------------------|
|      |      |      |      |      |       |        |                    |
|      |      |      |      |      |       |        |                    |
|      |      |      |      |      |       |        |                    |
|      |      |      |      |      |       |        |                    |

----- LAST ENTRY -----

Figure A5.2. BTZ Results Template Continued.

4. The following A1Cs are from large units (7 or more eligible). They have been selected for SrA BTZ by their respective unit selection boards.

| NAME | Mbr1 | Mbr2 | Mbr3 | Mbr4 | TOTAL | RANKED | Promotion Eff<br>Date |
|------|------|------|------|------|-------|--------|-----------------------|
| NONE |      |      |      |      |       |        |                       |

----- LAST ENTRY -----

5. The selection board adjourned at ### hrs on DDMMYY. Recommend approval of the board proceedings.

FIRST MI LAST, SrA, USAF  
Board Recorder

FIRST MI LAST, CMSgt, USAF  
Board President

1st Ind. 82 TRW/CCC

MEMORANDUM FOR 82 TRW/CC

Recommend approval/disapproval.

FIRST MI LAST, CMSgt, USAF  
Command Chief Master Sergeant

2nd Ind. 82 TRW/CC

MEMORANDUM FOR 82 FSS/FSMPD

Approved/Disapproved.

FIRST MI LAST  
Brigadier General, USAF  
Commander



## Attachment 6

## SUPPLEMENTAL BTZ CONSIDERATION REQUEST

Figure A6.1. Request Supplemental BTZ Consideration.

DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

(Date)

MEMORANDUM FOR S2 FSS/FSMPD

FROM: (UNIT) CC

SUBJECT: Supplemental Below-the-Zone (BTZ) Consideration for A1C (Full Name)

1. Request supplemental BTZ consideration for (LastName).
2. A1C (LastName) was not afforded the opportunity to compete for SrA BTZ against his/her peers because (give full justification).
3. Please contact me for any questions or comments at DSN (contact number).

(UNIT) Commander Signature Block