

Administrative Changes to 30SWI36-2502, 30<sup>th</sup> Space Wing Senior Airman Below-The-Zone (BTZ) Promotion Program

OPR: 30FSS/FSP

References throughout to “andenberg” is hereby changed to “Vandenberg”.

References throughout to “**Personal Face to Face Interview Board**” is hereby changed to “**Personal Face to Face Interview Board.**”.

References throughout to “AF 1026” is hereby changed to “AF Form 1206”.

References throughout to “**Prior to the board date**” is hereby changed to “**Prior to the board date**”.

22 August 2018

**BY ORDER OF THE COMMANDER  
30TH SPACE WING**

**30TH SPACE WING INSTRUCTION  
36-2502**



**1 MARCH 2018**

**Personnel**

**30TH SPACE WING SENIOR AIRMAN  
BELOW-THE-ZONE (BTZ)  
PROMOTION 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: 30 FSS/FSPD

Certified by: 30 SW/CCC  
(CMSgt Diena M. Mosely)

Supersedes: 30SWI36-111, 9 July 2004;  
30SWI36-2501, 23 June 2009

Pages: 19

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This instruction implements AFI 36-2502, *Airman Promotion Program* and Personnel Services Delivery Guide, *Enlisted Promotions*. It establishes and standardizes the procedures for the Vandenberg AFB Senior Airman BTZ Promotion Program. As defined within, this instruction is applicable to large and small units. Refer recommended changes and conflicts to the OPR, using the AF Form 847, *Recommendation for Change of Publication*.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This document has been rewritten in its entirety. Review all paragraphs for the most up to date guidance.

**1. Program Objective.** The Senior Airman BTZ Promotion Program is designed to provide an exceptionally well-qualified Airman First Class a one-time opportunity to be considered for promotion to Senior Airman 6 months prior to the fixed fully qualified phase point.

1.1. Only our very best performers may be nominated for BTZ. They must be positive role models and clearly deserve the recognition.

1.2. andenberg AFB will have one Central Base Board (CBB) each quarter consisting of nominees from all of the small units as well as tenant units on the base. There will not be separate boards for each MAJCOM represented on base. Large units will not be part of the CBB and will conduct their own boards using the criteria set forth for the CBB.

1.2.1. A small unit is defined as a unit with fewer than seven eligible candidates.

1.2.2. A large unit is defined as a unit with seven or more eligible candidates.

1.3. SrA BTZ Promotion Boards are held the last month of each quarter (Mar, Jun, Sep, and Dec).

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

1.5. A projected BTZ promotion cannot be placed in withhold status. If the squadron commander determines a negative 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 with 30 SW/CC concurrence request (CBB only). If the member is from a large unit board, the unit board president may make a recommendation to the unit commander to request that the alternate receives the promotion. If the request is approved, the large unit board president must submit a BTZ meeting minutes amendment to 30 FSS/FSPD. Once reviewed by 30 FSS/FSPD the large unit board president will submit to the 30 SW/CC for concurrence.

**2. Roles and Responsibilities.** Responsibilities for the Senior Airman BTZ Promotion Program are as follows:

2.1. 30 SW/CC:

2.1.1. Serves as the promotion authority for both wing and associate units.

2.1.2. As the Host Installation Commander, establishes written administrative procedures for the Senior Airman BTZ Promotion program, including CBB proceedings, IAW AFI 36-2502.

2.1.3. Approves quota distribution based on 15 percent of eligibles (table 1). Approval of quota distribution is delegated to 30 FSS/FSP, Military Personnel Flight Commander, IAW AFI 36-2502, Para 2.3.5.

2.2. 30 FSS/FSPD:

2.2.1. Administers SrA BTZ promotion program IAW AFI 36-2502, Enlisted Airman Promotion/Demotion Programs, Para 2.3. through 2.5., current Air Force Personnel Center guidance (Personnel Services Delivery Guide, Enlisted Promotions and Attachment 8 of this publication.)

2.2.2. Appoints two board recorders in the grade of SrA or higher for each CBB.

### 2.3. Commanders of all units:

2.3.1. Reviews the eligibility listing provided by 30 FSS/FSP to consider all individuals meeting time in service (TIS) and time in grade (TIG) requirements. If member is TDY, on leave, or has a report no later than date (RNLTDD) on or after the first day of the first processing month. The unit commander will ensure the member will be 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 BTZ quarter, the gaining unit and MPF in coordination with the current unit commander must ensure the member was/is considered at previous location.

2.3.2. Ensures all eligible members meeting the TIS and TIG requirements are informed of eligibility and verifies personal data via a Career Data Brief at the vMPF.

2.3.3. Nominates unit member(s) to meet a unit board or CBB based on the following criteria:

2.3.3.1. Ensures member demonstrates the potential to be effective as a SrA and is clearly deserving of promotion above his/her peers.

2.3.3.2. Ensures member does not have any promotion ineligibility condition listed in AFI 36-2502, Table 1.1.

2.3.3.3. Ensures member does not have negative quality force indicators. [Discuss nomination with supervisors/rating chain and reviews the personal information file (PIF).]

2.3.4. An AF Form 1206, Nomination for Award, will be used instead of an EPR to submit a nominee. The AF Form 1206 will be no more than 10 lines in length not including headings. The following 3 categories will be used: (1) Performance in Primary Duties/Training Requirements, (2) Followership/Leadership, and (3) Whole Airman Concept with an optimum 6-2-2 bullet category, not including headers.

### 2.4. Commanders of small units (units with 6 or less eligibles):

2.4.1. The number of eligible members nominated by a unit will be no more than the total number of quotas (stripes) being considered by the CBB. The MPF will notify the commander of this number.

### 2.5. Commanders of large units (units with 7 or more eligibles):

2.5.1. Conduct a board using the criteria set forth for the CBB (paragraph 4.2).

### 2.6. President of CBB:

2.6.1. Serve as the facilitator of the board and be responsible for overseeing and guiding the board members in selecting SrA BTZ candidates.

2.6.2. Nominates four board members for each CBB (paragraph 4.1.3. and 4.2.2.2.) The CBB will include the 30 SW/CCC (serving as board president); the remainder will be comprised of 30 SW Group Superintendents and tenant unit Senior Enlisted leaders, or any other Senior Enlisted leader, as designated by the 30 SW/CCC.

2.6.3. Ensures board members are trained, and follow CBB instructions (Attachment 2).

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

2.6.5. Ensures Board Minutes are completed in accordance with paragraph 2.8.1, approved by 30 SW/CC, and returned to 30 FSS/FSPD for final processing by the final week of the selection month as defined in Table 2.

2.6.6. Review and approve all board member questions. Board members will forward their questions to the CBB/Large Unit Board President no later than 48 hours prior to the board convening.

2.7. Board members of CBB and large unit boards:

2.7.1. Score nominees' packages per Attachment 2 through Attachment 5 guidance.

2.7.2. Be familiar with and ensure strict adherence to AFI 36-2502 Enlisted Airman Promotion/Demotion Programs and 30SWI 36-2502 30th Space Wing Senior Airman Below-the-Zone (BTZ) Promotion Program.

2.8. Board Recorders:

2.8.1. Prepare the board minutes that will include, at a minimum, a list of board members, board recorders, order of merit (identifying select/non-select status) and cutoff score (Refer to Attachment 9).

2.9. Prepare and route board minutes and congratulatory letters for 30 SW/CC signature within three duty days of board convening.

**3. Quotas.** Quotas are based on 15 percent of the total TIG and TIS commensurate eligibles. Eligible population is listed on the quarterly BTZ rip (remove students and World Class Athletes from the eligible population). The MPF/CC determines, approves and distributes quotas to units. Quotas are computed and distributed as follows: Computation: Eligibles multiplied by 15 percent equals the quota Example: 13 eligibles x 0.15 = 1.95, or 2 BTZ quotas (**NOTE:** Fractions of 0.5 or higher are rounded up)

**Table 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		

**Table 2. Processing Cycles.**

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

**4. CBB and Large Unit BTZ Board Procedures.**

4.1. Commanders, first sergeants, and supervisors will take all necessary steps to ensure the nominees are present to meet the board. (i.e., members on leave in the local area, shift workers, etc).

4.1.1. The standard will be for all BTZ nominees to meet the CBB in person for a face-to-face board. Service dress uniform will be worn by nominees, board members and board recorders.

4.1.1.1. Supervisors of nominated airmen will also attend board proceedings. Supervisors will wear UOD. After their airman has meet the CBB they will receive feedback.

4.1.1.2. Individual exceptions will be granted for deployments or similar circumstances (i.e. emergency leave). The 30 FSS/FSPD will notify the board president regarding a nominee's duty status (i.e. leave, deployed, quarters, etc.).

4.1.1.2.1. The request for exemption from the board must be coordinated through the respective Group Superintendent with the 30 SW/CCC serving as the final exemption approval authority. If excused, nominees will received the "average" interview score of those who met the face-to-face board. Nominees that are not excused and fail to meet the board will receive zero points for the face-to-face interview. Any eligible A1C with leave scheduled prior to the announcement of the CBB will be excused from the face-to-face interview. Leave scheduled afterwards will be counted as unexcused from the face-to-face interview.

4.1.1.2.2. The board president will remove the lowest board score from the "average" interview score. This is to prevent a low board score from skewing the results and negatively impacting a nominee whose presence is excused.

4.1.2. The board president for the CBB will be the 30 SW/CCC. If he/she is not available, the CCC may appoint another CMSgt currently serving in a Group Superintendent position.

4.1.3. Voting board members will be appointed by the board president which will consist of four Senior NCO's.

4.1.4. Two non-voting recorders in the enlisted grade of SrA or higher will be appointed by 30 FSS/FSP.

#### 4.2. Large Units

4.2.1. Boards held by large units will consist of the following: 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 SNCO as the board President.

4.2.2. The board president will appoint four voting members in the enlisted grade of Technical Sergeant or higher.

4.2.3. The board president will appoint a non-voting board recorder in the enlisted grade of SrA or above.

### 5. Personal Face to Face Interview Board

5.1. The primary purpose of the face to face interview board is the professional development of assigned Airmen and to ensure appearance is commensurate with written performance. It is also an opportunity to provide feedback to the members supervision.

### 6. Selection Folders.

6.1. Commanders with Airmen meeting the CBB are responsible for providing 30 FSS/FSPD a selection folder for each nominee. Each folder includes a nomination cover letter with the current AF Fitness Management Report, AMS SURF, any award citations, vMPF Ribbons printout, and AF Form 1206. An example nomination letter is provided at attachment 7. All documents must be printed in color.

### 7. Scoring Process.

7.1. The AF Form 1206 will be scored using quarter-point increments, with the following maximum values per area: Performance in Primary Duties/Training Requirements (6), Followership/Leadership (2), and Whole Airman Concept (2) with an optimum 6-2-2 bullet category not including headers. The scores will be recorded on the Board Member's Score Sheet (Attachment 4).

7.2. Face-to-Face BTZ board scoring:

7.2.1. Board members will rate each nominee based on the following: accuracy of answers to question(s), dress and appearance, military bearing, communication skills (well-spoken/articulate), confidence and accuracy of responses on a 6-10 point scale. Each board member will use the entire interview to come up with their overall face-to-face board score utilizing the face-to-face electronic score sheet (attachment 5). These scores will then be added to the Board Member's Cumulative Score Sheet (attachment 6).

7.2.2. Each board member will prepare two questions for the nominee and will score based on the nominee's answers.

7.2.2.1. The questions will be from the following areas

7.2.2.1.1. Current Events

7.2.2.1.2. Leadership (Chapter 10 of the Airman Handbook)

7.2.2.1.3. Communicating in Today's Air Force (Chapter 14 of the Airmans Handbook)

7.2.2.1.4. Enlisted Force Structure (AFI 36-2618 "The little brown book")

#### 7.2.2.1.5. Member's AF 1026

7.3. After the board members score their packages. The board member's scores will be added together for a composite board score using the Cumulative Score Sheet (Attachment 6). The board president's entire score sheet to include all nominees will only be used in the event of a tie. The eligible members will then be sorted in order of merit from the highest composite board score to the lowest.

### **8. Processing Errors.**

8.1. Prior to announcement. If a member should have been considered during the current quarter board and the 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 paragraph 2.3.1). The CBB will reconvene to consider small unit eligibles and adjust selections accordingly.

8.2. 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 (paragraph 9). Adjustments will not be made to the gaining unit/base quota if the error is discovered and a member should have been considered by his/her 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, supplemental consideration (with current commander recommendation) should be requested by 30 FSS/FSPD to HQ AFPC.

### **9. Supplemental BTZ Consideration.**

9.1. Commanders may request supplemental BTZ consideration for members that should have been considered by a previous board and the error was not discovered until after promotions were announced. After obtaining unit commander's recommendation, the MPF forwards fully documented supplemental requests to HQ AFPC/DPPPWM 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/DPSOE in determining if supplemental BTZ consideration is appropriate. HQ AFPC/DPSOE will respond with further instructions. If selected, members may apply for a retroactive change to his/her effective date according to AFI 36-2502.

9.2. It is the responsibility of the member, supervisor and commander to ensure proper identification as eligible for BTZ nomination IAW program policies and verification of the data on the BTZ RIP prior to the board. Supplemental consideration will not be given for the following reasons:

9.2.1. Incorrect data reflected on the BTZ RIP.

9.2.2. Denied BTZ nomination due to incorrect data reflected on the BTZ RIP or in the UPRG.

9.2.3. BTZ eligibility listing not returned to 30 FSS/FSMP or individual was overlooked on the listing [see AFI 36-2502, paragraph 2.5.2.3]

9.2.4. 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.

#### **10. Notification Process.**

10.1. CBB. 30 FSS/FSPD will notify squadron commanders or designated representatives (i.e. First Sergeants or Superintendents) of the results for release within 1 duty day once the board minutes are approved/signed by 30 SW/CC. Unit commanders with a selectee(s) will provide a written promotion recommendation letter to 30 FSS/FSPD prior to the promotion effective date. This may be accomplished by adding the name(s) to the monthly promotion selectees listing or completing a separate memorandum. Unit commanders are encouraged to notify promotees within 24 hours of receiving the approved/signed minutes from the 30 SW/CC.

10.2. Large Units. Unit commander will notify the member and provide a written promotion recommendation letter to 30 FSS/FSPD prior to the promotion effective date upon conclusion of the board. This may be accomplished by adding the name(s) to the monthly promotion selectees listing or completing a separate memorandum.

MICHAEL S. HOUGH, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES & SUPPORTING INFORMATION**

***References***

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

AFPAM 33-343, *Management of Records*, 1 March 2007

Personnel Services Delivery Guide, Enlisted Promotions

***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***

**AFPAM**—Air Force Pamphlet

**AFSC**—Air Force Specialty Code

**BTZ**—Below the Zone

**CBB**—Central Base Board

**CCM**—Command Chief

**CSS**—Commander's Support Staff

**EPR**—Enlisted Performance Report

**IAW**—In Accordance With

**MPF**—Military Personnel Flight

**NCO**—Non-Commissioned Officer

**PIF**—Personal Information File

**RDS**—Records Disposition Schedule

**RNLTD**—Report No Later Than Date

**SNCO**—Senior Non-Commissioned Officer

**TDY**—Temporary Duty

**TIG**—Time in Grade

**TIS**—Time in Service

**UPRG**—Unit Personnel Record Group

**vMPF**—virtual Military Personnel Flight

## Attachment 2

### BOARD INSTRUCTIONS

**A2.1. Approximately two days prior to the CBB convening date** , each board member will receive a BTZ folder with the information outlined in (paragraph 6) of this instruction. Board members will meet with Board President prior to face-to-face board to discuss scoring approaches and to validate completion of the packages. Date and time to be determined by Board President.

**A2.2. Prior to the board date** , each board member will independently assign a score up to 10 points to each nominee using quarter-point increments (attachment 3), with the following maximum values per area: Performance in Primary Duties/Training Requirements (6 points), Followership/Leadership (2 points), and Whole Airman Concept (2 points). The scores will be recorded on the score sheet. Attachment 4.

#### **A2.3. Board Proceedings.**

A2.3.1. The board president will monitor the entire board process and advise the board members on all proceedings.

A2.3.2. The face-to-face board scoring will be conducted as such:

A2.3.3. Board members will rate each nominee based on the following: accuracy of answers to question(s), dress and appearance, military bearing, communication skills (well-spoken/articulate), confidence and accuracy of responses on a 6-10 point scale. Each board member will use the entire interview to come up with their overall face-to-face board score utilizing the face-to-face electronic score sheet (attachment 5). These scores will then be added to the Board Member's Cumulative Score Sheet (attachment 6).

A2.3.4. Each board member will prepare two questions for the nominee and will score based on the nominee's answers.

A2.3.4.1. After the board members score their packages. The board member's scores will be added together for a composite board score using the Cumulative Score Sheet (Attachment 6). The board president's entire score sheet to include all nominees will only be used in the event of a tie. The eligible members will then be sorted in order of merit from the highest composite board score to the lowest.

A2.3.4.2. The Board President will prompt nominees to recite the Airmen's Creed prior to departing the Board.

A2.3.4.3. The board recorders will collect score sheets and compile a composite board score using the Cumulative Score Sheet (Attachment 6). The board recorders will then sort the eligible members in order of merit from the one with the highest score to the lowest.

A2.3.4.4. Board members will not discuss individual nominees' scores until after the cumulative board score is completed using Attachment 4. This ensures each board member scores the record independently and fairly.

A2.3.4.5. The board recorder will identify any record which has been scored with a difference of more than three points between any of the board members (e.g. 13.0, 14.4, 14.0, 17). These discrepancies are termed a split vote and will be returned to the board for resolution. At this point, all board members will discuss the record openly regarding their reasoning. Following the discussion, board members will re-score the packages. This ensures consistency of scoring and eliminates the possibility that the action of any one board member will have a major impact, either positive or negative, on any individual's board score.

A2.3.4.6. The board will recommend the BTZ selectees, not exceeding the board quota, and a first alternate selectee.

A2.3.4.7. The board president will score all packages and determine the winner in the event of a tie.

Attachment 3  
BULLET SCORING SCALE

Figure A3.1. Bullet Scoring Scale.

<b>SrA BTZ Scoring</b> “Line-by-Line” BTZ Scoring Score “each” line from 0 to 1 point		
<b>Performance Level</b>	<b>Word Picture</b>	<b>Score</b>
<b>Very Weak</b>	<b>Lowest in potential/Unsatisfactory</b>	<b>0</b>
<b>Weak</b>	<b>Below Average/Marginal</b>	<b>.25</b>
<b>Average</b>	<b>Satisfactory</b>	<b>.50</b>
<b>Strong</b>	<b>Above Average/Excellent</b>	<b>.75</b>
<b>Extremely Strong</b>	<b>Absolutely Superior/Outstanding</b>	<b>1.00</b>

Attachment 4

BOARD MEMBER'S SCORE SHEET

Table A4.1. Board Member's Score Sheet.

NOMINEES	Performance in Primary Duty/Training Requirements (6 Points)	Followership/Leadership (2 points)	Whole Airman Concept (2 points)	Face-to-Face Board (6-10 points)	Total	Rank Order
A1C						
A1C						
A1C						
A1C						
A1C						
A1C						
A1C						
<p>Board Member</p> <p>Name/Rank _____ Signature _____</p>						

Attachment 5

FACE-TO-FACE BOARD SCORE SHEET EXAMPLE

Figure A5.1. Face-to-Face Board Score Sheet Example.

30 SW CENTRAL BASE BOARD SCORE SHEET										
NOMINEE:										
	Unsatisfactory		Marginal		Satisfactory		Excellent		Outstanding	
	6	6.5	7	7.5	8	8.5	9	9.5	10	
Uniform	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Military Bearing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Introduction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Question 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Question 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Closing Remarks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Airman's Creed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
BOARD MEMBER (Rank/Name/Signature):										

**Attachment 6  
CUMULATIVE SCORE SHEET**

**Table A6.1. Cumulative Score Sheet.**

<u>NOMINEES</u>	<u>President:</u>	<u>BM 1:</u>	<u>BM 2:</u>	<u>BM 3:</u>	<u>BM 4:</u>	<u>TOTAL:</u>
<b>Total Eligibles:</b>		<b>Total Submitted:</b>			<b>CBB Quota Stripes:</b>	

**Table A6.2. Electronic Cumulative Score Sheet.**

SrA BTZ July - Sep 17, 3rd Qtr CBB									
Name					MIN	MAX	DELTA	SCORE	RANK
		CMSGT BROWN	CMSGT BELL	CMSGT GREEN					
DOE, JOHN		17.50	18.00	16.50	16.50	18.00	1.50	52.00	
THOMPSON, JANE		16.50	16.25	17.75	16.25	17.75	1.50	50.50	
SMITH, KELLY		12.00	12.50	13.50	12.00	13.50	1.50	38.00	
DELL, ROBERT		13.00	15.50	13.75	13.00	15.50	2.50	42.25	
REED, ERIN		16.50	14.75	15.00	14.75	16.50	1.75	46.25	
ANDERSON, MICHAEL		16.25	15.50	14.00	14.00	16.25	2.25	45.75	
MILLER, DAVID		17.75	18.50	15.75	15.75	18.50	2.75	52.00	

## Attachment 7

## MEMORANDUM FROM UNIT CC

Figure A7.1. Memorandum From Unit CC.

USE APPROVED 30 SW LETTERHEAD

Date

MEMORANDUM FOR 30 FSS/FSPD

FROM: UNIT/CC

SUBJECT: Team Vandenberg Senior Airmen Below-the-Zone Nomination

1. A1C Doe, John D., is nominated to compete for Senior Airman Below-the-Zone at the Team Vandenberg Central Base Board. I have reviewed attached SURF, decoration citations (as applicable), ribbon print-out and AF Form 1206.
2. This memorandum also certifies that A1C Doe, John D. has a current fitness assessment with a score of 75% or above.
3. I find A1C Doe worthy of this nomination.

FIRST MI LAST, Rank, USAF  
Commander

## Attachments:

1. SURF
2. Decoration Citations (if applicable)
3. Ribbon Print-Out
4. AF Form 1206
5. Air Force Fitness Management Report

## Attachment 8

### MPF BTZ CHECKLIST

**Figure A8.1. MPF BTZ Checklist.**

#### ROSTER PROCESSING

- \_\_\_\_\_ Receive BTZ Rosters from PSM/MiIPDS
- \_\_\_\_\_ Contact promotions section at losing base of all inbound eligibles to ensure those members will be considered for BTZ at their current location. Place e-mail in BTZ folder to ensure documentation is complete.
- \_\_\_\_\_ Count eligibles and fill out quota worksheet. Submit to MPF/CC for approval IAW AFI 36-2502, para 2.2.4.3
- \_\_\_\_\_ Electronically send eligible rosters to squadrons with a copy of this checklist and a copy of the BTZ PSD Guide for quick and easy reference.  
Suspense Dates: SMALL \_\_\_\_\_ LARGE \_\_\_\_\_

#### CBB PROCESSING (For Small Squadrons)

- \_\_\_\_\_ Find out the availability of all nominees for the month the board will meet
- \_\_\_\_\_ Schedule board date with 30 SW/CCC.  
PRE-Board Date/Time \_\_\_\_\_ / \_\_\_\_\_  
Board Date/Time \_\_\_\_\_ / \_\_\_\_\_

**Board Members:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
**Board President:** \_\_\_\_\_

- \_\_\_\_\_ Email/Contact all First Sergeants and CSSs with the ROEs for that board
  - \_\_\_\_\_ Receive packages from CSS
  - \_\_\_\_\_ Schedule each nominee for specific time and appearance in front of the board
  - \_\_\_\_\_ Make folder or binder for each board member
- Items include \_\_\_\_\_ Nomination letter with fitness statement from CC \_\_\_\_\_ AMS SURF  
\_\_\_\_\_ AF Form 1206 \_\_\_\_\_ vMPF decorations print-out  
\_\_\_\_\_ decoration citations \_\_\_\_\_ score sheets

#### Post Board Processing

- \_\_\_\_\_ Prepare minutes and submit to 30 SW/CC within 3 duty days of board
- \_\_\_\_\_ Receive minutes from 30 SW/CC
- \_\_\_\_\_ Email Commanders of nominees within one duty day of receipt of BTZ minutes
- \_\_\_\_\_ Send a separate email to each nominee's First Sergeant and Commander to include all board members feedback worksheets
- \_\_\_\_\_ Update selectees' projected promotion in MiIPDS by using the BTZ roster for official date

Attachment 9

BOARD MINUTES TEMPLATE

Figure A9.1. Board Minutes Template.

<b>USE APPROVED 30 SW LETTERHEAD</b>																																							
MEMORANDUM FOR 30 SW/CC		Date																																					
FROM: 30 SW/CCC																																							
SUBJECT: SrA Below-The-Zone (BTZ) Promotion Board Minutes																																							
<p>1. A promotion board convened on DATE, to consider nominations for XX out of XX airmen nominated for BTZ promotion to Senior Airman. For this board, XX airmen were eligible across 30 SW and tenant units. The board membership consisted of:</p> <table style="margin-left: 40px; width: 80%; border: none;"> <tr> <td style="padding: 2px 0 2px 20px;">CMSgt XXX X. XXXX (Board President)</td> <td style="padding: 2px 0 2px 20px; text-align: right;">30 SW/CCC</td> </tr> <tr> <td style="padding: 2px 0 2px 20px;">Board Member</td> <td style="padding: 2px 0 2px 20px; text-align: right;">Unit</td> </tr> <tr> <td style="padding: 2px 0 2px 20px;">Board Member</td> <td style="padding: 2px 0 2px 20px; text-align: right;">Unit</td> </tr> <tr> <td style="padding: 2px 0 2px 20px;">Board Member</td> <td style="padding: 2px 0 2px 20px; text-align: right;">Unit</td> </tr> <tr> <td style="padding: 2px 0 2px 20px;">Board Member</td> <td style="padding: 2px 0 2px 20px; text-align: right;">Unit</td> </tr> <tr> <td style="padding: 2px 0 2px 20px;">Board Recorder</td> <td style="padding: 2px 0 2px 20px; text-align: right;">30 FSS/FSPD</td> </tr> <tr> <td style="padding: 2px 0 2px 20px;">Board Recorder</td> <td style="padding: 2px 0 2px 20px; text-align: right;">30 FSS/FSPD</td> </tr> </table>				CMSgt XXX X. XXXX (Board President)	30 SW/CCC	Board Member	Unit	Board Member	Unit	Board Member	Unit	Board Member	Unit	Board Recorder	30 FSS/FSPD	Board Recorder	30 FSS/FSPD																						
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<p>2. The board considered the nominees listed below. Based on the promotion quota of XX, the board recommends the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 20%;">SQUADRON</th> <th style="width: 20%;">EFF DATE</th> <th style="width: 25%;">STATUS</th> </tr> </thead> <tbody> <tr> <td>A1C</td> <td></td> <td></td> <td>Select</td> </tr> <tr> <td>A1C</td> <td></td> <td></td> <td>Select</td> </tr> <tr> <td>A1C</td> <td></td> <td></td> <td>Select</td> </tr> <tr> <td>A1C</td> <td></td> <td></td> <td>Alternate</td> </tr> <tr> <td>A1C</td> <td></td> <td>N/A</td> <td>Non-Select</td> </tr> <tr> <td>A1C</td> <td></td> <td>N/A</td> <td>Non-Select</td> </tr> <tr> <td>A1C</td> <td></td> <td>N/A</td> <td>Non-Select</td> </tr> <tr> <td>A1C</td> <td></td> <td>N/A</td> <td>Non-Select</td> </tr> </tbody> </table>				NAME	SQUADRON	EFF DATE	STATUS	A1C			Select	A1C			Select	A1C			Select	A1C			Alternate	A1C		N/A	Non-Select	A1C		N/A	Non-Select	A1C		N/A	Non-Select	A1C		N/A	Non-Select
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A1C		N/A	Non-select
XXX X. XXXX, SrA, USAF Board recorder		XXX X. XXXX, CMSgt, USAF Board President	
1st Ind, 30 SW/CC		Date	
MEMORANDUM FOR 30 FSS/FSPD			
Approve/Disapprove			
		XXX X. XXXX, Colonel, USAF Commander	