

**BY ORDER OF THE COMMANDER
SPANGDAHLEM AB (USAFE)**

**SPANGDAHLEM AIR BASE
INSTRUCTION**



36-2501

9 OCTOBER 2024

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication partially supplements Department of Air Force Guidance Memorandum (DAFGM) to Department of the Air Force Instruction (DAFI) 36-2502, *Enlisted Airman Promotion and Demotion Programs*. It establishes written procedures for conducting Below-the-Zone (BTZ) boards and applies to all organizations assigned to Spangdahlem Air Base (AB) and Geographically Separated Units (GSUs). In addition, this instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013, System of Records notice F033 AF CIC C, Privacy Act Request File, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 through appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 90-160, *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, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include, use of AF Form 1206, *Nomination for Award*, guide regarding official notification for announcing final BTZ promotion selectees, Unit eligibility listing guidance, the rank of Master Sergeant Select can act as a Below-the-Zone board member.

1. Program Overview

1.1. To provide an opportunity for exceptionally well qualified Airmen First Class (A1C) a one-time consideration for promotion to Senior Airman (SrA), to be effective 6 months prior to the fully qualified phase point. Selection opportunity is 15 percent of the eligible population based on total Time in Grade (TIG), Time in Service (TIS), and quality factors.

2. Roles and Responsibilities.

2.1. 52 FW/CC

2.1.1. Serves as the convening authority for the Senior Airman (SrA) Below-the-Zone (BTZ) promotion process. The 52 FW/CC formally approves/disapproves selection board recommendations and may elect not to issue the full quota of promotions.

2.2. 52 FW/CCC

2.2.1. Provides program direction and guidance to include coordination on all correspondence and information on the program.

2.2.2. Approves the 52 FSS/FSPD proposed BTZ board date.

2.2.3. Selects individuals to serve on the Central Base Board (CBB) No Later Than (NLT) two weeks prior to the board date.

2.2.4. Will act as the board president for the CBB. If he/she is not available, they may appoint another Chief Master Sergeant (CMSgt) currently serving in a Group Senior Enlisted Leader, (9G100 position).

2.3. 52 FW/CCCE

2.3.1. Serves as non-voting recorder.

2.3.2. Schedules the CBB and notifies 52 FSS/FSPD of confirmed board date.

2.3.3. Ensure board members receive complete nomination packages on each nominee submitted for the BTZ board.

2.3.4. Upon completion of the board, prepare board meeting minutes memorandum based on the final findings. The minutes should be comprised of the date/time board convened/adjourned, name of board president, members, recorder, and status of nominee selects in order of merit (identifying ranking of BTZ selects), non-selects, and two alternates. This ensures alternates are identified in the event the selectee(s) become ineligible for promotion.

2.3.5. Minutes will be reviewed/signed by the board president and routed to the 52 FW/CC for approval.

2.3.6. Distribute an official notification email announcing final BTZ selections to Wing leadership and pertinent personnel (e.g., Squadron Commanders, Squadron Senior Enlisted Leaders, Group Secretaries, Group Executives).

2.4. 52 FSS/FSPD

2.4.1. Distribute BTZ eligibility rosters to small and large units and inform them of their earned promotion quota NLT two months prior to the CBB.

2.4.2. Suspend small units to complete and return eligibility rosters identifying members who will meet the CBB NLT one month prior to the CBB.

2.4.3. Suspend small units to forward completed nomination packages to the MPF NLT the last duty day of the second processing month before the CBB convening date. Submissions beyond the MPF suspense date will not be provided to the CBB.

2.4.4. Suspend large units to complete and return board results memorandums and eligibility rosters identifying members that are nominated for BTZ NLT the day of CBB.

2.4.5. Coordinate changes as necessary with the 52 FW/CCC and nominating units.

2.4.6. Collect eligibility rosters and nomination packages to include the AF Form 1206 (Nomination for Award), decoration citations (if applicable), and current fitness score sheet.

2.4.7. Manually project BTZ promotions in the Military Personnel Data System (MilPDS).

2.5. Unit Responsibilities

2.5.1. Units will consider all individuals meeting Time in Grade (TID) and Time In Service (TIS) requirements, regardless of TDY or leave status. Airmen who are projected or may have already departed your unit are still required to be considered for BTZ promotion. If the RNLTD is the first day of the first processing month (i.e., January, April, July, or October) or later, then the Airman will be considered for BTZ by the losing unit.

2.5.2. All individuals appearing on Part 1 and 2 of the eligibility listing must be considered. Squadron Commanders or designee will use the unit eligibility list to identify nominees for BTZ promotion consideration. The name of each nominated Amn will be underlined on the eligibility listing prior to submission to 52 FSS/FSPD. If a nominated Amn is no longer considered for the promotion board, please ensure the eligibility listing is properly updated and signed by the Squadron Commander for final submission. An appropriate evaluation process should be established by the SEL, First Sergeant, and supervisor to determine unit nominees by reviewing the Airmen's Enlisted Performance Briefs (EPBs) (if applicable) and Personnel Information File (PIF).

2.5.3. Units will prepare the nomination package to include the AF Form 1206, Nomination for Award, decoration citations (if applicable), and current fitness score sheet for each nominee. The AF Form 1206 will contain the following headers: Job Performance in Primary Duty (5 statements) and Whole Airman Concept (2 statements). Performance narrative statements will not exceed more than two lines. The AF Form 1206 will cover accomplishments that occurred between the entry on active duty and board cutoff date. No other written information can be used for consideration. Submit all documents to 52 FSS/FSPD.

2.5.4. Large units and CBB Board Members have the authority to use a scoring metric of their choosing, but the metric will be in ranking matter.

3. Eligibility.

3.1. Senior Airmen must meet minimum requirements IAW DAFI 36-2502, Table 2.1.

4. Board Timeline.

Table 4.1. Significant Dates.

QUARTER CONSIDERED	PROCESSING MONTH	SELECTION MONTH	PROMOTION MONTH
1st (Jan-Mar)	January/February	March	April - June
2nd (Apr-Jun)	April/May	June	July - September
3rd (Jul-Sep)	July/August	September	October - December
4th (Oct-Dec)	October/November	December	January - March

5. Quotas.

5.1. SrA BTZ quotas are based on the total TIG and TIS eligible population. The Military Personnel Flight (MPF) determines the base-wide quota distribution by means of a 15 percent selection rate in each cycle.

Table 5.1. Quota Distribution

Number Eligible	Quota	Eligible	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

6. Large Unit Procedure.

6.1. Large units (defined as having seven or more eligible A1Cs) will receive quotas and make selections at the unit level. Large units will establish procedures that ensure the SrA BTZ board is fair, equitable and provides timely promotion consideration. Prepare BTZ Board Minutes on findings once selections are made. The minutes should contain a list of board members in the grade of Master Sergeant (MSgt)/ MSgt Select or higher, board recorder in the grade of SrA or higher, a board president in the grade of Chief Master Sergeant (CMSgt) (if one is not available at the time, another Senior Noncommissioned Officer (SNCO) will be appointed by the unit's CC), and order of merit (identifying total score and select/non-select status). This ensures alternates are identified in the event the selectee(s) become ineligible for promotion. The minutes must also be signed by the board president and submitted to the 52 FSS/FSPD NLT the day of the CBB for record updates.

6.1.1. Notification of selectee(s) will be postponed until completion of the Wing CBB and distribution of a memorandum from the 52 FW/CC identifying the consolidated list of BTZ selections.

7. Central Base Board Procedures.

7.1. Small units (defined as having six or less eligible A1Cs) will meet at the CBB for quotas. The CBB will be convened at the direction of the 52 FW/CC under the provisions of DAFI 36-2502. 52 FW Command Chief (may be delegated to a Group Superintendent) will act as the board president as a non-voting member except in case of a tie. Board members must be in the grade of Master Sergeant (MSgt)/MSgt Select or higher.

7.1.1. The non-voting recorder will be the 52 FW/CCCE.

7.1.2. At conclusion of the CBB, the board recorder will collect and validate all score sheets and create the CBB Promotion Board Results Memorandum before providing to 52 FSS/FSPD for record update.

7.1.3. The board recorder will coordinate with 52 FSS/FSPD to obtain the list of large unit BTZ selections. Once received, the 52 FW/CCCE will send an official notification email announcing BTZ selections.

8. Tie-Breaking Procedures.

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

8.1.1. Not Used

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

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

9. Removal from Select List.

9.1. If a unit commander determines that a selected nominee should not be promoted, he or she must notify MPF Promotions immediately (prior to the effective date).

9.1.1. Refer to DAFI 36-2502, table 1.2., *Determining Ineligibility for Promotion*.

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

10. Supplemental Consideration.

10.1. 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. Unit commanders must provide justification for members not receiving a fair consideration and forward fully documented supplemental request to the MPF Flight Commander for consideration. Supplemental consideration must be met by reasonings listed IAW DAFI 36-2502, paragraph 2.5.

KEVIN M. CROFTON, Col, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 36-2502_DAFGM2024-01, *Enlisted Airman Promotion and Demotion Programs*, 6 June 2024

Adopted and Prescribed Forms

AF Form 1206, *Nomination of Award*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

DAFMAN—Department of the Air Force Manual

AFRIMS—Air Force Records Information Management System

BTZ—Below-the-Zone

CBB—Central Base Board

CMSgt—Chief Master Sergeant

EPR—Enlisted Performance Report

FSS—Force Support Squadron

GSU—Geographically Separated Unit

IAW—In Accordance With

MilPDS—Military Personnel Data System

MSgt—Master Sergeant

MPF—Military Personnel Flight

NLT—No Later Than

OPR—Office of Primary Responsibility

PA—Privacy Act

PIF—Personal Information File

RNLTD—Report No Later Than Date

SrA—Senior Airman

TIS—Time-in-Service

TIG—Time-in-Grade

TDY—Temporary Duty

UIF—Unfavorable Information File

Attachment 2

AF FORM 1206, NOMINATION FOR AWARD EXAMPLE

Figure A2.1. AF Form 1206, Nomination for Award Example.

NOMINATION FOR AWARD		
AIRARD SENIOR AIRMAN BELOW-THE-ZONE	CATEGORY (If Applicable) N/A	AIRARD PERIOD 1st/2nd/3rd/4th Quarter 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/John A. Doe		MAJCOM, FOA, OR DRU USAFE
DAFSC/DUTY TITLE 3XXXX/XXXXXXXXXXXX	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 452-XXXX & COMM: 011 49 XXXXX XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 52 FSS/FSPMD/2345 Mission Dr/Spangdahlem Air Base/Germany/APO AE 09123		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/DSB/COMMANDER'S TELEPHONE (DSN & Commercial) Maj/Joe A. Dirt/DSN: 452 -XXXX & COMM: 011 49 XXXXX XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format): JOB PERFORMANCE IN PRIMARY DUTY: (5 Narrative Statements) Consider the quality, quantity, results, and impact of the Airman's knowledge and ability to accomplish tasks. Describe the degree of willingness to execute duties, motivate colleagues and develop innovative new processes. Consider skill level awarding course, career development course timeliness completion, course exam results, and completion of core task training. Consider duty position qualifications, career field certifications (if applicable), and readiness requirements. Consider the impact the Airman made to train others. WHOLE AIRMAN CONCEPT: (2 Narrative Statements) Consider how well the Airman adopts, internalizes, and demonstrates Air Force Core Values of Integrity First, Service Before Self, and Excellence in All We Do. Consider the amount of effort the Airman devoted to improving themselves and their work center/unit through education and involvement. Consider how well the Airman promotes camaraderie, and embraces esprit de corps. NOTE: Performance narrative statements will not exceed no more than two lines. NOTE: Headers are required and must be capitalized. ACRONYMN LIST Air Force Acronyms are authorized, additional acronyms must be spelled out and listed in alphabetical order. The back of the AF FM 1206 may not be used.		

AF FORM 1206, 20170802 PREVIOUS EDITIONS ARE OBSOLETE FOR OFFICIAL USE ONLY (When Filled In)

Attachment 3

SAMPLE BOARD RESULTS FOR CBB

Figure A3.1. Sample Board Results For CBB.

MEMORANDUM FOR 52 FW/CC

FROM: 52 FW/CCCE

SUBJECT: Central Base Board Senior Airman (SrA) Below-the-Zone (BTZ) Promotion Board Results

1. The promotion board convened at 0800, 08 Mar 10 to consider A1Cs nominated by their unit commanders for BTZ promotion to SrA. The board was presided by CMSgt First, Last and board recorder Rank, First, Last. The board members consisted of:

<u>NAME</u>	<u>POSITION</u>	<u>ORGANIZATION</u>
Last, First MI	Board President	
	Board Member	
	Board Member	
	Board Member	
	Board Member	
	Board Recorder	

2. The board considered the nominees listed below. Nominees are listed in order of merit. Based on the promotion quota, the board's recommendations are as indicated:

<u>NAME</u>	<u>SSAN</u>	<u>STATUS/EFF DATE</u>	<u>UNIT</u>
Last, First MI	Last 4	Selectee/Day Mth Yr	

3. The following Airmen were considered, but not nominated to meet the board:

<u>NAME</u>	<u>SSAN</u>
Last, First MI	Last 4

4. The board adjourned at 1000 hours. Request your approval of the board proceedings.

First, MI, Last, Rank, USAF
Executive Assistant to the Command Chief

1st Ind, 52 FW/CCC

MEMORANDUM FOR 52 FW/CC

Attachment 4

SAMPLE BOARD RESULTS FOR LARGE UNITS

Figure A4.1. Sample Board Results for Large Units.

MEMORANDUM FOR 52 SQ/CC

FROM: 52 SQ/BOARD RECORDER

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

1. The promotion board convened at 0800, 8 March 2013 to consider AICs nominated by their unit commanders for BTZ promotion to SrA. The board was sworn in by Rank, First, MI, Last and the board recorder by Rank, First, MI, Last. The board members consisted of:

<u>RANK/NAME</u>	<u>POSITION</u>	<u>ORGANIZATION</u>
	Board President	
	Board Member	
	Board Member	
	Board Member	
	Board Recorder	

2. The board considered the nominees listed below. Nominees are listed by order of merit. Based on the promotion quota, the board's recommendations are as indicated:

<u>NAME</u>	<u>SSAN</u>	<u>STATUS/EFF DATE</u>	<u>UNIT</u>
Last, First MI	Last 4	Selectee/Day Mth Yr	

3. The following Airmen were considered, but not nominated to meet the board:

<u>NAME</u>	<u>SSAN</u>
Last, First MI	Last 4

4. The board adjourned at 1000 hours. Request your approval of the board proceedings.

SrA or Above, SSgt, USAF
Board Recorder

1st Ind, 52 SQ/CEM

MEMORANDUM FOR 52 SQ/CC

I recommend approval/disapproval.