

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

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

**28 JUNE 2023**



**Personnel**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 88FSS/FSPD

Certified by: 88FSS/FSP  
(SMSgt Veronica Jackson)

Supersedes: ABWOI36-2502, 19 Feb 2019

Pages: 30

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This instruction implements DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs* and Personnel Services Delivery (PSD) Guide, *Enlisted Promotions*. It establishes procedures policies, responsibilities, and management of the Senior Airman BTZ Program on Wright-Patterson Air Force Base. As defined within, this instruction is applicable to large and small units. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013 and Executive Order 9397 (SSN), as amended by Executive Order 13478.

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**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include Airmen and Guardians will no longer compete against each other for promotion under the Senior Airmen BTZ Program ([paragraph 4.4.1](#)), and the AF Form 1206, *Nomination for Award* format has changed to performance statements ([paragraph 6.2](#)).

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**1. Program Objective.** The SrA BTZ Program is designed to provide exceptionally well-qualified Airmen First Class (A1C) a one-time consideration for promotion to SrA six (6) months prior to the fixed fully qualified phase point. Timelines: A1Cs are eligible for BTZ consideration six (6) months prior to their normal effective promotion date. Normal effective promotion date would be: 36 months TIS and 20 months TIG, or 28 months TIG, whichever occurs first. Airmen are identified during the first processing month and SrA BTZ promotion selections are made during the months indicated in [Table 1](#).

1.1. Wright-Patterson will have one (1) 2-part Central Base Board (package and face-to-face) each quarter consisting of nominees from the small 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 or process. Large units have the option to follow the host wing's CBB procedures but are not mandatory.

1.1.1. A small unit is defined as a unit with fewer than seven (7) eligible candidates.

1.1.2. A large unit is defined as a unit with seven (7) or more eligible candidates.

1.2. BTZ Promotion boards are held the last month of each quarter (Mar, Jun, Sep, and Dec).

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

1.4. 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 88 ABW/CC concurs with the request (CBB only). If the member is from a large unit board, the unit's 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 resubmit BTZ minutes to 88 FSS/FSPD as soon as the request is approved.

**2. Roles and Responsibilities.** The responsibilities for the SrA BTZ Promotion program are as follows:

2.1. 88 ABW/CC:

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

2.1.2. Establishes written administrative procedures for the SrA BTZ Promotion Program for both large and small units serviced by their installation.

2.1.3. Approves quota distribution based on 15 percent of eligibles ([paragraph 3., table 2.](#)). Approval of quota distribution is delegated to 88 FSS/FSP, Military Personnel Flight (MPF) Commander, IAW DAFI 36-2502, Para 2.3.5.

2.2. 88 FSS/FSPD:

2.2.1. Administers SrA BTZ Promotion Program IAW DAFI 36-2502, paragraph 2.3. – 2.5., and current PSD Guide, Enlisted Promotions.

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

2.2.3. Completes board minutes IAW [paragraph 2.8.1](#), and coordinates with 88 ABW/CCCE for review and approval by the 88 ABW/CC. Once completed, 88 ABW/CCCE returns the minutes back to 88 FSS/FSPD for final processing and distribution with competing units.

2.2.4. Projects promotions immediately in MilPDS upon receipt of approved CBB/large unit board minutes.

### 2.3. Unit Commanders of all units:

2.3.1. Reviews eligibility listing provided by 88 FSS/FSPD to consider all individuals meeting TIS and TIG requirements. If member is TDY, on leave, or has a report no later than date (RNLTD) 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 a member is a projected gain and has not departed the previous duty station as of the first day of the first processing month of that BTZ quarter, the gaining unit and MPS, in coordination with the current unit commander, must ensure the member was/is considered at the previous location.

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

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

2.3.3.1. Ensures member demonstrates sustained superior performance to serve in the higher grade, as a SrA and is clearly deserving of promotion above peers.

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

2.3.3.3. Ensures member does not have any negative quality force indicators. Discuss nomination with supervisors/rating chain and reviews the contents of the nominee's Personal Information File (PIF), if applicable.

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

2.4.1. Notify 88 FSS/FSPD of nominations by annotating it on the "SrA Below-the-Zone Unit List."

2.4.1.1. Highlight nominees and strike/line out all others.

2.4.1.2. Wet or digital signature is required in the 'Commander's Signature' line.

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

2.5.1. Large units will not be part of the CBB quotas or process. Large units have the option to follow the host wing's CBB procedures but are not mandatory.

### 2.6. Board President of CBB:

2.6.1. Oversees the board process and guides board members in selecting SrA BTZ candidates.

2.6.2. Voting board members will be appointed by the board president which will consist of CMSgts or CMSgt selects. If there is not a CMSgt or CMSgt select available, then a SNCO will be designated by the board president.

2.6.3. Ensures board members are briefed and follow the CBB instructions ([paragraph 4.4.](#)).

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

2.6.5. Ensures board minutes are completed IAW [paragraph 2.8.1](#), approved by 88 ABW/CC, and returned to 88 FSS/FSPD for final processing by the final week of the selection month as defined in [Table 1](#).

**Table 1. SrA BTZ Processing Cycles.**

PROCESSING MONTHS	SELECTION MONTHS	PROMOTION MONTHS
JAN – FEB	MAR	APR - JUN
APR – MAY	JUN	JUL - SEP
JUL – AUG	SEP	OCT - DEC
OCT – NOV	DEC	JAN - MAR

2.7. Board Members of CBB and Large Unit Boards:

2.7.1. Will follow the instructions in [paragraph 4.4](#) and use the board member score sheet ([Attachment 3](#)) to score nominees’ packages.

2.7.2. Board Members will score selection records based on the data within the packages. DO NOT bring in your own knowledge of the person, just the facts contained in the selection package.

2.7.3. Assign the proper points and ranking accordingly. It is important to take notes during the scoring process, so you are prepared to openly discuss scoring considerations if the board president deems necessary.

2.8. Board recorder:

2.8.1. Prepares the board minutes that will include, at a minimum, a list of board members, board recorder and order of merit for selectees (CBB: [Attachment 3](#); large unit: [Attachment 4](#)).

2.8.2. Will ensure the minutes are signed by the board president and 88 ABW/CC for the CBB, and the board president and unit Commander for the large unit board.

**3. Quotas.** Quotas are based on 15 percent of the total TIG and TIS commensurate eligible. Eligible population listed on the Part I and Part II of the quarterly BTZ rosters. The MPF/CC determines and approves quotas ([Attachment 5](#)). **Do not** include members listed on Part III in the eligible population. Quotas are computed and distributed as follows: Computation: Eligible multiplied by 15% equals to 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 2. Quota Distribution.**

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

3.1. Large units are excluded from the eligible population when calculating the CBB Quota.

3.2. IAW DAFI 36-2502, paragraph 2.3.5.2., 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 CBB. Do not deviate from established written procedures for these boards.

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

4.1. The standard for all nominees who meet the CBB, will be scored in a 2-part process. First part is a board that will consist of the nominees packages ([paragraph 6.1.](#)). Second part will be the face-to-face board conducted within one (1) duty day following the package board unless announced otherwise. The nominees' chain of command will take all necessary steps to ensure the nominee(s) are present to meet the board (i.e. shift workers, etc).

4.1.1. The board president will determine the uniform to be worn on the face-to-face board for nominees, board members, and recorder.

4.1.2. In the event nominee(s) is unavailable (i.e. TDY, deployed etc) and cannot attend the face-to-face board, they will be offered the opportunity to meet virtually (i.e. Teams, FaceTime). If nominee(s) are unable to attend either of the additional options, the member will then receive the Face-to-Face board average score. The calculation for the Face-to-Face Board average is to add all the Face-to-Face interview total scores up and then divide by the total number of Face-to-Face interviews.

#### **4.2. CBB Board.**

4.2.1. The board president will be the 88 ABW/CCC. If he/she is not available, the 88 ABW/CCC may appoint another CMSgt.

4.2.2. Voting board members will be appointed by the board president which will consist of CMSgts or CMSgt selects. If there is not a CMSgt or CMSgt select available, then a SNCO will be designated by the board president.

4.2.3. A recorder (non-voting member) is appointed by 88 FSS/FSPD in the enlisted grade of SrA or higher.

#### **4.3. Large Units.**

4.3.1. The board president will be the squadron Senior Enlisted Leader. If he/she is not available, the unit Commander will appoint a SNCO as the board president.

4.3.2. The board president will coordinate with the unit commander and determine if the board will be “records only” or face-to-face and will appoint the following:

4.3.3. The board president will appoint three (3) voting members in the rank of TSgt or higher.

4.3.4. The board president will appoint a non-voting recorder in the rank of SrA or higher.

4.4. USSF CBB and Large Unit BTZ Board Procedures.

4.4.1. Airmen and Guardians will no longer compete against each other for promotion under the Senior Airmen Below-the-Zone (BTZ) program. Eligible Specialist 3s will compete for BTZ amongst their installation Guardian peers for BTZ. Guardians will follow same CBB, and large unit procedures established for Airmen (section 4).

4.5. Board Instructions.

4.5.1. The CBB will occur NLT the third week of the third selection month for the quarter. (Mar, Jun, Sep, and Dec). Large unit boards will convene within two (2) duty days prior to the CBB convene date. CBB convene date will be provided to large unit by 88 FSS/FSPD.

4.5.2. Approximately one (1) week prior to the CBB convening date, 88 FSS/FSPD will provide each board member an electronic copy of the board documents outlined in [paragraph 5.1](#).

4.5.3. Prior to the board date, each board member will independently assign a score using [Table 3](#).

**Table 3. SrA BTZ Scoring Scale.**

<b>SCORE</b>	<b>POTENTIAL</b>
<b>10</b>	<b>ABSOLUTELY SUPERIOR</b>
<b>9.5</b>	<b>OUTSTANDING</b>
<b>9.0</b>	<b>FEW COULD BE BETTER</b>
<b>8.5</b>	<b>STRONG</b>
<b>8.0</b>	<b>SLIGHTLY ABOVE AVERAGE</b>
<b>7.5</b>	<b>AVERAGE</b>
<b>7.0</b>	<b>SLIGHTLY BELOW AVERAGE</b>
<b>6.5</b>	<b>WELL BELOW AVERAGE</b>
<b>6.0</b>	<b>LOWEST</b>

**5. Selection Folder.**

5.1. Commanders with a nominee(s) meeting the CBB are responsible for providing 88 FSS/FSPD a package for the selection folder for each nominee. Each folder includes the following (in order):

5.1.1. AF Form 1206 ([Attachment 6](#))

5.1.2. SrA BTZ RIP (provided by 88 FSS/FSPD; reviewed/signed by either the nominee(s) unit Commander or designated representative)

5.1.3. Awards and Decoration print out from vMPF (instructions in [Attachment 7](#))

- 5.1.4. Decoration Citation(s) (if applicable)
- 5.1.5. AF Fitness Management Report
- 5.1.6. Skill Level Waiver Letter (if applicable) (**Attachment 8**)

## 6. AF Form 1206 Scoring Process.

6.1. The selection packages will be scored using half-point increments (.50) using a 6–10-point scoring system (see **Table 3**). This score is accumulated from the following areas: Leadership and Job Performance in Primary Duty, Significant Self Improvement, and Base and Community Involvement. The scores will be recorded on the score sheet (**Attachment 2**). After the packages are scored, the board members will rank order the nominees. With the exception of the CBB president's scores, the board members rank order scores will be added together for a composite board score using the cumulative rank order sheet (**Attachment 9**). The eligible members will then be sorted in order of merit from the lowest to the highest composite board score.

6.1.1. To determine which nominees will meet the face-to-face board will be based off of the highest scores and the quota of stripes being awarded that quarter (i.e. quota of stripes is doubled: if the quota of stripes is four (4); the top eight (8) nominees in merit order will meet the face-to-face board). The board president may make an exception to move forward all nominees to meet the face-to-face board.

6.2. The AF Form 1206, *Nomination for Award*, (**Attachment 6**) will be accomplished for each nominee. The AF Form 1206 will be accomplished utilizing performance statements with a maximum of 30 lines (not including headings/PT Score). The following categories will be used:

6.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (6 performance statements not to exceed 18 lines)

6.2.2. SIGNIFICANT SELF IMPROVEMENT (2 performance statements not to exceed 6 lines)

6.2.3. BASE AND COMMUNITY INVOLVEMENT (2 performance statements not to exceed 6 lines). **NOTE 1: The 1206 should incorporate the Airman's entire career from Basic Military Training to present date. NOTE 2: When writing the 1206 consider the 10 Airman Leadership Qualities (reference AF 724-A).**

6.2.4. In addition, the nominee's most recent fitness score and date taken will be included below the third category. If using acronyms and abbreviations, only utilize those identified on the approved Air Force Acronym and Abbreviation List <https://www.afpc.af.mil/Career-Management/Acronyms/>.

6.2.4.1. Definition of Leadership and Job Performance Category: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received such as Quarterly and Annual awards.

6.2.4.2. Definition of Self-Improvement Category: You may comment on how the member developed or improved skills related to primary duties; e.g., formal training, certifications, education related to primary duties, and so forth. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

6.2.4.3. Definition of Base or Community Involvement Category: Define the scope and impact of the member's professional leadership, image, and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Dorm Council, enlisted dining in/out committees, Base Honor Guard, Sunday school teacher and so forth.

6.3. Board members will only score their own question but should use the entire interview to compose the overall score. These scores will then be added to the selection package scores on the score sheet and sorted IAW [Table 3](#).

## **7. Face-to-Face Interview Board.**

7.1. The primary purpose of the face-to-face board is the professional development of assigned Airmen and to ensure appearance is commensurate with written performance. The face-to-face board will be conducted one (1) duty day following the package board unless announced otherwise.

7.2. Face-to-Face Board Proceedings.

7.2.1. Nominees meeting the Face-to-Face Board. Determination of which nominees will meet the face-to-face board will determine on the quota of stripes for the quarter and the order of merit from the AF Form 1206 score sheets. The board president may make an exception to move forward all nominees to meet the face-to-face board.

7.2.2. The board president will monitor the entire board process and advise the board members in all proceedings.

7.2.3. The face-to-face board. Board members will rate each nominee using half-point increments (.50) using a 6–10-point scoring system. The total score is accumulated from the following areas:

7.2.3.1. Dress and Appearance

7.2.3.2. Ability to Articulate

7.2.3.3. Board Members Questions

7.2.3.4. Military Bearing

7.2.4. Dress and Appearance: Consider accouterments/ribbons rack placement at standing position of attention, uniform clean and free of dirt/lint and visible strings.

7.2.4.1. Ability to Articulate: Consider tone, composure, clarity, introduction, and exit speech.



- 7.2.4.2. Board Members Question: Board Members Question: One (1) question per board member; opinion-based or scenario-based. The question does not require a right or wrong response, but rather allows the member to express their views, beliefs, and perspective.
- 7.2.4.3. Board members will score the entirety of the Face-to-Face interview questions and should use the entire interview to compose the overall score.
- 7.2.4.4. Military Bearing: Consider head, eye, and body movements, non-verbal gestures and posture while sitting at attention, entrance and exit to room.
- 7.2.4.5. After the board members scores their packages, the board recorder will collect all board member's score sheets and compile a composite board score using the Cumulative Score Sheet (**Attachment 2**). The eligible members will then be sorted in order of merit from the highest to lowest composite score.
- 7.2.5. In the event of a tie, scoring disparity, or scrambled scoring, the board president will lead the dispute process (**Attachment 10**). The board president's entire score sheet will be included into the Cumulative Score Sheet and members will be sorted again in order of merit from highest to lowest composite score.
- 7.2.5.1. This process is required only if the discrepancy causes an issue with the outcome of the recipient(s) of the stripe(s).
- 7.2.6. All board members will discuss the record openly among themselves regarding their reasoning. Following the discussion, board members will re-score and rank order 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 nominee's board score.
- 7.2.7. The board will choose the BTZ selectees, not exceeding the board quota, and up to, but no more than the number of CBB BTZ quota for alternate selectees.
- 7.2.8. Once the board has concluded, the board recorder will collect the board member's score sheet, the board member folders, and their "signed" cumulative rank order sheet.

## **8. Notification Process.**

### **8.1. CBB (Small Units).**

8.1.1. 88 FSS/FSPD processes the CBB minutes IAW the Cumulative Score Sheet and forwards the minutes to 88 ABW/CCCE for coordination. A copy of the signed Large Unit board minutes will also be provided for 88 ABW records.

8.1.2. Once the CBB minutes are approved by 88 ABW/CC and sent back to 88 FSS/FSPD, the 88 ABW/CCCE will notify the small unit Squadron Commanders, Command Chiefs, Senior Enlisted Leaders, and/or designated representatives of the results with a release date.

### **8.2. Large Units.**

8.2.1. The large unit First Sergeant will provide the signed minutes to 88 FSS/FSPD no later than the day the CBB has convened (CBB convening date provided by 88 FSS/FSPD).

8.2.2. The Commander of large units will announce their selectees **only after** 88 ABW/CC has approved CBB BTZ selectees and signed the CBB minutes. 88 FSS/FSPD will follow-up with the large units with the selectee release information.

## 9. Processing Errors.

9.1. Prior to announcement. If a member should have been considered during the current quarter board and the error is discovered before promotions are announced.

9.1.1. CBB: The CBB will reconvene to consider small unit eligibles and adjust selections accordingly.

9.1.2. Large unit: Commander 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.](#)).

9.2. 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 (see [paragraph 10.](#)).

9.2.1. 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.

9.2.2. 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 the gaining base.

## 10. Supplemental BTZ Consideration.

10.1. Commander 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 or promotions are updated.

10.1.1. Provide justification for members not receiving fair consideration and forwards fully documented supplemental request to the MPF/CC for consideration ([Attachment 11](#)).

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

10.2.1. Incorrect data reflected on the BTZ RIP.

10.2.2. Denied BTZ nomination due to incorrect data reflected on the BTZ RIP or in the member's ARMS record.

10.2.3. BTZ eligibility listing not returned to 88 FSS/FSPD or individual was overlooked and not considered.

10.2.4. Nomination package, or decoration was not completed, submitted and/or approved in time to meet the board.

10.3. Supplemental BTZ must be requested and approved prior to the next convening BTZ board. The supplemental nominee will be considered along with the other eligible in the next quarter.

10.4. Supplemental BTZ nominees receive an extra quota for themselves, **ONLY**. If the supplemental nominee is not selected, the extra quota goes away. **DO NOT** give the extra quota to other nominees.

10.5. If selected, Airmen are authorized a retroactive change to their effective date according to DAFI 36-2502, paragraph 1.15. 88FSS/FSPD will open a retroactive CMS case for action.

CHRISTOPHER B. MEEKER, Colonel, USAF  
Commander

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

DAFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, 16 April 2021

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

Personnel Services Delivery (PSD) Guide, *Enlisted Promotions*

***Adopted Forms***

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**ARMS**—Automated Records Management System

**CBB**—Central Base Board

**DOR**—Date of Rank

**FSS**—Force Support Squadron

**FQ**—Fully Qualified

**IAW**—In Accordance With

**MPF**—Military Personnel Flight

**OI**—Operating Instruction

**PIF**—Personal Information File

**PSD**—Personnel Services Delivery

**PT**—Physical Training

**RDS**—Records Dispositions Schedule

**RIP**—Record on Individual Person

**RNLTD**—Report No Later Than Date

**TAFMSD**—Total Active Federal Military Service Date

**TIG**—Time in Grade

**TIS**—Time in Service

**vMPF**—Virtual Military Personnel Flight

Attachment 2

BOARD MEMBER SCORE SHEET – 1206 AND FACE-TO-FACE SCORING

Table A2.1. Board Member Score Sheet – 1206.

88 ABW SRA BELOW-THE-ZONE 1206 SCORESHEET		
NOMINEE	Unit	TOTAL SCORE
<b>TOTAL ELIGIBLE:</b>	<b>TOTAL NOMINATED:</b>	<b>TOTAL CBB STRIPE QUOTA:</b>

Note: Packages are graded using a 6-10 scale in .5 increments.

\_\_\_\_\_  
BOARD MEMBER PRINT NAME/INITIALS/DATE

Table A2.2. Face-To-Face Scoring.

88 ABW SRA BELOW-THE-ZONE SCORESHEET					
FACE-TO-FACE BOARD					
NOMINEE	DRESS & APPEAR (6-10 point scale)	ABILITY TO ARTICULATE (6-10 point scale)	BOARD MBR QUESTIONS (6-10 point scale)	MILITARY BEARING (6-10 point scale)	TOTAL SCORE
<b>TOTAL ELIGIBLE:</b>				<b>TOTAL NOMINATED:</b>	<b>TOTAL CBB STRIPE QUOTA:</b>

Note: Packages are graded using a 6-10 scale in .5 increments.

\_\_\_\_\_  
BOARD MEMBER PRINT NAME/INITIALS/DATE

**Attachment 3**

**CENTRAL BASE BOARD (CBB) MINUTES TEMPLATE (2 PG)**

**Figure A3.1. Central Base Board (CBB) Minutes Template.**

<b>USE ON OFFICIAL LETTER HEAD</b>																			
<b>MEMORANDUM FOR</b> 88 ABW/CC																			
<b>FROM:</b> 88 FSS/FSPD																			
<b>SUBJECT:</b> Central Base Board SrA Below-the-Zone (BTZ) Board Results																			
<p>1. The Central Base Board BTZ Board convened at XXXX hrs, on DD MMM YYYY. There were XX eligible Airman First Class (XX nominated by their unit Commanders) for BTZ promotion to Senior Airman. The board consisted of:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Rank, Name, Office Symbol</td> <td>President</td> </tr> <tr> <td>Rank, Name, Office Symbol</td> <td>Member</td> </tr> <tr> <td>Rank, Name, Office Symbol</td> <td>Member</td> </tr> <tr> <td>Rank, Name, Office Symbol</td> <td>Member</td> </tr> <tr> <td>Rank, Name, Office Symbol</td> <td>Recorder</td> </tr> </table>				Rank, Name, Office Symbol	President	Rank, Name, Office Symbol	Member	Rank, Name, Office Symbol	Member	Rank, Name, Office Symbol	Member	Rank, Name, Office Symbol	Recorder						
Rank, Name, Office Symbol	President																		
Rank, Name, Office Symbol	Member																		
Rank, Name, Office Symbol	Member																		
Rank, Name, Office Symbol	Member																		
Rank, Name, Office Symbol	Recorder																		
<p>2. The nominees considered by the board are listed below in order of merit. Based on the promotion quota (X), the board requests approval of the below selections:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Rank Order</th> <th style="width: 40%;">Name</th> <th style="width: 25%;">Status</th> <th style="width: 20%;">Date Eligible</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1</b></td> <td><b>A1C Doe, John</b></td> <td><b>Selected</b></td> <td><b>1 Jan 19</b></td> </tr> <tr> <td style="text-align: center;">2</td> <td>A1C Doe, Jane</td> <td>Alternate</td> <td>1 Jan 19</td> </tr> <tr> <td style="text-align: center;">N/A</td> <td>A1C Smith, John</td> <td>Non-Select</td> <td>N/A</td> </tr> </tbody> </table>				Rank Order	Name	Status	Date Eligible	<b>1</b>	<b>A1C Doe, John</b>	<b>Selected</b>	<b>1 Jan 19</b>	2	A1C Doe, Jane	Alternate	1 Jan 19	N/A	A1C Smith, John	Non-Select	N/A
Rank Order	Name	Status	Date Eligible																
<b>1</b>	<b>A1C Doe, John</b>	<b>Selected</b>	<b>1 Jan 19</b>																
2	A1C Doe, Jane	Alternate	1 Jan 19																
N/A	A1C Smith, John	Non-Select	N/A																
<p>FIRST MI LAST NAME, CMSgt, USAF Board President</p>																			
1st Ind., 88 ABW/CC																			
<b>MEMORANDUM FOR</b> 88 FSS/FSPD																			
Results of the DD MMM YYYY Senior Airman Below-the-Zone Central Base Board are <b>approved.</b>																			
<p>FIRST MI LAST NAME, Colonel, USAF Commander</p>																			

**Attachment 4**

**LARGE UNIT BOARD MINUTES TEMPLATE**

**Figure A4.1. Large Unit Board Minutes Template.**

**USE ON OFFICIAL LETTER HEAD**

MEMORANDUM FOR UNIT /CC

FROM: Unit/Office Symbol

SUBJECT: Unit SrA Below-the-Zone (BTZ) Board Results

1. The Unit BTZ Board convened at XXXX hrs, on DD MMM YYYY. There were XX (total # eligible prior to CC non-rec) eligible Airman First Class (XX nominated by their unit commander) for BTZ promotion to Senior Airman. The board consisted of:

Rank, Name, Office Symbol	President
Rank, Name, Office Symbol	Member
Rank, Name, Office Symbol	Member
Rank, Name, Office Symbol	Member
Rank, Name, Office Symbol	Recorder

2. The nominees considered by the board are listed below in order of merit. Based on the promotion quota (X), the board requests approval of the below selection(s):

<b>Rank Order</b>	<b>Name</b>	<b>Status</b>	<b>Date Eligible</b>
1	A1C Doe, John	Selected	1 Jan 19
2	A1C Doe, Jane	Alternate	1 Jan 19
<i>N/A</i>	<i>A1C Smith, John</i>	<i>Non-Select</i>	<i>N/A</i>

FIRST MI LAST NAME, CMSgt, USAF  
Board President

1st Ind., UNIT/CC

MEMORANDUM FOR 88 FSS/FSPD

Results of the UNIT Board DD MMM YYYY Senior Airman Below-the-Zone Board are approved.

FIRST MI LAST NAME, Lt Col, USAF  
Commander

cc:

88 ABW/CC

88 ABW/CCC

Attachment 5

**SRA BELOW-THE-ZONE QUOTA COMPUTATION (\_\_\_ QTR) PROMOTION OPPORTUNITY 15%**

Figure A5.1. SRA Below-The-Zone Quota Computation (\_\_\_ Qtr) Promotion Opportunity 15%.

<b>PART I: LARGE UNITS (7 OR MORE ELIGIBLE) THAT EARN QUOTAS</b>			
<b>UNIT</b>	<b>ELIGIBLE</b>	<b>15% of OPPORTUNITY</b>	<b>QUOTA</b>
<b>PART II: SMALL UNITS (LESS THAN 7 ELIGIBLE) THAT WILL COMPETE AT THE BTZ CBB</b>			
<b>UNIT</b>	<b>ELIGIBLE</b>	<b>UNIT</b>	<b>ELIGIBLE</b>
<b>Number of Eligible's</b>			
<b>15% of Opportunity</b>			
<b>QUOTA</b>			
<b>NOTE: UNITS MAY NOMINATE ALL ELIGIBLES (NOT TO EXCEED THE AVAILABLE QUOTA) TO THE CENTRAL BASE BOARD</b>			
<b>PART III: TOTAL QUOTA FOR WRIGHT-PATTERSON AFB</b>			
<b>TOTAL FOR WPAFB</b>			
<b>APPROVED / DISAPPROVED</b>			
<b>FIRST M.I. LAST NAME, Rank, USAF                      Military Personnel Flight Commander</b>			

## Attachment 6

## AF FORM 1206 NOMINATION FORMAT

Figure A6.1. AF FORM 1206 Nomination Format.

NOMINATION FOR AWARD		
AWARD <b>SENIOR AIRMAN BELOW-THE-ZONE</b>	CATEGORY (If Applicable) <b>N/A</b>	AWARD PERIOD <b>1ST QTR</b>
RANK/NAME OF NOMINEE (First, Middle Initial, Last) <b>A1C/JOHN C. DOE</b>		MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE <b>3F051/PROMOTIONS JOURNEYMAN</b>	NOMINEE'S TELEPHONE (DSN & Commercial) <b>DSN: 333-1234/COMM: 123-453-1234</b>	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE <b>88 FSS/FSMPD/2000 ALLBROOK DR STE 2/WRIGHT-PATTERSON AFB/OH/45433</b>		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) <b>MAJ/JOHN A. SMITH/(123) 456-0987/DSN 333-0987/ COMM: 123-333-0987</b>		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (6 performance statements not to exceed 18 lines)</b> - Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit, including the development of new techniques that contributed significantly to increased mission effectiveness. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., Airman of the Quarter. Put emphasis on innovation, impact and results. (Cumulative of Air Force career)</p> <p><b>SIGNIFICANT SELF IMPROVEMENT (2 performance statements not to exceed 6 lines)</b> - Show how the member developed or improved skills related to primary duties; e.g., formal training, on-the-job training, certifications, and so forth. Cite any other relevant training or activity that significantly enhances the member's value as a military citizen. Show improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on. Put emphasis on impact and results. (Cumulative of Air Force career)</p> <p><b>BASE AND COMMUNITY INVOLVEMENT (2 performance statements not to exceed 6 lines)</b> - Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Put emphasis on impact and results. (Cumulative of Air Force career)</p> <p><b>NOTE:</b> Review any EPR(s) the Airman may have, his/her PIF, and discuss nominations with the member's supervisor/rating chain prior to making a nomination decision, regardless if the Airman is meeting a large or a small unit/CBB.</p> <p><b>NOTE:</b> The use of all subject areas in the nomination forms is mandatory! Nominations must be in Narrative Format with a maximum of 30 lines (headings not included).</p> <p><b>PT Score:</b> List current PT score and date taken</p> <p><b>ACRONYMS:</b> List acronyms in alphabetical order. If using acronyms and abbreviations, only utilize those identified on the approved Air Force Acronym and Abbreviation List, unless noted by an approved category. <a href="https://www.afpc.af.mil/Career-Management/Acronyms/">https://www.afpc.af.mil/Career-Management/Acronyms/</a></p>		

**Attachment 7**

**HOW TO PRINT DECORATION PRINT OUT FROM VMPF**

**A7.1. Log into vMPF.**

A7.1.1. Click on Self-Service Actions.

A7.1.2. Click on Personal Data.

A7.1.3. Click on Awards and Decorations.

A7.1.4. Click on the link below the ribbons that states “print this page”.

**Figure A7.1. Print in Color.**



If there is an error, view [known problems](#) or [information on corrective action](#).

THIS DOCUMENT CONTAINS INFORMATION WHICH MUST BE PROTECTED  
IAW AFI 33-332 AND DOD REGULATION 5400.11.  
PRIVACY ACT OF 1974, AS AMENDED, APPLIES.

[Print This Page](#)



**Attachment 8****BTZ SKILL LEVEL WAIVER TEMPLATE****Figure A8.1. BTZ Skill Level Waiver Template.**

<p style="text-align: center;"><b>USE ON OFFICIAL LETTER HEAD</b></p> <p>MEMORANDUM FOR 88 FSS/FSPD</p> <p>FROM: Unit/Office Symbol Unit address Wright-Patterson AFB OH 45433-XXXX</p> <p>SUBJECT: PAFSC Skill Level Waiver for BTZ Consideration – A1C JOHN X. DOE, SSN: XXX-XX-XXXX</p> <p>1. A1C John X. Doe requires a “No Skill Level Waiver” for BTZ consideration and subsequent promotion to SrA for the following reason:</p> <p>Fill in reason here. Reference DAFI 36-2502, Table 2.3. (i.e.: A1C Doe is a 9S100 which is a reporting identifier. 9S100’s do not hold skill levels; therefore, a “No Skill Level Waiver” is required.)</p> <p>2. If there are any questions regarding this waiver, please contact First Sergeant at XXX-XXXX.</p> <p style="text-align: right;">COMMANDERS NAME, Rank, USAF Commander</p>
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## Attachment 10

## DISPUTE PROCESS

**A10.1.** At times the board president will be required to resolve scoring ties, scoring disparity and scrambled scores. Under these circumstances the board president will lead a line-by-line open discussion until the board members reconcile the dispute. When necessary, the board president will implement the dispute process below.

**A10.2.** A **scoring tie** occurs when one package, for example, receives (#1, #1, #2, #2) for a total of “6” votes and a second package receives (#2, #2, #1, #1) for a total of “6” votes. The board president must implement dispute process to break tie.

**Figure A10.1. Example of a SCORING TIE.**

#1 package: 1st, 1st, 2nd, 2nd = 6 (tie)
#2 package: 2nd, 2nd, 1st, 1st = 6 (tie)
#3 package: 3rd, 3rd, 3rd, 3rd = 12 (third)
#4 package: 4th, 4th, 4th, 4th = 16 (fourth)

**A10.3.** A **scoring disparity** occurs if the majority of the board is within an acceptable range (#1, #2, #1) and one voting member ranks and individual as their (#4). The board president must implement dispute process to determine the cause of inconsistency.

**Figure A10.2. Example of a SCORING DISPARITY.**

#1 package: 1st, 1st, 2nd, 4th = 8
#2 package: 2d, 2d, 1st, 2nd = 7
#3 package: 3d, 3d, 3d, 3d = 10
#4 package: 4th, 4th, 4th, 1st = 10

**A10.4. Scrambled scoring.** Occurs when multiple packages receive a wide range of votes and there is no consistency. The board president must implement dispute process to determine the cause of inconsistency.

**Figure A10.3. Example of a SCRAMBLED SCORING.**

#1 package: 1st, 1st, 4th, 3d = 9
#2 package: 2d, 2d, 3d, 4th = 11
#3 package: 3d, 4th, 2d, 1st = 10
#4 package: 4th, 3d, 1st, 2d = 10

**A10.5. Dispute Process.**

A10.5.1. The board president leads a line-by-line discussion of each package to resolve scoring ties, scoring disparity and scrambled scores.

A10.5.2. Each line must be reconciled to within 1/2 point.

A10.5.3. If board members cannot reconcile within 1/2 point the board president shall reveal the score for that line and all board members change their score for that line to the board president's score.

A10.5.4. After every line on the disputed packages has been reconciled board members will re-tally packages to see if process resulted in change of rankings, thereby breaking the tie.

A10.5.5. If line-by-line review did not break the tie the board president will reveal his rank order thereby breaking the tie.

## Attachment 11

## SUPPLEMENTAL REQUEST TEMPLATE

Figure A11.1. Supplemental Request Template.

<p style="text-align: center;"><b>USE ON OFFICIAL LETTER HEAD</b></p> <p>MEMORANDUM FOR 88 FSS/CC</p> <p>FROM: Unit/CC</p> <p>SUBJECT: Supplemental SrA Below-the-Zone Consideration</p> <p>1. I request A1C John Doe (XXX-XX-XXXX) be considered for Supplemental BTZ consideration for the ___ Quarter, 2014. A1C Doe was (explain why member was not considered during their BTZ Window).</p> <p>2. If you have any questions or concerns regarding this request please contact _____ at DSN _____.</p> <p style="text-align: right;">FIRST MI LAST NAME, Lt Col, USAF Commander</p> <p>1<sup>st</sup> Ind, 88 MPF/CC</p> <p>TO: Unit/CC</p> <p>Approve/Disapprove</p> <p style="text-align: right;">FIRST MI LAST NAME, Rank, USAF Military Personnel Flight Commander</p>
--

**Attachment 12**

**MPF BTZ CHECKLIST**

**Figure A12.1. ROSTER PROCESSING.**

\_\_\_\_\_ Contact promotions section at losing base of all inbound eligibles to ensure those members will be considered for BTZ at their current locations. 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 DAFI 36-2502, para.2.2.4.3.

\_\_\_\_\_ Electronically send eligible rosters to squadrons with a copy of this checklist, BTZ PSD Guide & 88 ABW BTZ OI for quick and easy reference.

**Roster Suspend Dates: ALL UNITS:** \_\_\_\_\_

\_\_\_\_\_ Suspend Large Units for when their boards need to convene and when their completed minutes are due (attached template of minutes).

Large board convenes: \_\_\_\_\_ Minutes due NLT: \_\_\_\_\_

**CBB PROCESSING (For Small Units)**

\_\_\_\_\_ Suspend Small Units with the date packages are due to 88 FSS/FSPD & send ROE for the CBB Face-to-Face board.

\_\_\_\_\_ Packages for CBB due NLT: \_\_\_\_\_

\_\_\_\_\_ Scheduled CBB with 88 ABW/CCC:

Part I – Packages Only: \_\_\_\_\_

Part II – Face-To-Face: \_\_\_\_\_ @ \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ Receive packages from First Sergeants, CSS, or designated representative.

\_\_\_\_\_ Make e-folders for each board member.

\_\_\_\_\_ Required Items:

\_\_\_ Board Member Score Sheet      \_\_\_ Quota Sheet (copy)      \_\_\_ AF Form 1206

\_\_\_ BTZ RIP (signed by CC or designated rep)      \_\_\_ Fitness Report      \_\_\_ vMPF Ribbons

\_\_\_ Decoration Citation (if applicable)      \_\_\_ Skill Level Waiver (if applicable)

**POST BOARD PROCESSING**

\_\_\_\_\_ Prepare minutes & submit to 88 ABW/CCCE for coordination.  
**\*\*Include copy of all Large Unit minutes for 88 ABW records.**

\_\_\_\_\_ Receive minutes from 88 ABW.

\_\_\_\_\_ §§ ABW/CCCE will email the nominees leadership teams with copy of the CBB minutes within 1 duty day of receipt. Inform them of the date they may officially notify their BTZ selectees. Email Large Unit leadership teams with the date they may officially notify their BTZ selectees.

**OFFICIAL NOTIFICATION DATE:** \_\_\_\_\_

\_\_\_\_\_ Update BTZ selectees projected promotion in MilPDS IAW the BTZ PSD Guide and using the BTZ roster for official DOR.

**Attachment 13**

**ALL UNIT BTZ CHECKLIST**

**Figure A13.1. All Unit BTZ Checklist.**

\_\_\_\_\_ Review the eligibility roster provided by 88 FSS/FSPD to consider all individuals meeting time in service (TIS) and time in grade (TIG) requirements, even if member is TDY, on leave, or has a report no later than date (RNLTD) on or after the first day of the first processing month (\_\_\_\_\_).

\*\*See DAFI 36-2502, Para 2.2 – 2.5 & PSD Guide for TIS/TIG requirements associated with each board.

\_\_\_\_\_ Return completed BTZ rosters (reflecting who will and/or will not meet the CBB) to 88 FSS/FSPD NLT suspense date: \_\_\_\_\_

**SMALL UNIT CHECKLIST**

\_\_\_\_\_ Consolidate each nominees BTZ package with the following required items:  
 \_\_\_\_\_ Board Member Score Sheet                      \_\_\_\_\_ Quota Sheet (copy)    \_\_\_\_\_ AF Form 1206  
 \_\_\_\_\_ BTZ RIP (signed by CC or designated rep)                      \_\_\_\_\_ Fitness Report                      \_\_\_\_\_ vMPF Ribbons  
 \_\_\_\_\_ Decoration Citation (if applicable) \_\_\_\_\_ Skill Level Waiver (if applicable)

\_\_\_\_\_ Send package(s) on nominee(s) to 88 FSS/FSPD NLT \_\_\_\_\_

\_\_\_\_\_ Prepare nominee(s) and their supervisor of expectation of the Face-to-Face and be prepare for when official notification from 88 FSS/FSPD is provide as to who will meet the Face-to-Face IAW 88 ABW BTZ OI, paragraph 7.2.1.

\_\_\_\_\_ CBB Part I – Package Board ONLY: \_\_\_\_\_  
 \_\_\_\_\_ CBB Part II – Face-To-Face: \_\_\_\_\_ @ \_\_\_\_\_ / \_\_\_\_\_

**LARGE UNIT CHECKLIST**

\_\_\_\_\_ Conduct unit level board in IAW 88 ABW BTZ OI within the 2 duty days prior but NLT to 88 ABW CBB. Face-to-Face board is optional for large unit conducting their own unit level board.  
 CBB Date: \_\_\_\_\_ Large Unit Board: \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ Provide completed minutes to 88 FSS/FSPD NLT the same day as the 88 ABW CBB (attachment ##). 88 FSS/FSPD will provide a copy of the minutes to 88 ABW/CCCE with the CBB minutes for 88 ABW/CC and CCC acknowledgement and their records.

**OFFICAL BTZ SELECTEE ANNOUCEMENTS (all units)**

\_\_\_\_\_ Official announcements WILL NOT be conducted until 88 ABW notify all units and 88 FSS/FSPD receives appointed minutes.

\_\_\_\_\_ **OFFICIAL NOTIFICATION DATE:** \_\_\_\_\_

## Attachment 14

## CONGRATULATORY MEMORANDUM TEMPLATE

Figure A14.1. Congratulatory Memorandum Template.

USE ON OFFICIAL LETTER HEAD	
Rank First MI Last Name 88th Air Base Wing 5135 Pearson Road Wright Patterson AFB OH 45433	
Airman First Class John A. Doe 88th Medical Operations Squadron 4881 Sugar Maple Drive Wright Patterson AFB OH 45433	
Dear Airman Doe,	
Congratulations on your selection for promotion to Senior Airman Below-the-Zone effective DD MMM YYYY! This is a significant milestone in your Air Force career and is well deserved. This board was highly competitive and you should be especially proud of your selection.	
Your selection for promotion is indicative of your demonstrated potential for increased responsibility and an acknowledgment that you are ready to serve in a higher capacity. I look forward to your continued growth as you apply your expertise to the many challenges awaiting you. Wear your stripes with pride; they represent a determination to achieve excellence on your part.	
Again, I am proud to have you as a professional here at Wright Patterson Air Force Base, and I wish you continued success in your Air Force career.	
Sincerely	
	FIRST MI LAST NAME, Rank, USAF Commander