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Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SSgt Myrla B. Haider/TSgt June L. Long)

Certified by: 35 MSS/CC
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This instruction implements AFI 36-2502, Airman Promotion Program. It provides guidance and policy for the Misawa Air Base Senior Airman (SrA) Below-the-Zone (BTZ) promotion program. It provides administrative procedures for the Central Base Board (CBB) and large units.

| | | |
|---|---|-----------|
| 1. | Program Objective | 3 |
| 2. | Authorities | 3 |
| 3. | Identifying/Verifying Eligibles. | 3 |
| Figure 1. | BTZ Annual Schedule. | 3 |
| 4. | Quotas. | 3 |
| Figure 2. | Quota Computations and Distribution. | 4 |
| 5. | Directed by Headquarters United States Air Force (USAF), Enlisted Performance Reports (EPR) | 4 |
| 6. | Large Units Selection Procedures. | 4 |
| 7. | CBB Procedures. | 5 |
| 8. | Selection Folders. | 6 |
| 9. | Announcing Selections. | 6 |
| 10. | Supplemental Consideration. | 7 |
| 11. | Forms Prescribed. | 7 |
| Attachment 1— BTZ ELIGIBILITY LISTING COVER LETTER | | 8 |
| Attachment 2— CBB BOARD MEMBERS APPOINTMENT LETTER | | 10 |

| | |
|--|-----------|
| Attachment 3— AF FORM 1206 FORMAT | 11 |
| Attachment 4— CBB SAMPLE BOARD MINUTES | 12 |
| Attachment 5— LARGE UNIT SAMPLE BOARD MINUTES | 14 |
| Attachment 6— CBB REQUEST FOR EXCEPTION TO POLICY LETTER | 15 |
| Attachment 7— REQUEST FOR SUPPLEMENTAL CONSIDERATION LETTER | 16 |
| Attachment 8— CBB SELECTION NOTIFICATION LETTER | 17 |
| Attachment 9— CBB NONSELECTION NOTIFICATION LETTER | 19 |
| Attachment 10— LARGE UNIT SELECTION NOTIFICATION LETTER | 21 |

1. Program Objective

1.1. PROGRAM OBJECTIVE: To provide an opportunity for all exceptionally qualified Airmen First Class (A1C) a one-time consideration for promotion to SrA, to be effective 6 months prior to the fully-qualified point. Selection opportunity is 15 percent.

2. Authorities

2.1. 35 FW/CC is the BTZ CBB authority and is responsible for administering the BTZ program. Commanders of large units (seven or more eligible) have selection and promotion authority. Small unit commanders (six or less eligible) nominate to the CBB and have promotion authority once selections are approved by 35 FW/CC.

2.2. All units, large and small, should publish written procedures for their BTZ program to ensure consistent, fair and equitable promotion consideration.

3. Identifying/Verifying Eligibles.

3.1. The Military Personnel Personnel Flight (MPF), Promotion Section (35 MSS/DPMPE) will receive a product within first 10 days of the first processing month (i.e., Jan, Apr, Jul, Oct). The roster identifies all A1Cs who meet the time-in-grade (TIG) and time-in-service (TIS) requirements regardless of promotion eligibility conditions (i.e., on control roster, undergoing Article 15 punishment, EPR referral, etc.). The Promotion Section will verify each individual to ensure they meet TIG and TIS requirements for the current quarter.

3.2. By the third week of the first processing month (See [Figure 1.](#)), the Promotion Section will provide unit commanders an eligibility listing identifying all who meet TIG and TIS requirements for those promotion months ([Attachment 1](#)). Also provided will be the convening date of the CBB and projected Performance Report (EPR) data (explained in paragraph [5.](#)).

3.3. A cover letter ([Attachment 1](#)) will identify each squadron as a small or a large unit.

3.4. Unit commanders must consider all eligible. This includes individuals who are on leave, TDY or who may have an assignment with a RNLTD on the first day of the first processing month or later.

Figure 1. BTZ Annual Schedule.

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

4. Quotas.

4.1. QUOTAS: Quotas are established at 15 percent of the eligibles based on TIG and TIS only. The Promotion Section determines quotas and obtains the MPF Commander's approval (delegated by 35th Support Group (SPTG) Commander) before distribution of quotas to the units. Units may not aggre-

gate at the group level. Example: Medical Group is divided into four units and each unit commander has promotion authority, therefore, they should not be considered by the group, but as individual units, and cannot be added together to make a large unit. (See AFI 36-2502, paragraph 2.2.6.2)

Figure 2. Quota Computations and Distribution.

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 more are rounded up)

| Distribution: <u>Eligibles</u> | <u>Quota</u> | <u>Eligibles</u> | <u>Quota</u> |
|--------------------------------|--------------|------------------|--------------|
| 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 |

5. Directed by Headquarters United States Air Force (USAF), Enlisted Performance Reports (EPR)

5.1. Directed by USAF EPRs are required for all individuals without a report who are eligible for BTZ consideration. The closeout date will be no later than the 15th day of the first processing month unless the airman does not have 60 days supervision, in which case, the closeout date will be established when 60 days of supervision is obtained. The EPRs should be processed and finalized during the second processing month, allowing the commander to consider the EPR before making a nomination.

5.2. All airmen eligible for SrA BTZ consideration will have an EPR available. If an EPR is not available, the individual will not be considered for that quarter.

5.2.1. If the EPR is rendered late, the commander may request, in writing, a supplemental consideration IAW AFI 36-2502, if appropriate (See paragraph 10.).

5.3. Airmen who are ineligible for promotion (Part III of the unit roster) will not be rendered a USAF directed EPR for BTZ consideration.

6. Large Units Selection Procedures.

6.1. Large units are squadrons with seven or more eligible. Large units may select 15 percent of their eligibles for promotion (See Figure 2.). Unit commanders may elect not to use the full quota.

6.2. Selection board will conform to the same standards established for the CBB (See para 7.) and the board must be held not earlier than 1st week of the selection month and not later than the 3rd week of the selection month. This requirement is imposed to ensure fair, equitable, and timely promotion consideration throughout Misawa Air Base.

6.2.1. Any commissioned officer can administer the oaths as outlined in paragraphs [7.5.1.](#) and [7.5.2.](#)

6.3. Commanders must review the airman's EPR(s), their Unit Personnel Record Group (UPRG), personal information file (PIF) and discuss the consideration with the supervisor, before making a BTZ decision.

6.4. Upon identifying the unit selectees, the commander must provide a board minutes ([Attachment 5](#)), a written promotion recommendation ([Attachment 10](#)), and the signed unit roster to 35 MSS/DPMPE by the suspense date of the BTZ cover letter ([Attachment 1](#)). Commanders may notify non-selectees of their status either verbally or in writing.

7. CBB Procedures.

7.1. Small units (squadrons with less than seven eligible) can nominate one eligible to meet the CBB. However, small units are not required to submit a nominee if the quality is not there. Commanders may submit one additional eligible A1C to compete at the CBB by requesting an exception to policy to the Military Personnel Flight Commander ([Attachment 6](#)). The CBB is a records only board unless otherwise stated.

7.2. The commander's support staff will provide each eligible individual, listed on Part I and II of the unit listing, a Record Review Listing (RRL) to verify all data is accurate and complete. Instruct individuals they must correct any erroneous data prior to the board convening.

7.3. Identification of Nominees. Although units may nominate, commanders must continue to conduct a sound quality review. The Promotion Section will screen each nomination package and will return questionable nominations to the unit (i.e., unfavorable information file, weight management program, etc).

7.4. Nomination Format. Commanders will provide a maximum of ten lines, singled-spaced, AF Form 1206 ([Attachment 3](#)), with new information not covered in the EPR and/or any events that happened by the end of the 2nd processing month (Feb, May, Aug, or Nov). The AF Form 1206 and the unit listing will be due to 35 MSS/DPMPE no later than 25th day of the 2nd processing month, and must be certified by the unit commander.

7.5. Board Composition. The board will consist of the Command Chief Master Sergeant (CCM) or designated Chief appointed by the CCM, five senior noncommissioned officers, and a non-voting recorder from the MPF. The CCM or appointed Chief will be the board president. The 35 FW/CCC will give the Promotion Section names of the board members. A letter of appointment will be forwarded to each board member stating the convening time and location of the board ([Attachment 2](#)). The MPF commander or designated representative will administer the oaths as outlined in paragraphs [7.5.1.](#) and [7.5.2.](#) and ensure board members are briefed on Air Force and Misawa's BTZ policy.

7.5.1. Oath to the board president/members: "I Solemnly affirm that I will Perform the duties Imposed upon me without prejudice or partiality, having in view both the special fitness of the Airman and the efficiency of the United States Air Force"

7.5.2. Oath to the recorder: "I solemnly affirm that I will keep a true record of the proceedings of this board."

7.6. Scoring: Each nominee is evaluated based upon facts contained in the AF Form 1206, EPR(s), and decorations compared with other nominees. Board members will independently score, in one-half

point increments, considering the following areas: Duty Performance (20 points maximum), Self-Improvement (5 points maximum), and Unit/Community Involvement (5 points maximum) on the worksheets provided ([Attachment 9](#)). The overall scores between board members must not be more than 4 points different on the same record. If the difference of the board members score exceeds 4 points, the board president is responsible for resolving the differences in the scoring process ([Attachment 8](#)).

7.6.1. Points given from decoration(s) will apply towards the applicable areas. For example, a decoration was written for exceptional community involvement/volunteerism. Points will be credited toward Unit/Community Involvement area, not to exceed the maximum allowable points.

7.7. The recorder arranges nominees in order of merit by total score and the promotion quota is applied ([Attachment 10](#)).

7.8. In the event of a tie, the board president will direct a reevaluation of those with the tied scores.

7.9. If an individual should have been considered during the current quarter but was not and the error is found prior to selections being announced, the board will reconvene to consider the individual. Selections will be adjusted accordingly.

7.10. Since only outstanding individuals should be selected for early advancement, the board may elect not to use the full quota.

7.11. A board report containing a list of board member, board recorder, order of merit (identifying total score and select/nonselect status) will be signed the board president and the recorder before forwarding to the 35 FW/CC for approval. The 35 FW/CC considers the board's recommendations and makes final approval ([Attachment 4](#)). The 35 FW/CC may nonrecommend any airman's promotion in accordance with AFI 36-2502, paragraph 3.3., or Tables 1 or 2, as applicable. He or she must line the member off the selected list.

7.12. Two alternate nonselectees are identified, based upon their scores, in the event that a selectee is removed before the effective date. Commanders must remove the selectee versus withholding the promotion. If the alternate selectees' date of rank (DOR) is past due, they will receive the original BTZ DOR. The effective date is the date the unit commander approves the promotion. 35 MSS/DPMPE will assist the airman in applying for a retroactive promotion effective date IAW AFI 36-2502, para 1.12.

8. Selection Folders.

8.1. The Unit Personnel Record Group (UPRG) will be used as the selections folders containing a BTZ RIP, AF Form 1206, EPRs, and decoration citation(s). Board members are not authorized access to any other part of the UPRG. Large units are responsible for creating their own selection folders.

8.2. An approved decoration may be filled in an individual's UPRG any time up until the date of the board. Supplemental consideration will not be given because a decoration was not approved or placed in the record when the board convened. However, the 35 FW/CCC can reconvene the board as long as the selections have not been announced.

9. Announcing Selections.

9.1. The 35 FW/CC approves selections or lines through the nonselectees, and MPF Promotion Section will announce the results. Only unit commanders will be notified verbally and in writing by 35

MSS/DPMPE to confirm nominee's status ([Attachment 8](#) and [Attachment 9](#)). Commanders of large units approve the selection and will notify selectees of his/her status and return the signed unit listing along with a written promotion recommendation ([Attachment 10](#)) and a board minutes ([Attachment 5](#)) to 35 MSS/DPMPE.

10. Supplemental Consideration.

10.1. Commanders (small or large units) may request supplemental BTZ consideration for those individuals who should have been considered by a previous board and the error was discovered after promotions were announced ([Attachment 7](#)). Upon receipt of the unit commander's supplemental request, 35 MSS/DPMPE will forward the request to MPF Commander for recommendation then to HQ AFPC/DPPPWM for final approval. If approved, the individual will meet the next scheduled CBB.

10.2. At the CBB, supplemental nominee(s) will have to score at or above the established promotion cut-off in order to be selected for BTZ. If selected, this will be an additional quota for the wing.

11. Forms Prescribed.

11.1. 35 FW Form 130, Senior Airman Below-the-Zone Board President Worksheet, 35 FW Form 131, Senior Airman Below-the-Zone Board Member Worksheet, and 35 FW Form 132, Senior Airman Below-the-Zone Board Recorder Worksheet

DANA T. ATKINS, Brig Gen, USAF
Commander

Attachment 1

BTZ ELIGIBILITY LISTING COVER LETTER


 DEPARTMENT OF THE AIR FORCE
 PACIFIC AIR FORCES (PACAF)

MEMORANDUM FOR _____

FROM: 35 MSS/DPMPE

SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ) Unit Eligible List

1. The attached list identifies A1Cs assigned to your unit who may be considered for BTZ promotion to SrA this quarter. They have a date of rank (DOR) within 6 months of the normal fully qualified DOR for promotion to SrA. The instructions apply, as indicated:

____ a. Your unit has six or less eligible and may nominate one of the eligible A1Cs to compete before the Central Base Board (CBB) to be held on _____. Refer to the 35th Fighter Wing Instruction 36-2502, **Attachment 6** to apply for an exception to policy. *Please underline the name of your nominee who will meet the board, sign the list and return the original along with your nomination package to 35 MSS/DPMPE NLT _____.*

____ b. Your unit has seven or more eligible and may select ____ A1Cs for SrA BTZ promotion through your own unit selection procedures. Unit selection boards are to convene not earlier than _____ but not later than _____. *Please return the signed unit listing, along with your unit's board minutes to 35 MSS/DPMPE NLT _____ to ensure timely update of personnel and pay data.*

2. The SrA BTZ Unit Eligibility Listing is in three parts. Part I identifies promotion eligible A1Cs. Part II lists "questionable promotion eligibles" (individuals with quality indicators) who may not be qualified for BTZ promotion. Part III lists A1Cs who meet the TIG and TIS requirements, but who cannot be selected due to promotion ineligibility conditions listed in AFI 36-2502, Table 1.1. Directed by USAF Enlisted Performance Reports (EPRs) on A1Cs without an EPR on file are automatically projected with the exception of A1Cs appearing on part III of the unit roster they **do not** require Directed by USAF reports. Directed by USAF EPRs will close-out no later than the 15th day of the first processing month (Jan, Apr, Jul, or Oct) unless the airman doesn't have 60 days supervision; then the closeout date will be the day 60 days supervision is obtained.

3. Carefully review quality indicators (i.e., low EPR ratings, UIFs, WBFMP, etc.) before making your selections. If the quality is not there, you are not required to use your full quota or even nominate/select any or all of your eligibles. If no eligibles are selected, clearly state so, sign and return the roster.
4. Airmen must have a 3-skill level to be promoted to SrA. Process PAFSC skill level waivers for A1Cs with a 1-skill level according to AFI 36-2502, Table 2.1. On the BTZ roster, if the airman has a 3-skill level, disregard the note "PAFSC skill level too low." However, if the airman does not have a 3-skill level, determine eligibility for a PAFSC skill level waiver and process accordingly. Skill level requirements must be met by the effective date of promotion to SrA.
5. For a member who is projected or may have already departed your unit, you may still be required to consider them for BTZ promotion. If the report not later than date (RNLTD) is the first day of the first processing month (January, April, July, or October) or later, then they must be considered by the losing unit. Please contact us for instructions on these procedures.
6. If you have any questions, please call the Promotion Section at 226-3244.

MYRLA B. HAIDER, SSgt, USAF
NCOIC, Enlisted Promotion & Special Actions

Attachment 2

CBB BOARD MEMBERS APPOINTMENT LETTER



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES (PACAF)

MEMORANDUM FOR BOARD MEMBERS

FROM: 35 MSS/DPMPE

SUBJECT: Appointment of the Senior Airman Below-the-Zone (BTZ) Board Members

1. The following individuals have been appointed to the Central Base Board (CBB). This board will select eligible A1Cs for promotion to SrA BTZ. Those selected will be promoted during the month of

_____.

GRADE/NAMEUNIT/OFFICE SYMBOLPOSITION

2. The Military Personnel Flight (MPF) commander or designated representative will administer the board member's oath. Upon completion of the proceedings, the board president will advise 35 FW/CCC of those personnel considered and those personnel recommended for promotion. 35 FW/CC is the final approval authority. Upon 35 FW/CC approval, the 35 MSS/DPMPE will release the CBB results to the commanders.

3. The CBB will convene on _____, at _____ in room _____, Bldg 653. We ask the board members to arrive 15 minutes early. There are _____ nominees competing for _____ SrA stripes. Uniform requirement is uniform of the day. If you have any questions, please call the Enlisted Promotion Section at 226-3244.

MYRLA B. HAIDER, SSgt, USAF
NCOIC, Enlisted Promotion & Special Actions

Attachment 3

AF FORM 1206 FORMAT

AWARD: Senior Airman Below-the-Zone Nominee **CATEGORY:** N/A **AWARD PERIOD:** N/A

RANK/NAME OF NOMINEE (Last, First, Middle Initial): A1C Doe, John M. **SSN:** 123-45-6789

DAFSC/DUTY TITLE:
3AO51/ Information Management Specialist

MAJCOM: PACAF **UNIT/OFFICE SYMBOL/STREET ADDRESS:** 35 SVS/CC/Unit 5021 APO AP 96319

BASE/STATE/ZIP CODE: Misawa AB Japan 96319 **TELEPHONE (DSN & Commercial):** 226-4567

RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial):
Lt Col Smith, Darryl N.

SPECIFIC ACCOMPLISHMENTS:

- Reflect new information not covered in the EPR and/or any events that happened until the 25th day of the 2nd processing month (Feb, May, Aug, and Nov)
- No category heading will be used
- Must be in bullets format
- Maximum of ten lines
- Forward 2 copies to Promotion Section NLT 25th day of the 2nd processing month (Feb, May, Aug, and Nov)

Attachment 4

CBB SAMPLE BOARD MINUTES

DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES (PACAF)

MEMORANDUM FOR 35 FW/CC

FROM: 35 MSS/DPMPE

SUBJECT: Central Base Senior Airman Below-the-Zone Promotion Board Minutes

1. The Central Base Senior Airman Below-the-Zone Promotion Board for the calendar quarter _____ convened on _____ in room _____ at Bldg 653.

Board members were:

| <u>Grade/Name</u> | <u>Organization</u> | <u>Position</u> |
|-------------------|---------------------|-----------------|
|-------------------|---------------------|-----------------|

2. The board considered _____ nominees. The board had a quota of _____ selectees. The board's recommendation is summarized below:

| <u>Grade/Name</u> | <u>Organization</u> | <u>Status/Rank</u> | <u>DOR</u> |
|-------------------|---------------------|--------------------|------------|
|-------------------|---------------------|--------------------|------------|

JANE L. DOE, SMSgt, USAF
Board President

MYRLA B. HAIDER, SSgt, USAF
Board Recorder

John Brown, CMSgt, USAF
Command Chief Master Sergeant
35th Fighter Wing

1st Ind, 35 FW/CC, (date of the letter), Central Base SrA BTZ Promotion Board Minutes

35 FW/CC

Date

MEMORANDUM FOR 35 MSS/DPMPE

Approved/Disapproved.

DANA T. ATKINS, Brigadier General, USAF
Commander

Attachment 5

LARGE UNIT SAMPLE BOARD MINUTES



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES (PACAF)

MEMORANDUM FOR 35 MSS/DPMPE

FROM: _____/CC

SUBJECT: Senior Airman Below-the-Zone Unit Promotion Board

1. The (UNIT) Senior Airman Below-the-Zone Promotion Board for the calendar quarter _____ convened on _____ in room _____ at Bldg _____.
Board members and board recorder were:

| <u>Grade/Name</u> | <u>Organization</u> | <u>Position</u> |
|-------------------|---------------------|-----------------|
|-------------------|---------------------|-----------------|

2. The board considered _____ nominees. The board had a quota of _____ selectees. The board's recommendation is summarized below:

| <u>Grade/Name</u> | <u>Organization</u> | <u>Status/Rank</u> | <u>DOR</u> |
|-------------------|---------------------|--------------------|------------|
|-------------------|---------------------|--------------------|------------|

JANE L. DOE, SMSgt, USAF
Board President

MARY B. HALL, SSgt, USAF
Board Recorder

JOHN Q. PUBLIC, Lt Col, USAF
Commander

Attachment 6

CBB REQUEST FOR EXCEPTION TO POLICY LETTER



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES (PACAF)

MEMORANDUM FOR 35 MSS/DPM

FROM: _____/CC

SUBJECT: Request for Exception to Policy to the Central Base Board (CBB) SrA Below-the-Zone (BTZ) Promotion Program

1. Request for exception to policy to nominate A1C John M. Doe, FR#123-45-6789 to the Senior Airman (E-4) Below-the-Zone Central Base Board (CBB).
2. Provide full justification for request.

JOHN SMITH, Maj, USAF
Commander

1st Ind, 35 MSS/DPM

MEMORANDUM FOR _____/CC
35 MSS/DPMPE
IN TURN

Approved/Disapproved.

LISA C. REDINGER, Maj, USAF
Military Personnel Flight Commander

Attachment 7

REQUEST FOR SUPPLEMENTAL CONSIDERATION LETTER

DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES (PACAF)

MEMORANDUM FOR 35 MSS/DPMPE

FROM: (Unit/CC)

SUBJECT: Request for Supplemental Promotion Consideration

1. Request for supplemental promotion consideration for A1C John M. Doe, FR#123-45-6789 to the Senior Airman (E-4) Below-the-Zone Program.
2. Provide full justification for request.

JOHN SMITH, Maj, USAF
Commander

1st Ind, 35 MSS/DPM

MEMORANDUM FOR HQ AFPC/DPPPWM

_____/CC
35 MSS/DPMPE
IN TURN

Recommend approval/disapproval.

LISA C. REDINGER, Maj, USAF
Military Personnel Flight Commander

Attachment 8

CBB SELECTION NOTIFICATION LETTER



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES (PACAF)**

MEMORANDUM FOR _____/CC

FROM: 35 MSS/DPMPE

SUBJECT: Selection for Below-the-Zone (BTZ) Promotion to Senior Airman

1. The following individual was selected by the Central Base Board for promotion to Senior Airman (E-4) on _____. Please advise the individual of his/her status.

NAME

SSAN

DOR

2. Request your recommendation/non-recommendation for promotion NLT _____.

3. If you have any question, please direct them to Promotion Section at 226-3244.

MYRLA B. HAIDER, SSgt, USAF
NCOIC, Enlisted Promotion & Special Actions

Attachment:
BTZ Selection Notification Letter



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES (PACAF)**

MEMORANDUM FOR _____

FROM: _____/CC

SUBJECT: Senior Airman Below-the-Zone Selection Notification

1. Congratulations on your recent selection to Senior Airman under the SrA Below-the-Zone Program. According to AFI 36-2502, I (am/am not) recommending you for promotion to SrA with a DOR of _____.
2. At any time you become ineligible for promotion for reasons listed in AFI 36-2502, Table 1.2 (including under investigation) prior to your effective date, your promotion will be removed and given to the next alternate.
3. Acknowledge receipt of this letter by completing the indorsement below.

JOHN N. DOE, Maj, USAF
Commander

1st Ind, _____

TO: _____/CC
35 MSS/DPMPE

Receipt acknowledged. I understand I will be promoted to the rank of SrA. At any time I become ineligible for promotion for reasons listed in AFI 36-2502, Table 1.2, I will not be promoted under the BTZ program.

BTZ SELECTEEE, A1C, USAF
123-45-6789

Attachment 9

CBB NONSELECTION NOTIFICATION LETTER



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES (PACAF)

MEMORANDUM FOR _____/CC

FROM: 35 MSS/DPMPE

SSUBJECT: Nonselection for Below-the-Zone (BTZ) Promotion to Senior Airman

1. The following individual was not selected by the Central Base Board for promotion to Senior Airman (E-4) on _____. Please advise the individual of his/her status.

| | | |
|-------------|-------------|------------|
| <u>NAME</u> | <u>SSAN</u> | <u>DOR</u> |
|-------------|-------------|------------|

2. Please return this letter NLT _____.

3. Direct questions to Promotion Section at 226-3244.

MYRLA B. HAIDER, SSgt, USAF
NCOIC, Enlisted Promotion & Special Actions

1st Ind, _____/CC
(BTZ Selectee)

MEMORANDUM FOR 35 MSS/DPMPE

Receipt acknowledged.

JOHN N. DOE, Maj, USAF
Commander

Receipt acknowledged.

BTZ SELECTEE, A1C, USAF
123-45-6789

Attachment 10

LARGE UNIT SELECTION NOTIFICATION LETTER



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES (PACAF)

MEMORANDUM FOR _____

FROM: _____/CC

SUBJECT: Unit Selection for Below-the-Zone (BTZ) Promotion to Senior Airman

1. Congratulations on your recent selection to Senior Airman under the SrA Below-the-Zone Program. According to AFI 36-2502, I am recommending you for promotion to SrA with a DOR/EFF of _____.
2. At any time you become ineligible for promotion for reasons listed in AFI 36-2502, Table 1.2 (including under investigation) prior to your effective date, your promotion will be removed and given to the next alternate.
3. Acknowledge receipt of this letter by completing the indorsement below.

JOHN N. DOE, Maj, USAF
Commander

1st Ind, _____

TO: _____/CC
35 MSS/DPMPE

Receipt acknowledged. I understand I will be promoted to SrA. At any time I become ineligible for promotion for reasons listed in AFI 36-2502, Table 1.2, I will not be promoted under the BTZ program.

BTZ SELECTEE, A1C, USAF
123-45-6789