

**BY ORDER OF THE COMMANDER
6TH AIR MOBILITY WING**

**MACDILL AIR FORCE BASE
INSTRUCTION 36-101**

4 MARCH 2002

Personnel



**MACDILL AIR FORCE BASE SENIOR AIRMAN
BELOW-THE-ZONE PROMOTION
SELECTION PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes selection procedures for the fair, equitable, and timely promotion consideration of airman first class (A1C) to the rank of senior airman (SrA) below-the-zone (BTZ) and applies to Air Force personnel only.

SUMMARY OF REVISIONS

This revision incorporates changes implemented by the 6th Air Mobility Wing, Command Chief Master Sergeant (6 AMW/CCC). These changes include the board membership of the Central Base Board from four senior noncommissioned officers (SNCO) and a Chief Master Sergeant (CMSgt) to all CMSgts. If the groups are unable to provide a CMSgt, then a Senior Master Sergeant (SMSgt) can be appointed. The 6th Mission Support Squadron, Military Personnel Flight (MPF), Promotion Section (6 MSS/DPMPEP), will request the board membership through 6 AMW/CCC, who will provide the board members. Also, in order to standardize the SrA Below-the-Zone procedures with those being used throughout HQ AMC, the number of categories has changed from five to three.

1. General: Questions or requests for information may be directed to the office of primary responsibility for promotions, 6 MSS/ DPMPEP.

2. Time lines:

<u>PROCESSING MONTHS</u>	<u>ELECTION 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

3. Promotion Quota: The number of promotion stripes allocated to each large unit, and those for the combined small units who will meet the Central Base Board, will be based on a promotion opportunity rate of 15 percent. The quota will be calculated by the MPF and approved by the MPF Commander. Once the quota computations are approved, the MPF will notify each large unit of their quota. The eligibles of all the small units will be consolidated to compete for available central base board quotas.

4. Small Unit/Central Base Board Procedures: Commanders of units with less than seven eligibles are considered “small units” and will not earn their own quota of promotions to award. The MPF will provide commanders of small units with a list of all eligible A1Cs. Commanders of small units must consider all A1Cs identified by the MPF. The MPF will suspense small units to submit no more than two nominees to the Central Base Board. For each nominee selected to appear before the Central Base Board, the unit commander will submit five copies of the nomination package consisting of a cover letter (**Attachment 1**) and an AF Form 1206, **Nomination for Award (Attachment 2)**. Only the front side of the AF Form 1206 will be allowed with the mandatory headings listed in the attachment. Any AF Form 1206 submitted in the improper format will be returned to the unit for corrections by the final suspense date. Our intent is not to penalize anyone, but to ensure fair and equal consideration for each nominee. It is hard to do that unless all nominations are identical.

4.1. Central Base Board Composition: The Central Base Board will consist of five CMSgts and a board recorder. 6 AMW/CCC will appoint five CMSgts, one being the board president. If the 6 AMW/CCC is unable to provide a CMSgt, a SMSgt can be selected as a board member. Once appointed, board members will be committed to serve, unless otherwise excused by the Wing Commander.

4.2. Nominee Reporting: The MPF will determine if all nominees will be able to physically meet the Central Base Board. If all nominees can appear, the MPF will notify the first sergeant of each nominee as to the time and place the nominee is to appear before the board. At the appointed time, each nominee will report to the board with the following statement: “Sir [or Ma’am], [rank, name] reports as ordered.” Each nominee will be briefly interviewed by the board members and then be excused by the board president. Nominees and board members will wear the service dress uniform. If all nominees cannot appear before the board, a records-only evaluation will be conducted.

4.3. Nominee Evaluations: The board president ensures the fair and equitable consideration of each nominee. Since the objective of the BTZ program is to select only truly outstanding personnel for early advancement, the promotion board is not obligated to select the full quota. Each nominee’s selection folder, military bearing, personal appearance, duty performance, knowledge, leadership qualities, and communication skills are evaluated and compared with other nominees. The methods and questions used to assess these qualities should be standard throughout the board. All questions for the board will be in an opinion format. They will be based upon the study references listed in the next paragraph. Persons meeting the board must be knowledgeable and prepared to express an opinion supported by facts. An example question is, “Do you feel General Billy Mitchell was justified in the conduct which resulted in his court-martial?” To answer this, a person would need a basic knowledge of the reasons General Mitchell was court-martialed.

4.3.1. The specific areas for these boards include Customs and Courtesies, Air Force History, Current Events, and General Military Knowledge. All opinionated questions will be based on the Promotion Fitness Examination Study Guide (AF Pamphlet 36-2241), Volume 1, Chapters 2-12, and current media such as local and base newspapers, Air Force Times, Airman Magazine, etc. There will be at least two questions in each category.

4.4. Selection Folder: For the Central Base Board, the MPF will prepare selection folders for each nominee and a score sheet (**Attachment 3**) for each board member. Selection folders will contain a BTZ report of individual personnel (RIP), all Enlisted Performance Reports (EPR) (see paragraph 5.), citations for decorations, and the AF Form 1206.

5. Enlisted Performance Report (EPR) Requirements in Support of the Central BTZ Board: In accordance with Headquarters, Air Force Personnel Center, Enlisted Evaluation System Implementation Instructions, dated June 1995, A1Cs eligible for the SrA BTZ promotion board are required to have a Directed By Headquarters Air Force EPR (for those who do not already have an EPR) rendered and on file prior to BTZ board consideration. A1Cs must meet the time in grade and time in service requirements for an evaluation to be written.

5.1. All eligible A1Cs selected by their commander to meet the BTZ board must have an EPR written unless an initial or change of reporting official report has already been rendered. This ensures parity for all individuals regarding enlisted evaluations reviewed by the board. This requirement also exists for airmen who are eligible but not selected by their commander to meet the Central Base Board.

5.2. Requirements for EPRs in support of the BTZ program apply not only to small units meeting the Central Base Board, but also to large units (the promotion authority is the unit commander) holding their own BTZ selection boards.

5.3. All EPRs fitting the above conditions will have a close-out date on the 15th day of the first processing month (i.e., Jan, Apr, Jul, Oct). Those individuals eligible for the BTZ board who do not have at least 120 days of supervision required for a report will have the number of days reduced to 60 days, or until 60 days of supervision is obtained prior to the board convening. This will give raters, commanders, and the MPF the second processing month (Feb, May, Aug, Nov) to process, review, update, and make all required reports a matter of record.

5.4. If an EPR is not available on BTZ eligible airmen for consideration by the board, those airmen will not be considered for selection (see paragraph 8.). Every effort must be made to ensure an EPR is completed in a timely manner, updated, and placed on file so all eligible airmen are considered fairly and within their selection window.

6. Large Unit Procedures: Commanders of units with seven or more eligibles are considered “large units” and will have their own quota of promotions to award. Large units will consider all A1Cs identified by the MPF as being eligible for promotion consideration to SrA BTZ. The MPF will provide commanders of large units with a list of all eligible A1Cs and a suspense for identifying the selected airmen to be promoted. Commanders of large units are the promotion authority and their decision to promote is final. There is no requirement for the large unit BTZ board to use the entire quota of stripes.

6.1. Large Unit Board Composition: Commanders of large units will convene a unit selection board. The board will consist of at least two SNCOs and a CMSgt. If a CMSgt is unavailable, then another SNCO can be appointed instead. The board president will establish a time and place for the board to convene, schedule eligibles to meet the board, and inform the unit commander of their nomination. Board members will evaluate each eligible airman in the same manner as the Central Base Board for small units. Cover letters for nominations will be for “SRA BTZ LARGE UNIT BOARD” and signed by the flight or squadron commander of the individual being nominated. Nominations will be on the AF Form 1206 (**Attachment 2**). A maximum of one page of the AF Form 1206 will be allowed.

6.2. Selection Folder: For the large unit selection boards, the commander's designated representative will prepare a selection folder and a ballot for each board member. Selection folders will contain a BTZ RIP, all EPRs (see paragraph 5.), citations for decorations, and the AF Form 1206. The MPF will provide BTZ RIPs to large units for each of their eligible airmen.

7. Reporting the Board Results: The board recorder will tabulate the results of the Central Base Board, prepare a summary for the board president's signature, and forward the results to the Wing Commander for approval. Included with the summary will be the board members' ballots, a tabulation of the ballots, the AF Forms 1206, and the BTZ RIPs of the selected airmen. Also included, for reference only, will be the names of the large unit selectees listed on a separate sheet. Once the board results have been approved, the MPF will notify the respective squadron commanders of each selectee by phone and provide a copy of the board summary, without the social security number, to each commander for their reference. The MPF will update the personnel records of each selectee and publish promotion orders.

8. Supplemental BTZ Consideration: Commanders may request supplemental BTZ consideration for individuals who should have been considered by a previous board and the error is not discovered until after promotions are announced or if an EPR was not available for consideration by the board. After obtaining the unit commander's recommendation, the MPF will forward the supplemental request to Headquarters, Air Force Personnel Center, Directorate of Personnel Program Management, Airman Promotions Branch (HQ AFPC/DPPPWM), for consideration.

ARTHUR F. DIEHL III, Brig Gen, USAF
Commander

Attachment 1

NOMINATION COVER LETTER

ATTACHMENT 1

(LETTERHEAD)

(Current Date)

MEMORANDUM FOR SENIOR AIRMAN BELOW-THE-ZONE (BTZ) CENTRAL BASE BOARD

FROM: (UNIT/CC)

SUBJECT: Senior Airman BTZ Nomination

I proudly nominate A1C John Q. Jones for promotion to Senior Airman Below-the-Zone. His tremendous accomplishments and dedication are evident in his Enlisted Performance Reports and in the attached AF Form 1206. He is the very best eligible airman under my command, and I would appreciate your favorable consideration of him. He is most deserving and will expertly carry out the responsibilities of the higher grade.

COMMANDER NAME, Rank, USAF
Commander

Attach
AF Form 1206

Attachment 2

AF FORM 1206 NOMINATION FOR AWARD

ATTACHMENT 2

NOMINATION FOR AWARD		
AWARD StrA Below-the-Zone	CATEGORY (If Applicable)	AWARD PERIOD Oct-Dec
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C John Q. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 3S031, Customer Service Representative	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 968-2000 Comm (813) 828-2000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 6 MSS/DPMPEP, 8011 Tampa Point Blvd., Ste 223, MacDill AFB FL 33621		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) (COMMANDER'S TELEPHONE (DSN & Commercial)) Lt Col Robert K. Smith, DSN 968-2001, Comm (813) 828-2001		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:		
SIGNIFICANT SELF-IMPROVEMENT:		
BASE OR COMMUNITY INVOLVEMENT:		

Attachment 3

BELOW THE ZONE SCORE SHEET



ATTACHMENT 3
6th Air Mobility Wing
SrA Below-the-Zone
Score Sheet



<i>Nomination</i>		/	/	/	/	/	/
<i>Maximum Points</i>	<i>(10)</i>						
AF Form 1206	<i>(6-10)</i>						
<i>Maximum Points</i>							
<i>Board Presentation</i>	<i>(8)</i>						
<i>Personal Appearance</i>	<i>(2)</i>						
<i>Communication Skills</i>	<i>(2)</i>						
<i>Knowledge / Support</i>	<i>(2)</i>						
<i>Military Bearing</i>	<i>(2)</i>						
TOTAL MAXIMUM POINTS	<i>(10)</i>						