

**BY ORDER OF THE  
COMMANDER INSTALLATION  
COMMANDER**



**SCOTT AFB INSTRUCTION 36-2501**

**28 MARCH 1997**

**Personnel**

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

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OPR: 375 MSS/DPMPE (TSgt Pitassi)

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This instruction establishes Scott Air Force Base procedures for the nomination and selection of exceptionally well-qualified airmen for one-time consideration for promotion to Senior Airman (SrA) Below-The-Zone (BTZ) and to ensure fair, equitable, and timely promotion consideration. It only applies to the enlisted personnel assigned to Scott Air Force Base and associated units.

**1. Eligibility:**

1.1. Fully qualified minimum requirements for SrA are 36 months time-in-service (TIS) and 20 months time-in-grade (TIG), or 28 months TIG, whichever occurs first. The BTZ selects receive early promotion 6 months prior to the fully qualified requirement. Quarterly boards are held in December, March, June, and September to consider airmen eligible for early promotion in January through March, April through June, July through September, and October through December, respectively.

1.2. The member must meet promotion eligibility requirements established in AFI 36-2502, *Airman Promotion Program*, Table 2-1.

1.3. The immediate commander ensures airmen nonrecommended to meet the board are notified either verbally or in writing of their nonrecommended status.

**2. Quotas:**

2.1. Quotas are established quarterly based on 15 percent of the eligibles (TIG and TIS only).

2.2. Distribution of unit quotas is delegated to the Military Personnel Flight (MPF) Commander.

2.3. Quota aggregation is not allowed. Squadron quotas may not be combined to form a group. Squadrons can aggregate to the Central Base Board (CBB).

### 3. Large Unit Selection Procedures:

3.1. Units with seven or more eligibles will be classified as large units for quota purposes.

3.1.1. Large units may nominate individuals for consideration by the CBB with the respective commander's approval. If this option is chosen, large units must relinquish selection authority and all quotas to the CBB.

3.1.2. Large units must consider all qualified individuals meeting TIS and TIG requirements, even if they are TDY, on leave, or have a projected reassignment with a report not later than date during or subsequent to the processing month.

3.2. Commanders of large units will conduct a review process to select the most qualified individuals for SrA BTZ. The review process must be fair and equitable for all individuals. If any nominated member will not be present for the selection process due to circumstances beyond the member's control (TDY, emergency leave, convalescent leave, hospitalized, etc.), the board will review records only. Large units must complete their selection process no later than (NLT) 3 duty days prior to the date the CBB convenes.

3.3. Once the selections are made, the commander underlines the names of the unit selects on the BTZ eligibility list, signs the list, and returns it to 375 MSS/DPMPE (Promotions) NLT 1 duty day prior to the date the CBB convenes. A unit is not required to use all quotas if the quality of the nominations is not sufficient to warrant it. If any quotas are not used, indicate by annotating the roster before returning to 375 MSS/DPMPE. Nominees are not to be notified of their selection/nonselection status until the CBB has made its selections and the 375 AW/CC has approved all BTZ selections.

### 4. The CBB Procedures:

4.1. Any units with six or less eligibles will be classified as a small unit. Small units may nominate one, some, or all of their qualified eligibles to the CBB.

4.2. The CBB will be chaired by a chief master sergeant who will act as board president and two other chief master sergeants or chief selectees. The 375 AW/CCC will select the board president. A nonvoting member in the rank of SrA or above will act as the board recorder. Board members will evaluate and score records impartially and without prejudice, keeping in mind the potential of the airmen under consideration and the best interests of the Air Force.

4.3. The CBB will be records only:

4.3.1. The records will consist of each nominee's most recent EPR, a BTZ RIP (provided by 375 MSS/DPMPE), and an AF Form 1206, **Nomination for Award** (prepared by the member's unit). The EPR and AF Form 1206 are mandatory. The AF Form 1206 must be kept to one page and will contain the categories shown in paragraph 4.3.2. Further guidance on the areas evaluated is provided at [Attachment 1](#).

4.3.2. Primary emphasis is placed on duty performance, with secondary emphasis on the whole-person concept. The following categories must be used on all SrA BTZ AF Forms 1206 meeting the CBB. Scoring guidelines are shown below. The board president will determine what procedures will be used to ensure an equitable evaluation of all records and how tie scores will be resolved:

Area Evaluated and Score Range

|                                                  |             |
|--------------------------------------------------|-------------|
| Leadership and Job Performance in Primary Duties | 0-30 points |
| F Awards/Decorations/Titles                      | 0- 5 points |
| Significant Self-Improvement                     | 0- 5 points |
| Other Accomplishments                            | 0-10 points |

4.4. The board recorder will combine board member's score, rank-order the nominees to determine select/nonselect status, and prepare board minutes.

**5. The MPF Responsibilities:**

5.1. The 375 MSS/DPMPE acts as the overall office of primary responsibility for the Scott Air Force Base SrA BTZ Program.

5.2. Distributes quotas, distributes products, establishes suspenses, publicizes each BTZ selection cycle, and is responsive to the board president of the CBB.

5.3. Provides the 375 AW/CC with a written record of the CBB and large unit recommendations for selection.

5.4. Ensures timely notification to unit commanders of the select and nonselect status of their nominees.

5.5. Projects BTZ promotions in the Personnel Data System (PDS).

**6. Unit Commander Responsibilities:**

6.1. Conducts quality force reviews on nominees and selects prior to submitting names to Career Enhancements.

6.2. Ensures proper documentation is completed in a timely manner to meet all suspenses for the board process.

6.3. Ensures all nominees/selects are notified of their selection status as soon as results are approved by the 375 AW/CC and released by 375 MSS/DPMPE.

PAULA A. WELENC, Lt Col, USAF  
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## Attachment 1

### SENIOR AIRMAN BTZ GUIDANCE

The purpose of this attachment is to provide uniformity in the writing and grading of the AF Forms 1206 used for the SrA BTZ Program. Use the following guidelines for writing/grading the categories:

#### *CATEGORIES:*

**- Leadership and Job Performance (0-30 points)** - Address the member's leadership and job performance in their primary AFSC. This is not the place for describing the member's job. Use this area to show the member's level of performance and technical expertise--how the nominee developed new ideas or techniques that significantly increased mission effectiveness. Clearly demonstrate the leadership qualities of the nominee in his or her primary job--what makes the individual stand out above others?

- Emphasize dollar and time savings in real numbers. Avoid using percentages, unless you back them up with real numbers.
- Emphasize where the nominee has taken "risks" and had a positive impact on the mission, people, and resources.

**- Air Force Awards/Decorations/Titles (0-5 points)** - Include awards, decorations, or titles the individual has won and why the individual received them. If the member has been submitted for an award, but has not yet been approved, indicate that it is a submission and not yet awarded.

- Emphasize the actions or qualities that led to the individual receiving the award.
- Decorations should be verified against the Personnel Data System (PDS) and the individual's records. No credit will be given for decorations indicated on the AF Form 1206 that do not appear in the PDS or in the individual's personnel records.

**- Significant Self-Improvement (0-5 points).** This category is to show how the nominee is improving.

- Include off-duty education the member is enrolled in or has completed since entering active duty.

Indicate degrees the member has received, semester hours completed, and other similar information.

Include seminars, on-duty courses, quality and computer classes that have developed the member's creative abilities. Indicate how the member's self-improvement efforts have enhanced job performance.

- ***Other Accomplishments (0-10 points)***. This category is often confused with other categories. The key is that the accomplishments set the member apart from others of equal or higher grade in any AFSC. Include items such as:

- Distinguished or honor graduate of technical schools.
- Accomplishments achieved through special projects for the commander, first sergeant, flight chief, senior enlisted advisor, etc., that are not primary duty related.
- Honor guard or other special duty participation.
- Improvements or achievements made in additional duties held by the member. Show the action the member took and the impact.
- Participation in a cross-functional process action team or working group that improved a process or program that had a significant impact on the unit or base.
- Any activities the member participates in that make him/her an articulate and positive representative of the Air Force to the local or base community.