

**1 MAY 2003**

**Personnel**



**SENIOR AIRMAN BELOW THE ZONE  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 60 MSS/DPM (CMSgt Russell Edens)

Certified by: 60 MSS/DPM  
(Major Sean R McElhaney)

Pages: 17

Distribution: F

---

This instruction implements Air Force Policy Directives (AFPD) 36-25, *Military Promotions and Demotion*, AFI 36-2502, *Airman Promotion Program* and MPFM 01-07, *Senior Airman Below the Zone (BTZ) Program*. It establishes procedures and responsibilities for the Wing Below-the-Zone (BTZ) Central Base Board (CBB) and large units. Contains the selection of board members, identification and selection of BTZ selectees, and eligibility requirements of nominees. It also establishes scoring guidelines and notification procedures. This document applies to all active duty Air Force personnel assigned or attached to Travis AFB.

**1. Below-the-Zone (BTZ) Definition.**

1.1. The purpose for BTZ promotion is to provide an opportunity for exceptional Airmen First Class (A1C) a one-time consideration for early promotion to Senior Airman (SrA). Airmen selected for SrA BTZ should be those who have clearly demonstrated the potential for advancement and increased responsibility and are ready to move on to the next higher grade. Airmen to be considered are as follows :

1.1.1. A1Cs must meet the requirements in AFI 36-2502, Table 2.1, and have 36 months time-in-service (TIS) and 20 months time-in-grade (TIG), or 28 months TIG, whichever occurs first. Their commander must also recommend them.

1.1.2. Airmen who were eligible for the previous CBB, but was not considered due to an error and has HQ AFPC/DPPPWM approval, will meet this board as a supplemental.

**2. Timelines:**

**Table 1. Schedule.**

<u>Processing Months</u>	<u>Selection Month</u>	<u>Promotion Months</u>
January/February	March	April - June
April/May	June	July - September
July/August	September	October - December
October/November	December	January - March

**3. Responsibilities.**

3.1. 60 MSS/DPMPE will:

3.1.1. Identify Eligibles. Personnel Systems Management provides an automatic quarterly end of month (EOM) output product to the MPF Career Enhancement element within the first 10 days of the first processing month (i.e., Jan, Apr, Jul, Oct). The roster identifies all A1Cs who meet or exceed the time-in-service (TIS) and time-in-grade (TIG) requirements, regardless of promotion ineligibility conditions (i.e., on the control roster, PAFSC skill level too low, undergoing Article 15 suspended reduction, etc.). The output product produces an MPF alphabetical listing and a three-part unit listing .

3.1.1.1. Part I. Identifies A1Cs with no quality indicators in their record.

3.1.1.2. Part II. Lists “questionable eligibles” (individuals with quality indicators) who may not be qualified for BTZ promotion .

3.1.1.3. 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.

3.1.2. Establish Quota. Quotas are based on 15 percent of the eligibles (based on TIG and TIS ONLY). MPF determines quotas before distribution to units. Large units (seven or more eligibles) receive quotas and promote at unit level. Small units (six or less eligibles) are combined into one pool of eligibles to form the CBB population. Quotas are distributed as follows:

**Table 2. Quotas.**

<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

3.1.3. Notify Units. Units are notified if they are either a large or small unit as soon as possible, but no later than the third week of the first processing month. A sample notification letter to accompany SrA BTZ eligibility listing is provided at [Attachment 2](#).

3.1.4. BTZ eligibility of A1Cs PCSing. Determine the quarter the individual is BTZ eligible and ensure a BTZ selection folder is prepared prior to PCS departure date. This requires the MPF

Career Enhancements Element to coordinate on AF Form 907, **Relocation Preparation Checklist** for all A1C's PCSing. When a selection folder is not prepared prior to an individual's PCS departure date, the MPF must make every effort to obtain copies of the individuals EPRs and decoration citations by contacting the gaining MPF, or the individual at their leave address.

3.1.5. Schedule the CBB, collect nomination packages, notify board members, provide a recorder, and prepare the selection folders. Board members must be notified in writing of the selection to serve. Squadron commanders or designated representatives assume this responsibility in the large units .

### 3.2. Units will:

3.2.1. Verify Eligibility. Using the MPF listing, verify the eligibility of each individual to ensure they meet the TIG and TIS requirements for the current quarter. Only verify the TIG and TIS requirements and do not consider normal promotion ineligibility conditions. This will ensure that only those meeting the TIG and TIS requirements are considered and possibly prevent someone from being considered more than once for a SrA BTZ promotion. Remove those names exceeding or not meeting current quarter TIG and TIS requirements and determine if a previous quarter board in fact considered them. Do this by reviewing that quarter's roster if serviced by the current MPF, or contact the previous MPF. For individuals not considered during the quarter in which they met TIG and TIS eligibility, and are recommended by the commander, request supplemental BTZ consideration (refer to paragraph 7.). NOTE: A member must have an EPR on file before being considered for BTZ. If a member does not have an EPR on file contact 60 MSS/DPMPE.

3.2.2. Consider all individuals meeting TIG and TIS requirements, even if they are TDY, on leave, or have a report not later than date (RNLTD) on or after the first day of the first processing month (i.e., Jan Apr, Jul, and Oct) for that quarter's selections. All individuals appearing on the eligibility listing must be considered. The commander must review the airman's EPR(s), their personnel record, PIF, discuss the consideration with the supervisor and chain of command, etc., before making a BTZ decision, to include whether the airman will meet a unit or base selection process. An EPR is required for all members being considered for BTZ, if an EPR is not available, an EPR will be Directed by HAF to be completed in time of the board. As stated earlier, names appearing on Part III of the eligibility rosters are "considered" for promotion, but cannot be selected since they are ineligible for promotion according to AFI 36-2502, Table 1.1.

3.2.3. Provide each eligible individual on Part I and II of the unit listing a record review listing (RRL) to verify data accuracy. Instruct individuals they must correct any erroneous data prior to the board convening. On Part III of the unit listing, only provide a RRL to those individuals that were erroneously identified as ineligible .

3.2.4. Alternates are selected based on their board score in the event a selectee is removed before the effective date. Ensure the commander wishes to remove the stripe completely versus withhold. If the first alternate selectee's DOR is past due, they will receive the original BTZ DOR and effective date of unit commander approval. The MPF will assist the airman in applying for a retroactive promotion effective date to HQ AFPC/DPPPWM according to AFI 36-2502, paragraph 1.12.

**4. Selection Procedures.** Ensures the SrA BTZ program is fair, equitable, and provides timely promotion consideration. NOTE: The CBB or commander is not required to use all of the quotas if they feel early promotion is not warranted.

4.1. Large Unit Selection Procedures. Large unit selection procedures will mirror the CBB selection procedures (see paragraph 5.). Once selections are made, large unit commanders underline the selectee(s) name, date, sign and return the BTZ eligibility listing to the MPF along with the minutes and score sheets, no later than the last duty day of the selection month (i.e., Mar, Jun, Sep, Dec). A commander may request to send individuals to the CBB, rather than conducting a squadron board upon wing commander approval.

4.2. Small Unit Selection Procedures. The unit commander will determine the method for selection of his eligible(s) for the CBB (see note below). The commander must review the airman's EPR(s), their personnel record, PIF, discuss consideration with the supervisor and chain of command, etc., before making a BTZ decision. It is recommended that the commander utilize the board process to ensure a fair selection. If a board is convened, utilize the CBB selection procedures. NOTE: Commanders must remember that airmen selected for early promotion to SrA should be those who have clearly demonstrated the potential for advancement and increased responsibility of the next higher grade. There is no requirement to fill your quota just for your unit to be represented.

4.2.1. In addition to the member's EPR, small units have the option to provide 60 MSS/DPMPE with an AF Form 1206 narrative (**Attachment 2**) by the date specified on the BTZ Transmittal Memorandum. The information provided on the AF Form 1206, **Nomination for Award, Must Not** duplicate information already provided in the member's EPR(s). This is to provide additional information that may have occurred after the member's EPR(s) close-out date or information that could not fit in the member's EPR(s).

**5. Central Base Board Processes.** The board will consist of the Wing Command Chief Master Sergeant (or designated representative) as president, and the Superintendent (or designee) from each group (615 AMOG Superintendent and a CMSgt/SMSgt from 60 AMW/DS as necessary). A nonvoting recorder will be appointed in the grade of E-4 or higher. This recorder will assist the board by insuring records are provided, compiling minutes of the board, tabulating results of the board, and insuring the board complies with directives. All members must act in the best interest of the Air Force and not for any particular group or squadron to determine those airmen that have demonstrated the best potential for early advancement to SrA.

5.1. Board Processing. Board members will receive the nomination packages NLT the Friday prior to the board convening. This gives each member enough time to examine the packages and determine their order-of-merit.

5.1.1. An officer will swear in the president. After the president is sworn in, he/she will administer the oath to the appropriate board members and the recorder.

5.1.1.1. President and Board Members Oath. "I SOLEMNLY SWEAR THAT I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY, HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND EFFICIENCY OF THE UNITED STATES AIR FORCE."

5.1.1.2. Recorder's Oath. "I SOLEMNLY SWEAR THAT I WILL KEEP A TRUE RECORD OF THE PROCEEDINGS OF THIS BOARD."

5.1.2. The board will spend the majority of their time examining the member's leadership accomplishments and job performance that contribute significantly to increase mission effectiveness. They will also ascertain if the scope and level of responsibilities and the impact of the mission and

unit is the quality of someone deserving higher rank. Also, they will determine the individual's ranking among their own peers and awards received, such as quarterly and annual awards (Base Level or Higher).

5.1.2.1. In addition to job performance, board members may determine if the member has shown improvement in skills related to primary duties, such as formal training, Career Development Course enrollment or completion, On-the-Job training, certifications, or off-duty education related to primary duties. Also, determine if the member's training or activities, to include any off-duty education, have significantly enhanced the member's value as a military citizen. NOTE: All A1C's may not have that same opportunity to complete off-duty education or be heavily involved in community relations, so take into consideration AFSC training requirements, work schedules, and deployment rates when assessing education levels .

5.1.3. Board report should contain a list of board members, order of merit (identifying total score and select/nonselect status), and cutoff score. The board president and all voting members will sign the report and obtain approval by the wing commander.

5.1.4. If an individual should have been considered during the current quarter board and the error is discovered before promotions are announced, large unit commanders may consider the airman and adjust selection accordingly (this does not apply to airmen who are gained and it has been determined they were not considered by their losing base--see supplemental BTZ consideration paragraph 7.). The CBB will reconvene to consider small unit eligibles and selections will then be adjusted accordingly. If discovered after selections are announced, supplemental promotion consideration procedures apply. Adjustments will not be made to the gaining unit/base quota, if the error is discovered for an individual that should have been considered by their losing base. Every effort should be made to ensure the individual is considered by their losing unit/base. If the losing unit/base has already announced selection, the gaining base (if commander recommends) will request supplemental consideration.

5.2. **Selection Folders.** The selection folder will consist of copies of the members' EPR(s), the AF Form 1206 in an approved format ([Attachment 2](#)) if applicable, a BTZ RIP, and decoration citation(s) if applicable. Units will submit nominations to 60 MSS/DPMPE in one copy. Destroy or give selection folders to the individual when no longer needed.

5.3. **Scoring.** Each nominee's leadership qualities, articulate and positive representation of the Air Force, and other accomplishments are evaluated based on the facts contained in the EPR(s), AF Form 1206, and decoration citation(s) compared with other eligibles.

5.3.1. Board members will use a numerical scoring system to help determine their order-of-merit for the eligible airmen ([Attachment 5](#)) prior to the board convening. The two categories to be scored are Job Performance/Leadership and Education and Base/Community Involvement. Once the board convenes, each voting member will provide their order-of-merit to the board recorder.

<u>Score</u>	<u>Evaluation</u>
10	Definitely Promote Early
9.0 - 9.5	Probably Promote Early
8.0 - 8.5	Maybe Promote Early
7.0 - 7.5	Probably Not Promote Early
6.0 - 6.5	Definitely Not Promote Early

5.3.1.1. Job Performance/Leadership accounts for 85 out of 100 points. Examine the airman's leadership accomplishments and job performance that contribute significantly to increase mission effectiveness. Ascertain if the scope and level of responsibilities and the impact of the mission and unit is the quality of someone deserving higher rank. Also, determine the individual's ranking among their own peers and awards received, such as quarterly and annual awards (Base Level or Higher).

5.3.1.2. Education and Base/Community Involvement accounts for 15 out of 100 points. Determine if the airman has shown improvement in skills related to primary duties, such as formal training, Career Development Course enrollment or completion, On-the-Job training, certifications, or off-duty education related to primary duties. Also, determine if the member's training or activities, to include any off-duty education, have significantly enhanced the member's value as a military citizen.

5.3.2. The recorder computes the total score of each eligible by adding the ranking numbers of all the voting members (i.e., someone ranked by the board members as #1, #2, #1, #4, #2, #1 will receive a total score of 11). After computing the total scores they will determine an order-of-merit by ranking the lowest score first and the highest score last on the "CBB Initial Tally Score Sheet/Splits" ([Attachment 6](#)). The total score will be given to the board president when all records have been scored.

5.3.3. **Significant Disagreements or "Split"**. Splits occur when rankings are separated by five or more (i.e., one voting member ranks an individual as their #3 and another voting member ranks the same individual as their #8). If this occurs, the following procedures will be implemented :

5.3.3.1. The president will lead an open discussion until the board members resolve the split. Only those individuals involved with the split may change their order-of-merit.

5.3.3.2. If the board member(s) cannot resolve the disagreement, then the president will provide detailed information with the board report summarizing why the board members could not resolve the split.

5.3.4. **Establishing the final "Cut Line"**. Following resolution of "split" scores, the recorder will deliver to the panel chief an order-of-merit list ([Attachment 7](#)) based on the total of the individual scores given by each scoring board member. The recorder will then indicate which airmen have been selected for possible early promotion.

5.3.4.1. If the preliminary "cut line" falls between two or more airmen with the same score (called the "gray zone"), the records of all airmen in the "gray zone" will be rescored by the board until the "cut line" falls between airmen having different scores. The recorder estab-

lishes a final "cut line" after the board resolves the "gray zone." The board recommends airmen above the "cut line" to 60 AMW/CC for early promotion to SrA. The board authenticates this list of airmen for the record, which becomes part of the final board report.

5.3.4.1.1. Any airman meeting the board as a supplemental and falls above the "cut line" **will not** be counted against the quota, they will be an addition to the quota. **NOTE: Airmen meeting the board as a supplemental will not be identified to voting members until after the cut line has been established.**

## 6. Selection Announcement.

6.1. **Large Units.** The squadron commander will announce selectees only after the wing commander has approved the selections from the CBB. Non-selectees will be notified in writing.

6.2. **Small Units.** After the wing commander has approved the selections from the CBB, the squadron commander will announce their selectees and non-selectees at the earliest possible time, but prior to the promotion effective date. The wing commander or designated representative will notify CBB non-selectees of their non-selection in writing .

## 7. Supplemental BTZ Consideration.

7.1. Commanders may request supplemental BTZ consideration for individuals that should have been considered by a previous board and the error wasn't discovered until after promotions are announced. After obtaining the unit commander's recommendation, the MPF will forward the supplemental request to HQ AFPC/DPPWM for consideration. Supplemental consideration will not be given for incorrect data reflected on the BTZ RIP or for individuals who are denied BTZ nomination due to incorrect data reflected on the BTZ output products. It is the individual's, supervisor's and commander's responsibility to ensure an individual has been properly identified as eligible, and most importantly, ensure the data on the BTZ RIP is accurate and complete.

## 8. Adopted Forms. AF Form 907, Relocation Preparation Checklist, and AF Form 1206, Nomination for Award.

DENNIS M. MCCARTHY, Colonel, USAF  
Director of Wing Staff

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

AFPD, 36-25, *Military Promotions and Demotion*.

AFI 36-2502, *Airman Promotion Program*.

MPFM 01-07, *Senior Airman Below the Zone (BTZ) Program*.

## Attachment 2

## SAMPLE SRA BTZ TRANSMITTAL MEMORANDUM

MEMORANDUM FOR (UNIT/CC)

FROM: 60 MSS/DPMPE

SUBJECT: Senior Airman (SrA) Below-the-Zone (BTZ - Quarter \_\_\_\_\_)

The attached list identifies A1C's assigned to your organization who are eligible for SrA BTZ this quarter. They have a date of rank (DOR) within six months of their normal fully qualified phase point for promotion. The following instructions apply, as indicated:

\_\_\_\_ 1. Your unit has six or less eligibles (small unit) and may nominate to the central base board (CBB). Board date, time, and location will be provided at a later date. **Please comply with the attached instructions, underline your nominee's name on the attached listing, sign, date, and then return the listing not later than \_\_\_\_\_.**

\_\_\_\_ 2. Your unit has seven or more eligibles (large unit) and may select \_\_\_\_ A1C(s) for promotion IAW the attached instructions. **Please underline the name(s) of your selectee(s), sign, date the listing and return it to our office not later than \_\_\_\_\_ to ensure timely update of personnel and pay data.**

The attached 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 HAF (DBH) Enlisted Performance Reports (EPRs) on A1Cs without an EPR on file are automatically projected. (A1Cs appearing on Part III of the unit roster do not require DBH reports). DBH EPRs will close-out no later than the 15th day of the first processing month (i.e., Jan, Apr, Jul, and Oct) unless the airman does not have 60 days supervision; then the closeout date will be the day 60 days supervision is obtained.

Carefully review quality indicators (i.e., low EPR ratings, UIFs, etc.) before making your selection. You are not required to use the full quota or make a selection (unless directed to do so by the host wing commander or senior Air Force officer serving in that capacity).

Before making selection(s), ensure individuals identified as “skill level waiver required” qualify for a PAFSC skill level waiver IAW AFI 36-2502, Table 2.3. The required PAFSC skill is a 3-skill level before promotion to SrA.

Please ensure all eligibles have been properly identified as eligible, are informed of the proper study material, and, most importantly, their personnel data is accurate and complete. The importance of your involvement cannot be overemphasized.

JULIE A. WIEMER, Capt, USAF  
Chief, Customer Support

Attachments:

1. SrA BTZ Unit Eligibility Listing
2. Example of AF Form 1206
3. Example of BTZ Board Minutes

**Attachment 3**

**SAMPLE NARRATIVE JUSTIFICATION**

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
Senior Airman Below-The-Zone	BTZ	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSAN	MAJCOM, FOA, OR DRU
A1C Doe, John A.	123-45-6789	Air Mobility Command
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
Enter DAFSC/Duty Title as Reflected in PC III	DSN 836-XXXX/(707) 42X-XXXX	
UNIT/OFFICE SYMBOLE/STREET ADDRESS/BASE/STATE/ZIP CODE		
Enter Individual's Unit/Office Symbol/and Street Address/Base/State/Zip Code		
RANK/NAME OF UNIT COMMANDER ( <i>First, Middle Initial, Last</i> )/COMMANDER'S TELEPHONE (DSN & Commercial)		
Enter commander's information (Commander must initial here)		

**SPECIFIC ACCOMPLISHMENTS (Use single spaced bullet format)**

In addition to the member's EPR, units have the **option** to provide an AF Form 1206 narrative. The information provided on the AF Form 1206 **Must Not** duplicate information already provided in the member's EPR(s). This is to provide additional information that may have occurred after the member's EPR(s) close-out date or information that was not in the member's EPR(s).

This section must be completed in bullet format with a **Maximum of 10** lines. Bullets may cover items accomplished under job performance and leadership, or education and base/community involvement. Include information that may help the board members determine those airmen who have clearly demonstrated the potential for advancement and increased responsibility of the next higher grade .

**Attachment 4****BOARD GUIDANCE MEMO****BOARD PRESIDENT:**

- Be familiar with TAFBI 36-108 and ensure strict adherence to this instruction.
- Oversee board operations.
- Serve as final authority to select proposed winner, breaking any ties as needed.
- Ensure each board member receives complete selection folder on each nominee. This folder should contain the following:
  - AF Form 1206, BTZ RIP, all EPRs, and decoration citation(s).
- Upon board completion, immediately ensure the return of all board member score sheets and Selection Folders to  
60 MSS/DPMPE.

**BOARD MEMBER:**

- Be familiar with TAFBI 36-108 and ensure strict adherence to this instruction.
- First, review the score sheet. Note what each category is worth and how the points are broken down. Ensure each bullet is in the proper category.
- Judge how important each bullet is based on your own intellect experience, and common sense.' Don't bring in your own knowledge of the person, just of the facts contained on the AF Form 1206, EPR(s), and decoration citation(s).
- Grade each nomination package individually, awarding points based on two factors: (1) Job Performance and Leadership, and (2) Education and Base/Community Involvement .
- Assign the proper points, and rank 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 .

**Attachment 5**

**OATH OF THE BTZ BOARD MEMBERS**

“I SOLEMNLY SWEAR THAT I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMAN AND EFFICIENCY OF THE UNITED STATES AIR FORCE.”

To be given by the convening authority or designated representative.

---

OATH OF THE BTZ RECORDER

“I SOLEMNLY SWEAR THAT I WILL KEEP A TRUE RECORD OF THE PROCEEDINGS OF THIS BOARD.”

To be given to the recorder by the board president.





