



WEASEL NOTAM – 35FW-18-XX
Fighter Wing Commander's Front Office Rules
23 Aug 18



PURPOSE: Establish the 35th Fighter Wing Commander's Front Office rules for timely staffing procedures and appointments with the commander.

IMPLEMENTATION:

1. For meetings with the FW/CC or FW/CV, please ensure you have the following information coordinated with the secretary (35 FW/CCS, 226-3501, christina.adams.7@us.af.mil):

- a. Purpose
- b. Read ahead data for the FW/CC - minimum a day prior to meeting
- c. Is this an informational or decision brief
- d. Length of time required (30 mins will be the default)

If it's an informational brief, please ensure a face-to-face meeting is required. If not, a bullet background paper or informational data will suffice.

2. For Staff summary sheets, eSSS, and staffing procedures, please reference 35th Fighter Wing Writing Guide CAO 13 Mar 18. NOTE: All correspondence must be received by the front office a minimum of 2 weeks prior to its suspense date. If the package requires the FW/CC's immediate attention, the group executives must call the Fighter Wing front office.

POC: Contact 35 FW/CCE at 226-3311 for specific questions about this NOTAM.

KRISTOPHER W. STRUVE, Colonel, USAF
Commander