



WEASEL NOTAM – 35FW-18-04
E-1 to E-4 Assessments and Evaluations
13 Jul 20



PURPOSE: To implement 35th Fighter Wing (FW) E-1 to E-4 assessment and evaluation policy.

COMMANDER'S INTENT: The 35 FW Commander's intent is to ensure every Airman receives timely and appropriate Airman Comprehensive Assessments (ACA) and evaluations.

BACKGROUND: Per myPers message 36599 (attached), HAF eliminated Airman First Class and below enlisted evaluations for those with less than 36 months Time-In-Service (TIS). This policy change places increased emphasis on effective ACAs. It also presents challenges associated with documenting an Airman's performance prior to PCSing.

IMPLEMENTATION:

1. Effective upon signature of this NOTAM, Airmen who PCS from Misawa Air Base prior to requiring an initial evaluation will receive an AF Form 77 Letter of Evaluation (LOE), completed by their immediate rater, within 30 days of the affected Airmen's final out-processing date.

- a. Units will add this requirement to all applicable out-processing checklists.
- b. Career Development will add this line item to the vMPF out-processing checklist.
- c. Airmen are directed to hand-carry the LOE with them to their next assignment.

2. In accordance with AFI 36-2406, Officer and Enlisted Evaluation System, Chapter 2, Airman Comprehensive Assessment, the unit commander administers the ACA program and monitors raters and ratees to ensure ACA sessions are conducted properly and as required by AFI. As such, commanders are highly encouraged to use any mechanism(s) they deem appropriate to ensure their Airmen receive timely and appropriate ACAs.

3. In addition, given the anchored 31 March Static Closeout Date (SCOD), units are highly encouraged to adjust ACA due dates to coincide with SCOD for all affected Airmen. To simplify tracking and promote consistency across the wing, raters should conduct midterm ACAs in the months of September and March to the greatest extent possible.

4. Finally, commanders are highly encouraged to support and promote continuing professional development for raters, to include recurring effective feedback training, such as that provided by the Professional Development Center.

POC: Contact the 35 FW Command Chief at DSN 226-3509 with specific questions about this NOTAM.

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Commander, 35th Fighter Wing