



WEASEL NOTAM – 35FW-18-07  
Fighter Wing Commander's Front Office Rules  
13 Jul 20



**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 FW/CC or FW/CV, please ensure you have the following information coordinated with the secretary (35 FW/CCS, 226-3501, [amber.waldo.1@us.af.mil](mailto:amber.waldo.1@us.af.mil)):

- a. Purpose
- b. Read ahead data for the FW/CC – minimum a day prior to meeting
- c. Is this informational or a decision brief
- d. Length of time required (25 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, eSSSs, and staffing procedures, please reference Air Force Handbook 33-337, *Tongue and Quill*. NOTE: All correspondence must be received by the front office at 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/CCS at 226-3501 for specific questions about this NOTAM.

JESSE J. FRIEDEL, Colonel, USAF  
Commander, 35th Fighter Wing