



WEASEL NOTAM – 35FW-18-07
Fighter Wing Commander's Front Office Rules
08 Aug 22



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, stephanie.parks.12@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 (30 mins will be the default)
- e. The attached 35 FW Meeting & Event Request Form is the preferred method of receiving this information.

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.

MICHAEL P. RICHARD, Colonel, USAF
Commander, 35th Fighter Wing

Attachment:
35 FW Meeting & Event Request Form

35FW MEETING & EVENT REQUEST FORM: FW/CC/CV/CCC

FW/CC	FW/CV	FW/CCC

(CHECK BOX TO INDICATE REQUESTED ATTENDEE/S FOR APPOINTMENT)

SUBJECT:

REQUESTED DATE/ TIME:

MEETING/EVENT LENGTH:

BACKGROUND MATERIAL:

CLASSIFICATION:

GROUP REVIEWED:

PURPOSE OF MEETING: *(CHECK BOX TO INDICATE DESIRED OUTCOME OF MEETING- FILL IN AS NEEDED)*

<input type="checkbox"/> GUIDANCE ON:	<input type="checkbox"/> DEVELOPMENTAL MEETING
<input type="checkbox"/> DECISION ON:	<input type="checkbox"/> OFFICE CALL/ INTRODUCTION
<input type="checkbox"/> INFORMATIONAL BRIEF	<input type="checkbox"/> OTHER:

DETAILS/ BLUF:

ATTENDEES: *LIST OF INDIVIDUAL NAMES OR GROUPS- SUCH AS GROUP/CCs OR FIRST SERGEANTS*

RANK/NAME OR GROUP	OFFICE	RANK/NAME OR GROUP	OFFICE

LOCATION:

FW/CC OFFICE (SEATS 8)	FW/CV OFFICE (SEATS 4)	FW/CCC OFFICE (SEATS 4)	FWCR OFFICE (SEATS 130)	OTHER (SPECIFY):

IF APPLICABLE SEND READ A-HEADS, SLIDES, BULLET BACKGROUND PAPERS OR BIOGRAPHIES THREE BUSINESS DAYS PRIOR TO APPOINTMENT.

For FW/CC/CV request, email form to 35fw.ccs@us.af.mil

For FW/CCC request, email form to 35fw.ccc@us.af.mil