



WEASEL NOTAM – 35FW-16-27
Enlisted Force Distribution
9 Aug 22



PURPOSE: To implement 35th Fighter Wing (FW) enlisted forced distribution policy.

COMMANDER’S INTENT: The 35 FW Commander’s intent is to appropriately review all promotion eligible members in a timely manner and recommend those deemed most deserving of the top 2 promotion recommendations of [Promote Now “PN”] and [Must Promote “MP”].

BACKGROUND: IAW AFI 36-2406, Officer and Enlisted Evaluation Systems, paragraph 4.18, Forced Distribution provides an opportunity for commanders to award promotion recommendations through forced distribution allocations to exceptionally well qualified promotion eligible SrA, SSgts, and TSgts, to be effective upon each grade’s applicable annual static close out date (SCOD).

IMPLEMENTATION:

1. Effective upon signature of this NOTAM, the Force Support Squadron (FSS) will facilitate the Wing’s enlisted forced distribution process at the direction of the Wing Commander and with advice from the Command Chief. FSS-designated personnel will coordinate with large units to facilitate the Enlisted Forced Distribution Process and small units to facilitate the Wing’s Enlisted Forced Distribution Panel (EFDP).

NOTE: AFPC provides the MELs identifying TIG/TIS-eligible and non-TIG/TIS-eligible Airmen assigned as of the accounting date in myEval. The MEL identifies all Airmen with an EPR scheduled to close-out on the applicable SCOD, regardless of an Airman’s promotion ineligibility condition(s). Promotion allocations are determined by AFPC based on the numbers of promotion eligible in a given rank within each unit. Units will then proceed accordingly.

2. The Wing will use the following timeline:

SrA	SSgt	TSgt	Timeline / Step
3 December	3 October	3 August	Accounting Date
Early December	Early October	Early August	MEL Released by AFPC
31 March	31 January	30 November	Static Closeout Date (SCOD)
Early April	Early February	Early December	TIG/TIS Ineligibles EPRs due to MPF
1 April	1 February	1 December	Earliest date an EFDP may convene
Late April	Late February	Late December	EFDP completed to meet MPF suspense
30 April	2 Mar	30 Dec	All EPRs due to MPF
Mid-May	Mid-March	Mid-Jan	MPF Finalize/Submits EPRs to AFPC
Jul	June	April	File Freeze for Promotion consideration

3. Large Units. Any organizational structure with 11 or more TIG/TIS eligible Airmen (by grade) as of the SCOD. Large unit commanders must review Airman's career brief, decorations, and last three EPRs (this includes the EPR being considered for forced distribution and may also include "selectee" reports). In addition, large unit commanders will conduct a mandatory quality force review in advance of Forced Distribution proceedings. It will include, but is not limited to, a review of the nominee's Personal Information File (PIF) and AFFMS II fitness report. In addition, it must include a discussion with the member's supervisory/rating chain prior to making a nomination decision. Any deviations or additions to this process must be approved by the Wing Commander in advance.
4. Small Units. Any organizational structure with 10 or less TIG/TIS eligible Airmen (by grade) as of the SCOD. The EFDP is comprised of the EFDP President (Wing Commander), Command Chief or Air Force Senior Enlisted Leader (SEL), forced distributors of small units (flight chiefs/designated representatives for large units), and Recorder. The Wing Commander may delegate EFDP President no lower than the Wing Vice Commander. The Command Chief or Air Force Senior Enlisted Leader (SEL), will serve as EFDP advisor.

NOTE: The Wing Commander and/or Command Chief may invite key personnel to observe the EFDP.

- a. Small unit commanders will conduct a mandatory quality force review of their respective nominees in advance of the EFDP. It will include, but is not limited to, a review of the nominee's Personal Information File (PIF) and AFFMS II fitness report. In addition, it must include a discussion with the member's supervisory/rating chain prior to making a nomination decision.
- b. The EFDP will use a Management Level Review (MLR) model, to include a 10 – 6 point scoring system. FSS will facilitate the EFDP in accordance with AFI 36-2406. Each EFDP member must review Airman's career brief, decorations, and last three EPRs (this includes the EPR being considered for forced distribution and may also include "selectee" reports).
- c. If at all possible, the EFDP will conduct the MLR using standardized electronic records provided by FSS. Conversation between the EFDP members is highly encouraged to clarify and better understand nominee records. However, conversation must be restricted to nominee records only and conducted in an objective, professional manner.
- d. The EFDP will conduct a trial run on dummy records prior to the actual EFDP to help members better understand the process, as requested. Once the trial run is complete, EFDP members will review and score actual records. Scoring will be done in secret.
- e. FSS will collate scores, conduct an initial rank order, identify any splits, and present to the EFDP for review. The Wing Commander will facilitate any required split resolution, finalize rank order, and identify those force distributed based on available allocations.

5. FSS will complete required documentation with applicable Force Distributors once proceedings are complete and process through appropriate channels. EPRs will process through applicable rating chains for final signature and presentation to the affected member.
6. Results will only be made public after all EPRs have been signed by the affected Airmen.
7. Following release, units will brief those promotion eligible Airmen affected on the process and results. In addition, they will conduct individual feedback sessions with affected personnel as requested, or as necessary. Unit leaders are also highly encouraged to continually educate members in general on the process and its implications.

POC: Contact the Force Management at DSN 226-4984 for specific questions about this NOTAM.

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Commander, 35th Fighter Wing