



WEASEL NOTAM – 35FW-16-27  
Enlisted Forced Distribution



**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 forced distribute those deemed most deserving.

**BACKGROUND:** IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*, paragraph 1.12.1.9.1, 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 on 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:** Large and small unit determinations are made by AFPC according to the number of promotion eligibles in a given rank within each unit. FSS will determine unit designations as of each applicable SCOD. Units will then proceed accordingly.

2. The Wing will use the following timeline:

SrA	SSgt	TSgt	Timeline / Step
<b>3 December</b>	<b>3 October</b>	<b>3 August</b>	<b>Accounting Date</b>
Early March	Early January	Early	Route EPR for review
Mid-March	Mid-January	Mid-November	Conduct quality force review
<b>30 March</b>	<b>31 January</b>	<b>30 November</b>	<b>Static Closeout Date (SCOD)</b>
<b>Early</b>	<b>Early</b>	<b>Early August</b>	<b>Master Eligibility List Released by AFPC</b>
Early April	Early February	Early	Route EPR for Rater and Additional Rater
Mid-April	Mid-February	Mid-December	Prepare Forced Distribution proceedings
Early May	Early March	Early January	Conduct Forced Distribution Proceedings
Mid-May	Mid-March	Mid-January	Route EPRs for signature
Late May	Late March	Late January	Process EPRs through AFPC
<b>2 June</b>	<b>7 April</b>	<b>3 February</b>	<b>Due to AFPC</b>
<b>16 June</b>	<b>21 April</b>	<b>17 February</b>	<b>Records locked for promotion consideration</b>

3. **Large Units.** Large unit commanders must review only up to the last 3 EPRs in the current grade, to include the EPR being considered for forced distribution and the two EPRs preceding it (may include “selectee” reports), as well as each eligible’s career brief. 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.

**Small Units.** The Wing Commander will chair the EFDP. The EFDP will include all eligible small unit commanders. They will serve as voting members. The Command Chief will serve as EFDP advisor.

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

- 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 only up to the last 3 EPRs in the current grade, to include the EPR being considered for forced distribution and the two EPRs preceding it (may include "selectee" reports), as well as each eligible's career brief.
  - 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. 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.
4. 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.
  5. Results will only be made public after all EPRs have been signed by the affected Airmen.
  6. Following release, units will brief those promotion eligible Airmen affected on the process and results. In addition, they will conduct individual counseling 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 226-4780 for specific questions about this NOTAM.

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