



WARRIOR MEDIC NOTAM – 59MDW-18-08
Enlisted Forced Distribution
4 February 2020



PURPOSE: To implement 59th Medical Wing (59 MDW) enlisted forced distribution policy.

COMMANDER’S INTENT: The 59 MDW Commander’s intent is to appropriately review all promotion eligible members in a timely manner and force 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 grades applicable annual static close out date (SCOD).

IMPLEMENTATION:

1. Effective upon signature of this NOTAM, the 502d Force Support Squadron (FSS) will facilitate the 59 MDW’s enlisted forced distribution process at the direction of the Wing Commander and with advice from the Command Chief. Commander Support Section (CSS)-designated personnel will coordinate with large units to facilitate the Enlisted Forced Distribution Process and small units to facilitate the 59 MDW’s EFDP.

NOTE: Large and small unit determinations are made by AFPC according to the number of promotion eligible members in a given rank, within each unit. 502 FSS will determine unit designations as of each applicable SCOD. Units will then proceed according to the guidance provided to them.

2. The 59 MDW will use the following timeline:

SrA	SSgt	TSgt	Timeline / Step
3 December	3 October	3 August	Accounting Date
Early March	Early January	Early November	Route EPR for review
Mid-March	Mid-January	Mid-November	Conduct quality force review
30 March	31 January	30 November	SCOD
1 April	1 February	1 December	Master Eligibility List Released by AFPC
Early April	Early February	Early December	Route EPR for Rater and Additional Rater signature(s)
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
2 June	7 April	3 February	Due to AFPC
Mid-June	Mid-April	Mid- February	Records locked for promotion consideration

NOTE: AFPC records freeze date varies from year to year, but typically occurs 75-90 days after applicable SCOD. Latest EPR must be signed by member and updated by Military Personnel Section (MPS) prior to freeze date to allow promotion eligible members to compete for promotion on schedule in given cycle.

3. **Large Units.** Large unit commanders must review only up to the last 3 EPRs, 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 Personnel 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. Large Units are authorized to conduct the same EFDP process used for small units. Any deviations or additions to Large Units process must be approved by the Wing Commander in advance.

4. **Small Units.** The 59 MDW Commander will chair the EFDP. The EFDP will include all the specified eligible small unit commanders. They will serve as voting members. The 59 MDW Command Chief will serve as an

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 Personnel 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. CSS will facilitate the EFDP in accordance with AFI 36-2406. Each EFDP member must review only up to the last 3 EPRs, decorations, and Career Data Brief (CDB).
 - c. If at all possible, the EFDP will conduct the MLR using standardized electronic records provided by CSS. 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. CSS 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. CSS will complete required documentation with applicable Force Distributors once proceedings are complete and process through specified 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 the release of the EFDP results, the units will brief promotion eligible Airmen that were 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: Direct questions regarding this NOTAM to the Commander's Support Staff at DSN 554-6051 or the 59 MDW Command Chief at DSN 554-7015.


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