



WARRIOR MEDIC NOTAM – 59MDW-18-12  
Stripes for Exceptional Performers (STEP)  
4 February 2020



**PURPOSE:** To implement 59th Medical Wing (MDW) STEP promotion process.

**COMMANDER'S INTENT:** The 59 MDW Commander's intent is to ensure we accurately and appropriately identify our very best Airmen for immediate promotion.

**BACKGROUND:** Per AFI 36-2502, *Enlisted Airmen Promotion/Demotion Programs*, para 2.10, the STEP “program supplements existing Airman Promotion programs and is designed to accommodate unique circumstances that, in the commander's judgment, clearly warrant promotion. It is intended to provide a means to promote Airmen for compelling, although perhaps not quantifiable, reasons.” STEP promotions are authorized to grades SSgt and TSgt only.

**IMPLEMENTATION:**

1. Effective upon signature of this NOTAM, the 59 MDW Command Chief will oversee the STEP nomination process. The nomination process will be conducted in line with the Air Force Personnel Center (AFPC) schedule. The Command Chief will make appropriate adjustments based on the number of quotas 59 MDW receives.

- a. Nominations are limited to two categories: “SSgt to TSgt” and “SrA to SSgt”
- b. Reference AFI-36-2502, *Enlisted Airman Promotion/Demotion Programs*, relevant Personnel Services Delivery Memorandums, and Commander's Support Staff for specific eligibility requirements

2. In the event only one STEP stripe is available, limit submissions to the SSgt to TSgt category. In the event two or more STEPs are available, select one from each category unless otherwise directed.

3. Whenever possible, Group Superintendents will facilitate nominations 30 days prior to AFPC scheduled releases (no earlier than September).

4. STEP nominations will be made in secret on a need to know basis. Nominees will NOT be informed of their nomination. Nominations will flow through Group Superintendents to the Command Chief directly.

5. Each STEP nomination package will include the following:

- a. AETC STEP Nomination Format
- b. Nominee's last three Enlisted Performance Reports
- c. Nominee's SURF
- d. Nominee's AFFMS II Report

6. The Wing Command Chief will meet with the Group Superintendents to discuss the nominees and determine a rank order for Wing Commander consideration and selection.

**NOTE:** In some instances, higher headquarters may make the actual determination.

7. The Wing Commander and Command Chief will personally notify those selected for STEP promotion.

**POC:** Direct questions regarding this NOTAM to the Command Chief at DSN 554-7015.

JOHN J. DEGOES  
Major General, USAF, MC, FS  
Commander, 59th Medical Wing



**WARRIOR MEDIC NOTAM – 59MDW-18-09**  
**Senior Enlisted Stratification**  
**4 February 2020**



**PURPOSE:** To implement 59th Medical Wing (MDW) enlisted stratification policy with respect to promotion eligible MSgts and SMSgts.

**COMMANDER’S INTENT:** The 59 MDW Commander’s intent is to appropriately review all promotion eligible MSgts and SMSgts in a timely manner and stratify those deemed most deserving.

**BACKGROUND:** IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*, para 4.12.1., the Wing Commander will stratify and endorse enlisted performance reports for those SNCOs who are promotion eligible and fall within the senior rater’s top 10% of promotion eligible MSgts or top 20% of promotion eligible SMSgts respectively.

**IMPLEMENTATION:**

1. Effective upon signature of this NOTAM, the 59 MDW Command Chief will facilitate the Wing’s stratification process. The Command Chief will coordinate with Group and Wing Staff Agency Commanders and their respective senior enlisted advisors to compile, review and present recommendations to the Wing Commander for stratification consideration.

**NOTE:** Each evaluation will be reviewed on its own merit to determine appropriate endorsement level. Neither the Wing nor any lower level unit will create, develop or use a blanket policy restricting endorsement to a lower level based on any particular criteria.

2. The Wing will use the following timeline:

MSgt	SMSgt	Step
Mid-August	Mid-June	Each Group’s 1-n list and applicable recommendation packages due to Wing
Early September	Early July	Command Chief completes review with Groups
Mid-September	Mid-July	Wing Commander reviews recommendations with Command Chief
Late September	Late July	Groups notified of Wing Commander decision; make EPR adjustments
30 September	31 July	Static Closeout Date (SCOD)
1 October	1 August	Route EPRs for signature
30 October	31 August	Signed EPRs due to MPF
29 November	30 September	Signed EPRs due to AFPC

3. Leadership at every level will focus its review on historical promotion board parameters including, but not limited to, the following:

- a. Duty performance
- b. Leadership
- c. Breadth of experience
- d. Key education and professional development
- e. Specific achievements
- f. Demonstrated potential to serve at the next rank

4. Squadron and Wing Staff Agency leadership will conduct a review of all promotion eligible SNCOs within their respective unit and build a 1-n list at least 60 days prior to the applicable Static Closeout Date. Those promotion eligible SNCOs deemed worthy of stratification consideration will be submitted for applicable group review, with each individual having a recommendation package as follows:

- a. SNCO Career Brief (see attached)
- b. Current draft EPR

- c. Previous 5 EPRs
- d. SURF
- e. Career Data Brief

5. Group leadership will review their respective units' recommendations, create a group-level 1-n list, and make a consolidated recommendation to the Command Chief, to include applicable nomination packages.

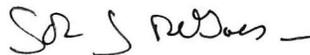
**NOTE:** For those members assigned to out-of-hide positions (ie IG) for more than six months as of the time of nominations, the agency for whom they work (ie IG) will work the member's recommendation package through WSA channels to the Wing for consideration. All others will work through their respective groups. Regardless, please ensure to coordinate Career Brief input between the owning unit and out-of-hide work center (ie IG).

6. The Command Chief will review group recommendations with the Group Superintendents and submit a consolidated recommendation for the Wing Commander's consideration.

- a. The Wing Commander will review recommendations with the Command Chief and finalize the official stratification list.
- b. List length will be determined by the number of promotion eligibles in the given rank, as determined by AFPC, with an additional three to five alternates.
- c. The List will be published in an official memorandum for record from the Wing Commander to the Command Chief.
- d. Once the official memorandum is signed, affected groups will be notified to facilitate applicable EPR updates and appropriate signature routing.
- e. The official list will not be made public until all applicable EPRs have been signed by the affected promotion eligible members.

7. Following stratification list publication, Group and Squadron Superintendents (as applicable) will brief their respective promotion eligible members on the process and results. In addition, they will conduct individual counseling sessions with affected personnel as requested, or as necessary.

**POC:** Contact the 59 MDW Command Chief at 554-7015 for specific questions about this NOTAM.



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