

1 JUNE 2016



Personnel

ENLISTED FORCED DISTRIBUTION PROCESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 786 FSS/FSP

Certified by: 86 AW/CC

Pages: 9

This publication implements the enlisted forced distribution process and extends the guidance of Air Force Instruction (AFI) 36-2406, *Officer and Enlisted Evaluation Systems*. It provides guidance for the enlisted forced distribution process for large and small units within the 86th Airlift Wing (86 AW). It applies to all units, including geographically separated units, assigned to the 86 AW. This instruction applies to 86 AW personnel. If conflicts arise between the contents of this instruction and the contents of the Higher Headquarters (HHQ) directives, the HHQ directives take precedence. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Overview.

1.1. The 86 AW enlisted forced distribution process is used to award “Promote Now” and “Must Promote” promotion recommendations to eligible Airmen in the ranks of Technical Sergeant, Staff Sergeant, and Senior Airman. The process outlined below ensures a fair and equitable process is utilized to award promotion recommendations for large units and small units that aggregate to the 86 AW Enlisted Forced Distribution Panel (EFDP).

1.2. All units assigned to the 86 AW will follow the processes outlined below.

2. Military Personnel Flight (MPS) Process.

2.1. 786th Force Support Squadron (FSS) Evaluations Section will:

2.1.1. Send initial master eligibility list (MEL) to Forced Distributors with suspense to send corrections back to 786 FSS Evaluations Section.

2.1.2. Identify small/large units based on initial MEL and provide projected 86 AW EFDP number of eligibles and number of promotion recommendation allocations to 86 AW Command Chief Executive (86 AW/CCCE).

2.1.3. Send MEL corrections to AFPC prior to end of validation stage.

2.1.4. Send final MEL to Forced Distributors with processing directions. Small units must submit final MEL to 786 FSS Evaluations Section 14 calendar days prior to EFDP in order to create Senior Rater EFDP MEL and to identify the number of records to be submitted for the EFDP. Large units will submit their final MEL with their completed evaluations prior to rater signature to 786 FSS Military Evaluations Section for review.

3. Small Unit EFDP Process (10 or less TIG/TIS promotion eligible by grade).

3.1. The 86 AW Commander (86 AW/CC) will:

3.1.1. Serve as board president and award “Promote Now” and “Must Promote” recommendations to eligible Airmen according to the instructions outlined in AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

3.2. The 86 AW/CCCE will:

3.2.1. Coordinate with 86 AW/CC to set EFDP date and time.

3.2.2. Notify 86 AW Commanders of EFDP date and time and suspense for records to be uploaded to EFDP SharePoint Site (NLT 10 calendar days prior to EFDP).

3.2.3. Task Group Superintendents to identify Administrative Assistants 14 calendar days prior to the EFDP and provide expectations of what to provide for the EFDP folder build process (current SCOD EPR (signed by rater and additional rater), up to two previous EPRs

in the current grade including selectee reports, and the Career Data Brief).

3.2.4. Set EFDP folder build process date NLT 7 calendar days prior to EFDP.

3.2.5. Request name placards for EFDP participants from 86 AW/Protocol to be picked up by 86 AW/CCCE the same day as the EFDP folder build.

3.2.6. Manage EFDP SharePoint Site.

3.3. Group Superintendents will:

3.3.1. Validate folders contain all required documents and are given to the 786 FSS MPF Commander NLT two calendar days prior to EFDP.

3.3.2. Quality check EFDP SharePoint site to ensure all updated and appropriate documents have been uploaded for the EFDP.

3.4. 786 FSS Evaluations Section will:

3.4.1. Create Senior Rater EFDP MEL EXAMPLE (Attachment 2) based on final MELs submitted by small unit commanders. Provide 86 AW/CCCE with final allocations and MEL NLT 7 calendar days prior to EFDP (this is contingent on all units turning in their signed MEL with those aggregating to the EFDP).

3.4.2. Attend folder build process with Group Administrative Assistants to complete a final quality check on EPR and provide feedback to Administrative Assistants with corrections needed. Suspense to return corrected records is 24 hours.

3.4.3. Create PowerPoint presentation to explain EFDP procedures and upload to the EFDP SharePoint site.

3.5. The Administrative Assistants will:

3.5.1. Build EFDP folders for scoring by Forced Distributors. The folders will include current SCOD EPR (signed by rater and additional rater), up to two previous EPRs in the current grade including selectee reports, and the Career Data Brief.

3.5.2. Create score sheets (Attachment 3) cover sheets (Attachment 4) score tracker and upload all these documents to EFDP SharePoint site during the folder build process.

3.5.3. Coordinate all corrections for the records with the Group Superintendent and return to 786 FSS MPF Commander NLT 24 hours after notification of the correction.

3.5.4. Attend the EFDP and assist with record passing, scoring, board recorder, and administrative needs.

3.6. Individual Unit Commanders will:

3.6.1. Turn in initial MEL to 786 FSS Military Evaluations section NLT the suspense date

and time indicated with all necessary corrections annotated. Submit final MEL to 786 FSS Military Evaluations section 14 calendar days prior to EFDP in order to create Senior Rater EFDP MEL and to identify the number of records to be submitted for the EFDP.

3.6.2. Submit records for consideration by EFDP to EFDP SharePoint site NLT 10 calendar days prior to EFDP and ensure every TIG/TIS promotion eligible member is considered for a promotion statement/submission to the EFDP.

3.7. Rules of Engagement.

3.7.1. VTC will only be utilized upon approval by 86 AW/CC.

3.7.2. Electronic review of records in advance of the EFDP will not be permitted unless previously directed by the 86 AW/CC in accordance with AFI 36-2406.

4. Large Unit Process (11 or more TIG/TIS promotion eligible members by grade).

4.1. Large Unit Commanders will:

4.1.1. Ensure electronic or hardcopy records for each eligible Airman are built (current SCOD EPR (signed by rater and additional rater), up to two previous EPRs in the current grade including selectee reports, and the Career Data Brief).

4.1.2. Ensure the SCOD EPR Performance Assessments are completed and signed by the rater and the additional rater prior to the forced distribution proceedings.

4.1.3. Complete the forced distribution process for all TIG/TIS promotion eligible Airmen.

4.1.3.1. Ensure every TIG/TIS promotion eligible member is considered for a "Promote Now" and "Must Promote" promotion recommendation.

4.1.3.2. Complete the *mandatory* quality force review in advance of the forced distribution proceedings. This may include but is not limited to, the review of the nominee's Personal Information File and AFFMS II fitness report, and *must* include a discussion with the member's supervisory/rating chain prior to making the final forced distribution decision.

4.1.3.3. Consult Squadron Superintendent or Senior Enlisted Leader, who are the advisors to the Commander. In accordance with AFI 36-2406, the use of mini-boards or MLR type scoring process is prohibited.

4.1.3.4. CCAF, performance assessments on EPRs, PT scores, etc. will not be used as automatic discriminators.

4.1.3.5. Do not pre-eliminate Airmen based solely on quality force reviews which were completed prior to the enlisted forced distribution proceedings.

4.1.3.5.1. The only disqualifying factors are referral reports and/or individual promotion ineligibility conditions listed in AFI 36-2502 *Airman Promotion Program*, Table 1.1.

4.1.4. Review all electronic or hardcopy records (current SCOD EPR (signed by rater and additional rater), up to two previous EPRs in the current grade including selectee reports, and the Career Data Brief) prior to distributing promotion recommendations.

4.1.5. Fill in the final MEL with promotion statements and sign. MEL must be emailed to 786 FSS Military Evaluations Section with all promotion eligible EPRs for validation prior to ratee's signature.

JON T. THOMAS
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 30 November 2015

AFI 36-2502, *Airman Promotion Program*, 27 August 2015

Abbreviations and Acronyms

786 FSS – 786th Force Support Squadron

86 AW – 86th Airlift Wing

86 AW/CC – 86th Airlift Wing Commander

AFFMS II – Air Force Fitness Management System II

AFPC – Air Force Personnel Center

CCAF – Community College of the Air Force

CCCE – Command Chief Executive

EFDP – Enlisted Forced Distribution Panel

EPR – Enlisted Performance Report

MEL – Master Eligibility List

MLR – Management Level Review

MPF – Military Personnel Flight

NLT – No Later Than

SCOD – Static Closeout Date

TIG – Time in Grade

TIS – Time in Service

VTC – Video Teleconferencing

Attachment 2

EFDP MEL EXAMPLE



SRID/ML: 0DM73

Name: BRIG GEN THOMAS, JON
EFDP MEL

Avail EFDP PN Allocation

3

Avail EFDP MP Allocation

7

| NAME | Last 4 | CURRENT UNIT | DAFSC | PROMOTE | MUST PROMOTE | PROMOTE NOW |
|-----------------------------|--------|----------------------------------|--------|-----------------------------|--------------------------|--------------------------|
| TIG TIS ELIGIBLE: 65 | | | | TOTAL AGGREGATED: 15 | | |
| MPS: RF/RAMSTEIN | | | | | | |
| | | 86 FORCE SUPPORT SQUADRON (OL A) | 8T000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 2 AIR POSTAL SQUADRON (DET 1) | 2A051P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 65 COMMUNICATIONS SQUADRON | 3D153 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 86 COMPTROLLER SQUADRON | 6F051 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 86 FORCE SUPPORT SQUADRON (OL A) | 8T000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 86 MATERIEL MAINT SQUADRON | 2S051 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 700 CONTRACTING SQUADRON | 6C051 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 86 MATERIEL MAINT SQUADRON | 2T357 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 86 MUNITIONS SQUADRON | 2W051 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 700 CONTRACTING SQUADRON | 6C051 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 2 AIR POSTAL SQUADRON (DET 1) | 3A151 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 86 MATERIEL MAINT SQUADRON | 2S051 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 86 LOGISTICS READINES GROUP | 3A151 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 65 LOGISTICS READINES SQUADRON | 2S051 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 86 FORCE SUPPORT SQUADRON (OL A) | 8T000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

[Signature Box]

AUTHORIZING APPROVAL DIGITAL SIGNATURE

[Name Box]

AUTHORIZING APPROVAL NAME

Attachment 4

EFDP COVERSHEET

86th AIRLIFT WING

16E6 EFDP

FORCED DISTRIBUTOR: 2 AIRPS

MEMBERS NAME:

| BOARD MEMBER | QUALITY REVIEW (INITIALS) |
|--------------|---------------------------|
| | |
| | |

| BOARD MEMBER SCORING | FD/SR (INITIALS) |
|-------------------------|------------------|
| 86 AW/CC | |
| 86 LRG | |
| 86 CPTS | |
| 86 FSS | |
| 86 MMS | |
| 86 MUNS | |
| 700 CONS | |
| 2 AIRPS | |
| 65 CS | |
| 65 LRS | |