



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
ALASKA AIR NATIONAL GUARD
JOINT BASE ELMENDORF-RICHARDSON AK 99505-0800

1 March 2016

MEMORANDUM FOR AKANG WING COMMANDERS

SUBJECT: AKANG Enlisted Performance Report Forced Distribution (Policy Letter 16-01)

FROM: JFHQ-Air/ATAG

1. It is the policy of the AKANG to implement a Forced Distribution plan for Enlisted Performance Reports (EPRs) in the rank of Staff Sergeant (SSgt) and Technical Sergeant (TSgt) that recognizes members' outstanding performance and identifies those best suited for potential future promotion. Unit commanders will develop a process using inputs from Chief Master Sergeants, First Sergeants, section NCOIC and supervisors to develop the final Forced Distribution list for that unit. Unit Commanders (i.e. any G-series order commander) will apply the following Forced Distribution percentages and standards:

1.1. For the ranks of E-5 and E-6, up to 15% of the promotable members in that unit, regardless of AFSC, will receive the highest promotion recommendation on the AF Form 910.

1.2. For the ranks of E-5 and E-6, up to 30% of the promotable members in that unit, regardless of AFSC, will receive the second highest promotion recommendation on the AF Form 910.

1.3. Forced Distribution percentages will be applied separately for AGR and DSG members (i.e. AGR and DSG members will be evaluated independently of each other).

1.4. Less than whole numbered results of Forced Distribution calculations within a unit will be rounded up to next whole number.

1.5. Wing Staff and other wing members that do not fall under a G-series commander will be given a promotion recommendation rating by the Wing Commander, which may be delegated to the Vice Wing Commander.

1.6. Senior Airmen EPRs will not have mandatory Forced Distribution percentages applied. Since all enlisted positions in the ANG are rated at least to the SSgt rank, all promotions from Airman Basic through SSgt are automatic based on Time in Service, Time in Grade, AFSC skill level and PME requirements and the recommendation of their Commander. Unit Commanders, along with unit CMSgts and supervisors should provide realistic promotion recommendations for Senior Airmen EPRs based on performance indicators beyond the mandatory requirements to ensure Senior Airmen are given the most honest feedback on their current duty performance.

1.7. Supervisors will provide comments on the AF Form 910 to the Unit Commander for highest promotion recommendation consideration. These comments should provide justification on member's performance that truly deserves top promotion recommendation consideration. It is highly encouraged for Supervisors to provide comments on the AF Form 910 for members being considered for second highest promotion recommendation.

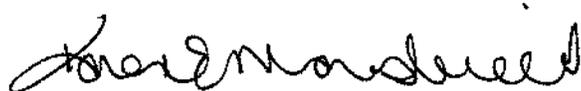
2. In addition, the following will be utilized in evaluating all AKANG enlisted members:

2.1. The EPR for Drill Status Guardsmen (DSG), who are also dual-status Technicians, should not include any assessment of performance nor comments about Technician related duties within. EPRs for DSGs should only reflect their performance and level of responsibility while in drill status, annual training or some other type of military orders. Technician work performance is documented through the Technician Appraisal system only.

2.2. DSG members who are on long-term (more than 30 days) occasional Active Guard and Reserve (AGR) orders can be evaluated on their performance during this time-frame. Supervisors, CMSgts and unit Commanders should ensure those DSG members on long-term AGR orders are properly assessed and evaluated against their peers; the number of days DSG members perform on orders within that rating period is not a factor in their overall performance assessment nor their Forced Distribution or Senior Rater Endorsement quantification.

3. A Senior Rater Endorsement (for MSgts and SMSgts) or a top two promotion recommendation (SSgt-TSgt) in of itself does not mean that the member will get promoted. All promotion opportunities are based on selection to fill authorized UMD positions within the unit and members meeting all mandatory promotion eligibility criteria. Members applying for positions which include a promotion opportunity that have received either a Senior Rater Endorsement or a top two promotion recommendation should be given increased consideration during all selection boards based on unit selection criteria; this includes AGR as well as DSG selection processes. Units should develop criteria that meets AKNG/HRO standards in quantifying these EPRs during the selection process.

4. The POC for this policy is the State Command Chief, DSN 317-384-4082/Comm 907-428-6082.



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