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Personnel

**AIR FORCE LOGISTICS SQUADRON
COMMANDER SELECTION PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, Accession of AF Military Personnel. It establishes the procedures and standards related to the eligibility, selection, and appointment of USAF active duty personnel eligible to serve as logistics squadron commanders (with the exception of Contracting squadron commander positions). It applies to all Air Force active duty officers in Air Force Specialty Codes (AFSC) 21AX, 21GX, 21MX, 21SX, 21TX, and 21LX. This AFI defines eligibility of squadron command candidates, limits candidates to consideration by one board per cycle, and creates the requirement for an Air Force-wide list of selects. Additionally, this instruction creates a HQ AF/IL "All Others" Squadron Command Candidate Selection Board for non-MAJCOM-assigned officers and allows active duty MAJCOMs autonomy to determine nomination procedures, board composition, and selection criteria.

Maintain and dispose of all records created as a result of processes prescribed in this instruction IAW AFMAN 37-139, Records Disposition Schedule.

Section A—Officer Eligibility Requirements

1. Officers assigned to a MAJCOM are eligible to compete on their respective active duty MAJCOM Command Candidate Selection Board. Those officers who are not assigned to an active duty MAJCOM and active duty officers assigned to ANG and AFR units will meet the HQ AF/IL "All Others" Squadron Command Candidate Selection Board. All officers must meet the following criteria:

- 1.1. Have no established DOS.
- 1.2. Cannot have a current UIF open or be on the Weight Management Program.
- 1.3. Must be a: Major (select), Major, Lieutenant Colonel (select), or Lieutenant Colonel, not in the primary zone for Colonel.
- 1.4. Not deferred to the next higher grade.

1.5. Possess a 21A, 21G, 21M, 21S, or 21T, as a core AFSC. Non-core officers who hold a logistics AFSC as a secondary or tertiary AFSC or have operational experience in a core logistics area must be nominated by their senior rater.

1.6. Students currently in residence at National Defense University (National War College and Industrial College of the Armed Forces) who are Joint Specialty Officers are ineligible to compete for command opportunities since they are obligated to go to a joint billet upon graduation.

1.7. Officers serving in Joint Duty/Joint Critical designated positions must have completed at least 24 months of their tour by 31 Dec to meet that calendar year board. If the officer will not meet this requirement, the officer must wait until the next board.

1.8. Time on station (TOS) criteria will be IAW AFPC standardized squadron commander TOS eligibility guidelines.

1.8.1. HQ AFPC/DPA will maintain waiver authority to allow officers to compete in their respective MAJCOM board if they do not meet the AFPC standardized squadron commander TOS eligibility guidelines. MAJCOMS may disapprove waiver requests. For approval, MAJCOMS must forward waiver requests to HQ AFPC/DPASL for final action by HQ AFPC/DPA.

Section B—Squadron Commander Board Notification Procedures

2. MAJCOMs will notify their respective units at least 30 days prior to board start date. Notification will include scheduled board date and application procedures. HQ AFPC/DPASL will notify eligible candidates assigned outside an Air Force MAJCOM, for the HQ AF/IL “All Others” Squadron Command Candidate Selection Board 60 days prior to the scheduled board date.

2.1. MAJCOMs and USAF/IL will provide their board schedule and nomination procedures to HQ AFPC/DPASL NLT 15 July of each year.

2.2. Board dates and nomination procedures will be published by HQ AFPC/DPASL on their internet home page NLT 1 August of each year.

Section C—Squadron Commander Candidate Nomination Procedures

3. Nomination procedures will be at the discretion of the MAJCOM and HQ AF/IL for their respective boards. Use and content of AF Form 3849, PME/AFIT/RTFB/OFFICER WORK SHEET, will be at the discretion of the convening authority.

3.1. Officers can only be nominated to the MAJCOM board in which they are assigned. All eligible PME and non-MAJCOM assigned officers must apply for the HQ AF/IL “All Others” Squadron Command Candidate Selection Board. Candidates can only be considered by one board per cycle. The cutoff date for accepting nominations will be established by each board and stated in the notification message to units.

Section D—Timing of Selection Boards and Release of Consolidated List

4. MAJCOMs and HQ AF/IL will hold annual boards during September.

4.1. MAJCOMs and HQ AF/IL will approve their respective board results and forward their lists to HQ AFPC/DPASL **NLT 15 October**. Lists will be forwarded in hard and soft copy. Soft copy will be compatible with current HQ AFPC/DPASL software.

4.2. Each list will be formatted using an Excel_Spreadsheet with the following headers and in the order listed: (1) Rank, (2) Name, (3) SSN (Last Four), (4) Core/Duty AFSC, (5) Duty Location, (6) Date Assigned and (7) Board Met.

4.3. Each board will analyze selection results by demographics, AFSC, and selection rate and submit the results to HQ AFPC/DPASL with their list. Three Excel_spreadsheets will be completed; one for boarded officers, one for sitting commanders, and a third showing overall demographics. Spreadsheet formats are shown at Table 4.1.

4.4. HQ AFPC/DPASL will consolidate all lists and publish a consolidated AF Logistics Squadron Commander List on the first duty day in **November**.

4.5. Sitting squadron commanders nominated by their senior rater will automatically be added to the squadron commander list under the heading "Sitting Squadron Commanders." The type of squadron they are commanding will be stated in parentheses after their name.

Table 1. Squadron Commander Data.
(MAJCOM)

Non-sitting Squadron Commander Data

Total # of positions available	Total # Eligible	Total # Nominees	Total # Selected	Overall Selection-Rate (Percent)	21A C / S / %	21G C / S / %	21S C / S / %	21T C / S / %	21M C / S / %	Other C / S / %

Sitting Squadron Commander Data

Total # Nominated	21A C / S / %	21G C / S / %	21S C / S / %	21T C / S / %	21M C / S / %	Other C / S / %

Combined Demographic Data

Males C / S / %	Females C / S / %	Caucasian C / S / %	African-American C / S / %	Asian C / S / %	Hispanic C / S / %	Other C / S / %

C/S/% = Considered / Selected / Percent

Section E—Board Composition

5. MAJCOM/LGs and HQ AF/IL, or their designated representatives, will determine the composition of their respective boards. The senior board member will serve as Board President.

5.1. The HQ AF/IL board members will be selected from a pool of HQ AF/IL, Joint Staff, DRUs, ANG, AFR and MAJCOMs active duty officers. Final determination of the board composition will be at the discretion of HQ AF/IL.

5.2. MAJCOM Board Presidents will select an appropriate number of board members and will arbitrate in the event of a tie.

5.3. If a board uses subpanels, they will be interdisciplinary so officers are reviewed by senior officers from across the range of logistics disciplines.

Section F—Scoring Instructions

6. The selection board will use the following promotion board scoring criteria, using the following scale and scoring in half-point increments:

- 10.0 Definitely a Commander Now
- 9.0-9.5 Probably a Commander Now
- 8.0-8.5 Maybe a Commander Now
- 7.0-7.5 Probably Not a Commander Now
- 6.0-6.5 Definitely Not a Commander Now

Board members' scores should be within two (2) points of each other. If there is a break in the scores by two or more points, the board members involved will rescore the record in question.

6.1. MAJCOMs will determine the projected number of MAJCOM squadron commander positions available during the period 1 January - 31 December of the following year and report this to HQ AF/IL and HQ AFPC/DPASL by **1 September** each year. The following estimated ratios (number selected to number of available commander positions) will be used for selecting the maximum number of candidates: up to 2:1 for ACC, AMC, and PACAF; up to 3.5:1 for USAFE, AETC, AFMC, AFSPC, and AFSOC; up to 1:1 for HQ AF/IL for an approximate overall ratio of 3:1. Every attempt will be made to ensure the selection opportunities are consistent between the MAJCOMs and HQ AF/IL. This process recognizes that many officers selected for the squadron commander list will not be offered a squadron during the following year, but is intended to ensure the most highly qualified officers are given the opportunity to be considered for a squadron commander position.

Section G—Release and Use of Candidate List

7. HQ AFPC/DPASL is responsible for worldwide distribution of the Air Force logistics squadron commander list.

7.1. The consolidated candidate list will remain in effect for one year or until superseded by a subsequent Air Force consolidated candidate list.

7.2. Assignments of candidates to squadrons will be from the consolidated list IAW HQ AFPC guidelines to include time on station requirements and joint assignment release.

7.3. MAJCOMs will select candidates from the approved HQ AF/IL consolidated list after it is released by HQ AFPC/DPASL, giving equal billing to all officers, when filling a command position. If a candidate fails to accept a squadron commander position, the individual will be removed from the list for the current year and they will not be considered for any squadron commander boards the following year unless given a waiver by the President of the MAJCOM or HQ AF/IL Board which selected the individual.

7.4. Resolution of command selection between Commands selecting the same individual will be resolved by the hiring MAJCOM/LGs. HQ AFPC/DPA is not responsible for arbitrating the differences and will only make assignment actions based upon MAJCOM resolution.

7.5. MAJCOM/LGs will maintain waiver authority to approve the hire of officers, who meet the eligibility requirements in paragraph 1.1, not on the consolidated list when special circumstances exist, such as when the consolidated list has been exhausted.

7.6. A sitting squadron commander who initially did not want to be boarded and decides later to command will have to be approved by the owning MAJCOM/LG, in writing to HQ AFPC/DPASL to be added to the consolidated candidate list.

JOHN W. HANDY, Lt General, USAF
DCS, Installations and Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-20, *Accession of AF Military Personnel*

AFMAN 37-139, *Records Disposition Schedule*