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Personnel



**ENLISTED PROMOTION SELECTION,
ORIENTATIONS, AND SEMINARS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements AFI 36-2618, The Enlisted Force Structure, 1 April 1999. It outlines policies and procedures for conducting orientations and seminars for enlisted personnel selected for promotion to airman grades, the middle tier (Staff Sergeant and Technical Sergeant), and senior noncommissioned officers (Master, Senior, and Chief Master Sergeants). It is applicable to enlisted personnel assigned to Bolling AFB and surrounding areas in the National Capital Area, including the Pentagon.

1. Philosophy for conducting orientations and seminars.

- 1.1. To provide a structure to enhance the transition from journeyman to manager.
 - 1.1.1. Senior Airman transition from journeyman to craftsman.
 - 1.1.2. Staff Sergeants from craftsman to supervisor.
 - 1.1.3. Technical Sergeants from craftsman to supervisor/manager.
 - 1.1.4. Master Sergeants from supervisor/manager to superintendent/manager.

2. Tier Structure.

- 2.1. Airman - Airman Basic through Senior Airman.
- 2.2. Noncommissioned Officer (Middle Tier) - Staff through Technical Sergeant.
- 2.3. Senior Noncommissioned Officer (Washington Area Top Three (WAT-3), and National Capital Area Chiefs Group.

3. WAT-3 Responsibilities:

- 3.1. The Command Chief Master Sergeant has total oversight for the development and execution of orientations and seminars and can delegate specific tasks as reflected below.

3.1.1. A fellow Chief Master Sergeant as Advisor to Senior Master Sergeants.

3.1.2. A Senior Master Sergeant as Advisor to Master Sergeants.

3.1.3. A Senior or Master Sergeant as Advisor to the Middle Tier.

4. Months for Orientations and Seminars.

4.1. Chief Master Sergeant (Selects) – Determined by the Executive Committee, National Capital Area Chiefs Group

4.2. Senior Noncommissioned Officer – September.

4.3. Middle Tier – October.

5. General: The Tier Groups are authorized to manage their records as a private organization, per AFI 34-223, Private Organizations Program, Dec 97; however, Operations and Maintenance funds can be used to develop, print, and promote the program.

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