



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

MPFM: 07-44
11 JUL 07

MEMORANDUM FOR ALL MPFs, CSSs, COMMANDERS

FROM: HQ AFPC/DPP
550 C Street West Suite 7
Randolph AFB TX 78150-4709

SUBJECT: Implementing Instructions and Processing Procedures for the new AF Form 910, *Enlisted Performance Report (AB thru TSgt)*, the AF Form 911, *Enlisted Performance Report (MSgt thru CMSgt)*, the AF Form 931, *Performance Feedback Worksheet (AB thru TSgt)* and the AF Form 932, *Performance Feedback Worksheet (MSgt thru CMSgt)*.

Action office for this memorandum is the Military Personnel Flight (MPF) Career Enhancements Element. Please provide a copy of this memorandum to all Commanders, Commander Support Staffs and Personnel Support for Contingency Operations (PERSCO) Teams. This MPFM will apply to the Total Force.

This memorandum provides guidance and procedural changes for processing the new AF Form 910, *Enlisted Performance Report (AB thru TSgt)*, the AF Form 911, *Enlisted Performance Report (MSgt thru CMSgt)*, the AF Form 931, *Performance Feedback Worksheet (AB thru TSgt)*, and the AF Form 932, *Performance Feedback Worksheet (MSgt thru CMSgt)* announced in HQ USAF/A1 message dated 111525Z JUL 07.

To ensure equitable and fair promotion consideration, implementation is time-phased based on the Promotion Eligibility Cut-off Dates (PECD) for each promotion cycle. Effective dates ensure all airmen will compete for promotion with the same EPR on top. Effective dates are as follows:

AF Form 911, *Enlisted Performance Report (MSgt thru CMSgt)*

CMSgt: 15 Aug 07.
SMSgt: 1 Aug 07 (See Note)
MSgt: 1 Oct 07
Premier Band: 1 Apr 08

AF Form 910 *Enlisted Performance Report (AB thru TSgt)*

TSgt: 1 Jan 08
SSgt: 1 Jan 08
AB - SrA: 15 Aug 07.
Premier Band: 1 Apr 08

NOTE: Implementation date for SMSgts is 1 Aug 07. This ensures SMSgts competing for promotion in the CY08 CMSgt board will have the same EPR on top. For those few who have closeouts between 1 and 14 Aug 07 and do not meet fitness standards the unit CC will request a 59 day extension after the closeout to allow retest. Airmen competing for promotion during the CY08E5 (SSgt) promotion cycle without a new EPR on file will receive a Directed by Headquarters Air Force (DBH) report for promotion consideration purposes.

Effective date for AFRC and ANG Airmen is 15 Aug 07 since there is no PECD for these Airmen.

AF Form 932, *Performance Feedback Worksheet (MSgt thru CMSgt)*: Immediately

AF Form 931, *Performance Feedback Worksheet (AB thru TSgt)*: Immediately

During the transition period, both old and new versions of the EPR forms will be available. The old versions will be available on the e-publishing web page until 90 days after the final effective date. For example, the old AF Form 911 will be available through 1 Jul 2008, which is 90 days after the effective date of the new form for the Premier Band. The old forms will be designated as AF Form 910 PREVIOUS EDITION, and AF Form 911 PREVIOUS EDITION. The new forms will be designated as AF Form 910 2007062507 and AF Form 911 2007062507.

FORM CHANGES

1. The new EPRs, (AF Form 910 and AF Form 911), incorporate the following changes:
 - a. The Key Duties, Tasks and Responsibilities area has been shortened from 9 to 4 lines of text. A separate block has been added for additional duty(s).
 - b. The immediate rater's comments are now aligned specifically with the respective performance assessment areas and will be included on the front side of the form. Each performance area, except fitness, will be assessed as "Does Not Meet," "Meets," "Above Average," or "Clearly Exceeds." Fitness will be assessed as "Does Not Meet," "Meets," or "Exempt."
 - c. The performance assessment areas include the following:
 - (1) AF Form 910: Primary/Additional Duties (4 lines)
AF Form 911: Primary Duties (4 lines)
 - (2) AF Form 910: Standards, Conduct, Character & Military Bearing (2 lines)
AF Form 911: Standards: Enforcement & Personal Adherence, Conduct, Character, Military Bearing & Customs & Courtesies (2 lines)
 - (3) AF Form 910: Fitness (1 line for referral comment only)

AF Form 911: Fitness (1 line for referral comment only)

(4) AF Form 910: Training Requirements (2 lines)

AF Form 911: Resource Management & Decision Making (2 lines)

(5) AF Form 910: Teamwork/Fellowship (2 lines)

AF Form 911: Training, Education, Off-Duty Education, PME, Professional Enhancement & Communication (2 lines)

(6) AF Form 910: Other Comments, which includes promotion, future duty, assignment, education recommendations, and safety, security and human relations (2 lines)

AF Form 911: Leadership/Team Building/Fellowship/Mentorship (2 lines)

(7) AF Form 911: Other Comments, which includes promotion, future duty, assignment, education recommendations, and safety, security and human relations. Stratification statements would be included in this area. (2 lines)

d. Fitness will be assessed by marking “Does Not Meet,” “Meets” or “Exempt.” “Exempt” is only marked if the Airman is exempt from **all** four components of the fitness evaluation. If member “Does Not Meet” standards, the rater must make a comment; the rater can mention the score or the behavior that led to the Airman not meeting the standard, as well as progress on the Fitness Improvement Program.

e. The overall ratings will remain on a 1 to 5 scale; however, the overall rating will be a “*performance assessment*” rather than a “*promotion recommendation*.”

f. The additional rater’s area has been shortened from 6 to 3 lines.

g. The reviewer’s area has been shortened from 5 to 3 lines. (AF Form 911)

h. An area has been added for AF Advisor/Functional Examiner Review.

i. The ratee will now be required to sign the EPR acknowledging receipt.

2. The new PFW, AF Form 931 and AF Form 932, incorporates the following changes:

a. Complements the changes to the new EPR, providing space to comment on each performance factor.

b. Elimination of the assessment bar scale.

- c. Follow-up feedback will now be accomplished by the ratee's acknowledgement of the EPR. There are no other changes with requirements for initial and midterm feedback.
- d. CMSgts will continue to receive initial feedback; however, CMSgts will now also receive a follow-on feedback with acknowledgement of the EPR.

PROGRAM GUIDANCE

1. Enlisted Performance Reports will be completed on the new versions of the AF Form 910 and AF Form 911 on the effective dates listed above. Reports closing out prior to the effective dates will be accomplished on the previous editions of the forms. All performance feedbacks will be accomplished on the new versions of the AF Form 931 and AF Form 932 effective immediately.

NOTE: Performance feedback must be accomplished regardless of availability of the revised forms. Required feedbacks may be accomplished on previous edition pending availability.

- 2. Table 3.2 of this MPFM provides step-by-step procedures on completing the AF Form 910 and AF Form 911. It will replace Table 3.2 in the revised AFI 36-2406, *Officer and Enlisted Evaluations Systems*.
- 3. This MPFM is to be used in conjunction with AFI 36-2406, HQ USAF/A1 message 111525Z JUL 07 announcing policy changes for revised EPR and PFW forms and any applicable message changes and MPFMs that apply to AFI 36-2406.
- 4. Digital signatures will be used except in the following cases: referral reports; at least one evaluator does not have a CAC; or at least one evaluator does not have access to a CAC enabled computer. They will be printed and signed with "wet" (hand signed) signatures and handwritten dates. Units with other scenarios which present themselves due to technology limitations can request an exception to policy by applying to AFPC/DPPPE or ARPC/DPBR for AFRC and explaining their situation. All communications squadron resources must be exhausted to find a local technological solution before requesting an exception to policy.
- 5. Effective with SMSgt EPRs closing out on or after 1 Aug 07 and MSgt EPRs closing out on or after 1 Oct 07, completion of SNCO Academy (correspondence or in-residence) and a Community College of the Air Force (CCAF) degree (in any specialty) will be required for senior rater endorsement eligibility. This requirement is the minimum established criteria for endorsement consideration and does not guarantee automatic endorsement. Comments referencing non-completion of CCAF or SNCOA as the reason for absence of senior rater endorsement are prohibited.
- 6. Stratification is prohibited on enlisted performance reports, with the exception for MSgts and SMSgts who are Time in Grade (TIG) eligible. If used, stratification statement must be stated in quantitative terms, comparing peers in the same grade within the evaluators rating scope. Stratification statements are not authorized on EPRs for A1C – TSgts, CMSgts, or CMSgt selectees. If a stratification statement by the rater is included, it must be placed on the AF Form

911, Section III, Block 7, Other Comments. Other evaluators using stratification statements may include them in their respective comment block.

7. Feedback will be accomplished on the AF Form 931, *Performance Feedback Worksheet (AB thru TSgt)* and AF Form 932, *Performance Feedback Worksheet (MSgt thru CMSgt)*. Guidance provided in AFI 36-2406, *Officer and Enlisted Evaluation Systems*, Chapter 2, still applies. Feedback can be either handwritten or typed. The ratee's grade can be selected from the available drop down menu. Rater will indicate the type of feedback in Section II.

a. For initial feedback, the rater will mark the Initial Feedback block under each standard of performance and provide comments on their expectations.

b. For all other feedback types, the rater will indicate how the ratee is meeting the established expectations by marking either "Does Not Meet", "Meets", "Above Average", or "Clearly Exceeds". These markings do not directly translate to a rating on the evaluation, but provide an indication of how the ratee is meeting the expectations set forth by the rater and provides the basis for the feedback session discussion.

c. The rater will provide face to face feedback to the ratee in conjunction with issuing the evaluation. The EPR serves as the feedback form. Do not use a performance feedback worksheet. When face to face feedback is not feasible, rater will conduct feedback either electronically or via telephone. This feedback is not to be used as the last feedback accomplished as recorded in Section V of the evaluation form.

8. CSS responsibilities (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel). The CSS will administer the unit performance report program for the commander.

a. Send performance report notices to the rater and, when applicable, attach Letters of Evaluation (LOEs) for the reporting period to the notices.

b. Perform an administrative review of all evaluation reports and if necessary, return them for correction/completion before sending them out of the unit. As a minimum, this review **must** ensure:

(1) All applicable blocks are completed (marked, dated, and signed).

(2) Reports contain accurate information (particularly in the ratee identification and job description sections).

(3) Spelling accuracy and proper bullet structure.

(4) Reports do not contain inappropriate comments or recommendations.

(5) Reports are properly referred, when necessary.

c. Provide technical assistance to the commander and evaluators.

d. Update data into MILPDS according to the PSD handbook.

e. Forward evaluation to AFPC or ARPC, as appropriate, via the Case Management System (CMS) evaluation application.

f. After the evaluation has been updated in ARMS, print and forward the report to the MPF when the Unit Personnel Record Group (UPRG) is maintained at base level. Copies may be forwarded in batch.

g. Ensure any government records created/collected/prescribed as a result of the processes of the Enlisted Evaluation System (EES) – MPFM for Implementation of New Evaluation Forms and Performance Feedback Worksheets along with the official copy of the MPFM are managed/maintained in accordance with Air Force Manual (AFMAN) 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located within the AFRIMS website at <https://afrims.amc.af.mil>.

h. Ensure all hard copy evaluations (previous edition and current edition) are updated in MILPDS and distributed in accordance with AFI 36-2406, Tables 3.5 and 3.6. (EFFECTIVE 1 AUG 07)

9. MPF responsibilities (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel).

a. The MPF will provide technical assistance to the CSSs.

b. File EPRs in the UPRGs that are still maintained at base-level.

c. Ensure CSSs have required access to Case Management System (CMS).

10. AFPC responsibilities (Active Duty)

a. Receives all evaluations via CMS.

b. Conducts review IAW AFI 36-2406, and this MPFM. Returns reports to unit for corrections, as necessary.

c. Forwards reports to ARMS.

d. Notifies MAJCOM that report is updated and in ARMS via e-mail. Unit will be notified via CMS.

11. MPF/CSS responsibilities (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists). The MPF/CSS will administer the unit performance report program for the commander. Evaluations will be routed within the unit and final processing via Virtual Personnel Center- Guard Reserve (vPC-GR) to HQ ARPC/DPBR.

- a. Send performance report notices to the rater and, when applicable, attach Letters of Evaluation (LOEs) for the reporting period to the notices.
- b. Perform an administrative review of all evaluation reports and if necessary, return them for correction/completion before sending them out of the unit. As a minimum, this review **must** ensure:
 - (1) All applicable blocks are completed (marked, dated, and signed).
 - (2) Reports contain accurate information (particularly in the ratee identification and job description sections).
 - (3) Spelling accuracy and proper bullet structure.
 - (4) Reports do not contain inappropriate comments or recommendations.
 - (5) Reports are properly referred, when necessary.
- c. Provide technical assistance to the commander, evaluators, and CSS, when necessary.
- d. Forward evaluation to ARPC via the vPC-GR evaluation application for review.
- e. After evaluations have been updated in ARMS, print and forward necessary reports to the MPF, when required, when Unit Personnel Record Group (UPRG) are maintained at base level.
- f. File EPRs in the UPRGs that are still maintained at base-level.
- g. As a minimum, each MPF will have vPC-GR access. Additional access points will be determined by local procedures.
- h. Ensure any government records that may be created/collected/prescribed as a result of the processes of the Enlisted Evaluation System (EES) – MPFM for Implementation of New Evaluation Forms and Performance Feedback Worksheets along with the official copy of the MPFM are managed/maintained in accordance with Air Force Manual (AFMAN) 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located within the AFRIMS website at <https://afrims.amc.af.mil>.

12. ARPC responsibilities (AFRC):

- a. Receives all evaluations via either CMS or vPC-GR.
- b. Conducts review IAW AFI 36-2406, and this MPFM. Returns reports to unit for corrections, as necessary.

- c. Updates all evaluations into MILPDS.
- d. Forwards reports to ARMS.
- e. Notifies unit that report is updated and in ARMS via CMS or vPC-GR.

13. CMS will be used to transfer completed evaluations from the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) to AFPC or ARPC, as appropriate, and vPC-GR will be used to transfer completed evaluations from the MPF/CSS (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) to ARPC. For units using CMS, the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) will upload the completed evaluation to CMS, fill in the required data and transfer the case to AFPC (for active duty) or ARPC (for AFRES/ANG). AFPC and ARPC will transfer the evaluations to ARMS after completing the required administrative review. CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, Unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) personnel will track the cases in the appropriate system and close out the case once the case indicator shows the evaluation transfer into ARMS is complete. The CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will print enlisted reports to file only if the UPRG is still maintained at base-level. Active duty MAJCOMs will receive a roster via e-mail of reports ready for print. The Board Secretariat, and Chief's Group will be notified of evaluation status via CMS and will print their required reports once they have been filed in ARMS.

14. Digitally signed evaluations are considered a matter of record once loaded into ARMS. "Wet" signature evaluations are considered a matter of record once they have been filed.

15. Definitions of performance assessment ratings to be used on EPRs and PFWs:

- a. Does Not Meet: Performs below established standards, requires improvement. Disciplinary action is not required, however, report will be referral.
- b. Meets: Meets established standards.
- c. Above Average: Performs beyond established standards and expectations.
- d. Clearly Exceeds: Performs at a higher level than most of their peers, far exceeds standards and expectations, unique performer.

NOTE: Fitness will be rated at "Does Not Meet," "Meets," or "Exempt." Apply the same rules as the EPR.

16. Definitions of overall EPR performance rating to be used on both AF Form 910 and 911:

- a. Poor (1): Performs at an unacceptable level. Disciplinary action is not required, however, the report will be a referral.
- b. Needs Improvement (2): Meets some, but not all, performance standards. Disciplinary action is not required, however, the report will be a referral.
- c. Average (3): Meets standards/expectations, performs in the median when compared to peers.
- d. Above Average (4): Performs beyond established standards and expectations, performs at higher level than many of their peers.
- e. Truly Among the Best (5): Performs at a level above their peer group, elite performer who goes above and beyond.

NOTE: A controlled rating system is not implemented. Although there are no established quotas on ratings or rating expectations, evaluators at all levels must use caution to prevent over inflation. EPR ratings are used to determine selections for promotions, career job reservations, reenlistments and assignments. It is important to differentiate performance and it is a disservice to all Airmen when EPR ratings are over inflated.

17. Suspenses. The unit will set up a monitoring system to ensure prompt performance report submittal. Do not suspense or require raters to submit a completed evaluation with their signature on it to the next evaluator in the rating chain any earlier than five duty days after the close-out date. If the rater is not available, extend the suspense.

- a. Completed EPRs on EAD personnel are due to the CSS no later than 30 days after close-out and to AFPC no later than 60 days after close-out.
- b. EPRs on Reserve Component personnel are due to the MPF/CSS no later than 30 days after close-out and to HQ ARPC no later than 60 days after close-out.
- c. EPRS directed by HQ USAF – see AFI 36-2406, paragraph 3.8.5.4.

18. Please refer questions to HQ AFPC/DPPPEP at DSN 665-2571, commercial (210) 565-2571, or e-mail AFPC.DPPPE@randolph.af.mil (Regular Component) or HQ ARPC/DPBR at DSN 926-7475, commercial (303) 676-7475, or e-mail ARPC.DPBR@arpc.denver.af.mil (Reserve Component).

//Signed//

BRET STEVENS, Colonel, USAF
Director, Personnel Program Management

Table 3.2. Detailed Instructions for Completing AF Forms 910 and 911.

SECTION I. RATEE IDENTIFICATION DATA (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
1	NAME	Enter Last Name, First Name Middle Initial, and any suffix (i.e. JR., SR., III). If there is no middle initial, the use of “NMI” is optional. Will automatically default to all capital letters after cursor leaves data field.	SMITH, JOHN D.
2	SSN	Enter full SSN. Do not use suffix.	123-45-6789
3	GRADE	Enter appropriate grade. (See Note 2)	A1C, SRA, SSGT, TSGT, MSGT, SMSGT, CMSGT
4	DAFSC	Enter DAFSC held as of the “THRU” date of the report, including prefix and suffix, if applicable. Indeterminate (365-day) deployments will use the TDY DAFSC. (See Note 3)	3S071
5	ORGANIZATION, COMMAND, LOCATION, and COMPONENT	Enter information as of close-out date. Nomenclature does not necessarily duplicate what is on the EPR notice. The goal is an accurate description of where and to whom the ratee belongs. Command and Component will be listed inside parentheses. The Component will be listed at the end of the statement. Indeterminate (365-day) deployments will use the home station unit, “with duty at ...” (See Note 4)	366th Mission Support Squadron (ACC), Mountain Home AFB ID (AD) 12th Security Forces Squadron (AETC), Randolph AFB TX, with duty at 447 ESFS (USCENTAF), Baghdad International Airport, Baghdad, Iraq (LEAD)

Table 3.2. Detailed Instructions for Completing AF Forms 910 and 911 (Continued).

SECTION I. RATEE IDENTIFICATION DATA (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
6	PAS CODE	Enter PAS code for ratee's unit of assignment as of the close-out date. For those assigned to an indeterminate (365-day) deployment billet, use the home station PAS Code.	TE1CFYRZ
7	SRID	Enter Senior Rater ID (SRID) for ratee's unit of assignment as of close-out date. SRID is not applicable to ANG enlisted personnel. For those assigned to an indeterminate (365-day) deployment billet, use the home station SRID.	1S341
8	PERIOD OF REPORT	FROM DATE: Enter the day following the last report's close-out date. (See Note 5)	1 Dec 2007
		THRU DATE: Use the date on the EPR notice or see Note 6 to determine the close-out date.	30 Nov 2008
9	NUMBER OF DAYS SUPERVISION	Enter number of days ratee was supervised by rater during reporting period. (See Note 7)	365
10	REASON FOR REPORT	Enter reason for report from the EPR notice and as determined by AFI 36-2406, Tables 3.7 or 3.8.	Annual, CRO, Directed By HQ USAF, Directed By Commander, Biennial, Initial, Initial (CRO)

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION II. JOB DESCRIPTION (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
11	DUTY TITLE	<p>Enter the approved duty title as of the close-out date. Limit text to two lines. If the duty title on the notice is abbreviated and entries are not clear, spell them out. If wrong, enter correct duty title and take appropriate action to update the system. Corrective actions should be initiated upon receipt of the EPR notice. Ensure the duty title is commensurate with the ratee's grade, AFSC, and responsibility. Refer to AFI 36-2108 for guidance pertaining to duty titles.</p> <p>Indeterminate (365-day) deployers will use the deployed duty title.</p>	NCOIC, Career Enhancements
12	SIGNIFICANT ADDITIONAL DUTY(S)	<p>Enter any significant additional duties the ratee may hold. Limit text to two lines. If no significant additional duties, enter "N/A".</p>	Team Randolph Honor Guard Member

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION II. JOB DESCRIPTION (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
13	KEY DUTIES, TASKS AND RESPONSIBILITIES	<p>Bullet format is mandatory. Limit text to four lines. Enter information about the position the ratee held in the unit and the nature or level of job responsibilities. The rater develops the information for this section. This description must reflect the uniqueness of each ratee's job. Be specific--include level of responsibility, number of people supervised, dollar value of resources accountable for/projects managed, etc. Make it clear; use plain English. Avoid jargon, acronyms, and topical references--they obscure rather than clarify meaning. You may mention previous jobs held during the reporting period only if it impacts the evaluation.</p> <p>Indeterminate (365-day) deployers will use the TDY job description.</p>	<ul style="list-style-type: none"> - Supervises 3 NCOs ... - Authors guidance on performance evaluations ... - Prepares lesson plans for ALS curriculum ...

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION III. PERFORMANCE ASSESSMENT (See Notes 1, 8, 20 and 22)			
I T E M	A	B	C
	Heading	Instructions	Example
14	PRIMARY/ ADDITIONAL DUTIES (<i>AF FORM 910</i>)	Place an “X” in the block that accurately describes the ratee’s performance in his/her primary/additional duties. Comments are mandatory, must be in bullet format, must support the rating, and are limited to four lines.	<ul style="list-style-type: none"> - Developed data base to track ... - Conducted monthly training ...
	PRIMARY DUTIES (<i>AF FORM 911</i>)	Place an “X” in the block that accurately describes the ratee’s performance in his/her primary duties. Comments are mandatory, must be in bullet format, must support the rating, and are limited to four lines.	<ul style="list-style-type: none"> - Authored guidance ... - Implemented policy ...
15	STANDARDS, CONDUCT, CHARACTER, & MILITARY BEARING (<i>AF FORM 910</i>)	Place an “X” in the block that accurately describes how well the ratee meets Air Force standards. Comments are mandatory, must be in bullet format, must support the rating, and are limited to two lines. These bullets should demonstrate how the ratee adhered to the standards.	<ul style="list-style-type: none"> - Maintained composure during IFE; quick thinking saved the lives of 76 passengers - Hand-picked to escort AMC/CC at CORONA ...
	STANDARDS: ENFORCEMENT & PERSONAL ADHERENCE, CONDUCT, CHARACTER, MILITARY BEARING & CUSTOMS & COURTESIES (<i>AF FORM 911</i>)	Place an “X” in the block that accurately describes how well the ratee meets Air Force standards. Comments are mandatory, must be in bullet format, must support the rating, and are limited to two lines. These bullets should demonstrate how the ratee adhered to the standards.	

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION III. PERFORMANCE ASSESSMENT (See Notes 1, 8, 20 and 22)			
I T E M	A	B	C
	Heading	Instructions	Example
16	<p>FITNESS</p> <p><i>(AF FORMS 910 AND 911)</i></p>	<p>Indicate whether the ratee “Does Not Meet”, “Meets” or is “Exempt” on the fitness standard. Mark “Exempt” only for those who are exempt from all four components of the fitness assessment. If member “Does Not Meet Standards”, the rater must make a comment--can mention the score, the behavior that led to not meeting the standard, or progress in the Fitness Improvement Program. If the ratee is meeting the standard, mark the appropriate box and leave the comment area blank. (See Note 9)</p>	<ul style="list-style-type: none"> - Scored 72.5, making significant progress in FIT program - Scored 34.1, failed to show to unit physical training sessions
17	<p>TRAINING REQUIREMENTS</p> <p><i>(AF FORM 910)</i></p>	<p>Place an “X” in the block that accurately describes how well the ratee meets training requirements. Comments are mandatory, must be in bullet format, must support the rating, and are limited to two lines. The rater may consider PME completion; however, the rater cannot make comments unless the ratee received an award (John Levitow, Commandant/Leadership Award, Distinguished Graduate or Academic Achievement Award). It is acceptable to document Career Development Course (CDC) test results; these are not considered under WAPS. It is prohibited to document any type of WAPS test scores or board results.</p>	<ul style="list-style-type: none"> - Completed CDCs ...

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION III. PERFORMANCE ASSESSMENT Continued. (See Notes 1, 8, 20 and 22)			
I T E M	A	B	C
	Heading	Instructions	Example
18	RESOURCE MANAGEMENT AND DECISION MAKING <i>(AF FORM 911)</i>	Place an “X” in the block that accurately describes how well the ratee makes decisions and manages resources. Comments are mandatory, must be in bullet format, must support the rating, and are limited to two lines.	- Managed \$35K budget ...
19	TEAMWORK/ FOLLOWERSHIP <i>(AF FORM 910)</i>	Place an “X” in the block that accurately describes how well the ratee works with others. Comments are mandatory, must be in bullet format, must support the rating, and are limited to two lines.	- Spearheaded ...
	TRAINING, EDUCATION, OFF- DUTY EDUCATION, PME, PROFESSIONAL ENHANCEMENT & COMMUNICATION <i>(AF FORM 911)</i>	Place an “X” in the block that accurately describes how well the ratee meets training requirements. Comments are mandatory, must be in bullet format, must support the rating, and are limited to two lines. The rater may consider PME completion; however, the rater cannot make comments unless the ratee received an award (John Levitow, Commandant/Leadership Award, Distinguished Graduate or Academic Achievement Award). It is acceptable to document Career Development Course (CDC) test results; these are not considered under WAPS. It is prohibited to document any type of WAPS test scores or board results.	- Completed 6 semester hours ...

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION III. PERFORMANCE ASSESSMENT			
Continued. (See Notes 1, 8, 20 and 22)			
I T E M	A	B	C
	Heading	Instructions	Example
20	OTHER COMMENTS <i>(AF FORM 910)</i>	Comments are optional; however if used, bullet format is mandatory. Comments are limited to two lines. This section may also be used to spell out uncommon acronyms. NOTE: Stratification is prohibited for AB – TSgt.	- Ready for Instructor Duty
21	LEADERSHIP/ TEAM BUILDING/ FOLLOWERSHIP/ MENTORSHIP <i>(AF FORM 911)</i>	Place an “X” in the block that accurately describes how well the ratee works with others. Comments are mandatory, must be in bullet format, must support the rating, and are limited to two lines.	- Developed cohesive team ...
22	OTHER COMMENTS <i>(AF FORM 911)</i>	Comments are optional; however if used, bullet format is mandatory. Comments are limited to two lines. Stratification for MSgts and SMSgts that are TIG eligible can be placed in this area. Stratification is prohibited for MSgts and SMSgts that are not TIG and also prohibited for CMSgts and CMSgt selectees. This section may also be used to spell out uncommon acronyms.	- #1 of 5 MSgts in Group NOTE: This example of a stratification statement is only allowed if the MSgt is TIG eligible and the comment is from the Group Commander

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION IV. RATER INFORMATION (See Notes 1 and 15)			
I T E M	A	B	C
	Heading	Instructions	Examples
23	RATER'S NAME, GRADE, BR OF SVC, ORGANIZATION, CMD & LOCATION	Enter Rater's information as of the close-out date. (See Notes 15 and 20)	NANCY J. SMITH, CMSgt, USAF 20th Mission Support Squadron (ACC) Shaw AFB SC MERLE C. BUSCH, YC-02, DAF 50th Space Wing (AFSPC) Schriever AFB CO
24	DATE AND SIGNATURE	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite the date. Do not sign blank forms or sign before the close-out date (only on or after). Rater assessment and feedback block will be locked and additional rater signature capability unlocked with rater's digital signature. (See Note 23.)	
25	DUTY TITLE	Enter duty title in upper/lower case letters as of the close-out date of the EPR.	Superintendent, Enlisted Promotions
26	SSN	Enter the last four digits of the social security number. (See Note 15)	6543

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION V. OVERALL PERFORMANCE ASSESSMENT (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	
27	RATEE NAME	Enter the Ratee’s last name, first name, & MI. This block autopopulates from the name entered in Section I.	SHAW, MARY E.
28	RATINGS	Enter the appropriate ratings prior to rater digitally signing evaluation. (See Note 10)	
	POOR (1)	Mark when ratee performs at an unacceptable level. Disciplinary action is not required however, the report will be referral.	
	NEEDS IMPROVEMENT (2)	Mark when ratee meets some, but not all, performance standards. Disciplinary action is not required however, the report will be referral.	
	AVERAGE (3)	Mark when ratee meets standards/expectations, performs in the median when compared to peers.	
	ABOVE AVERAGE (4)	Mark when ratee performs beyond established standards and expectations, performs at higher level than many of their peers.	
	TRULY AMONG THE BEST (5)	Mark only when ratee performs at a level above their peer group, elite performer who goes above and beyond. Every Airman does not warrant this rating.	

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION V. OVERALL PERFORMANCE ASSESSMENT (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	
29	LAST PERFORMANCE FEEDBACK	Raters certify performance feedback in this area by entering the date the most recent feedback was provided. Enter date as DD MMM YYYY. If feedback was not accomplished, state reason why. If feedback was not required, enter "N/A." Complete prior to Rater digitally signing form. (See AFI 36-2406, paragraph 3.6.8. and Note 11 of this MPFM). Do not use the date feedback was provided in conjunction with completion of the evaluation.	30 Mar 2006 Or Feedback was not accomplished due to ...

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION VI. ADDITIONAL RATER'S COMMENTS (See Notes 1 and 12)			
I T E M	A	B	C
	Heading	Instructions	Example
30	ADDITIONAL RATER'S COMMENTS	<p>Use this section to support rating decision and allow evaluators to comment on the ratee's overall performance and performance-based potential as compared to others in the same grade known by the evaluators. Use bullet format to provide comments that add meaning and are compatible with ratings in Section VI. Do not repeat comments provided in previous section. Additional rater must be rater's rater unless additional rater does not meet grade requirements. If additional rater does not meet grade requirements, the first official in rating chain who meets requirements endorses the report. See definition of rating chain in AFI 36-2406, Attachment 1 and paragraph 3.2.5.4. for exceptions. Additional raters may be no higher in the organization than the senior rater. When agreeing with the report, mark "concur" block. See AFI 36-2406, paragraph 3.7 for inappropriate comments. See Note 21 for documenting disagreements. If the rater is the only evaluator, type "This section not used". The last rater to make comments will sign the block. See Notes 12 and 14 for additional information.</p> <p>This area is limited to 3 lines.</p>	<ul style="list-style-type: none"> - Outstanding leader ... - Orchestrated Dining Out

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION VI. ADDITIONAL RATER'S COMMENTS (See Notes 1 and 12)			
I T E M	A	B	C
	Heading	Instructions	Example
31	ADDITIONAL RATER'S NAME, GRADE, BR OF SVC, ORGANIZATION, CMD & LOCATION	Enter Additional Rater's information. For Additional Raters assigned on or prior to close-out date, enter information as of the close-out date; Additional Raters assigned after the close-out date, enter the information as of the date signed. Multiple general officers serving as evaluators are prohibited. (See AFI 36-2406, paragraph 3.1.3.) See Note 23.d. for exception. See Notes 15, 20 and 23.	KATIE L. MCGILL, CMSgt, USAF 366th MSS (ACC) Shaw AFB SC MERLE C. BUSCH, YC-02, DAF 50th Space Wing (AFSPC) Schriever AFB CO
32	DATE AND SIGNATURE	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite the date. DO NOT: sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. Additional Rater assessment block will be locked with additional rater digital signature. On AF Form 911, the reviewer's block will also be unlocked with the additional rater's digital signature. (See Note 23.)	
33	DUTY TITLE	Enter duty title in upper/lower case as of the close-out date of the EPR.	Superintendent, Enlisted Promotions

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION VI. ADDITIONAL RATER'S COMMENTS (See Notes 1 and 12)			
I T E M	A	B	C
	Heading	Instructions	Example
34	SSN	Enter the last four digits of the social security number. (See Note 15)	1111

SECTION VII (AF FORM 910) AND SECTION X (AF FORM 911) FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Notes 1 and 16)			
I T E M	A	B	C
	Heading	Instructions	Example
35	FUNCTIONAL EXAMINER OR AF ADVISOR	When applicable, place an "X" in the appropriate box. See AFI 36-2406, paragraphs 3.10 and 3.11. (See Note 16)	
36	NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	Enter Advisor/Examiner's information as of the close-out date. (See Note 15)	JACK C. HALLIGAN, Col, USAF 20th Fighter Wing (ACC) Shaw AFB SC
37	DATE AND SIGNATURE	DO NOT: sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. Digital signatures will auto date. Non-digital: Handwrite date. (See Note 15 and Note 23)	
38	DUTY TITLE	Enter Advisor/Examiner's duty title.	Command Financial Manager
39	SSN	Enter Advisor/Examiner's last four. (See Note 15)	1111

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION VIII (AF FORM 910) AND SECTION XI (AF FORM 911) UNIT COMMANDER/CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER (AF Form 910) (See Notes 1 and 13)			
I T E M	A	B	C
	Heading	Instructions	Examples
40	UNIT COMMANDER/ CIVILIAN DIRECTOR/ OTHER AUTHORIZED REVIEWER	In this review, the unit or squadron section commander influences report quality, removes exaggerations, identifies inflated ratings, and provides information to evaluators for finalizing reports. If the commander agrees with the report, mark “concur” block, sign in the space provided and include grade and branch of service. Do not provide comments unless the commander disagrees with a previous evaluator, refers the report or is named as the evaluator in the referral memorandum. If the commander disagrees with the report, provide reasons for disagreement on AF Form 77, See Note 21 . Send the EPR to CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists), or to the next evaluator in rating chain when making the review before the evaluator who is senior in grade signs it. Enlisted personnel authorized to perform the commander’s review must include the words “Commander,” “Commandant,” or “Detachment/ Flight Chief” in the signature block. In addition, an individual on G-Series orders or civilian equivalent filling a squadron commander’s billet, may complete Commander’s Review in the Unit Commander’s absence. (See Note 13)	

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION VIII (AF FORM 910) AND SECTION XI (AF FORM 911) UNIT COMMANDER/CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER (AF Form 910) (See Notes 1 and 13)			
I T E M	A	B	C
	Heading	Instructions	Examples
41	UNIT COMMANDER/CIVILIAN DIRECTOR/ OTHER AUTHORIZED REVIEWER	The Commander/Director may be assigned after close-out. Enter identification data as of signature date. (See Notes 15, 20 and 23)	
42	NAME, GRADE, BR OF SVC, ORGANIZATION, CMD & LOCATION	Enter signature block as of the close-out date.	PAUL K. NEWMAN, Lt Col, USAF 366th MSS (ACC) Shaw AFB SC MERLE C. BUSCH, YC-02, DAF 50th Services Division (AFSPC) Schriever AFB CO
43	DATE AND SIGNATURE	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite the date. DO NOT: sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. (See Note 23.)	
44	DUTY TITLE	Enter duty title in upper/lower case as of the close-out date of the EPR.	Commander Director
45	SSN	Enter the last four digits of the social security number. (See Note 15)	1111

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION VII (AF FORM 911) REVIEWER'S COMMENTS (See Notes 1 and 14)			
I T E M	A	B	C
	Heading	Instructions	Example
46	<p>REVIEWER'S COMMENTS</p> <p><i>(AF FORM 911)</i></p>	<p>Do not use this section if section VI has not been completed. If used, this section must contain comments in bullet format. Senior raters may endorse EPRs if the ratee meets the Time-in-Grade requirements or when they are the rater's rater. Senior rater endorsement is used: a) to differentiate between individuals with similar performance records since both ratings and endorsement levels have an impact on those who use the AF Form 911 to make personnel decisions, b) to meet the minimum grade requirements, and c) when the ratee is a CMSgt or CMSgt selectee. (See Note 19.)</p> <p>See Note 21 for documenting disagreements. If the additional rater is the final evaluator, type "This section not used."</p> <p>This area is limited to 3 lines.</p>	<p>- Spearheaded ...</p>

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION VII (AF FORM 911) REVIEWER'S COMMENTS (See Notes 1 and 14)			
I T E M	A	B	C
	Heading	Instructions	Example
47	<p>NAME, GRADE, BR OF SVC, ORGANIZATION, CMD & LOCATION</p> <p><i>(AF FORM 911)</i></p>	<p>Enter Reviewer's signature block. For Reviewers assigned on or prior to close-out date, enter information as of the close-out date; if assigned after the close-out date, enter the information as of the date signed. Multiple general officers serving as evaluators are prohibited. (See AFI 36-2406, paragraph 3.1.3.). See Note 23.d. for exception. (See Notes 15, 20 and 23)</p>	<p>KATIE L. MCGILL, Col, USAF 366th MSS (ACC) Shaw AFB SC</p> <p>MERLE C. BUSCH, YC-03, DAF HQ AF Materiel Command (AFMC) Wright-Patterson AFB OH</p>
48	DATE AND SIGNATURE	<p>The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite the date. Do not sign blank forms that do not contain ratings. Do not sign before the close-out date (only on or after). Do not date before the date the previous evaluator signed it or earlier than the date of the ratee's endorsement to a referral letter. Reviewer's assessment block will be locked with their digital signature. (See Note 23)</p>	
49	DUTY TITLE	Enter duty title in upper/lower case as of the close-out date of the EPR.	Commander
50	SSN	Enter the last four digits of the social security number. (See Note 15)	1111

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION VIII (AF FORM 911) FINAL EVALUATORS POSITION (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
	51	FINAL EVALUATOR'S POSITION <i>(AF FORM 911)</i>	The final evaluator completes this section by placing an "X" in the appropriate block for the level of endorsement. See Note 18 for explanation of positions.

SECTION IX (AF FORM 911). TIME-IN-GRADE ELIGIBLE (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
	52	TIME-IN-GRADE ELIGIBILITY <i>(AF FORM 911)</i>	This pertains to TIG eligibility for senior rater endorsement (<i>not</i> the ratee's actual promotion eligibility <i>as of the close-out date</i>). The rater completes this section before forwarding for additional endorsement using information extracted from the EPR notice. Does not apply to CMSgt and CMSgt select ratees, Reservists or ANG. SMSgt selectees are not eligible for senior rater endorsement since they will not be TIG eligible for the next promotion cycle. The rater will complete this area and lock in with digital signature, if using digital capability. See Note 19 and Attachment 1 of this MPFM.

Table 3.2. Detailed Instructions for Completing AF Form 910 and 911 (Continued).

SECTION VIII (AF FORM 910) AND SECTION XII (AF FORM 911) RATEE'S ACKNOWLEDGEMENT (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
53	RATEE'S SIGNATURE / ACKNOWLEDGEMENT	<p>The Ratee must acknowledge receipt prior to the report becoming a matter of record by signing in this block. Signing the report does not imply concurrence, but acknowledgement. If ratee non-concurs with the report, they may submit an appeal IAW AFI 36-2401.</p> <p>Non-digital: Handwrite date. Sign on or after the close-out date.</p> <p>Select appropriate choice from drop down menu: Blank – member concurs and digitally signs report. “Member unable to sign” – use when member is incapacitated or unavailable to sign; rater (digitally) signs. “Member declined to sign” – use when member refuses to sign the form; rater (digitally) signs.</p> <p>See Notes 19 and 23.</p>	

NOTES:

1. General Information. (See AFI 36-2406, paragraph 3.12.)

- a. Do not enter classified information in any section of the form.
- b. Digital signatures will be used except in the following cases: referral reports, at least one evaluator does not have a CAC, at least one evaluator does not have access to a CAC enabled computer. They will be printed and signed with “wet” signatures and handwritten dates. Digital signatures on referral reports are not authorized.
- c. See EPR notice for ratee identification data. If any data is incorrect, notify the CSS for correction. Abbreviations may be expanded for clarity.
- d. Uncommon acronyms must be spelled out. If space is limited, define the acronyms in Section III, Other Comments.
- e. Bullet format is mandatory. Bullets are limited to two lines per bullet.
- f. Form will be typed using “Times New Roman” font and in 12-pitch.
- g. When the form is printed, it will include the front and back side, head-to-foot and will not be altered other than for authorized administrative corrections.
- h. If digital signature feature is not used, sign in reproducible black or blue ink.
- i. Do not sign before the close-out date. Sign on or after the close-out date. Digital signatures will auto-generate the date signed. Forms that are not digitally signed will require the date to be handwritten.
- j. Each evaluator’s digital signature will lock their comments and ratings and will unlock the digital signature feature for the next evaluator. AF Advisor/Functional Examiner and Ratee digital signature capability are independent of evaluator signatures.
- k. Table 3.2. of this MPFM will replace Table 3.2. in the next revision of AFI 36-2406.
- l. A marking of “Does Not Meet” and/or referral remarks constitute a referral report and requires an explanation. (See AFI 36-2406, paragraph 3.9.1.1. and Note 22 for further specific requirements in this section).
- m. For routing procedures, see **Notes 24 and 25.**
- n. Correcting evaluations prior to them becoming a matter of record. Once a digital signature is applied, the comments and ratings are locked and cannot be changed, in addition, the digital signatures cannot be deleted. If a correction needs to be made after the form has been digitally signed, then the rater will need to reaccomplish the form.

They will be able to copy the text areas from the erroneous form and paste them into the new form. The corrections can be made and the form resigned. The form will reflect the date of the new signatures.

o. Adding AF Form 77 as a continuation sheet. Raters who do not concur with a previous evaluator's comments/ratings, or Functional Examiners/AF Advisors who wish to add comments, submit their comments on an AF Form 77. In the case where digital signatures are being used on the evaluation, the AF Form 77 will be prepared, signed with a wet signature, scanned and saved in PDF format, and electronically forwarded along with the electronic evaluation.

2. Grade Info. Select the appropriate grade from the drop down menu.

3. DAFSC.

a. The DAFSC is based on the unit manning document (UMD) authorization or the unit manpower roster (UMPR) position that the ratee is assigned against, as of the "Thru" date of the report. It should be reflected on the EPR notice. This is not to be confused with the PAFSC, CAFSC, or 2AFSC, etc. If the DAFSC listed on the EPR notice is incorrect, initiate corrective action immediately, annotate the correct DAFSC on the notice, and attach a copy of the documentation reflecting the requested change to the EPR notice. MPF/CSS personnel must ensure the correct information is reflected and/or updated in the system.

b. For those assigned to an indeterminate (365-day) deployment billet, use the DAFSC the ratee is assigned to in the deployed location.

4. Organization. Enter ratee's organizational information as of the close-out date using the guidance below.

a. Enter the organizational designation, MAJCOM (if applicable), location and component. If classified, refer to AFI 36-2406, paragraph 3.8.6. For example: 341st Security Forces Squadron (AFSPC), Malmstrom AFB MT (AD)

b. If the command of assignment is an integral part of the organization name, such as "HQ AMC/A1," it's unnecessary to repeat the command (AMC) within parentheses.

c. Identify the component in parentheses after the location. Use "AD" for active duty personnel and reserve personnel on active duty orders, "Non-EAD" for Reserve Airmen not on Active Duty orders or ANG members not on extended active duty as defined by AFI 36-2002, *Regular Air force and Special Category Accessions*, "AGR" for AGR Program personnel (includes ANG), and "LEAD" for personnel on Limited Active Duty orders.

- d. On EAD (active duty and reserve), enter organizational designation, MAJCOM (if applicable), location and component. Example: 341st Mission Support Squadron (AFSPC), Malmstrom AFB MT (AD).
- e. On EAD (active duty and reserve) and performed duty in an organization other than his or her assigned PAS code, enter the assigned information, followed by "**with duty at . . .**" to indicate the organization where the Airman actually performed duty and then the component. This includes personnel on indeterminate (365-day) deployment billets. Example: 341st Security Forces Squadron (AFSPC), Malmstrom AFB MT, with duty at 447 ESFS (USCENTAF), Baghdad International Airport, Baghdad, Iraq (AD). **NOTE:** Do not use this section to enter a second organization if the Airman is filling a dual-hatted role. Mention it in the job description or elsewhere in the report.
- f. An AGR Program Airman on EAD under **Title 10, U.S.C., Sections 8033, 10211, 10305, 12310 and 12402 or Title 32, U.S.C., Section 708 (Property and Fiscal Officers)**, enter organizational designation, MAJCOM (if applicable), state affiliation, location, and component. Example: 190th Air Refueling Group (AMC), Forbes Field, Topeka, Kansas, KS ANG (AGR).
- g. A Non-EAD ANG Airman, enter organizational designation, MAJCOM (if applicable), state affiliation, location, and component. Example: 190th Air Refueling Group (AMC), Forbes Field, Topeka, Kansas, KS ANG (Non-EAD).
- h. A Non-EAD USAFR Airman, enter organizational designation, MAJCOM (if applicable), location, and (if applicable) organization and location of attachment, followed by the component. Example: 9019th ARS (ARPC), 6760 East Irvington Place, Denver CO 80280 w/Atch unit at 12 FTW, Randolph AFB TX (Non-EAD).
- i. A Limited EAD program Airman on EAD under **Title 10, U.S.C. Section 12301(d)**, enter organizational designation, MAJCOM (if applicable), location, and (if applicable) organization and location of attachment, followed by the component. Example: 9019th ARS (ARPC), 6760 East Irvington Place, Denver CO 80280 w/Atch unit at 12 FTW, Randolph AFB TX (LEAD).

5. "FROM" Dates. Use the "FROM" date on the EPR notice, but if different or incorrect, use the information below to establish the "FROM" date if the member is:

- a. On AD or non-AD, and has a previous report on file, use the day following the close-out date of the previous report.
- b. On AD but has not had a previous report on current AD tour, use the day of entry/reentry on AD (the EAD date in the MilPDS).
- c. Non-AD and has not had a previous report, use the date of assignment to the Reserve or DOR to SSgt, whichever is later.

d. ANG AGR/Statutory Tour personnel with an initial tour, use the date of assignment to the AGR/Statutory Tour position. An ANG AGR/Statutory Tour who has a previous report on file, use the day following the closeout date of the previous report.

6. “THRU” Dates. Use the information below to establish the “THRU” date. If the reason for the report is:

a. Annual, use the date one year from the close-out of previous report, or:

(1) If needed, adjust the close-out to the date on which the rater achieves the required number of days of supervision or points required by AFI 36-2406, **Tables 3.7 and 3.8**. If a rater change occurs after the original annual date passed, but before the rater completed 120 days supervision, the report is closed out the day prior to the rater change, providing at least 60 days of supervision have occurred. Report reason is still “Annual.”

(2) If the member is non-AD USAFR who has not had a previous report, *and* the “FROM” date is the member’s DOR to SSgt, the thru date will be two years from the DOR to SSgt (i.e., DOR and “FROM” date is 1 May 96, then “THRU” date will be 1 May 98) provided the ratee has earned at least 16 active/inactive duty points.

(3) The date approved by the appropriate waiver authority per a request for an extension of the close-out date. Note: For AFRC, the waiver approval authority is HQ ARPC/DPBR.

b. CRO (including events of emergency or no-notice departure), use the day before the effective date of change, or:

(1) If the report is mandatory as a result of pending separation, retirement, or PCS of the rater, or PCS or separation of the ratee, use the date 30 calendar days before the rater’s or ratee’s projected departure date, or:

(a) If the 30-day Rule will cause a ratee to be ineligible for a report due to lack of supervision, adjust the close-out to the date within the 30-day window on which the rater completes 120 days of supervision (or 60 days for a referral report).

(b) If the ratee is non-AD, adjust the close-out date within the 30-day window to the date the ratee completes the minimum 16-point requirement. (Not applicable to the ANG).

(c) To record significant events, use the adjusted date (within the 30-day window) approved by the commander. Significant events are things such as quarterly, annual, or AF-level awards or derogatory information

resulting in a referral report, not simply additional daily achievements.
(Not applicable to the ANG).

c. Directed by (HQ USAF or Commander [MAJCOM, wing, group, squadron], State AG or NGB/CF as appropriate), then use the date:

(1) As specified in the message directing the report.

(2) The ratee was placed in MIA, captured, or detained in captive status.

(3) One day before being placed on the control roster if the report is directed as a result of placement on the control roster or one day before control roster action expires if directed as a result of being removed from the control roster. This is not applicable to the ANG.

d. **AFI 36-2406, paragraph 3.7.5.** currently allows commanders to request EPR close-out extensions of up to 59 days to ensure resolution of any administrative or other significant issues. Approved extensions should be documented by placing the following statement in feedback area in Section V, "Close out date was extended IAW AFI 36-2406, para. 3.7.5." Other than for fitness testing, extensions are granted only to allow evaluators to document negative behavior, i.e. court-martial actions, investigations, etc. Extensions are not granted to document awards or achievements. Unit commanders may request an extension when Airmen are required to fitness test immediately preceding the EPR close-out date and fail to meet fitness standards. This option can be used to re-test the Airman at the 43d day after scoring below 75 on the fitness assessment. NOTE: This is the earliest period an Airman can re-test after scoring below 75 on the fitness assessment test. Use the procedures outlined AFI 36-2406, **paragraph 3.7.5.** to obtain approval. Extensions beyond this period are not allowed.

NOTE: Never close out a report on or after the actual departure, retirement, or separation date of the rater or ratee. If a departure, separation, or retirement date changes after establishment of the "THRU" date of a report, it is not necessary to adjust the close-out date if it is no more than 40 days before the actual departure date, unless the change causes the number of days of supervision to meet or exceed the specifications of AFI 36-2406, **Tables 3.7 and 3.8.** Reports prepared and accepted for file under the CRO rule remain valid even if the condition is later canceled.

7. Number of Days Supervision. Enter the number of days the rater supervised the ratee during the reporting period. If the report is being written by the rater's rater, enter number of days for which the evaluator had written or personal knowledge of the ratee's duty performance during the reporting period. For non-AD USAFR personnel promoted to SSgt, compute period of supervision for their first report as a SSgt from ratee's date of grade as a SSgt.

8. Performance Assessment (Section III).

a. The rater completes this section; however, the additional evaluators will review reports to ensure ratings accurately describe performance and comments are compatible with/support the ratings. They must return reports with unsupported statements for additional information or reconsideration of ratings, however, no evaluator may coerce another into changing their comments or ratings unless they are unauthorized or inappropriate IAW AFI 36-2406. Use the following as a guide when determining the rating to apply to each performance assessment. **See Note 21** for disagreements.

(1) Does Not Meet: Performs below established standards, requires improvement. Disciplinary action is not required, however, report will be referral.

(2) Meets: Meets established standards.

(3) Above Average: Performs beyond established standards and expectations.

(4) Clearly Exceeds: Performs at a higher level than most of their peers, far exceeds standards and expectations, unique performer.

b. The report becomes a referral report and must be referred IAW AFI 36-2406, **paragraph 3.9** and **Note 22** of this MPFM if:

(1) The ratee fails to meet standards in any one of the listed performance assessment factors in Section III, Performance Assessment.

(2) The ratee received a rating of “Poor (1)” or “Needs Improvement (2),” in Section V, Overall Performance Assessment.

(3) The report contains any derogatory comments.

c. Use bullet to provide information about ratee’s performance. Limit bullet length to two lines. White space is allowed.

d. Be specific. When referring to adverse actions, state the behavior and results, i.e., “SSgt Jones drove under the influence for which he received an Article 15.” Comments on awards are authorized. Comment on “John Levitow,” “Distinguished Graduate,” “Academic Achievement” or “Commandant’s Award” from PME are authorized. Comments from other training courses are also appropriate and may be made by any evaluator on the report.

e. Base comments on overall performance and performance-based potential as compared to others in the same grade known by the evaluator.

f. Uncommon acronyms must be spelled out. If space is limited, define the acronyms in Section III, Other Comments.

g. Do not make prohibited comments as outlined in AFI 36-2406, **paragraph 3.7**. Ensure you review any applicable changes or messages addressing inappropriate considerations and/or comments as well.

h. Limit comments to the space provided unless referred. See AFI 36-2406, **paragraph 3.6.**, for mandatory comments for each section. See **Note 22** for referral procedures.

i. Additional comments are mandatory when:

(1) The report is a referral and the evaluator is named in the referral memorandum. Enter the appropriate comment IAW AFI 36-2406, **paragraph 3.9.7**. (See **Note 22**).

(a) "I have carefully considered (ratee's name) comments to the referral memo of (date)"

(b) "Comments from the ratee were requested but were not received within the required period"

(c) "Ratee elected not to provide comments to the referral memo of (date)"

(2) The additional rater marks the non-concur block and shows disagreement with a "Performance Assessment Factor" by initialing a different block, or disagrees with the rater's overall narrative assessment. **See Note 21**. In this case, the additional rater must provide specific comments to explain the disagreement.

(3) When an EPR rater qualifies as a single evaluator or as the reviewer, enter the statement "This section not used" in the comment area of Sections VI (AF Forms 910 and 911) and VII (AF Form 911) of the EPR. Also enter "This section not used" in Section VII (AF Form 911) when the additional rater is also the senior rater/reviewer, or qualifies as a final evaluator and closes out the report. The evaluator will digitally sign the blocks with his/her comments and the statement "This section not used." For additional information, refer to AFI 36-2406, **paragraph 3.1.1**. for evaluator requirements, and **paragraph 3.6.4** for mandatory comments..

NOTE: The mandatory comments for referral reports and disagreements are in addition to the required comments a rater/additional rater are required to write. Raters/additional raters must include at least one additional bullet, as well as the mandatory bullet(s). This additional statement may be duty related or can even be as simple as "I concur with the performance assessment of the rater." However, be cautious when adding an additional comment that may be considered referral; if the additional statement does not mirror the previous referral comment, it

might cause the evaluation to be referred again to the next evaluator in the chain. For other mandatory comments see AFI 36-2406, **paragraphs 3.6. and 3.9.**

- j. Digital signature cannot be applied to additional rater/final reviewer block until the previous rater signs the form and unlocks the next rater's signature block on the form. Note: Does not apply to referral reports, **see Note 22.**

9. Fitness.

- a. The ratee is fitness exempt only if exempt from all four components of the fitness assessment. Ratee's with limited duty restriction waivers from specific components of the assessment are not considered exempt, but will be marked based on the adjusted calculation of their fitness assessment score.
- b. "Meets Standards" is defined as having a composite **fitness score greater than or equal to 75.**
- c. "Does Not Meet Standards" is defined as having a composite **fitness score less than 75.** Place an "X" in the "Does Not Meet Standards" block in Section III and for Physical Fitness in Section IX. A score of less than 75 requires the evaluation to be referred. Evaluators must comment on a ratee who does not meet standards. Only in this case can the evaluator comment on the ratee's fitness score, behavior associated with the fitness program, and progress in the Fitness Improvement Program.
- d. Documentation of fitness will be based on the most recent (current) fitness test, including those preceding the start date of the EPR. While comments regarding performance outside of the reporting period are normally not allowed, consideration of the fitness score outside of the reporting period is authorized when the fitness test is current (within the past 12 months for those scoring "Good" or "Excellent").
- e. Comments on medical issues are prohibited and cannot be included in the EPR narrative.
- f. Comments regarding unit fitness achievements are allowed for individuals who are Physical Training Leaders (PTLs) or Unit Fitness Program Managers (UFPM) since these are significant additional duties. These comments will be placed in Section III, Performance Assessment, block 1, Primary/Additional Duties on both the AF Form 910 and 911.
- g. **AFI 36-2406, paragraph 3.7.5.** currently allows commanders to request EPR close-out extensions of up to 59 days to ensure resolution of any administrative or other significant issues. Approved extensions should be documented by placing the following statement in feedback area in Section V, "Close out date was extended IAW AFI 36-2406, para. 3.7.5." Other than for fitness testing, extensions are granted only to allow evaluators to document negative behavior, i.e. court-martial actions, investigations, etc. Extensions are not granted to document awards or achievements. Unit commanders may

request an extension when Airmen are required to fitness test immediately preceding the EPR close-out date and fails to meet fitness standards. This option can be used to re-test the Airman at the 43d day after scoring "Poor" on the fitness assessment. NOTE: This is the earliest period an Airman can re-test after scoring "Poor" on the fitness assessment test. Use the procedures outlined AFI 36-2406, **paragraph 3.7.5.** to obtain approval. Extensions beyond this period are not allowed.

10. Overall Performance Assessment, (Section V).

- a. In Section V, Overall Performance Assessment, the rater/additional rater are making an overall assessment of the ratee's performance. Although this is no longer a promotion recommendation, there is no change in the point value applied towards WAPS. Evaluation boards will continue to review a 10 year history of performance reports.
- b. WAPS uses EPRs to score the ratee's performance and promotion potential. Raters must not rate people with strong potential and performance records the same as average or weak performers. (Not applicable to AFRC/ANG).
- c. To ensure that an individual's performance and potential will influence future promotions, evaluators carefully choose the performance assessment block that best describes the ratee.
- d. The overall rating is a performance assessment rating. The Airman should be evaluated in comparison to their peers. Because overall ratings influence promotions, assignments, career job reservations and retraining, potential for increased responsibility and promotion potential must be considered.
- e. The rating updated into MilPDS is the rating rendered by the final evaluator.
- f. If the rater and additional rater disagree, **See Note 21** of this MPFM.

11. Feedback.

- a. In Section V, the rater certifies that the performance feedback was accomplished by entering the date the most recent feedback was provided during the rating period, this included midterm feedback or any subsequent feedback requested by the ratee. If feedback was not performed, an explanation must be provided. If feedback was not required, enter "NA". Either a date or "NA" with comments must be entered or the rater will not be able to digitally sign the form.
- b. See **Note 17** for ratee's responsibilities in Section VIII, (AF Form 910), and Section XI, (AF Form 911), Ratee's Acknowledgement.
- c. Feedback will be accomplished IAW AFI 36-2406, **Chapter 2 and paragraph 7** of this MPFM's program guidance.

12. Additional Rater's Comments, (Section VI).

- a. The additional rater marks the concur or non-concur box and makes appropriate comments.
- b. If the additional rater non-concurs with the rater see **Note 21** for documenting disagreements.
- c. If the additional rater is also the reviewer, see **Note 8i** for mandatory comments.

13. Unit Commander/Civilian Director/Other Authorized Reviewer, (Section VII, AF Form 910 and Section X, AF Form 911)

- a. The review is performed by the unit or squadron section commander of the unit (PAS) to which the ratee is assigned as a permanent party member. An individual on G-Series orders may complete the commander's review in the unit commander's absence, using their approved duty title, not commander. A civilian equivalent, assigned to the position of unit commander, may also sign the report. **EXCEPTION:** For those on indeterminate (365-day) deployments, rater and additional rater signatures (regardless of grade) will be accomplished in theater prior to sending the evaluation to the home station for unit commander review.
- b. The commander reviews reports to ensure ratings accurately describe performance and comments are compatible with/support ratings. They must return reports with unsupported statements for additional information or reconsideration of ratings. However, commander's may not coerce an evaluator to make changes. If there is a disagreement, **See Note 21.** (NOTE: First Sergeants are required to review all EPRs prior to the commander).
- c. The commander will mark the "Concur" or "Non-concur" block. **See Note 21 for disagreements.**
- d. If this reviewer is junior in grade to an evaluator (other than rater), they review the report before the higher ranking evaluator signs it.
- e. Commanders who are also part of the rating chain will fill out and sign both the Commander's Review section and the appropriate evaluator's section, meaning they will sign the report twice. The two signatures serve separate purposes, one as an evaluator regarding duty performance, and one as a commander regarding quality review.

14. Reviewer's Comments, (Section VII, AF Form 911).

- a. The reviewer will mark the "Concur" or "Non-concur" block and make appropriate comments, if he/she disagrees with the evaluation. The rater and additional rater are first given an opportunity to change the evaluation; however, they *will not* change their

evaluation just to satisfy the reviewer. If the evaluation remains unchanged and the reviewer still disagrees, the reviewer marks the non-concur block and states why he or she disagrees in the space provided. The reviewer shows disagreement with a "Performance Factor" rating by initialing the block deemed more appropriate. **See Note 21** for documenting disagreements.

b. If the reviewer is also the rater or additional rater, **see Note 8i** for mandatory comments

c. If the report is referral and the reviewer is the evaluator named in the referral memorandum, or if the reviewer refers the report, **see Notes 8i and 22** for mandatory comments.

15. Evaluator Information. Use the following guidelines when entering identification data:

a. Enter only the last four digits of the SSN. If the evaluator is a civilian or a member of a foreign service no entry is required.

b. When the evaluator is an Air Reserve Technician (ART) or ANG Military Technician use the military grade and duty title.

c. If the rater is performing additional duty and prepares the report based on that duty, enter the additional duty title on the EPR.

16. Functional/Acquisition Examiner or AF Advisor, (Section VII, AF Form 910, and Section X, AF Form 911).

a. Functional Examiner/AF Advisor may attach an AF Form 77, *Letter of Evaluation*, if they desire to make comments, up to five lines, to clarify duties with regards to AF Standards in a joint environment, or functional related considerations. If the evaluation is digitally signed, a scanned copy of the "wet" signed AF Form 77 will be submitted electronically with the evaluation.

b. See AFI 36-2406, **paragraphs 3.10. and 3.11.** on the Air Force Advisor and Acquisition Examiner Programs.

c. The digital signature feature of this block is independent of other digital signatures on the form.

17. Ratee's Acknowledgement, (Section IX, AF Form 910 and Section XII, AF Form 911).

a. The rater is required to conduct face-to-face feedback in conjunction with issuing the evaluation. The EPR serves as the feedback form. Do not use a performance feedback worksheet. Electronic routing of the form does not excuse the rater from providing face-to-face feedback. Only in situations where face-to-face feedback is not feasible will feedback be conducted either by telephone or electronically. The rater should first

attempt to call the ratee and conduct the feedback via telephone. If that option is not available, the rater may provide clear, detailed feedback to the ratee via e-mail, using a read receipt to verify the feedback was received and read.

b. Feedback will occur and the ratee's signature will be obtained after the reviewer/commander. In cases where an Air Force Advisor or Acquisition/Functional Examiner signature is required, the feedback and ratee acknowledgement will occur after the advisor or examiner review.

c. The ratee must acknowledge receipt of the report prior to the report becoming a matter of record. The ratee will review and verify all dates, markings and comments on the form. Significant discrepancies and administrative errors can be addressed at this time, and corrected if agreed by all parties, before the report becomes a matter of record. This is not to be interpreted to mean the ratee can refuse to sign if they disagree with the report. This is an acknowledgement of the report vice concurrence. If a rater does not agree to change the report and the ratee wishes to dispute it, they should pursue the established appeal/correction avenues available to them in AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*, once the report is a matter of record.

d. The rater will suspense the ratee three (3) duty days, (30 calendar days for Reserve/ANG), after feedback is provided, to sign the report.

e. In cases where the ratee refuses to sign, the rater will select "Member declined to sign" from the drop down menu in the ratee's acknowledgement block. Rater will sign the block.

f. In cases where the ratee is unable to sign, the rater will select "Member unable to sign" from the drop down menu in the ratee's acknowledgement block. Rater will sign the block. Member is unable to sign if they do not have access to a CAC-enabled computer (i.e., convalescent leave, TDY to a contractor facility without government computer access, in AWOL or deserter status, etc.).

g. Upon receiving the ratee's endorsement or expiration of the suspense to receive the signed evaluation, the rater will place the report in official channels.

h. The digital signature feature of this block is independent of other digital signature on the form.

18. Final Evaluator's Position, (Section VIII, AF Form 911).

a. The final evaluator on the AF Form 911 must be at least a major, Navy lieutenant commander, civilian equivalent, (GS-12/Supervisory Pay Band 2), or higher, but no higher in organization than the senior rater (**see paragraph 3.1.3.2 and attachment 1**). For ANG AGR enlisted personnel, the final endorser must be the full-time unit commander. If there is no full-time unit commander, the final endorser will be the senior full-time officer.

b. Use the following definitions to determine the final evaluator's position.

(1) *Senior Rater*. Used when the final evaluator is the highest level endorser in the ratee's rating chain. The senior rater must be in the grade of at least a colonel or civilian equivalent, (GS-15/Supervisory Pay Band 3), or higher, serving as a wing commander or equivalent and designated by the Management Level.

(2) *Senior Rater's Deputy*. An individual who works directly for and whom the senior rater evaluates (for example, vice wing commander, group commanders, division chiefs in headquarters above wing level, the Vice Commandant of the College of Enlisted PME).

(3) *Intermediate Level*. An individual who works directly for a senior rater's deputy (for example, unit commanders and wing division chiefs).

(4) *Lower Level*. All others meeting minimum grade requirements.

c. The rater will fill in the final evaluator's position and lock with digital signature. If a change needs to be made to the final evaluator's position after the rater digitally signs the form, see **Note 1n**.

19. Time-In-Grade (TIG), (AF Form 911).

a. The senior rater may endorse a report when necessary to meet the minimum grade requirement in AFI 36-2406, paragraph 3.1.3.2, when the ratee is TIG-eligible, when the senior rater is the rater or additional rater, or as specified by AFI 36-2406, **paragraphs 3.1.3.2.3.1 through 3.1.3.2.3.3**. TIG eligibility does not apply to AFRC and ANG Airmen.

b. Determine eligibility for senior rater endorsement using the formulas below. Also, you can utilize the TIG Eligibility chart located at Attachment 1 of this MPFM.

c. For MSgt ratees.

(1) If close-out date is less than or equal to 30 September of current year, determine number of months TIG from Date of Rank (DOR) to 1 March of the next year following the report close-out date. If less than 20 months, then TIG Eligible is "NO." If greater than or equal to 20 months, then TIG Eligible is "YES."

(2) If close-out date is greater than 30 September of current year, determine the number of months TIG from DOR to 1 Mar 2Y (two years) following the report close-out date. If less than 20 months, TIG Eligible is "NO". If greater than or equal to 20 months, TIG Eligible is "YES". All Airmen meeting a promotion

board are required to have an EPR on file closed out within 12 months of the PECD.

d. For SMSgt rates.

(1) If close-out date is less than or equal to 31 July of current year, determine number of months TIG from DOR to 1 December of current year. If less than 21 months, then TIG Eligible is "NO." If greater than or equal to 21 months, then TIG Eligible is "YES."

(2) If close-out date is greater than 31 July of current year, determine number of months TIG from DOR to 1 December of next year following the report close-out date. If less than 21 months, TIG Eligible is "NO". If greater than or equal to 21 months, TIG Eligible is "YES". All Airmen meeting a promotion board are required to have an EPR on file closed out within 12 months of the PECD.

e. For SMSgt promotion selectees, TIG eligibility is based upon the close-out date of the EPR. If the close-out date falls on the same day (or a date after) as the promotion public release date, individuals on the selectee list are *not* eligible for senior rater endorsement on that report; they were selectees *on the close-out date*. Conversely, if the EPR closed out *prior* to the promotion public release date, but was not signed by one or more evaluators until after the release date, the member *is* eligible for senior rater endorsement because as of the close-out date, they were not officially promotion selectees.

f. CMSgt and CMSgt selects. TIG eligibility does not apply to CMSgt or CMSgt selects. The Senior Rater may endorse any CMSgt or CMSgt selects EPR and mark "N/A."

g. The rater will fill in the TIG block and lock with digital signature.

20. Evaluator Changes: Normally, when an evaluator other than the rater changes after a report closes out, but before it is ready for endorsement, the *new* evaluator endorses the report using his or her duty information as of the signature date. This is a general rule that may be modified to suit unique circumstances. For example, a *new* evaluator may not be available if a departed evaluator has not been replaced when the report is ready for endorsement. Additionally, if the organizational structure changes in conjunction with an evaluator change, the *new* evaluator may not *qualify* to endorse the report (due to position or grade requirements). In these cases, it may be more appropriate (or necessary) to have the departed evaluator endorse the report (using his or her duty information as of the report close-out date), or it may be necessary to identify another individual to indorse the report. Judgment must be applied to determine which option is in the best interests of the Air Force and will result in the most accurate and meaningful report. If any doubt exists as to the appropriateness of the exception chosen or guidance is necessary, evaluators should contact their servicing CSS or MPF who will contact HQ AFPC/DPPPEP or HQ ARPC/DPBR, as appropriate, for guidance. See AFI 36-2406, **paragraph 3.1.5., paragraph 3.2.2.3. and paragraph 3.2.5.4.** for additional information regarding rater changes.

21. Disagreements. Show any disagreements with the rating(s) by making specific comments regarding the exact standard(s) and or comment(s) with which there is disagreement. Comments to support disagreement are required. (Example: Disagree with rater's assessment of Job Knowledge—TSgt Smith was unable to provide correct operating procedures during monthly evaluation). Evaluators should discuss disagreements when preparing reports. Prior evaluators are first given an opportunity to change the evaluation; however, they will not change their evaluation just to satisfy the evaluator who disagrees. If, after discussion, the disagreement remains, the disagreeing evaluator marks the "non-concur" block, and provides specific comments to explain each item in disagreement. The evaluator who non-concurs with the report may attach an AF Form 77 if more space is required to explain the disagreement.

22. Referral Reports.

a. Referral reports will be accomplished with wet (hand written) signatures only and dates will be handwritten.

b. Ensure the name of the next evaluator is included in the referral memorandum.

c. For referral procedures and referral memorandum see AFI 36-2406, **paragraph 3.9**. See **Note 9** for referral reports involving fitness.

d. If the ratee receives a "Does Not Meet Standards" in any block in Section III; or if the ratee receives a "Poor" or "Needs Improvement" in Section V, the report is a referral EPR and must be referred.

e. If the EPR includes derogatory comments, regardless of the overall rating, the EPR becomes a referral and must be referred.

f. If the evaluator refers the report or is named in the referral memorandum, enter the applicable comment IAW AFI 36-2406, **paragraph 3.9.7**.

(1) "I have carefully considered (ratee's name) comments to the referral memo of (date)"

(2) "Comments from the ratee were requested but were not received within the required period"

(3) "Ratee elected not to provide comments to the referral memo of (date)"

g. Procedures if evaluator is deployed when report is due. All signatures must be "wet" signatures. The rater who is deployed and is referring a home station report will sign the referral memo and EPR. They will then scan in the evaluation and letter and e-mail them to the next evaluator in the rating chain. The evaluation and memo can also be faxed to the next evaluator if a scanner is unavailable. The next evaluator in the chain will act on

behalf of the evaluator who is deployed and issue the letter and evaluation to the ratee. Upon receipt of the ratee's comments or at the expiration of the ratee's 10 day (30 days for Non-EAD) window to respond, the evaluators will add the mandatory comments from the evaluator named in the referral memo, ensuring the date signed by the referring evaluator does not change. The evaluator who is deployed can re-sign the form, scan and e-mail/fax the form to the next evaluator. All signatures, except the evaluator who is deployed, must be original.

23. Evaluators' Signatures and Dates.

a. **Digital Signatures.** Digital signatures must be used for all evaluators and reviewers. If one evaluator or reviewer is unable to access digital signature, all evaluators and reviewers must hand sign and date the report. The form is enabled with digital signature and auto date capability. Forms will be auto-dated only when digital signature is applied. Wet signatures reports will be hand-dated. This feature allows for the fully electronic routing of the evaluation form. Forms must be digitally signed with a Common Access Card (CAC). Once a digital signature has been applied, it cannot be deleted. In the few instances where CACs or CAC reader access is not available, or if a report is referral, wet ink signatures on the hard copy of the report will be required. "Wet" ink signatures will be required on all referral reports. To digitally sign:

- (1) Click on gray box in signature block
- (2) Digital signature dialogue box should open
- (3) Click "Sign" button
- (4) Select certificate and click "Okay"
- (5) Enter PIN for CAC
- (6) Click "Okay"

b. Enter "Brig Gen (S)" for brigadier general selectees who have been confirmed by the U. S. Senate and designated as Senior Rater by the Management Level (ML). Enter "Major Gen (S)" for major general selectees who have been confirmed by the U. S. Senate. When a supervisor is a Brig Gen (S), confirmed by the Senate and frocked, but not a senior rater, then they should not be a rater in order to avoid the prohibition against two general officers signing an evaluation.

c. An evaluator must be a colonel (or equivalent) to close out report as a single evaluator. If the rater is a senior rater, the report must close out at this level unless it is a referral report. Only one general officer may sign the report as an evaluator.

d. **EXCEPTION to one general officer rule.** For indeterminate (365-day) deployments only:

(1) When both the deployed rater and the home station senior rater are General Officer's, place the following statement in the feedback comment area of Section V: **“Two general officers authorized IAW AF/DP policy message 042019Z JAN 06”**

(2) If the grade of the home station senior rater is lower than the deployed rater, (i.e. deployed rater is an O7 and the home station senior rater is an O6), enter the following statement in the feedback comment area of Section V: **“Reviewer's grade may be lower than the additional rater IAW AF/DP policy message 042019Z JAN 06.”**

- e. Do not delay signing a report due to pending personnel changes, promotions, approval of a more prestigious duty title, and so forth.
- f. Rater. Do not sign and date before the close-out date of the report. Sign on or after the close-out date. Rater's digital signature will unlock the digital signature feature in the additional rater's block.
- g. Additional Rater. Do not sign or date before the close-out. Sign on or after the close-out date. Do not sign before previous evaluators. Additional rater cannot sign before the rater due to security features associated with digital signature capability. If applicable, do not sign earlier than the date of a ratee's endorsement to a referral letter. Additional rater's digital signature will unlock the digital signature feature in the reviewer's block. If the Squadron Commander/Director is junior in grade to the additional rater, they sign prior to the additional rater.
- h. Reviewer. Do not sign or date before the close-out. Sign on or after the close-out date. Do not sign before previous evaluators. Reviewer cannot sign before the additional rater due to security features associated with digital signature capability. If applicable, do not sign earlier than the date of a ratee's endorsement to a referral letter. If the Squadron Commander/Director is junior in grade to the reviewer, they sign prior to the reviewer.
- i. Functional Examiner/Air Force Advisor. Do not sign or date before the close-out. Sign on or after the close-out date. If applicable, do not sign earlier than the date of a ratee's endorsement to a referral letter. Do not sign before previous evaluators. Digital signature feature is independent of other digital signatures. If an evaluator is also a functional examiner, then they sign in both blocks.
- j. Ratee. **(See Note 17)**
- k. Do not “back date” the signature. **EXCEPTION:** If, after referring a report to the ratee, the report is reprinted for the purpose of including all evaluator comments or for making minor administrative corrections that don't require an additional referral to the ratee, all signature dates, up to and including the referring official(s), should be back

dated to the date it was originally signed. This is necessary to show the dates each referral action actually occurred to ensure the report was properly processed. All evaluators, subsequent to the (last) referring official may use either original signature dates or current signature dates.

24. Digital Routing Procedures.

a. Routing procedures will only be specified for routing the form after the final signature is supplied by the ratee. Local procedures will be developed for internal routing of the evaluations, ensuring Privacy Act restrictions are in place. AFPC or ARPC must receive the completed evaluation via CMS from the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or via vPC-GR from the MPF/CSS (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists).

b. If using Outlook for local routing, follow the instructions below to forward evaluations:

(1) All e-mails containing evaluations will meet the following three criteria:

(a) be encrypted with a CAC by the sender,

(b) contain the letters "FOUO" at the beginning of the subject line, and

(c) include the following text at the beginning of the e-mail,
"This electronic transmission contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under Privacy Act of 1974 and AFI 33-332. Do not release outside of DoD channels without the consent of the originator's office. If you received this message in error, please notify the sender by reply e-mail and delete all copies of the message."

(2) File must be saved prior to forwarding to next recipient via e-mail from within the Pure Edge program, with the form open.

(3) To send an evaluation via Outlook from within the Pure Edge program, use the e-mail (envelope) button in the upper left tool bar (5th button from left, next to the printer button).

c. The following standard file naming convention will be used on all evaluations:
FORMNAMELASTNAMEFIRSTINITIALLASTFOURSSNCLOSEOUTDATE.XFDL
Example: AF911JONESM1111071205.XFDL.

d. Ratee forwards digitally signed report back to the rater.

e. Rater sends digitally signed report to the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, Unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists). The CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will upload and transfer the evaluation via the appropriate system.

f. The CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will track the report status in the appropriate system. When the case indicates the evaluation was up loaded in ARMS, the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will print the evaluation, if necessary, and close the case. Evaluations will only need to be printed if UPRGs are still maintained at base-level, in which case the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, Unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will print and forward the evaluation to the MPF for filing in the UPRG. If the ratee has departed PCS to another base, the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will notify the gaining MPF that the form is available to print from ARMS.

g. Performance report suspenses are set such that the evaluation should be closed out prior to evaluators or the ratee departing. It is the unit commander's responsibility to ensure reports are completed within the suspense, especially for those separating/retiring or PCSing.

25. Hard Copy Routing Procedures. CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG enlisted AGRs, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) should use the guidance provided in AFI 36-2406, Tables 3.9 and 3.10 to distribute hard copy reports to the proper offices.

Attachment 1

TIG SENIOR RATER ELIGIBILITY CHART

MSGT CHART

<u>If ratee is:</u>	<u>and EPR c/o date is:</u>	<u>and DOR is:</u>	<u>TIG Eligibility</u>
MSgt	1 Jan 05 - 30 Sep 05	prior to or equal to 1 Jul 04	YES
MSgt	1 Jan 05 - 30 Sep 05	after 1 Jul 04	NO
MSgt	1 Oct 05 - 31 Dec 05	prior to or equal to 1 Jul 05	YES
MSgt	1 Oct 05 - 31 Dec 05	after 1 Jul 05	NO
MSgt	1 Jan 06 - 30 Sep 06	prior to or equal to 1 Jul 05	YES
MSgt	1 Jan 06 - 30 Sep 06	after 1 Jul 05	NO
MSgt	1 Oct 06 - 31 Dec 06	prior to or equal to 1 Jul 06	YES
MSgt	1 Oct 06 - 31 Dec 06	after 1 Jul 06	NO
MSgt	1 Jan 07 - 30 Sep 07	prior to or equal to 1 Jul 06	YES
MSgt	1 Jan 07 - 30 Sep 07	after 1 Jul 06	NO
MSgt	1 Oct 07 - 31 Dec 07	prior to or equal to 1 Jul 07	YES
MSgt	1 Oct 07 - 31 Dec 07	after 1 Jul 07	NO
MSgt	1 Jan 08 - 30 Sep 08	prior to or equal to 1 Jul 07	YES
MSgt	1 Jan 08 - 30 Sep 08	after 1 Jul 07	NO
MSgt	1 Oct 08 - 31 Dec 08	prior to or equal to 1 Jul 08	YES
MSgt	1 Oct 08 - 31 Dec 08	after 1 Jul 08	NO
MSgt	1 Jan 09 - 30 Sep 09	prior to or equal to 1 Jul 08	YES
MSgt	1 Jan 09 - 30 Sep 09	after 1 Jul 08	NO
MSgt	1 Oct 09 - 31 Dec 09	prior to or equal to 1 Jul 09	YES
MSgt	1 Oct 09 - 31 Dec 09	after 1 Jul 09	NO
MSgt	1 Jan 10 - 30 Sep 10	prior to or equal to 1 Jul 09	YES
MSgt	1 Jan 10 - 30 Sep 10	after 1 Jul 09	NO
MSgt	1 Oct 10 - 31 Dec 10	prior to or equal to 1 Jul 10	YES
MSgt	1 Oct 10 - 31 Dec 10	after 1 Jul 10	NO

Attachment 1

TIG SENIOR RATER ELIGIBILITY CHART

SMSGT CHART

<u>If ratee is:</u>	<u>and EPR c/o date is:</u>	<u>and DOR is:</u>	<u>TIG Eligibility</u>
SMSGt	1 Jan 05 - 31 Jul 05	prior to or equal to 1 Mar 04	YES
SMSGt	1 Jan 05 - 31 Jul 05	after 1 Mar 04	NO
SMSGt	1 Aug 05 - 31 Dec 05	prior to or equal to 1 Mar 05	YES
SMSGt	1 Aug 05 - 31 Dec 05	after 1 Mar 05	NO
SMSGt	1 Jan 06 - 31 Jul 06	prior to or equal to 1 Mar 05	YES
SMSGt	1 Jan 06 - 31 Jul 06	after 1 Mar 05	NO
SMSGt	1 Aug 06 - 31 Dec 06	prior to or equal to 1 Mar 06	YES
SMSGt	1 Aug 06 - 31 Dec 06	after 1 Mar 06	NO
SMSGt	1 Jan 07 - 31 Jul 07	prior to or equal to 1 Mar 06	YES
SMSGt	1 Jan 07 - 31 Jul 07	after 1 Mar 06	NO
SMSGt	1 Aug 07 - 31 Dec 07	prior to or equal to 1 Mar 07	YES
SMSGt	1 Aug 07 - 31 Dec 07	after 1 Mar 07	NO
SMSGt	1 Jan 08 - 31 Jul 08	prior to or equal to 1 Mar 07	YES
SMSGt	1 Jan 08 - 31 Jul 08	after 1 Mar 07	NO
SMSGt	1 Aug 08 - 31 Dec 08	prior to or equal to 1 Mar 08	YES
SMSGt	1 Aug 08 - 31 Dec 08	after 1 Mar 08	NO
SMSGt	1 Jan 09 - 31 Jul 09	prior to or equal to 1 Mar 08	YES
SMSGt	1 Jan 09 - 31 Jul 09	after 1 Mar 08	NO
SMSGt	1 Aug 09 - 31 Dec 09	prior to or equal to 1 Mar 09	YES
SMSGt	1 Aug 09 - 31 Dec 09	after 1 Mar 09	NO
SMSGt	1 Jan 10 - 31 Jul 10	prior to or equal to 1 Mar 09	YES
SMSGt	1 Jan 10 - 31 Jul 10	after 1 Mar 09	NO
SMSGt	1 Aug 10 - 31 Dec 10	prior to or equal to 1 Mar 10	YES
SMSGt	1 Aug 10 - 31 Dec 10	after 1 Mar 10	NO

Attachment 2
Forms

ENLISTED PERFORMANCE REPORT (AB thru TSgt)			
I. RATEE IDENTIFICATION DATA (Refer to AFI 36-2406 for instructions on completing this form)			
1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, LOCATION, AND COMPONENT		6. PAS CODE	7. SRID
8. PERIOD OF REPORT From: _____ Thru: _____		9. NO. DAYS SUPERVISION	10. REASON FOR REPORT
II. JOB DESCRIPTION			
1. DUTY TITLE		2. SIGNIFICANT ADDITIONAL DUTY(S)	
3. KEY DUTIES, TASKS, AND RESPONSIBILITIES (Limit text to 4 lines)			
III. PERFORMANCE ASSESSMENT			
1. PRIMARY/ADDITIONAL DUTIES (For SSgt/TSgt also consider Supervisory, Leadership and Technical Abilities)			
Consider Adapting, Learning, Quality, Timeliness, Professional Growth and Communication Skills (Limit text to 4 lines)			
<input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds			
2. STANDARDS, CONDUCT, CHARACTER & MILITARY BEARING (For SSgt/TSgt also consider Enforcement of Standards and Customs & Courtesies)			
Consider Dress & Appearance, Personal/Professional Conduct On/Off Duty (Limit text to 2 lines)			
<input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds			
3. FITNESS (Maintains Air Force Physical Fitness Standards) (For referrals, limit text to 1 line)			
<input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Exempt			
4. TRAINING REQUIREMENTS (For SSgt/TSgt also consider PME, Off-duty Education, Technical Growth, Upgrade Training) Consider Upgrade, Ancillary, OJT and Readiness (Limit text to 2 lines)			
<input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds			
5. TEAMWORK/FOLLOWERSHIP (For SSgt/TSgt also consider Leadership, Team Accomplishments, Recognition/Reward Others) Consider Team Building, Support of Team, Followership (Limit text to 2 lines)			
<input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds			
6. OTHER COMMENTS (Consider Promotion, Future Duty/Assignment/Education Recommendations and Safety, Security & Human Relations) (Limit text to 2 lines)			
IV. RATER INFORMATION			
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION		DUTY TITLE	DATE
		SSN	SIGNATURE

V. OVERALL PERFORMANCE ASSESSMENT Overall Performance During Reporting Period			RATEE NAME:		
ASSESSMENT	POOR (1)	NEEDS IMPROVEMENT (2)	AVERAGE (3)	ABOVE AVERAGE (4)	TRULY AMONG THE BEST (5)
RATER'S ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL RATER'S ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last feedback was performed on: _____ If feedback was not accomplished in accordance with AFI 36-2406, state the reason.					
VI. ADDITIONAL RATER'S COMMENTS (Limit text to 3 lines) <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
VII. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Indicate applicable review by marking the appropriate box.) <input type="checkbox"/> FUNCTIONAL EXAMINER <input type="checkbox"/> AIR FORCE ADVISOR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
VIII. UNIT COMMANDER/CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
IX. RATEE'S ACKNOWLEDGEMENT					
I understand my signature does not constitute agreement or disagreement. I acknowledge all required feedback was accomplished during the reporting period and upon receipt of this report.					
SIGNATURE			DATE		
INSTRUCTIONS					
Complete this report IAW AFI 36-2406. Reports written by Colonels or civilians (GS-15 or higher, or Supervisory Pay Band 3), do not require an additional rater; however, endorsement by the rater's rater is permitted unless the report is written by a senior rater or the Chief Master Sergeant of the Air Force. When the rater's rater is not at least a MSgt or civilian (GS-07 or higher, or Supervisory Pay Band 1), the additional rater is the next official in the rating chain meeting grade requirements. An overall rating of 2 or negative comments require the EPR to be referred IAW AFI 36-2406. Rationale for any additional evaluator nonconcurring with an overall rating must be included. Section VIII Reviewer nonconcurrency must be included on an AF Form 77, Letter of Evaluation. If ratee is deployed, provide copy and feedback via e-mail/telecon.					
PRIVACY ACT STATEMENT					
AUTHORITY: Title 10 United States Code, Section 8013 and Secretary of the Air Force and Executive Order 9397, 22 November 1943.					
PURPOSE: Information is needed for verification of the individual's name and Social Security Number (SSN) as captured on the form at the time of rating.					
ROUTINE USES: None. RATIONALE: This information will not be disclosed outside DoD channels.					
DISCLOSURE: Disclosure is mandatory; SSN is used for positive identification.					

V. OVERALL PERFORMANCE ASSESSMENT Overall Performance During Reporting Period			RATEE NAME:		
ASSESSMENT	POOR (1)	NEEDS IMPROVEMENT (2)	AVERAGE (3)	ABOVE AVERAGE (4)	TRULY AMONG THE BEST (5)
RATER'S ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL RATER'S ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last feedback was performed on: _____ If feedback was not accomplished in accordance with AFI 36-2406, state the reason.					
VI. ADDITIONAL RATER'S COMMENTS (Limit text to 3 lines) <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
VII. REVIEWER'S COMMENTS (Limit text to 3 lines) <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
VIII. FINAL EVALUATORS POSITION <input type="checkbox"/> SENIOR RATER <input type="checkbox"/> SENIOR RATER'S DEPUTY <input type="checkbox"/> INTERMEDIATE LEVEL <input type="checkbox"/> LOWER LEVEL			IX. TIME-IN-GRADE ELIGIBLE N/A for CMSgt or CMSgt Selectee <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO		
X. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Indicate applicable review by marking the appropriate box) <input type="checkbox"/> FUNCTIONAL EXAMINER <input type="checkbox"/> AIR FORCE ADVISOR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
XI. UNIT COMMANDER/CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
XII. RATEE'S ACKNOWLEDGEMENT					
I understand my signature does not constitute agreement or disagreement. I acknowledge all required feedback was accomplished during the reporting period and upon receipt of this report.					
SIGNATURE				DATE	
PRIVACY ACT STATEMENT					
AUTHORITY: Title 10, United States Code, Section 8013 and Executive Order 9397, 22 November 1943.					
PURPOSE: Information is needed for verification of the individual's name and Social Security Number (SSN) as captured on the form at the time of the rating.					
ROUTINE USES: None. RATIONALE: This information will not be disclosed outside DoD channels.					
DISCLOSURE: Disclosure is mandatory; SSN is used for positive identification.					

PERFORMANCE FEEDBACK WORKSHEET (MSgt thru CMSgt)		
I. PERSONAL INFORMATION		
NAME	GRADE	UNIT
II. TYPES OF FEEDBACK: <input type="checkbox"/> INITIAL <input type="checkbox"/> MID-TERM <input type="checkbox"/> RATEE REQUESTED <input type="checkbox"/> RATER DIRECTED		
III. PRIMARY DUTIES		
IV. PERFORMANCE FEEDBACK		
1. PRIMARY DUTIES. Consider Quality, Quantity, Timeliness, Technical Knowledge, Leading, Managing & Supervising		
<input type="checkbox"/> N/A Initial Feedback <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds		
2. STANDARDS: ENFORCEMENT AND PERSONAL ADHERENCE, CONDUCT, CHARACTER, MILITARY BEARING, CUSTOMS AND COURTESIES. Consider Dress & Appearance and Personal/Professional Conduct On/Off Duty		
<input type="checkbox"/> N/A Initial Feedback <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds		
3. FITNESS. Maintains Air Force Physical Fitness Standards.		
<input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Exempt		
4. RESOURCE MANAGEMENT AND DECISION MAKING. Consider Efficiency, Judgment, Setting and Meeting Goals		
<input type="checkbox"/> N/A Initial Feedback <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds		
5. TRAINING, EDUCATION, OFF-DUTY EDUCATION, PME, PROFESSIONAL ENHANCEMENT AND COMMUNICATION. Consider Providing, Supporting and Personal Growth		
<input type="checkbox"/> N/A Initial Feedback <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds		
6. LEADERSHIP/TEAM BUILDING/FOLLOWERSHIP. Consider Team Accomplishments, Leveraging Personal Experiences, Community Support and Recognition/Reward for Others		
<input type="checkbox"/> N/A Initial Feedback <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds		
7. OTHER COMMENTS. Consider Promotion, Future Duty/Assignment/Education Recommendations and Safety, Security & Human Relations.		
<input type="checkbox"/> N/A Initial Feedback <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds		

V. STRENGTHS, SUGGESTED GOALS, AND ADDITIONAL COMMENTS (*Enlisted Professional Development: EES, Assignments, PME, Mentoring, Career Advice, etc.*)

(This area is intentionally left blank for handwritten or typed input.)

PRIVACY ACT STATEMENT

*AUTHORITY: Title 10, United States Code, Section 8013 and Executive Order 9397, 22 November 1943.
PURPOSE: Information is needed for verification of the individual's name and Social Security Number (SSN) as captured on the form at the time of the rating.
ROUTINE USES: None. RATIONALE: This information will not be disclosed outside DoD channels.
DISCLOSURE: Disclosure is mandatory; SSN is used for positive identification.*

RATEE SIGNATURE	RATER SIGNATURE	DATE
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PERFORMANCE FEEDBACK WORKSHEET (AB thru TSgt)

I. PERSONAL INFORMATION

NAME	GRADE	UNIT
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II. TYPES OF FEEDBACK: INITIAL MID-TERM RATEE REQUESTED RATER DIRECTED

III. PRIMARY

IV. PERFORMANCE FEEDBACK

1. PRIMARY/ADDITIONAL DUTIES. Consider Adapting, Learning, Quality, Timeliness, Professional Growth, Communication Skills. (For SSgt/TSgt also consider Supervisory, Leadership and Technical Ability.)

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

2. STANDARDS, CONDUCT, CHARACTER & MILITARY BEARING. Consider Dress & Appearance, Personal/Professional Conduct On/Off Duty. (For SSgt/TSgt also consider Enforcement of Standards and Customs & Courtesies.)

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

3. FITNESS. Maintains Air Force Physical Fitness Standards.

Does Not Meet Meets Exempt

4. TRAINING REQUIREMENTS. Consider Upgrade, Ancillary, OJT, & Readiness. (For SSgt/TSgt also consider PME, Off-duty Education, Technical Growth, and Upgrade Training.)

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

5. TEAMWORK/FOLLOWERSHIP. Consider Team Building, Support of Team & Followership. (For SSgt/TSgt also consider Leadership, Team Accomplishments, Recognition/Reward Others.)

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

6. OTHER COMMENTS. Consider Promotion, Future Duty/Assignment/Education Recommendations and Safety, Security & Human Relations.

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

V. STRENGTHS, SUGGESTED GOALS, AND ADDITIONAL COMMENTS (Enlisted Professional Development: EES, Assignments, PME, Mentoring, Career Advice, etc.)

(This area is intentionally left blank for handwritten or typed input.)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, United States Code, Section 8013 and Executive Order 9397, 22 November 1943.
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RATEE SIGNATURE	RATER SIGNATURE	DATE
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