

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2406**

**14 NOVEMBER 2019**



**Personnel**

**OFFICER AND ENLISTED  
EVALUATIONS SYSTEMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: AFPC

Certified by: SAF/MR  
(John A. Fedrigo, SES)

Supersedes: AFI36-2406, 8 November 2016

Pages: 285

---

This publication implements Air Force Policy Directive 36-24, *Military Evaluations*. It applies to all Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) members. It provides guidance and procedures for implementing Air Force Officer and Enlisted Evaluation Systems. It also describes how to prepare, submit, and manage forms. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for officer and enlisted evaluations. Field agencies will not publish supplements that change basic policies/procedures or merely duplicate the text of these instructions. Supplements initiated at MAJCOM-level or below require AF/A1PP and HQ AFPC/DP3SP approval before publication. Send published copies of approved supplements to AF/A1PP, HQ AFPC/DP3SP, and HQ ARPC/PB. Field agencies must get a HQ AFPC/DP3SP and AFDPO/PPP approval before using locally created version of the AF Forms prescribed by this instruction. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to

the appropriate Tier waiver approval authority; for non-tiered items AFPC/DP3SP is the approval authority. This publication requires the collection and or maintenance of information protected by Title 5, United States Code (U.S.C.), § 552a, *The Privacy Act of 1974*, and authorized by Title 10, U.S.C., § 8013. The applicable System of Records Notices, F036 AF PC A, *Effectiveness/Performance Reporting Systems*, and F036 AFPC T, *Officer Performance Report /Enlisted Performance Report Appeal Case Files*, are available at <http://dpclo.defense.gov/Privacy/SORNS.aspx>. Any requests for records or documents contained in these System of Records Notices will be processed under the Freedom of Information Act guidelines outlined in DOD Manual 5400.07\_AF Manual 33-302, *Freedom of Information Act Program*, and/or the Privacy Act guidelines outlined in Air Force Instruction 33-332, *Air Force Privacy and Civil Liberties Program*.

### **SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include. Elimination of A1C and below EPRs, except for Directed By Commander at no earlier than 20 months; Maximum of 2 lines on the Promotion Recommendation Form for Lieutenant Colonels and below; Stratification rules on Promotion Recommendation Forms; Senior Rater endorsement education requirement to completion of an Associate’s or higher degree from a nationally or regionally accredited academic education; Prohibit Airmen with approved High Year of Tenure Retirement prior to first day promotions not eligible for Senior Rater endorsement and completion of EPR optional; Senior Enlisted Leaders at the Enlisted Forced Distribution Panels no longer voting members; Forced Distributors may delegate final signature authority for non Time-In-Grade and Time-In-Service promotion eligible Airmen; Commanders may designate non-rated periods for unique personal hardships; “Met Some But Not All Expectation” ratings no longer requires EPR to be referred; Authorize “Whole Airmen Concept” may be completed for referral EPRs; Allow Air Force Element Commander (AFELM/CC) in joint organizations to sign AF Form 910s in lieu of Forced Distributors only after the Forced Distributor awards/signs the promotion recommendation. Senior Raters may utilize EFDP panel process or develop their own guidance to determine SNCO stratification; Expand SNCO Senior Rater endorsement/stratification for joint organizations as an additional qualifier; Deputy evaluators may return EPRs to lower level for final endorsement.

<b>Chapter 1—GENERAL CONSIDERATIONS</b>	<b>9</b>
1.1. Purpose. ....	9
1.2. Forms - Purpose and Utilization. ....	9
1.3. General Guidelines. ....	10
1.4. Preparing and Processing Evaluations. ....	11
1.5. Evaluator Requirements. ....	17
1.6. Roles and Responsibilities. ....	19
1.7. Rating Chain Deviations and Evaluator Changes. ....	26

1.8.	Evaluator’s Mandatory Considerations.....	30
1.9.	Disagreements.....	32
1.10.	Referral Evaluations. ....	33
1.11.	Mandatory Comments. ....	39
1.12.	General Prohibited Evaluator Considerations and Comments. ....	40
1.13.	Policy Deviations and Waiver Requests. ....	44
1.14.	Missing, Late and Removed Performance Evaluations. ....	44
1.15.	Wartime or National Emergency Provisions. ....	46
Figure 1.1.	Example Referral Memorandum.....	47
Table 1.1.	Mailing Addresses for Correspondence.....	49
Table 1.2.	Missing and Late Evaluations (See Notes 1 and 2). ....	52
<b>Chapter 2—AIRMAN COMPREHENSIVE ASSESSMENT</b>		<b>54</b>
2.1.	Purpose. ....	54
2.2.	Responsibilities.....	54
2.3.	Who Requires an Airman Comprehensive Assessment. ....	55
2.4.	Guidance for Conducting Airman Comprehensive Assessments Sessions. ....	55
2.5.	When to Conduct Documented Airman Comprehensive Assessment Sessions. ...	55
2.6.	The Airman Comprehensive Assessment Notice.....	56
2.7.	Airman Comprehensive Assessment Forms. ....	56
2.8.	Preparing the Airman Comprehensive Assessment Worksheet. ....	56
2.9.	Disposition and Access.....	56
2.10.	Failure to Conduct or Document an Airman Comprehensive Assessment Session. .....	57
2.11.	Tracking Airman Comprehensive Assessments Sessions. ....	57
Table 2.1.	Airman Comprehensive Assessment Requirements. ....	57
Table 2.2.	Preparing AF Form 931, Airman Comprehensive Assessment (AB thru TSgt).....	59
Table 2.3.	Preparing AF Form 932 (MSgt - CMSgt) Airman Comprehensive Assessment.....	62
Table 2.4.	Preparing AF Form 724 (Lt thru Col) Airman Comprehensive Assessment.....	66

<b>Chapter 3—OFFICER PERFORMANCE EVALUATIONS (OPRS)</b>	<b>69</b>
3.1. General Guidelines. ....	69
3.2. Purpose.....	69
3.3. Who Requires an OPR.....	69
3.4. Who Does Not Require an OPR. ....	69
3.5. When to Submit an OPR.....	70
3.6. Annual Reports. ....	70
3.7. Change of Reporting Official Reports (including emergencies or no-notice departures). ....	71
3.8. Directed by HAF, NGB, or Commander (MAJCOM, wing, group, or squadron, as appropriate).....	71
3.9. 365-day Extended Deployment OPRs. ....	71
3.10. “FROM” Dates. ....	76
3.11. “THRU” Dates. ....	77
3.12. Number of Days of Supervision. ....	77
3.13. Airmen Comprehensive Assessment /Performance Feedback.....	78
3.14. Reviewer. ....	78
3.15. Prohibited Evaluator Considerations and Comments. ....	79
3.16. Inappropriate Recommendations Referring to Aviation Bonus, Separation/Retirement, Civilian Employment, Assignments, Developmental Education /Professional Military Education and Advanced Academic Degrees. ....	81
3.17. Extensions of Close-Out Dates. ....	84
Table 3.1. Instructions for Preparing AF Form 707, Officer Performance Report. ....	85
Table 3.2. When to Prepare OPRs for RegAF and ANG Officers (Lieutenant thru Colonel)..	98
Table 3.3. When to Prepare OPRs on AFR Officers (Lieutenant thru Colonel).....	100
<b>Chapter 4—ENLISTED PERFORMANCE REPORTS (EPRs)</b>	<b>102</b>
4.1. General Guidelines. ....	102
4.2. EPR Forms.....	102
4.3. When to Accomplish an EPR. ....	102
4.4. Evaluations not Authorized. ....	103

4.5.	When to Submit an EPR. ....	103
4.6.	“FROM” Dates. ....	104
4.7.	“THRU” Dates. ....	104
4.8.	Number of Days of Supervision. ....	105
4.9.	Completing Evaluations. ....	106
4.10.	Promotion Time-In-Grade (TIG)/Time-In-Service (TIS) eligibility (AF Form 910 only). ....	106
4.11.	Time-In-Grade (TIG)/Senior Rater Stratification/Endorsement Eligibility (AF Form 911 only). ....	106
4.12.	Final Evaluator’s Position and Single Evaluators. ....	108
4.13.	Airmen Comprehensive Assessment /Performance Feedback. ....	110
4.14.	Forced Distributor, (Section IX, AF Form 910) Unit Commander/Military or Civilian Director/Other Authorized Reviewer, (Section VIII, AF Form 911). ....	110
4.15.	Evaluator Considerations and Comments. ....	111
4.16.	Inappropriate Comments Referring to Separation/Retirement, Civilian Employment, and Professional Military Education. ....	111
4.17.	Ratee’s Acknowledgement. ....	112
4.18.	Forced Distribution (AF Form 910 only). ....	113
Table 4.1.	Enlisted Forced Distribution Panel Scale. ....	121
Table 4.2.	When to Submit EPRs for RegAF, Active Guard Reserve, and Stat Tour. ....	121
Table 4.3.	When to submit EPRs for ARC Non-AGR. ....	124
Table 4.4.	Static Close-out Date Chart for RegAF, Active Guard Reserve, and Stat Tour. ....	125
Table 4.5.	Static Close-out Date Chart for ARC Non-AGR. ....	125
Table 4.6.	Accounting Dates for Static Close-out Date Evaluations. ....	126
Table 4.7.	Forced Distribution Allocation Table (SrA). ....	126
Table 4.8.	Forced Distribution Allocation Table (SSgt and TSgt). ....	127
Table 4.9.	Instructions for AF Forms 910, Enlisted Performance Report (AB-TSgt). ....	128
Table 4.10.	Instructions for AF Form 911, Enlisted Performance Report (MSgt- SMSgt). ....	135
Table 4.11.	Time-in-Grade (TIG) Senior Rater Eligibility Chart. ....	143
Table 4.12.	Instructions for AF Form 912, CMSgt Enlisted Performance Reports. ....	145

Table 4.13.	Premier Band (3N2X1) Direct Reporting from Basic Military Training and Promotion to TSgt. ....	153
<b>Chapter 5—AF Form 77, Letter of Evaluation</b>		<b>155</b>
5.1.	Purpose. ....	155
5.2.	Types of LOEs.....	155
5.3.	Who Can Prepare.....	157
5.4.	Administrative Practices.....	157
5.5.	Completing AF Form 77, Letter of Evaluation.....	158
5.6.	Routing, Updating and Disposition Responsibilities.....	158
5.7.	CSS/HR Specialist/MPF/Personnel Support for Contingency Operations Responsibilities.....	158
Table 5.1.	Instructions for Completing the AF Form 77, Letter of Evaluation. See Note 5.....	160
Table 5.2.	When to submit a Letter of Evaluation.....	168
<b>Chapter 6—AF FORM 475, EDUCATION/TRAINING REPORT</b>		<b>171</b>
6.1.	When to Use Training Reports (TR).....	171
6.2.	Who Prepares Training Reports.....	173
6.3.	Referral Training Reports. ....	173
6.4.	Routing and Responsibilities.....	173
Table 6.1.	Instructions for Completing AF Form 475, Training Report (Officers Only).....	174
Table 6.2.	When to Prepare AF Form 475, Training Report. (T-1).....	178
Table 6.3.	Updating Training Reports in Military Personnel Data System (MILPDS).....	180
<b>Chapter 7—GENERAL OFFICER EVALUATIONS</b>		<b>182</b>
7.1.	Overview. ....	182
7.2.	Forms Used.....	182
7.3.	Reasons for Reports.....	182
7.4.	General Instructions.....	182
7.5.	Processing General Officer Evaluations. ....	184
Table 7.1.	Instructions for Completing AF Form 78, Air Force General Officer Promotion Recommendation.....	185
Table 7.2.	Instructions for AF Form 77 for General Officers.....	187

<b>Chapter 8—PROMOTION RECOMMENDATION AND MANAGEMENT LEVEL REVIEW PROCESS</b>	<b>190</b>
8.1. AF Form 709 (for Active Duty List officers). .....	190
8.2. AF Form 709 for Reserve Active Status List (RASL) Officers.....	200
8.3. Management Level Reviews (Active Duty List Lieutenant Colonel and Below)....	204
8.4. Special Provisions (applies to Active Duty List officers only).....	219
8.5. Correction of Promotion Recommendation Forms (PRF) (Active Duty List Officers) (Stop File process). .....	223
8.6. Promotion Recommendations for Colonels. ....	224
8.7. Supplemental Management Level Reviews for Recommendation Upgrade Post-Central Selection Board, (For Active Duty List Only). ....	226
Figure 8.1. Officer's Right to Submit a Memorandum to the Central Selection Board or ResAF Central Selection Board. See AFI 36-2501, Officer Promotions, for further guidance. ....	228
Table 8.1. Instructions for Completing AF Form 709, Promotion Recommendation Form. ....	229
Table 8.2. What to Enter in (Group Size) on the PRF (ADL Lt Col and below only).....	234
Table 8.3. Senior Rater “Definitely Promote” Allocation Rate Table – Active Duty List Officers. ....	236
<b>Chapter 9—AF FORM 3538, RETENTION RECOMMENDATION FORM</b>	<b>238</b>
9.1. When to Use the AF Form 3538, Retention Recommendation Form (RRF). .....	238
9.2. Responsibilities.....	238
9.3. Retention Recommendation Form Submission. ....	239
9.4. Air Force Advisor Examination. ....	239
9.5. Correction of Retention Recommendation Form. ....	239
Figure 9.1. Officer's Right to Submit a Memorandum to the Central Selection Board (central selection board).....	240
Table 9.1. Instructions for Completing AF Form 3538, Retention Recommendation Form. ...	241
<b>Chapter 10—CORRECTING OFFICER AND ENLISTED EVALUATIONS</b>	<b>244</b>
10.1. Purpose.....	244
10.2. Program Elements.....	244
10.3. Correcting Evaluations. ....	247

	10.4.	Responsibilities.....	248
	10.5.	Meeting Time Limits and Expedited Requests.....	251
	10.6.	Using Classified, Privacy Act, and Restricted Release Information:.....	251
	10.7.	Requesting Special Selection Board (SSB) or Supplemental Promotion Consideration:.....	252
	10.8.	Resubmitting an Appeal: .....	252
Table	10.1.	How to Submit Requests for Correction.....	253
Table	10.2.	Correcting Minor Errors on Evaluations.....	254
Table	10.3.	Minor Corrections – Offices Authorized to Make Corrections and Disposition. ....	255
Table	10.4.	Board Directed Corrections - Correcting and Disposition of Documents. ....	257
Table	10.5.	Correcting AF Form 709, Promotion Recommendation Forms. ....	259
Table	10.6.	Instructions For AF Form 948, Application for Correction/Removal of Evaluation Reports (See paragraph 10.4.4 before completing). ....	260
Figure	10.1.	Sample, AF Form 948, Application for Correction/Removal of Evaluation Reports.....	263
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>			<b>264</b>
<b>Attachment 2—APPEAL GUIDANCE FOR APPLICANTS</b>			<b>277</b>
<b>Attachment 3—NON-RATED PERIOD MEMORANDUM</b>			<b>285</b>



## Chapter 1

### GENERAL CONSIDERATIONS

**1.1. Purpose.** The Officer and Enlisted Evaluation Systems have varied purposes. The first is to effectively communicate performance standards and expectations and provide meaningful feedback on how those standards and expectations are being upheld. The second is to establish a reliable, long-term, cumulative record of performance and promotion potential based on that performance. The third is to provide sound information to assist in making talent management decisions.

1.1.1. To accomplish these purposes, the evaluation system focuses on performance. How well a member does his/her job and the qualities the individual brings to the job are of paramount importance to the Air Force. It is also important for development of skills and leadership abilities and in determining who will be selected for advancement through assignments, promotions, and other personnel actions. The evaluation system emphasizes the importance of performance in several ways -- using periodic performance feedback as the basis for formal evaluations and through performance-based promotion recommendations.

1.1.2. Unless stated otherwise, the general guidelines outlined in this chapter apply to all Officer Performance Reports (OPRs), Enlisted Performance Reports (EPRs), Training Reports (TRs), Promotion Recommendation Forms (PRFs), Letters of Evaluation (LOEs), Enlisted Retention Recommendation Forms (ERRFs), and Retention Recommendation Forms (RRFs).

### 1.2. Forms - Purpose and Utilization.

1.2.1. AF Form 77, *Letter of Evaluation* (LOE), is a multipurpose evaluation form.

1.2.2. AF Form 78, *Air Force General Officer Promotion Recommendation* (GO PRF). Use to document performance and promotion recommendations for general officers.

1.2.3. AF Form 475, *Education/Training Report* (TR). Use to document performance during education or formal training.

1.2.4. AF Form 707, *Officer Performance Report* (OPR) (Lt thru Col); AF Form 910, *Enlisted Performance Report (AB thru TSgt)*; AF Form 911, *Enlisted Performance Report (MSgt thru SMSgt)*, or AF Form 912, *Enlisted Performance Report (CMSgt)*. Use to document performance as well as provide information for making promotion recommendations and other management decisions.

1.2.5. AF Form 709, *Promotion Recommendation Form* (PRF). Use to assess an officer's performance-based potential and to recommend promotion to Central Selection Boards.

1.2.6. AF Form 724, *Airman Comprehensive Assessment Worksheet (2Lt thru Col)*, AF Form 931, *Airman Comprehensive Assessment Worksheet (AB thru TSgt)*, and AF Form 932, *Airman Comprehensive Assessment Worksheet (MSgt thru CMSgt)*. Use to document formal feedback.

1.2.7. AF Form 3538, *Retention Recommendation Form* (RRF), and AF Form 3538E, *Enlisted Retention Recommendation Form* (ERRF). Use to document performance-based differentiation and retention recommendations to assist in involuntary separation and/or retirement boards. Use only at the discretion of the Secretary of the Air Force.

1.2.8. AF Form 948, *Application for Correction/Removal of Evaluation Reports*. Use to substitute, correct or remove an evaluation when an applicant does not have access to the Virtual Military Personnel Flight (vMPF)/Virtual Personnel Center (vPC).

### 1.3. General Guidelines.

1.3.1. Access. Evaluations are “For Official Use Only” forms and must be marked, protected, and accessed accordingly. The office with custodial responsibility is responsible for determining if a requestor’s official duties require access. See **Chapter 2** for access to the Airman Comprehensive Assessment Worksheets.

1.3.2. Classified Information and Security Classification. Do not enter classified information in any section of the evaluation; this includes attachments to evaluations, referral documents, and endorsements to referral documents. If an entry would result in the release of classified information, use the word "Data Masked" in place of that entry. In cases where the evaluator is assigned to a classified organization or location, enter "Data Masked" for organization nomenclature and nothing more.

1.3.3. Format. Use bullet format as specified in the appropriate table for the evaluation being accomplished. Limit bullets to a maximum of two lines per bullet and white space is authorized. Main bullets shall begin at the left margin with one space after the “-”. **(T-2)**.

1.3.4. Special Formatting. Do not underline, capitalize, or use bold print, unusual fonts or characters, multiple exclamation marks, or headings to emphasize comments, except as required to identify proper names or publication titles. **(T-2)**.

1.3.5. Type and Font. Type forms using “Times New Roman” and 12-pitch font. **(T-2)**. Handwrite evaluations when no other means are available and authorized by Headquarters (HQ) AFPC Promotions, Evaluations and Recognitions Policy Branch (AFPC/DP3SP) or HQ Air Reserve Personnel Center, (ARPC). The President and Vice President of the United States may handwrite evaluations.

#### 1.3.6. Nicknames and Acronyms.

1.3.6.1. Nicknames that are a form of the ratee’s name, to include middle names, are permitted (i.e., Bill/Will for William, Jim for James, Chris for Christopher/Christine). Call signs and code names are not authorized. **(T-2)**.

1.3.6.2. Common acronyms and abbreviations such as CGO, NCO, CONUS, TDY, org, and wg, are not required to be spelled out. **(T-2)**.

1.3.6.3. Uncommon acronyms are not required to be spelled out in the evaluators comment sections. Uncommon acronyms must be spelled out in the Remarks section. Creating a continuation sheet solely to record acronyms is not authorized. **(T-2)**.

1.3.7. Waivers and Deviations. Send requests for deviations or waivers through the wing commander or the comparative level to AFPC/DP3SP who, in turn, will forward the request to appropriate office of primary responsibility (OPR) listed in **Table 1.1**. Finalized approved Tier 2, 3 and non-tiered waivers are forwarded to HQ Air Force, Directorate of Force Management Policy (AF/A1P) in accordance with AFI 33-360.

1.3.7.1. Waiver Process. Waivers are processed in accordance with AFI 33-360 except as noted below.

1.3.7.1.1. Tier 0 waiver: The appropriate MAJCOM A1 submits the package to AFPC/DP3SP. AFPC/DP3SP submits the package to AF/A1P for submission to the appropriate external agency/Non-Air Force authority for approval. Package results will be provided to the appropriate MAJCOM A1.

1.3.7.1.2. Tier 1 waiver: The appropriate MAJCOM A1 submits the package to AFPC/DP3SP. AFPC/DP3SP processes/submits the package to AF/A1P or AF/A1 for final approval. Package results will be provided to the appropriate MAJCOM A1.

1.3.7.2. Waivers and the Managers Internal Control Toolset. The requesting commander/director will ensure appropriate waiver information is entered in the Management Internal Control Toolset within 7 calendar days of waiver approval notification.

#### **1.4. Preparing and Processing Evaluations.**

1.4.1. Career Briefs. Evaluators are permitted to review a member's career brief when writing an evaluation. For officers, the brief will be used to aid in making recommendations for command, assignments, and Developmental Education. For enlisted, the brief may be used as an aid in determining Senior Noncommissioned Officer stratification/endorsement level eligibility or junior enlisted forced distribution promotion recommendation.

1.4.2. Suspenses.

1.4.2.1. The Commander's Support Staff (CSS) and servicing Military Personnel Flight (MPF) work together to manage the evaluation system and monitor suspenses. Established suspenses should allow for the evaluation to be filed in the member's official record no later than 60 calendar days after the close-out date. Evaluations will not be signed prior to the closeout date. **Note:** This does not preclude a draft copy being routed earlier. **(T-1).**

1.4.2.2. OPRs and EPRs:

1.4.2.2.1. Due to the MPF no later than 30 calendar days after close-out. **(T-1).**

1.4.2.2.2. Due to Air Force Personnel Center/Air Reserve Personnel Center (AFPC/ARPC) or office of record no later than 45 calendar days after close-out. This suspense is to allow for any corrections that may be needed at the lower level. **(T-1).**

1.4.2.2.3. Filed in the Automated Records Management System/Personnel Records Display Application (ARMS/PRDA) no later than 60 calendar days after the close-out. **(T-1).**

1.4.2.3. OPRs/EPRs directed by Headquarters United States Air Force or the National Guard Bureau (NGB) are due to the respective office by the suspense date established in the directing letter or message. **(T-1).**

1.4.2.4. Complete referral evaluations in accordance with [paragraph 1.10](#) and file in the appropriate record and/or place into ARMS/PRDA no later than 60 calendar days for RegAF personnel and 90 calendar days for non-Extended Active Duty personnel, after the close-out date of the evaluation. **(T-1).**

1.4.3. When an Evaluation Becomes a Matter of Record.

1.4.3.1. An evaluation is considered complete when all applicable signature elements are signed or completed. Completed evaluations become a matter of record once they are uploaded into ARMS/PRDA. Evaluations are considered “working copies” until they are made a matter of record. **(T-1)**.

1.4.3.2. Evaluations transmitted to AFPC or ARPC are presumed to be complete yet will undergo a final review before processing into ARMS/PRDA. Correction requests made after an evaluation becomes a matter of record must be submitted through the Evaluation Reports Appeal Board in accordance with **Chapter 10**. **(T-1)**.

1.4.4. Attachments to Evaluations. Attachments are considered to be part of the evaluation. Acceptable attachments are referral memorandums, rebuttals to referrals (which could include AF Form 77s that are not part of the official record), endorsement memorandums. **(T-1)**.

1.4.5. Copying and Printing Evaluations.

1.4.5.1. Printing. Print evaluation forms in the head-to-foot format. Both sides of the form will be printed whether used or not. Do not alter the form, (i.e., reduce or enlarge), other than for authorized administrative corrections, (i.e., white out on a date change for “wet” signed evaluations). **(T-1)**.

1.4.5.1.1. Do not reproduce copies for purposes other than those noted below without the approval of AFPC/DP3SP or ARPC/DPTSC:

1.4.5.1.1.1. For official actions such as courts-martial, awards and decoration recommendations, promotion/demotion processing, discharge actions, appeal processing, and appropriate assignment actions by AFPC/ARPC/AFRC/RIO or AF/AILO/DPG/DPE/REG assignment personnel. Authorized personnel will provide copies. **(T-1)**.

1.4.5.1.1.2. On written authority of AF/A1LG for general officers; AF/AILO for colonels on Extended Active Duty; AFPC/DP3SP for lieutenant colonels and below on Extended Active Duty; or the ARPC/DPTSE for Air National Guard (ANG) colonels and below, Air Force Reserve (AFR) officers not on Extended Active Duty, and Active Guard Reserve (AGR) or Voluntary Limited Period of Active Duty officers. **(T-1)**.

1.4.5.1.1.3. As authorized by AFI 33-332, *Air Force Privacy and Civil Liberties Program*, when requested by the ratee or his or her designated legal representative.

1.4.5.1.1.4. As required, provide copies for file in ARMS/PRDA, the Officer Selection Record/Senior Noncommissioned Officer Selection Record, the Officer Command Selection Record, or Adjutant General or National Guard/Human Resource record file. **(T-1)**.

1.4.5.1.1.5. To replace missing or lost documents in the Master Personnel Records Group. Forms not digitally signed must be certified as a true copy. **(T-1)**.

1.4.5.2. Corrected Copies. A corrected copy may be either a copy or an original document which contains changes from the original document. Corrections authorized by the Air Force Board for Correction of Military Records or Evaluation Reports Appeal Board on “wet signature” evaluations may require a corrected copy annotation. In these cases, the following statement will be entered on the reverse bottom margin: “Corrected Copy,

AFPC/DP2SPE or ARPC/DPT, XX XXX XX [date correction made], and certifying official's typed signature block and signature." (T-1).

1.4.5.3. Legibility. The Commander's Support Staff (CSS), Military Personnel Flight (MPF), and AFPC/DP2SPE will return copies that are difficult to read or do not comply with [paragraph 1.4.5](#). (T-1).

1.4.6. Showing and/or providing copies to the ratee. Unless the evaluation is a referral, evaluators are not required to show or provide a copy of the evaluation to the ratee until the *Ratee's Acknowledgement* is ready for completion. (T-1).

1.4.7. Deactivated Organizations. If a unit deactivates after the accounting date for the static close-out date (SCOD) EPRs, the deactivated unit will accomplish the EPRs, to include all forced distribution and senior rater endorsement processes. If the unit deactivated prior to the accounting date, the gaining unit (the unit as of the accounting date) will accomplish all evaluation-related matters. All affected units will coordinate with AFPC/DP2SPE on all actions associated with deactivating units. (T-1).

1.4.8. Duty Air Force Specialty Code (DAFSC). The DAFSC is based on the Unit Manpower Document authorization.

1.4.8.1. For officers, use the DAFSC assigned against and approved by AFPC as of the close-out date of the evaluation, as reflected within the Military Personnel Data System (MilPDS). If the DAFSC is incorrect, initiate corrective action immediately, annotate the correct DAFSC on the evaluation, and attach a copy of the documentation reflecting the correction. MPF personnel must confirm the requested change was approved and that the effective date of the change was on or before the close-out date of the evaluation before forwarding the evaluation to AFPC/ARPC. If the requested change has not been approved by the date the evaluation is ready to send to AFPC/ARPC, the DAFSC on the evaluation will be changed to match the DAFSC approved in MilPDS.

1.4.8.2. For enlisted, use the DAFSC as of the established SCOD. If the Airman has a Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA), use the DAFSC as of the established accounting date. The CSS/MPF personnel must ensure the correct information is reflected and/or updated in MilPDS.

1.4.8.3. For 365-day extended deployment billet, use the DAFSC assigned to the position and/or billet that the ratee is officially filling in the deployed location.

1.4.9. Rank Data. Frocking is the practice of authorizing members who are selected for promotion to wear the higher rank before the actual promotion date. For officer ranks, the rank must be the actual rank as of the close-out date of the evaluation, even if the officer has been frocked and regardless of the billet being filled. For enlisted, the rank can be the actual or selected rank the ratee holds as of the static close-out date (i.e., TSgt-select).

1.4.10. Fitness Assessments.

1.4.10.1. It is the commander's discretion to annotate a non-current/failed Fitness Assessment within the reporting period on an evaluation. Additionally, it is the commander's discretion to document the evaluation as a referral for a non-current/failed Fitness Assessment as of the close-out date.

1.4.10.2. Comments regarding unit fitness achievements are authorized for Airmen who have a key role in the success of unit physical training programs. Comments may include performance by physical training leaders, Unit Fitness Program Managers, First Sergeants, Superintendents, Section Commanders, Flight Chiefs, Commanders, and other members deemed integral to a particular organization's successful Fitness Program.

1.4.10.3. Do not include fitness scores or fitness categories on an evaluation, unless the individual did not meet fitness standards. This does not prevent an evaluator from documenting referral comments in other areas outside of the fitness area when an Airman displays a negative attitude or has not demonstrated fitness improvement. In those cases, the referral comments will address the behavior. **(T-1)**.

1.4.10.4. Do not comment on an exemption or the reason for exemption. **(T-1)**.

1.4.10.5. **(Officers only)** Unit commanders may request close-out date extensions of up to 59 calendar days for officers to ensure resolution of any administrative or other significant issues. See [paragraph 3.17](#) for details. **Note:** Extensions to enlisted SCOD are not authorized.

1.4.11. Non-Rated Periods. In particular circumstances, non-rated periods may be authorized. The documentation and/or approval authority required will vary depending on the nature of the circumstances. Likewise, the duration of authorized non-rated periods may also vary depending on the circumstances and other factors. Therefore, non-rated periods must be considered *individually* as each Airman's circumstance and response are unique. Being TDY or deployed is not an example of a non-rated period. The following areas may warrant a non-rated period:

1.4.11.1. Medical (physical, physiological, and/or psychological conditions; hospitalization, maternity, and/or convalescence in excess of 80 calendar days, including, but not limited to, Airmen in Patient Status): The Airman's provider will initiate the recommendation for a non-rated period to the Airman's unit commander using AF Form 469, *Duty Limiting Condition Report*.

1.4.11.1.1. Unit Commander (or equivalent) Duties/Considerations. The presumption will be in favor of the Airman requesting the non-rated period. Counsel Airmen directly to ensure they are fully informed regarding the reasonably foreseeable career impacts (and re-accomplish counseling prior to 60-day extensions, if applicable).

1.4.11.1.2. Approval Authority. The unit commander/equivalent is the approval authority. If the approval authority recommends disapproval, they must provide justification and forward the request to the member's wing commander/equivalent (delegable no lower than the vice wing commander/equivalent) for final approval/disapproval. **(T-1)**. This may be accomplished on the AF Form 469 or a separate memorandum.

1.4.11.2. Sexual Assault (unrestricted reports only): The Airman will submit the request using memorandum format (see example in [Attachment 3](#)) to his/her unit commander/equivalent for approval. The unit commander or director will determine the non-rated period. It is prohibited to include comments on any correspondence relating to or regarding the member's filing of a report of sexual assault, receiving support services, and/or participating in the investigative process and/or judicial proceedings.

1.4.11.2.1. Unit Commander (or equivalent) Duties/Considerations. See [paragraph 1.4.11.1.1](#)

1.4.11.2.2. Approval Authority. See [paragraph 1.4.11.1.2](#).

1.4.11.3. Military or Civilian Confinement: Non-rated periods of supervision, regardless of the number of days served, may be considered for Airmen in confinement during the reporting period. The ratee's unit commander/equivalent will subtract periods of confinement using the total days documented on AF Form 2098, *Duty Status Change*, from the total number days of supervision, with the exception of *Directed by Commander* reports. *Directed by Commander* reports accomplished to capture the egregious event(s) that resulted in confinement will not subtract days of confinement from the total number of days supervision.

1.4.11.4. Lengthy Initial Skills and Advanced Training Courses (enlisted only): Non-rated periods are considered only for initial skills or advanced training courses in excess of 20 continuous weeks. The following training courses do not qualify for use of non-rated: initial skills and advanced training courses that are under 20 continuous weeks; all other 3-, 5-, or 7-level training courses; or other specific skills-training courses (e.g. field detachment training, flight requalification courses, pre-deployment training) for which the ratee travels TDY.

1.4.11.4.1. Approval Authority. AFPC/DP3SP serves as the approval authority for courses requesting consideration for non-rated periods of supervision. All requests must be signed/submitted by the applicable training course's ADCON wing commander/senior rater. For AETC courses of instruction requests will be routed through 2 AF/A1, who will review, consolidate, provide a recommendation and then forward to AFPC/DP3SP for final approval.

1.4.11.4.2. A minimum of one bullet is required in Sections III and IV of the AF Form 911, and Sections III, IV and V of the AF Form 910. Comments are optional in the remaining sections of both forms. When comments are not included, enter the statement "THIS SECTION NOT USED". **Exception:** Referral evaluations will require the applicable referral comments in Section VII, VIII and/or Section IX of the AF Form 911, and Section VIII and/or Section IX of the AF Form 910. **Note:** Training squadrons are prohibited from replicating bullets for use across multiple EPRs. Comments must be unique to each trainee's accomplishments and level of performance.

1.4.11.5. Personal Hardships. Commanders may designate periods as non-rated if they determine an Airman is undergoing or has undergone personal hardships during the reporting period.

1.4.11.6. Notification. Once the non-rated period is approved, the Airman's rater will be notified and annotate the evaluation accordingly. If additional non-rated periods are deemed necessary, notification will follow in the same manner.

1.4.11.7. Reporting. The rater will not consider nor comment on the Airman's performance during a non-rated period. However, the rater may include significant accomplishments if requested by the ratee. If the non-rated period covers the entire reporting period, enter the statement: "Airman is not rated for this period: (date) through

(date). No comments authorized in accordance with AFI 36-2406” in Sections III, IV, and V in the AF Form 910; in Sections III and IV in the AF Form 911; sections IV, V and VI of the AF Form 707. Enter “THIS SECTION NOT USED” in sections VIII and IX of AF Form 910 or sections VII, VIII or IX of the AF Form 911.

#### 1.4.12. Signatures, Signature Elements and Dates.

##### 1.4.12.1. General Signature and Date Guidelines.

1.4.12.1.1. Do not sign or date before the close-out or “Thru” date. Sign on or after. **(T-1).**

1.4.12.1.2. Do not sign blank forms or forms not containing ratings. **(T-1).**

1.4.12.1.3. Do not use “auto-signature” pens or delegated “Common Access Card” signatures. **(T-1).**

1.4.12.1.4. Do not delay signing an evaluation due to pending personnel changes, promotions, or approval of a more prestigious duty title. **(T-1).**

1.4.12.1.5. Do not “back date” the signature. **Exception:** If, after referring an evaluation to the ratee, the evaluation is reprinted for the purpose of including all evaluator comments or for making minor administrative corrections that do not require an additional referral to the ratee, all signature dates, up to and including the referring official(s), should reflect the date it was originally signed. This is necessary to show the dates each referral action actually occurred to ensure the evaluation was properly processed. All evaluators, subsequent to the (last) referring official will use either original signature dates or current signature dates. **(T-1).**

1.4.12.1.6. If an evaluator is the Functional/Acquisition Examiner and the Air Force Advisor, identify both positions by placing an “X” in both the examiner and the advisor blocks.

##### 1.4.12.2. Digital Signatures and Dates.

1.4.12.2.1. All evaluators and reviewers must use digital signatures unless a Department of Defense (DoD) authorized digital signature is not available or when at least one evaluator or reviewer does not have DoD authorized digital signature capability. If one evaluator or reviewer is unable to have digital signature capability, all evaluators and reviewers will wet sign and date. **Note:** When wet signed, print the AF Forms 707, 910, 911, and 912 head to foot and handwrite or stamp the dates.

1.4.12.2.2. The form is enabled with digital signature and auto date capability. Forms will be auto-dated only when digital signature is applied.

1.4.12.2.2.1. Subsequent evaluators are unable to sign before the previous evaluator due to the security features associated with the digital signature capability.

1.4.12.2.2.2. Each evaluator’s digital signature will lock their comments and ratings; additionally it will unlock the digital signature feature for the next evaluator.

1.4.12.2.2.3. The Air Force advisor/functional examiner and forced distributor or



unit commander/military or civilian director/other authorized reviewer digital signature capabilities are not locked and are independent of other evaluator signatures.

#### 1.4.12.3. For Brigadier General (Brig Gen) and Major General (Maj Gen):

1.4.12.3.1. For Brig/Maj Gen Selects: Upon Senate confirmation, selects may sign all evaluations as “Brig Gen (Sel)” or “Maj Gen (Sel)”, only when serving in a senior rater/reviewer position or assigned to an authorized Brig Gen/Maj Gen position.

1.4.12.3.2. Frocked: For all evaluations sign as “Brig Gen” or “Maj Gen”.

1.4.12.3.3. Upon Senate confirmation, for a Brig Gen-select who is already the designated senior rater for the lieutenants through majors in an organization, the Management Level must realign their Senior Rater Identifications and re-designate the selectee as the senior rater for the colonels and lieutenant colonels of the organization.

1.4.12.3.4. There can only be one senior rater on a report; see [paragraph 1.7.1.7](#) for exceptions.

1.4.12.3.4.1. Only one general officer or equivalent will sign an evaluation as an evaluator/reviewer.

1.4.12.3.4.2. Senior Executive Service (SES)/General Officer Equivalents. SES employees are typically general officer equivalents and, for some, senior rater positions. On evaluations, if an SES employee is a senior rater then a general officer cannot sign the report. However, if an SES employee is not a senior rater and falls under a general officer who is a senior rater, then both the SES employee and general officer signatures may sign the report. There can be two SES employee signatures on an evaluation report as long as only one of them is designated by the Management Level as a senior rater and a general officer who is not a senior rater is not signing the report. An SES employee is only required to use the term “Senior Executive Service” and the level is optional in the signature element.

## 1.5. Evaluator Requirements.

### 1.5.1. Number of Evaluators.

1.5.1.1. OPRs will have three evaluators, unless the rater or additional rater is also the reviewer/senior rater. **(T-1)**.

1.5.1.2. EPRs will have at least two evaluators, unless the rater qualifies as a single evaluator. **(T-1)**.

1.5.1.3. AF Form 78 and AF Form 3538 will have two evaluators unless one evaluator qualifies as a single evaluator. **(T-1)**.

1.5.1.4. Promotion Recommendation Forms (PRFs) will have only one evaluator.

1.5.1.5. Training Reports (TRs) will have only one evaluator unless there is a disagreement ([paragraph 1.9](#)); or the evaluation is referred and the commander is not the evaluator named in the referral document as Referral Reviewer ([paragraph 1.10](#)); or the reviewer is senior to the commander and refers the evaluation.

### 1.5.2. Grade Requirement for Raters and Evaluators.

#### 1.5.2.1. Raters.

1.5.2.1.1. For officers. The rater will be an officer of the U.S. or foreign military, or a civilian of equal or higher rank or grade than the ratee. **(T-1)**.

1.5.2.1.2. For Enlisted. The rater will be an officer, another enlisted member of equal or higher rank than the ratee, or a civilian at least GS-5/equivalent or higher and in a position higher in the rating chain than the ratee. A Senior Airman (SrA) must complete Airman Leadership School prior to assuming or being assigned rater responsibilities. **(T-1)**.

1.5.2.1.3. Additional Requirements for Individual Mobilization Augmentees (IMAs). The rater will not normally be another IMA. When circumstances require an IMA directly supervise another IMA, the rater will be appointed by the respective unit commander/director in coordination with the IMA's detachment commander. IMAs or Traditional Reservists may supervise/rate RegAF personnel only if on consecutive active duty Military Personnel Appropriation orders for a minimum of 120 calendar days. Reserve members on active duty orders for a minimum of 120 calendar days or members on statutory tours may supervise/rate RegAF members under their command or operational direction. **(T-1)**.

#### 1.5.2.2. Additional Raters.

1.5.2.2.1. For officers. The additional rater will be an officer in the U.S. or foreign military or a civilian serving in a grade equal to or higher than the rater, and in a grade higher than the ratee. **Exception:** An O-6 of the U.S. or a foreign military service may be the additional rater for an O-6. **(T-1)**.

1.5.2.2.2. For enlisted. The additional rater will be an officer or E-7 or above in the U.S. or foreign military serving in a grade equal to or higher than the rater. When the rater's rater does not meet the grade requirements below, the additional rater will be the next evaluator in the rating chain that meets the requirements. **(T-1)**.

#### 1.5.2.3. Civilian Additional Raters.

1.5.2.3.1. For officers, a civilian additional rater must be in a civilian grade equal to or higher than the rater.

1.5.2.3.2. For enlisted. A civilian additional rater must be serving in a civilian grade equal to or higher than the rater. **(T-1)**.

1.5.2.3.3. For TSgt and below. A civilian additional rater must be at least a GS-7/equivalent. **(T-2)**.

1.5.2.3.4. For MSgt and CMSgt. A civilian additional rater must be at least a GS-11/equivalent. **(T-1)**.

1.5.2.3.5. For extended active duty officers and all Individual Mobilization Augmentees. The additional rater is defined in the paragraphs above and must be in the RegAF rating chain. **(T-1)**.

1.5.2.4. Reviewer/Senior Rater/Final Evaluator. Senior raters are assigned to and identified by the senior rater position designated by the Management Level for the ratee's assigned organizational Personnel Accounting Symbol (PAS) code. **(T-2)**.

1.5.2.4.1. Military Senior Raters /Reviewer/Final Evaluator. The head of Management Level, normally the MAJCOM/CC, designates all senior rater positions. Appointment of command (G-series orders) does not automatically authorize senior rater status. **(T-1)**.

1.5.2.4.1.1. For Officers. The reviewer must be the ratee's Senior Rater and will be the final evaluator on the OPR. **(T-1)**. **Exception:** When the rater or additional rater is also the senior rater, the OPR will close-out at this level. See **Table 3.1**. Also, when a senior rater refers the evaluation, the officer named in the referral memorandum becomes the final evaluator, unless they refer the evaluation again.

1.5.2.4.1.1.1. For lieutenant colonels and colonels (except Air National Guard). The reviewer is the first general officer/equivalent, including selects, in the rating chain designated as a senior rater Management Level. **(T-1)**.

1.5.2.4.1.1.2. For lieutenants through majors (except ANG). The reviewer is the first colonel/equivalent in a wing commander/equivalent position designated as a senior rater. **(T-1)**.

1.5.2.4.1.1.3. For ANG colonels, the first general officer in the rating chain will review the OPR. **(T-1)**.

1.5.2.4.1.1.4. For ANG lieutenant colonels and below, the reviewer is the wing or group commander. For a member assigned to a unit where there is no parent wing or group headquarters in-state, the state Adjutant General will establish an equivalent command-level review authority. **(T-2)**.

1.5.2.4.1.1.5. AFRC may deviate and assign senior rater levels as appropriate for Air Force Reserve unit assigned majors and below. **(T-2)**.

1.5.2.4.2. Civilian Senior Rater/Reviewer/Final Evaluator.

1.5.2.4.2.1. For officers.

1.5.2.4.2.1.1. For majors and below. A civilian Senior Rater/Reviewer/Final Evaluator must be at least a GS-15 and serving as a wing commander/equivalent in a senior rater position. **(T-1)**.

1.5.2.4.2.1.2. For lieutenant colonels and colonels. A civilian senior rater is the first Senior Executive Service employee/equivalent in the rating chain in a senior rater position. **(T-1)**.

## **1.6. Roles and Responsibilities.**

1.6.1. Commander. The commander of an organization must review the records of all personnel, regardless of grade, assigned/attached under his/her command, to ensure knowledge of and familiarization with the Airman's history, to include any sex-related offenses, nonjudicial punishment, or other punitive administrative action. **(T-2)**. Sex-related offenses include violations or attempted violations of the Uniform Code of Military Justice (UCMJ) articles 93a, 120, 120b, 120c, 130, or equivalent state offenses.

1.6.2. General Evaluator/Reviewer Responsibilities. All evaluators and reviewers are responsible for performing an administrative review of all evaluations and, if necessary, return them for correction/completion before forwarding to the next level to ensure: **(T-1)**.

- 1.6.2.1. All applicable blocks are completed (marked, dated, and signed).
- 1.6.2.2. Evaluations contain accurate information (particularly in the ratee identification and job description sections).
- 1.6.2.3. Evaluations do not contain inappropriate comments or recommendations.
- 1.6.2.4. Evaluations are properly referred, when necessary.

#### 1.6.3. Rater.

- 1.6.3.1. For officer evaluations, the required minimum number of days of supervision ranges from 60 to 120 calendar days. See **Tables 3.2** and **3.3**. For enlisted evaluations, there is no minimum days of supervision to prepare an evaluation. **(T-1)**.
- 1.6.3.2. Ensures the ratee is aware of who is in his or her rating chain. **(T-1)**.
- 1.6.3.3. Provides an Airman Comprehensive Assessment in accordance with **Chapter 2**. If geographically separated, assessments can be performed electronically or telephonically. **(T-1)**.
- 1.6.3.4. Considers the contents of any Unfavorable Information File and/or Personal Information File, if applicable, before preparing the performance evaluation. **(T-1)**.
- 1.6.3.5. Assesses and documents the ratee's performance, what the ratee did, how well he or she did it, and the ratee's potential based on that performance, throughout the rating period. The rater differentiates through an evaluation of performance. **(T-1)**.
- 1.6.3.6. Receives meaningful information from the ratee and as many sources as possible (i.e. Letters of Evaluation (LOEs) from those who previously supervised the ratee during the reporting period, the First Sergeant, etc.), especially when the rater cannot observe the ratee personally. The ratee is encouraged to provide the rater with inputs on specific accomplishments; however, the ratee will not be directed to write or draft any portion of his or her own performance report. Air Reserve Component (ARC) members should provide information to the supervisor to assist in the preparation of the evaluation, including notable military and civilian accomplishments and end-of-tour evaluations.
- 1.6.3.7. Considers the significance and frequency of incidents (including isolated instances of poor or outstanding performance) when assessing total performance.
- 1.6.3.8. Differentiates between ratees with similar performance records; especially when making promotion, stratification, assignment, Developmental Education and retention recommendations when not prohibited by this Air Force Instruction or other special program specific guidance.
- 1.6.3.9. Records the ratee's performance for the rating period on the applicable form.
- 1.6.3.10. A rater's failure to perform one or more of the above responsibilities alone will not form the basis for a successful appeal.

#### 1.6.4. Additional Rater.

- 1.6.4.1. There is no minimum number of days supervision required.

1.6.4.2. Reviews the content of any Unfavorable Information File and/or Personal Information File, if applicable, and returns evaluations to raters for reconsideration, if appropriate, to ensure an accurate, unbiased, and an uninflated evaluation.

1.6.4.3. Completes Section V of the OPR, Section VIII of the AF Form 910, and Section VII of the AF Form 911 by concurring or non-concurring with the rater and making comments.

1.6.4.4. Assumes the responsibilities of the rater when [paragraph 1.7](#) applies. **Note:** This does not include PCS, PCA, separation, or retirement of the rater.

1.6.5. Reviewer/Senior Rater /Final Evaluator.

1.6.5.1. There is no minimum number of days supervision required.

1.6.5.2. Reviews the content of any Unfavorable Information File and/or Personal Information File, if applicable, and returns the evaluation to the rater for reconsideration, if appropriate, to ensure an accurate, unbiased, and uninflated evaluation.

1.6.5.3. Obtains additional information, if necessary, from competent sources such as the ratee's second and third line supervisor.

1.6.5.4. Non-concurs with previous evaluators and makes comments, when applicable.

1.6.5.5. Approves the unit mission descriptions for the Promotion Recommendation Form. **(T-2).**

1.6.5.6. Directs the additional rater to assume rater's responsibilities when [paragraph 1.7](#) applies. **(T-2).**

1.6.5.7. Completes performance evaluations as required. See applicable chapters and/or references/documents cited in [paragraph 1.2](#). **(T-2).**

1.6.6. First Sergeant.

1.6.6.1. Will not assume rater/additional rater responsibilities. **(T-2).**

1.6.6.2. Will be aware of the contents of the Unfavorable Information File and/or Personal Information File if applicable, on all enlisted evaluations and returns the evaluation to the rater for reconsideration, if appropriate, to ensure an accurate, unbiased, and an uninflated evaluation. **(T-2).**

1.6.6.3. Will review all enlisted evaluations before the commander's review and advise the commander of any quality force indicators. **(T-2).**

1.6.6.4. Senior Noncommissioned Officers will only be designated for organizations for which no 8F000/First Sergeant authorization exists. **(T-2).** Additional duty First Sergeants will not complete evaluation reviews in-lieu of an organization's 8F000/First Sergeant. **Exception:** Interim First Sergeants, additional duty First Sergeants, or designated Senior Noncommissioned Officers may complete evaluation reviews when the organization's 8F000/First Sergeant is unavailable due to extended absence (e.g., deployment, lengthy training, or lengthy convalescent leave). **(T-2).**

1.6.7. Forced Distributor or Unit Commander/Military or Civilian Director/Other Authorized Reviewer designated in writing. **(T-2).**

- 1.6.7.1. Conducts the commander's review on EPRs. **(T-2)**.
- 1.6.7.2. Reviews the content of any Unfavorable Information File and/or Personal Information, if applicable, and returns the evaluation to the rater for reconsideration, if appropriate, to ensure an accurate, unbiased, and an uninflated evaluation. **(T-2)**.
- 1.6.7.3. The review is performed by the commander, director, or other delegated officer/official on G-series orders. Delegated members will use their assigned duty title on the EPR -- not "Commander" or "Director". **(T-2)**. The Unit Commander/Military or Civilian Director/Other Authorized Reviewer's review will be accomplished by the home station commander for all individuals assigned to 365-day extended deployment, regardless of the grade of the deployed rater and additional rater. **(T-2)**.
- 1.6.7.4. Flight commanders are not authorized to sign in this area.
- 1.6.7.5. Commandants for Senior Noncommissioned Officer/ Noncommissioned Officer Academy designated in writing by the commander complete the Unit Commander/Military or Civilian Director/Other Authorized Reviewer's review on AF Form 911 only. **(T-2)**.
- 1.6.7.6. Manages the performance evaluation program for the organization. **(T-2)**.
- 1.6.7.7. Ensures all evaluations accurately describe performance and make realistic recommendations for advancement.
- 1.6.7.8. Prepares and maintains the unit mission description for the Promotion Recommendation Form.
- 1.6.7.9. Determines the rating chain for assigned personnel based on Air Force and Management Level policy.
  - 1.6.7.9.1. The ratee's parent Management Level must approve rating chains that involve evaluators from other Management Levels.
  - 1.6.7.9.2. For rating chain deviations see [paragraph 1.7](#).
- 1.6.7.10. Ensures that no one in the rating chain is related to the member. **(T-1)**.
- 1.6.7.11. Ensures the First Sergeant (or additional duty First Sergeant/designated Senior Noncommissioned Officer) conducts a quality force review on all EPRs before conducting the commander's review. **(T-1)**.
- 1.6.8. Functional Examiner, Acquisition Examiner and Air Force Advisor.
  - 1.6.8.1. Functional/Acquisition Examiner or Air Force Advisor Block.
    - 1.6.8.1.1. For evaluations that do not include an examiner/advisor block, an AF Form 77 may be completed.
      - 1.6.8.1.1.1. Functional/Acquisition Examiners or Air Force Advisors who desire to make comments may attach an AF Form 77.
      - 1.6.8.1.1.2. Comments are not mandatory. However, if used, the intent of these comments are to provide clarification and ensure the evaluation is written in accordance with Air Force policy and standards in a joint environment or to clarify functional or acquisition-related considerations; not to list additional accomplishments or voice disagreement with an evaluator's assessment.

Comments are limited to five lines.

1.6.8.1.1.3. The AF Form 77 will be prepared and electronically forwarded along with the electronic evaluation. **(T-1)**.

1.6.8.1.2. Functional/Acquisition Examiners or Air Force Advisors will not change any statement or rating on the performance evaluation. **(T-1)**.

1.6.8.1.3. If the Functional/Acquisition Examiner and the Air Force Advisor are the same person, both positions will be indicated; both the Functional Examiner and Air Force Advisor blocks will be marked on the OPR/EPR. For evaluations that do not include the Examiner/Advisor block (i.e. Training Reports (TR), the Examiner/Advisor will indicate both positions on the AF Form 77. **(T-1)**.

1.6.8.1.4. When the Examiner and Advisor are two different people on an OPR/EPR, the person who receives the evaluation first will complete the Functional Examiner/Air Force Advisor block on the OPR/EPR and the next person will complete an AF Form 77. For evaluations that do not include the Examiner/Advisor block, an AF Form 77 will be prepared for each. **(T-1)**.

#### 1.6.8.2. Air Force Advisor Program.

1.6.8.2.1. When the final evaluator on an OPR, EPR or TR is not an Air Force military member or civilian employee, an Air Force Advisor will be designated to advise raters on matters pertaining to Air Force performance evaluations. **(T-2)**.

1.6.8.2.1.1. The senior Air Force military member on duty with the activity/agency assumes this position. Management Level may designate any Air Force member or Department of the Air Force official meeting the grade requirement with the activity/agency to serve as advisor.

1.6.8.2.1.1.1. For officers, the advisor will be a colonel or above. **(T-2)**.

1.6.8.2.1.1.2. For Senior Noncommissioned Officers (SNCOs), the advisor will be a Major or above. **(T-2)**.

1.6.8.2.1.1.3. For TSgts and below, the advisor will be a MSgt or above. **(T-2)**.

1.6.8.2.1.1.4. For Individual Mobilization Augmentees and Participating Individual Ready Reserve members, the advisor is the person appointed by the Management Level for the active force (for IMA this will be unit of assignment; for PIRR this will be unit of attachment).

1.6.8.2.1.2. When an agency (i.e., DoD departments, non-Air Force schools/units) has only one Air Force member assigned, the Management Level for that activity appoints an advisor. **(T-2)**.

1.6.8.2.1.3. If the commander or designated Air Force officer/senior official who completes the "commander's review" is senior/equal to the last evaluator (or is also the unit's designated advisor) and meets Air Force Advisor grade requirement, the advisor statement does not need to be completed.

1.6.8.2.2. The advisor signs prior to the final evaluator regardless of rank.

1.6.8.2.3. An Air Force Advisor will have, or be able to obtain, knowledge of the ratee, be higher in grade than the ratee and, when feasible, be equal to or higher in grade than the senior rater (officers) or final evaluator (enlisted). Additionally, an O-6 cannot sign on another O-6. **(T-1)**.

1.6.8.3. Functional Examiner. Designated to ensure functional oversight is provided for individuals in specific career fields. The examiner accomplishes the examination after the entire rating chain has completed the performance evaluation. If an Air Force Advisor review is also required, the examiner forwards the evaluation to the advisor. Otherwise, the examiner forwards the evaluation to the rater to finalize the evaluation. **Note:** The examiner will not change any statement or rating on an evaluation nor will any comments be used for accolades or recommendations. If comments are used, the examiner is limited to five lines placed on AF Form 77. **(T-2)**.

1.6.8.4. Acquisition Examiner.

1.6.8.4.1. In accordance with 10 U.S.C. § Section 1722(g), provide an opportunity for review and inclusion of comments on any performance evaluation of a person serving in an acquisition position by a person serving in an acquisition position in the same acquisition career field. In most instances, this opportunity is inherent in the completion of the performance evaluation by acquisition officers in the rating chain. However, in the event neither the rater, additional rater, nor reviewer are on acquisition-coded positions in the same acquisition position category, the ratee may request that the performance evaluation be examined by a qualified acquisition officer from outside the rating chain (i.e., an acquisition examiner).

1.6.8.4.2. Review by an acquisition examiner is completed only when the ratee requests a review and is filling an acquisition-coded position; and neither the rater, additional rater nor reviewer are on a coded position in the same acquisition position category.

1.6.8.4.3. Acquisition positions are identified on the unit manpower document and are also identified on the evaluation notice generated when an evaluation is required.

1.6.8.4.4. The acquisition examiner must be a person in an acquisition-coded position within the same acquisition position category as the ratee. If the Management Level does not have anyone who meets the criteria herein, the Management Level can forward the evaluation to the Air Staff functional to identify an acquisition examiner. The minimum grade of the examiner will be:

1.6.8.4.4.1. O-6 or civilian equivalent on a critical acquisition position (for officers).

1.6.8.4.4.2. O-4 or civilian equivalent (for enlisted).

1.6.8.4.5. The acquisition examiner accomplishes the acquisition examination after the entire rating chain has completed the performance evaluation. **(T-3)**.

1.6.8.4.6. Comments are not mandatory, but if desired for clarification about acquisition-related considerations, the examiner prepares an AF Form 77 according to **Table 5.1** for attachment to the performance evaluation. The examiner will not change any statement or rating on the evaluation, nor will an AF Form 77 be used simply to



include additional comments, accolades, recommendations, etc. If used, comments are limited to five lines. **(T-3)**.

1.6.9. Ratee.

1.6.9.1. The ratee is responsible for knowing the rating chain and ensuring they receive an Airmen Comprehensive Assessment in accordance with **Chapter 2**.

1.6.9.2. For OPR/EPR responsibilities see **Chapters 3 and 4**.

1.6.9.3. For Promotion Recommendation Form responsibilities see **Chapter 8**.

1.6.9.4. For appeals see **Chapter 10**.

1.6.9.5. Ratee Review. Ratees will review his/her evaluation prior to signing. Ratees are encouraged to check for typos, spelling, and inaccurate data and to bring any discrepancies to the rater's attention. **Note:** An Airmen Comprehensive Assessment worksheet is not required upon completion of the OPR/EPR. The OPR/EPR serves as official documentation of the feedback provided to the ratee.

1.6.10. Military Personnel Flight (MPF) and Commander's Support Staff (CSS).

1.6.10.1. The MPF and CSS will work together in managing the Officer and Enlisted Evaluation Systems for organizations under their purview, to include Geographically Separated Units. Managing includes reviewing all evaluations for administrative accuracy and policy compliance and updating the MilPDS. **(T-2)**.

1.6.10.2. Provide technical assistance to the commander and evaluators.

1.6.10.3. Evaluations will be routed within the evaluations system for digitally signed evaluations. Wet signature evaluations will be scanned and loaded into the vPC for transmittal to AFPC or ARPC. **(T-1)**.

1.6.10.4. Coordinates referral reports with appropriate work centers in the MPF to ensure MilPDS updates are accomplished. **(T-2)**.

1.6.10.5. MPFs will return evaluations to be re-accomplished when they do not conform to the requirements of this instruction. **(T-2)**.

1.6.11. Major Commands (MAJCOM). The Management Level and their servicing personnel activity.

1.6.11.1. Designate Senior Rater positions and determine civilian equivalency for senior rater designations. **Note:** If the Vice Commander is assuming Commander's responsibilities and the Management Level wants them to have senior rater responsibilities, the Management Level must appoint the Vice Commander Senior Rater responsibilities in writing.

1.6.11.2. Manage the performance evaluation program for their activity, and at their option, quality review Promotion Recommendation Forms and return them for correction, when necessary.

1.6.11.3. Print copies of digitally signed evaluations from ARMS/PRDA.

1.6.11.4. Approve evaluators to be from a different Management Level than that of the ratee in accordance with Management Level policy.

1.6.11.5. Appoint Air Force Advisors in writing and ensure these individuals are current on evaluation policies and procedures.

1.6.11.6. Appoint Acquisition Examiners and establish OPR routing procedures when the examination cannot be accomplished within the existing rating chain.

1.6.12. Headquarters Air Force (AF).

1.6.12.1. AF/A1 approves policy regarding the Air Force Officer and Enlisted Evaluation Systems.

1.6.12.2. AF/A1P establishes policy on Air Force Officer and Enlisted Evaluation System. Establishes an annual evaluation systems program review to determine if improvements or changes are needed.

1.6.13. HQ Air Force Personnel Center (AFPC).

1.6.13.1. AFPC/DP3SP implements and oversees execution of the Air Force Officer and Enlisted Evaluation System program. **(T-1)**.

1.6.13.2. AFPC receives all RegAF EPRs/OPRs via vPC.

1.6.13.3. AFPC reviews all referral evaluations on officers (Lt through Lt Col), SNCOs, TSgts, and a random sampling (no less than 20%) of all other evaluations for compliance with policy directives and this instruction; returns them for correction when necessary. **(T-1)**.

1.6.13.4. AFPC forwards all RegAF evaluations to ARMS/PRDA. **(T-1)**.

1.6.14. Headquarters Air Reserve Personnel Center (ARPC).

1.6.14.1. Receives all evaluations for ARC members via vPC. **(T-1)**.

1.6.14.2. Forwards all ARC evaluations to ARMS/PRDA. **(T-1)**.

**1.7. Rating Chain Deviations and Evaluator Changes.** This paragraph does not apply to rater changes due to PCS, PCA, separation, or retirement of the rater. **(T-1)**.

1.7.1. Rating Chain Deviations.

1.7.1.1. The commander determines the rating chain for assigned personnel based on Air Force and Management Level policy. Commanders may deviate from the normal (supervisory) rating chain when necessary to meet grade requirements or to accommodate unique organizational structures and situations where personnel are temporarily assigned to other activities outside the ratee's assigned PAS code. **(T-2)**.

1.7.1.1.1. The ratee's parent Management Level must approve rating chains that involve evaluators from other Management Levels; however, both Management Levels (the parent and the temporary management level) must formally agree to the rating chain deviation. **(T-2)**.

1.7.1.1.2. A rating chain deviation must be in effect for at least 12 months or longer, for the temporary management level to be able to sign reports. **(T-2)**. If there is a rating chain deviation for less than 12 months, then the parent Management Level must sign all reports. **(T-1)**.

1.7.1.1.3. Upon rating chain deviation approval, the temporary management level will be responsible for writing the member's OPR, PRF, LOEs, decorations, etc. until the member is matrixed back under their parent management level. **(T-1). Example:** A major is on loan from a wing to the Numbered Air Force commander to fill an executive officer position for 12 months. Through agreement with the parent Management Level and temporary management level, the parent management level can approve a rating chain deviation. Once approved, the Numbered Air Force commander will sign the officer's OPR, PRF, LOEs, decorations, etc.

1.7.1.1.4. It is prohibited to make rating chain deviations (such as skipping an evaluator) solely for reasons of convenience. **(T-1). Example:** Do not skip a rater's rater who is temporarily unavailable (on leave, TDY, etc.). Do not skip a rater's rater for the sole purpose of affording another official in the supervisory chain (i.e., the rater's rater or the senior rater) the opportunity to endorse or comment in an evaluation.

1.7.1.1.5. Associate Unit: A unit which integrates members or units of one component of the Air Force with members or units of another component of the Air Force to accomplish the United States Air Force (USAF) mission (e.g., Air Force Reserve (AFR)/Air National Guard (ANG) with the Regular Force). In these cases, evaluation rating chains may involve different AF components and shall normally be written by the member's day-to-day supervisor with additional rater in accordance with affected Management Level direction. However, evaluations MUST be returned to the member's Administrative Control commander/reviewer/Senior Rater to finalize the evaluation/endorsement. This allows for maximum operational integration and reporting accuracy while still meeting administrative (PAS code driven) requirements.

1.7.1.2. Flight Commander/Flight Chief Rating Chains. For flight commander and flight chief rating chains, when an officer leads a flight, the position is flight commander and is rated by the squadron commander. When an enlisted person or civilian leads a flight, the position is a flight chief. Applicable to both the operational and the functional communities.

1.7.1.3. Personnel assigned to 25th Air Force: The OPRs of the National Security Agency (NSA) field site directors at NSA/Commander Support Staff/Human Resource Specialist (CSS/HR Specialist) Texas, Misawa Cryptologic Group, and Menwith Hill Station will have Director of NSA (DIRNSA) as the additional rater. The OPR reviewer for these evaluations will be 25 AF/CC. This will result in the OPR reviewer being lower in rank than the additional rater. In this case, enter the applicable mandatory statement "Reviewer's rank is lower than the Previous Rater" in the remarks section of the evaluation. **(T-1).**

1.7.1.3.1. 25th Air Force (25AF) Groups in Air Force Space Command (AFSPC), Air Forces Europe (USAFE), Pacific Air Forces (PACAF) and Air Combat Command (ACC). Rating Chains/Signature Authorities for Intelligence, Surveillance and Reconnaissance Groups (ISRG); the 480 Intelligence, Surveillance, and Reconnaissance Wing (ISRW); and 70 ISRG will rate the Intelligence, Surveillance and Reconnaissance (ISR) Group/CCs.

1.7.1.3.2. The supported Numbered Air Force (NAF) commander (or when there is no NAF, the supported MAJCOM commander) will be the additional rater and senior

rater/reviewer. Management Level will be the respective supported MAJCOM commander. 25 AF/CC will endorse each officer's report in the Functional Examiner/Air Force Advisor block. This policy will apply to current and future 25AF ISR Groups, 480 ISRW, and 70 ISRW with the same configuration. This policy applies only to 25AF ISR Group Commanders. All other 25AF personnel will follow the rating chain established in accordance with [paragraph 1.7.1.1](#).

#### 1.7.1.4. Military Medical Treatment Facility (MTF) Directors.

1.7.1.4.1. The Defense Health Agency (DHA) Director, or designated representative, will be the rater for the MTF Director. The installation commander will be the additional rater for the MTF Director. If the grade of the AF additional rater or senior rater is lower than the DHA rater, enter the required statement, "REVIEWER'S GRADE IS LOWER THAN THE PREVIOUS RATER" in section VI of AF Form 707. **(T-1)**.

1.7.1.4.2. The Senior Rater (SR)/Reviewer will be the first AF general officer filling a position no lower than numbered air force commander, or equivalent. In the instance that the installation commander is a general officer, the installation commander would be the Additional Rater and the Reviewer. Reviewer statement will read "THE ADDITIONAL RATER IS ALSO THE REVIEWER". **(T-1)**.

1.7.1.4.3. The Management Level will be the respective supported MAJCOM commander. **(T-1)**.

1.7.1.4.4. This policy applies to AF MTF Directors. All other AF medical unit commanders and personnel will follow normal rating chains in accordance with [paragraph 1.7.1.1](#). **(T-1)**.

1.7.1.4.5. This policy applies to current and future medical units that are also defined as MTFs and configured as wings, groups, squadrons, or flights.

#### 1.7.1.5. Senior Defense Official/Defense Attaché (SDO/DATT) Program.

1.7.1.5.1. SDO/DATT personnel will be rated by Defense Intelligence Agency.

1.7.1.5.2. SDO/DATT personnel will be additionally rated by their respective Combatant Commands (COCOM).

1.7.1.5.3. For individuals assigned or attached to a COCOM, normal processing procedures apply. Reviewer statement will read "THE RATER IS ALSO THE REVIEWER" and/or "THE ADDITIONAL RATER IS ALSO THE REVIEWER". Promotion Recommendation Forms (PRFs) in these cases, will be accomplished by the COCOM.

1.7.1.5.4. For individuals assigned or attached to DIA, reviewer statement will read "THE RATER IS ALSO THE REVIEWER" and/or "THE ADDITIONAL RATER IS ALSO THE REVIEWER" and comments will still be allowed in the additional rater block by COCOM.

1.7.1.6. If the grade of the home station senior rater is lower than the deployed rater, enter the required statement "REVIEWER'S GRADE IS LOWER THAN THE PREVIOUS RATER".

1.7.1.7. Currently [paragraph 1.4.12.3.2](#) prohibits multiple general officers from serving as evaluators on performance evaluations. However, for members filling the MTF Director role, SDO/DATT personnel, or an authorized 365-day deployment billet, multiple general officers are authorized. When applicable, enter “TWO GENERAL OFFICERS AUTHORIZED IAW AFI 36-2406”.

1.7.1.7.1. Enlisted personnel at home station only (AF Form 911). Multiple general officer endorsements are authorized when the rater is a general officer but not a senior rater, and the ratee has been selected for senior rater stratification/endorsement. **(T-2)**. In such cases the rater will complete AF Form 911, Sections III through VII. Comments are only authorized in Sections III through IV. Section VII will include the mandatory statement “This Section Not Used” and the applicable rater’s signature element and signature. The senior rater will complete Section IX, to include the applicable senior rater stratification drop-down. The officer designated as the unit commander will complete Section VIII. **(T-1)**.

1.7.1.8. In cases where the rater is a general officer (single evaluator) on an evaluation written on an individual filling an authorized 365-day deployment billet, enter the required statement “THE RATER IS ALSO THE REVIEWER” and/or “THE ADDITIONAL RATER IS ALSO THE REVIEWER”. **(T-1)**.

1.7.1.9. General officers signing referral reports. If the senior rater is a general officer, and is the evaluator who refers the evaluation, the referral document will be the senior rater’s rater regardless of rank. Enter the required statement “TWO GENERAL OFFICERS AUTHORIZED IAW AFI 36-2406”. **(T-1)**.

1.7.2. Removal of Evaluator from Rating Chain. Evaluators are not removed from the rating chain based solely on a rating disagreement; nor are they removed from their evaluator responsibilities automatically. However, evaluators who are subject to a complaint of harassment or assault are prohibited from evaluating the complainant and will be removed from the complainant’s rating chain. **(T-1)**. Cases involving threats of reprisal or retaliation are serious allegations and has the potential to impede trust and readiness. Therefore, removing an evaluator from a rating chain for either of these reasons will be at the commander’s discretion. **(T-1)**.

1.7.2.1. If it is determined that removal from evaluator responsibilities is necessary, the removing official must provide written notification of the action to the evaluator being removed, with information copies to the removed evaluator’s immediate subordinate(s) and any other evaluators in the rating chain, through and including the senior rater. **(T-1)**. This action must be accomplished, and the evaluator being removed must acknowledge receipt within 30 calendar days from the date, or the date of discovery, of the incident that led to the removal from evaluator responsibilities. **(T-1)**.

1.7.2.2. If the rater has died, is missing in action, captured or detained in captive status, incapacitated, or when directed by the reviewer/senior rater (officers) or commander (enlisted) because the rater is formally relieved from duties as an evaluator or relieved from duty for cause, the additional rater assumes the responsibilities and acquires the number of days supervision (for AF Form 707 only)/Airmen Comprehensive Assessment dates of the original rater. When this occurs, a statement explaining why the rater did not prepare the evaluation must be included in the remarks section of the evaluation. **(T-1)**.

- 1.7.2.2.1. Evaluations already prepared by a rater under these circumstances are working copies and may be re-accomplished unless they have become a matter of record. **(T-1)**.
- 1.7.2.2.2. When the additional rater has insufficient knowledge to prepare the evaluation for the required period of supervision, they must gather knowledge of the ratee's duty performance from all available, reliable sources (First Sergeant, former supervisors). **(T-1)**.
- 1.7.2.3. In some instances, it may be more practical or desirable for another individual who has current knowledge of the ratee to assume the rater's responsibilities (**Example:** When the additional rater is physically/geographically separated from the ratee). In this case, the unit commander submits the request through the CSS/MPF to the senior rater for approval. **(T-3)**.
- 1.7.2.4. If a rater cannot obtain sufficient knowledge of a ratee, AFPC/DP3SP, AF/A1LO, AF/A1LE, AF/A1LG, the ARPC/DPTSE, NGB/A1P, NGB/HR or NGB-GO (for ANG general officers including brigadier general selects, not on extended active duty) authorizes filing an AF Form 77 in the ratee's records stating why an evaluation could not be prepared for the period. **(T-1)**.
- 1.7.2.5. The next evaluator in the rating chain (the additional rater's rater) assumes the responsibilities of the additional rater when the additional rater is unable to perform evaluator duties. See [paragraphs 1.7.1](#) and [1.7.2](#) for applicable reasons. **(T-1)**. When the additional rater's rater is also the reviewer/final evaluator, he/she completes the *Additional Rater's Comments* section and *Reviewer/Final Evaluator's Comments* of the applicable form and closes the evaluation. **(T-1)**.

## **1.8. Evaluator's Mandatory Considerations.**

- 1.8.1. Convictions. Any conviction for a violation of criminal law of the U.S. or of any other country must be reported, in writing, by all officers and enlisted members. **(T-1)**. For RegAF and ARC members in active status, members will report a conviction to their rater within 72 hours of the date of the conviction. For ARC members not in active status, members will report the conviction to their wing commander/equivalent at the first drill period or within 30 calendar days of the date of the conviction, whichever is earlier. For Individual Ready Reserve, members will report the conviction to the Air Reserve Personnel Center (ARPC) within 30 calendar days of the date of the conviction. **(T-0)**. See FY2006 National Defense Authorization Act and Public Law 109-163, §554, 119 Stat. 3136, 3264-65.
- 1.8.1.1. For purposes of this policy, the term "conviction" includes a plea or finding of guilty, a plea of *nolo contendere* (no contest), and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of charges.
- 1.8.1.2. For purposes of this policy, a criminal law of the U.S. includes any military, federal, state, district, commonwealth, territory/equivalent, county, parish, municipality, city, township, local subdivision, or foreign criminal law or ordinance.
- 1.8.2. Sex-related Offenses. Document substantiated offenses in the permanent record. **(T-1)**. This includes any substantiated allegation of a sex-related offense that results in conviction

by court-martial, nonjudicial punishment, or other punitive administrative action (i.e., Letter of Reprimand). Documenting sex-related offenses in an evaluation does not limit or prohibit the Airman from challenging the placement or appealing for removal.

1.8.3. Equal Opportunity and Treatment. Unlawful discrimination and sexual harassment violate the very premise of what it means to be an Airman. Evaluators must ensure compliance with DoD and Air Force directives prohibiting such behavior and document deviations on evaluations as prescribed in AFI 36-2706, *Equal Opportunity Program, Military and Civilian*.

1.8.4. Prohibited Activities. Airmen are prohibited from actively advocating supremacist, extremist, or criminal gang doctrine, ideology, or causes, including those that advance, encourage, or advocate illegal discrimination or deprive others of their civil rights. Such behavior is incompatible with military service. Evaluators must consider a ratee's membership in these types of groups and document prohibited activity by the ratee as prescribed in AFI 51-508, *Political Activities, Free Speech and Freedom of Assembly of Air Force Personnel*.

1.8.5. Occupational Safety and Health. Consider how commanders, managers, and supervisors discharge their responsibilities under the Air Force Occupational and Environmental Safety, Fire Protection, and Health Program.

1.8.6. Security of Classified Information. Consider how well ratees who handle or have access to classified information discharge security responsibilities. When appropriate, comment on any action, behavior, or condition that is reportable under security regulations.

1.8.7. When to Document.

1.8.7.1. If a member has been convicted by a court-martial or if the senior rater decides to file any adverse information in an Airman's Officer Selection Record or Senior Non-Commissioned Officer Selection Record, comments relating to the ratee's behavior are mandatory on the next OPR, EPR or TR, and PRF if not already documented. **(T-1)**. The evaluation becomes a referral. Comments are also required on Airmen who have been convicted of a reportable civilian offense that: 1) is a sexual offense that is the same as, or closely related to, sex-related offenses punishable under the Uniform Code of Military Justice (UCMJ), or attempts to commit any of those offenses, 2) carries a possible sentence of confinement for more than one year or death, or 3) results in a sentence that includes unsuspended confinement. **(T-1)**. For further guidance, supervisors and commanders should consult the servicing Staff Judge Advocate.

1.8.7.2. A rater is not required to comment on a conviction in a current report if the misconduct or event that ultimately resulted in a conviction was addressed on a previous evaluation. **(T-1)**. For example, if a member is arrested and charged with Driving Under the Influence (DUI) by off-base officials and declines to waive jurisdiction. The member ultimately receives a Letter of Reprimand that is commented on in the next evaluation. Later (different reporting period), the downtown prosecution results in a conviction. The rater is not required to comment on the DUI conviction because the underlying misconduct that led to the conviction was addressed in a previous evaluation.

1.8.8. Waiver Requests.

1.8.8.1. In extraordinary cases, raters may request a waiver of the mandatory requirement to document civilian convictions for good cause. The waiver request will route from the

rater, through any required additional rater and the ratee's commander, to the ratee's Senior Rater. The Senior Rater may either deny the request or endorse and forward to the MAJCOM/CC. In the case of reports within Air Force District of Washington (AFDW), United States Air Force Academy, or any Direct Reporting Unit of AFDW or Field Operating Agency reporting to an activity on the Air Staff, requests will be forwarded to the Vice Chief of Staff of the Air Force (VCSAF). For the Air National Guard, requests will be forwarded to the Director, Air National Guard (DANG).

1.8.8.2. If the Senior Rater denies the waiver request, the decision is final and may not be appealed or considered further. **(T-1)**. This does not prevent an individual from challenging any completed report in any other appropriate forums, e.g., Evaluation Reports Appeal Board or the Air Force Board for Correction of Military Records.

1.8.8.3. When the Senior Rater endorses the waiver request, they will then forward it to the MAJCOM/CC, VCSAF, or DANG for decision. The final approval authority will either approve or deny the request. **(T-1)**.

1.8.8.3.1. The MAJCOM/CC may delegate to the MAJCOM/CV or, in the case of the AF/CV, to the AF/CVA. No further delegation beyond an Adjutant General, or equivalent, is authorized for the ANG. The decision of the approval authority is the final decision for such waiver requests and may not be appealed or considered further. This does not prevent an individual from challenging any completed report in any other appropriate forums, e.g., Evaluation Reports Appeal Board or the Air Force Board for Correction of Military Records.

1.8.8.3.2. In order to approve any waiver requests, the approval authority must issue a written finding that the mandatory comments for the specific criminal conviction are not in the best interests of the Air Force and that the inclusion of any such comments would unduly harm the ratee. Upon final decision, forward the waiver documentation to AFPC/DP2SPE and AFPC/DP1ORM via email. Written waiver approvals will be filed in the member's Master Personnel Records Group for the sole purpose of documenting the final approval. **(T-1)**.

## 1.9. Disagreements.

1.9.1. A disagreement is when a subsequent evaluator changes any rating or makes any statement that indicates obvious difference with a previous evaluator. Disagreements are a difference in perspective and should not be viewed negatively. When disagreements occur, they must be explained. On "wet signature" evaluations, the subsequent rater marks the non-concur block and initials the rating block that corresponds with their rating and/or provides specific comments to explain the disagreement. Digitally signed forms do not allow an evaluator to initial in a different rating block; therefore, the evaluator who disagrees must specifically state the performance factor in disagreement, the reason for the disagreement and their rating. **(T-1)**.

1.9.2. Comments to support disagreements are required. **(T-1)**. **Example:** Disagree with rater's assessment of Job Knowledge—TSgt Smith was unable to provide correct operating procedures during monthly evaluation; or Capt Rogers was unable to answer critical questions concerning the operation of his flight leading to an Operational Readiness Inspection rating of "Unsatisfactory" for his squadron.



1.9.3. Evaluators should discuss disagreements when preparing evaluations. Evaluators are first given an opportunity to change their rating/comment; however, they will not do so just to satisfy the disagreement. If, after discussion, the disagreement remains, the evaluator who non-concurs should limit the comments to the space provided but can attach an AF Form 77 if more space is required. The AF Form 77 will not to be used to add additional performance information.

1.9.4. If the Forced Distributor/Unit Commander/Military or Civilian Director/Other Authorized Reviewer is junior in grade to the Rater/Additional Rater/Reviewer/Final Evaluator, they must discuss any non-concurrence with the Rater/Additional Rater/Reviewer/Final Evaluator prior to signing the evaluation.

1.9.5. Updating the Personnel Data System. When an evaluation contains different overall ratings, the final reviewer/evaluator's rating will be updated in the personnel data system. For example, on the AF Form 910, if the additional rater disagrees with and changes the rater's overall rating and the commander concurs with the change, the additional rater's rating will be updated. However, if the commander concurs with the rater's rating, the rater's rating will be updated.

## 1.10. Referral Evaluations.

1.10.1. Purpose. Referral procedures are established to allow the ratee due process by giving the ratee an opportunity to respond and/or rebut any negative ratings or comments before it becomes a matter of record. Additionally, it allows evaluators to consider all the facts, including any they may not have been aware of, prior to the evaluation becoming a matter of record.

### 1.10.2. General Information.

1.10.2.1. Vague Comments. Do not make vague comments about the member's behavior or performance. **Example:** "Due to a recent off-duty incident, Lt Jackson's potential is limited" does not state what occurred. Vague comments do not fully explain the incident or behavior, nor do they justify the referral. When doubt arises as to whether a comment is a referral comment or not, refer the evaluation. This will afford the member an opportunity to respond. It is better to afford the ratee the due process now while all evaluators are available, than to try and refer it later if directed by the Evaluation Reports Appeal Board or Air Force Board for Correction of Military Records.

1.10.2.2. Any evaluator whose ratings or comments causes an evaluation to become a referral evaluation must give the ratee the opportunity to comment on the evaluation. **(T-1)**.

1.10.2.3. A referral evaluation can be detrimental to an Airman's career; therefore, face-to-face interaction is required between the rater and ratee.

1.10.2.4. An evaluation will be referred more than once when a subsequent evaluator gives additional referral ratings or comments. **(T-1)**. **Note:** Comments regarding the same incident or behavior will not require the evaluation to be referred more than once.

1.10.2.5. If, after the evaluation has been referred to the ratee, updates are made to the evaluation that add information or change the content (excluding administrative corrections such as spelling or punctuation), the ratee must be given an opportunity to respond to the

updates. **(T-1)**. Refer the evaluation again and allow 3 duty days for a response (30 calendar days for non-extended active duty). **(T-1)**. The date of the new referral memo must be on or after the date the updated evaluation is signed. The ratee can submit a new rebuttal or attach the previously submitted rebuttal.

1.10.2.6. Although an evaluation may be referred several times during processing, any one evaluator will not normally refer the evaluation more than once. However, this does not include evaluations referred again in accordance with [paragraph 1.10.4.4](#) and [paragraph 1.10.4.5](#).

1.10.2.7. Ensure the name of the next evaluator is included in the space provided in Section XI of the OPR, Section VIII of the AF Form 912, Section VIII of the AF Form 77 (Letter of Evaluation), or in the Referral Memorandum ([Figure 1.1](#)) when referral procedures are not included on the form itself.

1.10.2.8. The evaluator who refers the evaluation and any subsequent evaluators may continue comments on the AF Form 77 to explain non-concurrence or the behavior that led to the referral. **(T-1)**. Comments are limited to the space on the front of the form (Section IV). Each evaluator will use a separate form.

1.10.2.9. All original documents will remain attached to the original evaluation. **(T-1)**.

1.10.2.10. In organizations where the rating chain crosses MAJCOM lines (for instance, when there is a “dual-hatted” senior rater), the evaluator named in the referral document (Referral Reviewer) is next official in the chain of command from the MAJCOM that controls the ratee’s organization of assignment, even if the senior rater’s rater belongs to the other MAJCOM.

1.10.2.11. Airmen whose most recent or final PCS OPR or EPR is or will be a referral are ineligible for PCS unless the commander submits a request to the MPF to change the Assignment Availability Code. Requests to update the Assignment Availability Code can be made any time after 120 calendar days have passed since the closeout of the evaluation.

1.10.3. When to Refer a Performance Evaluation. Performance evaluations must be referred when:

1.10.3.1. Comments in any OPR, EPR, LOE, or TR (to include attachments), regardless of the ratings, that are derogatory in nature, imply or refer to behavior incompatible with or not meeting AF standards, and/or refer to disciplinary actions. **(T-1)**. When considering the Airman’s ability to meet standards, consider unacceptable performance as actions that are incompatible with, and/or Airmen who have *routinely* (a repeated inability to meet standards that would render the aggregated performance assessment over the entire reporting period as below AF standards and expectations) and/or *significantly* (a single instance where failure to meet standards is either egregious in nature or so far short of a standard that it impacts overall aggregated performance assessment) failed to adhere to established AF standards and expectations. **(T-1)**.

1.10.3.2. When an officer fails to meet standards in any one of the listed performance factors, in Section III or Section IX of the OPR, the overall evaluation will be a "Does Not Meet Standards" and must be referred. **Note:** If the evaluation is marked “Does Not Meet Standards,” there must be a comment pertaining to the behavior in the referring evaluator’s

assessment block. Comments in the referral memorandum do not meet this requirement. **(T-1)**.

1.10.3.3. An evaluator marks “Does Not Meet Standards” in Section III of AF Form 707 or “Do Not Retain” in Section IV of AF Form 912. **(T-1)**.

#### 1.10.4. Who Refers a Performance Evaluation?

1.10.4.1. Any evaluator whose rating(s) or comment(s) causes the evaluation to be a referral will refer the evaluation to the ratee. **(T-1)**.

1.10.4.2. If a previous evaluator did not refer an evaluation and a subsequent evaluator determines the evaluation should be referred, return the evaluation to the previous evaluator and discuss the rating/comment. The previous evaluator may change the rating/comment or the subsequent evaluator may refer the evaluation. **(T-1)**.

1.10.4.3. If there is a disagreement as to whether or not to refer an evaluation, the additional evaluator may refer the evaluation.

1.10.4.4. In cases where the referring evaluator is a MAJCOM or unified commander, the evaluator named in the referral document will be the Vice Chief of Staff of the Air Force who will sign on an AF Form 77. **(T-1)**. However, in situations where the rater is a senior rater who has caused the evaluation to be referred and there is an existing evaluator within the rater’s organizational chain (to include MAJCOM), forward the evaluation to that evaluator for appropriate action. See [paragraph 1.7](#).

1.10.4.5. On EPRs, when the additional rater refers the evaluation, the forced distributor or unit commander/director/other authorized reviewer is the individual named in the referral document who will review the ratee’s comments. **(T-1)**. The forced distributor or unit commander/director/ other authorized reviewer completes his/her review and may place additional comments on an AF Form 77.

1.10.4.6. When the forced distributor or unit commander/military or civilian director/other authorized reviewer refers the evaluation, the forced distributor or unit commander/military or civilian/other authorized reviewer’s rater is the individual named in the referral document. **(T-1)**.

#### 1.10.5. Responsibilities.

##### 1.10.5.1. The Referring Evaluator Responsibilities.

1.10.5.1.1. Prepares the referral document in accordance with [Figure 1.1](#), [Table 4.9](#), [Table 4.10](#) and [Table 4.12](#). (Enlisted), [Table 3.1](#). (Officers), [paragraph 1.10.6.4](#). (Training Reports) or [Table 5.1](#). (Letter of Evaluation), whichever is applicable. **Note:** The date the rater signs the evaluation and the date of the referral memorandum must be the same date.

1.10.5.1.2. On or after the close-out date of the evaluation, hand-deliver the referral memo to the ratee, discuss the content of the memorandum with the ratee, provide counseling (if needed), and obtain the ratee’s signature and the date acknowledging receipt. **(T-1)**. After the ratee signs the memorandum, provide a copy to the ratee and forward the original to the evaluator named in the referral document. Do not include

subsequent evaluator comments on the referral OPR/EPR until after the rebuttal is received or rebuttal period has past. **(T-1)**.

1.10.5.1.3. If the ratee is geographically separated (including those who have passed their date of separation), send a copy of the referral document to the evaluator named in the referral document and mail the original referral document to the ratee by “certified mail - return receipt requested.” **(T-3)**.

1.10.5.1.4. Upon receipt of the evaluation, provide feedback to the ratee and obtain the ratee’s signature. Next, forward the evaluation to the ratee’s servicing MPF.

#### 1.10.5.2. Ratee Responsibilities.

1.10.5.2.1. The ratee acknowledges receipt of the referral memorandum by signing and dating. **(T-1)**. The signature only acknowledges and verifies receipt of the referral memorandum on the date indicated; it does not signify concurrence with the evaluation or indicate whether or not the ratee will provide rebuttal remarks.

1.10.5.2.2. If the ratee is geographically separated, they will sign the referral memorandum to acknowledge receipt and then forward the original to the evaluator named in the referral memorandum. **(T-1)**.

1.10.5.2.3. The ratee will provide rebuttal comments to the referral reviewer within 3 duty days (30 calendar days for non-extended active duty) from the date of receipt (if mailed from the date of delivery), regardless if the ratee is still on active duty. **(T-1)**. The ratee will hand-deliver the referral documents with all attachments, or use certified or registered mail if geographically separated. **(T-1)**. The ratee may request more time from the evaluator named in the referral document not to exceed 45 calendar days from acknowledgement. **(T-1)**. Additionally, the ratee:

1.10.5.2.3.1. May ask the Area Defense Counsel or local personnel advisor to provide guidance/assistance in preparing rebuttal comments.

1.10.5.2.3.2. Must limit comments, including any pertinent attachments, to a total of 10 single-sided pages or 5 double-sided pages. **(T-1)**. These will not reflect on the character, conduct, integrity, or motives of an evaluator unless fully substantiated and documented. All pertinent attachments become part of the evaluation filed in the personnel record; however, items that are already part of the permanent record, such as copies of previous evaluations, will be removed from the referral package prior to filing. **(T-1)**.

1.10.5.2.3.3. May have another individual prepare comments on his or her behalf (such as an attorney). However when this is done, the ratee must include a statement confirming the document is to be considered as the ratee’s response. **(T-1)**. This statement will appear somewhere on the rebuttal document or be attached as a separate statement. **(T-1)**. **Note:** If the ratee’s statement is provided as a separate attachment, it will be considered part of the 10-page restriction. **(Example:** If the attorney submits 5 pages, the ratee can submit 5; if the attorney submits 9 pages, then the ratee can only submit 1 page and vice versa).

1.10.5.2.4. May choose not to comment on the referral evaluation. Once the time limit has elapsed, the evaluator named in the referral document (Referral Reviewer)

completes the evaluation and continues normal processing (see [paragraph 1.10.5.3](#)). Failure to provide comments does not prevent the ratee from later appealing the evaluation in accordance with the procedures in [Chapter 10](#) once the evaluation becomes a matter of record.

#### 1.10.5.3. The Referral Reviewer. (The Evaluator Named in the Referral Document.)

1.10.5.3.1. Must allow the ratee 3 duty days (30 calendar days for non-extended active duty) to submit a rebuttal. **(T-1)**. If the ratee needs additional time, e.g., due to the non-availability of an Area Defense Counsel or the referral reviewer has returned the rebuttal because it is more than 10 pages, the referral reviewer may grant an extension. However, the referral reviewer will not review the evaluation until the 3 duty days (30 calendar days for non-extended active members) have passed, even if the ratee has indicated that he/she will not submit comments. **(T-1)**.

1.10.5.3.2. After 3 duty days (30 calendar days for non-extended active duty) have passed, the referral reviewer will:

1.10.5.3.2.1. Review and consider the ratee's comments, if provided.

1.10.5.3.2.2. Place the applicable mandatory statement in the evaluator's comment block of the appropriate evaluation:

1.10.5.3.2.2.1. If the ratee provided comments, enter the statement: "I have carefully considered (ratee's name) comments to the referral document of (date)." Ensure this date is the date of the referral memorandum, not the evaluation close-out date or the date of the ratee's rebuttal. Subsequent evaluators do not enter this statement.

1.10.5.3.2.2.2. If the ratee does not forward comments within 3 duty days (30 calendar days for non-extended active duty) (plus mailing time and any approved extensions), prepare an endorsement to the evaluation and include the statement: "Comments from the ratee were requested but were not received within the required period." **(T-1)**. Then forward the evaluation for normal processing.

1.10.5.3.3. Forward the evaluation with all attachments to the next evaluator. If the referral reviewer is the final evaluator, forward the evaluation to the rater so the rater can provide feedback and obtain the ratee's acknowledgement of the completed evaluation.

#### 1.10.5.4. Additional/Subsequent Evaluators.

1.10.5.4.1. Send the evaluation to the next evaluator in the rating chain for additional endorsement when an endorser is senior to the commander or when a commander who is senior to the endorser refers the evaluation. See [paragraphs 1.10.4.4](#) and [1.10.4.5](#).

1.10.5.4.2. Prepare the endorsement on AF Form 77.

1.10.5.4.3. Check the "supplemental sheet" block on AF Form 77, Section IIA and enter appropriate comments in Section IV.

1.10.5.4.4. If the evaluator on the AF Form 77 is not an Air Force officer, Air Force Noncommissioned Officer, or Department of the Air Force, obtain an Air Force Advisor review.

1.10.5.4.5. An additional rater or final evaluator/reviewer who decides to refer an evaluation due to a performance assessment rating or comment made by a previous evaluator refers it to the ratee before completing his or her portion of the evaluation. The referral document will instruct the ratee to direct and return any rebuttal comments back to him/her. **(T-1)**. Upon receipt of the ratee's rebuttal, or when 3 duty days (30 calendar days for non-extended active duty) have elapsed, the evaluator completes his/her portion of the evaluation.

1.10.5.4.6. If, after referral, a subsequent evaluator upgrades the ratings and/or invalidates the referral comments so the conditions defined in **paragraph 1.10.3** no longer apply, the non-concur block is marked and comments are made in support of the disagreement in the ratings or comments. The evaluation is no longer considered referral; however, retain all original referral documents and/or correspondence with the evaluation.

1.10.5.4.7. If, after referral, a subsequent evaluator upgrades ratings or comments but the conditions defined in **paragraph 1.10.3** still exist, the non-concur block is marked and comments are made in support of the disagreement in the ratings or comments. The evaluation remains a referral. Retain original referral correspondence with the evaluation.

1.10.5.4.8. When the last evaluator on the evaluation has caused the evaluation to be referred, the next evaluator in the rating chain (as named in the referral document) will, upon receipt of the ratee's comments, prepare an endorsement to the evaluation on an AF Form 77 if no comment area exists on the applicable evaluation form. If the evaluator named in the referral document does not concur with the comments or ratings of the previous evaluator, his/her endorsement will, in addition to the mandatory referral comments, describe the disagreement (on the first line in the comments area on the applicable evaluation or may continue comments on an AF Form 77).

1.10.5.5. Deployed Evaluators. If the referring evaluator is deployed and is referring a home station evaluation, the referring evaluator will sign the referral memorandum and OPR/EPR and forward the evaluation and referral documents to the next evaluator in the rating chain. The next evaluator in the chain (the referral reviewer) will act on behalf of the referring evaluator who is deployed and issue the evaluation and referral documents to the ratee. Upon receipt of the ratee's comments, or at the expiration of the ratee's 3-duty-day-window (30 calendar days for non-extended active duty) to respond, the referral reviewer processes the evaluation and all referral documents in accordance with **paragraph 1.10.5.3**.

#### 1.10.6. Referral Procedures.

1.10.6.1. Referral OPRs. The front and reverse side of the AF Form 707 will be completed for referral OPRs. The referring evaluator can fill in the specifics in the blank lines provided. When typing information into the form, end typing at the end of each line and manually place the cursor on the next line to continue typing (the text does not wrap

automatically). If the specific details are too long for the space allotted, the referring evaluator can attach a separate AF Form 77 (see [paragraph 1.10.2.8](#)) and annotate “See Attachment” in the lines provided in this block. Refer to [Table 3.1](#) for procedures on preparing the AF Form 707.

1.10.6.2. Referral EPRs or Education/Training Reports. Prepare a Referral Memorandum (AF Form 910/911 only) in accordance with [Figure 1.1](#) All evaluators and reviewers must wet sign and date. **(T-1)**.

1.10.6.3. Referral Letter of Evaluation. The referral process is accomplished on the form itself.

1.10.6.3.1. Deployed Commander Letter of Evaluation. Complete AF Form 77 in accordance with [Table 5.1](#) and [paragraph 5.2.1.2.1](#).

1.10.6.3.2. All Other Letter of Evaluation.

1.10.6.3.2.1. Designated Rater (Officer Only). If a Letter of Evaluation prepared by the officially designated rater contains referral comments, the rater prepares an OPR in accordance with [paragraph 1.10.6.1](#). The reason for the evaluation will be *Directed by HAF*. At least 60-calendar days of supervision is required, unless the waiver authority extends the requirement.

1.10.6.3.2.2. Other than Designated Rater. Complete Sections I, II, IV, V and VII in accordance with [Table 5.1](#). The referral process itself is not accomplished on the AF Form 77. **Exception:** Deployed Commander Letters of Evaluation. If someone other than the officially designated rater prepares a letter of evaluation with referral comments, forward the letter along with any rebuttal comments the ratee may want to add to the officially designated rater. **(T-1)**. The rater will review the documents and decide whether or not permanent recording is warranted. If so, the letter of evaluation becomes a referral document attached to the OPR/EPR. If the rater decides not to permanently record, they will return the letter of evaluation and any rebuttal comments to the ratee.

1.10.6.4. Referral Training Report (TR) (AF Form 475). Refer the TR to the ratee using the same procedures outlined in [paragraphs 1.10.6.1](#) and [1.10.6.2](#) Name the commander of the Air Force school or unit of assignment as the next evaluator (determined by which organization is preparing the Training Report). The evaluator reviews the ratee’s comments, if provided; adds the applicable mandatory comments in accordance with [paragraphs 1.10.5.3.2.2.1](#) or [1.10.5.3.2.2.2](#); and endorses the TR on an AF Form 77 using the first evaluator’s block.

**1.11. Mandatory Comments.** Specific comments or entries mandated by this Air Force Instruction are identified by the instruction to “enter” or “include the statement” followed by the specific comment placed within quotation marks, entered on the evaluation exactly as stated.

1.11.1. Referral Reviewer. For a referral letter of evaluation, OPR/EPR, or TR, the evaluator named in the referral document must comment as required by [paragraph 1.10.5.3.2.2](#).

1.11.2. If the rater died, became incapacitated, or was relieved from duties as an evaluator, state the reason in the feedback sections of the AF Forms 707 (see [paragraph 1.7.2.2](#)) or in the remarks section of AF Forms 910/911/912. **(T-1)**.

1.11.3. If a member has been convicted by a court-martial, comments relating to the ratee's behavior are mandatory on the ratee's next OPR, EPR, TR or PRF. Additionally, comments on individuals who have been found guilty, pled guilty or *nolo contendere* (no contest) of a reportable civilian offense are mandatory (see [paragraph 1.8.2.1.](#)).

1.11.4. If performance feedback was not accomplished, state the reason why it was not accomplished. Rationale must be placed in the Performance Feedback Certification block for AF Form 707; the Remarks Section XI of AF Form 910/911; and Section VII of AF Form 912. **(T-1)**. The reason must be honest, plausible and specific, such as "Midterm Airman Comprehensive Assessment not conducted due to only 58 calendar days supervision between initial Airman Comprehensive Assessment and the evaluation close-out date," or "Rater was unable to conduct Airman Comprehensive Assessment (state specific reason)". Non-receipt of a feedback notice and "administrative oversight" are not acceptable reasons.

1.11.5. If a member has been assigned to serve as a voting assistance officer, a comment relating to the performance of the member in these duties is required. See 10 U.S.C. § 1566.

**1.12. General Prohibited Evaluator Considerations and Comments.** Certain items are prohibited for consideration and will not be commented upon on any Officer Evaluation System/Enlisted Evaluation System form. Except as authorized in this instruction, do not consider, refer to, or include comments regarding:

1.12.1. Sensitive Information.

1.12.1.1. Classified Information. Do not enter classified information in any section of the form. **(T-1)**.

1.12.1.2. Confidential Statements. Confidential statements, testimony, or data obtained by, or presented to, boards under AFI 91-204, *Safety Investigations and Reports*.

1.12.1.3. Appeal Agencies Outside Rating Chain. Actions taken by an individual outside the normal chain of command that represent guaranteed rights of appeal. **Example:** Inspector General, Air Force Board for Correction of Military Records, Equal Opportunity and Treatment/Military Equal Opportunity complaints, Congressional Inquiries.

1.12.1.4. Drug or Alcohol Abuse Rehabilitation Programs. Focus on the behavior, conduct, or performance resulting from alcohol or drug use versus the actual consumption of alcohol or drugs or participation in a rehabilitation program. Only competent medical authorities can diagnose alcoholism or drug addiction, and the diagnosis is prohibited on evaluations.

1.12.1.5. Temporary or Permanent Disqualification under AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*. The behavior of the ratee that resulted in the action may be referenced; however, it may not be mentioned that the ratee was disqualified.

1.12.1.6. Medical Information. Only authorized medical officials are in a position to make comments on medical conditions. Evaluators must focus evaluation comments on the *behavior* and *duty performance* of the individual. Comments pertaining to the medical condition, treatment, or diagnosis are prohibited.

1.12.2. Potential Discriminatory Factors and/or Information.



1.12.2.1. Race, Ethnic Origin, Gender, Age, Religion, Sexual Orientation or Political Affiliation of the Ratee. Do not refer to these items in such a way that others could interpret the comments as reflecting favorably or unfavorably on the person. This is not meant to prohibit evaluators from commenting on involvement in cultural or church activities, but cautions against the use of specific religious denominations, etc. **Example:** “Capt Doe is the first *female* pilot ever selected for training in the F-16”, is an inappropriate reference to gender. Pronouns reflecting gender (e.g., he, she, him, her, his, and hers) may be used. “Wing Point of Contact for African American Heritage Committee” or “Arranged a blood drive at the Baptist Memorial Hospital” are acceptable comments.

1.12.2.2. Family Activities or Marital Status. Do not consider or include information (either positive or negative) regarding the member’s marital status or the employment, education, or volunteer service activities (on or off the military installation) of the member's family. **(T-1).**

1.12.2.3. Officer/Enlisted Club Membership. Comments regarding a ratee’s club membership is prohibited. **(T-1).**

1.12.2.4. Court-martial Panel Membership. Do not consider performance as a member of a court-martial panel, or render a less than favorable evaluation because of the zeal in which the ratee served as a defense or respondent's counsel (see Article 37, UCMJ). **(T-1).** This is not intended to inhibit an accurate portrayal of a counsel's competence in the representation of clients.

### 1.12.3. Duty History or Performance Outside the Reporting Period.

1.12.3.1. Duty History or Performance Outside the Current Reporting Period. Do not comment on duty history or performance outside the current reporting period, except as permitted by [paragraphs 1.12.3.4](#) and [1.12.4.1](#). **(T-1).**

1.12.3.2. Previous Evaluations or Ratings. Comments from previous evaluations or ratings are prohibited (i.e., do not include comments from an AF Form 475 on an AF Form 707), except in conjunction with Airman Comprehensive Assessment sessions and as outlined in [Chapter 8](#) for promotion recommendation forms. **(T-1).** **Note:** Evaluators may review previous evaluations to prevent repeating prior accomplishments and making inappropriate recommendations.

1.12.3.3. **(Officers only)** Events That Occur After the Close-Out Date. If an incident or event occurs between the time an evaluation closes-out and when it becomes a matter of record that warrants inclusion in that evaluation, the commander may request an extension of the close-out date. This includes completion of an investigation begun prior to the close-out date or confirmation of behavior that was only alleged as of the close-out date. For fitness, an extension may be requested to authorize an Airman to test again to meet the standard if justification is warranted. An extension to document a failure for fitness is not authorized.

1.12.3.4. Prior Events. Events that occurred in a previous reporting period that add significantly to the evaluation, were not known to and considered by the previous evaluators, and were not already reflected in a previous evaluation in the permanent record (this includes EPRs, OPRs, LOEs, and TRs) can be included in a subsequent evaluation. **(T-1).** **Example:** An event (positive or negative) which came to light *after* an evaluation

became a matter of record, but which occurred *during* the period of that evaluation, could be mentioned in the ratee's *next* evaluation because the incident was not previously reported. In rare cases, serious offenses (such as those punishable by courts-martial) may not come to light or be substantiated for several years. In such cases, inclusion of that information may be appropriate even though the incident/behavior occurred prior to the last reporting period. Additionally, negative incidents from previous reporting periods involving the character, conduct, or integrity of the ratee that continue to influence the performance or utilization of the ratee may be commented upon *in that context only*. Commanders and Senior Raters make the determination of what constitutes a significant addition. If a commander has considered and made a decision not to comment on a known adverse action, an incumbent commander may not overturn a previous commander's decision by requesting the adverse action be added after the evaluation has been made a matter of record, nor may the incumbent commander include it in the next evaluation. **(T-1)**. However, if the behavior has continued into the next rating period, an evaluator may comment on the specific behavior for that rating period.

#### 1.12.4. Derogatory Information and Disciplinary Actions.

##### 1.12.4.1. Conduct Based on Unreliable Information.

1.12.4.1.1. Raters must ensure that information used to document performance, especially derogatory information relating to unsatisfactory behavior or misconduct, is reliable and supported by a preponderance of the evidence. **(T-1)**.

1.12.4.1.2. The rater should consult with the servicing Staff Judge Advocate whenever there are questions as to whether this standard has been met.

1.12.4.1.3. Raters should be particularly cautious about referring to charges preferred, investigations, or boards of inquiry (such as accident investigation boards); or using information obtained from those sources, or any similar actions related to a member, that are not complete as of the close-out date of the evaluation.

1.12.4.1.4. When it is determined that such conduct is appropriate for comment, refer to the underlying performance, behavior or misconduct itself and not merely to the fact that the conduct may have resulted in a punitive or administrative action taken against the member (such as a letter of reprimand, Article 15, court-martial conviction). **Example:** An evaluator should say: "SSgt Johnson engaged in drunk and disorderly conduct and drove while intoxicated," rather than "SSgt Johnson got an Article 15 for violations of Article 92 and 134."

1.12.4.1.5. **(Officers only)** If an extension to the close-out date might be warranted to determine if reliable information of unsatisfactory performance or misconduct has been established, refer to [paragraph 3.17](#).

##### 1.12.4.2. Acquittals or Similar Results.

1.12.4.2.1. Do not reference any criminal action against an individual that resulted in acquittal or recommended personnel action that was denied by the approval authority. **(T-1)**. For example, an evaluator cannot say: "SSgt Johnson was *acquitted* of assault charges," or "SrA Smith's involuntary separation action was unsuccessful."

1.12.4.2.2. Evaluators may mention the underlying conduct that formed the basis for the action.

1.12.4.2.3. Do not reference any punitive or administrative action taken against the individual in response to the conduct for which the member was acquitted or where the action was not actually taken.

1.12.4.3. Punishment. Punishment received as a result of administrative or judicial action is prohibited. Restrict comments to the conduct/behavior that resulted in the punishment, and the type of administrative or judicial action taken (i.e., Article 15, Letter of Reprimand, Letter of Counseling, etc.).

1.12.4.3.1. Acceptable statements: “Drove while intoxicated, received an Article 15” and “Failed to report to duty, received an Letter of Reprimand,” etc.

1.12.4.3.2. Prohibited statements: “Sentenced to 6 months confinement,” “Reduced to the grade of”, “Forfeiture of pay”, “5 days extra duty”.

1.12.4.4. Disciplinary Actions.

1.12.4.4.1. Must be reasonably specific, clearly outlining the event and/or behavior. Comments such as “conduct unbecoming” or “an error in judgment led to an off-duty incident” are too vague.

1.12.4.4.2. Advise ratees specifically on why they are considered substandard in order to avoid speculation and assist them in responding appropriately. **(T-1)**.

1.12.4.4.3. An evaluation should not simply contain the comment that "MSgt Smith received an Article 15 during this period." Instead, the underlying conduct should be specifically cited with the resulting action included, such as: "During this reporting period, Lieutenant Jones sexually harassed a female subordinate for which he received an Article 15," or “MSgt Jones drove while under the influence, for which he received an Article 15.”

1.12.4.4.4. In any case, the focus of the comment should be on the conduct or behavior. Evaluators should consult the servicing Staff Judge Advocate or local personnel advisors for questions regarding the appropriateness of including comments about misconduct and/or the resulting actions on a performance evaluation.

1.12.5. A Recommendation for Decoration. Only include those decorations actually approved or presented during the reporting period. The term “decorations,” as used here, applies to those in which a medal is awarded and worn on the Air Force uniform, such as an Air Force Achievement Medal. Other awards or nominations for honors and awards such as "Outstanding Maintenance Officer" or “Twelve Outstanding Airmen of the Year” may be mentioned.

1.12.6. Meeting Goals for/Results of the Combined Federal Campaign. Comments pertaining to met/exceeded goals or collected dollar amount (**Example:** 100% contact, \$15K raised, 500 contacted) are prohibited.

1.12.7. Weighted Airman Promotion System Data. Score data on the Weighted Airman Promotion System Data score notice or Senior Noncommissioned Officer Promotion score notice, board scores, test scores, relative standings among peers etc. Are prohibited.

1.12.8. Airman Comprehensive Assessment. Evaluators do not refer to Airman Comprehensive Assessment sessions in any area of the performance evaluation except in the Performance Feedback Certification Block or the remarks section of AF Forms 910/911/912.

1.12.9. Matrices, fact sheets, background sheets or other documents unless specifically authorized in this instruction. Evaluators will use performance- and duty-related information from official source documents in the assessment of performance and potential. Demographic diversity information identifying inherent or socially defined personal characteristics such as age, race/ethnicity, religion, gender, socioeconomic status, family status, disability, and geographic origin will not be considered. **(T-1)**.

1.12.10. Do not establish panels or boards to review and collectively score, rate, rank, or tally records and/or generate a priority list for determining promotion recommendations, level of endorsement or stratification, except as authorized in this instruction. **(T-1)**.

1.12.11. On AF Form 911, if a Senior Rater is stratifying a SNCO as the top 10% of promotion eligible MSgt or top 20% of promotion eligible SMSgts, Block B, then he/she may include a written stratification statement in Section IX, *Final Evaluator's Comments*.

1.12.11.1. When a stratification statement is used, it must include a numerator and denominator designation stating where the SNCO falls (numerator) within the senior rater's pool of TIG/TIS promotion eligible SNCOs (denominator), by grade. Example: "My #1/25 MSgts". In joint organizations, the stratification statement may include joint members of the same grade. If a senior rater does not provide a stratification in Section IX, Block B, they may not provide a stratification statement. **(T-3)**.

1.12.11.2. If used, joint stratification statements must reference the joint population. Example: #1/20 joint E-7s or #2/10 joint E-8s.

1.12.12. Awards are recognitions based on a given set of criteria and are standalone achievements. Accordingly, stratification statements based on awards are not authorized.

**1.13. Policy Deviations and Waiver Requests.** See [Table 1.1](#) for the Offices of Primary Responsibility (OPR) mailing addresses. Send requests for deviations or waivers through the wing commander or the comparative level to AFPC/DP2SPE (or appropriate ANG/AFR) who, in turn, will forward the request to appropriate OPR.

1.13.1. Requests will be in memorandum format with all the appropriate endorsements and detail the reason for the request with full justification. If the request is applicable to a specific organization or individual, it must include the name of the unit or the name and grade of the individual.

1.13.2. All deviation requests pertaining to Senior Rater Identification issues require coordination through the respective Management Level and must be signed by the head of the Management Level. **(T-1)**.

1.13.3. Signed requests will be mailed or emailed to the AFPC/DP2SPE or appropriate ANG/AFR office stated in [Table 1.1](#).

**1.14. Missing, Late and Removed Performance Evaluations.** When an evaluation is missing and all attempts to locate are exhausted and unsuccessful, consider re-accomplishing the report. However, before doing so, evaluators should consider such things as: how long it has been since the report closed out; are all the evaluators readily available; is there a draft of the original still

available; does the ratee or any of the evaluators have a copy of the original report; can the evaluators now give a fair and accurate report based on the timeframe? (See [Table 1.2](#)). **Note:** Do not re-accomplish evaluations more than 18 months past the closeout date.

1.14.1. Missing Evaluations on RegAF Officers and Senior Noncommissioned Officers. The CSS, MPF, AFPC, and/or Air Reserve Personnel Center (ARPC) initiates action to try and locate the missing report.

1.14.1.1. If the report is located or is able to be re-accomplished (must be the original evaluators at the time of the close-out), place the original evaluation in the permanent record or send the original to AF/A1LO for colonels and colonel selects, AF/A1LE for CMSgts and CMSgt selects, and forward a copy to AFPC/DP1ORM for file into ARMS/PRDA.

1.14.1.2. If the report is not located, or cannot be re-accomplished, the CSS, MPF, AFPC, or ARPC will prepare an AF Form 77 according to [Table 5.1](#) and insert the original into the Officer Selection Record/National Security Agency, or send the original to AF/A1LO for colonel and colonel selects, AF/A1LE for CMSgts and CMSgt selects, and forward a copy to AFPC/DP1ORM for file in ARMS/PRDA.

1.14.2. Missing Evaluations on RegAF Enlisted TSgts and Below. The MPF, initiates action to locate the missing report.

1.14.2.1. If the report is located, forward the original evaluation to AFPC/DP1SSP or ARPC for file in ARMS/PRDA.

1.14.2.2. If a report is not located or cannot be re-accomplished, the MPF prepares an AF Form 77 in accordance with [Table 5.1](#) and forwards to AFPC/DP1ORM for file in ARMS/PRDA.

1.14.3. Missing Evaluations for AFR. The Officer Selection Record custodian, the ARPC commander, or office as prescribed by the commander concerned, initiates action to locate the missing report.

1.14.3.1. If the report is located, place the original evaluation in the Officer Selection Record and forward a copy to ARPC/DPTS for filing in ARMS/PRDA.

1.14.3.2. If the report is not located or unable to be re-accomplished, the MPF will prepare an AF Form 77 in accordance with [Table 5.1](#) and forward to ARPC/DPTS for filing in ARMS/PRDA.

1.14.4. Missing Evaluations for ANG only. The CSS, Force Support Squadron (FSS), or Human Resource (HR) Specialist will initiate action to locate missing reports for Active Guard /Reserve (AGR) or DSG personnel, and NGB/HR for Statutory Tour personnel.

1.14.4.1. If the report is located, forward the original evaluation to ARPC/DPTAR for filing in ARMS/PRDA.

1.14.4.2. If the report is not located or unable to be re-accomplished, the CSS, FSS, or HR Specialist will prepare AF Form 77 in accordance with [Table 5.1](#) and forward to ARPC/DPTAR for filing in ARMS/PRDA. **(T-1)**. ARPC/DPTAR will update the personnel system.

1.14.5. Evaluations Removed From Records Under **Chapter 10** or under AFI 36-2603, *Air Force Board for Correction of Military Records*. Prepare an AF Form 77 in accordance with **Table 5.1**.

### **1.15. Wartime or National Emergency Provisions.**

1.15.1. During wartime or a national emergency, HAF, AFPC, or MAJCOMs, when delegated, may make changes to evaluation policies and procedures to reduce the associated workload while ensuring performance is documented. MAJCOMs may implement these procedures totally or in part depending on the nature and scope of the situation. In implementing wartime provisions, a MAJCOM may implement HAF/AFPC procedures totally or in part. When implementing in part, MAJCOMs must provide specific instructions regarding completing and routing evaluations. **(T-1)**.

1.15.2. In implementing wartime provisions, AFPC/DP3SP, in coordination with AF/REP and NGB/A1P, will provide specific instructions regarding completion of evaluations, routing evaluations once completed, and any other appropriate actions. AFPC/DP2SPE or ARPC/PB will announce officer promotion recommendation form (PRF) procedures (see **Chapter 8**). AF/A1PP and AFPC/DP3SP will determine whether to restrict provisions for the performance evaluations to certain theaters or organizations and whether to implement them in part, totally, or incrementally. They may make performance feedback optional. Commands must implement the provisions outlined below or as AFPC/DP3SP directs.

#### 1.15.3. When to Submit Performance Evaluations.

1.15.3.1. Evaluations due prior to deployment.

1.15.3.2. Deployment does not change the requirement to prepare annual/biennial evaluations.

**Figure 1.1. Example Referral Memorandum.**

Date

MEMORANDUM FOR SRA JOHN SMITH, 123 MDSS/MDSO *Ratee's Rank, Name, Unit/Office Symbol*

FROM: 123 MDSS/MDSO  
1122 Main Street  
Any base AFB ST 77777-7777 *Referring evaluator's unit address*

SUBJECT: Referral Enlisted Performance Report or Education/Training Report

1. This Enlisted Performance Report **OR** Education/Training Report is being referred to you in accordance with AFI 36-2406, para 1.10 because it contains negative comment(s)/derogatory information. Specifically, the following comment(s): *(insert exact bullet(s) that make the report a referral)* cause(s) this report to be referred.
2. Acknowledge receipt of this memorandum by signing and dating in reproducible blue or black ink. Be advised that your signature does not imply acceptance of or agreement with the ratings or comments on the evaluation. Once this memo is signed, you will receive a copy. To rebut the evaluation or address any concerns, submit your rebuttal package to *(name and address of next evaluator)* no later than 3 duty days *(30 calendar days for non-Extended Active Duty members)* from the date of this memorandum. If you need additional time, request an extension from *(name of next evaluator)*. Your rebuttal package is limited to a total of 10 single-sided or 5 double-sided pages and must directly relate to the reason the evaluation is referred. Documents included in your rebuttal package that are not maintained elsewhere in your official records will remain attached to the referral report for filing in your official records. Copies of previous evaluations or fitness reports will be removed prior to filing the referral report since these documents are maintained elsewhere in your official records. Rebuttal packages that contain any reflection on the character, conduct, integrity, or motives of the evaluator must be fully substantiated and documented. Contact your supervisor, First Sergeant, Commander Support Staff, or MPF if you need assistance with preparing your rebuttal.
3. It is important for you to be aware that receiving a referral report may affect your eligibility for personnel related actions (e.g., assignments, promotion). In addition, if you are eligible for promotion, a referral report will result in a promotion recommendation of "Not Ready Now" or "Do Not Promote". Consult those in your rating chain, starting with your supervisor, for more information on this subject. If you believe this report is inaccurate, unjust, or unfairly prejudicial to your career, you may apply for a review IAW Chapter 10, *Correction of Officer and Enlisted Evaluation Reports*, once the report becomes a matter of record.

*Signature of referring evaluator*  
JAMES JONES, TSgt, USAF  
NCOIC, C Flight

**Attachment:**

AF Form 910, 31 Mar 15 *AF Form 910/911/475, as appropriate, close-out date*

Cc: Maj Kerry Brown, 123 MDSS/MDSO *Next evaluator's Rank, Name, Unit/Office Symbol*

1st Ind, SrA John Smith *Ratee's Rank, Name*

MEMORANDUM FOR MAJ KERRY BROWN, 123 MDSS/MDSO

Receipt acknowledged at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

*Signature of ratee*  
JOHN SMITH, SrA, USAF



**Table 1.1. Mailing Addresses for Correspondence.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>Address</b>	<b>OPR</b>
<b>1</b>	HQ AFPC/DP3SP 550 C Street West Joint Base San Antonio- Randolph TX 78150 ( <b>Note:</b> All processing of EPRs/OPRs are completed by AFPC/DP1SSP via vPC).	Manages the Officer and Enlisted Evaluation Systems, including evaluation appeals, for all RegAF airman basic through lieutenant colonel following direction provided by AF/A1P.
<b>2</b>	HQ AFPC/DP2SPE 550 C Street West Joint Base San Antonio- Randolph TX 78150	Manages the student Management Level Review and all Promotion Recommendation Form actions.
<b>3</b>	HQ AFPC/DP2SPE 550 C Street West Joint Base San Antonio Randolph TX 78150	Evaluation Appeals. Administers the Evaluation Reports Appeal Board (ERAB). Training Reports.
<b>4</b>	AF/A1LG 1040 Air Force Pentagon Washington District of Columbia 20330-1040	Air Force General Matters Office. Manages Officer Evaluation System for, and maintains all evaluations on, general officers and brig gen selects on Extended Active Duty. <b>Note:</b> All wet signature evaluations on Active Duty GOs are sent to this address. See Note 2.
<b>5</b>	USAF/REG 1150 Air Force Pentagon Washington District of Columbia 20330-1040	Air Force Reserve General Officer Matters Office. Manages Officer Evaluation System for Reserve general officers (and brig gen selects). See Note 2.

6	AF/AILO 1040 Air Force Pentagon Washington District of Columbia 20330-1040	Air Force Colonel Matters Office. Manages OES for, and maintains all evaluations on colonels (except brigadier general selects) and colonel selects on the Active Duty List. <b>Note:</b> All wet signature evaluations on RegAF colonels are sent to this address. See Note 1.
7	AF/AILE 1040 Air Force Pentagon Washington District of Columbia 20330-1040	Air Force Chief Matters Office. Maintains all evaluations on RegAF CMSgts and CMSgt selects. <b>Note:</b> All wet signature evaluations on RegAF CMSgts are sent to this address. See Note 1.
8	HQ ARPC/DPTS 18420 E. Silver Creek Ave Bldg 390 MS 68 Buckley AFB CO 80011	Records and Board Support Division. Manages the OES for ARC officers not on the Active Duty List and the Enlisted Evaluation System for ARC enlisted personnel following policy provided by HAF/RE and NGB/A1PP. <b>Note:</b> All wet signature evaluations on ARC personnel are sent to this office, except general officers.
9	HQ AFPC/DP1ORM 550 C Street West Joint Base San Antonio-Randolph TX 78150	Maintains the ARMS/PRDA on all RegAF personnel.
10	HQ ARPC/DPTS 18420 E. Silver Creek Ave Bldg 390 MS 68 Buckley AFB CO 80011	(Reserve/Guard ARMS) Maintains the Automate Records Management System on all ARC personnel. See Note 2.
11	AF/RE 1150 Air Force Pentagon Washington District of Columbia 20330-1150	Provides AFR OES/EES policy with collaboration with AF/A1P and AFPC/DP3SP.
12	HQ AFPC/DP2N 550 C Street West Joint Base San Antonio-Randolph TX 78150-4727	Medical Service Officer Management. Provides advice on reporting policy for officers within the health professions, in conjunction with AF/SG1, Medical Force Development Directorate, Office of the Surgeon General, AF/SG.

13	AFRC/A1 155 Richard Bay Blvd Robins AFB GA 31098-5000	Responsible for effective management and operation of all AFRC Manpower, Personnel and Services programs, plans, policies and procedures. <b>Note:</b> AFRC/A1 is approval authority for evaluation close-out date extensions for all AFR members.
14	AFRC/A1K 155 Richard Bay Blvd Robins AFB GA 31098-5000	Promotions, Retention and Customer Service Branch. Provides AF OES/EES policy and guidance following policy provided by AF/A1PP or AF/RE. A1KK also processes close-out date extensions to A1 for approval/disapproval for Lt thru Lt Col.
15	AFRC/A1L 155 Richard Bay Blvd Robins AFB GA 31098-5000	Senior Leader (Colonel) Management Division for AFRC.
16	NGB-GOMO Bldg 2 111 South George Mason Drive Arlington VA 22204	National Guard General Officer Management Office. Responsible for promotions and evaluations for all National Guard brig gen and above.
17	NGB/A1P 3500 Fetchet Ave. Joint Base Andrews, MD 20762	Force Management Division.  A1PO - Responsible for Officer Programs and Policy for colonels and below.  A1PP - Responsible for enlisted evaluations and enlisted promotions with collaboration with AF/A1P and AFPC/DPSID.
18	Professional Development Directorate 1420 Air Force Pentagon, Suite 5D140 Washington District of Columbia 20330-1420	The Judge Advocate General's Corps Professional Development Directorate. Provides advice on reporting policy for judge advocates.
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All digitally signed evaluations (colonels and below) must be submitted through the vPC. <b>(T-1).</b></li> <li>2. All digitally signed GO evaluations must be submitted through Right Now Technology.</li> </ol>		

Table 1.2. Missing and Late Evaluations (See Notes 1 and 2).

R U L E	A The report was located or successfully re-accomplishment:	B and the system contains the overall rating and close-out	C Then:
1	No	Yes	When authorized by AFPC/ARPC the CSS/MPF/HR Specialist or The Joint Forces Headquarters (Human Resource Office) or NGB/HR who discovers the discrepancy prepares AF Form 77. See <b>Table 5.1.</b>
2		No	When authorized by AFPC/ARPC the CSS/MPF/HR Specialist prepares AF Form 77. See <b>Table 5.1.</b>
3	Yes		File form according to <b>paragraph 1.14.1.1.</b> and update the system, if appropriate.

**Notes:**

1. The gaining Commander Support Staff/Military Personnel Flight/Human Resource (CSS/MPF/HR) Specialist, The Joint Forces Headquarters (Human Resource Office) or NGB/HR tracks missing or late evaluations. The losing CSS/MPF/HR Specialist, ARPC/DPTSE, the Joint Forces Headquarters (Human Resource Office) or NGB/HR gives the gaining CSS/MPF/HR Specialist, ARPC/DPTSE, The Joint Forces Headquarters (Human Resource Office) or NGB/HR a copy of AF Form 330, *Records Transmittal/Request*, when appropriate. Do not re-accomplish evaluations more than 18 months past the close-out date. AF Forms 77 are prepared by the CSS/MPF/HR Specialist.

2. When all attempts to find the missing evaluation fail, the HR Specialist sends an inquiry to AFPC/DP2SPE or ARPC/DPTSE (officers/SNCOs), requesting that AFPC/DP2SPE or HQ ARPC/DPTS search the history files for the EPR rating. Include in the request:

- a. All known information that may assist in identifying the missing evaluation.
- b. An account of all actions taken to find the missing EPR. For personnel with prior service, do not send a request to AFPC/DP2SP or ARPC/DPTSE for missing evaluations earlier than 120 calendar days after the date the ratee reentered to duty. The CSS/MPF/HR Specialist provides this information when requesting a search for missing APRs or EPRs on personnel with prior service:

Name, Grade, Social Security Number, Grade at separation, Date of separation, Whether an AF Form 1613, *Statement of Service*, might exist.

**Note:** If AFPC/DP2SPE or finds the rating in the history files, complete an AF Form 77 according to **Table 5.1**. When more than one evaluation is involved, the MPF/CSS/HR Specialist may prepare one AF Form 77 according to **Table 5.1**, if no gaps exist in the period of the missing evaluations. However, if the MPF/CSS/HR Specialist later receives one or more of the missing evaluations, the MPF/CSS/HR Specialist prepares one or more AF Forms 77, as required, so that periods of time in the performance record remain consecutive. If the rating is not available, comply with **Table 5.1**.

## Chapter 2

### AIRMAN COMPREHENSIVE ASSESSMENT

**2.1. Purpose.** An Airman Comprehensive Assessment (ACA) is a formal, two-way communication between a rater and ratee to discuss standards, responsibilities, expectations, and goals. Raters document the session on the ACA worksheet and use the performance feedback section to assess or discuss the objectives, standards, behavior, and performance with the ratee. Providing this information helps an individual contribute to positive communication, improve performance, and grow professionally. The following information applies to all military personnel.

#### **2.2. Responsibilities.**

##### 2.2.1. The ratee will:

2.2.1.1. Know when ACAs are due. **(T-3).**

2.2.1.2. Request a “Ratee Requested” feedback session from the rater, when needed. If a ratee requests a feedback session, the rater will provide one within 30 calendar days of the request. **(T-3).**

2.2.1.3. Provide timely notification to the rater and, if necessary, the rater’s rater, when required or requested feedback did not take place. **(T-3).**

2.2.1.4. Complete Section III on their own and review Section VII (AF Form 724), Section IX (AF Form 931), or VIII (AF Form 932) in preparation for the ACA feedback session. **(T-3).**

2.2.1.5. Sign the ACA indicating the date the supervisor conducted the feedback. **(T-3).**

##### 2.2.2. The rater will:

2.2.2.1. Know when ACAs are due and provide them, at a minimum, as required by this instruction. **(T-3).**

2.2.2.2. Use this instruction to assist in preparing for, scheduling, and conducting ACA feedback sessions. See **Tables 2.1, 2.2, 2.3, and 2.4.** **(T-3).**

2.2.2.3. Understand, demonstrate, and communicate Air Force standards and expectations such as those outlined in AFH 36-2618, *Enlisted Force Structure*, when providing ACA to personnel. **(T-3).**

2.2.2.4. Provide effective assessments by being realistic, honest, and timely. This will help the ratee improve performance and grow professionally and personally. Effective assessments may differ for each Airman but can include in-depth discussions with the ratee and written comments on the ACA form. **(T-3).**

2.2.2.5. Provide the original completed and signed ACA form to the ratee. **(T-3).**

2.2.2.6. Retain a copy of the signed and dated ACA form. The midterm ACA is required to be routed with the OPR/EPR, but will not be part the official record. See **paragraph 2.9.3** for individuals authorized to view the ACA form. **Exception:** Extremely rare circumstances may exist where a midterm ACA form is not available to be routed with the evaluation (e.g., the rater has been removed from supervisory/rater duties). **(T-3).**

2.2.2.7. The ACA form is a communication tool and is not to be used to discover or document behavior which may result in administrative or judicial action. **(T-3)**. Document behavior that deviates from AF standards through a Letter of Reprimand, Letter of Counseling, Letter of Admonishment, or Memorandum for Record. **(T-3)**.

2.2.2.8. Provide the ratee the most current AF Benefits Fact Sheet (available on AF Portal). **(T-3)**.

2.2.3. The additional rater will:

2.2.3.1. Ensure raters properly conduct timely ACA sessions. **(T-3)**.

2.2.3.2. Conduct ACA sessions when the rater is not available due to unusual circumstances or when officially assuming the rater's responsibilities. **(T-3)**.

2.2.4. The unit commander will:

2.2.4.1. Oversee the ACA program. **(T-2)**.

2.2.4.2. Consider disciplining and removing supervisory responsibilities for raters who fail to conduct proper and timely ACA sessions. **(T-2)**.

2.2.5. The Military Personnel Flight (MPF) will:

2.2.5.1. Provide guidance on the ACA program and assist Commander Support Staffs when needed. **(T-3)**.

2.2.5.2. Not be required to maintain a repository for ACAs for personnel assigned.

2.2.6. The unit will: **(T-2)**.

2.2.6.1. Develop a local tracking mechanism to ensure timely distribution of ACA notices. **(T-3)**. Raters are responsible for maintaining copies of ACA forms on their assigned ratees (RegAF only).

**2.3. Who Requires an Airman Comprehensive Assessment.** ACAs are mandatory for all RegAF and ARC Airmen, airman basic through colonel. ACA forms are not prepared when a ratee is a captive, patient, prisoner, or absent without leave. For officers receiving an AF Form 475, *Education/Training Report*, and enlisted in approved initial or advanced skills training courses, ACA forms may be completed at the discretion of the commander of the school. For performance evaluations completed on non-rated initial skills training or advanced skills training course students, academic progress reports will serve in lieu of the mandatory mid-term ACA session. **(T-3)**.

**2.4. Guidance for Conducting Airman Comprehensive Assessments Sessions.** Conduct ACA sessions face-to-face. **(T-3)**. **Exception:** When this is not feasible, sessions may be conducted by telephone. In these cases, the rater will forward the ACA form to the ratee to complete Section III and review the "Knowing Your Airman" section. After the ACA session is complete, the rater will forward the finalized form to the ratee within 10 calendar days. **(T-3)**.

**2.5. When to Conduct Documented Airman Comprehensive Assessment Sessions.** See [Table 2.1](#)

## 2.6. The Airman Comprehensive Assessment Notice.

2.6.1. The rater should receive a computer-generated notice 30 calendar days after supervision begins and again halfway between the time supervision began and the projected performance report close-out date. The notice serves to remind the rater that an ACA session is due. However, failing to receive a notice does not justify failing to or negate the rater's responsibility to conduct a required session.

2.6.2. For Air National Guard (ANG) officers, the Military Personnel Flight (MPF) will send the Airman Comprehensive Assessment notice to the rater concurrently with the OPR notice or upon initial assignment of the ratee. If the reason for the OPR is a Change of Reporting Official (CRO), the new rater will receive the ACA notice within 5 duty days after the effective date of the CRO. Conduct the ACA session no later than 60 calendar days after the OPR close-out date, initial assignment date, or effective date of CRO.

2.6.3. Since the ratee shares the responsibility to ensure ACA sessions are conducted, the ACA notice is also sent to the ratee, 30 calendar days after sending the notice to the rater (for officers) or concurrently with the notice sent to the rater (for enlisted).

2.6.4. For Individual Mobilization Augmentees, the ACA notice is sent to the supervisor's RegAF MPF for forwarding to the supervisor.

2.6.5. ANG does not currently have a standardized, automated process to create ACA notices for raters and ratees. ANG MPFs may not be able to provide raters and ratees with a computer-generated ACA notice. If computer-generated notices are not available, MPFs should use alternate forms of communication to notify raters and ratees. Mass communication from MPF to wing personnel is acceptable. Signed notices are not required for ANG personnel.

## 2.7. Airman Comprehensive Assessment Forms.

2.7.1. For second lieutenant through colonel, use AF Form 724. See [Table 2.4](#) for instructions.

2.7.2. For MSgt (including selects) through CMSgt, use AF Form 932. See [Table 2.3](#) for instructions.

2.7.3. For AB through TSgt, use AF Form 931. See [Table 2.2](#) for instructions.

**2.8. Preparing the Airman Comprehensive Assessment Worksheet.** The ACA form should outline the issues discussed during the ACA session; however, it is primarily a guide for conducting the assessment session, not a transcript. Therefore, omission of an issue from the form does not, by itself, constitute proof that the issue was not discussed.

2.8.1. The ACA form may be handwritten or typed by the rater providing the assessment.

## 2.9. Disposition and Access.

2.9.1. Do not make the ACA form an official part of any personnel record (including Personal Information Files) nor use it in any personnel action with the exception of [paragraph 2.9.3. \(T-1\)](#). **Note:** At a minimum, the rater will maintain a copy of the Airman Comprehensive Assessment worksheet until the evaluation becomes a matter of record.

2.9.2. The ratee may grant access to the completed form at his/her discretion.



2.9.3. The ACA form may not be reviewed by anyone other than the rater, ratee and authorized personnel as outlined in the following paragraphs, specifically for the purposes of completing performance evaluations. It may not be introduced in any other personnel action unless the ratee first introduces it, or alleges either an ACA session was not conducted or the sessions were inadequate. **(T-1)**.

2.9.3.1. For enlisted, the additional rater, rater's rater (when the additional rater is not also the rater's rater), Commander's Support Staff, First Sergeant, squadron/group superintendents or equivalent, squadron/group/wing commanders or equivalent, Forced Distributor, Military Personnel Flight personnel, command chief, final evaluator, and functional examiner/Air Force advisor (when applicable) are authorized access to the ACA form specifically for the purpose of completing and processing performance evaluations. **(T-1)**.

2.9.3.2. For officers, the additional rater, Commander's Support Staff, First Sergeant, squadron/group/wing commanders or equivalent, reviewer, functional examiner/Air Force advisor (when applicable), and Military Personnel Flight personnel are authorized access to the ACA form specifically for the purpose of completing and processing performance evaluations. **(T-1)**.

2.9.4. Temporary Duty (TDY) supervisors may conduct assessments and complete ACA forms. However, the form will not be sent to the home station rater. **(T-1)**. A memo will be sent to the home station rater if there are any issues the temporary supervisor may wish to address. **Exception:** If the TDY rater has been officially designated as the ratee's reporting official, an ACA is required.

**2.10. Failure to Conduct or Document an Airman Comprehensive Assessment Session.** While documented ACA sessions are required by this instruction, they do not replace informal day-to-day communication and feedback. A rater's failure to conduct a required or requested ACA session or failure to document the session on an ACA form, will not, of itself, invalidate any subsequent performance report or PRF.

**2.11. Tracking Airman Comprehensive Assessments Sessions.** Unit commanders may establish procedures beyond those provided in this instruction to check ACA completion compliance provided those procedures do not violate [paragraph 2.9.3](#).

**Table 2.1. Airman Comprehensive Assessment Requirements.**

<b>R</b>	<b>A</b>	<b>B</b>
<b>U</b>	<b>If the ratee is</b>	<b>then the ratee requires the following feedback</b>
<b>L</b>		
<b>E</b>		
<b>1</b>	a CMSgt or a colonel	Initial (See Notes 1 & 4)
<b>2</b>	a MSgt or SMSgt, major or lieutenant colonel	Initial (See Notes 1 & 4) Midterm (See Notes 2 & 4) End-of-reporting period (See Note 3)

3	an AB, Amn or A1C (who has already received an EPR), a SrA through TSgt, a lieutenant through captain (see Notes 6 & 7)	Initial (See Notes 1 & 4) Midterm (See Notes 2 & 4) End-of-reporting period (See Note 3)
4	an AB, Amn or A1C (with less than 20 months Total Active Federal Military Service or less than 20 months Date Initial Entry Uniformed Services for ARC )	Initial (See Note 1) Midterm (See Note 5)
5	an AB through colonel	Requested by Ratee (See Note 8)
6	an AB through colonel	When determined necessary by the rater

**Notes:**

1. The rater must conduct the initial feedback session within the first 60 calendar days he/she initially begins supervision. This will be the ratee's only initial feedback until they have a change of reporting official. For CMSgts and colonels, this is the only feedback required.
2. The rater must conduct the midterm feedback session midway between the date supervision begins and the projected close-out date of the next OPR/EPR.
3. The rater conducts an End-of Reporting Period feedback session when an evaluation has been accomplished. This session must be conducted within 60 calendar days of the close-out of the evaluation and serves two distinct purposes. The first purpose is to review and discuss with the ratee the previous reporting period and resulting OPR/EPR. The second purpose is to establish expectations for the new reporting period. This feedback may be accomplished using evaluation that just closed or a new AF Form 931/724. **Note: (Officers only)** If the evaluation is due to a change of reporting official, the new rater will be required to do an initial feedback in addition to the feedback performed by the previous rater during the presentation of the evaluation.
4. ARC personnel are not required to complete an Airman Comprehensive Assessment for a member who is pending separation or discharge under AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.
5. After the initial feedback session is conducted, conduct a (midterm) feedback session every 180 calendar days until the rater writes an EPR or a change of reporting official occurs.
6. If the ratee is due an annual evaluation and the period of supervision is less than 150 days, the rater conducts the feedback session approximately 60 calendar days before the projected evaluation close-out date.
7. **(Officers only)** If the ratee is getting a change of reporting official evaluation and time permits, the rater will hold a feedback session within 60 calendar days of the close-out date, but not later than 30 calendar days prior.
8. When a ratee requests a feedback session, the rater must conduct a session within 30 calendar days of the ratee's request if at least 60 calendar days have passed (at the rater's discretion) since the last feedback session.

**Table 2.2. Preparing AF Form 931, Airman Comprehensive Assessment (AB thru TSgt).**

<b>SECTION I. RATEE IDENTIFICATION DATA (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>1</b>	Name	In all upper case, enter last name, first name, middle initial, and any suffix (i.e. JR., SR, III). If there is no middle initial, the use of No Middle Name "NMI" is optional.
<b>2</b>	Rank	Self-explanatory
<b>3</b>	Unit	Enter information as of the ACA completion date. The goal is an accurate description of what unit the ratee belongs. For Individual Mobilization Augmentees, Participating Individual Ready Reserve (PIRR) and PIRR Cat E, information will be that of unit of attachment.
<b>SECTION II. TYPE OF ASSESSMENT (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>4</b>	Type of Assessment	Indicate whether the assessment is initial, midterm, follow-up, ratee requested, or rater directed. Sections VI, VII and VIII will not be completed during initial feedback sessions.  Once Section II is completed the rater forwards the ACA form to the ratee to assess himself/herself. The information captured during the self-assessment will assist the rater when accomplishing the remaining areas of the overall assessment.
<b>SECTION III. SELF-ASSESSMENT (to be completed by ratee)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>5</b>	Responsibility, Accountability, Air Force Culture, and Self	Ratee will place a "Y" in the block indicating they understand the importance of the self-assessment area or a "N" to indicate they need more information from the rater in order to make a self-assessment in that area.  After the ratee completes the self-assessment they will return the ACA form to the rater.

	<b>SECTION IV. AIRMAN'S CRITICAL ROLE IN SUPPORT OF THE MISSION (to be completed by rater)</b>	
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>6</b> Airman's Critical Role in Support of the Mission	Completed by the rater to identify the ratee's critical role in achieving mission success.
	<b>SECTION V. INDIVIDUAL READINESS INDEX (to be completed by rater)</b>	
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>7</b> Individual Readiness Index	Rater consults Unit Deployment Manager to identify ratee's current deployment status and AEF Indicator.  Rater will place an "R" in the first box indicating the ratee's readiness status as currently not deployable or "G" if the ratee's current readiness status is deployable.
<b>8</b>	AEF Indicator	Rater will identify the AEF Indicator in the second box.
	<b>SECTION VI. PERFORMANCE: LEADERSHIP/PRIMARY DUTIES/FOLLOWERSHIP/TRAINING (to be completed by rater)</b>	
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>9</b> Task Knowledge/Proficiency	Consider the quality, quantity, results, and impact of the Airman's knowledge and ability to accomplish tasks. See Note.
<b>10</b>	Initiative/Motivation	Describes the degree of willingness to execute duties, motivate team members, and develop innovative new processes. See Note.
<b>11</b>	Skill Level Upgrade Training	Consider skill level awarding course, CDC timeliness and/or completion, course exam results, and completion of core task training. Mark "N/A" for Airmen that possess required skill level/training. See Note.
<b>12</b>	Duty Position Requirements, qualifications, and certifications	Consider duty position qualifications, career field certifications (if applicable), and readiness requirements. Mark "N/A" for Airmen that possess training commensurate with grade prior to reporting period. See Note.

<b>13</b>	Training of others	Consider the Airman's effort and impact made by training others. Mark "N/A" for Airmen with no valid opportunity to train. See Note.
<b>14</b>	Comments	Provide specific comments tailored to those areas assessed in Section VI.
<b>SECTION VII. FOLLOWERSHIP/LEADERSHIP (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>15</b>	Resource utilization (e.g. time management, equipment, manpower and budget)	Consider how effectively the Airman utilizes resources to accomplish the mission. See Note.
<b>16</b>	Comply with/enforce standards	Consider personal adherence and enforcement of fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. See Note.
<b>17</b>	Communication skills	Describes how well the Airman receives and relays information, thoughts, and ideas up and down the chain of command (includes listening, reading, speaking, and writing skills); fosters an environment for open dialogue. See Note.
<b>18</b>	Caring, respectful and dignified environment (teamwork)	Rate how well the Airman selflessly considers others, values diversity, and sets the stage for an environment of dignity and respect, to include promoting a healthy organizational climate. See Note.
<b>19</b>	Comments	Provide specific comments tailored to those areas assessed in Section VII.
<b>SECTION VIII. WHOLE AIRMAN CONCEPT (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>20</b>	Air Force Core Values	Consider how well the Airman adopts, internalizes and demonstrates our Air Force Core Values. See Note.
<b>21</b>	Personal and Professional Development	Consider the amount of effort the Airman devoted to improve themselves and their work center/unit through education and involvement. See Note.

22	Esprit de corps and community relations	Consider how well Airman promotes camaraderie, embraces esprit de corps, and acts as an Air Force ambassador. See Note.
23	Comments	Provide specific comments tailored to those areas assessed in Section VIII.
<b>SECTION IX. KNOWING YOUR AIRMAN (to be completed during formal feedback between rater and ratee)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
24	Questions 1-7	Completed during Airman Comprehensive Assessment session discussion. Provides questions designed to facilitate open communication between the ratee/rater and may trigger areas and/or specific items which need to be probed in more depth. These questions are not intended to be all encompassing. The purpose is to help start the conversation on the particular item, not make it an interrogation. Items 6 and 7 are designed to receive feedback from the ratee and to set specific expectations for the ratee's growth.
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
25	Ratee/Rater Signature and Date	In the instance where digital signatures are not used, sign in reproducible blue or black ink and handwrite or date stamp the date. Do not sign blank forms or sign before the Airman Comprehensive Assessment completion date (only on the date of completion). The forms have digital capability; the use of digital signatures is optional.
<b>Note:</b> Use the appropriate word picture/rating assigned to each area on the performance assessment when filling out the Airman Comprehensive Assessment.		

**Table 2.3. Preparing AF Form 932 (MSgt - CMSgt) Airman Comprehensive Assessment.**

<b>SECTION I. RATEE IDENTIFICATION DATA (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
1	Name	In all upper case, 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.
2	Rank	Self-explanatory

3	Unit	<p>Enter information as of Airman Comprehensive Assessment completion date. The goal is an accurate description of what unit the ratee belongs.</p> <p>For IMAs, PIRR and PIRR Cat E, information will be that of unit of attachment.</p> <p>Information will be in all upper/lower case.</p>
<b>SECTION II. TYPE OF ASSESSMENT (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
4	Type of Assessment	<p>Indicate whether the assessment is initial, mid-term, ratee requested, or rater directed (Sections VI and VII will not be completed during initial feedback sessions).</p> <p>Once Section II is completed the rater forwards the Airman Comprehensive Assessments to the ratee who will assess himself/herself. The information captured during the self-assessment will assist the rater when accomplishing the remaining areas of the overall assessment.</p>
<b>SECTION III. SELF ASSESSMENT (to be completed by ratee)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
5	Responsibility, Accountability, Air Force Culture, and Self	<p>Ratee will place a “Y” in the block indicating they understand the importance of the self-assessment area, or a “N” to indicate they need more information from the rater in order to make a self-assessment in that area.</p> <p>After the ratee completes the self- assessment they will return the Airman Comprehensive Assessment to the rater.</p>

<b>SECTION IV. AIRMAN'S CRITICAL ROLE IN SUPPORT OF THE MISSION (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>6</b>	Airman's Critical Role in Support of the Mission	Completed by the rater to identify the ratee's critical role in achieving mission success.
<b>SECTION V. INDIVIDUAL READINESS INDEX (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>7</b>	Individual Readiness Index	Rater consults Unit Deployment Manager to identify ratee's current deployment status and AEF Indicator.  Rater will place an "R" in the first box indicating the ratee's readiness status as currently non-deployable or "G" if the ratee's current readiness status is deployable.
<b>8</b>	AEF Indicator	Rater will identify the AEF Indicator in the second box.
<b>SECTION VI. PERFORMANCE: LEADERSHIP/PRIMARY DUTIES/ FOLLOWERSHIP/TRAINING (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>9</b>	Mission Accomplishment	Consider the Airman's ability to lead and produce timely, high quality/quantity, mission-oriented results. See Note.
<b>10</b>	Resource Utilization (e.g. time management, equipment, manpower and budget)	Consider how effectively the Airman leads their team to utilize their resources to accomplish the mission. See Note.
<b>11</b>	Team Building	Consider the amount of innovation, initiative and motivation displayed by the Airman and their subordinates (collaboration). See Note.
<b>12</b>	Mentorship	Consider how well Airman knows their subordinates, accepts personal responsibility for them, and is accountable for their professional development. See Note.



<b>13</b>	Communication Skills	Describes how well the Airman communicates (includes listening, reading, speaking and writing skills) in various mediums, translates superiors' direction into specific tasks and responsibilities, fosters an environment for open dialogue and enhances communication skills of subordinates. See Note.
<b>14</b>	Complies with/enforces standards	Consider personal adherence and how the Airman fosters an environment where everyone enforces fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. See Note.
<b>15</b>	Duty Environments	Rate how well the Airman establishes and maintains caring, respectful, and dignified environments while valuing diversity, to include promoting a healthy organizational climate. See Note.
<b>16</b>	Training	Describes how well the Airman and his/her team complies with upgrade, duty position, and certification requirements. See Note.
<b>17</b>	Comments	Provide specific comments tailored to those areas assessed in Section VI.
<b>SECTION VII. WHOLE AIRMAN CONCEPT (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>18</b>	Air Force Core Values	Consider how well the Airman adopts, internalizes, demonstrates and insists on adherence of our Air Force Core Values of Integrity First, Service Before Self and Excellence in All We Do. See Note.
<b>19</b>	Personal and Professional Development	Consider effort the Airman devoted to improve their subordinates, their work center/unit and themselves. See Note.
<b>20</b>	Esprit de corps and community relations	Consider how well Airman promotes camaraderie, enhances esprit de corps, and develops Air Force ambassadors. See Note.
<b>21</b>	Comments	Provide specific comments tailored to those areas assessed in Section VII.

<b>SECTION VIII. KNOWING YOUR AIRMAN (to be completed during formal feedback)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>

22	Questions 1-7	Completed during Airman Comprehensive Assessment session discussion. Provides questions designed to facilitate open communication between the ratee/rater and may trigger areas and/or specific items which need to be probed in more depth. These questions are not intended to be all encompassing. The purpose is to help start the conversation on the particular item, not make it an interrogation. Items 6 and 7 are designed to receive feedback from the ratee and to set specific expectations for the ratee's growth.
23	Ratee/Rater Signature and Date	In the instance where digital signatures are not used, sign in reproducible blue or black ink and handwrite or date stamp the date. Do not sign blank forms or sign before the Airman Comprehensive Assessments completion date (only on the date of completion). The forms have digital capability; the use of digital signatures is optional.
<b>Note:</b> Use the appropriate word picture/rating assigned to each area on the performance assessment when filling out the Airman Comprehensive Assessment.		

**Table 2.4. Preparing AF Form 724 (Lt thru Col) Airman Comprehensive Assessment.**

<b>SECTION I. RATEE IDENTIFICATION DATA (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
1	Name	In all upper case, 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.
2	Rank	Self-explanatory
3	Unit	Enter information as of Airman Comprehensive Assessment completion date. The goal is an accurate description of what unit the ratee belongs. For IMAs, PIRR and PIRR Cat E, information will be that of unit of attachment.
<b>SECTION II. TYPE OF ASSESSMENT (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>

4	Type of Assessment	Indicate whether the assessment is initial, mid-term, follow-up, ratee requested, or rater directed (Section VI and will not be completed during initial feedback sessions).  Once Section II is complete the rater forwards the Airman Comprehensive Assessment to the ratee who will assess himself/herself. The information captured during the self-assessment will assist the rater when accomplishing the remaining areas of the overall assessment.
<b>SECTION III. SELF ASSESSMENT (to be completed by ratee)</b>		
I T E M	A	B
	<b>Heading</b>	<b>Instructions</b>
5	Responsibility, Accountability, Air Force Culture, and Self	Ratee will place a “Y” in the block indicating they understand the importance of the self-assessment area, or a “N” to indicate they need more information from the rater in order to make a self-assessment in that area.  After the ratee completes the self- assessment they will return the Airman Comprehensive Assessment to the rater.

<b>SECTION IV. AIRMAN’S CRITICAL ROLE IN SUPPORT OF THE MISSION (to be completed by rater)</b>		
I T E M	A	B
	<b>Heading</b>	<b>Instructions</b>
6	Airman’s Critical Role in Support of the Mission	Completed by the rater to identify the ratee’s critical role in achieving mission success.
<b>SECTION V. INDIVIDUAL READINESS INDEX (to be completed by rater)</b>		
I T E M	A	B
	<b>Heading</b>	<b>Instructions</b>
7	Individual Readiness Index	Rater consults Unit Deployment Manager to identify ratee’s current deployment status and AEF Indicator. Rater will place an “R” in the first box indicating the ratee’s readiness status as currently non-deployable or “G” if the ratee’s current readiness status is deployable.

8	AEF Indicator	Rater will identify the AEF Indicator in the second box.
<b>SECTION VI. PERFORMANCE FEEDBACK (to be completed by rater): Self-explanatory</b>		
<b>SECTION VII. KNOWING YOUR AIRMAN (to be completed during formal feedback between rater and ratee)</b>		
<b>I T</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
9	Questions 1 – 7	Completed during Airman Comprehensive Assessment session discussion. Provides questions designed to facilitate open communication between the ratee/rater and may trigger areas and/or specific items which need to be probed in more depth. These questions are not intended to be all encompassing. The purpose is to help start the conversation on the particular item, not make it an interrogation. Items 6 and 7 are designed to receive feedback from the ratee and to set specific expectations for the ratee's growth.
10	Ratee/Rater Signature and Date	In the instance where digital signatures are not used, sign in reproducible blue or black ink and handwrite or date stamp the date. Do not sign blank forms or sign before the Airman Comprehensive Assessment completion date (only on the date of completion). The forms have digital capability; the use of digital signatures is optional.
<b>Note:</b> Use the appropriate word picture/rating assigned to each area on the performance assessment when filling out the Airman Comprehensive Assessment.		

## Chapter 3

### OFFICER PERFORMANCE EVALUATIONS (OPRS)

**3.1. General Guidelines.** See [Chapter 1](#) for general processing guidance applicable to all evaluations.

**3.2. Purpose.**

3.2.1. Evaluation ratings are used to document performance and potential as well as provide information for making promotion recommendation, selection, or propriety action; selective continuation; involuntary separation; selective early retirement; assignment; school nomination and selection; and other management decisions. Therefore, evaluators at all levels must use caution to prevent inflation; it is important to distinguish performance among peers and is a disservice to all officers when OPR ratings are inflated.

3.2.2. Marking Ratings (wet signatures only). When electronic ratings are not used, enter hand-marked ratings after signing the evaluation to prevent erroneous entry of ratings by other personnel. When hand-marking, use only reproducible dark blue or black ink.

**3.3. Who Requires an OPR.**

3.3.1. All colonels and below (except brigadier general selects), not being evaluated using AF Form 475 (see [paragraph 6.1](#)), or as specified in [paragraph 3.4](#). See [Tables 3.2](#) and [3.3](#).

3.3.2. Any individual being released from RegAF to the ARC (participating or non-participating) if there have been 60 calendar days or more since the closeout of the last OPR.

3.3.3. Officers filling an authorized 365-day extended deployment billet who have at least 120 calendar days of supervision prior to departing for the deployment. See [paragraph 3.9](#).

3.3.4. Officers placed in prisoner status, appellate leave, or who are in Absent Without Leave status.

3.3.5. Officers whose separation/retirement is withdrawn. An evaluation is due if the officer's separation/retirement is withdrawn or cancelled. If the original projected close-out date has not passed, then it will remain the same. If the original projected close-out date has passed, the close-out date will be the date of the official withdrawal, cancellation, or as soon as the rater has 120 calendar days of supervision, whichever occurs first. The reason for the evaluation is "annual/biennial".

**3.4. Who Does Not Require an OPR.**

3.4.1. Deployed commanders will use AF Form 77, Letter of Evaluation (LOE).

3.4.2. Brigadier General selects. See [Chapter 7](#).

3.4.3. AFR officers in a non-pay status PAS Code: S7XXXXXX).

3.4.4. Officers who are in full-time student (functional category: L) or patient status.

3.4.5. Officers in the Wounded Warrior or Career Intermission Programs.

3.4.6. Individuals who died on active duty. However, if the death occurred on or after the close-out date of an evaluation that was already being processed, it becomes an optional evaluation.

3.4.7. When the criteria under [paragraphs 3.4.8](#) (retirement) or [3.4.9](#) (separation) are met, an annual evaluation becomes optional. The rater may opt to write an evaluation and the ratee may request an evaluation be written. If the rater chooses to submit an optional evaluation, the evaluation is written (regardless of whether the ratee wants the evaluation to be written or not). If the rater decides to submit an evaluation requested by the ratee, the senior rater decides whether an evaluation will be written. If the rater does not wish to submit an evaluation, the senior rater may direct an evaluation be written.

3.4.8. Officers with an approved retirement date, provided all the following criteria below are met:

3.4.8.1. The approved retirement date is within 1 year of the projected annual/biennial close-out date of the evaluation. **Example:** If the approved retirement date is 1 Jun 20 and if the close-out date is 1 Jun 19 or later, no evaluation is required. However, if the close-out date is 31 May 19 or earlier, then an evaluation is required.

3.4.8.2. The retirement application was approved prior to the projected annual/biennial close-out date. **Example:** If the close-out date is 1 Jun 19, and the retirement application was approved on 1 Jun 19 or earlier, no evaluation is required. However, if the retirement application was not approved until 2 Jun 19 or later, then an evaluation is required.

3.4.8.3. The officer will not be considered for promotion, selective continuation, or selective early retirement by a HAF central selection board or a Reserve of the Air Force (ResAF) selection board before retirement.

3.4.9. Officers with an approved separation date, provided the following criteria below are met:

3.4.9.1. The officer voluntarily resigns his/her commission, has fulfilled his/her military service obligation, and is not requesting or accepting a ResAF commission (RegAF officers) or retaining a ResAF commission (Reserve officers) or transferring to another service. Reminder—evaluations are mandatory for anyone being released from RegAF to the ANG or AFR under the Palace Chase or Palace Front Programs.

3.4.9.2. The officer is RegAF and voluntarily resigns his/her commission, or is a Reserve officer, and is granted release from RegAF in lieu of action under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, or court-martial. **Note:** The evaluation is mandatory following court-martial conviction.

3.4.9.3. The officer is involuntarily discharged or released from RegAF under AFI 36-3206 and AFI 36-3207, *Separating Commissioned Officers*; unless transferring to the ANG/AFR, i.e., Force Management.

### 3.5. When to Submit an OPR.

3.5.1. AF Form 707 for RegAF and Air National Guard (ANG) officers. See [Table 3.2](#).

3.5.2. AF Form 707 for USAF Reserve (AFR) officers. See [Table 3.3](#).

3.5.3. AF Form 78. See [Chapter 7](#).

**3.6. Annual Reports.** RegAF and ARC officers' reports will close-out one year from the close-out date of the last evaluation. The first evaluation will close-out one year minus one day from

the Entered Active Duty date. For example, the officer's Extended Active Duty date is 15 Jun 18 then the close-out date would be 14 Jun 19.

### **3.7. Change of Reporting Official Reports (including emergencies or no-notice departures).**

3.7.1. Use the day before the effective date of the change for the close-out date.

3.7.2. When the rater or ratee is pending separation, retirement, or PCS, the close-out date will be 30 calendar days before the projected departure date, unless:

3.7.2.1. The 30-day rule will cause a ratee to be ineligible for an evaluation due to a lack of supervision. Then the close-out date must be adjusted to the date on which the rater achieves the required number of days of supervision, but no later than one day before the departure date. If the rater does not have the required supervision by the day before the departure date, a report is not required.

3.7.2.2. Approved by the commander, to record significant events. Then adjust the close-out date accordingly. Significant events are things such as AF-level awards or derogatory information resulting in a referral evaluation, not simply additional daily achievements. However, the adjusted close-out date must be before the projected departure date and this *only* applies to change of reporting official reports.

3.7.2.3. If the ratee is a ResAF officer, adjust the close-out date within the 30-calendar day window to the date the ratee completes the minimum 16-point, and 120 calendar days of supervision requirement.

3.7.3. Change of reporting official evaluations resulting from a ratee's or rater's deployment are waived provided the ratee has received an evaluation within 180 calendar days of the deployment date and the ratee's performance is not of a referral nature.

### **3.8. Directed by HAF, NGB, or Commander (MAJCOM, wing, group, or squadron, as appropriate).**

3.8.1. Message-Directed. Use the date specified in the message directing the evaluation.

3.8.2. Missing in Action/Captured/Detained. Use the date the ratee was placed in Missing in Action, captured, or detained in captive status.

3.8.3. Control Roster Placement. Use one day before being placed on the control roster if the evaluation is directed as a result of placement on the control roster.

3.8.4. Control Roster Removal. Use one day before expiration and/or removal from the control roster if directed as a result of being removed or upon completion of the control roster observation period.

3.8.5. Otherwise Directed. Use the date as otherwise directed by the commander. See [Tables 3.2](#) and [3.3](#).

**3.9. 365-day Extended Deployment OPRs. Note:** These instructions apply only to members selected to fill an official Extended Deployment requirement. Do not use these instructions for members filling other requirements, even though they may be extended to or beyond 365 calendar days.

3.9.1. Home Station Rating Chain Responsibilities:

### 3.9.1.1. Prior To Departure:

3.9.1.1.1. If there has been at least 120 calendar days of supervision, the home station Commander Support Staff/Human Resource (CSS/HR) Specialist will generate a change of reporting official evaluation.

3.9.1.1.2. If there has been less than 120 calendar days of supervision, an informal letter of evaluation is required and the home station CSS/HR Specialist will send the letter of evaluation to the deployed Personnel Support for Contingency Operations when the member's annual evaluation becomes due. The deployed rater may or may not use the information when preparing the annual evaluation.

3.9.1.1.3. If there has been less than 120 calendar days of supervision, but it has been more than 1 year since the member's last evaluation, only 60 calendar days of supervision will trigger an annual evaluation.

3.9.1.1.4. If the deployed rater is known prior to departure, the CSS/HR Specialist will update the deployed rater. When the rater is not known, use the home station commander as a temporary rater. This will facilitate home station and deployed commander's direct line of communication to ensure the rating chain is established and updated in a timely matter. **Example:** If the data is not updated immediately, a feedback notification will produce within 30 calendar days and that should remind the commander that the deployed data needs to be updated.

3.9.1.2. Upon Arrival in the Area of Responsibility: The home station CSS/HR Specialist will coordinate with the deployed Personnel Support for Contingency Operations team and update MilPDS to reflect the member's deployed duty title and Duty Air Force Specialty Code effective the date the member arrives in the Area of Responsibility. They will also update the deployed rater if the rater was unknown prior to departure. All updates should be completed as soon as possible but no later than 30 calendar days after the member arrives in the Area of Responsibility.

3.9.1.2.1. Duty Title format: All Extended Deployment personnel duty titles will be standardized to reflect the Extended Deployment "duty title/country" assigned. If space allows, include the unit assigned. **Example:** "Commander, 442 ECS/Iraq" or "Comm Mentor, Geographically Separated Unit /Afghanistan."

3.9.1.2.2. When determining the deployed rating chain, the rater should be the person who directly supervises the member's day-to-day activities. The unit that owns the Unit Line Number will determine the rating chain. Raters may be in any United States or foreign military service or a civilian in a supervisory position, and must be in a grade equal to or higher than the ratee. In joint environments, an Air Force unit will be designated to have administrative control responsibilities. With regard to evaluations, this involves managing the evaluation program, ensuring evaluations are accomplished on individuals on extended deployments, formal Letters of Evaluation are accomplished on deployed commanders, and decorations and informal Letters of Evaluation are processed per local and MAJCOM direction. Administrative Control responsibility does not necessarily extend to writing the evaluations on those attached to the Air Force unit for Administrative Control purposes.

3.9.1.3. Upon Return from the Area of Responsibility:



- 3.9.1.3.1. The home station CSS/HR Specialist will change the member's rater, Duty Air Force Specialty Code, and duty title in MilPDS to reflect home station (post-deployment) information.
- 3.9.1.3.2. The home station senior rater/commander will continue to complete the commander's review/reviewer's (senior rater) portion of all evaluations, including those completed by the deployed rating chain.
- 3.9.1.4. Senior Rater Responsibilities: The senior rater matched to the ratee's home station PAS code must perform senior rater duties. Home station senior raters will prepare a PRF for promotion-eligible officers (officers will be on the home station senior rater's Master Eligibility List and will meet respective Management Level Review).
- 3.9.1.5. Interrogators Training Report (TR): Officers who attend the Interrogator training program will receive a TR upon graduation from the course. The 314 TRS/CC will sign all TRs. These TRs (officer and enlisted) will be updated in MilPDS. The start date will be based off of the previous evaluation close-out date and the end date will be based upon the graduation date. See [Table 6.3](#) for update procedures.
- 3.9.1.6. Annual evaluations that become due while in the Area of Responsibility.
- 3.9.1.6.1. Extended (365-day) Deployments: The deployed rater will prepare the evaluation if an annual evaluation becomes due while deployed and the deployed rater has had at least 120 calendar days of supervision, the evaluation will be prepared by the deployed rater. If the deployed rater has not had 120 calendar days of supervision, the close-out will be extended out to where there will be 120 calendar days of supervision. If an annual evaluation was accomplished earlier in the deployment, and there has been at least 60 calendar days but less than 120 calendar days of supervision by the time the member departs, an informal Letter of Evaluation will be prepared.
- 3.9.1.6.2. All others. The evaluation will be prepared by the home station rater. If there was not at least 120 calendar days of supervision before the departure, the close-out date will be extended until the member returns and the number of days of supervision is 120 calendar days. Home station and deployed raters are encouraged to work together in preparing the evaluation.
- 3.9.1.7. Home station and deployed commanders will ensure a direct line of communication to the deployed rating chain is established to preclude evaluations not being completed at the deployed location. This is very important, as a majority of individuals on extended deployments may have individuals from other services in their rating chains. The commander's direct involvement in this area is critical and will preclude any problems.
- 3.9.2. Personnel Support for Contingency Operations Team Responsibilities: The owning Personnel Support for Contingency Operations team will be responsible for tracking the evaluations on all deployed personnel filling extended deployment billets.
- 3.9.3. Deployed Rating Chain Responsibilities.
- 3.9.3.1. Updates: Ensure the home station has updated MilPDS to reflect member's Duty Air Force Specialty Code, duty title and deployed rater.
- 3.9.3.2. Feedback: Perform initial and mid-term feedback in accordance with [Chapter 2](#).

3.9.3.3. Evaluations: The deployed rater (and additional rater[s]) will render an evaluation on an officer (OPR, AF Form 707), under the following circumstances:

3.9.3.3.1. The individual is assigned to a legitimate 365-day extended deployment requirement.

3.9.3.3.2. There has been at least 120 calendar days of supervision.

3.9.3.3.3. Upon completion of the extended deployment.

3.9.3.3.4. If the individual is an officer filling a commander's billet. An OPR versus the formal Deployed CC Letter of Evaluation will be required.

3.9.3.3.5. If the deployed rater changes after 120 calendar days of supervision, a change of reporting evaluation must be completed. **Note:** Multiple evaluations may result and are authorized under these circumstances.

3.9.3.3.6. If the ratee is returned early or the deployed rater changes prior to completing 120 calendar days supervision, an informal Letter of Evaluation is required. 60 calendar days minimum supervision is required.

3.9.3.4. Evaluation Form: For instructions on completing the AF Form 707. See [Table 3.1](#).

3.9.3.4.1. The deployed rating chain completes the evaluation through the additional rater's comments/signature.

3.9.3.4.1.1. AF Form 707: Sections I through V.

3.9.3.4.2. Provide recommended comments for the reviewer (senior rater) when applicable.

3.9.3.4.3. Forward the evaluation to the home station rating chain for completion.

3.9.3.4.3.1. AF Form 707: Sections VI through VIII.

3.9.3.5. Two General Officers in Rating Chain: Currently [paragraph 1.4.11.4.2](#) prohibits multiple general officers from serving as evaluators on performance evaluations. See [paragraph 1.7.1.7](#) for exceptions.

3.9.3.5.1. Deployed General Officer Raters: Evaluation will qualify as a single evaluator and no additional rater will be required. Complete rater block and forward evaluation to the home station senior rater.

3.9.3.5.2. Deployed General Officer Additional Raters:

3.9.3.5.2.1. Provide recommended comments for the reviewer (senior rater) when applicable.

3.9.3.5.2.2. Complete the additional rater block and forward to the home station senior rater/unit commander.

3.9.3.5.3. Home Station Rating Chain: If one of the following situations apply, enter the applicable mandatory statement in the feedback comment section of the evaluation:

3.9.3.5.3.1. Evaluations signed by a deployed general officer and the home station senior rater is a general officer. See [paragraph 1.7.1.7](#).

3.9.3.5.3.2. Evaluations Signed by a deployed officer who outranks the home station senior rater. See [paragraph 1.7.1.6](#)

3.9.4. Evaluations required during deployments:

3.9.4.1. Raters will submit annual evaluations when one year has passed (for AFR, biennial if two years has passed) since the close-out date of the last evaluation and the period of supervision has been at least 120 calendar days. See [Tables 3.2](#) and [3.3](#)

3.9.4.2. ANG and AFR officers ordered to Extended Active Duty under 10 U.S.C. § 12304 ordered to active duty other than during war or national emergency, or under 10 U.S.C. § 12302, continue to receive OPRs according to [Tables 3.1](#) and [3.2](#). Officers ordered to Extended Active Duty under 10 U.S.C. § 12301 (war or national emergency) receive evaluations under the RegAF list provisions in this instruction.

3.9.5. Evaluations rendered in the combat zone or at noncombat ports and MPFs. All provisions of this instruction remain in effect, except:

3.9.5.1. Authorities waive change of Reporting Official evaluations resulting from the deployment to the combat zone, provided the ratee has received an evaluation within 180 calendar days of the deployment date and the ratee's performance meets minimum standards. For ratees not meeting minimum standards, prepare a referral evaluation and process it according to [paragraph 1.10](#).

3.9.5.2. Individual Mobilization Augmentees or those who are members of AFR mobilized units receive OPRs as required for other Airmen in the RegAF according to [Table 3.2](#).

3.9.6. Evaluator Requirements and Procedures for OPRs.

3.9.6.1. Minimum grade requirements for senior raters and reviewers remain unchanged. See [paragraph 1.5](#).

3.9.6.2. Rater, additional rater and final evaluator requirements remain unchanged. See [paragraph 1.5](#). The rater cannot be substituted for any reason other than those outlined in [paragraph 1.7](#).

3.9.6.3. If the OPR rater is also the reviewer, leave Section V, Additional Rater's Overall Assessment, blank and include the following statement in Section VI, Reviewer's comments block: "THE RATER IS ALSO THE REVIEWER." The rater digitally signs the rater, additional rater, and reviewer blocks (signature elements are optional). If the OPR additional rater is also the reviewer, enter the additional rater's comments in Section V, Additional Rater Overall Assessment, and include the following statement in Section VI, Reviewer's comments block: "THE ADDITIONAL RATER IS ALSO THE REVIEWER." The additional rater signs both the additional rater and the reviewer block.

3.9.6.4. "In-place" Additional Rater. Commanders may authorize the next evaluator in the rating chain (the additional rater's rater) or "in-place" additional rater to assume the responsibilities of the additional rater when the additional rater is unable to perform evaluator duties due to deployment. When this occurs, Section V must include a statement explaining why the original additional rater did not prepare the evaluation (ex: additional rater deployed as of close-out date). **Note:** The "in-place" additional rater is defined as the person responsible for the original additional rater's normal day-to-day duties. To

endorse the evaluation, this individual must still meet additional rater grade requirements as defined in [paragraph 1.5.2.2](#).

- 3.9.6.4.1. When the squadron or group commander is deployed and is the additional rater or completes the commander review, the “acting” commander on G-series orders may be substituted as the additional rater or commander’s review. An officer cannot serve as an “acting commander” and/or be identified or described as an “acting commander” on an evaluation. Either the officer is a commander on G-Series orders or he/she is not a commander (whether by title or description). In order to document an officer filling the position in the commander's absence, use examples such as “served as commander for 3 separate weeks” or “assumed commander duties for 6 months” or “filled in as commander 5 separate weeks”.
- 3.9.6.5. For deployed senior raters. Vice wing commanders may assume the responsibilities of the senior rater/wing commander for Officer Evaluation System forms only when placed on G-series orders and designated by the Management Level as the senior rater.
- 3.9.6.6. Comments are mandatory when there is significant disagreement with the previous evaluator. Evaluators must make specific comments to justify referral ratings.
- 3.9.7. Referral Evaluation Procedures. Use referral procedures in [paragraph 1.10](#). When the ratee is deployed in support of a contingency operation, ratee comments on the referral evaluation must reach the next evaluator no later than 30 calendar days after receipt of the referral letter. Type, handwrite, or print referral correspondence in dark blue or black ink.
- 3.9.8. Routing Evaluations.
  - 3.9.8.1. Performance evaluations are due to the servicing MPF or personnel activity 30 calendar days after close-out, and to the office of record 60 calendar days after close-out.
  - 3.9.8.2. Forward evaluations directed under [Tables 3.2](#) or [3.3](#) to arrive at HQ AFPC or HQ ARPC (as appropriate) by the suspense date provided in the directing letter.
  - 3.9.8.3. Forward evaluations in a sealed envelope clearly marked, OPR DATA--TO BE OPENED BY ADDRESSEE ONLY.
  - 3.9.8.4. Alternate routing procedures. Some crisis conditions may result in temporary changes to routing procedures. If this occurs, units will receive specific instructions.
- 3.9.9. Quality Control Review. Quality control of the appearance of performance evaluations may relax, but the content and data contained must be accurate. Evaluations prepared under wartime provisions may be handwritten.

**3.10. “FROM” Dates.** Use the “FROM” date on the OPR notice, but if different or incorrect, use the information below to establish the “FROM” date. If the officer is:

- 3.10.1. On Extended Active Duty, and it is the first OPR: use the Extended Active Duty date; or the day following the close-out date of a TR from a school that is 20 weeks or more.
- 3.10.2. An ANG officer not on Extended Active Duty and it is an initial evaluation: use the effective date of federal recognition in ANG or the day following the close-out of a TR from a school of 20 weeks or more. **Note:** Use AF Form 77 to cover any gap from the officer’s entry into non-Extended Active Duty status to the “FROM” date of the first evaluation received in

non-Extended Active Duty status in accordance with [paragraph 1.14](#) and AFI 36-2608, *Military Personnel Records System*.

3.10.3. An ANG officer not on Extended Active Duty and was assigned to an ANG unit from ARPC, use the date of the latest federal recognition. Complete an AF Form 77 to cover a gap caused by insufficient supervision in accordance with [paragraph 1.14](#) and AFI 36-2608.

3.10.4. For an ANG officer not on Extended Active Duty and was assigned to an ANG unit from another state: use the date of the latest federal recognition (the losing state will complete an AF Form 77 to cover a gap caused by insufficient supervision in accordance with [paragraph 1.14](#) and AFI 36-2608).

3.10.5. An AFR officer not on Extended Active Duty and it is an initial evaluation or the officer has been reassigned from the IRR: use the date of assignment.

3.10.6. An AFR officer not on Extended Active Duty but previously on Extended Active Duty and concurrently assigned to training category A, B, or E on release from active duty: use the day following the close-out of the last evaluation received while on Extended Active Duty . (Applies only to the first non-Extended Active Duty-status evaluation.)

3.10.7. An AFR officer not on Extended Active Duty but previously on active duty as RegAF and did not accept an AFR commission concurrently with release from active duty: use the effective date of appointment in non-Extended Active Duty status. Applies only to the first non-Extended Active Duty-status evaluation. Use AF Form 77 to cover any gap from the officer's entry into non-Extended Active Duty status to the "FROM" date of the first evaluation received in non-Extended Active Duty status in accordance with [paragraph 1.14](#) and AFI 36-2608.

**3.11. "THRU" Dates.** Never close-out an evaluation 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 an evaluation, it is not necessary to adjust the close-out date if it is no more than 30 calendar days before the actual departure date. Evaluations prepared and made a matter of record under the change of reporting official rule remain valid even if the condition is later canceled.

### **3.12. Number of Days of Supervision.**

3.12.1. Enter the number of days the rater supervised the ratee during the reporting period. To compute, use the "supervision began date" through the "close-out date" to determine the number of day of supervision.

3.12.2. Deduct the number of days during non-rated periods. Do not deduct any periods of leave, TDY, absences or periods loaned out to other organizations.

3.12.3. If, while on Extended Active Duty an OPR is being written by the rater's rater per [paragraph 1.7](#), then enter the number of days that the evaluator had personal or written knowledge of the ratee's duty performance during the reporting period.

3.12.4. If a Non-Extended Active Duty ANG officer's OPR is being written by another rater per [paragraph 1.7](#), then enter the number of days the evaluator had personal or written knowledge of the ratee's duty performance during the reporting period. The number of days of supervision for a ratee assigned to a rater for a calendar year is 365, not the sum of unit training assembly and field training days.

3.12.5. If a Non-Extended Active Duty AFR officer, then enter the number of days of supervision under the rater during the reporting period. Deduct from the period of supervision tours of active duty under other than the designated rater for which there is a Letter of Evaluation. **Example:** If preparing an OPR to cover the period from 1 July to 31 December and the rater was first so designated on 1 September and served in this capacity without a break to 31 December, and the ratee reported for training and duty for a total of 27 days between 1 September and 31 December, then the period of supervision is 122 days, not 27 days. The rater is responsible for the accuracy of the number of days of supervision entry.

### **3.13. Airmen Comprehensive Assessment /Performance Feedback.**

3.13.1. Airmen Comprehensive Assessment /Performance Feedback will be accomplished in accordance with [Chapter 2](#).

3.13.2. In Section III, Rater certifies Airmen Comprehensive Assessment in this area by entering the date the Airmen Comprehensive Assessment was provided during the rating period. This includes the midterm Airmen Comprehensive Assessment or any subsequent Airmen Comprehensive Assessment sessions requested by the ratee. If the Airmen Comprehensive Assessment was not accomplished, an explanation must be provided.

### **3.14. Reviewer.**

3.14.1. The reviewer 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) or higher, serving as a wing commander or equivalent and designated by the Management Level.

3.14.2. The reviewer will concur or non-concur by selecting the appropriate block. Do not enter any comments in the reviewer's block. See [paragraph 1.9](#) for disagreements.

3.14.3. The reviewer may comment only under the following circumstances:

3.14.3.1. If the reviewer 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 provides rationale in the space provided. An AF Form 77 can be added if additional space is required. See [paragraph 1.9](#).

3.14.3.2. The evaluation is a referral, and the reviewer is the evaluator named in Section XI of the OPR, or the reviewer refers the evaluation. See [paragraph 1.10](#).

3.14.3.3. The ratee is a colonel or colonel select. When the reviewer is not also the rater or additional rater, he/she may make, if desired and appropriate, command and/or assignment recommendations in Section VI, reviewer's comments block, without non-concurring with the evaluation. Promotion recommendations and other comments are not allowed.

3.14.3.4. If the reviewer is also the rater or additional rater. See [paragraph 3.9.6.3.](#), mandatory comments.

3.14.4. Single Evaluator only. An evaluator must be a colonel or GS-15 (or equivalent). If the rater is a senior rater, the evaluation must close-out at this level unless it is a referral

evaluation. The evaluator must meet both grade requirements and evaluator requirements for each section of the applicable evaluation form.

**3.15. Prohibited Evaluator Considerations and Comments.** Certain items are prohibited for consideration in the performance evaluation process and will not be commented upon on any Officer Evaluation System form (see **Chapter 8** for the PRF). Except as authorized in the following paragraphs, do not consider, refer to, or include comments regarding:

3.15.1. Inappropriate Stratification and Broad Statements.

3.15.1.1. Stratification statements, when authorized, are not mandatory. The omission of stratification does not constitute an error or injustice. **Note:** An evaluator may remove or change a stratification at any point during the drafting process of an evaluation.

3.15.1.2. Stratification Quotes. The use of stratification statements as quotes from anyone other than the evaluator endorsing the report are prohibited unless authorized in this instruction.

3.15.2. Statements outside the Scope of Responsibility. Stratification and broad statements outside the scope of the evaluator's responsibility or knowledge are prohibited. Evaluators can only stratify personnel within the confines of their direct rating chain and/or scope of responsibility (i.e., within the senior rater identification). A broad statement is one which implies knowledge of Air Force members not assigned within the evaluator's realm of knowledge. **Examples:**

3.15.2.1. The communications squadron commander, as the communications functional on a base, cannot compare Information Management officers assigned to other units on the base.

3.15.2.2. Functional communities at higher headquarters cannot compare their staff officers with members outside their immediate staff or across the Air Force.

3.15.2.3. A MAJCOM/A1 cannot compare someone on his/her staff to all personnel officers in the command.

3.15.2.3.1. "The best civil engineer in the business" (outside his/her scope of responsibility, because he/she does not have knowledge of all civil engineers).

3.15.2.3.2. Similarly, the phrase "top 5% officer" is inappropriate because the evaluator does not have first-hand knowledge of all Air Force officers.

3.15.2.3.3. **(AFR Only)** Stratifications on evaluation reports regarding placement on Key Personnel Lists and other Development Team vectors are strictly prohibited.

3.15.2.4. An evaluator cannot use the stratification of a higher-level evaluator or quote a higher-level evaluator. **Exception:** The use of a senior rater stratification may be quoted if the senior rater is a signatory on the officer evaluation and does not have the opportunity to provide comments. For instance, a squadron commander cannot stratify an individual at the group level. Some examples of prohibited squadron commander statements are below; however, these examples are applicable at all levels:

3.15.2.4.1. "#2 of 72 Majors in the group" (out of squadron/cc's scope of responsibility).

3.15.2.4.2. “Group/CC says he/she is #2 of 72 Capts” (quotes are prohibited).

3.15.2.5. An evaluator (must be a signatory) may stratify at a level below, as long as it is within his/her scope of responsibility. For example:

3.15.2.5.1. A group commander can state: “2/50 Maj in the CE squadron,” “#1/4 Lts in the Ops Sq,” or “1/10 CGOs in the FSS.”

3.15.2.5.2. The MSG commander can state: “#2 of 6 MSG Capts”, or “1/4 Lts in FSS”. The MSG commander cannot comment on Ops Sq officers since they fall under the OG commander.

3.15.2.5.3. A squadron commander can only stratify within the squadron, or down (flight); not up (group or wing). **Exception:** The use of a senior rater stratification may be quoted if the senior rater is a signatory on the officer evaluation.

3.15.2.5.4. Stratification for promotion selectees and frocked officers. Evaluators are authorized to stratify these officers with their pinned-on peers. In addition, the verbiage must specify the stratification is amongst the affected grade; i.e., "O-6/O-6 selects", and if senior raters choose to stratify with the pinned/frocked peers and use them in a denominator, the senior rater may not include these officers in another denominator. For example, if a senior rater has six pinned-on O-6s, two O-6-selects, and four O-5s, the senior rater may say "#1/8 O-6/O-6 sels!" or also "#1/4 O-5s"; either would be acceptable. However, stating "#1/8 O-6/O-6 sels!" or "#1/6 O-5s" would be prohibited. This applies to officers selected for promotion to all grades of major through colonel.

3.15.2.5.5. Stratification statements must be written in quantitative terms based on the following:

3.15.2.5.5.1. Stratification based on peer comparisons: Peers (#1/10 Majors or #1/5 Captains); Peer Group (#1/10 FGOs or #1/10 CGOs); Duty Positions (#1/7 Action Officers, #1/7 Sq/CCs); Aggregate Groups (#1/50 officers in my Group; #1 of my 50 officers; #1 of 50 majors in my 20 years of service); Additional Qualifiers (#1/4 Force Support CGOs; Best Major in my 32 years); Recognition Level (Wing CGO/yr, #1/200). **Note:** Stratifications that are vague or lack a qualified peer reference group are prohibited (Examples: “#1/5”; “#1 of 30 officers”; “#1/50 officers” or “#1/200 personnel”, as these do not identify a specific peer group).

3.15.2.5.5.2. Stratification within a rater’s authority: Senior raters may only stratify within their rating chains (MAJCOM/CC may state “#1 of 500 Majors in the command”). **Note:** Stratification outside the scope of the rater’s chain of command, despite functional authority or responsibility, will remain prohibited (i.e. MAJCOM/A1 may not stratify an officer as “#1/75 38F FGOs in this MAJCOM.”). **Exception:** Although outside the scope of the rater, quoting authorized stratification from deployed Letters of Evaluation are authorized.

3.15.2.5.5.3. Stratification quotes from senior leaders: May quote stratification by senior leaders in the chain of command provided the senior leader is a signatory on the evaluation and does not provide comment (Sq/CC or Gp/CC could say “Wg/CC’s #1 of 50 Majors”). **Note:** Stratification quotes from someone in the ratee’s chain of command who is not a signatory is prohibited (MSG/CC may not



state “OG/CC lauds as #1 LRO in my Group.”) **Exception:** If a Gp/CC is not a signatory on the OPR, a Gp/CC stratification is only authorized when supported by an award, “Ops Grp CGO Qtr”. Stratification from a deployed wing commander/equivalent or higher level evaluator who is not a signatory on the evaluation and the evaluation is signed by the deployed rater, additional rater, and home station senior rater is authorized.

3.15.2.5.5.4. Stratification in Optional Deployed Letters of Evaluation: Stratification, assignment, command, and Developmental Education push statements are authorized. Deployed stratifications and push statements may be quoted in future OPRs as long as stratification is not previously documented in the permanent record.

3.15.2.6. When stratifying officers on OPRs, evaluators will not consider completion/non-completion of non-resident Developmental Education if the officer is on the school select list (because he/she will attend in-residence), or Select/Candidate status. Relative ranking among officers rated by the rating chain should be based on overall performance. This paragraph does not preclude raters from making appropriate assignment and developmental education recommendations on OPRs and Retention Recommendation Forms. See [paragraph 3.16.4](#).

3.15.3. Inappropriate Promotion Statements or Reference to Grades/Positions Higher than the Ratee Holds.

3.15.3.1. Promotion statements that are pushes to the next higher grade are prohibited. **Exception:** Statements of fact (i.e. "filled a Lt Col billet") are authorized. Additionally, while promotion statements are prohibited, an evaluator may make recommendations to select officers for a particular assignment, Developmental Education, Augmentation, Continuation, or Conditional Reserve Status.

3.15.3.2. The term “Senior” on officer evaluations is prohibited. This term is commonly understood as a euphemism for colonels and above, or to refer to members holding a higher grade than the ratee. **Exception:** On PRFs for lieutenant colonels being promoted to colonel, the term “Senior” may be used.

3.15.3.2.1. When used in conjunction with words such as “officer,” “position,” or “leadership,” the term “Senior” constitutes an implied promotion statement and is therefore prohibited in officer evaluations.

3.15.3.2.2. Referring to a major as the “Senior Chaplain” is authorized; however, referring to a major as “Performing senior leadership duties” is prohibited.

3.15.3.3. Statements acknowledging an officer’s selection for promotion during the reporting period are acceptable. **Example:** Maj Korte’s recent Below-the-Promotion Zone selection to Lt Col is right on target.

### **3.16. Inappropriate Recommendations Referring to Aviation Bonus, Separation/Retirement, Civilian Employment, Assignments, Developmental Education /Professional Military Education and Advanced Academic Degrees.**

3.16.1. Aviation Bonus. Comments on an officer's decision to accept or decline aviation bonus pay is prohibited.

3.16.2. Separation or Retirement Status. Comments referring to separation, retirement, or transfer to reserve status are prohibited. However, comments may be warranted when an officer displays a reluctance to accept responsibility, a negative attitude toward the job, and/or exhibits a decrease in performance that can be reasonably attributed to a pending separation or retirement. Comments are limited to the behavior and not the fact the Airman is separating, retiring or transferring to a reserve status. **Note:** Although comments are mandatory, an evaluator may use the minimum bullets required in accordance with [Table 3.1](#).

3.16.3. Civilian Employment. Comments about civil service jobs or other civilian occupations are prohibited unless it directly relates to the military position and their military performance. Recommendations for civilian employment are prohibited.

3.16.4. Assignment and Developmental Education Recommendations. Assignment and Developmental Education recommendations on officer evaluations that are inconsistent with an officer's current grade are prohibited. The intent and philosophy of the Officer Evaluation System is to recommend an officer for assignments/positions and resident level of Developmental Education that reflect his/her potential.

3.16.4.1. Evaluators may make one or more assignment recommendations in an officer's evaluation provided the recommendations are both appropriate and realistically achievable for the officer's current grade or current grade plus one. The assignment recommendation may involve the current grade plus one if the officer has completed or is currently completing the last reasonable career development Stripes for Exceptional Performers (STEP) for the current grade. **Example:** "Highly recommend for Air Force Institute of Technology—then Joint Duty." **Note:** Air Force Institute of Technology can be used for an assignment push, however, it cannot be used as a Developmental Education push.

3.16.4.2. The intent is to focus on what job or Developmental Education assignment the officer should be doing immediately after his or her current assignment. Anything beyond the next assignment would be mapping out a career or making an implied promotion statement. Both instances are contrary to the spirit and intent of Officer Evaluation System.

3.16.4.3. In addition to assignment recommendations, evaluators may also make recommendations for the appropriate level of in-residence Developmental Education on OPRs and LOEs. Developmental Education pushes are not authorized on training reports.

3.16.4.3.1. Evaluators determine the appropriate level recommendation by considering the highest level of in-residence Developmental Education the officer has already completed along with the eligibility criteria for each level of in-residence Developmental Education. (For the purposes of Primary Developmental Education (PDE), Squadron Officer School is the method of completion).

3.16.4.3.1.1. For lieutenant through captain, a Primary Developmental Education recommendation is appropriate until the officer has completed Primary Developmental Education in-residence.

3.16.4.3.1.2. For a captain, once he/she completes Primary Developmental Education, an Intermediate Developmental Education (IDE) recommendation is appropriate.

3.16.4.3.1.3. For a major, if as of the close-out date of the OPR, he/she has not

already completed Intermediate Developmental Education in-residence and is still eligible for consideration, an Intermediate Developmental Education recommendation is appropriate. However, once the major completes Intermediate Developmental Education in-residence or when he/she is no longer eligible for consideration, then a Senior Developmental Education (SDE) recommendation is appropriate.

3.16.4.4. Raters cannot recommend officers for specific schools, including “Joint DE”. Only the terms “PDE”, “IDE”, and “SDE” are authorized. The appropriate venue for a specific school recommendation is through the annual Developmental Education process.

3.16.4.5. There is a fine line between an assignment recommendation and an overt, implied or veiled promotion statement. When making an assignment recommendation on an OPR, there will be no reference to a higher grade, and it must be consistent with the officer’s appropriate progression of their professional development.

3.16.4.5.1. Acceptable examples:

3.16.4.5.1.1. “Make Capt Cousins an MPF Chief.” (Appropriate next level of progression).

3.16.4.5.1.2. “Send Major Smith to Intermediate Developmental Education.” (Appropriate Developmental Education progression).

3.16.4.5.1.3. On a Lt Col OPR, “Make him an Ops Group Commander.” (Appropriate next level of progression).

3.16.4.5.1.4. “After Intermediate Developmental Education, assign to Air Staff.” (Appropriate Developmental Education with follow-on assignment).

3.16.4.5.1.5. For a major who has completed Air Command & Staff College in-residence, or who is out of the eligibility window, recommendations for Intermediate Developmental Education would be appropriate, “Send to Intermediate Developmental Education.”

3.16.4.5.1.6. For a captain who has completed Primary Developmental Education in-residence, or who is beyond the window of eligibility, an appropriate recommendation would be “In-resident Intermediate Developmental Education a Must.”

3.16.4.5.2. Prohibited examples:

3.16.4.5.2.1. “Make Lt Triska an FSS Commander”. Inappropriate next level of progression.

3.16.4.5.2.2. “Send Capt Brown to Intermediate Developmental Education after selection to major.” (Reference to Intermediate Developmental Education is appropriate, but the comment “after selection to major” is an implied promotion statement).

3.16.4.5.2.3. “Intermediate Developmental Education in 2008, Group Commander in 2012, and Wing Commander in 2015.” (Goes beyond the scope of the next assignment).

3.16.4.5.2.4. “Capt Phelps is ready to be a flying Sq/CC” and “Make Maj Knisley a group commander.” (In both cases, the recommendations are clearly beyond the officer’s next assignment and are viewed as veiled promotion statements).

3.16.4.6. Developmental Education (DE) (in residence or non-residence) and Advanced Academic Degree (AAD) education for officers.

3.16.4.6.1. Comments on OPRs or PRFs regarding completion of, or enrollment in, DE and AAD are prohibited. Performance and special recognition comments on officers attending in-residence education and/or training will be documented appropriately on the AF Form 475, *Training Report*, (see **Chapter 6**). **For OPRs only:** Evaluators may comment on an officer’s competitive assignment selection to programs that fall outside of the Developmental Education Designation Board (DEDB), to include but not limited to Olmstead, Fulbright, Rhodes, School of Advanced Air and Space Studies, and the School of Advanced Warfighting Studies. Additionally, evaluators will not comment on an officer’s status on the school’s list, selection for DE, and/or specific schools (i.e. ACSC, AWC, Joint) but will limit their remarks to “PDE”, “IDE”, or “SDE” only. **Note:** An assignment recommendation for Air Force Institute of Technology Masters or Doctoral degree program is authorized.

### 3.17. Extensions of Close-Out Dates.

3.17.1. The authority to extend the close-out date is retained by HQ AFPC/DP2SPE for RegAF and HQ AFRC/A1 for AFR (may be delegated to ARPC). The authority to extend the close-out date for ANG personnel is The Adjutant General in the state/territory to which they are assigned or National Guard Bureau/Human Resource (NGB/HR) for Statutory Tour personnel. (This waiver authority will not be delegated, there are no exceptions). AF/A1LG (for Extended Active Duty general officers) and NGB-GO (for non-Extended Active Duty ANG general officers) retains similar authority on AF Form 78. AF/A1LO retains authority on OPRs for colonels.

3.17.2. Events that occur after the close-out date. Extensions are only granted to allow evaluators to document negative behavior (i.e. court-martial actions, investigations, etc.). Extensions are not granted to document awards, achievements or completion/non-completion of any training. Extensions on Directed by Headquarters and change of reporting official evaluations are not authorized. Extensions must be requested prior to but no later than 30 calendar days after the close-out date of the evaluation.

3.17.2.1. Pending Administrative Actions. If an incident or event occurs that reflects a departure from standards or derogatory in nature between the time an annual or initial evaluation closes out and the time it becomes a matter of record that is of such serious significance that inclusion in that evaluation is warranted, an extension of the close-out date may be requested by the unit commander. This includes completion of an investigation begun prior to the close-out date or confirmation of behavior that was only alleged as of the close-out date. Commanders may request OPR close-out date extensions to ensure resolution of any pending administrative actions or other significant issues. Extensions will be granted to cover only the time necessary to complete actions, not to exceed 59 days.

3.17.3. Send requests for extension to HQ AFPC/DP2SPE (or appropriate ANG/AFR office) via the servicing personnel office, who in turn will forward the request to appropriate OPR listed in **Table 1.1**. This must be done in a timely manner, and a commander-initiated email is acceptable. The request must include the following information: Name, Grade and social security number of ratee, evaluation “FROM” and “THRU” dates, desired close-out date (not to exceed 59 days), and a complete rationale as to why the extension is needed. Include all applicable pertinent information including dates of investigations during the reporting period and/or deployment dates (if applicable). Incomplete requests will be returned without action.

3.17.4. Approved extensions must be documented by placing the following statement in the feedback section of the AF Form 707: “Close-out date was extended in accordance with AFI 36-2406, **paragraph 3.17**.”. (T-1).

3.17.5. When the approving authority grants an extension, only one extension, not to exceed 59 days will be granted. If the actions cannot be finalized by, or event occurs after, the extended close-out date, the evaluation will be completed using the original close-out date. If desired, the commander can then direct another evaluation be rendered at the 120-day point (60-day point for referral evaluations) to capture the incident. See **Table 3.3** for AFR.

3.17.5.1. Use the date approved by the appropriate waiver authority per a request for an extension of the close-out date.

3.17.6. For AFR, if needed, adjust the close-out date on which the rater achieves the required number of days of supervision and points.

**Table 3.1. Instructions for Preparing AF Form 707, Officer Performance Report.**

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., senior rater. III). If there is no middle initial, the use of “NMI” is optional. Name will be in all upper case.	DOE, JOHN E. JR.
2	Social Security Number (SSN)	Enter full SSN.	123-45-6789
3	Grade	Enter appropriate grade. See <b>paragraph 1.4.9</b> .	2LT, 1LT, CAPT, MAJ, LT COL,
4	Duty Air Force Specialty Code	Enter the Duty Air Force Specialty Code held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable. 365-day extended deployments will use the TDY Duty Air Force Specialty Code. See <b>paragraph 1.4.8</b> .	K11R3A

5	Reason for Report	Enter reason for report from OPR notice and as determined by <b>Tables 3.2</b> or <b>3.3</b> .	Annual, CRO, Directed by HAF, Directed by CC
6	PAS Code	Enter PAS code of ratee's unit of assignment as of the close-out date. Those assigned to a 365-day extended deployment billet, use the home station PAS code. For IMAs, PIRR and PIRR Cat E, use unit of attachment's PAS code.	TE1CFYRZ
7	Organization, Command, Location,	Enter information as of close-out date. Nomenclature does not necessarily duplicate what is on OPR notice. The goal is an accurate description of where and to whom the ratee belongs. Command will be listed inside parentheses. The Component will be listed at the end of the statement for AFR and ANG only. 365-day extended deployments will use the home station unit, "with duty at . . ." For IMAs, PIRR and PIRR Cat E, information will be that of unit of attachment. See <b>paragraph 1.4.7</b> .	964th Airborne Air Control Squadron (ACC), Tinker AFB OK  124th Airborne Air Control Squadron (ACC), Tinker AFB OK  341st Security Forces Group (AFSPC), Malmstrom AFB MT, with duty at 447 ESFS (USAFCENT), Baghdad International Airport, Baghdad, Iraq

**SECTION I. RATEE IDENTIFICATION DATA**

I T E M	A	B	C
	Heading	Instructions	Example
8	Period of Report	<b>FROM</b> Date: Enter the day following the last evaluation's close-out date. See paragraph 3.10. <b>THRU</b> Date: Use the date on the OPR notice or see <b>paragraph 3.11</b> to determine the close-out date.	12 Jan 2015 thru 11 Jan 2016
9	Number Supervision and Number	Enter number of days ratee was supervised by rater during the reporting period. See <b>paragraph</b>	365

	of Days Rated	<b>3.13.</b> Enter number of days Non-Rated (if applicable) in accordance with <b>paragraph 1.4.11.</b>	120
<b>10</b>	Senior Rater Identification	Enter the senior rater identification for the ratee's unit of assignment as of the close-out date. For IMAs, PIRR Cat E, senior rater identification is that of unit of attachment.  365-day extended deployments will use the home station senior rater identification.	1S341  See <b>paragraph 1.3.2.</b> for classified locations
<b>11</b>	Duty Title	Enter the approved duty title as of the close-out date in upper/lower case. If the duty title on the notice is abbreviated and entries are not clear, spell them out. If wrong, enter the correct duty title and take appropriate actions to update the personnel data system.  Corrective actions should be initiated upon receipt of the OPR notice. Ensure the duty title is commensurate with the ratee's grade, AFSC, and responsibility. 365-day extended deployments will use the deployed duty title.	Flight Commander
<b>SECTION II. JOB DESCRIPTION</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>

12	Job Description	<p>Comments in bullet format are 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. Previous jobs held during the reporting period may be mentioned only if it impacts the evaluation. 365-day extended deployments will use the TDY job description. For deployments that do not warrant an evaluation, reserve the final bullet for significant additional duties.</p> <p>Commander's job description will include the total force (RegAF, Air National Guard, and Air Force Reserve) assigned. A short one-line description of the unit's mission may be included in the job description if it is necessary to better explain the ratee's duties.</p>	<ul style="list-style-type: none"> <li>- Commands, directs and leads 50 Air War College aircrew members</li> <li>- Responsible for ...</li> <li>- Supervises 9 Noncommissioned Officer's</li> <li>- 89 Regular AF, 65 Air National Guard and 55 AFR</li> </ul>
13	Job Knowledge, Leadership Skills, Professional Qualities (includes adherence to standards), Organizational Skills, Judgment & Decisions, and Communication Skills	<p>Enter an "X" in the appropriate box.</p> <p>All six performance factors are consolidated in this block. Specific performance factors are listed on the reverse side of the form.</p>	
<b>SECTION III. PERFORMANCE FACTORS</b>			
<b>A</b>	<b>B</b>	<b>C</b>	



<b>I T E M</b>	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
	<b>14</b> Meets/Does Not Meet	Enter an “X” in the appropriate box.  One of the two blocks must be marked.	
<b>SECTION IV. RATER OVERALL ASSESSMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>15</b>	Rater Overall Assessment	Comments mandatory; must use bullet format and include at least one bullet. This section allows 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. If “THE RATER IS ALSO THE REVIEWER” comment is required in Section VI, the rater will digitally sign the rater, additional rater, and reviewer signature blocks; leave Section V comments area blank.  For AFR colonels in general officer billets, include a mandatory statement that the officer “continues in” or “leave” the general officer position.	- Capt Smith..... - Performed..... - Led.....
<b>16</b>	Last Performance Feedback Date	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. There is no excuse for not completing this requirement. If feedback was not required, enter “N/A.” Do not use the date feedback was provided in conjunction with completion of the evaluation. See <b>Chapter 2</b> .	15 Jan 2015  Or  Feedback was not accomplished due to.....
<b>SECTION IV. RATER OVERALL ASSESSMENT Continued</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>

17	Rater's Name, Grade, Branch of Service, Organization, Command & Location	Enter Rater's signature block as of the close-out date. See <b>paragraph 1.4.11.</b>	SUE J. DOE, Col, USAF 20th Dental Squadron (ACC) Shaw AFB SC  JOE C. BUSCH, GS-09, DAF 50th Space Wing (AFSPC) Schriever AFB CO
18	Duty Title	Enter duty title in upper/lower case letters as of the close-out date of the OPR	Commander
19	Date & 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 digital signature. See <b>paragraph 1.4.11.</b>	
<b>SECTION V. ADDITIONAL RATER OVERALL ASSESSMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
20	SSN	Enter the last four digits of the social security number. See <b>paragraph 1.4.11.</b>	
21	Concur/ Non-Concur	Place an "X" in the appropriate box indicating concurrence/non-concurrence of the rater's assessment. If non-concurring, comments are required. See <b>paragraph 1.9</b> for disagreements.	

22	Additional Rater Overall Assessment	<p>Comments are mandatory. Must contain at least 1 bullet, a maximum of 4 lines. Must be in bullet format.</p> <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.</p> <p>See <b>paragraph 1.12</b> for inappropriate comments. See <b>paragraph 1.9</b> for disagreements. See <b>paragraph 1.10</b> for Referrals. <b>(T-1)</b>.</p>	<ul style="list-style-type: none"> <li>- Capt Smith.....</li> <li>- Better than others.....</li> <li>- Led.....</li> </ul>
<b>SECTION V. ADDITIONAL RATER OVERALL ASSESSMENT Continued</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
23	Additional Rater Name, Grade, Branch of Service, Organization, Command & Location	<p>Enter the additional rater’s information. 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 <b>paragraph 1.7.1.7</b> for exceptions. <b>(T-1)</b>.</p>	<p>BILL R. REED, JR., Col, USAF 20th Operations Group (ACC) Shaw AFB SC</p> <p>JAYMES E. JONES,GS-12, DAF 35th Fighter Wing (PACAF) Misawa AB, Japan</p>
24	Duty Title	Enter duty title in upper/lower case letters as of the close-out date of the OPR.	Commander

25	Date & 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. <b>DO NOT:</b> 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 and reviewer signature capability unlocked with the additional rater's digital signature. See <b>paragraph 1.4.11. (T-1).</b></p>	
26	Social Security Number	<p>Enter the last four digits of the Social security number. See <b>paragraph 1.4.11.</b></p>	
27	Concur/ Non-Concur	<p>The reviewer will place an "X" in the appropriate box indicating concurrence or non-concurrence of the additional rater's assessment. See <b>paragraph 1.9</b> for disagreements.</p>	
28	Reviewer Comments	<p>The reviewer is the primary quality control level and guards against inaccuracy and exaggeration.</p> <p>See <b>paragraph 3.14</b> for circumstances where the reviewer may add comments.</p> <p>When mandatory comments are used, the last rating official will digitally sign in the signature block.</p>	<p>"THE ADDITIONAL RATER IS ALSO THE REVIEWER"</p> <p>"I have carefully considered (ratee's name) comments to the referral memorandum of (date)"</p> <p>"Comments from the ratee were requested but were not received within the required period"</p>

29	Reviewer's Name, Grade, Branch of Service, Organization, Command & Location	Enter reviewer's signature block. Reviewers assigned on or prior to the close-out date, enter the 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 as evaluators are prohibited see <b>paragraph 1.7.1.7.</b> for exceptions. <b>(T-2).</b>	JOHN H. BROWN, Col, USAF 20th Fighter Wing (ACC) Shaw AFB SC
<b>SECTION VI. REVIEWER Continued</b>			
I T E M	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
30	Duty Title	Enter the duty title in upper/lower case letters as of the close-out date of the OPR.	Commander
31	Date & 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.  <b>DO NOT:</b> 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. Reviewer's assessment block will be locked with reviewer digital signature. See <b>paragraph 1.4.11.</b>	
32	Social Security Number	Enter the last four digits of the social security number. See <b>paragraph 1.4.11.</b>	2345
33	Functional Examiner or AF Advisor	When applicable, place an "X" in the appropriate box. See <b>paragraph 1.6.8.</b>	
34	Name, Grade, Branch of Service, Organization & Location	Enter advisor/examiner's information as of the close-out date. See <b>paragraph 1.4.11.</b>	JACK C. JONES, Col, USAF 20th Fighter Wing (ACC) Shaw AFB SC

<b>SECTION VII. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>35</b>	Date & Signature	Digital signatures will auto date. Non-digital: Handwrite the date.  <b>DO NOT:</b> 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 <b>paragraph 1.4.11.</b>	
<b>36</b>	Duty Title	Enter advisor/examiner's duty title.	Command Financial Manager
<b>37</b>	Social Security Number	Enter advisor/examiner's last four. See <b>paragraph 1.4.11.</b>	1122
<b>SECTION VIII. RATEE'S ACKNOWLEDGEMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>38</b>	Ratee Acknowledgement I understand my signature does not constitute agreement or disagreement. I have verified my personal information in Section I and II.	After reviewing evaluation, the ratee will read the acknowledgement statement and digitally sign in Section VII. <b>(T-1).</b>	

39	Date & Signature	<p>The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by signing in this block. Signing the evaluation does not imply concurrence, but acknowledgement. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with <b>Chapter 10</b>.</p> <p>Non-digital: Handwrite or date stamp the date. Sign on or after the close-out date. Select appropriate choice from drop down menu:                  Blank – member concurs and digitally signs evaluation                  “Member unable to sign” – use when member is incapacitated or unavailable to sign; rater or any higher evaluator on the form in the chain (digitally) signs.                  “Member declined to sign” – use when member refuses to sign the form; rater or any higher evaluator on the form in the chain (digitally) signs.                  See <b>paragraph 4.17.9</b>.</p>	
<b>SECTION IX: PERFORMANCE FACTORS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
40	Job Knowledge	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Job Knowledge. See <b>paragraph 1.10</b> for Referrals.	
41	Leadership Skills	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Leadership Skills. See <b>paragraph 1.10</b> for Referrals.	

42	Professional Qualities	If ratee meets standards (including fitness), leave blank. If ratee does not meet standards in any of the listed areas, place an "X" in the "Does Not Meet Standards" block for Professional Qualities. See <b>paragraph 1.10</b> for Referrals.	
43	Organizational Skills	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an "X" in the "Does Not Meet Standards" block for Organizational Skills. See <b>paragraph 1.10</b> for Referrals.	
44	Judgment And Decisions	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an "X" in the "Does Not Meet Standards" block for Judgment and Decisions. See <b>paragraph 1.10</b> for Referrals.	
45	Communication Skills	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an "X" in the "Does Not Meet Standards" block for Communication Skills. See <b>paragraph 1.10</b> for Referrals.	
<b>SECTION X: REMARKS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
46	Acronyms	Due to limited space on the front of the form, evaluators may spell out acronyms in this block. They will be listed alphabetically and separated by a semicolon (;)	Major Command (MAJCOM)
47	Approved Close-Out Extensions	If the commander has obtained an approved extension of the close-out date in accordance with <b>paragraph 3.17.</b> , enter the statement from column C	"Close-out date was extended in accordance with AFI 36-2406, paragraph 3.17."
48	DG or TG Award	If ratee was awarded Distinguished Graduate (DG) or TG from a training course for which no TR was required, the rater may enter the criteria for the award	- Top 10%, awarded DG . . .



49	Other Comments	There will be instances where AFI 36-2406 requires additional remarks. The placement of comments not specified in this AFI may be placed here. Contact AFPC/DP2SPE for clarification.	i.e. paragraph 1.7 when rater died, MIA, POW, incapacitated, formally relieved from duty, the additional rater becomes the rater.
50	Mandatory Statements	Enter mandatory statement(s) prior to listing the acronyms.	i.e. "Reviewer's rank is lower than the Previous Rater", "TWO
<b>SECTION XI: REFERRAL EVALUATIONS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
51	Referral Report	Complete this section for referral evaluations only. Referrals see <b>paragraph 1.10.</b>	Specifically Or "See Attached" See <b>paragraph 1.10.</b>

**Table 3.2. When to Prepare OPRs for RegAF and ANG Officers (Lieutenant thru Colonel).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If... (see Notes 1, 2, and 3)</b>	<b>and supervision period was</b>	<b>Then write evaluation and enter reason as</b>
<b>1</b>	the ratee has not had an evaluation, or one year has passed since the close-out date of last performance OPR or training from school of 20 weeks or more.	120 calendar days	Annual See Note 4
<b>2</b>	the rater changes, officer departs PCS/PCA to school, or officer is separating. See Notes 5, 6, 7, and 8.	120 calendar days	Change of Reporting Official (CRO) See Note 9
<b>3</b>	the ratee or rater departs TDY for more than 120 calendar days for other than formal training or normal contingency (deployed) operations. See Notes 5 and 6.	120 calendar days	CRO
<b>4</b>	ratee's performance or conduct is unsatisfactory or marginal and a special evaluation is appropriate.	60 calendar days See Note 10	Directed by Commander
<b>5</b>	the ratee has been declared missing in action, (Missing in Action), captured, or detained in captive status.	See Note 11	Directed by HAF
<b>6</b>	a special evaluation is directed by HAF (See Note 12), or NGB for ANG officers not on Extended Active Duty.	as directed	Directed by HAF
<b>7</b>	a referral LOE has been written or would contain referral comments, if written. See Note 13.	60 calendar days	
<b>8</b>	the ratee is placed into Record Status 6, Deserter.	60 calendar days See Note 14	Directed by Commander
<b>9</b>	an evaluation is prepared to document significant improvement in duty performance.	120 calendar days See Note 15	
<b>10</b>	any sentence of confinement as the result of a court-martial.	No minimum days required	

**Notes:**

1. If the ratee is attending training or education. See **Chapter 6**.
2. Colonels selected for promotion to brigadier general receive evaluations IAW **Chapter 7**.
3. If the OPR is already a matter of record and the event or circumstances that brought about the evaluation changes or no longer exists, take no action. The OPR is a valid evaluation and remains in the ratee's records. **Exception:** The CSS/MPF/HR Specialist updates referral OPRs that are prepared as a result of a PCS and files them in the ratee's records regardless of whether or not the evaluation was a matter of record at the time authorities canceled or delayed an assignment.
4. If a CRO occurs after the original annual date has passed but before the 120-day supervision period ends, the evaluation is closed out the day prior to the rater change, provided at least 60 calendar days of supervision have been obtained. The reason for the evaluation remains "Annual."
5. Do not confuse CRO with change of supervisor. For officers on the Extended Active Duty and ANG officers, the home station commander may authorize a change of reporting official to the TDY location if **ALL** the following conditions are met:  
**Notes:** The senior rater matched to the ratee's home station PAS code must perform senior rater duties.
  - a. Someone at the TDY location can perform normal rater duties.
  - b. The rater's rater meets the requirements of **paragraph 1.5**.
  - c. The home station and TDY unit commanders have approved the change the Management Level must approve inter-command changes].
  - d. The home station commander assigns a new rater when the TDY ends.
6. If the ratee is selected to fill a 365-day extended deployment billet, a CRO evaluation must be accomplished provided there has been at least 120 calendar days of supervision.
7. An evaluation is prepared on officers discharged from the ANG and reassigned to ARPC unless **paragraph 3.4** applies.
8. If the ratee is an ANG officer (not on Extended Active Duty) serving on an active duty tour of at least 120 calendar days, the active duty supervisor prepares the evaluation.
9. A CRO includes separation from Extended Active Duty. However, no evaluation is required when the criterion in **paragraph 3.4** applies.
10. For officers on Extended Active Duty and ANG officers, this includes placement on or removal from the control roster (Director, NGB; Office of Adjutant General; MAJCOM; wing, group, squadron).
11. Do not prepare evaluations for periods of Missing in Action, captured, or detained in captive status of less than 15 calendar days. If the ratee remains in one of these categories for 15 calendar days or more, prepare an evaluation under this rule without regard to the number of days of supervision. Close the evaluation on the day the ratee was placed in Missing in Action, captured, or detained in captive status. These evaluations are as directed by HQ AFPC/DP3SP.
12. HQ AFPC/DP3SP, HQ AFPC/DPSOO, and USAF/A1LO retain the authority to direct evaluations under this rule. Special evaluations covering outstanding duty performance are not permitted under this rule.
13. If the current rater does not consider the referral comments in a letter of evaluation to be serious enough to warrant permanent recording, an OPR will not be prepared.
14. The close-out date of the evaluation is the effective date the ratee is placed in record status 6, Deserter, and may only comment on the negative behavior.
15. The commander may direct an evaluation for significant duty improvement only if the previous evaluation was referred due to substandard duty performance.

**Table 3.3. When to Prepare OPRs on AFR Officers (Lieutenant thru Colonel).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If...(See Notes 1 and 2)</b>	<b>and supervision period covers at least</b>	<b>Then write evaluation and enter reason as (See Notes 12, 13 &amp; 14)</b>
<b>1</b>	the ratee has not had an evaluation or one year has passed since last OPR or Training Report from school of 20 weeks or more.	16 points and 120 calendar days	Annual See Note 3 and 14.
<b>2</b>	the rater changes, departs PCS/PCA to school, or is separating.	16 points and 120 calendar days	Change of Reporting Official (CRO)
<b>3</b>	the ratee or rater departs for an active duty tour of at least 60 calendar day's duration. See Notes 3, 4 and 5.	16 points and 120 calendar days	CRO
<b>4</b>	the ratee's performance or conduct is unsatisfactory or marginal and a special evaluation is appropriate.	8 points and 60 calendar days See Note 6	Directed by HAF or Directed by Commander
<b>5</b>	the ratee has died, been declared missing in action, captured, or detained in captive status.	See Note 7	Directed by HAF
<b>6</b>	a special evaluation is directed by HQ USAF. See Note 8.	as directed	Directed by HAF
<b>7</b>	a referral letter of evaluation has been written or a letter of evaluation would contain referral comments if written. See Note 9.	No minimum number of days required	Directed by HAF or Directed by Commander
<b>8</b>	the ratee is placed into record status 6, deserter status.	No minimum number of days required. See Note 10	Directed by Commander
<b>9</b>	an evaluation is prepared to document significant improvement in duty performance.	8 points and 60 calendar days See Note 11	
<b>10</b>	the ratee receives a sentence of confinement is the result of a court-martial.	No minimum number of days required	

**Notes:**

1. If the ratee is attending training or education. See **Chapter 6**.
2. Colonels selected for promotion to brigadier general receive evaluations IAW **Chapter 7**.
3. If a rater change (CRO) occurs after the original annual date has passed but before the 120-day supervision period ends, the evaluation is closed out the day prior to the rater change, provided at least 60 calendar days of supervision and 8 active/inactive points have been earned. The reason for the evaluation remains "Annual." If this criterion has not been met, an informal letter of evaluation (formerly called "optional letter of evaluation") may be accomplished.
4. Do not submit a report when the rater and ratee are ordered to active duty together and the rater does not change.
5. If the ratee is selected to fill a 365-day extended deployment billet, a CRO evaluation must be accomplished provided there has been at least 120 calendar days of supervision.
6. This includes placement on or removal from the control roster.
7. Do not prepare evaluations for periods of Missing in Action, captured, or detained in captive status of less than 15 calendar days. If the ratee remains in one of these categories for 15 calendar days or more, prepare an evaluation under this rule without regard to the number of days of supervision. Close the evaluation on the day the ratee was placed in Missing in Action, captured, or detained in captive status. These evaluations are as directed by HQ AFPC/DP3SP or HQ ARPC/DPTSE.
8. HAF/REP retains the authority to direct evaluations under this rule. If HAF/RE requires special evaluations on certain officers for selection board use, HQ ARPC/DPTSE furnishes ratee names to the MAJCOM along with appropriate suspense dates and directs submission of evaluations under this rule. Special evaluations covering outstanding duty performance are not permitted under this rule.
9. If the current rater does not consider the referral comments in a letter of evaluation to be serious enough to warrant permanent recording, an OPR will not be prepared.
10. The close-out date of the evaluation is the effective date the ratee is placed in record status 6, deserter.
11. The commander may direct an evaluation for significant duty improvement only if the previous evaluation was referred due to substandard duty performance.
12. For Individual Mobilization Augmentees (IMAs), Participating Individual Ready Reserve (PIRR) and Participating Individual Ready Reserve Category E, (PIRR Category E), the unit of assignment is responsible for completing the OPR.
13. Only include points since close-out of last OPR or TR and do not include Extension Course Institute (ECI) or membership points.
14. If the member has not earned the required number of points, HQ ARPC/DPTSE may extend the close-out to meet the requirement.

## Chapter 4

### ENLISTED PERFORMANCE REPORTS (EPRS)

#### 4.1. General Guidelines.

4.1.1. See [Chapter 1](#) for general processing guidance applicable to all evaluations.

4.1.2. Evaluations are used to determine selections for promotions, job and school recommendations, career job reservations, reenlistments, retraining, and assignments. Therefore, evaluators at all levels must use caution to prevent inflation. It is important to distinguish performance among peers and is a disservice when ratings are inflated or inaccurate.

4.1.3. Marking Ratings on Wet Signature Evaluations. When electronic ratings are not used, do not enter hand-marked ratings until signing the evaluation to prevent erroneous entry of ratings by other personnel. When hand-marking, use only reproducible dark blue or black ink.

#### 4.2. EPR Forms.

4.2.1. For AB through TSgt, use AF Form 910. See [Table 4.9](#).

4.2.2. For MSgt (including selects) through SMSgt, use AF Form 911. See [Table 4.10](#).

4.2.3. For CMSgt (including selects), use AF Form 912. See [Table 4.12](#).

#### 4.3. When to Accomplish an EPR.

4.3.1. All enlisted personnel in the grade of SrA through CMSgt will receive an evaluation as of the appropriate static close-out date (SCOD) for their grade. AB, Amn and A1Cs will receive an evaluation upon completing a minimum of 36 months time in service (TIS) as of the SrA SCOD, 31 March.

4.3.2. See [Table 4.13](#) for Premier Band Airmen EPR guidance.

4.3.3. The Chief of Staff of the Air Force retains discretionary authority to render evaluations on an optional basis on the Chief Master Sergeant of the Air Force.

4.3.4. Military/Civilian Confinement. HQ AFPC will complete an AF Form 77 for Airmen who choose to remain in the Air Force following overturn of a sentence adjudged at a court-martial by a subsequent appeals court. The inclusive dates will be the day after the close-out date of the ratee's last evaluation through the day the ratee was returned present for duty status or the date the sentence is overturned, whichever is earlier. The unit to which the Airman transfers following the return to present for duty will take over performance evaluation responsibilities, beginning the day following AF Form 77 completion through to the applicable annual SCOD.

4.3.5. Separation/Retirement (RegAF and ARC Enlisted Airmen). Annual evaluations are optional for members with an approved separation or retirement date that is within 1 year of the SCOD and will not be considered for promotion prior to separating/retiring. **(T-2)**. Airmen are encouraged to complete a final EPR for future purposes (e.g., employment, transfer into another AF component or Sister Service). An evaluation will not be accomplished after a member has officially separated/retired. **(T-1)**.

4.3.5.1. Complete a final evaluation when requested by the ratee, decided by the rater, commander, or senior rater, or mandated in accordance with **paragraph 1.8**. Supervisors and commanders are responsible for completing mandatory evaluations before members final out-process or officially separate/retire. **(T-1)**.

4.3.5.2. When a final report will not be rendered, for administrative and tracking purposes, complete the appropriate evaluation form as follows:

4.3.5.2.1. Include “FINAL REPORT NOT REQUIRED OR RENDERED IN ACCORDANCE WITH **PARA 1.8**” in Sections III, IV, and V of AF Form 910, Sections III and IV of AF Form 911, and Section II of AF Form 912. Also include performance assessment ratings.

4.3.5.2.2. The member and all applicable or designated members of the rating chain will endorse the report no earlier than 30 calendar days before the member final out-processes or officially separates/retires.

**4.4. Evaluations not Authorized.** Performance evaluations will not be accomplished on the following:

4.4.1. RegAF personnel in the grade of AB-A1C with less than 36 months Total Active Federal Military Service as of the SrA SCOD and ARC personnel in the grades of AB-A1C if they have not already received an evaluation.

4.4.2. Members who die while on active duty. **Exception:** If the death occurred on or after the close-out date of an evaluation that was already being processed, it becomes an optional evaluation.

4.4.3. Commissioning Program. Airmen who are enrolled in a commissioning program as of the SCOD. **Note:** If an Airman does not complete a program and is returned to enlisted service, complete a *Directed by Headquarters* EPR, effective the date of removal by the commissioning program, documenting the performance that resulted in removal from the program.

4.4.4. Airmen in prisoner or confinement status as a result of a court-martial conviction, who have PCS'd, and are gained to a long-term confinement facility managed by the Air Force Security Forces Center. **Note:** Airmen awaiting publication of a sentence adjudged at a court-martial will remain the administrative responsibility of the losing unit commander/director until such time as the sentence adjudged at a court-martial is published and the member is officially transferred to an Air Force Security Forces Center managed correctional facility. These Airmen will still require SCOD evaluations (as applicable), completed by the losing commander/director.

4.4.5. Airmen undergoing appellate review leave and awaiting an appeals court decision and still permanently assigned to an Air Force Security Forces Center-managed confinement facility.

**4.5. When to Submit an EPR.**

4.5.1. See **Table 4.2** for RegAF Airmen and ARC Airmen on active duty.

4.5.2. See **Table 4.3** for ARC Airmen not on active duty.

**4.6. “FROM” Dates.** Establish the “FROM” date if the member:

- 4.6.1. Has a previous evaluation on file, use the day after the close-out date of the previous evaluation.
- 4.6.2. For RegAF Airmen who have not had a previous evaluation, the FROM date equals the Total Active Federal Military Service Date.
- 4.6.3. For United States Air Force Academy Airmen removed from cadet status and returned to enlisted grade the FROM date equals the Extended Active Duty date.
- 4.6.4. For AFR members who have not had a previous evaluation, use the member’s date of assignment to the ARC. For SrA and below use the Date Initial Entry Uniformed Services.
- 4.6.5. For ANG SrA and below who have not had a previous evaluation, the FROM date equals the Date Initial Entry Uniformed Services. SSgt through CMSgt who are transferred from any branch or component, the FROM date equals date arrive station.

**4.7. “THRU” Dates.**

## 4.7.1. Initial Reports.

4.7.1.1. For RegAF the close-out date will be the first static close-out date after the Airman attains the grade of SrA or reaches 36 months time in service as of the static close-out date (whichever occurs first).

4.7.1.2. ARC: The close-out date will be the first static close-out date reached as a SrA.

## 4.7.2. Annual/Biennial Reports.

4.7.2.1. Reports for RegAF members: reports will close-out on the next appropriate static close-out date unless selected for promotion. Those on a select list will have their evaluation close-out on the appropriate static close-out date for their promotion selected rank. **Example:** The SSgt static close-out date is 31 Jan; therefore, SSgt evaluations will close-out on that date. However, TSgt selects (SSgts with a line number) will have their evaluations close-out on the TSgt static close-out date on 30 Nov.

4.7.2.2. Reports for ARC members: reports will close-out on the appropriate static close-out date. If a promotion, demotion or transfer out of inactive/active occurs and there is more than 24 months (12 months for AGR) from the last evaluation and the static close-out date for the new rank, a *Directed by Headquarters* report is required. The close out is the day prior to when the status occurred. **Example:** An AGR MSgt is promoted to SMSgt effective 1 Sep 16. A *Directed by Headquarters* report will be required to close out 31 Aug 16 because the member will have more than 12 months from the last evaluation and the new static close-out date for the new rank.

4.7.3. For *Directed by Headquarters, NGB, or Commander* (MAJCOM, wing, group, or squadron, as appropriate) reports, the “THRU” date will be established by the following:

4.7.3.1. Message Directed. Use the date specified in the message directing the evaluation.

4.7.3.1.1. Missing in Action/Captured/Detained. Use the date the ratee was placed in missing in action, captured, or detained in captive status.



4.7.3.1.2. Stripes for Exceptional Performers or supplemental promotions. If an Airman is Stripes for Exceptional Performers-promoted or selected for supplemental promotion to the next higher grade and if completing an evaluation on the next static close-out date in the new grade will create a reporting period of longer than one year, then a Directed by Headquarters EPR must be completed with a close-out date effective the date of Stripes for Exceptional Performers promotion or the date which the results of the supplemental were released. **Examples:**

4.7.3.1.2.1. SSgt McDaniel was selected for supplemental promotion or Stripes for Exceptional Performers promoted to TSgt on 15 Apr 16 and SSgt McDaniel had an EPR on the SSgt static close-out date of 31 Jan 16, then no EPR is required as TSgt (or TSgt select) McDaniel will receive an EPR on 30 Nov 16 (TSgt static close-out date).

4.7.3.1.2.2. SSgt Snowden was selected for supplemental promotion or Stripes for Exceptional Performers promoted to TSgt on 10 Jan 16. TSgt (or TSgt select) Snowden's last evaluation was completed on the 31 Jan 15 (SSgt static close-out date) and the next projected EPR is the 30 Nov 16 (TSgt static close-out date). Since this creates a rating period of longer than one year, a Directed by Headquarters EPR is required with a close-out date effective the date of the supplemental release/Stripes for Exceptional Performers promotion date.

4.7.3.1.3. If an Airman is demoted after the static close-out date of the grade held prior to demotion, an EPR will be completed as of the previous grade's static close-out date and, subsequently, as of the static close-out date of the new grade. **Example:** TSgt Smith is demoted to SSgt effective 5 Dec. The now-SSgt Smith will receive an evaluation on the TSgt static close-out date of 30 Nov and, subsequently, on the SSgt static close-out date of 31 Jan.

4.7.3.1.4. Directed by Commander. Use the date as directed by the commander. *Directed by Commander* evaluations provide flexibility to commanders to document substandard performance between SCODs and will only contain comments/ratings regarding the reason(s) for the evaluation. All other comments, specifically those that are positive, and promotion recommendations are not authorized and will be documented on the next SCOD evaluation.

#### 4.8. Number of Days of Supervision.

4.8.1. Enter the number of days the rater supervised the ratee during the reporting period. To compute, use the "supervision began date" through the "close-out date" to determine the number of days of supervision.

4.8.2. Do NOT deduct any periods of leave, TDY, absences or periods loaned out to other organizations. **Exception:** Non-rated periods authorized in accordance with [paragraph 1.4.11](#).

4.8.3. On an EPR being written by the rater's rater per [paragraph 1.7](#), then enter number of days for which the evaluator had personal or written knowledge of the ratee's duty performance during the reporting period.

**4.9. Completing Evaluations.** The rater will evaluate how well the ratee performed during the rating period by completing this section of the AF Form 910/911/912; however, the additional evaluators will review evaluations to ensure ratings accurately describe performance and comments are compatible with/support the performance assessment rating. They must return evaluations with unsupported statements for additional information or reconsideration of ratings (see [paragraph 1.9](#) for disagreements); however, no evaluator may coerce another into changing their comments or ratings unless they are missing mandatory comments ([paragraph 1.11](#)) or the evaluation includes prohibited comments ([paragraph 1.12](#)). (T-1).

**4.10. Promotion Time-In-Grade (TIG)/Time-In-Service (TIS) eligibility (AF Form 910 only).**

4.10.1. This block is based on TIG/TIS eligibility not promotion eligibility.

4.10.2. TIG/TIS is based on promotion requirements as of the static close-out date. The rater completes this portion of the AF Form 910 and marks the block “YES” or “NO” based on eligibility.

**4.11. Time-In-Grade (TIG)/Senior Rater Stratification/Endorsement Eligibility (AF Form 911 only).**

4.11.1. Senior rater stratification/endorsement is not automatic or mandatory. The decision to forward the evaluation for senior rater stratification/endorsement is determined by the evaluator who is eligible to close-out the evaluation and each level thereafter, without necessarily going to the senior rater.

4.11.1.1. The intermediate evaluator, i.e., the commander or director of the organization in which the ratee is assigned, who meets the grade requirements to close-out the report as a final evaluator, determines if a report will be forwarded for higher-level endorsement/stratification. If the report is not forwarded to the next level for endorsement, the intermediate evaluator will close out (sign) the report as the final evaluator.

4.11.1.2. When the intermediate evaluator forwards the evaluation to the deputy evaluator, the next-level endorser, the deputy evaluator will determine whether to return the report to the intermediate evaluator, close-out (sign) the report, or forward the report for senior rater stratification consideration.

4.11.1.3. When a senior rater determines senior rater stratification is warranted, he/she will close-out the report by completing Section IX. Numerical indications of how an individual Airman compares to his/her peers (typically known as “stratification statements,” e.g. #1/10) may be included in Section VIII, but are not required. If senior rater endorsement/stratification is not warranted, the report will be returned to the deputy evaluator with notification to the intermediate evaluator. The deputy evaluator will close-out (sign) the report. (T-1).

4.11.2. Senior raters can stratify up to 10% of TIG/TIS-eligible MSgts and up to 20% of TIG/TIS-eligible SMSgts within their senior rater identification and by component. **Note:** RegAF Airmen with an approved high year of tenure retirement date prior to the first day of the month promotion increments begin will not be factored into senior rater allocations. When determining the quota, normal rounding rules apply (.49 rounds down to the whole number and .50 rounds up to the whole number). Further stratifying ARC personnel by status within

the component is prohibited. The ratee must meet all of the following minimum requirements as of the close-out date of the evaluation (except as authorized by [paragraph 4.12.4.2](#) due to forced endorsements):

- 4.11.2.1. Meet the TIG eligibility requirements outlined in [Table 4.11](#).
- 4.11.2.2. Successfully completed an Associate's or higher-level degree from a nationally or regionally accredited academic institution in any discipline or specialty. The degree must be conferred (awarded) as of the close-out date of the evaluation. Completing the last required course, College Level Examination Program, or Defense Activity for Non-Traditional Education Services is not sufficient.
- 4.11.3. A senior rater will endorse a non-TIG/TIS-eligible evaluation only when one of the following apply:
  - 4.11.3.1. When the senior rater is the rater. In this case, the senior rater will mark the "Forced Endorsement" box on the AF Form 911. **(T-2)**.
  - 4.11.3.2. When the senior rater is the evaluator named in a referral memorandum. **(T-2)**.
- 4.11.4. If the member is not TIG/TIS-eligible for a senior rater stratification/endorsement, the final evaluator can be the intermediate or deputy evaluator.
- 4.11.5. Determine TIG/TIS eligibility for senior rater stratification/endorsement using the formulas below. See the TIG Eligibility Chart, [Table 4.11](#).
  - 4.11.5.1. For MSgt ratees (RegAF only).
    - 4.11.5.1.1. If the close-out date is on or before 30 Sep, determine the number of months TIG from Date of Rank to 1 Mar of the next year following the evaluation 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." All Airmen meeting a promotion board are required to have an EPR on file closed out within 12 months of the Promotion Eligibility Cutoff Date.
    - 4.11.5.1.2. If the close-out date is after 30 Sep, determine the number of months TIG from the date of rank to 1 Mar two years following the evaluation 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 Promotion Eligibility Cutoff Date.
  - 4.11.5.2. For SMSgt Ratees (RegAF only).
    - 4.11.5.2.1. If the close-out date is on or before 31 Jul, determine the number of months TIG from the date of rank to 1 Dec. If less than 21 months, then Promotion TIG/TIS Eligibility is "NO." If greater than or equal to 21 months, then Promotion TIG/TIS Eligibility is "YES."
    - 4.11.5.2.2. If the close-out date is after 31 Jul, determine the number of months TIG from the date of rank to 1 Dec of the year following the evaluation close-out date. If less than 21 months, Promotion TIG/TIS Eligibility is "NO". If greater than or equal to 21 months, Promotion TIG/TIS Eligibility is "YES". All Airmen meeting a promotion board are required to have an EPR on file closed out within 12 months of the Promotion Eligibility Cutoff Date. **(T-1)**.

4.11.5.3. For SMSgt promotion selects (RegAF only). Promotion TIG/TIS eligibility is based upon the static close-out date of the EPR. If the static close-out date falls on the day of or day after the promotion public release date (to include supplemental promotions), individuals on the selectee list are not eligible for senior rater endorsement on that evaluation. Conversely, if the static close-out date EPR closed out prior to the promotion public release date, the member is eligible for senior rater endorsement because he/she was still a MSgt as of the static close-out date and not officially a SMSgt promotion selectee.

4.11.5.4. Senior raters must either use the following approved panel process ([paragraph 4.11.5.4.1](#)) to determine senior rater stratification/endorsement or develop and disseminate their own guidance within their organization no later than the accounting date of each evaluation cycle: **(T-1)**.

4.11.5.4.1. Review the last five evaluations, all awards and decorations, the current Air Force Fitness Management System tracker and Career Data Brief (CDB). **(T-1)**. Panel members will include the senior raters' command chief or senior enlisted advisor, as well as the deputy evaluator or approved representative who submitted the evaluation for Senior Rater stratification/endorsement consideration. **(T-1)**.

4.11.5.4.2. RegAF Airmen with an approved high year of tenure retirement date prior to the first day of the month promotion increments begin are no longer considered eligible for senior rater endorsement and will not be factored into senior rater endorsement allocations. **(T-1)**.

4.11.5.5. CMSgt and CMSgt-selects. The senior rater must endorse all AF Form 912s. **(T-2)**.

#### **4.12. Final Evaluator's Position and Single Evaluators.**

4.12.1. The final evaluator must be a major or GS-12 or higher, but no higher in organization than the senior rater. **(T-1)**. The final evaluator must be the senior rater; final evaluator may not be delegated to a lower level evaluator. **(T-1)**. **Note:** For ANG members, the final evaluator must be at a minimum the full-time unit commander. If there is no full-time unit commander, the final endorser will be the senior full-time officer serving in the grade of O-4/GS-12 or higher, but no higher in organization than the senior rater. **(T-1)**. **Exception:** The CMSAF may endorse EPRs as a senior rater and may also serve as the final evaluator.

4.12.2. Single Evaluator *only*. An evaluator must be an O-6 or GS-15/equivalent. **(T-1)**. If the rater is a senior rater, the evaluation must close-out at this level unless it is a referral evaluation. **(T-1)**. The evaluator must meet both grade and evaluator requirements for each section of the applicable evaluation form and must be a commander/director/other authorized reviewer. **(T-1)**. An O-6/equivalent may serve as a final/deputy evaluator on the AF Form 911, and/or as a final evaluator/senior rater on the AF Forms 911 and 912, if they are designated as a senior rater. He/she must also meet the necessary requirements as a commander/director/other authorized reviewer to sign the entire evaluation as a single evaluator. **(T-1)**. Single evaluators will enter "THIS SECTION NOT USED" in the additional rater comment section and sign each section.

4.12.3. An additional rater who meets the minimum grade requirement may close-out the evaluation. However, an official higher in the rating chain than the additional rater may serve

as the reviewer/final evaluator, if authorized. The reviewer/final evaluator may not be higher in the organizational structure than the senior rater. **(T-1)**.

#### 4.12.4. Determining the Final Evaluator:

4.12.4.1. Intermediate Evaluator. The individual in the ratee's rating chain who works directly for the deputy evaluator and meets the grade requirement to complete the final endorsement on the EPR. For MSgt – SMSgt, a civilian final evaluator must be at least a GS-12. **(T-1)**. **Example:** Unit Commanders not in the grade of O-6/civilian equivalent; MAJCOM section chiefs below the Division which are not in the grade of O-6/civilian equivalent.

4.12.4.1.1. When the rater, additional rater, and/or unit commander/military or civilian director/other authorized reviewer is also the final evaluator, or qualifies as a final evaluator, and closes out the evaluation, they will complete Section VIII, Unit Commander/Military or Civilian Director/Other Authorized Reviewer's Comments, and Section IX, Final Evaluator's Comments, to include allowing placement of the optional bullet, in each corresponding section if they decide not to include performance comments.

4.12.4.2. Deputy Evaluator. The evaluator in the ratee's rating chain between the intermediate evaluator and the senior rater, regardless of the organizational duty position of the O-6. In cases where there is no O-6/GS-15 between the ratee and the senior rater, then an officer with a minimum grade of O-4 who works for and is rated by the senior rater would qualify as a deputy evaluator to close-out an evaluation which is not stratified/endorsed or TIG/TIS-eligible. Evaluators in the rating chain must not be skipped in order to garner a deputy evaluator endorsement by someone with a higher duty position within the organization/rating chain.

4.12.4.2.1. When the rater is the unit commander/equivalent, does not qualify as a single evaluator, and works directly for the senior rater, he/she will complete both the rater's and commander's areas. The senior rater will complete the additional rater's and final evaluator's areas.

4.12.4.2.2. Do not skip the O-6 squadron commander or branch chief in order to garner the O-6 group commander or division chief's final endorsement as a deputy evaluator. **(T-1)**.

4.12.4.3. Senior Rater. Used when the final evaluator is the highest level endorser in the ratee's rating chain. The senior rater must be at least an O-6/GS-15 or higher, serving as a wing commander or equivalent, and designated by the Management Level.

4.12.4.4. Senior Rater Forced Endorsement. This block will be marked when the senior rater must complete Section IX, Final Evaluator's Comments, of the AF Form 911, whether or not the ratee is TIG/TIS promotion-eligible or has completed the minimum requirements for senior rater stratification/endorsement, due to rating chain or final evaluator requirements.

4.12.5. The final evaluator ensures the correct final evaluator's position block is marked prior to signing the EPR. **(T-1)**.

4.12.6. Evaluators with Dual or Multiple Roles. When an evaluator serves in multiple roles on the AF Form 910, 911, or 912, or when the additional rater is also the commander/director, consider each section of the evaluation independently. The evaluator may include written comments in each separate section of the evaluation. When an evaluator chooses not to include performance comments in a section, they will enter “THIS SECTION NOT USED in the applicable section and sign. Signature elements, to include the signature, are required in all sections of the evaluation regardless of whether there are performance comments included, or the evaluator has entered “THIS SECTION NOT USED”.

#### **4.13. Airmen Comprehensive Assessment /Performance Feedback.**

4.13.1. Airmen Comprehensive Assessment /Performance Feedback will be accomplished in accordance with [Chapter 2](#).

4.13.2. In Section VII (AF Form 910), Section VI (AF Form 911), and Section III (AF Form 912) the rater certifies that the required Airmen Comprehensive Assessment was conducted during the reporting period by signing. If the Airmen Comprehensive Assessment was not accomplished, an explanation must be provided in the remarks block (AF Form 910/911/912).

#### **4.14. Forced Distributor, (Section IX, AF Form 910) Unit Commander/Military or Civilian Director/Other Authorized Reviewer, (Section VIII, AF Form 911).**

4.14.1. The review is performed by the commander/director of the organization. In the commander's/director's absence, the officer on G-series orders or a senior official within the commander's jurisdiction, may review. Members designated to complete this section may not use the title "Commander" or "Director". They will use their assigned duty title on the EPR. Home station commanders will complete this section for members on a 365-day extended deployment, regardless of the grade of the deployed rater and additional rater. Additionally, forced distributors may delegate, in writing, the final signature authority to the Operations Officer or Squadron Section Commander (equivalents) for Airmen who are not TIG/TIS eligible for promotion during the current evaluation cycle.

4.14.1.1. The forced distributor as of the static close-out date will sign all AF Form 910s assigned to their Forced Distributor Identification for TIG/TIS eligible Airmen. If the forced distributor appointed another officer/civilian to represent them at the Enlisted Forced Distribution Panel, the signature authority is still the forced distributor. **Exception:** In joint agencies, the AFELM/CC on G-series orders is authorized to sign AF Form 910s in lieu of the forced distributor when the forced distributor signs the MEL.

4.14.2. The commander reviews evaluations to ensure ratings accurately describe performance and comments and are compatible with and support ratings. They must return evaluations with unsupported statements for additional information or reconsideration of ratings. **(T-1)**. However, commanders may not coerce an evaluator to make changes.

4.14.3. The commander or designated representative will mark the “concur” or “non-concur” block. See [paragraph 1.9](#) for disagreements.

4.14.4. Forced Distributors or Commanders/Directors may have multiple roles. The two signatures serve separate purposes: one as an evaluator regarding duty performance, and one as a commander regarding quality review. If the forced distributor/unit commander/director qualifies as a single evaluator, enter “THIS SECTION NOT USED” in the additional rater

comment section. Signature elements, to include the signature, are required in all sections of the evaluation regardless of whether there are performance comments included, or the evaluator has entered “THIS SECTION NOT USED”. **(T-1)**.

**4.15. Evaluator Considerations and Comments.** Certain items are prohibited for consideration in the performance evaluation process and will not be commented upon on any Enlisted Evaluation System form. Except as authorized in the following paragraphs, do not consider, refer to, or include comments regarding:

4.15.1. **(AF Form 911)** Promotion Statements and Assignment Recommendations: Promotion statements are only allowed when a Senior Noncommissioned Officer is TIG/TIS promotion-eligible and may only be made by the final evaluator in Section IX, *Final Evaluator’s Comments*. **(T-1)**. When the rater qualifies as a single evaluator, he/she may include a promotion statement in Section IX, *Final Evaluator’s Comments*. Promotion statements on promotion selectee evaluations are prohibited. **(T-1)**. Promotion statements must refer to the ratee’s next higher grade. Assignment recommendations are authorized regardless of TIG/TIS eligibility. Authorized examples include:

4.15.1.1. For a TIG/TIS promotion eligible MSgt, the final evaluator may state, promote to SMSgt, then select for Flight Chief’ as it states the next eligible grade and assignment.

4.15.1.2. For a MSgt not TIG/TIS promotion eligible, the final evaluator may not state, "promote to SMSgt, future Command Chief", as the ratee is not TIG/TIS eligible and the assignment recommendation is a CMSgt position. **(T-1)**.

4.15.1.3. Final evaluators may also provide assignment recommendations in their comments. Similar to promotion statements, assignment recommendations may only be made by the final evaluator and may only refer to the positions in the ratee’s current grade if not promotion eligible. **(T-1)**. If the ratee is promotion eligible or a selectee, assignment recommendations may be made for positions in the current and selected grade.

4.15.2. **(AF Form 910)** Promotion statements in Section IX, Item 1, that are statements of fact (i.e., “selected for promotion Below-the-Promotion Zone”, or “STEP promoted to TSgt”) are authorized. Additionally, pushes to commissioning sources are also authorized (i.e., Selected for Officer Training School).

4.15.3. Performance comments regarding Airman serving in ceremonial/event-related positions that have a “title” higher than the rank the Airman currently holds are acceptable. **Examples:** An Honor Guard SrA serving as Noncommissioned Officer-in-Charge, Firing Team or Noncommissioned Officer-in-Charge, Colors during a ceremony. A SSgt serving as the First Sergeant of the Mess at a formal Order of the Sword Ceremony.

**4.16. Inappropriate Comments Referring to Separation/Retirement, Civilian Employment, and Professional Military Education.**

4.16.1. Separation or retirement status. Comments referring to separation, retirement, or transfer to reserve status are prohibited. **(T-1)**. However, comments may be warranted when an Airman displays a reluctance to accept responsibility, a negative attitude toward the job, and/or exhibits a decrease in performance that can be reasonably attributed to a pending separation or retirement. Comments are limited to the behavior and not the fact the Airman is separating, retiring or transferring to a reserve status. **Note:** Although comments are

mandatory, the minimum bullets required in accordance with [Tables 4.2, 4.6, or 4.9](#) may be used.

4.16.2. Civilian Employment. Comments about civil service jobs or other civilian occupations are prohibited unless it directly relates to the military position and their military performance. Recommendations for civilian employment are prohibited. **(T-1)**.

4.16.3. Enlisted Professional Military Education Comments in EPRs.

4.16.3.1. The only permissible Professional Military Education comments in EPRs will be those referencing selections for an official Professional Military Education award or completion of Senior Enlisted Joint Professional Military Education I/II web based courses. All other comments, to include recommendation for any other Professional Military Education and selection for any other Professional Military Education attendance are prohibited. Comments referencing Air Force prerequisite Professional Military Education (or sister service equivalent) selection, attendance and/or completion are prohibited, to include implied comments.

#### **4.17. Ratee's Acknowledgement.**

4.17.1. The rater is required to conduct face-to-face (End-of-Reporting Period) feedback in conjunction with presenting the evaluation to the ratee. **(T-1)**. The EPR serves as the feedback form. An Airman Comprehensive Assessment form is not required. 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. **(T-2)**. 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 email, using a read receipt to verify the feedback was received and read.

4.17.2. The ratee's signature in the acknowledgment block does not constitute concurrence or non-concurrence of the content and/or rating of the evaluation. The signature is to acknowledge receipt of the evaluation and to certify the ratee reviewed the personal information on the form.

4.17.3. The ratee will sign after all other evaluators have signed. In cases where an Air Force Advisor or Acquisition/Functional Examiner is required to sign, the ratee's acknowledgment will occur after the advisor or examiner review.

4.17.4. The ratee must acknowledge receipt of the evaluation prior to the evaluation becoming a matter of record unless the ratee refuses or is unable to sign. 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 evaluation becomes a matter of record. This is not to be interpreted to mean the ratee can refuse to sign if he/she disagrees with the evaluation. If evaluators do not agree to change the evaluation and the ratee wishes to dispute it, the ratee should pursue the established appeal/correction avenues available to them as outlined in [Chapter 10, Correcting Officer and Enlisted Evaluation Reports](#), once the evaluation is a matter of record.

4.17.5. The rater will suspend the ratee three duty days (30 calendar days for ARC) to sign the evaluation. **(T-1)**.



4.17.6. In cases where the ratee refuses to sign, any evaluator signing the evaluation is authorized to select “Ratee refused” from the drop-down menu in the ratee’s acknowledgment and sign the evaluation in the ratee’s acknowledgement block.

4.17.7. In cases where the ratee is unable to sign, any evaluator will select “Not available” from the drop-down menu in the ratee’s acknowledgment block and sign the evaluation in the ratee’s acknowledgement block.

4.17.8. For the purpose of signing evaluations, the terms “Unavailable” or “Unable to Sign” indicate that the member does not have access to a Common Access Card-enabled computer (i.e. convalescent leave, TDY to a contractor facility without government computer access, deployed to a location without computer access, no longer have digital signature capability, in Absent without leave or deserter status, etc.).

4.17.9. “Wet Signature Evaluations Only.” Evaluators can type, handwrite or use the drop-down option to annotate the evaluation when the ratee is unable or declines to sign.

#### **4.18. Forced Distribution (AF Form 910 only).**

##### 4.18.1. Terms and Definitions.

4.18.1.1. Forced Distribution. The allocation of the top two promotion recommendations, “Promote Now” and “Must Promote”, from a force distributor on AF Form 910 for promotion eligible SrA, SSgts, and TSgts.

4.18.1.2. Forced Distributor (FD). For wing/group/squadron-level organizational structures, the Forced Distributor will be the G-series orders commander or civilian director (delegable to section commander or equivalent only for non-TIG/TIS eligibles). For wings, the Forced Distributor is the vice commander, delegable to the Director of Staff. Within MAJCOMs, COCOMs, FOAs, DRUs, NAFs, and Centers, the Forced Distributor will be the military or civilian director. For MAJCOM and COCOM commanders, the Forced Distributor will be the vice commander.

4.18.1.3. Forced Distributor Identification (FDID). A nine digit code annotated on the AF Form 910. It is assigned to a position/PAS codes and identifies the Forced Distributor.

4.18.1.4. Enlisted Forced Distribution Panel (EFDP). The EFDP is comprised of the EFDP President, Command Chief or Air Force Senior Enlisted Leader (SEL), forced distributors of small units (flight chiefs/designated representatives for large units), and Recorder.

4.18.1.5. Master Eligibility Listing (MEL). Identifies all Airmen with an EPR scheduled to close out on the applicable static close-out date as well as Airmen who are and are not TIG/TIS-eligible. The listing also reflects the number of promotion allocations earned.

4.18.1.6. Accounting Date. The date approximately 120 calendar days before the static close-out date. This date is used as a file freeze in order to account for the actual number of eligible TIG/TIS promotion-eligible Airmen for each forced distributor’s PAS code(s). No changes will be made to the number of allocations on or after the static close-out date unless specifically authorized by HQ AFPC/DP3SP as an exception. See **Table 4.6. (T-1)**.

4.18.1.7. Static Close-out Date (SCOD). This is the fixed annual date that all enlisted evaluations will close-out for a specific grade. It is used to determine the final TIG/TIS-eligible pool for forced distribution allocations. EPRs cannot be signed before this date. See **Tables 4.7** and **4.8 (T-1)**.

4.18.1.8. Large Unit. Any organizational structure with 11 or more TIG/TIS-eligible Airmen (by grade) as of the SCOD.

4.18.1.9. Small Unit. Any organizational structure with 10 or less TIG/TIS-eligible Airmen (by grade) as of the SCOD.

4.18.1.9.1. Under a wing-level construct, squadrons, group staffs and wing staff agencies could be classified as small units. Under a Direct Reporting Unit or Field Operating Agency level construct, squadrons, group staffs, and directorates could be classified as small units.

4.18.1.9.2. Under a SAF/HAF/COCOM/MAJCOM Management Level construct, subordinate directorates with military or civilian directors that are senior raters could be classified as small units.

#### 4.18.2. EFDP Member Roles and Responsibilities.

4.18.2.1. Panel President. A voting and scoring panel member. He/she must be the Senior Rater assigned to the Senior Rater Identification (senior rater identification) or Management Level (assigned as the head of the Management Level); for Combatant Commands (COCOMs) this will be the Air Force Element Commander (the Air Force officer designated by the COCOM/CC as the AFELM/CC).

4.18.2.1.1. Responsibilities. Design and document procedures for their respective EFDP and perform administrative duties in connection with the proceedings.

4.18.2.1.2. Ensures all members understand discussions regarding individual records or award recommendations. Discussions between panel members are not to be shared outside of the panel. However, forced distributors may discuss the panel process and how they are conducted with their Airmen.

4.18.2.1.3. Ensures the consideration of all Airmen nominated to the EFDP without prejudice or partiality in a consistent, fair, and equitable manner.

4.18.2.2. Command Chief or Air Force Senior Enlisted Leader. Serves as an advisor to the panel. (T-3).

4.18.2.3. Forced Distributors. A voting and scoring panel member.

4.18.2.3.1. Represent Airmen nominated from their particular small unit.

4.18.2.4. Recorders. A non-voting and non-scoring member. Recorders will not serve on a panel for which they are being considered. They will also not assume the role or responsibilities of a voter, scorer, or advisor for the same panel.

4.18.2.4.1. Assists the EFDP President with ensuring panel proceedings meet all requirements.

4.18.2.4.2. Advises all panel members on the EFDP process and other administrative matters.

#### 4.18.3. Delegation of Roles and Responsibilities.

4.18.3.1. EFDP President. Only under extraordinary circumstances may EFDP President responsibilities be delegated to the next senior Air Force officer/civilian (normally the vice commander). If applicable, the vice commander, etc., will delegate the forced distributor authority for the small unit to the next senior Air Force officer/civilian. **(T-2). Example:** If the MAJCOM/CV is appointed EFDP President by MAJCOM/CC, the next senior Air Force officer/civilian will be appointed forced distributor for the MAJCOM's small unit forced distributor.

4.18.3.1.1. Numbered Air Force/Center/Wing/Direct Reporting Unit/Field Operating Agency: The vice wing commander, Field Operating Agency or Direct Reporting Unit vice commander or Director of Staff, will serve as the "small unit commander" only when there are eligible Airmen assigned to those respective staff agencies, under the direct authority of the commander (senior rater). Senior raters will not serve in a dual-hatted capacity, where they act as both the small unit commander and EFDP President. **(T-1).** Allowing the vice wing commander or Director of Staff to represent eligible staff agency Airmen at the EFDP as a panel member gives the senior rater impartiality as the EFDP President.

4.18.3.1.2. If the vice commander or Director of Staff has been appointed as the EFDP President, they cannot be dual-hatted and also serve as a panel member. **(T-1).** The next senior Air Force officer/civilian will serve as the forced distributor (panel member).

4.18.3.1.3. Numbered Air Forces/Centers will hold Enlisted Forced Distribution Panels at the Numbered Air Force/Center level and not roll up to the Management Level. The Numbered Air Force/Center commander/director as the president (unless delegated).

4.18.3.1.4. Headquarters Air Force (HAF) Staff/Major Commands (MAJCOM). Management Level commanders may delegate management level EFDP President responsibilities no lower than the vice commander/deputy. **(T-1).** When EFDP President responsibilities are delegated, the next senior Air Force officer/civilian (i.e. Director of Staff) will serve as the "small unit commander" when there are eligible Airmen assigned. Management Levels or appointees, when Management Level EFDP President responsibilities have been delegated, will not serve in a dual-hatted capacity. Allowing the vice commander or appointee to represent promotion eligible Airmen at the EFDP gives the Management Level impartiality as the EFDP President. **Exception:** If the vice commander is unavailable due to deployment or TDY, EFDP President responsibilities may be further delegated to the next highest ranking Air Force officer or civilian equivalent (no lower than colonel).

4.18.3.1.5. Combatant Commands (COCOM). The Air Force Element Commander (AFELM/CC) will assume EFDP President responsibilities with a COCOM, unless the COCOM's commander is Air Force and requests to chair the EFDP proceedings. **(T-1).** If the AFELM/CC is unavailable due to a prolonged deployment or TDY, EFDP President responsibilities may be delegated to the next highest senior Air Force officer. This delegation will be for the current EFPD only, not on a permanent basis. Short

absences (leave, routine TDY) do not qualify as a reason to delegate responsibilities below the AFELM/CC.

4.18.3.1.6. For joint organizations, such as United States Military Entrance Processing Command, which may not have an Air Force general officer or Air Force colonel assigned, an exception to policy may be submitted to HQ AFPC/DP3SP. The request must include the organizations proposed EFDP process.

4.18.3.1.7. For joint organizations, the forced distributor can request to designate the next senior Air Force officer/civilian (no lower than Lt col/civilian equivalent) to attend the EFDP. This request must be approved by the EFDP President and documented in writing. **(T-1)**.

4.18.3.2. Command Chief and SELs. When circumstances warrant, the interim Command Chief or SEL will serve as the advisor for the EFDP.

4.18.3.3. Force Distributor (FD) Authorities. When circumstances warrant, requests can be made to the EFDP President to designate the next senior Air Force officer/civilian (no lower than major or civilian equivalent) to represent them on the panel. **(T-3)**. If the next senior officer/civilian does not meet the rank requirement, another FD within the senior rater's purview (i.e., another squadron commander, group deputy) may represent the organization. All requests must be approved by the EFDP President and documented in writing. The FD authority will maintain all other responsibilities such as signing EPRs and MELs.

#### 4.18.4. Allocations and Notification.

4.18.4.1. Allocations. AF/A1 determines forced distribution promotion allocations.

4.18.4.2. Allocations are based on 5% of the total TIG/TIS promotion-eligible SrA, SSgt and TSgt population for "Promote Now", 10% of the total TIG/TIS promotion-eligible SSgt and TSgt population for "Must Promote" allocations, and 15% of the total TIG/TIS promotion-eligible SrA population for "Must Promote" allocations. In accordance with the aforementioned allocation rates, AFPC provides the actual number of "Promote Now" and "Must Promote" allocations to each forced distributor authority via the final MEL. See **Tables 4.10** and **4.11**. The tables are subject to change, therefore FDs and EFDPs will utilize the allocations provided on the final MEL.

4.18.4.2.1. Large units (11 or more TIG/TIS eligible Airmen) will receive their own forced distribution promotion allocations, and large unit forced distributor authorities will award their allocations at the unit level. **(T-1)**. Large unit commanders (forced distributor authorities) cannot exceed the promotion allocations listed on the final MEL.

4.18.4.2.2. Small units (10 or less TIG/TIS eligible Airmen) roll-up, compete at and receive promotion recommendation allocations via the Senior Rater or Management Level (whichever is applicable) EFDP. **(T-1)**.

4.18.4.3. In cases where after aggregation there are not enough eligible Airmen from the small units to earn "Promote Now" and "Must Promote" promotion allocations, the Senior Rater or Management Level EFDP (whichever is applicable) will receive an outright allocation of 1 "Promote Now" and 1 "Must Promote". **(T-1)**.

4.18.4.4. When there is only 1 eligible out of the Senior Rater or Management Level's total promotion eligible population, the Senior Rater or Management Level (whichever is applicable) will receive an outright allocation of 1 "Promote Now" and 1 "Must Promote." **(T-1)**. The senior rater or Management Level (whichever is applicable) will determine if the promotion-eligible member's record of performance warrants allocation of either a "Promote Now" or "Must Promote" promotion recommendation and will award the appropriate promotion recommendation.

4.18.4.5. Allocations Not Used. Management Levels, senior raters, and forced distributors are not required to use all allocations if they believe the performance quality and promotion potential of Airmen in their unit does not warrant the full share of allocations. Additionally, redistribution or carry-over of allocations is strictly prohibited. **(T-1)**.

4.18.4.6. Forced Distribution of Students/Patients. Forced distributors have a separate forced distributor identification for in-utilization permanent party students. Force distributors will receive a separate allocation for their TIG/TIS promotion-eligible student/patient populations. See [paragraph 4.18.6.1](#). **(T-1)**. **Note:** Airmen TDY to school less than 20 weeks will fall under their home station forced distributor identification.

#### 4.18.5. Identifying and Notifying Organizations.

4.18.5.1. Identifying. AFPC will provide MELs identifying TIG/TIS-eligible and non-TIG/TIS-eligible Airmen assigned as of the accounting date. **(T-1)**. The MEL identifies all Airmen with an EPR scheduled to close-out on the applicable SCOD, regardless of an Airman's promotion ineligibility condition(s) (e.g., on the control roster, primary Air Force Specialty Code skill level too low, undergoing Article 15 suspended reduction). See [Table 4.6](#) for accounting dates.

4.18.5.2. Notifying. Organizations will receive an initial MEL identifying if they are a large or small unit no later than the accounting date associated with each grade's SCOD. A final MEL will be forwarded following the applicable SCOD. Units should adjudicate each MEL to ensure all unit promotion-eligible Airmen are accurately captured. **(T-1)**.

#### 4.18.6. Eligibility and Nominations.

4.18.6.1. Verifying Eligibility. Using the organization's MEL, FD authorities verify the eligibility of each Airman to ensure he/she meets the TIG/TIS requirements for promotion. Only verify the TIG/TIS requirements and do not consider normal individual promotion ineligibility conditions. **(T-1)**. This will ensure only those meeting the TIG/TIS requirements are considered and the forced distributor authority receives the correct number of forced distribution promotion allocations. **Note:** Forced distributor authorities with SrA, SSgt, or TSgt promotion-eligible students (student squadrons) or patients (patient squadrons) will receive forced distribution promotion allocations for their TIG/TIS promotion-eligible student or patient populations separate from the forced distribution allocations for their TIG/TIS promotion-eligible SrA, SSgt, or TSgt permanent party populations.

4.18.6.2. Nominations. Large or small unit forced distributors are responsible for considering all individuals appearing on the unit's final MEL. **(T-1)**. Forced distributors will consider all individuals meeting TIG/TIS requirements.

- 4.18.6.2.1. Small unit promotion-eligible Airmen are nominated by the unit forced distributor authority to compete for award of a forced distribution promotion allocation at the Senior Rater or Management Level EFDP (whichever is applicable). The maximum number of “Promote Now” and “Must Promote” allocations the EFDP may award is based on the combined total number of TIG/TIS promotion-eligible Airmen from each small unit, by grade.
- 4.18.6.2.2. Each unit may nominate up to the maximum number of available allocations. **Example:** If the total combined number of SSgt promotion eligible Airmen from all small units is 28, the total promotion allocations the EFDP may award is 4 (1 “Promote Now” and 3 “Must Promote”) based on a 5% “Promote Now” allocation and 10% “Must Promote” allocation. Therefore, a small unit forced distributor may nominate no more than 4 eligible SSgts.
- 4.18.6.2.3. If a small unit does not nominate an eligible Airman, the Forced Distributor will annotate the MEL accordingly and sign.
- 4.18.7. EFDP Nomination Folders.
- 4.18.7.1. To assist in ensuring the information being considered for all promotion-eligible Airmen nominated to the EFDP is consistent, fair, and equitable, the nomination folder will only include the Airman’s: career brief, decorations, and last three EPRs (this includes the EPR being considered for forced distribution). Commanders may also submit a push-note when the panel proceedings are held virtually or when nominee packages will be sent to panel members in advance of the physical panel. Push-notes will only convey the nominee’s relative standing amongst all other Airmen nominated by the commander.
- 4.18.7.2. EPRs being considered for forced distribution must be signed by the rater and additional rater prior to the EFDP proceedings. **(T-1)**. Additionally, EPRs meeting the EFDP cannot be awarded “Promote Now” or “Must Promote” allocations or be signed by the forced distributor prior to the panel. **(T-1)**.
- 4.18.7.3. Performance assessment changes made after panel proceedings are limited to significant quality force indicators negative or positive, that were not previously known. **(T-1)**.
- 4.18.8. EFDP Procedures.
- 4.18.8.1. EFDP proceedings may not commence and promotion allocation selections may not be made any earlier than the day following each applicable grade’s SCOD. **(T-1)**. Any and all notional or pre-forced distribution proceedings, ahead of the completion of each grade’s entire reporting period (e.g. prior to 1159 hours on the applicable grade’s SCOD) are prohibited. **(T-1)**.
- 4.18.8.2. Physical or virtual panel. It is up to the EFDP President to determine how to hold the EFDP based upon the nature of the organization’s structure. When the EFDP President chooses to hold a physical panel (i.e., in person), nominee records may be provided for review in advance of the physical proceedings. In such cases, the EFDP Recorder will ensure all records are available to all panel members to allow ample time to review prior to the physical panel.

4.18.8.3. Small units. Small unit TIG/TIS promotion eligible Airmen aggregate up to compete at the senior rater or Management Level EFDP. HAF/SAF/COCOM/MAJCOM forced distributors with 10 or less TIG/TIS eligible Airmen aggregate from the senior rater up to the Management Level EFDP. When a commander has promotion authority over two or more units, the eligible Airmen are not combined. Each unit will comply with the large or small unit.

4.18.8.3.1. Small unit FDs nominate eligible Airmen to compete at the EFDP. Nomination folders will include the Airman's career brief, decorations, and last 3 EPRs (this includes the EPR being considered for forced distribution). A push-note may also be included.

4.18.8.4. Large units. Large unit FDs are authorized to utilize the small unit EFDP process (but not participate in small unit panels) or develop their own process. If the large unit develops a process, the FD must disseminate the forced distribution procedures within their organization that will be utilized no later than the accounting date for each applicable evaluation cycle. **(T-1)**.

4.18.8.5. Once selections are made, the Forced Distributor Identification authority annotates and signs the applicable MEL, identifying those selected to receive "Promote Now" and "Must Promote" allocations. The Forced Distributor Identification authority will then return all evaluations to the owning small unit FD for application of the awarded allocation as well as EPR signature by the responsible unit commander/director/other authorized reviewer. Individual Senior Raters/ Forced Distributor Identification authorities or Management Levels will not sign evaluations in-lieu of the forced distributor.

4.18.8.6. If an egregious event or negative information, transpired and was substantiated during the reporting period and, discovered after the SCOD, and after promotion recommendations have been allocated, the Forced Distributor Identification authority, Senior Rater, or Management Level (whichever is applicable), may remove or downgrade the promotion recommendation from the ratee's evaluation. **(T-3)**. In such a case, the applicable forced distribution promotion allocation will not be reallocated. **(T-1)**.

#### 4.18.9. Scoring.

4.18.9.1. Records are scored on a best-qualified basis. Enlisted Forced Distribution Panel members will ensure that Airmen selected to receive forced distribution promotion allocations are fully qualified to assume the next higher grade.

4.18.9.2. The Senior Rater or Management Level (whichever is applicable) may use either:

4.18.9.2.1. A "rack-n-stack" process by which each panel member rank orders all records from highest to lowest and all rankings are combined to develop an order of merit.

4.18.9.2.2. A panel or Management Level Review scoring process by which EFDP records are scored in 6-to-10 point increments.

4.18.9.3. Scoring is based on documents in each eligible's EFDP nomination folder only. **(T-1)**.

4.18.9.4. Panel members will assign each eligible a score (6-to-10 point) or ranking, reflecting their assessment of relative performance, leadership/followership, and the potential to serve at the next higher grade.

4.18.9.5. Panel members may score nomination folders in advance on the EFDP when authorized by the EFDP President.

4.18.9.6. If a panel member identifies a record-based matter that causes concern, he/she will bring the matter to the other panel members, the panel recorder, or directly with the panel president, so that the matter has the attention of the other panel members.

4.18.9.7. Panel members are encouraged to discuss their own knowledge and evaluation of the professional qualifications of their respective promotion-eligible Airman.

4.18.9.8. Panel members may not discuss or disclose the opinion of any person not a member of the panel concerning the member.

4.18.9.9. Scoring Scale. See **Table 4.1**.

4.18.9.9.1. Defining "Splits". A "split" is a significant disagreement between EFDP members about the score of a record. A "split" is considered a difference in a score of 2 or more points between any two panel members.

4.18.9.9.2. Resolving "Splits". All scoring stops and all voting EFDP members must be present (physically or virtually) to discuss the records involved in a "split". Only EFDP members with split scores may change their scores in the process of resolving a split. A "split" is resolved when there is a difference in a score of 1.5 or less points between any two panel members.

4.18.10. EFDP Report.

4.18.10.1. The panel report should contain a list of panel members, panel recorder, order of merit (identifying total score, if/when applicable), and forced distribution promotion recommendation status based on the available number of "Promote Now" and "Must Promote" allocations, and cut-off score.

4.18.10.2. The report should be approved and signed by the Senior Rater or Management Level as the panel president and by the panel recorder.

4.18.10.3. Supplemental Enlisted Forced Distribution Panel consideration will not be given for the following reasons:

4.18.10.3.1. Incorrect data reflected on the career brief.

4.18.10.3.2. Denied EFDP nomination due to incorrect data reflected on the forced distributor identification output products or in the career brief.

4.18.10.3.3. MELs not returned to the MPF or individual was "overlooked" on the listing.

4.18.10.3.4. EFDP nomination packages not completed/turned in/approved in time to meet the board.



**Table 4.1. Enlisted Forced Distribution Panel Scale.**

Score	Potential
10.0	Absolutely superior
9.5	Outstanding
9.0	Few could be better
8.5	Strong
8.0	Slightly above average
7.5	Average
7.0	Slightly below average
6.5	Well below average
6.0	Lowest

**Table 4.2. When to Submit EPRs for RegAF, Active Guard Reserve, and Stat Tour.**

R U L E	A	B
	If	then the reason for the evaluation is
1	RegAF ONLY: The ratee is a SrA as of the 31 March static close-out date.	Initial
2	RegAF ONLY: The ratee is an A1C or below, with 36 or more months Total Active Federal Military Service as of the 31 March static close-out date. See Note 1.	Initial
3	ARC ONLY: The ratee is a SrA or above as of the static close-out date of the evaluation and has not had an evaluation.	Initial
4	ARC ONLY: The ratee is a SSgt or above and has not had an evaluation for at least one year.	Annual
5	RegAF ONLY: Subsequent evaluations will close-out on the static close-out date (based on rank). See Note 2.	Annual
6	The ratee requires an EPR due to placement on the Control Roster. See Notes 1 and 3.	Directed by Commander (DBC)
7	An evaluation is necessary to document substandard performance or conduct. See Note 1.	DBC
8	The ratee is placed into record status 6, deserter. See Notes 3 and 4.	DBC
9	The member needs an evaluation following a discharge action per AFI 36-3208, <i>Administrative Separation of Airmen</i> . See Notes 1 and 5.	Directed by HAF (DBH)
10	Authorities place the ratee in evaluating identifier 9A100 or 9A000. See Notes 6 and 7.	DBH

<b>11</b>	Personnel have declared the ratee missing in action, captured, or interned. See Notes 1, and 7.	DBH
<b>12</b>	HAF directs a special evaluation. See Note 8.	DBH
<b>13</b>	The ratee is a CMSgt.	Annual
<b>14</b>	The ratee needs an evaluation in conjunction with involuntary removal from ANG AGR or Statutory Tour.	Directed by Full-time unit commander, TAG or NGB/CF
<b>15</b>	ANG unit commander, The Adjutant General (TAG) or NGB/CF directs a special evaluation.	Directed by Full-time unit commander, TAG or NGB/CF
<b>16</b>	A1C who enlisted under the National Call to Service program. See Note 9.	Initial
<b>17</b>	Any sentence of confinement as the result of a court-martial. See Note 1.	Directed by Commander
<b>18</b>	ARC ONLY: In cases where a promotion/demotion has occurred and a member will have more than 24 months from the closeout date of their last evaluation and the new established static close-out date for their new rank.	Directed by HAF (DBH)
<b>19</b>	AGR ONLY: In cases where a promotion/demotion has occurred and a member will have more than 24 months from the closeout date of their last evaluation and the new established static close-out date for their new rank. AGR personnel will require annual evaluations. A Directed by HAF (DBH) report is required in cases where a promotion/demotion has occurred and a member will have more than 12 months from the closeout date of their last evaluation and the new established static close-out date for their new rank.	DBH

**Notes:**

1. A1C or below with less than 36 months Total Active Federal Military Service, (or Date Initial Entry Uniformed Services for ARC) do not receive an EPR unless it is a Directed By the Commander report and the member has a minimum of 20 months TIS.
2. The close-out date is on the static close-out date for the applicable rank (for example, a SSgt will have their close-out on 31 Jan (SSgt static close-out date). **Exception:** Airmen selected for promotion or Airmen who are demoted will have their evaluation close out on the static close-out date of their projected or received rank and in some cases, may exceed a year. **Example:** A SSgt selected for TSgt will now have their evaluation close-out on 30 Nov. A SSgt demoted to SrA will have their EPR close out 31 March.
3. The close-out of the evaluation prepared when placing a member on the control roster is the day before the date of placement on the control roster.
4. The close-out date is the effective date the ratee is placed in Record Status 6, Deserter.
5. When a member is undergoing an involuntary separation due to substandard performance, a commander will complete a Directed by Commander evaluation and may only comment on the negative behavior. This applies to TSgts and below and the commander will close out the evaluation one day before the written notice of the proposed action to the Airman. If a member is being involuntarily separated for reasons other than substandard performance, then a Directed by Commander evaluation is not required
6. The evaluation's close-out is the day before the date that authorities place the Ratee in reporting identifier 9A100 or 9A000.
7. Do not prepare EPRs for periods of missing in action, captured, or interned status of less than 15 calendar days. For 15 calendar days or more, prepare an EPR as AFPC/DP3SP directs.
8. AFPC/DP3SP (or AFPC/DP2SP if the evaluation is necessary for promotion consideration) directs evaluations under this rule.
9. A1Cs who enlisted under the National Call to Service program will receive their initial EPR upon completion of 16 months Total Active Federal Military Service minus 1 day.

**Table 4.3. When to submit EPRs for ARC Non-AGR.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If (see Notes 1 and 8)</b>	<b>then the reason for the evaluation is</b>
<b>1</b>	The ratee is a SrA and below, with 20 or more months time in service (from Date Initial Entry Uniformed Services date), and has not had a report. See Notes 2, 3 and 7.	Initial
<b>2</b>	The ratee is an SSgt or above and has not had a report for at least two years. See Note 3.	Biennial
<b>3</b>	The commander directs an evaluation.	Directed by Commander (see Note 9)
<b>4</b>	Commander directs evaluation to document substandard performance or conduct.	
<b>5</b>	The ratee is placed into record status 6, deserter status. See Note 6.	
<b>6</b>	HAF, HAF/RE, ARPC or NGB directs a special evaluation. See Note 4.	Directed by HAF (DBH)
<b>7</b>	The ratee needs an evaluation in conjunction with discharge.	DBH
<b>8</b>	The ratee is declared missing in action/captured/interned. See Note 5.	DBH
<b>9</b>	The ratee is a CMSgt. See Note 3.	Biennial
<b>10</b>	ARC ONLY: In cases where a promotion/demotion has occurred and a member will have more than 24 months from the closeout date of their last evaluation and the new established static close-out date for their new rank.	DBH
<b>11</b>	AGR ONLY: In cases where a promotion/demotion has occurred and a member will have more than 24 months from the closeout date of their last evaluation and the new established static close-out date for their new rank. AGR personnel will require annual evaluations. A DBH report is required in cases where a promotion/demotion has occurred and a member will have more than 12 months from the closeout date of their last evaluation and the new established static close-out date for their new rank.	DBH

**Notes:**

1. For IMAs, PIRR and PIRR Category E, the unit of attachment is responsible for completing the evaluation.
2. The close-out date is the day the Airman has 20 months from Date Initial Entry Uniformed Services date, unless the Airman reaches his/her 20 months on or after 2 Dec, at which time, the Airman's closeout will be extended to the 31 Mar static close-out date. The reason for the report remains Initial. Subsequent evaluations will close-out on the appropriate static close-out date (based on rank).
3. If the ratee did not participate during the period, the report must state this information.
4. HAF/REP directs EPRs under this rule for AFR; NGB/A1P for ANG.
5. Do not prepare evaluations for periods of missing-in-action, captured, or detained in captive status of less than 15 calendar days. If the ratee remains in one of these categories for 15 calendar days or more, prepare an evaluation under this rule without regard to the number of days of supervision. Close the evaluation on the day the ratee was placed in missing-in-action, captured, or detained in captive status. These evaluations are as directed by HQ AFPC/DP3SP or HQ ARPC/DPTSE.
6. The close-out date of the evaluation is the effective date the ratee is placed in record Status 6, deserter.
7. Initial evaluation implementation for ANG Non-AGR SrA and above who have no previous report; refer to **paragraph 4.5**.
8. Only one day is required for raters to close-out an evaluation.
9. Only negative behavior/substandard performance is documented. Positive behavior/performance will be documented on the next static close-out date EPR.

**Table 4.4. Static Close-out Date Chart for RegAF, Active Guard Reserve, and Stat Tour.**

<b>RANK</b>	<b>SCOD</b>
SrA and Below	31 Mar
SSgt and SSgt selects	31 Jan
TSgt and TSgt selects	30 Nov
MSgt and MSgts selects	30 Sep
SMSgt and SMSgt selects	31 Jul
CMSgt and CMSgt selects	31 May

**Table 4.5. Static Close-out Date Chart for ARC Non-AGR.**

<b>RANK</b>	<b>SCOD</b>
SrA and Below	31 Mar (Even years)
SSgt	31 Jan (Odd years)
TSgt	30 Nov (Even years)
MSgt	30 Sep (Odd years)
SMSgt	31 Jul (Even years)
CMSgt	31 May (Odd years)

**Table 4.6. Accounting Dates for Static Close-out Date Evaluations.**

Rank (includes selectees)	Static Close-out Date	Accounting Date
SrA and below	31 Mar	3 Dec
SSgt	31 Jan	3 Oct
TSgt	30 Nov	3 Aug
MSgt	30 Sep	3 Jun
SMSgt	31 Jul	3 Apr
CMSgt	31 May	3 Feb

**Note:** Accounting dates are approximately 120 calendar days prior to each static close-out date and are established as the 3rd of the month for consistency.

**Table 4.7. Forced Distribution Allocation Table (SrA).**

Total Eligible	Total PN	Total MP	Total Eligible	Total PN	Total MP	Total Eligible	Total PN	Total MP
11 - 12	1	1	178 - 182	9	27	343 - 347	17	52
13 - 17	1	2	183 - 187	9	28	348 - 349	17	53
18 - 22	1	3	188 - 189	9	29	350 - 357	18	53
23 - 27	1	4	190 - 197	10	29	358 - 362	18	54
28 - 29	1	5	198 - 202	10	30	363 - 369	18	56
30 - 37	2	5	203 - 207	10	31	370 - 377	19	56
38 - 42	2	6	208 - 209	10	32	378 - 382	19	57
43 - 47	2	7	210 - 217	11	32	383 - 387	19	58
48 - 49	2	8	218 - 222	11	33	388 - 389	19	59
50 - 57	3	8	223 - 227	11	34	390 - 397	20	59
58 - 62	3	9	228 - 229	11	35	398 - 402	20	60
63 - 67	3	10	230 - 237	12	35	403 - 407	20	61
68 - 69	3	11	238 - 242	12	36	408 - 409	20	62
70 - 77	4	11	243 - 247	12	37	410 - 417	21	62
78 - 82	4	12	248 - 249	12	38	418 - 422	21	63
83 - 87	4	13	250 - 257	13	38	423 - 427	21	64
88 - 89	4	14	258 - 262	13	39	428 - 429	21	65
90 - 97	5	14	263 - 267	13	40	430 - 437	22	65
98 - 102	5	15	268 - 269	13	41	438 - 442	22	66
103 - 107	5	16	270 - 277	14	41	443 - 447	22	67
108 - 109	5	17	278 - 282	14	42	448 - 449	22	68
110 - 117	6	17	283 - 287	14	43	450 - 457	23	68
118 - 122	6	18	288 - 289	14	44	458 - 462	23	69
123 - 127	6	19	290 - 297	15	44	463 - 467	23	70
128 - 129	6	20	298 - 302	15	45	468 - 469	23	71
130 - 137	7	20	303 - 307	15	46	470 - 477	24	71

138 - 142	7	21	308 - 309	15	47	478 - 482	24	72
143 - 147	7	22	310 - 317	16	47	483 - 487	24	73
148 - 149	7	23	318 - 322	16	48	488 - 489	24	74
150 - 157	8	23	323 - 327	16	49	490 - 497	25	74
158 - 162	8	24	328 - 329	16	50	498 - 500	25	75
163 - 167	8	25	330 - 337	17	50			
168 - 177	9	26	338 - 342	17	51			
<b>Note:</b> Table is subject to change. Utilize allocations on the final Master Eligibility Listing(s).								

**Table 4.8. Forced Distribution Allocation Table (SSgt and TSgt).**

Total Eligible	Total PN	Total MP	Total Eligible	Total PN	Total MP	Total Eligible	Total PN	Total MP
11 - 16	1	1	177 - 183	9	18	344 - 349	17	35
17 - 23	1	2	184 - 189	9	19	350 - 356	18	35
24 - 29	1	3	190 - 196	10	19	357 - 363	18	36
30 - 36	2	3	197 - 203	10	20	364 - 369	18	37
37 - 43	2	4	204 - 209	10	21	370 - 376	19	37
44 - 49	2	5	210 - 216	11	21	377 - 383	19	38
50 - 56	3	5	217 - 223	11	22	384 - 389	19	39
57 - 63	3	6	224 - 229	11	23	390 - 396	20	39
64 - 69	3	7	230 - 236	12	23	397 - 403	20	40
70 - 76	4	7	237 - 243	12	24	404 - 409	20	41
77 - 83	4	8	244 - 249	12	25	410 - 416	21	41
84 - 89	4	9	250 - 256	13	25	417 - 423	21	42
90 - 96	5	9	257 - 263	13	26	424 - 429	21	43
97 - 103	5	10	264 - 269	13	27	430 - 436	22	43
104 - 109	5	11	270 - 276	14	27	437 - 443	22	44
110 - 116	6	11	277 - 283	14	28	444 - 449	22	45
117 - 123	6	12	284 - 289	14	29	450 - 456	23	45
124 - 129	6	13	290 - 296	15	29	457 - 463	23	46
130 - 136	7	13	297 - 303	15	30	464 - 469	23	47
137 - 143	7	14	304 - 309	15	31	470 - 476	24	47
144 - 149	7	15	310 - 316	16	31	477 - 483	24	48
150 - 156	8	15	317 - 323	16	32	484 - 489	24	49
157 - 163	8	16	324 - 329	16	33	490 - 496	25	49
164 - 169	8	17	330 - 336	17	33	497 - 500	25	50
170 - 176	9	17	337 - 343	17	34			
<b>Note:</b> Table is subject to change. Utilize allocations on the final Master Eligibility Listing(s).								

**Table 4.9. Instructions for AF Forms 910, Enlisted Performance Report (AB-TSgt).**

<b>SECTION I. RATEE IDENTIFICATION DATA</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
1. Name	In all upper case, enter last name, first name, middle initial, and any suffix (i.e. JR., III). If there is no middle initial, the use of "NMI" is optional.	HARRIS, MICHAEL L. JR.
2. Social Security Number	Enter full Social Security Number	123-45-6789
3. Rank	Select appropriate rank from drop-down box.	SrA, SSgt, SSgt Select
4. DAFSC	Enter DAFSC held as of the "THRU" date, including prefix and suffix, if applicable. In the event of a PCS/PCA, information as of the accounting date. 365-day extended deployments, use the TDY DAFSC.	3F051
5. Organization, Command, and Location	<p>Enter information as of the "THRU" date. In the event of assignment PCS or PCA, information as of the accounting date. Nomenclature does not necessarily duplicate the EPR notice. The goal is an accurate description of the ratee's unit, location and command.</p> <p>List command inside parentheses. If the command is part of the organization's name, it's not necessary to put in parenthesis.</p> <p>365-day extended deployments, use the home station unit, "with duty at ..."</p> <p>For IMAs, PIRR and PIRR Cat E, use unit of attachment.</p>	<p>66th Force Support Squadron (ACC), Mountain Home AFB ID</p> <p>78th Security Forces Squadron (AFMC), Robins AFB GA, with duty at 447 ESFS (USAFCENT), Baghdad International Airport, Baghdad, Iraq</p>
6. PAS Code	<p>Enter unit PAS as of the "THRU" date. In the event of a PCS/PCA, information as of the accounting date. 365-day extended deployment, use the home unit.</p> <p>For IMAs, PIRR and PIRR Cat E, use unit of attachment.</p>	TE1CFYRZ



Item/Description	Instructions	Example
7. Forced Distributor Identification (FDID)	<p>Enter Forced Distributor Identification for ratee's PAS code as of the "THRU date. In the event of a PCS/PCA, information as of the accounting date. 365-day extended deployment, use the home station Forced Distributor Identification.</p> <p>For IMAs, PIRR and PIRR Cat E, use of unit of attachment.</p>	DP11MFN99
8. Period of Report	FROM DATE: See paragraph 4.6.	01 Dec 2015
	THRU DATE: This is the static close-out date for the appropriate grade. See paragraph 4.7 for variations.	30 Nov 2016
9. No. Days Non-Rated	Enter number of authorized non-rated days from the authorized documentation, if applicable. See <b>paragraph 1.4.11</b> .	120
10. No. Days Supervision	Enter the number of days of supervision. Subtract only the number of authorized non-rated days.	365
11. Reason for Report	Select the reason for evaluation.	Annual

## SECTION II. JOB DESCRIPTION

Item/Description	Instructions	Example
1. Duty Title	<p>Enter information as of the "THRU" date. In the event of a PCS/PCA, information as of the accounting date may be used.</p> <p>If the duty title is abbreviated and entries are not clear text, spell them out. Ensure the duty title is commensurate with the ratee's grade, Air Force Specialty Code, and responsibility. Refer to AFH 36-2618.</p> <p>For 365-day extended deployment, use the deployed duty title.</p>	Non-commissioned Officer-in-Charge, Force Management

2. Key Duties, Tasks and Responsibilities	Use bullet format only. Enter information as of the "THRU" date. In the event of PCS/PCA, information as of the accounting date. Consider the nature or level of job responsibilities, number of people supervised, dollar value of resources accountable for, and projects managed. Information regarding previous jobs held during the reporting period may be mentioned.	- Authors guidance on performance evaluations  - Prepares lesson plans for Airmen Leadership School curriculum
<b>SECTION III. PERFORMANCE IN PRIMARY DUTIES/TRAINING REQUIREMENTS SECTION IV. FOLLOWERSHIP/LEADERSHIP SECTION V. WHOLE AIRMAN CONCEPT</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
1. Assessment Areas	<p>Select the block that accurately describes the ratee's performance during the rating period.</p> <p><b>Not-Rated:</b> See <b>paragraph 4.8.</b></p> <p><b>Met some but not all expectations:</b> Does not meet some established AF standards and expectations.</p> <p><b>Met all expectations:</b> Meets established AF standards and expectations.</p> <p><b>Exceeded some, but not all expectations:</b> Performs beyond some established AF standards and expectations.</p> <p><b>Exceed most, if not all expectations:</b> Performs beyond most or all established standards and expectations.</p>	Non-rated periods will not be considered nor commented on.
2. Comments	<p>Comments are mandatory and must be in bullet format. May use "THIS SECTION NOT USED" as a mandatory line.</p> <p>Comments are allowed in Whole Airman Concept Section for referrals.</p>	

<b>SECTION VI. OVERALL PERFORMANCE ASSESSMENT</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Rater's Overall Performance Assessment	See definitions of performance assessment ratings.  Approved non-rated periods will not be considered.	
<b>SECTION VII. RATER INFORMATION</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Name, Rank, Branch of Service, Organization, Command, and Location	Enter information as of the "THRU" date. In the event of PCS/PCA, information as of the accounting date. <b>Example:</b> SMSgt Doe is rater on accounting date. Rater PCS/PCA between accounting date and static close-out date. SMSgt Smith replaces SMSgt Doe in position. SMSgt Smith will be designated rater.	JOHN J. DOE, SMSgt, USAF 39th Force Support Squadron (AFR) Incirlik AB TU
Duty Title	Enter as of the "THRU" date. In the event of PCS/PCA, information as of the accounting date.	Operations Flight Chief
SSN	Enter the last four digits of SSN.	6789
Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue/black ink and handwrite/stamp/type the date. Do not sign blank forms or sign before the static close-out date (only on or after).	All digital or all wet signatures. A combination of both is not authorized.
<b>SECTION VIII. ADDITIONAL RATER'S COMMENTS</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Concur/Non-Concur	Select only one of the blocks.	
Comments	Must be in bullet format. Comments are optional unless the report is a referral. If comment not used, insert "THIS SECTION NOT USED".	- Restructured Enlisted Force Policy

Name, Rank, Branch of Service, Organization, Command, and Location	Enter information as of the “THRU” date. In the event of PCS/PCA, information as of the accounting date.	JOHN J. DOE, Capt, USAF 36th Dental Squadron (PACAF) Andersen ABW GU
Duty Title	Enter information as of the “THRU” date. In the event of PCS/PCA, information as of the accounting date.	Operations Flight Commander
Social Security Number	Enter the last four digits of the Social Security Number	9876
Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and handwrite/stamp/type the date. Do not sign blank forms or sign before the static close-out date (only on or after).	All digital or all wet signatures. A combination of both is not authorized.

**SECTION IX. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER’S COMMENTS**

Item/Description	Instructions	Example
Concur/Non-Concur	Select only one of the blocks.	
1. Comments	Comments are optional. If comment not used, insert “THIS SECTION NOT USED”.	Restructured Enlisted Force Policy...
2. Future Roles	Recommend up to three roles/assignments that best serve the Air Force and continues the Airman’s development.	
3. Promotion Eligible	Indicate whether the ratee is TIG/TIS promotion-eligible.	Yes or No (drop down box)
4. This is a Referral Report	Indicate whether the report contains negative comments or derogatory information.	Yes or No (drop down box)
5. Quality Force Review	Indicates the ratee’s personnel record has been reviewed for quality force indicators during the reporting period.	Yes or No (drop down box)

<p>6. Promotion Recommendation</p>	<p><u>Do Not Promote</u>: Not recommended for promotion based on unacceptable performance, failure to adhere to established AF standards &amp; expectations, or actions that may be incompatible with continued AF service.</p> <p><u>Not Ready Now (NRN)</u>: Not considered ready for promotion at this time based on the need for additional grooming in the current grade, or where Airmen may require specific attention with regard to performance of established AF standards &amp; expectations. NRN evaluations do not necessarily constitute a referral, provided the report contains no negative comments or derogatory information.</p> <p><u>Promote</u>: Recommended for promotion based on performance at or above established AF standards &amp; expectations. Performs at a level commensurate with peers. RegAF Airmen receiving a “Promote” receive a promotion advantage relative to their peers.</p> <p><u>Must Promote</u>: Recommended for accelerated promotion based on stellar performance well above established AF standards &amp; expectations. Performs at a level higher than their peers. RegAF Airmen receiving a “Must Promote” receive a distinct promotion advantage over their peers.</p> <p><u>Promote Now</u>: Recommended for immediate promotion based on exemplary performance that far exceeds established AF standards &amp; expectations. Performs well above other Airmen in their peer group. RegAF Airmen receiving a “Promote Now” receive a significant promotion advantage over their peers.</p>	
<p>Name, Rank, Branch of Service, Organization, Command, and Location</p>	<p>Enter information as of the “THRU” date. In the event of PCS/PCA, information as of the accounting date.</p>	<p>JOHN J. DOE, Lt Col, USAF 9th Force Support Squadron (ACC) Beale AFB CA</p>

Duty Title	Enter information as of the “THRU” date. In the event of PCS/PCA, information as of the accounting date.	Commander
SSN	Enter the last four digits of the SSN.	1111
Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and handwrite/stamp/type the date. Do not sign blank forms or sign before the static close-out date (only after).	All digital or all wet signatures. A combination of both is not authorized.
<b>SECTION X. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Functional Examiner or AF Advisor	When applicable, select the appropriate box.	
Name, Rank, Branch of Service, Organization, Command & Location	Enter information as of the “THRU” date. In the event of PCS/PCA, information as of the accounting date.	JOE R. SMITH, Lt Gen, USAF 18th Air Force (AMC) Scott AFB IL
Duty Title	Enter Advisor/Examiner’s duty title.	Command Financial Manager
Social Security Number	Enter the last four digits of the Social Security Number.	0001
Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and handwrite/stamp/type the date. Do not sign blank forms or sign before the static close-out date (only after).	All digital or all wet signatures. A combination of both is not authorized.
<b>SECTION XI. REMARKS</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>

Acronyms	Use this section to spell out uncommon acronyms in alphabetical order. Separate acronyms with a semicolon.	Air Force Personnel Center (AFPC); Casualty Report
<b>SECTION XII. RATEE'S ACKNOWLEDGEMENT</b>		
Ratee's Acknowledgement and Date & Signature	<p>The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by signing in this block. Signing the evaluation does not imply concurrence. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with Chapter 10, Correcting Officer and Enlisted Evaluations.</p> <p>Non-digital: Handwrite/date stamp/type the date. Sign after the close-out date.</p> <p>“Not available to sign” – use when ratee is incapacitated or unavailable to sign. Rater or any evaluator in the rating chain may sign.</p> <p>“Ratee refused to sign” – use when ratee refuses to sign. Rater or any evaluator in the rating chain may sign.</p>	

**Table 4.10. Instructions for AF Form 911, Enlisted Performance Report (MSgt- SMSgt).**

<b>SECTION I. RATEE IDENTIFICATION DATA</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
<b>1. Name</b>	In all upper case, enter last name, first name, middle initial, and any suffix (i.e. JR., III). If there is no middle initial, the use of “NMI” is optional.	SMITH, JOHN D.
<b>2. SSN</b>	Enter full SSN.	123-45-6789
<b>3. Rank</b>	Select appropriate rank.	MSgt, SMSgt, to include selects
<b>4. DAFSC</b>	Enter Duty Air Force Specialty Code held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable. In the event of PCS/PCA, information as of the accounting date. 365-day extended deployments, use the TDY DAFSC.	3S071

5. Organization, Command, and Location	<p>Enter information as of the THRU date or in the event of PCS/PCA, information as of the accounting date. Nomenclature does not necessarily duplicate what is on the notice. The goal is an accurate description of what unit, location and command the Ratee belongs. Command will be listed inside parentheses. 365-day extended deployments, use the home station unit, “with duty at ...”</p> <p>For IMAs, PIRR and PIRR Cat E, information will be that of unit of attachment.</p>	<p>366th Mission Support Squadron (ACC), Mountain Home AFB ID</p> <p>902nd Security Forces Squadron (AETC), Joint Base San Antonio-Randolph TX, with duty at 447 ESFS (USAFCENT), Baghdad International Airport, Baghdad, Iraq</p> <p>HQ Air Combat Command, Joint Base Langley-</p>
6. Personnel Accounting Code (PAS)	<p>Enter PAS for ratee’s unit of assignment as of the “THRU” date. In the event of PCS/PCA, information as of the accounting date. For 365-day extended deployment billet, use the home station PAS.</p> <p>For IMAs, PIRR and PIRR Cat E, use unit of attachment’s PAS.</p>	TE1CFYRZ
7. Senior Rater Identification (SRID)	<p>Enter SRID as of “THRU” date. In the event of PCS/PCA, information as of the accounting date. For 365-day extended deployment, use the home station SRID.</p> <p>For IMAs, PIRR, and PIRR Cat E, use SRID of unit of attachment.</p>	0D107
8. Period of Report	<p>FROM: See <b>paragraph 4.6.</b></p> <p>THRU: This is the static close-out date for the appropriate grade.</p>	<p>1 Aug 2015</p> <p>31 Jul 2016</p>
9. Number Days Non-Rated	Enter the number of days Non-Rated. See <b>paragraph 1.4.11.</b>	96



<b>10. Number Days Supervision</b>	Enter the number of days of supervision. Subtract only number of days for authorized non-rated periods.	365
<b>11. Reason for Report</b>	Select the reason for evaluation.	Annual

<b>SECTION II. JOB DESCRIPTION</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
<b>1. Duty Title</b>	<p>Enter the approved duty title as of the "THRU" date. In the event of PCS/PCA, information as of the accounting date may be used.</p> <p>If the duty title is abbreviated and entries are not clear text, spell them out. Consult the CSS/MPF for any corrective actions. Refer to AFH 36-2618 for guidance pertaining to duty titles.</p> <p>For personnel on a 365-day extended deployment, use the deployed duty title.</p>	Noncommissioned Officer-in-Charge, (NCOIC), Safety
<b>2. Key Duties, Tasks and Responsibilities</b>	<p>Use bullet format only. Enter information as of the "THRU" date. In the event of PCS/PCA, information as of the accounting date.</p> <p>Consider the nature or level of job responsibilities, number of people supervised, dollar value of resources accountable for, and projects managed. Information regarding previous jobs held during the reporting period may be mentioned.</p> <p>Previous jobs held during the reporting period may be mentioned.</p>	<ul style="list-style-type: none"> <li>- Authors guidance on performance evaluations</li> <li>- Prepares lesson plans for ALS curriculum</li> <li>- Supervises 2 Airmen ...</li> </ul>

<b>SECTION III. PERFORMANCE IN LEADERSHIP/PRIMARY DUTIES/ FOLLOWERSHIP/TRAINING REQUIREMENTS</b>		
<b>SECTION IV. WHOLE AIRMAN CONCEPT</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Assessment Areas	<p>Select the block that accurately describes the Ratee's performance during the rating period.</p> <p><b>Not-Rated:</b> See <b>paragraph 4.8.</b></p> <p><b>Met some but not all expectations:</b> Does not meet some established AF standards and expectations.</p> <p><b>Met all expectations:</b> Meets established AF standards and expectations.</p> <p><b>Exceeded some, but not all expectations:</b> Performs beyond some established AF standards and expectations.</p> <p><b>Exceed most, if not all expectations:</b> Performs beyond most or all established standards and expectations.</p>	The rater (and subsequent evaluators) will not consider, nor comment on, the Airman's performance during an approved non-rated period (in accordance with <b>paragraph 4.8.</b> )
Comments	<p>Comments are mandatory. May use "THIS SECTION NOT USED" as a mandatory line.</p> <p>Comments are allowed in Whole Airman Concept Section for referrals.</p>	
<b>SECTION V. OVERALL PERFORMANCE ASSESSMENT</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Overall Performance Assessment		
<b>SECTION VI. RATER INFORMATION</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Name, Rank, Branch of Service, Organization, Command, and Location	Enter rater's signature block as of the static close-out date. In the event of PCS/PCA, information as of the accounting date.	JOHN J. DOE, SMSgt, USAF 72d Force Support Squadron (AFMC) Tinker AFB OK

Duty Title	Enter rater's duty title block as of the close-out date. In the event of PCS/PCA, information as of the accounting date.	Operations Flight Chief
Social Security Number	Enter the last four digits of the Social Security Number.	6789
Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and handwrite/stamp/type 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 digital signature.	All digital or all wet signatures. A combination of both is not authorized.

### SECTION VII – ADDITIONAL RATERS COMMENTS

Item/Description	Instructions	Example
Concur/Non-Concur	Select only one of the blocks	
1. Comments	Must be in bullet format. Comments are optional unless the report is a referral. If comment not used, insert "THIS SECTION NOT USED".	- Restructured Enlisted Force Policy.....
Name, Rank, Branch of Service, Organization, Command, and Location	Enter additional rater's signature block as of the "THRU" date. In the event of PCS/PCA, information as of the accounting date.	JOHN J. DOE, Capt, USAF 72d Force Support Squadron (AFMC) Tinker AFB OK
Duty Title	Enter additional rater's duty title as of the "THRU" date. In the event of PCS/PCA, information as of the accounting date in all upper/lower case.	Operations Flight Commander
Social Security Number	Enter the last four digits of the Social Security Number.	9876

Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and handwrite/stamp/type 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 digital signature.	All digital or all wet signatures. A combination of both is not authorized.
<b>SECTION VIII. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER'S COMMENTS</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Concur/Non-Concur	Select only one of the blocks.	X
Comments	Must be in bullet format. Comments are optional unless the report is a referral. If comment not used, insert "THIS SECTION NOT USED".	- Restructured Enlisted Force Policy
1. Future Roles	Recommend up to three roles/assignments that best serve the Air Force and continues the Airman's development.	
2. Education	Indicate whether the ratee has a completed and conferred Associates or higher level degree from any regionally or nationally accredited academic institution in any discipline/specialty. Also indicate whether the ratee completed Senior Noncommissioned Officer Academy or equivalent sister-service academy, via in-residence or correspondence.	Yes or No
3. Promotion Eligibility	Indicate whether the ratee is TIG/TIS promotion-eligible as of the "THRU" date.	Yes or No
4. This Is A Referral Report	Indicate whether the report contains negative comments or derogatory information.	Yes or No
5. Quality Force Review	Indicates the ratee's personnel record has been reviewed for quality force indicators during the reporting period.	Yes or No (drop down block)

Name, Rank, Branch of Service, Organization, Command, and Location.	Enter appropriate signature block as of the “THRU” date. In the event of PCS/PCA, information as of the accounting date.	JOHN J. DOE, Lt Col, USAF 56th Force Support Squadron (ACC) Luke AFB AZ
Duty Title	Enter duty title.	Commander
Social Security Number	Enter the last four digits of the Social Security Number.	0001
Date & Signature	The forms have digital signature and auto- date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and write the date. Do not sign blank forms or sign before the close-out date (only on or after).	All digital or all wet signatures. A combination of both is not authorized.
<b>SECTION IX. FINAL EVALUATOR’S COMMENTS</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Concur/Non-Concur	Select only one of the blocks.	X
Final Evaluator’s Comments	Completed by authorized final evaluator as of the close-out date. Stratification statements are only allowed by the Senior Rater and when member receives a primary stratification. If comments are not provided state: “THIS SECTION NOT USED”.	
A. Final Evaluator’s Position	This is the final evaluator’s position.	Senior Rater Deputy Evaluator intermediate evaluator
B. Senior Rater Stratification	This area denotes senior rater’s primary stratification.	Select from the drop down menu.  Top 10% of MSgt Top 20% of SMSgt

Name, Rank, Branch of Service, Organization, Command & Location	Enter appropriate signature block as of the “THRU” date block. In the event of PCS or PCA, information as of the accounting date.	JOE R. SMITH, Col, USAF 56th Fighter Wing (ACC) Luke AFB AZ
Duty Title	Enter duty title as of the close-out date or in the event of PCS/PCA, information as of the accounting date.	Wing Commander
Social Security Number	Enter the last four digits of the Social Security Number.	1111
Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and write 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 digital signature.	All digital or all wet signatures. A combination of both is not authorized.

#### **SECTION X. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR**

<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Functional Examiner or AF Advisor	When applicable, place an “X” in the appropriate box.	X
Name, Rank, Branch of Service, Organization, Command & Location	Enter functional examiner or Air Force advisor signature block as of the close-out date. In the event of PCS/PCA, information as of the accounting date.	JOE R. SMITH, Lt Col, USAF 16 <sup>th</sup> Air Force (USAFE) Ramstein AB GE
Duty Title	Enter advisor/examiner’s duty title.	Command Financial Manager
Social Security Number	Enter the last four digits of the Social Security Number	1111

Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and handwritten/stamp/type the date. Do not sign blank forms or sign before the close-out date (only on or after).	All digital or all wet signatures. A combination of both is not authorized.
<b>SECTION XI. REMARKS</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Acronyms	Use this section to spell out uncommon acronyms alphabetically. Separate acronyms with a semicolon.	Air Force Personnel Center (AFPC); Casualty Report (CASREP)
<b>SECTION XII. RATEE'S ACKNOWLEDGEMENT</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Ratee's Acknowledgement	The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by signing this block. Signing does not imply concurrence. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with Chapter 10, Correcting Officer and Enlisted Evaluations. Non-digital: Handwrite or date stamp the date. Sign on or after the close-out date. Select appropriate choice from drop down menu: Blank – ratee concurs and digitally signs evaluation. “Not Available to Sign” – use when the ratee is incapacitated or unavailable to sign. Any rater in the rating chain may sign. “Ratee Refused to Sign” – use when member refuses to sign the form. Any rater in the rating chain may sign.	

**Table 4.11. Time-in-Grade (TIG) Senior Rater Eligibility Chart.**

<b>MSGT CHART</b>			
<b>If ratee is:</b>	<b>and EPR c/o date is:</b>	<b>and date of rank is:</b>	<b>TIG Eligible</b>
MSgt	1 Jan 16 - 30 Sep 16	prior to or equal to 1 Jul 15	YES
MSgt	1 Jan 16 - 30 Sep 16	after 1 Jul 15	NO
MSgt	1 Oct 16 - 31 Dec 16	prior to or equal to 1 Jul 16	YES
MSgt	1 Oct 16 - 31 Dec 16	after 1 Jul 16	NO
MSgt	1 Jan 17 - 30 Sep 17	prior to or equal to 1 Jul 16	YES

MSgt	1 Jan 17 - 30 Sep 17	after 1 Jul 16	NO
MSgt	1 Oct 17 - 31 Dec 17	prior to or equal to 1 Jul 17	YES
MSgt	1 Oct 17 - 31 Dec 17	after 1 Jul 17	NO
MSgt	1 Jan 18 - 30 Sep 18	prior to or equal to 1 Jul 17	YES
MSgt	1 Jan 18 - 30 Sep 18	after 1 Jul 17	NO
MSgt	1 Oct 18 - 31 Dec 18	prior to or equal to 1 Jul 18	YES
MSgt	1 Oct 18 - 31 Dec 18	after 1 Jul 18	NO
MSgt	1 Jan 19 - 30 Sep 19	prior to or equal to 1 Jul 18	YES
MSgt	1 Jan 19 - 30 Sep 19	after 1 Jul 18	NO
MSgt	1 Oct 19 - 31 Dec 19	prior to or equal to 1 Jul 19	YES
MSgt	1 Oct 19 - 31 Dec 19	after 1 Jul 19	NO
MSgt	1 Jan 20 - 30 Sep 20	prior to or equal to 1 Jul 19	YES
MSgt	1 Jan 20 - 30 Sep 20	after 1 Jul 19	NO
MSgt	1 Oct 20 - 31 Dec 20	prior to or equal to 1 Jul 20	YES
MSgt	1 Oct 20 - 31 Dec 20	after 1 Jul 20	NO
MSgt	1 Jan 21 - 30 Sep 21	prior to or equal to 1 Jul 20	YES
MSgt	1 Jan 21 - 30 Sep 21	after 1 Jul 20	NO
MSgt	1 Oct 21 - 31 Dec 21	prior to or equal to 1 Jul 21	YES
MSgt	1 Oct 21 - 31 Dec 21	after 1 Jul 21	NO
MSgt	1 Jan 22 - 30 Sep 22	prior to or equal to 1 Jul 21	YES
MSgt	1 Jan 22 - 30 Sep 22	after 1 Jul 21	NO
MSgt	1 Oct 22 - 31 Dec 22	prior to or equal to 1 Jul 22	YES
MSgt	1 Oct 22 - 31 Dec 22	after 1 Jul 22	NO
MSgt	1 Jan 23 - 30 Sep 23	prior to or equal to 1 Jul 22	YES
MSgt	1 Jan 23 - 30 Sep 23	after 1 Jul 22	NO
MSgt	1 Oct 23 - 31 Dec 23	prior to or equal to 1 Jul 23	YES
MSgt	1 Oct 23 - 31 Dec 23	after 1 Jul 23	NO
MSgt	1 Jan 24 - 30 Sep 24	prior to or equal to 1 Jul 23	YES
MSgt	1 Jan 24 - 30 Sep 24	after 1 Jul 23	NO
MSgt	1 Oct 24 - 31 Dec 24	prior to or equal to 1 Jul 24	YES
MSgt	1 Oct 24 - 31 Dec 24	after 1 Jul 24	NO
MSgt	1 Jan 25 - 30 Sep 25	prior to or equal to 1 Jul 24	YES
MSgt	1 Jan 25 - 30 Sep 25	after 1 Jul 24	NO

**SMSGT CHART**

<b>If ratee is:</b>	<b>and EPR c/o date is:</b>	<b>and date of rank is:</b>	<b>TIG</b>
SMSGt	1 Jan 16 - 31 Jul 16	prior to or equal to 1 Mar 15	YES
SMSGt	1 Jan 16 - 31 Jul 16	after 1 Mar 15	NO
SMSGt	1 Aug 16 - 31 Dec 16	prior to or equal to 1 Mar 16	YES
SMSGt	1 Aug 16 - 31 Dec 16	after 1 Mar 16	NO
SMSGt	1 Jan 17 - 31 Jul 17	prior to or equal to 1 Mar 16	YES
SMSGt	1 Jan 17 - 31 Jul 17	after 1 Mar 16	NO
SMSGt	1 Aug 17 - 31 Dec 17	prior to or equal to 1 Mar 17	YES
SMSGt	1 Aug 17 - 31 Dec 17	after 1 Mar 17	NO



SMSgt	1 Jan 18 - 31 Jul 18	prior to or equal to 1 Mar 17	YES
SMSgt	1 Jan 18 - 31 Jul 18	after 1 Mar 17	NO
SMSgt	1 Aug 18 - 31 Dec 18	prior to or equal to 1 Mar 18	YES
SMSgt	1 Aug 18 - 31 Dec 18	after 1 Mar 18	NO
SMSgt	1 Jan 19 - 31 Jul 19	prior to or equal to 1 Mar 18	YES
SMSgt	1 Jan 19 - 31 Jul 19	after 1 Mar 18	NO
SMSgt	1 Aug 19 - 31 Dec 19	prior to or equal to 1 Mar 19	YES
SMSgt	1 Aug 19 - 31 Dec 19	after 1 Mar 19	NO
SMSgt	1 Jan 20 - 31 Jul 20	prior to or equal to 1 Mar 19	YES
SMSgt	1 Jan 20 - 31 Jul 20	after 1 Mar 19	NO
SMSgt	1 Aug 20 - 31 Dec 20	prior to or equal to 1 Mar 20	YES
SMSgt	1 Aug 20 - 31 Dec 20	after 1 Mar 20	NO
SMSgt	1 Jan 21 - 31 Jul 21	prior to or equal to 1 Mar 20	YES
SMSgt	1 Jan 21 - 31 Jul 21	after 1 Mar 20	NO
SMSgt	1 Aug 21 - 31 Dec 21	prior to or equal to 1 Mar 21	YES
SMSgt	1 Aug 21 - 31 Dec 21	after 1 Mar 21	NO
SMSgt	1 Jan 22 - 31 Jul 22	prior to or equal to 1 Mar 21	YES
SMSgt	1 Jan 22 - 31 Jul 22	after 1 Mar 21	NO
SMSgt	1 Aug 22 - 31 Dec 22	prior to or equal to 1 Mar 22	YES
SMSgt	1 Aug 22 - 31 Dec 22	after 1 Mar 22	NO
SMSgt	1 Jan 23 - 31 Jul 23	prior to or equal to 1 Mar 22	YES
SMSgt	1 Jan 23 - 31 Jul 23	after 1 Mar 22	NO
SMSgt	1 Aug 23 - 31 Dec 23	prior to or equal to 1 Mar 23	YES
SMSgt	1 Aug 23 - 31 Dec 23	after 1 Mar 23	NO
SMSgt	1 Jan 24 - 31 Jul 24	prior to or equal to 1 Mar 23	YES
SMSgt	1 Jan 24 - 31 Jul 24	after 1 Mar 23	NO
SMSgt	1 Aug 24 - 31 Dec 24	prior to or equal to 1 Mar 24	YES
SMSgt	1 Aug 24 - 31 Dec 24	after 1 Mar 24	NO
SMSgt	1 Jan 25 - 31 Jul 25	prior to or equal to 1 Mar 24	YES
SMSgt	1 Jan 25 - 31 Jul 25	after 1 Mar 24	NO
SMSgt	1 Aug 25 - 31 Dec 25	prior to or equal to 1 Mar 25	YES
SMSgt	1 Aug 25 - 31 Dec 25	after 1 Mar 25	NO

**Note:** This table is used for static close-out date and out-of-cycle EPRs such as Directed by Headquarters, Directed by Commander, etc.

**Table 4.12. Instructions for AF Form 912, CMSgt Enlisted Performance Reports.**

SECTION I. RATEE IDENTIFICATION DATA		
Item/Description	Instructions	Example
1. Name	In all upper case, enter last name, first name, middle initial, and any suffix (i.e. JR., III). If there is no middle initial, the use of "NMI" is optional.	HARRIS, MICHAEL L. JR.

2. Social Security Number	Enter full Social Security Number.	
3. Rank	Select appropriate rank.	CMSgt, CMSgt Select
4. DAFSC	Enter DAFSC held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable or in the event of PCS/PCA, information as of the accounting date. 365-day extended deployments, use the TDY DAFSC.	3F000
5. Organization, Command, and Location	<p>Enter information as of the “THRU” date or in the event of PCS/PCA, information as of the accounting date. Nomenclature does not necessarily duplicate what is on the EPR notice. The goal is an accurate description of what unit, location and command the ratee belongs. Command will be listed inside parentheses. 365-day extended deployments, use home station unit, “with duty at ...”</p> <p>For IMAs, PIRR and PIRR Cat E, information will be that of unit of attachment.</p>	<p>366th Mission Support Squadron (ACC), Mountain Home AFB ID</p> <p>902nd Security Forces Squadron (AETC), Joint Base San Antonio- Randolph TX, with duty at 447 ESFS (USAFCENT), Baghdad International Airport, Baghdad, Iraq</p>
6. PAS Code	<p>Enter PAS for ratee’s unit of assignment as of the “THRU” date or in the event of PCS/PCA, information as of the accounting date. For 365-day extended deployment, use the home station personnel accounting code.</p> <p>AFR only: For IMAs, PIRR and PIRR Cat E, use unit of attachment’s PAS code.</p>	TE1CFYRZ

7. Senior Rater Identification (SRID)	Enter SRID for ratee's unit of assignment as of the "THRU" date or in the event of PCS or PCA, information as of the accounting date. For those assigned to a 365-day extended deployment, use the home station senior rater identification.  AFR only: For IMAs, PIRR and PIRR Cat E, senior rater identification is that of unit of attachment.	1LPCC
8. Reason for Report	Select the reason for evaluation.	Annual, Biennial, or Directed By Commander
9. Total Active Federal Military Service Date	The date the member entered military service. Use date format in example.	4 Dec 1996
10. Period of Report	FROM DATE: see <b>paragraph 4.6</b>  THRU DATE: 31 May of current year. This is the static close-out date for the appropriate grade.	
11. Number of Days Supervision	Enter the number of days of supervision. Subtract only the number of days for authorized non-rated periods.	365
12. High Year of Tenure (HYT)	For ANG, enter date ratee will turn age 60 if extended beyond age 60 enter the date the extension period is approved in accordance with AFI36-2606, <i>Reenlistment and Extensions of Enlistment in the United States Air Force</i> .	1 Jan 2027
13. Duty Title	Enter Ratee duty title	Chief, Military Force Management
<b>SECTION II - RATER'S PERFORMANCE ASSESSMENT</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>

1. Comments	Four lines highly encouraged when making current year Command Chief Master Sergeant (CCM) recommendation. May use "LINE INTENTIONALLY LEFT BLANK" as mandatory line.	- Spearheaded rewrite of AFI 36-2102...
<b>SECTION III – RATER INFORMATION</b>		
	<b>Instructions</b>	<b>Example</b>
<b>Item/Description</b>		
Name, Grade, Branch of Service, Organization, Command and Location	Enter Rater's signature block as of the static close-out date or in the event of PCS or PCA, information as of the accounting date. <b>Example:</b> Col Doe is rater on accounting date. Rater PCS/PCA, between accounting date and static close-out date. Col Smith replaces Col Doe in position. Col Smith will be designated rater on static close-out date and sign evaluation using signature block of the position on the accounting date.	JOHN J. DOE, Col, USAF 36th Air Base Wing (PACAF)
Duty Title	Enter duty title as of the static close-out date. In the event of PCS/PCA, information as of the accounting date may be used. All upper/lower case (use format in examples).	Commander
Social Security Number	Enter the last four digits of the Social Security Number.	
Date & 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/date stamp/type the date. Do not sign blank forms or sign before the close-out date (only on or after).	All digital or all wet signatures. A combination of both is not authorized.
<b>SECTION IV - SENIOR RATER PERFORMANCE ASSESSMENT</b>		

<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Concur/Non-Concur	Select only one of the blocks.	
1. Comments	Comments are optional unless the report is a referral or “Do Not Retain” recommendation. If comments are not used insert “LINE INTENTIONALLY LEFT BLANK”.	- Restructured work order schedule

<p>2. Consider for Higher Responsibility</p>	<p>Select the block that accurately describes the ratee's next level of responsibility:</p> <p><b>READY NOW</b> - Select this category when CMSgts are ready to immediately assume greater responsibility in a more challenging position.</p> <p><b>ON-TRACK</b> - Select this category when CMSgts are excelling in their current position, demonstrating growth potential, and are ready to transition to a position in a related specialty or at a different organizational level, at the first available opportunity.</p> <p><b>CURRENT ASSIGNMENT</b> - CMSgt should remain in current assignment for some of the following reasons: not forecasted to be moved in the near-term, has not been evaluated as a CMSgt in current position, may have a specific expertise required in-place, in pre-defined tour lengths, or in a nominative position.</p> <p><b>GROOM</b> - CMSgt requires additional grooming in current duty position or as a CMSgt prior to being placed in a position with greater responsibilities. May be ready for increased responsibilities in the future.</p> <p><b>DO NOT RETAIN</b> – CMSgt not recommended for retention. Do not retain recommendations constitute a referral EPR and requires Senior Rater comments in Section II, part 1. Use AF Form 77 for comments that exceed one line.</p>	
--	---	--

3. Recommended Future Roles (Optional)	CCM nominations must be accompanied by a “Ready Now” recommendation. CMSgts not receiving a “Ready Now” recommendation for higher responsibility are not eligible for a primary vector CCM duty nomination.  (RegAF Only) CMSgt ratees may only be nominated for CCM duty provided they meet the minimum CCM TIG requirements.	
Name, Grade, Branch of Service, Organization, Command, and Location	Enter senior rater’s signature block as of the close-out date or in the event of PCS/PCA, information as of the accounting date.	X JOHN J. DOE, Col, USAF 10th Air Base Wing United States Air Force Academy, CO
Duty Title	Enter senior rater’s duty title	Wing Commander
Social Security Number	Enter the last four digits of the Social Security Number	1111
Date & 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/stamp/type the date. Do not sign blank forms or sign before the close-out date (only on or after).	All digital or all wet signatures. A combination of both is not authorized.
<b>SECTION V. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Functional Examiner or AF Advisor	When applicable, select the appropriate box.	
Name, Grade Branch of Service, Organization, Command & Location	Enter information as of the “THRU” date. In the event of PCS/PCA, information as of the accounting date.	JOE R. SMITH, Lt Gen, USAF 18th Air Force (AMC) Scott AFB IL

Duty Title	Enter Advisor/Examiner's duty title.	Command Financial Manager
Social Security Number	Enter the last four digits of the Social Security Number.	0001
Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and handwrite/stamp/type the date. Do not sign blank forms or sign before the static close-out date (only after).	All digital or all wet signatures. A combination of both is not authorized.
<b>SECTION VI. RATEE'S ACKNOWLEDGEMENT</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Ratee's Acknowledgement	The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by signing this block. Signing does not imply concurrence. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with Chapter 10, Correcting Officer and Enlisted Evaluations. Non-digital: Handwrite or date stamp the date. Sign on or after the close-out date. Select appropriate choice from drop down menu: Blank – ratee concurs and digitally signs evaluation. "Not Available to Sign" – use when the ratee is incapacitated or unavailable to sign. Any rater in the rating chain may sign. "Ratee Refused to Sign" – use when member refuses to sign the form. Any rater in the rating chain may sign.	
<b>SECTION VII. REMARKS</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>
Acronyms	Use this section to spell out uncommon acronyms alphabetically. Separate acronyms with a semicolon.	Air Force Personnel Center (AFPC); Casualty Report (CASREP)
<b>SECTION VIII. REFERRAL REPORT</b>		
<b>Item/Description</b>	<b>Instructions</b>	<b>Example</b>



Referral Comments	Complete this section for referral evaluations only. See <b>paragraph 1.10</b>	
Name, Grade Branch of Service of Referring Evaluator	Enter Name, Grade Branch of Service of referring evaluator.	JOE R. SMITH, Lt Col, USAF 49thWing (ACC) Holloman AFB NM
Duty Title	Enter referring evaluator Duty Title.	Wing Commander
Date & Signature	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and handwrite/stamp/type the date. Do not sign blank forms or sign before the static close-out date (only after).	All digital or all wet signatures. A combination of both is not authorized.
Signature and Date of Ratee	The forms have digital signature and auto-date capability. If digital signatures cannot be used, sign in reproducible blue or black ink and handwrite/stamp/type the date. Do not sign blank forms or sign before the static close-out date (only after).	All digital or all wet signatures. A combination of both is not authorized.
<b>INSTRUCTIONS</b>		
Complete this report IAW AFI 36-2406. Negative comments require the EPR to be referred IAW AFI 36-2406. Comments are mandatory for any non-concur markings in Section IV “Groom recommendation(s) alone does not constitute a referral EPR. If ratee is deployed, provide a copy and provide feedback via email and/or telecom.		

**Table 4.13. Premier Band (3N2X1) Direct Reporting from Basic Military Training and Promotion to TSgt.**

ITEM	If the Airman has	then the member’s Initial EPR will begin with Date of Rank and have a close-out date of:	Examples
1	both a TAFMSD and DOR between 2 July	the following year’s TSgt SCOD	1

	and 30 November of the same year		
2	any other combination of TAFMSD and DOR	the first TSgt SCOD following their DOR	2, 3, 4

Examples:

1. An Airman with a TAFMSD of 2 Jul 19 and DOR (E-6) of 8 Sep 19, would have an INITIAL TSgt EPR of 8 Sep 19 - 30 Nov 20.
2. An Airman with a TAFMSD of 1 Apr 19 and DOR (E-6) of 10 Jun 19, would have an INITIAL TSgt EPR of 10 Jun 19 - 30 Nov 19.
3. An Airman with a TAFMSD of 1 Jul 19 and DOR (E-6) of 3 Sep 19, would have an INITIAL TSgt EPR of 3 Sep 19 - 30 Nov 19.
4. An Airman with a TAFMSD of 1 Oct 19 and DOR (E-6) of 3 Dec 19, would have an INITIAL TSgt EPR of 3 Dec 19 - 30 Nov 20.

For Airmen E-5 and below selected to become a 3N2 TSgt, and PCSs to a premier band from other than BMT (i.e. from regional bands, or other Air Force Specialties).

Upon arrival to premier band (and promotion to 3N2 TSgt):

If member has no previous EPRs, an INITIAL report will be accomplished by the premier band with a rating period from the date they arrived at their previous duty station to the first 30 November TSgt SCOD following new DOR (*date arrived on station at premier band*), regardless of where member was assigned on the Accountability Date. Losing unit will provide an LOE to assist in writing first TSgt EPR.

If member, prior to becoming a 3N2 TSgt, has received a previous EPR, an ANNUAL report will be accomplished by the premier band with a rating period immediately following their last EPR and closing out on the first 30 November TSgt SCOD following new DOR (*date arrived on station at premier band*), regardless of where member was assigned on the Accountability Date. Losing unit will provide an LOE.

**Note:** If the member was already a TSgt prior to arrival at premier band, the unit to which they were assigned on the accountability date will maintain member on their MEL and will accomplish the 30 November EPR.



## Chapter 5

### AF FORM 77, LETTER OF EVALUATION

**5.1. Purpose.** Letters of Evaluation (LOEs) assist raters in preparing OPRs/EPRs and are most often used when the ratee is under the supervision of someone other than the official rater. Raters may request LOEs from deployed/TDY supervisors or former supervisors with less than 120 calendar days of supervision during the OPR/EPR reporting period.

#### 5.2. Types of LOEs

5.2.1. Formal LOEs. Formal LOEs, commonly known as the mandatory LOEs, are filed in the member's official records (ARMS/PRDA). Complete mandatory LOEs for the following:

5.2.1.1. Deployed Commander. Documents performance of deployed officers (RegAF, Guard, or Reserve) through the grade of colonel appointed on G-series orders to fill squadron, group, and wing commander positions for at least 45 calendar days. These LOEs will not restart the OPR "clock" regardless of the TDY tour length. They are considered "embedded" evaluations. Further, there is no required minimum or maximum number of days supervision. Officers filling 365-day deployment as the squadron, group, or wing commander will receive an OPR in accordance with [paragraph 3.9](#).

5.2.1.1.1. A negative assessment or comments will make the LOE a referral and require additional rater comments. If the evaluation is a referral, the reverse side of the form (Section VIII) is also completed. There is no minimum number of days required for completion of a referral LOE. **Note:** A non-concur does not necessarily make the report a referral.

5.2.1.1.2. Two evaluators, the rater and additional rater, will complete the AF Form 77. **(T-1)**. However, if the rater is a general officer, then the rater is considered a single evaluator and an additional rater is not required unless the report is a referral.

5.2.1.1.3. The form may be typed or handwritten and completed no later than 7 calendar days after ratee relinquishes command. The goal is to ensure that the LOE is completed before returning to home station. The *FROM* and *THRU* dates are determined by the date assumed/relinquished command.

5.2.1.1.4. LOEs will be accepted directly from individual officers. However, they will not be processed until the Personnel Support for Contingency Operations Team/AFFOR A1 verifies the eligibility of the officer. **(T-1)**. The officer should contact their Personnel Support for Contingency Operations Team/AFFOR A1 to route the LOE through the appropriate channels.

5.2.1.2. Deployment/Contingency Operations. Document performance for deployed personnel not assigned to a deployed commander's billet when there are 60 or more days of supervision. While an LOE is mandatory, it will not be filed in the member's official record. **Note:** When the home station rater is also the deployed rater, an LOE is not required.

5.2.1.2.1. There are no official means to track LOEs in a deployed/contingency operation environment. The rater and ratee are responsible for accomplishing the LOE

and ensuring it is forwarded to the ratee's home station rater. Contact the Personnel Support for Contingency Operations Team for local procedures.

5.2.1.2.2. An LOE may be accomplished for periods shorter than 60 days. There is no maximum number of days of supervision.

5.2.1.2.3. Complete LOEs no later than 7 calendar days from departure. When circumstances preclude a rater from accomplishing a LOE at the time of departure, every effort should be made to complete and provide a LOE to the home station when feasible.

5.2.1.2.4. Failure to receive a LOE is not grounds to appeal a future evaluation based on the absence or lack of deployment information in an evaluation.

5.2.1.3. PCS/PCA Departures. Document periods for enlisted ratees who will PCS/PCA prior to the static close-out date. In cases where the rater departs, complete a draft EPR to fulfill this requirement. While an LOE is mandatory, it will not be filed in the member's official record.

5.2.1.4. Period of Supervision. Document periods of supervision of at least 60 calendar days but not enough to require an OPR, less than 120 calendar days of supervision.

5.2.1.5. Separation. For A1Cs and below with less than 36 months Total Active Federal Military Service, an LOE is required for separation cases involving parenthood, conditions that interfere with military service, unsatisfactory performance, or failure in the fitness program. If the ratee is separating to go into the ARC or transferring to another branch of service, an OPR/EPR is required. **(T-1)**. However, for officers only, if there is less than 120 calendar days of supervision an LOE is required. See **Table 5.1**.

5.2.2. Informal LOEs. Informal LOEs, commonly known as the optional LOEs, are not filed in the member's official records/PRDA or attached to the completed evaluation.

5.2.2.1. Raters may use the information from the LOE at their discretion. When used, information may be paraphrased or directly quoted from the LOE. Stratification statements from LOEs may not be paraphrased or quoted. **(T-1)**.

5.2.3. Supplemental LOEs. Supplemental LOEs are filed in the member's official records (ARMS/PRDA), attached to the evaluation they are supplementing.

5.2.3.1. Types of Supplemental LOEs include:

5.2.3.1.1. Continuation sheet for referral evaluations.

5.2.3.1.2. Continuation sheet for evaluator disagreements.

5.2.3.1.3. Continuation sheet for the Air Force Advisor.

5.2.3.1.4. Continuation Sheet for the Functional/Acquisition Examiner.

5.2.4. Administrative LOEs. Administrative LOEs are filed in the member's official records (ARMS/PRDA) to document missing, lost, removed, or voided evaluations.

5.2.4.1. Administrative LOEs are not derogatory in nature.

5.2.4.2. Administrative LOEs are used to justify legitimate gaps between evaluations such as:

- 5.2.4.2.1. To document a break in service. See [Table 5.1](#).
- 5.2.4.2.2. To document extended periods of lost time, including prisoner status and appellate leave. Upon release an AF Form 77 will be accomplished by the servicing MPF/CSS. The start date will be the day after the close-out of the last evaluation and the end date will be the day the member is released from confinement. The next evaluation will begin the day after the close-out date of the LOE. See [Table 5.1](#).
- 5.2.4.2.3. To document educational leave of absences; i.e. Bootstrap and/or educational leave to a civilian institution. See [Table 5.1](#).
- 5.2.4.2.4. To document a legitimate gap when the ratee was on the Temporary Disability Retired List and later removed and returned to duty. See [Table 5.1](#).
- 5.2.4.3. Administrative LOEs are used to substitute lost, missing or removed evaluations such as those:
  - 5.2.4.3.1. Ordered removed by the Air Force Board for Correction of Military Records, in accordance with AFI 36-2603. See [Table 5.1](#).
  - 5.2.4.3.2. Ordered removed by the Evaluation Reports Appeal Board in accordance with [Chapter 10](#). See [Table 5.1](#).
  - 5.2.4.3.3. Lost and/or missing evaluations in which all actions to locate have failed. See [paragraph 1.14](#) for procedures and [Table 5.1](#) for preparation of AF Form 77.
  - 5.2.4.4. The use of Administrative LOEs must be approved by AFPC or ARPC prior to filing them into the member's official records ARMS/PRDA.
- 5.2.5. Other Purposes. AFPC/DP2SPE may use the AF Form 77 to document when a board specific PRF is not required or available as stated below:
  - 5.2.5.1. For officers on appellate leave or in prisoner status.
  - 5.2.5.2. For officers who enter RegAF directly into Air Force-level training.
  - 5.2.5.3. For officers who have a break in service and reenter directly into Air Force-level training.

### **5.3. Who Can Prepare.**

- 5.3.1. Raters or any evaluators. Do not skip evaluators who are temporarily unavailable or to afford a higher level evaluator the opportunity to endorse or comment on the LOE.
- 5.3.2. Personnel responsible for observing a ratee's performance when the ratee is not under the direct supervision of the designated rater.
- 5.3.3. Personnel directed to do so by the Air Force Board of Correction or Evaluation Reports Appeal Board.
- 5.3.4. MPF/CSS/HR Specialist personnel as authorized.

### **5.4. Administrative Practices.**

- 5.4.1. LOEs will cover the period from the first day of supervision (or the day following the close-out of the last EPR, OPR or TR, whichever is later) through the last day of supervision.
- 5.4.2. AF Form 77 may be typed or handwritten.

5.4.3. Limit comments to space provided on formal LOEs. If additional space is required on informal or supplemental LOEs, continue comments on bond paper and attach it to the LOE.

5.4.4. Correct minor errors using a pen or correction fluid. Corrections and/or erasures that change the meaning of a sentence must be initialed. Re-accomplished forms with excessive corrections and/or erasures. Do not use self-adhesive correction tape.

5.4.5. Prepare LOEs in one copy.

5.4.6. Prepare LOEs using bullet format only.

5.4.7. Prohibited Comments. See [paragraph 1.12](#) for prohibited comments.

5.4.8. Raters may show an AF Form 77 to the ratee.

### **5.5. Completing AF Form 77, Letter of Evaluation.**

5.5.1. See [Table 5.1](#) for step-by-step procedures on completing all LOEs.

5.5.2. Deployed Commander LOEs. See [paragraph 5.2.1.2.1](#).

5.5.3. Formal LOEs. See [paragraph 5.2.1](#).

5.5.4. General officer (to include selects) LOEs. See [Chapter 7](#).

### **5.6. Routing, Updating and Disposition Responsibilities.**

5.6.1. Informal LOEs will not be placed in the Master Personnel Record Group. For all other informal LOEs, to include deployed enlisted ANG AGR/Statutory Tour personnel, the rater/supervisor forwards the completed form to the CSS/MPF/HR Specialist/Personnel Support for Contingency Operations who will, in turn, forward to the ratee's new and/or designated rater.

5.6.2. Supplemental LOEs are required to be attached to the evaluation they are supplementing and will be made a matter of record. They will be placed in the Officer Selection Record/ Noncommissioned Selection Record (officers/SNCOs) attached to the documents they are supplementing. A copy will be forwarded to ARMS/PRDA. **(T-1)**.

5.6.3. Administrative LOEs are required to be placed in the Officer Selection Record/Noncommissioned Selection Record/ARMS/PRDA to substitute a missing evaluation or explain a gap between evaluations. The preparing agency forwards the original to the Officer Selection Record/ Noncommissioned Selection Record/ARMS/PRDA. Perform any updates if required.

5.6.4. For all other LOEs not listed above, contact AFPC/DP2SPE or ARPC/DPT for procedures and/or further guidance.

### **5.7. CSS/HR Specialist/MPF/Personnel Support for Contingency Operations Responsibilities.**

5.7.1. Quality review LOEs and take corrective action if appropriate.

5.7.2. When applicable, make appropriate updates and forward the LOE to the rater pending the next evaluation.

5.7.3. Provide LOEs to the member's rater for use in preparing the next performance evaluation or Training Report. LOEs closing during the period of the performance evaluation

will accompany the OPR/EPR notice through the rating chain and remain with the notice and evaluation until received by the MPF.

5.7.4. Forward LOEs to the member's gaining CSS/HR Specialist or MPF when the member departs PCS and no evaluation was required prior to departure.

5.7.5. Give the LOE to the member upon separation, retirement, or completion of the next performance evaluation. **Note:** LOEs closing during the period of the performance evaluation will accompany the OPR/EPR notice through the rating chain and remain with the notice and evaluation until received by the CSS/HR Specialist/MPF. Once the CSS/HR Specialist/MPF determines the evaluation is acceptable for processing to file, they return the LOE to the ratee.

5.7.6. Personnel Support for Contingency Operations Teams Specific Responsibilities.

5.7.6.1. Identifies raters and ratees projected departure dates to AFFOR/A1, works with AFFOR/A1 to review/validate the list of commanders they service on G-Series orders, establish tracking and suspense control for all Deployed Commander LOEs at the deployed location. See [paragraph 5.6](#) for disposition of completed LOEs.

5.7.6.2. Provide the deployed rating chain the G-Series Order number and date for LOE preparation.

5.7.6.3. Upon receipt of final LOEs from deployed rating chain, verify if AF Advisor is required and forward to AF Advisor if required.

5.7.6.4. Final disposition of completed Deployed Commander LOEs.

5.7.6.4.1. Digitally signed LOEs: Upload the completed AF Form 77 according to the PSDG and submit to AFPC/ARPC for transmission to ARMS/PRDA.

5.7.6.4.2. Wet signature LOEs: PERSCO Teams upload the completed AF Form 77 according to the PSDG. PERSCO Teams without system access will mail the completed AF Form 77 to AFPC/DP2SPE, 550 C Street West Suite 7, Joint Base San Antonio-Randolph, TX 78150. When the servicing PERSCO Team is not collocated with the rater, the rater will mail the form to AFPC/DP2SPE. If in a location where there is no mailing capability, PERSCO will place the completed form in a pre-addressed envelope and seal. The ratee, rater, PERSCO team member, or trusted agent will be allowed to hand-carry and mail the form at first opportunity.

5.7.7. Additional Processing Responsibilities.

5.7.7.1. AFPC/DP2SPE.

5.7.7.1.1. Upon receipt of AF Form 77, AFPC/DP2SPE will validate the form and update MilPDS for RegAF officers and send to ARMS/PRDA.

5.7.7.1.2. If it is determined that the officer is not eligible at any time in the process, then the LOE will be changed to "Optional" and forwarded to member's home unit rater.

5.7.7.1.3. For RegAF officers, AFPC/DP2SPE forwards original, digitally signed LOEs to ARMS. For colonels, AFPC/DP2SPE sends "wet" signed LOEs to ARMS/PRDA, AF/A1LO, and either mail or email a scanned copy to the respective MAJCOM and MPF, if applicable.

- 5.7.7.1.4. For ARC officers, AFPC/DP2SPE forwards the original to ARPC/DPT, who will then be responsible for distribution and/or update to applicable organizations, depending on component/status.
- 5.7.7.2. ARPC/DPT and AF/A1LO.
- 5.7.7.2.1. Will coordinate with AFPC/DP2SPE to identify officers meeting upcoming promotion boards.
- 5.7.7.2.2. Will conduct a quality control review of all Deployed Commander LOEs, process through ARMS/PRDA, and file the LOE in the officer's selection record.
- 5.7.7.3. ARMS. Once a Deployed Commander LOE is received, it will be stored in ARMS.
- 5.7.7.4. MAJCOM or Combatant/Component Command. Responsible for designating the AF Advisor (must be a colonel or above) when the final evaluator for a Deployed Commander LOE is not an AF officer or Department of the Air Force official.

**Table 5.1. Instructions for Completing the AF Form 77, Letter of Evaluation. See Note 5.**

<b>SECTION I – RATEE IDENTIFICATION DATA</b>	
<b>Item/Description</b>	<b>Instructions</b>
1. Name	Enter Last Name, First Name, Middle Initial and JR., SR., III, etc. Use of “NMI” (no middle initial) is optional. The name will be in all upper case.
2. Social Security Number	Enter the Social Security Number.
3. Rank	Drop Down Menu. Select the appropriate rank. See Note 1.
4. Duty Air Force Specialty Code	Enter the Duty Air Force Specialty Code held as of the <i>THRU</i> date of the evaluation to include prefix and suffix.
5. Duty Title or Title of Additional Duty	Enter the approved duty title as of the <i>THRU</i> date of the evaluation.
6. Deployed Location or Name Operation	Deployed CC LOE only. If applicable, enter the operation/contingency name ratee was deployed in support of. (i.e. Operation ENDURING FREEDOM).
<b>SECTION II – GENERAL INSTRUCTIONS</b>	
<b>Item/Description</b>	<b>Instructions</b>
<b>PART A - Type of Report</b>	Drop Down Menu. For Formal/Informal LOE, enter: Letter of Evaluation  For Supplemental Sheets, enter: Supplemental Sheet  For Acquisition Examiner, Functional Examiner, AF Advisor, enter: Acquisition Examiner, Functional Examiner, AF Advisor  For Administrative LOE, leave blank.
<b>SECTION II – GENERAL INSTRUCTIONS</b>	



Item/Description	Instructions
<b>PART B</b>	
1. From Thru See Note 2	From Date: Enter the date supervision began
	Thru Date: Enter the date supervision ended
2. Report Is	Drop Down Menu. Select either Mandatory or Optional. See Table 5.2.
3. Level of Deployed Commander Duties Performed	Deployed CC LOE Only. Drop Down Menu. Select either Squadron CC, Group CC, or Wing CC.

4. Number of Days in Commander Position	Deployed CC LOE Only. Enter the number of consecutive days served in the deployed commander position, on G-Series orders.
5. G-Series Order Number Date of Order	Deployed CC LOE Only. Enter the G-Series Order Number.
	Deployed CC LOE Only. Enter the date of the G-Series Order.

### SECTION III – DEPLOYED COMMANDER ASSESSMENT (For Deployed CCs Only)

Item/Description	Instructions
Officer Satisfactorily Completed Their Deployed Command Tour	Deployed CC LOE Only. Select “Yes” if the officer satisfactorily completed their deployed commander tour. Select “No” if completion was unsatisfactory. If “No,” the report must be referred.

### SECTION IV – COMMENTS/ IMPACT ON MISSION ACCOMPLISHMENT

Item/Description	Instructions
Comments Area	This section is prepared by the deployed rater and the focus of the evaluation should be on what the officer did and on the officer’s leadership, team building, and problem solving abilities in accomplishing the mission. Limit comments to space provided on formal LOEs. If additional space is required on informal or supplemental LOEs, continue comments on bond paper and attach it to the letter of evaluation. Comments must be in bullet format. See <b>paragraph 1.12</b> for prohibited comments; <b>paragraph 1.11</b> and Notes 5 and 6 for mandatory comments; and <b>paragraph 1.10</b> for referral procedures.

### SECTION V – RATER IDENTIFICATION DATA (See Note 3)

Item/Description	Instructions
Name, Rank, Branch of Service, Organization, Command, Location	Enter evaluator identification as of close-out.
Duty Title	Enter authorized deployed duty title.
Date	Digital signatures will auto-date form. If not available handwrite, type or stamp. Do not date before close-out date.

Social Security Officer	Enter last four of the evaluator's social security number
Signature	Digitally Sign. If digital capability is unavailable, sign in "wet signature" in reproducible blue or black ink. Do not sign before the close-out date.
<b>SECTION VI – ADDITIONAL RATER (Deployed CC Letter of Evaluation Only)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Concur/Non-concur Boxes	Place an "X" in the appropriate box. If non-concur is marked, explain the reason for the non-concurrence in the comments area.
Comments Area	Insert comments only if referral or to document non-concurrence. Referral LOEs must contain the applicable mandatory statement in accordance with <b>paragraph 1.10.5.3.2.2.</b>
Name, Rank, Branch of Service, Organization, Command, Location	Enter the name in all uppercase. Enter evaluator identification in upper/lower or all upper case. All information will be as of close-out. See Note 3.

	Enter the duty title as of the close-out.
Date	Digital signatures will auto-date form. If not available handwrite, type or stamp. Do not date before close-out date.
Social Security Number	Enter last four of the evaluator's social security number
Signature	Digitally Sign. If digital capability is unavailable, sign in "wet signature" in reproducible blue or black ink. Do not sign before the close-out date.

**SECTION VII – RATEE'S ACKNOWLEDGEMENT**

<b>Item/Description</b>	<b>Instructions</b>
I understand my signature does not constitute agreement or disagreement	Drop Down Menu. If ratee is unavailable or refuses to sign, select the applicable statement, "Ratee Unavailable to Sign" and "Ratee Declined to Sign". In this case the rater or additional rater in the rating chain may sign for the ratee.
Signature	Digitally Sign. If digital capability is unavailable or the letter of evaluation is a referral, sign in "wet signature" in reproducible blue or black ink. Do not sign before the close-out date.
Date	Digital signatures will auto-date form. If not available handwrite, type or stamp. Do not date before close-out date.

**SECTION VIII – REFERRAL REPORT (Deployed CC LOE Only) (All other referral LOE must use the same procedures as outlined in Chapter 5. The AF Form 77 is designed to include the referral memorandum directly on the form.)**

<b>Item/Description</b>	<b>Instructions</b>
I am referring.	State specifically what comments make the Letter of Evaluation a referral.

Send Comments to	Enter the rank and name of the referring evaluator's deployed rater.
Name, Rank, Br of Svc of Referring Evaluator	Enter evaluator identification as of close-out. See Note 3. If the evaluator named in this section is the additional rater, Section VI will be completed in accordance with <b>paragraph</b>
Duty Title	Enter the duty title as of the close-out.
Date	Dates will be handwritten, typed or stamped. Do not date before close-out date. The ratee has 3 duty days (30 calendar days for ANG/AFR) to submit comments and the rebuttal. All supporting documentation is limited to a total of 10 pages, 5 pages front and back.
Signature	Sign "wet signature" in reproducible blue or black ink. Do not sign before the close-out date.
<b>SECTION VIII – REFERRAL REPORT (Deployed CC LOE Only)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Signature of Ratee	Signature is for acknowledging receipt. It does not constitute agreement or disagreement. Sign in "wet signature" in reproducible blue or black ink. Do not sign before the close-out date.
Date	Date may be handwritten, typed or stamped. Do not date before close-out date.
<b>SECTION IX – REFERRAL REVIEWER (Deployed CC Letter of Evaluation Only. Used Only if Additional Rater Refers the letter of evaluation or as authorized by AFPC/DP3SP)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Ratee Did/Did Not Submit Comments	Place an "X" in the appropriate box.
I Do/Do Not Concur With Assessment	Place an "X" in the appropriate box.
Comments Area	Insert comments for non-concurrence only.
Name, Rank, Branch of Service, Organization, Command, Location	Enter evaluator identification as of close-out. See Note 3.
Duty Title	Enter the duty title as of the close-out.
Date	Date may be handwritten, typed or stamped. Do not date before close-out date.
Social Security Number	Enter only the last four of the evaluator's social security
Signature	Sign in "wet signature" in reproducible blue or black ink. Do not sign before the close-out date.
<b>SECTION X – ACQUISITION OR FUNCTIONAL EXAMINER/AIR FORCE ADVISOR REVIEW (Used only as applicable)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Acquisition Examiner	Place an "X" in the applicable box
Functional Examiner	

Air Force Advisor	See Note 4.
Name, Rank, Branch of Service, Organization, Command, Location	Enter evaluator identification as of close-out. See Note 3.
Signature	Digitally Sign. If digital capability is unavailable or a referral sign in “wet signature” in reproducible blue or black ink. Do not sign before the close-out date.
Date	Digital signatures will auto-date form. If not available or referral handwrite, type or stamp. Do not date before close-out date.

**Notes:**

1. Grade Data. Use the information below to determine the appropriate grade entry. For:
  - a. Officers. Enter the active duty grade in which serving on the close-out date. If the ratee has been frocked, enter actual grade, not the grade the member is wearing.
  - b. Non-Extended Active Duty ANG and AFR Officers, enter grade in which serving and Non-Extended Active Duty. When an officer awaiting federal recognition of a unit vacancy promotion to a higher grade is due an evaluation, show the officer's federally recognized grade as of the close-out date of the evaluation, not the projected grade.
  - c. All Active Guard Reserve (AGR) on Extended Active Duty under 10 U.S.C. §§ 10211, 10305, 12310, 12402 or 3 U.S.C. § 708. Enter grade in which serving and "AGR". LEAD officer on Extended Active Duty under 10 U.S.C. § 12301(d), enter grade in which serving and "LEAD".
2. *FROM* and *THRU* Dates. Use the criteria below to establish the correct date to use:
  - a. On all LOEs, the *FROM* date is the first day of supervision or observation; the day following the close-out of the last EPR, OPR or TR whichever is later; or if there is not previous evaluation, the Extended Active Duty or Total Active Federal Military Service Date.
  - b. On informal LOEs, the *THRU* date is the last day of supervision or observation.
  - c. On formal LOEs, the *THRU* date is the day before the effective date (departure date) of the PCS, PCA, temporary duty action, or the day before the commander's written notice of a planned separation in accordance with AFI 36-3208.
3. Signatures and Dates.
  - a. Sign and date the original form. Do not sign or date before the close-out date. Enter only the last four digits of the evaluator's social security number. If the evaluator is a civilian or a member of a foreign service the social security number is not required.
  - b. Upon Senate confirmation, colonels on the brigadier general select list are permitted to sign all Officer Evaluation System forms as "Brig Gen (Sel)" provided they are either designated by their respective Management Level as a senior rater or they are assigned to an authorized, funded or unfunded, brigadier general officer position, frocked or not.
  - c. Upon Senate confirmation, Brigadier Generals on the Major General select list are permitted to sign all Officer Evaluation System forms as "Maj Gen (Sel)" provided that they are either evaluating other general officers or are assigned to an authorized, funded or unfunded, Major General officer position, frocked or not.
  - d. Upon Senate confirmation, all general officer selects, assigned to joint billets or unified commands, may sign all Officer Evaluation System forms as "NAME, Brig Gen (Sel), USAF".
  - e. Any LOE closing out prior to the senate confirmation date will not reflect the "Select (Sel)" and, if necessary, be forwarded up the chain for endorsement. In addition, all frocked General officers are authorized to sign all Officer Evaluation System forms in their frocked grade without designating their frocked status (i.e. major general vice major general "frocked").
4. The examiner/advisor may provide clarification about the ratee's duty performance, or elaborate on types of functions ratee performs (Advisor), or clarify acquisition-related considerations (Examiner), and explain any uncommon phrases or terms. Limit comments to the space provided. See **paragraph 1.6.8** to determine when an Acquisition/Functional Examiner/AF Advisor is required

5. Gaps and Unrated Periods between Evaluations. See AFI 36-2608.
- a. Documenting Unrated Periods between Officer Evaluations. Complete an AF Form 77 with the inclusive dates of the unrated period. Enter the statement “Prior-service enlistee (or officer) not rated for the above period” in Section IV of the AF Form 77. When an officer enters the Air Force from another Service, prepare an AF Form 77 to cover the period between the close-out date of the officer’s last performance evaluation, in the other Service and the date of entry into the Air Force. The servicing MPF prepares the AF Form 77 and forwards a copy to the custodian of the Noncommissioned Selection Record, Officer Command Selection Record Group, Officer Selection Record and ARMS/PRDA. The servicing MPF informs the officer of the preparation and filing of the AF Form 77. Responsibility for the preparation of the AF Form 77 is as follows:
- (1) ARPC for individuals recalled under 10 U.S.C. §§ 10301, 10211, 12301(d), 12310, 10305, 8038 and 12402; US Property and Fiscal Officers recalls under 32 U.S.C. § 708; and recalls to serve with the Selective Service.
  - (2) The losing ARC MPF, if assigned to nonparticipating status:
    - (a) For Reservists, ARPC/DPTSE documents voids in records for periods of service for officers assigned to a Reserve section, voids caused by a Guard officer moving from one state to another, and voids caused when a member's federal recognition date is not the day following the close-out of his or her last OPR.
    - (b) For unit recalls, the servicing MPF/CSS prepares the AF Form 77.
- b. For individuals with prior service, who have earlier evaluations. When the ratee, including an enlistee with prior service, has earlier performance evaluations on file but has gaps in ratings due to the breaks in military service, the “from” date becomes the day after the close-out date of the last evaluation prepared. Enter the statement “*Prior-service enlistee (or officer) not rated for the above period*” in Section IV of the AF Form 77. For the “thru” date:
- (1) Update the day before the Extended Active Duty date in the system for active duty personnel.
  - (2) Update the day before the assignment begins in the system for non-active duty SrA and above.
  - (3) For Enlisted members, project the *annual evaluation* one year from their Extended Active Duty , unless the ratee does not have at least 20 months Total Active Federal Military Service on the Extended Active Duty date; then, close-out the evaluation when the ratee completes 20 months Total Active Federal Military Service , as an *initial evaluation*. **Exception:** A DBH evaluation is required for promotion consideration. For ARC, less than 20 months Date Initial Entry Uniformed Services.
  - (4) For officers, project the annual evaluation one year from their Extended Active Duty date. **Exception:** A DBH evaluation is required for promotion consideration.
- c. For individuals with prior service, but no earlier evaluations. When an individual with prior service has no evaluations reports on file, the period of the AF Form 77 begins with the ratee’s Total Active Federal Military Service Date (Enlisted), or Extended Active Duty date (Officers), and closes out the AF Form 77 one day before the reentry to Extended Active Duty which is reflected in the system.

(2) For Enlisted members, update the system with rating code "PB" (Not rated (break in service) and the close-out date. For Officers, forward the AF Form 77 to the Master Personnel Record Group custodian, for routing and distribution.

(3) For Enlisted members, project the evaluation to the next static close-out date unless the ratee does not have at least 20 months Total Active Federal Military Service on the Extended Active Duty date; then, close-out the evaluation when the ratee completes 20 months Total Active Federal Military Service, as an initial evaluation.

(4) For Officers, project the annual evaluation one year from their Extended Active Duty date.

**Exception:** A DBH evaluation is required for promotion consideration.

d. Restored to Regular Active Duty. A Release from active duty that has been voided by the Board for Correction of Military Records and the ratee has been ordered back to active duty. AFPC/DP2SP will prepare the AF Form 77. Enter the statement: *"No evaluation available for the period (date) through (date). Officer restored to regular active duty by direction of the Secretary of the Air Force"* in Section IV of the AF Form 77.

e. Lost Time, Confinement/Prisoner Status or Appellate Leave. To document extended periods of lost time, including military and/or civilian confinement, prisoner status and appellate leave. The member's servicing MPF or personnel service office will prepare the AF Form 77. Enter the statement: *"No evaluation available for the period (date) through (date). No evaluation required according to AFI 36-2406"* in Section IV of the AF Form 77.

f. Hospitalizations/Convalescent and/or Casual/Patient Status. To document unrated periods on individuals who are in full-time student (functional category "L") or, hospitalizations, periods of convalescent and/or casual/patient status. Enter the statement: *"No evaluation available for the period (date) through (date). No evaluation required according to AFI 36-2406"* in Section IV of the AF Form 77.

g. Educational Leave of Absences. To document unrated periods on individuals who are on an Educational Leave of Absences; i.e. Bootstrap and/or Educational Leave to a civilian institution. The period will be from the time the individual started the Educational Program through when the member returned to the unit (subtracting any ordinary leave). Section II A will have marked "Supplemental Sheet". No other areas will be marked on the AF Form 77. The AF Form 77 will be signed ("wet") by no lower than the unit commander of the members' assigned unit. Enter the statement: *"Educational Leave of Absence from (date) through (date). No evaluation required in accordance with AFI 36-2406"* in Section IV of the AF Form 77. The next evaluation period will start the day after the thru date on the AF Form 77.

h. Temporary Disability Retired List. To document an unrated period when the ratee was on the Temporary Disability Retired List; then removed and returned to active duty. Temporary Disability Retired List removal and return to active duty is prepared by AFPC/DPSDD. Enter the statement: *"No evaluation for the period (date) through (date). Officer not rated due to placement on the Temporary Disability Retired List"* in Section IV of the AF Form 77.

i. Air Force Board for Correction of Military Records Directed. Board actions taken by the Air Force Board for Correction of Military Records under AFI 36-2603, will enter the statement: *"Not rated for the above period. Evaluation removed by the order of the SecAF"* in Section IV of the AF Form 77.

j. Evaluation Reports Appeal Board Directed. Board actions taken by the Evaluation Reports Appeal Board in accordance with **Chapter 10, Correcting Officer and Enlisted Evaluation**

k. Lost and/or Missing Evaluations. See **paragraph 1.14** for procedures. For lost and/or missing evaluations in which all actions have failed, use the AF Form 77 as a substitute for a missing evaluation. Complete the name, social security number, and grade blocks in section I. Mark the "Supplemental Sheet" block and complete the "FROM" and "THRU" blocks in section II. Enter the statement: *"No evaluation available for the period (date) through (date) for administrative reasons which were not the fault of the member. The system [reflects an overall rating of "X"]/[does not reflect an overall rating]* in Section IV of the AF Form 77. 6. When an AF Form 77 is used for other than performance evaluations, the HR specialist enters signature block and signs in Section IV.

**Table 5.2. When to submit a Letter of Evaluation.**

<b>R U L E</b>	<b>When to Prepare a Letter of Evaluation</b>	<b>Type</b>	<b>File in MPerRGp Yes/No</b>	<b>Mandatory</b>	<b>Optional</b>
<b>1</b>	Deployed Commander Letter of Evaluation. See Note 1.	Formal	Yes	X	
<b>2</b>	Separation. See Note 3.	Formal	Yes	X	
<b>3</b>	Change of Reporting Official (CRO) due to the PCS/PCA of the ratee or rater; and the ratee is an active duty A1C or below, with less than 20 months Total Active Federal Military Service, or an AFR SrA or below with less than 20 months from Date Initial Entry Uniformed Services. Only 16 months for those airmen who enlisted under the National Call to Service program. See Notes 2 and 6.	Informal (not filed in the permanent record)	No	X	
<b>4</b>	Officer - CRO due to the PCS/PCA of the ratee or rater and less than 120 calendar days supervision. See Note 2.  Enlisted - CRO due to the PCS/PCA of the ratee or rater with any days of supervision.		No	X	



5	Enlisted AFR personnel when the rater departs PCS.		No	X	
6	RegAF officer and enlisted personnel when deployed in support of contingency operations. See Note 2.		No	X	
7	ANG personnel when deployed in support of contingency operations.		No	X	
8	Supplemental Letter of Evaluation. See Note 4.	Supplemental	Yes	X	
9	Administrative Letter of Evaluation. See Note 5.	Administrative	Yes	X	
10	All Other Letters of Evaluation, (Lt Col and below), not covered above are optional; however they are highly recommended	Informal (not filed in the permanent record)	No		X

**Notes:**

1. Deployed CC Letter of Evaluation. Prepare for officers (in the grade of colonel and below) deployed in support of contingency operations to fill squadron, group, and wing commander requirements. Tour length of deployment to fill commander requirement must be 45 calendar days or more. If a commander is forward deployed to fill another commander requirement at a different location, he/she may receive more than one letter of evaluation provided the minimum 45 calendar day requirement is met at each location. The commander must be designated on G-Series orders. **Exception:** Commanders filling 365-day extended deployment billets will have an OPR accomplished.
2. Supervision Requirements. A minimum of 60 calendar days and not more than 120 calendar days supervision is required. Deployed personnel not covered in Rule 1, or deployed personnel not filling a 365-day extended deployment, require a minimum of 60 calendar days supervision. However, supervision may be greater than 120 calendar days, depending on how long the member is deployed and/or extended. The close-out date will be one day prior to the member's departure date.
3. Prepare when required by AFI 36-3205, AFI 36-3206, AFI 36-3207, AFI 36-3208 and AFI 36-3209.
4. Supplemental Letter of Evaluation are required to be attached to the document they are supplementing and will be file in the Master Personnel Record Group with that document.
5. Administrative Letter of Evaluation are filed in the Master Personnel Record Group for informational purposes, to explain gaps in records, missing evaluations, breaks in service, etc.
6. If the ratee has less than 20 months Total Active Federal Military Service and comments in the letter of evaluation are referral in nature, only an informal letter of evaluation is authorized. The comments from this letter of evaluation may be included in the ratee's initial evaluation.



## Chapter 6

### AF FORM 475, EDUCATION/TRAINING REPORT

#### 6.1. When to Use Training Reports (TR).

6.1.1. Submissions are mandatory (See [Table 6.2](#)):

6.1.1.1. Upon completion or interruption of, or elimination from formal training or education when the scheduled course length is eight weeks or more or as authorized in this chapter when the specific course is less than eight weeks (Chaplain or Medical Programs, Squadron Officer School, and Commissioned Officer Training. Air Force Reserve (AFR) Air Reserve Technicians (ART) and Air National Guard (ANG) Military Technicians attending formal training or education in civilian status receive a TR and credit in the civilian evaluation system. **Note:** All training of 20 weeks or more will be updated in MilPDS and restart the next evaluation inclusive dates. **(T-3)**.

6.1.1.1.1. If the interruption or elimination from training was of no fault of the officer, a TR will be completed if the officer was enrolled in training for 10 duty days or more to document performance. If the officer was enrolled in training for 9 duty days or less, a TR is not required. However, a memorandum for record will be produced by the training squadron commander stating the interruption or elimination was of no fault of the officer and they are eligible to attend the training, provided they continue to meet the requirements.

6.1.1.1.2. If the officer is at fault regarding the interruption or elimination from training, a TR is required regardless of length of time enrolled in training.

6.1.1.2. Enlisted. AF Form 475s are not authorized for enlisted members.

6.1.1.3. For self-paced courses when the prescribed course length is eight weeks or more, regardless of the time actually required to complete the course.

6.1.1.4. At the end of each academic year, unless the course completion date is within four months of the annual TR. The academic year for officers attending law school under Funded Legal Education Program or Excess Leave Program ends after the officer's summer internship training.

6.1.1.5. For personnel participating in the World Class Athlete Program, one year from beginning training, then annually until training is completed or member is eliminated from training.

6.1.1.6. Reserve Chaplain Candidates. At the end of each active duty training tour of 10 days or more and processed as prescribed by AFRC.

6.1.1.7. Member is assigned to a full-time degree program through the Air Force Institute of Technology. Requirements are same as in effect for officers in attendance. The rater on the TR is designated by the commandant of each Air Force school or the detachment commander. The designee must serve in a grade equal to or higher than the Ratee.

6.1.1.8. Interrogator Duty Training. Members fulfilling these requirements must complete six months of training with the US Army prior to departing for the actual deployment. Therefore, students attending Interrogator Training are administratively assigned to the

314th Training Squadron, Fort Huachuca, for the 23-week program. These evaluations will be updated in MilPDS.

#### 6.1.2. Submission for Advanced Academic Degree Subsequent Completion.

6.1.2.1. Upon completion of Advanced Academic Degrees, a member who left full-time student status prior to completing thesis or dissertation degree requirements may request to have a TR filed in his or her record. Member must meet the following eligibility criteria to reflect degree completion:

6.1.2.1.1. The member was assigned to a full-time degree program through the Air Force Institute of Technology. **(T-3).**

6.1.2.1.2. The member completed all but the thesis or dissertation portion of the degree program. **(T-3).**

6.1.2.1.3. The member has a previous AF Form 475 in the Master Personnel Record Group that clearly identifies the reason for non-completion as, "Thesis or dissertation not completed during an Air Force Institute of Technology tour" in accordance with **Table 6.1. (T-3).**

6.1.2.1.4. The member completed the degree requirements of the Air Force Institute of Technology program in which he or she was originally enrolled. **(T-3).**

6.1.2.1.5. The officer documented degree completion through Air Force Institute of Technology (AFIT) channels (verified via Personnel Data System inquiry). **(T-3).**

6.1.2.2. The member who meets the above criteria is responsible for submitting an official transcript to AFIT/RRE requesting completion of a TR.

#### 6.1.3. Directed Submission. When directed by HAF, for courses 8 weeks or longer.

6.1.4. Officer. Air Force Institute of Technology (AFIT) Master Degree Students and Other Long School Students. Students will receive one final TR upon completion of a course 18 months or less. **Exception:** Above the Promotion Zone students will receive "Directed by HAF" TRs (as required) for their applicable central selection boards. AFIT PhD students will receive a mid-course and final training report. If a student is disenrolled for unsatisfactory progress or eliminated/withdrawn for other reasons, a TR is rendered when the member is reassigned. In addition, consider "Directed by Commander" referral TRs if a student does not meet standards in an area other than training progress.

#### 6.1.5. Guard and Reserve.

6.1.5.1. Students completing initial skills training courses will not receive a TR. It is a total force policy and same consistent rules apply.

6.1.5.2. Students completing training (not initial training) courses 20 weeks or longer in duration will receive a TR.

6.1.5.3. Students taking advanced or supplemental courses longer than 20 weeks will receive a TR.

6.1.5.4. There are no special or unique distribution instructions for Guard or Reserve members on TRs. The same procedures used to process OPRs/EPRs will be used to process TRs.

## 6.2. Who Prepares Training Reports.

6.2.1. The officer designated by the commandant of each Air Force school or the commander of each Air Reserve squadron. The designee must be serving in a grade equal to or higher than the ratee, except for TRs submitted under [paragraph 6.2.2](#). (T-1).

6.2.2. In exceptional cases, the student's commander and a military training institution may mutually agree on an evaluator (civilian or military) not under the jurisdiction of the unit of assignment. An official of a civilian institution will not sign or submit a TR. (T-1).

6.2.3. The education services officer may complete a TR only when he or she is the rater.

6.2.4. Air Force Institute of Technology personnel prepare TRs for officers under the Funded Legal Education Program or Excess Leave Program. The Staff Judge Advocate of the student's assigned unit for internship training may prepare an optional letter of evaluation and submit it to Air Force Institute of Technology at the end of each summer internship.

6.2.5. Graduate School of Engineering and Management, Air Force Institute of Technology, prepares TRs for officers participating in the PhD. program during both the academic and the research phases. During the research phase, sponsoring laboratory and research facility personnel may prepare an optional letter of evaluation and submit it to Air Force Institute of Technology.

6.2.6. Air Force Institute of Technology standardizes TRs that document completion of Advanced Academic Degrees received after leaving Air Force Institute of Technology full-time student status, if all the criteria listed in [paragraph 6.2.2](#) are met.

6.2.7. Air Force Institute of Technology personnel prepare TRs on officers in graduate level study programs that are 26 weeks or longer. The evaluator may communicate directly with the institution to obtain the information required to prepare the evaluation. See [Table 6.1](#) for recording adverse actions.

6.2.8. Commissioned Officer Training School personnel prepare TRs for officers who complete Commissioned Officer Training School.

6.2.9. The Headquarters Air Force Services Agency Commander prepares TRs on members participating in the World Class Athlete Program.

## 6.3. Referral Training Reports. See [paragraph 1.10.6.4](#).

## 6.4. Routing and Responsibilities.

6.4.1. For officers attending school in TDY status:

6.4.1.1. The school prepares the TR, performs a quality review, and makes distribution as follows:

6.4.1.1.1. Forward the original to AFPC/DP2SPE (Active Duty List) or ARPC/DP2SPE (Reserve Active Status List), who files the TR into the Master Personnel Record Group and updates MilPDS. For judge advocates (lieutenant colonel and below), forward a copy of the TR to HAF/JAX.

6.4.1.2. TR on Extended Active Duty officers are due to AFPC 60 calendar days after evaluation close-out date. AGR and LEAD officers' evaluations are due to ARPC/DPTSE 60 calendar days after the close-out date. (T-2).

6.4.1.3. TRs on non-Extended Active Duty officers are due to ARPC/DPTSE 60 calendar days after evaluation close-out date. **(T-2)**.

6.4.2. For officers attending school in PCS status:

6.4.2.1. The school prepares the TR and forwards the original to AFPC/DP2SPE, ATTN: Evaluations Operations, 550 C Street West, Joint Base San Antonio, TX 78150.

6.4.2.2. TRs are due to AFPC 60 calendar days after evaluation close-out date (120 calendar days for Air Force Institute of Technology /civilian institution programs).

6.4.3. For non-Extended Active ANG officers, send TRs to the servicing MPF for quality review, adding of opening dates and Air Force Specialty Codes. The MPF will distribute the completed original TR to ARPC/DPTSE and copies to Officer Command Selection Record Group and State Adjutant General not later than 60 calendar days after close-out date.

6.4.4. AFIT/RRE will forward the completed TR that documents subsequent completion of an advanced academic degree to all appropriate agencies for filing in the Master Personnel Record Group. The TR will be filed based on the signature date of the AF Form 475, not with the original AF Form 475 that indicated non completion of the advanced academic degree.

**Table 6.1. Instructions for Completing AF Form 475, Training Report (Officers Only).**

<b>SECTION I – Identification Data (See Notes 1 and 2)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Item To Complete</b>	<b>Instructions</b>
<b>1</b>	Name	Enter Last Name, First Name Middle Initial, and Jr., Sr., etc. Use of “NMI” when there is no middle initial is not mandatory. The name will be in all upper case.
<b>2</b>	Social Security Number	Enter social security number.
<b>3</b>	Rank	Select rank
<b>4</b>	Duty Air Force Specialty Code	Enter Duty Air Force Specialty Code held as of the "THRU" date of the TR. Include prefix and suffix.
<b>5</b>	Organization, Command, and Location	Enter organization data. For Squadron Officer School (SOS) students and Officer Training Students (OTS) enter the organizational data for Squadron Officer School (SOS) and OTS.
<b>6</b>	Period of Report	See <b>Table 6.2</b> .
<b>7</b>	Length of Course	For all formal training or education, enter number of weeks (rounded down to the nearest whole week and followed by the word “weeks”) of the scheduled training or education. Use scheduled length of training even if the officer completes a self-paced course early, course completion is delayed, the officer is temporarily held beyond the actual course/training completion date, or the officer is eliminated from training (see Note 3 and Note 9).

<b>8</b>	Reason for Report	Place an "X" in the appropriate box (see Note 4).
<b>9</b>	Name and Location of School or Institution	Enter required information (see Note 5).
<b>10</b>	Name or Title of Course	Enter title of major subject or problems presented or discussed.
<b>SECTION II – Report Data</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	Evaluation Report Data	Complete only the applicable items in this section; leave non-applicable items blank.
<b>1</b>	AFSC/Aero Rating/Degree Awarded	Enter AFSC, aeronautical rating, or degree awarded.
<b>2</b>	Completion	Place an "X" in the box, if applicable.
<b>3</b>	Distinguished Graduate (DG)	Place an "X," if appropriate, in the "Yes" or "No DG Program" block on final TR. Leave item blank if DG program exists and ratee did not receive such a designation.
<b>4</b>	DG Award Criteria/Course Non-completion Reason	Enter DG Award Criteria or Course Non-completion Reason. For a student designated as a DG in item 3, provide the criteria ( <b>Example:</b> Top 10 percent of class or grade point average above 3.5) (see Note 6.)
<b>SECTION III - Comments</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Item To Complete</b>	<b>Instructions</b>
<b>1</b>	Academic Training Accomplishments	Do include comments if the ratee received recognition for specific or above average achievement, such as designation as a DG. Do not make promotion/Developmental Education recommendations (see Notes 7 and 8).
<b>2</b>	Professional Qualities	Comments are mandatory concerning general attitude, military bearing and appearance, conduct and fitness. When an evaluator cannot observe professional qualities due to geographic separation (e.g., civilian institution Air Force Institute of Technology students), include the statement, "Ratee is geographically separated from evaluator" in the "Professional Qualities" block of section III. Do not make promotion/Developmental Education recommendations (see Notes 7 and 8).
<b>3</b>	Other Comments	Section may be used to clearly identify uncommon acronyms or other information outside the training environment (i.e. performance during the inclusive periods).

<b>SECTION IV - Evaluator</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Item To Complete</b>	<b>Instructions</b>
<b>1</b>	Evaluator Data	Enter information required and command of assignment for evaluator in the spaces provided. Sign the original (Copies: sign, initial, or stamp SIGNED). Do not sign or date an evaluation before close-out date. The grade and duty title must coincide with those held on the close-out date of the evaluation. Enter only the last four digits of the social security number. If the evaluator is a civilian or a member of a foreign service the social security number is not required.



**Notes:**

1. See TR notice for ratee identification data. If any data is incorrect, notify the CSS/HR Specialist and MPF for computer correction.
2. See **Table 6.2** for "FROM" and "THRU" areas.
3. For AFR Selective Service officers attending a National Security Seminar, leave blank.
4. Use the following guidelines in determining the reason for the evaluation:
  - a. Final. On completion of, interruption by official orders of, or elimination for any reason from scheduled course/training program, or when released by the training organization.
  - b. Annual. At the end of each academic year, except for final year, for officers in extended programs. When the graduation date is within four calendar months of the annual evaluation, submit a final TR in place of the annual TR.
  - c. Directed. When directed by HAF or an appropriate commander for Extended Active Duty officers or AFR officers not on Extended Active Duty, or NGB for ANG officers not on Extended Active Duty. Evaluations will reflect "Directed."
5. For AFR officers in Selective Service performing their annual active duty tour for training through attendance at a National Security Seminar, enter "National Security Seminar" and location.
6. If the student has failed to complete the course of training, use one of the following phrases and indicate whether the elimination was due to factors over which the student did or did not have control (if derogatory comments are used, the TR must be referred):
  - a. Withdrawn without prejudice for the needs of the Air Force (*ONLY* used for those in training for 10 duty days (or more) and training was interrupted or the officer was eliminated due to no fault of their own).
  - b. Withdrawn for humanitarian reasons (*ONLY* used for those in training for 10 duty days (or more) and training was interrupted or the officer was eliminated due to no fault of their own).
  - c. Eliminated for academic deficiency.
  - d. Eliminated for flying deficiency.
  - e. Eliminated for physical reasons.
  - f. Eliminated for fear of flying.
  - g. Eliminated for manifestation of apprehension.
  - h. Eliminated for instructor non-adaptability.
  - i. Eliminated for skill or aptitude deficiency.
  - j. Voluntary self-elimination.
  - k. Physical Fitness failure.
  - l. Thesis or dissertation not completed during Air Force Institute of Technology tour.
  - m. If none of the above reasons apply, state the reason. To explain further, also enter "See Comments," and explain in the appropriate comment section.
7. The following entries are mandatory when applicable:
  - a. Comments regarding court-martial convictions.
  - b. Comments regarding elimination or interruption of training by official orders, citing specific reason when possible.
  - c. Comments mandatory for AFR Selective Service officers: enter "Officer is attending this section of National Security Seminar as his or her annual short tour." **Note:** Although not mandatory for inclusion, evaluators are strongly encouraged to consider making comments on TRs regarding Article 15 action, letters of reprimand, admonishment or counseling, or Control Roster action.

8. Comments are standardized on TRs prepared by AFIT/RRE.
9. Hold evaluations for students who complete a course early (**Example:** Self-paced course) until the course supervisor determines whether the student is a distinguished or outstanding graduate. The thru date on the TR is the date the officer completes the course, not the date the school determines the officer is a distinguished or outstanding graduate.

**Table 6.2. When to Prepare AF Form 475, Training Report. (T-1).**

R U L E	A	B	C	
	If the member is attending	and education or training is	then the IMT is	
1	A degree granting academic education program through Air Force Institute of Technology.	any length. See Notes 1 and 2.	filed in Officer Command Selection Record (OCSRG), Senior Noncommissioned Selection Record Group (NSRG) and Master Personnel Record Group (MPerRGp). See Note 3	
2	Developmental Education, In-Residence, Primary Developmental Education (PDE), Intermediate Developmental Education (IDE), Senior Developmental Education (SDE)	8 weeks or more, but less than 20 weeks. See Notes 4 and 5.		
3		20 weeks or more. See Note 1.		
4	The National Security Seminar for all Selective Service AFR officers not on Extended Active Duty, ( <i>AFR Officers only</i> ).			
5	A course or series of courses considered initial training in an utilization field. See Note 6.	8 weeks or more, but less than 20 weeks. See Notes 5 and 9.		
6		20 weeks or more. See Notes 1 and 9.		
7	A direct commissioning program, such as Commissioned Officer Training. See Note 7.	8 weeks or less		
8	The World Class Athlete Program. See Note 12.	any length. See Note 1.		
9	The Air Force Intern Program. See Note 8.	20 weeks or more. See Note 1.		
10	The Reserve Chaplains Program, ( <i>AFR Officers only</i> ).	10 days or more. See Note 9.		filed in the Officer Selection Board (OSR) at ARPC/DPTS
11	The Chaplain Candidate Program, ( <i>AFR Officers only</i> ).	active duty tour of 10 days or more. See Notes 1 and 10.		
12		8 weeks or less		

13	Training or education not covered above. See Note 11.	8 weeks or more but less Than 20 weeks. See Notes 5 and 9	filed in OCSRG, NSRG and MPerRGp. See Note 3
14		20 weeks or more. See Notes 1 and 9	
15	Interrogator Duty Training.	23 weeks or more. See Note 13	

**Notes:**

1. Evaluations prepared under this rule begin the day following the “THRU” date of the student’s last OPR or TR unless it is an initial evaluation. For initial evaluation, the “FROM” date is: the date of officer’s entry on Extended Active Duty or start of the current AGR/LEAD assignment; or the date of the first federally recognized appointment for ANG students not on Extended Active Duty; or for AFR students not on Extended Active Duty, the date of the last assignment to the Ready Reserve position presently held. The "THRU" date is the date the training or course ends or when the officer is released by the training organization. **Example:** A student has an OPR that closed out on 1 July 2014 and attends a course beginning on 6 August 2014. The course graduated on 5 August 2015. The period of evaluation should be 2 July 2014 to 5 August 2015. In the event the officer remains in Casual Status with the training organization, the period of the evaluation will be to the date the officer is released. AFR Air Reserve Technicians (ART) and ANG Military Technicians attending formal training or education in civilian status receive TRs and credit in the civilian evaluation system. **Note:** For course lengths, refer to the Air Force Education and Training Course Announcements at site <https://etca.randolph.af.mil>, or other appropriate directive. Education and Training Course Announcements is a database that replaced AFCAT 36-2223, USAF Formal Schools Catalog.
2. Do not accomplish TRs on students in the Education Leave of Absence Program in TDY status unless course length is 26 weeks or more.
3. The Officer Command Selection Record Group is not maintained on lieutenants or non-promotion eligible captains on the Active Duty List.
4. The Aerospace Basic Course graduates will receive AF Form 475 regardless of course length.
5. Evaluations prepared under this rule cover a period independent of the officer’s OPR period of evaluation. Therefore, it is not necessary to prepare an OPR solely because the officer is going to school. Use the following period of report: “FROM” date is the course start date; and the “THRU” date is the date of completion, interruption, or elimination from formal training or education training. **Example:** An officer had an OPR that closed out on 1 Nov 2014 and attends a course from 1 January 2015 to 1 Apr 2015. The AF Form 475 covers the period from 1 January 2015 to 1 Apr 2015. The officer’s next OPR will have a “FROM” date of 2 November 2014 and the time the officer is absent will be subtracted from the period of supervision on the next OPR. AFR Air Reserve Technicians and ANG Military Technicians attending formal training or education in civilian status receive TRs and credit in the civilian evaluation system. **Note:** For course lengths, refer to the Air Force Education and Training Course Announcements at site <https://etca.randolph.af.mil>, or other appropriate directive. Education and Training Course Announcements is a database that replaced AFCAT 36-2223, USAF Formal Schools Catalog.

6. Includes Undergraduate Pilot Training, Student Undergraduate Pilot Training, Undergraduate Navigator Training, and Student Undergraduate Navigator Training, Undergraduate Space and Missile Training, Aircraft Maintenance Officer Course and other entry-level courses (as determined by the MAJCOM). Officials at MAJCOM HQs and HAF are responsible for the course content and curriculum and determine if the course is initial qualification. **Note:** Officers in the second year of AF/XO-sponsored Nuclear Technology Fellows Program, working in their primary specialty, and Health Profession Officers who are in-utilization training for 1 Year or more will have an OPR versus a TR. AF/XO and AF/SG will determine the rating chain for the identified officers and in coordination with AFPC/DP3SP, will determine which positions will be designated Senior Rater for these officers. These nuclear technology fellows and health profession officers still remain students in training status. This policy affects OPRs only and will have no impact on the requirement for narrative only PRFs for the officers in training.
7. This training applies to judge advocates, chaplains, and medical officers.
8. Annual, Directed, and Final TRs, as appropriate, will be prepared at the end of each training phase.
- a. Annual TRs will be prepared by the sponsoring organization for interns in Phase IIIA; they will close-out on 30 Jun.
- b. Directed TRs will be prepared by the sponsoring organization for interns in Phase IIIB who opt to complete a master's degree or elect a third rotation; TRs will cover the period 1 Jul to 31 Dec.
- c. Final TRs will be prepared by the sponsoring organization for interns who opt for a post-training assignment upon completion of Phase IIIB or who opt for and complete a third rotation.
9. For self-paced formal AF training courses when the prescribed course length is eight weeks or more, regardless of the time actually required to complete the course.
10. AF Form 475 on chaplain candidates are prepared and processed as prescribed by ARPC. ARPC/DPTSE will file chaplain AF Forms 475 in the selection folder.
11. This is generally training designed to upgrade or enhance an officer's qualification in a utilization field. Includes initial qualification in a weapon system for officers qualified in that utilization field. **Example:** Pilots undergoing initial F-15 training would be evaluated under this rule.
12. For members participating in the World Class Athlete Program, one year from beginning training, then annually until training is completed or member is eliminated from training.
13. Members fulfilling these requirements must complete six months of training with the US Army prior to departing for the actual deployment. Therefore, students attending Interrogator Training are administratively assigned to the 314th Training Squadron, Fort Huachuca, for the 23-week program. These evaluations will be updated in MilPDS.

**Table 6.3. Updating Training Reports in Military Personnel Data System (MILPDS).**

Rule	MilPDS Data Element	Officer Input
1	Type	Training Report (TR)
2	Status	

<b>3</b>	Reason	Annual/Final/Directed by Headquarters
<b>4</b>	Rating	N/A
<b>5</b>	Start Date	20 weeks or more: Date following the close-out of the last evaluation. Less than 20 weeks: Class start date.
<b>6</b>	Close Date	Date ratee completes training, graduation date, or date eliminated from training.
<b>7</b>	Performance Indicator	T (Meet Standards) N (Does Not Meet Standards)
<b>8</b>	History Control OPR	F (19 weeks or less) E (20 weeks or more)
<b>9</b>	OPR Grade	Applicable Grade
<b>10</b>	OPR Duty Air Force Specialty Code	Applicable Duty Air Force Specialty Code
<b>11</b>	Course Length	Scheduled Course Length. See Table 6.2.
<p><b>Note:</b> When updating officer TRs use the applicable data. For assistance, use the List of Values drop down menu options located in the upper left hand corner.</p>		

## Chapter 7

### GENERAL OFFICER EVALUATIONS

**7.1. Overview.** This chapter covers procedures for completing AF Form 78, *AF General Officer Promotion Recommendation*. It applies to all RegAF and Reserve brigadier generals and major generals, (to include selects) except State Adjutant Generals.

#### 7.2. Forms Used.

7.2.1. For brigadier and major generals (to include selects and frocked), use AF Form 78. See [Table 7.1](#).

7.2.2. Use AF Form 77 to document performance and potential and to provide that information to the Management Level. See [Table 7.2](#). It is also used to document performance of general officers/selectees who are serving in a TDY status for more than 60 but less than 179 calendar days. General officers/selectees that are serving in a TDY status for more than 180 calendar days receive an AF Form 78. See [Table 7.1](#).

#### 7.3. Reasons for Reports.

7.3.1. Annual Reports. Brigadier general (including selects) reports close-out 31 July; Non Extended Active Duty brigadier general (including selects) reports close-out 31 May; major general and major general select reports close-out 30 June.

7.3.2. Change of Reporting Official Reports (CRO). In the event a CRO occurs and there are at least 90 calendar days of supervision, a CRO report is optional if the CRO occurs outside 90 calendar days from the annual requirement with the approval of AF/A1LG (AF/REG for Non-Extended Active Duty Officers).

7.3.3. Directed by HAF Reports. AF/A1LG (AF/REG for Non-Extended Active Duty officers) may direct general officer (GO) reports at any time, regardless of the days of supervision.

7.3.4. Directed by NGB Reports. NGB-GO may direct GO reports at any time, regardless of the days of supervision.

7.3.5. Officers Selected for Brigadier General. This report covers the period of supervision since the member's last report as a colonel and transitions the member to the brigadier general annual report cycle. See [paragraph 7.4.8](#) for further details.

#### 7.4. General Instructions.

7.4.1. Who receives reports. Brigadier and major generals (including selects) will receive at least one AF Form 78 per calendar year. **(T-1)**. If a CRO occurs between January and the date the annual report is due (31 July for brigadier generals and selects and 30 June for major generals and selects) coordinate with AF/A1LG to determine appropriate procedures.

7.4.2. General Officers Nominated for Lieutenant General. Once a GO is nominated for appointment to lieutenant general, completion of the report is optional. Remove the GO from the Management Level control group.

7.4.3. General Officers Who Have Applied for Retirement. Completion of the report is optional for all major generals if AF/A1LG (AF/REG for Non-Extended Active Duty officers)

publicly announces a general officer's retirement before the annual close-out date or, for Air National Guard of the United States, NGB-GO has received the orders transferring a general officer (GO) to ARPC, Retired Reserves. If the GO is a brigadier general and is eligible for promotion consideration to major general and the approved retirement date is more than 90 calendar days from the promotion board convening date, a report is mandatory. If the Brigadier General is promotion eligible and the approved retirement date is within 90 calendar days of the major general board convening date, remove the GO from the management control group.

7.4.3.1. Write a report if a GO withdraws their retirement. The report will close-out on the appropriate current cycle OPR close-out date.

7.4.3.2. Make a promotion recommendation on AF Form 78, block 15, only if the member withdraws their retirement within 90 calendar days prior to the annual cycle close-out date.

7.4.4. General officers with dual responsibilities in separate Management Levels. The ratee's Management Level of administrative assignment controls the promotion recommendation (or evaluation). However, any of the ratees supervisors may submit appropriate communications to the Management Level for consideration.

7.4.4.1. Use the ratee's duty effective date and the annual cycle close-out date to determine the Management Level of administrative assignment.

7.4.4.2. Any member of the ratee's rating chain (in either Management Level) may submit appropriate communications to the endorsing official for consideration.

7.4.5. Officers Removed for Cause. Document the reason an officer was removed from duty for cause in the appropriate annual or CRO report. Contact AF/A1LG (AF/REG for Non-Extended Active Duty Officers, or NGB-GO for Air National Guard of the United States general officers.

7.4.6. General officers reassigned to a new Management Level during the evaluation process (includes Command Resignations). If the GO is reassigned to a new Management Level within 60 calendar days before or after the annual cycle close-out date, either the gaining or losing Management Level completes the endorser portion (block 16) on the AF Form 78. Both Management Levels must agree on which Management Level will function as the endorsing official. HAF/A1 and AF/A1LG (AF/REG for Non-Extended Active Duty Officers) must concur with the decision. **(T-1)**. If a CRO occurs within the period 60 to 90 calendar days before the annual cycle closes out and the ratee changes Management Levels during this period, the losing Management Level completes the CRO report (do not complete block 15). Follow the directions in the next subparagraphs to determine who completes the final endorsement and/or promotion recommendation.

7.4.6.1. If the ratee worked directly for the losing Management Level, then the losing Management Level completes blocks 1-15 of the AF Form 78. The gaining Management Level will complete the remaining portion, to include the final endorsement or promotion recommendation.

7.4.6.2. If the ratee did not work directly for the losing Management Level, then the losing rater completes the rater portion of the AF Form 78 (through block 15) and forwards it to the losing Management Level. The losing Management Level completes a mandatory AF

Form 77, attaches it to the AF Form 78 and forwards both forms to the gaining Management Level for completion, to include the final endorsement or promotion recommendation.

7.4.7. General officers reassigned within the current Management Level during the evaluation process. If the GO moves within 90 days of the appropriate annual cycle close-out date and the officer's Management Level does not change, the rater completes a CRO report (minimum 90 calendar days supervision). This report will serve in place of the annual report. Provide the report to the Management Level for completion of blocks 15 through 19 (on promotion-eligible officers) or blocks 16 through 19 (not promotion-eligible). The Management Level will complete the report upon the annual cycle close-out date along with other annual reports on officers in the same control group. If a CRO occurs within the period 60 to 90 calendar days before the annual cycle closes out and the ratee does not change Management Levels during this period (e.g., rater departs PCS or ratee changes jobs within management level, the rater completes a CRO report and the Management Level holds the report until the end of the annual cycle. The CRO report will serve as the annual report.

7.4.8. Officers Selected for Brigadier General.

7.4.8.1. When promotion to brigadier general is publicly announced by AF/A1LG (AF/REG for Non-Extended Active Duty Officers), prepare an AF Form 78.

7.4.8.2. If the member's last OPR as a colonel closes out before the annual Brigadier General cycle (31 Jul or 31 May for Non-Extended Active Duty), the member's next performance report will close-out 31 Jul or 31 May for Non-Extended Active Duty, unless a CRO or *Directed by HAF* report is required. The member's next report will comply with [paragraph 7.3](#).

7.4.8.3. If the member's last OPR as a colonel closes out after the annual brigadier general cycle (31 Jul), AF/A1LG will direct a *Directed by HAF* report be completed with a close-out of 31 Jul, unless a CRO report is required beforehand. For Non-Extended Active Duty, if the member's last OPR closes out after the annual brigadier general cycle (31 May), AF/REG will direct a *Directed by HAF* with a close-out date of 31 May, unless a CRO is required beforehand. The member's next report will comply with [paragraph 7.3](#).

7.4.8.4. Forward reports within 30 calendar days of the close-out to: AF/A1LG for Extended Active Duty officers; NGB-GO for ANG officers; and AF/REG for Reserve officers.

**7.5. Processing General Officer Evaluations.** Email all digitally signed GO evaluations to AF/A1LG for upload into the member's ARMS/PRDA.

7.5.1. Extended Active Duty Officers Assigned to an Air Force Activity. In activities with a director of personnel (A1) function (e.g., MAJCOMs), the A1 ensures evaluators complete all reports correctly and forwards them to AF/A1LG within 30 calendar days of the report close-out date.

7.5.2. Extended Active Duty Officers Assigned to Air Force Secretariat, Air Staff, or Non-AF activities. For activities not serviced by an Air Force A1, AF/A1LG assists executive officers with the preparation of the AF Form 78.

7.5.3. Air Force Reserve General Officers. Send reports to AF/REG within 30 calendar days of the report close-out date.



7.5.4. Air National Guard General Officers. Send reports to NGB-GO within 30 calendar days of the report close-out date.

7.5.5. When a Report Becomes A Matter of Record. Once the Chief of Staff, United States Air Force reviews the report and AF/A1LG accepts the report for file, the report becomes a matter of record. For the Air National Guard general officers, the report becomes a matter of record when NGB-GO accepts the report for file. For non-Extended Active Duty officers, the report becomes a matter of record when AF/REG accepts the report for file.

7.5.6. Release of Reports to Ratees by Reporting, Reviewing, and Endorsing Officials. The Management Level should provide a copy of the completed report to the ratee. The rater, reviewing official or Management Level (at their discretion) should discuss its contents with the ratee. Ratees may access copies of their reports via ARMS/PRDA or request copies from AF/A1LG. Offices of primary responsibility are NGB-GO for ANG general officers, or AF/REG for non-Extended Active Duty officers. Advise ratees a report is not considered a matter of record until it is reviewed by CSAF (does not apply to ANG GO or AFR reports) and filed in the selection record.

7.5.7. AF/A1LG maintains all Extended Active Duty performance reports with close-out dates on or after 1 February 1991. **Note:** AF Forms 71, 77, and 78 that closed out on or before 31 January 1991 are not available for review. They were rendered under an express promise of confidentiality and are exempt from release under the Freedom of Information Act and Privacy Act.

**Table 7.1. Instructions for Completing AF Form 78, Air Force General Officer Promotion Recommendation.**

<b>A</b>	<b>B</b>	<b>C</b>
<b>To Complete</b>		<b>Instructions</b>
<b>Block</b>	<b>Item</b>	
<b>1</b>	Name	Self-Explanatory.
<b>2</b>	Social Security Number	
<b>3</b>	Grade	Enter the appropriate grade and include the status if the ratee is a selectee frocked. For example Maj Gen, Brig Gen (Sel) or Brig Gen.
<b>4</b>	Duty Title	Self-Explanatory.
<b>5</b>	Organization	
<b>6</b>	Total Active Federal Military Service (TAFSC) /Total Years' Service Date (TYSD)	
<b>7</b>	Mandatory Retirement Date(MRD)/ Date of Separation	

<b>8</b>	Reason	
<b>9</b>	Fitness	Check appropriate block regarding member's most recent, current fitness assessment. Only mark the exempt block if the member is exempt from all components of the fitness assessment.
<b>10</b>	"FROM" Date	Members selected to brigadier general and publicly announced by AF/A1LG: The report opens on the day following the close-out of the colonel's previous report. Subsequent general officer reports will open the day following the close-out date of the previous report.
	"THRU" Date	Brigadier general reports (includes brigadier general selectees and those frocked to brigadier general) will close-out 31 July (31 May non-Extended Active Duty) unless a CRO or <i>Directed by HAF</i> or NGB report is necessary. All major general reports (includes major general selectees and those frocked to major general) will close-out on 30 June unless a CRO, <i>Directed by HAF</i> (for ANG officers, directed by Chief, NGB) report is necessary.
<b>11</b>	Comments	Limit comments to 5 bullet statements in Times New Roman, 12 pitch. Format will be bullet, followed by a blank line, bullet, etc., within the space provided. Include comments concerning the ratee's personal and professional characteristics with emphasis on the ratee's potential to assume a higher grade or increased responsibilities. Also, consider ratee's success in contributing to a healthy organizational climate, or command climate (if ratee is a commander). As supporting rationale, identify specific jobs where he or she could be used in a higher grade. If not being recommended for promotion, but is being recommended for further service in his or her current grade, identify options for future use. If an officer is the subject of a substantiated allegation, complaint, or investigation, or if the officer was removed from duty for cause, use this section to address issue. Do not consider or comment on marital status or the employment, educational activities, or volunteer service activities of his/her spouse. As applicable, include comments on achievements in implementing the recommendations of the Secretary of Defense's Report to the President on Defense Management of July 1989.
<b>12</b>	Rater's ID (name, grade, and duty title)	Major general selectees may, once confirmed by the Senate, sign the AF Form 78 as a selectee. See <b>Table 7.1</b> . Notes. Do not date or sign prior to the "THRU" date.
<b>13</b>	Signature	Digital Signature.
<b>14</b>	Date	Date of signature will auto populate.
<b>15a</b>	Promotion Recommendation	<b>FOR MAJOR GENERALS:</b> Because major generals (to include selects and those serving in a frocked status do not meet a promotion board) leave this block blank. <b>FOR BRIGADIER GENERALS:</b> Block 15a will be completed on all brigadier general and brigadier general selects. 10 U.S.C § 619, <i>Eligibility</i>

		<i>for Consideration for Promotion: Time in Grade and Other Requirements</i> requires that all officers have at least one year time in grade to be considered for promotion. If the brigadier general or brigadier general select will have one year Time In Grade as of the board convening date mark “ELIGIBLE FOR PROMOTION THIS CYCLE.” If the brigadier general or brigadier general select will not have one year Time In Grade as a brigadier general as of the board convening date mark “NOT ELIGIBLE FOR PROMOTION THIS CYCLE.” If the brigadier general has an approved retirement on file mark “RETIREMENT.” Contact AF/A1LG for any questions regarding the board convening date.
<b>15b</b>	Numerical Rank	Complete this block for brigadier generals only if “Eligible For Promotion This Cycle” is checked in block 15a. The exception to this rule is for officers who are approved for retirement. 10 U.S.C § 619, <i>Eligibility for Consideration for Promotion: Time in Grade and Other Requirements</i> “requires officers who have an approved date of separation 90 or more days from the date the board convenes are eligible for promotion consideration.” If an officer has a date of separation within 90 days of the board convening date, do not complete this block. If the date of separation is 90 or more days from the convening date the officer must be considered and block 15b must be completed.
<b>16</b>	Comments	See instructions for block 11 (this table). Limit comments to 3 bullet statements. If the rater is also the Management Level, use block 11 to enter comments or type “The rater is also the endorsing official” in block 16.
<b>17</b>	Endorser’s ID (name, grade, and duty title)	Do not sign or date prior to the “TO” date. This block will still be completed if marked “The rater is also the endorsing official.”
<b>18</b>	Signature	Digital Signature.
<b>19</b>	Date	Date of signature will auto populate.

**Table 7.2. Instructions for AF Form 77 for General Officers.**

<b>A</b>	<b>B</b>	<b>C</b>
<b>To Complete</b>		
<b>Sec</b>	<b>Block</b>	
<b>I</b>	Name	In all upper case letters, enter last name, first name middle initial, and JR., SR., etc. Use of “NMI” when there is no middle initial is optional.
	Social Security	Enter social security number.
	Rank	Select the appropriate rank. See Notes.
	Duty Air Force	Enter "90G0."

	Duty Title or Title of Additional Duty	Enter the approved duty title as of the “THRU” date of the evaluation.
	Deployed Location or Named Operation	Deployed CC Letter of Evaluation only. If applicable, enter the operation/contingency name ratee was deployed in support of. (i.e. Operation ENDURING FREEDOM).
<b>IIA</b>	Type of Report	Drop Down Menu. For Formal/Informal Letter of Evaluation, enter: Letter of Evaluation;  For Supplemental Sheets, enter: Supplemental Sheet;  For Acquisition Examiner, Functional Examiner, AF Advisor, enter: Acquisition Examiner, Functional Examiner, AF Advisor
<b>IIB</b>	Report Dates	Enter the dates as they appear on the AF Form 78. If a TDY rating official is rendering a report because of the ratee's TDY of 90 days or more, enter the inclusive dates of the TDY.
	“Report is...”	Drop Down Menu. Select either Mandatory or Optional. See Table 5.2. If the AF Form 77 will be attached to the AF Form 78, or is being rendered by a TDY rating official resulting from the ratee's TDY of 60 calendar days or more, mark the box entitled, "Mandatory." All other AF Forms 77 are optional.
	Level of Deployed CC Duties	Deployed CC Letter of Evaluation only. Drop Down Menu. Select either Squadron CC, Group CC, or Wing CC.
	Number of Days in CC Position	Deployed CC Letter of Evaluation Only. Enter the number of consecutive days served in the deployed commander position, on G-series orders.
	G-Series Order Number/Date of Order	Deployed CC Letter of Evaluation Only. Enter the G-Series Order Number.
		Deployed CC Letter of Evaluation Only. Enter the date of the G-Series Order.
<b>III</b>	Deployed Commander Assessment	Deployed CC Letter of Evaluation Only. Select “Yes” if the officer satisfactorily completed their deployed commander tour. Select “No” if completion was unsatisfactory. If “No,” the report must be referred.

<b>IV</b>	Comments	Hand-write comments in dark blue or black ink. Limit comments to space provided. Include comments concerning personal and professional characteristics with emphasis on potential to assume a higher grade or increased responsibilities. Also, consider ratee's success in contributing to a healthy organizational climate, or command climate (if ratee is a commander). As supporting rationale, identify specific jobs where he or she could be used in a higher grade. If not being recommended for promotion but is being recommended for further service in his or her current grade, identify options for future use. If an officer is the subject of a substantiated allegation, complaint, or investigation, or if the officer was removed from duty for cause, use this section to address issue. Do not consider or comment on the marital status or the employment, educational activities, or volunteer service activities of his or her spouse. As applicable, include comments on achievements in implementing the recommendations of the Secretary of Defense's Report to the President on Defense Management of July 1989.
<b>IV</b>	Evaluator Data	Information will be as of the "THRU" date of the report. Sign original on or after "THRU" date. Once the U.S. Senate confirms the promotion, major general selectees may sign the AF Form 77 as a selectee. See Notes. Remaining blocks are self-explanatory.
<p><b>Notes:</b> <i>Brigadier &amp; Major General "(Sel)"/"Frocked" signing Officer Evaluation System forms:</i></p> <p>a. Once U.S. Senate confirmed, colonels on the brigadier general select list are permitted to sign all Officer Evaluation System forms as "(Sel)" provided that they are either designated by their respective Management Level as a senior rater or they are assigned to an authorized brigadier general officer position.</p> <p>b. Once U.S. Senate confirmed, brigadier generals on the major general select list are permitted to sign all Officer Evaluation System forms as "(Sel)" provided that they are either evaluating other general officers or are assigned to an authorized Maj Gen officer position.</p> <p>c. Frocked general officers are authorized to sign all Officer Evaluation System forms in their frocked grade without designating their "Frocked" status (i.e. major general vice major general "Frocked").</p> <p>d. Once Senate confirmed, all general officer selects assigned to joint billets or unified commands may sign all Officer Evaluation System forms as "(Sel)".</p>		

## Chapter 8

### PROMOTION RECOMMENDATION AND MANAGEMENT LEVEL REVIEW PROCESS

#### 8.1. AF Form 709 (for Active Duty List officers).

8.1.1. Purpose. The purpose of the promotion recommendation process is to provide performance-based differentiation to assist Central Selection Boards. The AF Form 709, *Promotion Recommendation (PRF)*, is used for promotion purposes only. **Note:** Except for [paragraphs 8.1.3.1.1 – 8.1.3.2.1.2, 8.1.3.2.3 – 8.1.3.2.6.4, 8.2](#) and [8.6](#), this chapter does not pertain to ARC officers who are not on the Active Duty List.

#### 8.1.2. Types of PRFs:

8.1.2.1. Narrative-Only PRFs. The losing senior rater completes these on all lieutenant colonels and below **Exception:** Not required for majors who are lieutenant colonel selects departing PCS for a school (e.g., Developmental Education, Air Force Institute of Technology, or other AF-level training programs as described by [paragraph 8.3.5.2](#)) or PCA/PCS to patient status. Complete Narrative-Only PRFs regardless of promotion zone/promotion opportunity. Do not complete PRFs on lieutenants or captains who will have less than four years' time in grade as a captain upon completion of schooling. **Exception:** For Medical Corps/Dental Corps officers only, complete Narrative-Only PRFs regardless of their current grade, date of rank or promotion selection status, due to the possibilities of their continual long term training status. See [paragraph 8.1.5.6](#). **Note:** In the rare case where a PRF is required for colonels and colonel/lieutenant colonel selects while in a student status, the senior rater prior to the officer's departure to Developmental Education will write the PRF.

8.1.2.2. Recommendation-Only PRFs. The Air Force Student Management Level Review President completes these for all officers who are eligible for consideration by that review. Attach the Recommendation-Only PRF to the Narrative-Only PRF and file both in the Officer Selection Record. See [paragraph 8.1.5.6](#).

8.1.2.3. Regular PRFs. An eligible officer's senior rater completes the PRF no earlier than 60 calendar days prior to the Central Selection Board for which the officer is promotion eligible (PRF cutoff date) and awards one of three recommendations:

8.1.2.3.1. A *Definitely Promote* recommendation: The strength of the ratee's performance and performance-based potential warrants promotion.

8.1.2.3.2. A *Promote* recommendation means the ratee is qualified for promotion and should compete on the basis of performance, performance-based potential, and other considerations such as duty history, developmental education, advanced degrees, etc.

8.1.2.3.3. A *Do Not Promote This Board* recommendation: The strength of the ratee's performance and performance-based potential does not warrant promotion by the Central Selection Boards for which the officer is eligible. A senior rater must make comments explaining to the Central Selection Boards why the officer should not be promoted. Comments must focus on the substandard behavior of the officer and, if desired, the punishment received.

8.1.3. Completing the PRF. See [Table 8.1](#) and [paragraph 8.6](#) on promotion-eligible colonels for specific guidance on preparing PRFs.

8.1.3.1. Comments in Section IV, Promotion Recommendation, of the PRF are mandatory for In or Above-the-Promotion Zone eligible officers. Comments are optional on PRFs for officers two or more times Above-the-Promotion Zone and PRFs prepared to the grade of brigadier general when the overall recommendation in AF Form 709 is "Promote". Final decision authority for including comments on Below-the-Promotion Zone and two or more times Above-the-Promotion Zone officers remains with the senior rater. Senior raters retain the latitude to push their best-qualified officers but are not required to complete Section IV of the PRF on all Above-the-Promotion Zone officers already deferred two or more times. Comments are required on all PRFs with a *Do Not Promote This Board* recommendation, regardless of zone ([Table 8.1](#)).

8.1.3.1.1. For officers being considered for colonel and below, promotion recommendation comments are limited to a maximum of two lines in bullet format. In these comments, the senior rater should provide a performance-based differentiation and/or characterization of the eligible officer's potential to serve in the next higher grade. Endorsements for promotion are based upon an officer's demonstrated character and competence as detailed in the Secretary of the Air Force's Memorandum of Instruction for promotion boards. This is an opportunity for the senior rater to tell the Central Selection Board why they should or should not promote this officer. This should not be a summary of information already contained in the record of performance. Recommendations or pushes for items that are decided through other processes or means (e.g. developmental education, jobs, assignments) are not authorized.

8.1.3.2. Promotion Recommendation Form Stratification Guidance. Officer stratification is defined as a quantitative comparison of an individual's standing within an authorized peer group and within a specific evaluator's scope of rating authority. On the Promotion Recommendation Form, officer stratification statements provide a current period performance-based differentiation of officers against their peers to assist Central Selection Boards. Senior raters may provide up to two types of stratifications as part of their promotion recommendation comments. If used, the primary stratification must be among promotion eligible officers by zone and the optional secondary stratification must be among an authorized peer group. If a senior does not stratify an officer among eligible officers by promotion zone, they may not provide any other stratification. **Exception:** For Narrative-Only PRFs, senior raters will not stratify among eligible officers by promotion zone, but may provide one peer group stratification statement.

8.1.3.2.1. Stratification Types.

8.1.3.2.1.1. Primary - Eligible by Zone. Senior raters may stratify among eligible officers by promotion zone (e.g. In-or-Above-the Promotion Zone (I/APZ) and Below-the-Promotion Zone (BPZ)) from the Master Eligibility List (MEL) for a specific promotion board. **Example:** #3/10 I/APZ eligible, #1/17 BPZ eligible.

8.1.3.2.1.2. Secondary – Peer Group Stratification. If a senior rater stratifies an officer among eligible officers by promotion zone, they may also provide a second stratification in accordance with the following guiding principles.

8.1.3.2.2. Authorized Peer Groups. For the purposes of stratification, authorized peer groups are limited to the following categories:

8.1.3.2.2.1. AF Grade. Includes only Air Force officers in the same grade (e.g. captains, majors, lieutenant colonels, colonels). **Exception:** An officer permanently assigned to a position on a joint manning document may be stratified against officers of the same grade, regardless of service affiliation, within the senior rater's scope of rating authority as described below.

8.1.3.2.2.2. Command Position. This refers officers filling command positions (e.g. detachment, squadron, group, or wing commanders and materiel leaders). This does not include section commanders or flight commanders. Command position stratification statements for individuals below the grade of colonel (O-6) may also include their grade with the stratification statement (i.e. #2/6 Maj Sq/CCs).

8.1.3.2.2.3. Duty Position. This refers to the officer's duty position type, level and scope of responsibility (e.g. section chiefs, flight commanders, operations officers, branch chiefs, action officers, analysts, instructors, combat systems officers, pilots, etc.). Officers may be stratified against civilian personnel in equivalent duty positions.

8.1.3.2.3. Exception. For Narrative-Only PRFs, senior raters will not stratify among eligible officers by promotion zone, but may provide one peer group stratification statement.

8.1.3.2.4. Scope of Rating Authority. Senior raters can only stratify officers within the confines of their direct rating chain and knowledge. Senior rater stratification statements may not extend beyond the confines of their respective senior rater ID (SRID) or overall purview.

8.1.3.2.5. Authorized Usage.

8.1.3.2.5.1. When used, all stratification statements must stay within an authorized peer group and the evaluator's scope of rating authority.

8.1.3.2.5.2. Stratification statements must be written in quantitative terms. Examples:

8.1.3.2.5.2.1. By AF Grade. "#3/30 Capts"; "#1/1 Majs"; "#2/12 Lt Cols".

8.1.3.2.5.2.2. By Command Position. "#1/9 Grp/CCs"; "#1/7 Maj Sq/CCs"; "#3/20 Lt Col Det/CCs".

8.1.3.2.5.2.3. By Duty Position. "#1/6 Flt/CCs"; "#1/40 Analysts"; "#2/12 Branch Chiefs".

8.1.3.2.6. Prohibited Usage.

8.1.3.2.6.1. Company Grade Officers (CGOs) and/or Field Grade Officers (FGOs) are not an authorized peer group for stratification purposes.

8.1.3.2.6.2. Officers may not be stratified based on additional duty positions and may not be stratified against enlisted personnel.



8.1.3.2.6.3. Awards are recognition based on a given set of criteria. Accordingly, stratification statements based on awards are not authorized (e.g. #1/50 as Sq CGO of the Quarter).

8.1.3.2.6.4. The use of stratification statements from anyone other than the senior rater are prohibited. A senior rater may not quote stratification from another evaluator or source.

8.1.3.3. If promotion opportunity is 100%, regular PRFs are not required. This includes individuals competing for I/APZ. Officers competing for BPZ will still require a completed PRF. **Exceptions:** Senior raters will prepare PRFs on all officers who receive "DNP" recommendations and on all officers who receive a Promote recommendation but have derogatory information (Article 15, courts-martial, referral evaluation, Letter of Reprimand) filed in their Officer Selection Record.

8.1.3.4. For Line of the Air Force (LAF) Capt PRFs: Management Level Reviews are prohibited, except for AF Level Students. *Definitely Promote* recommendation PRFs are not authorized any comments. *Promote* and *Do Not Promote This Board* recommendations are limited to a maximum of two lines or as directed by HAF. Each senior rater with one eligible officer, regardless of zone, will receive one allocated "DP". Any additional "DPs" will be awarded based on the allocation rate which is announced approximately 60 days prior to the CENTRAL SELECTION BOARD.

8.1.3.5. Statements that refer or imply to the stratification of an officer's standing at a Management Level Review, such as: "#1 of 22 DPs awarded at the MLR", or "If the MLR had one more DP, he/she would get it", are prohibited. This means the head of the Management Level or Management Level Review President may not use the denominator of the Management Levels eligibles when stratifying their respective officers, who may have or have not competed at the Management Level Review.

8.1.3.6. Promotion statements, reserved for the senior rater, will only be made on the PRF.

8.1.3.6.1. As a general rule, prohibited promotion statements are any comments, direct or implied, that refer to a higher grade. For example, comments that state the individual is performing above his/her grade, occupying a position requiring a more senior grade, comparing an individual to officers of higher grade, or alluding to a higher ranking position are all prohibited.

8.1.3.6.2. While it is impossible to provide an all-inclusive list of prohibited statements; some examples are:

8.1.3.6.2.1. "Maj Burgess is senior officer material." The term "senior" is a euphemism for colonel and above, therefore not authorized.

8.1.3.6.2.2. "Capt DeSantis has excelled in a major's billet" refers to a grade higher than the one the individual currently holds.

8.1.3.6.2.3. "Major Moody should be a group commander now" recommends the individual for a position two grades higher than the ratee—not normal progression.

8.1.3.6.2.4. "Capt Korte is ready for our toughest field grade jobs" compares a company grade officer with higher ranking, field grade officers.

8.1.3.6.2.5. “Already performing above her current position” refers to a higher grade.

#### 8.1.4. Responsibilities:

##### 8.1.4.1. The Senior Rater:

8.1.4.1.1. Reviews the ratee's Officer's Command Selection Records Group, decoration citations, Duty Qualification History Brief and Unfavorable Information File (if applicable) before preparing the PRF. May consider other reliable information about duty performance and conduct except as **paragraph 1.12** or other regulatory guidance prohibits. Examples of other reliable information may include but are not limited to Letters of Evaluation, bullets from a draft OPR and/or decoration, etc. To reference the “other reliable information” in their record, the officer meeting the board may submit a letter to the Central Selection Board.

8.1.4.1.1.1. Do not use any other Single Uniform Request Formats (SURF) other than those indicated above when preparing the PRF (i.e., Assignment Management System (AMS), SURF).

8.1.4.1.1.2. The intent of the "other reliable information" passage is to allow senior raters to comment on performance accomplishments since the close-out of the last evaluation. This allows a senior rater who has personal knowledge of an accomplishment to comment about it in the PRF although not part of the official record yet.

8.1.4.1.2. Must be knowledgeable of the ratee's most recent performance. The senior rater may request subordinate supervisors to provide information on an officer's most recent duty performance and performance-based potential and may ask for suggestions based upon the officer's duty performance for PRF recommendations.

8.1.4.1.3. Will ensure no subordinate commander/supervisor asks or allows an officer to draft or prepare their own PRF. **Note:** Eligible officers may provide input.

8.1.4.1.4. Will ensure there are no boards, meetings or panels of officers convened to collectively score, rate, rank, stratify, produce stratification inputs for use in PRFs, or tally the records and/or generate a priority list of eligible officers unless specifically authorized by this instruction. **Note:** Senior Raters may request subordinate supervisors provide their assessment (without the use of any boards, meetings, or panels) of the rank order of officers in their chain of command).

8.1.4.1.5. Is solely responsible for evaluating each Officer's Command Selection Records Group and Duty Qualification History Brief and for either awarding PRF recommendations among officers or submitting officers to compete for aggregation or carry-over definitely promote recommendations. The senior rater submits the PRF with Section IX unmarked when submitting an officer for competition in aggregation or carry-over categories at a Management Level Review and/or HAF review.

8.1.4.1.6. Completes promotion recommendations. Corrects any error that results in awarding more definitely promote recommendations than allocated by the Management Level. However, if he or she fails to fulfill this responsibility, the

Management Level review president makes the appropriate corrections, to include re-accomplishing a PRF a senior rater prepared.

8.1.4.1.7. Provides the ratee a copy of the PRF approximately 30 calendar days before the Central Selection Board. If communication cannot be completed in person, send the PRF via secure communications. The reason for this is twofold:

8.1.4.1.7.1. Advise the ratee of the senior rater's promotion recommendation.

8.1.4.1.7.2. Provide the ratee an opportunity to point out any typographical, administrative or errors of fact to the senior rater so they may be corrected prior to the Central Selection Board. **Note:** If the ratee is geographically separated, send it to the ratee by "return receipt requested" mail. Contact the MPF for assistance if necessary.

8.1.4.1.8. Must attach a memo (**Figure 8.1**) telling the ratee who receives a PRF with a *Do Not Promote This Board* recommendation that he or she has the right to submit a letter to the Central Selection Board.

8.1.4.1.9. Will ensure the PRF remains a private matter with access being only between the senior rater, the ratee, senior rater administrative support staff if senior rater desires (i.e. executive officer, secretary, MPF), the Management Level Review, and the Central Selection Board. Subordinate evaluators or others may have access to a PRF's comments or rating only if permitted by the ratee. **Note:** No officer eligible for a particular board will be involved with the PRF process for that particular board.

8.1.4.1.10. Considers preparing a PRF on a newly assigned eligible officer who received an outright Promote recommendation from his or her previous senior rater, (an outright Promote is someone who received a promote recommendation from the senior rater and was not competed at a Management Level Review). The exception is AF-level students meeting the AF Student Management Level Review, and whose effective date of duty as a result of PCS or PCA to a new senior rater occurs after the PRF accounting date, but on or before the PRF cutoff date. See **paragraph 8.4.1**.

8.1.4.1.11. Provides a signed master eligibility list of officers considered for promotion recommendations to the Management Level.

8.1.4.1.12. Ensures the Management Level receives PRFs as required by **paragraph 8.1.5**.

8.1.4.1.13. Ensures his or her senior rater identification in Air Force Promotion Management System reflects only his or her eligible officers no later than 105 days before the Central Selection Board.

8.1.4.1.14. Evaluates all additions to and deletions from the Master Eligibility Listing through their MPFs to their Management Level (i.e., officers who are gains as a result of a PCA/PCS movement occurring prior to the PRF accounting date or officers initially assigned to the wrong personnel accounting code and senior rater identification).

8.1.4.1.15. Officers Added or Deleted from Promotion Eligibility. This paragraph applies to officers who become eligible or ineligible for promotion consideration in a particular competitive category on or after the PRF accounting date. Causes for a

change in eligibility status may include: Station Selection Board or Air Force Board for Correction of Military Records actions, administrative errors, changes in date of separation, or similar circumstances.

8.1.4.1.15.1. For officers whose eligibility for promotion consideration is established after the PRF accounting date, the senior rater of record at the time eligibility is established will write the PRF.

8.1.4.1.15.2. If the PRF is written after the senior rater completes the rank ordering (Day-66) and determines that a definitely promote should be awarded, then place a "1" in block VI for Below-the-Promotion Zone/ In the Promotion Zone officer, or place a "0" in block VI for Above the Promotion Zone officers. See [Table 8.2](#).

#### 8.1.4.2. The Military Personnel Flight (MPF):

8.1.4.2.1. Assists the Management Level in verifying accuracy of senior rater identification and PAS codes.

8.1.4.2.2. Provides two copies of PRF notices, a Master Eligibility Listing, and a Duty Qualification History Brief on each eligible officer to the senior raters. **Note:** For officer's not located with the senior rater, provide these documents to eligible officers servicing MPF to be used in preparing PRF inputs for the senior rater.

8.1.4.2.3. Provides other senior rater support and review as requested. The MPF will send PRFs to the appropriate Management Level when requested by the senior raters.

8.1.4.2.4. Makes Officer's Command Selection Records Groups available to senior raters, to include records of officers serviced by other MPFs.

8.1.4.2.5. Reviews PRFs to ensure administrative accuracy, when requested.

8.1.4.2.6. Processes narrative-only PRFs. See [paragraph 8.1.5.6](#).

8.1.4.2.7. Advises senior raters when officers change promotion eligibility status after PRF allocation date (Day 66). See [paragraph 8.1.4.1.15](#).

8.1.4.2.8. Ensures senior raters are provided a listing of newly assigned eligible officers.

8.1.4.2.9. Evaluates any potential additions or deletions to the Master Eligibility Listings for the senior raters and Management Level they service. See [paragraph 8.1.4.1.14](#).

8.1.4.2.10. Monitors Air Force Promotion Management System Audit Transactions at least twice a week to identify any board adds, deletions, senior rater identification changes, permanent change of station/PCA /date arrived on station actions.

8.1.4.2.11. Coordinates with Management Level and senior raters as needed.

8.1.4.2.12. Check Air Force Promotion Management System news daily.

8.1.4.2.13. Upon receipt of PRFs following the USAF Student Management Level Review, distribute these PRFs to the eligible officers. See [paragraph 8.1.4.1.7](#).

#### 8.1.4.3. The Management Level.

- 8.1.4.3.1. Designates senior rater positions for all units within their jurisdiction and assigns senior rater identifications to those positions.
- 8.1.4.3.2. Identifies officers occupying those senior rater positions by name, assigns them senior rater identifications by name and personnel accounting code and ensures Air Force Promotion Management System is updated accordingly.
- 8.1.4.3.3. Validates senior rater identification alignment in MilPDS with personnel accounting code. **Note:** Ensure MilPDS is updated accordingly, contact AFPC for any assistance.
- 8.1.4.3.4. Notifies senior raters and MPFs of preliminary definitely promote allocations.
- 8.1.4.3.5. Notifies affected senior raters on the final PRF allocation date of available definitely promote senior raters may award.
- 8.1.4.3.6. Ensures all eligible officers are considered for promotion recommendations and are guaranteed at least one look for a definitely promote recommendation (the guaranteed look is the senior rater).
- 8.1.4.3.7. Ensures senior raters and Management Level reviews do not exceed the authorized number of definitely promote allocations.
- 8.1.4.3.8. Ensures PRF results of In-or-Above-the-Promotion Zone and Below-the-Promotion Zone eligible officers are updated in the Air Force Promotion Management System no later than 35 days before the Central Selection Board.
- 8.1.4.3.9. Send all regular PRFs to AFPC/DP2SPE to arrive no later than 30 calendar days before the Central Selection Board.
- 8.1.4.3.10. Maintains copies of all PRFs and Master Eligibility Listings until announcement of Central Selection Board results. Destroy all materials pertaining to the Management Level Review upon announcement of results. **Exception:** Maintain a copy of the Officer Command Selection Record Group, including the PRF and Duty Qualifications History Brief that earned the last *Definitely Promote* and the top two that earned a *Promote* rating in carry-over competition for each competitive category. These records will serve as benchmark records in support of supplemental review.
- 8.1.4.3.11. Processes PRFs in accordance with [paragraph 8.1.5](#).
- 8.1.4.3.12. Evaluates any potential additions or deletions to their senior raters and coordinates with AFPC/DP2SPE as needed.
- 8.1.4.3.13. Monitors Air Force Promotion Management System Audit Transactions at least twice a week to identify any board additions, deletions, senior rater identification changes, PCS/PCA/date arrived station actions.
- 8.1.4.3.14. Coordinates with senior raters, MPFs, and AFPC/DP2SPE as needed.
- 8.1.4.3.15. Monitors Air Force Promotion Management System news daily.
- 8.1.4.3.16. Ensures the Secretary of the Air Force (SecAF) Memorandum of Instruction (MOI), available on myPers, is referenced and utilized for all Management Level Review and senior rater promotion processes within their purview. The MOI

provides instructions to all Management Levels and senior raters to ensure decision makers throughout the officer promotion process are focused on the same priorities and special emphasis areas as the central selection board.

#### 8.1.4.4. AFPC/DP2SPE:

8.1.4.4.1. Establishes and announces PRF eligibility criteria and administrative requirements for processing PRFs.

8.1.4.4.2. Ensures completed PRFs are disposed of in accordance with [paragraph 8.1.5](#).

8.1.4.4.3. Flows PRF Notices and Duty Qualification History Brief approximately 120 calendar days prior to the central selection board in Air Force Promotion Management System.

8.1.4.4.4. Processes all senior rater identification changes with multiple Management Levels involved. **Note:** It remains the initiating Management Levels responsibility to obtain all concurrences for other affected Management Levels prior to submission to AFPC.

#### 8.1.4.5. The Ratee:

8.1.4.5.1. Contacts the senior rater to discuss any errors, omissions pertaining to the PRF or if they have not received a copy of their PRF NLT 15 calendar days prior to central selection board. **(T-3)**.

8.1.4.5.2. May correspond by letter with the central selection board and address any matter of record concerning themselves that they believe important to their consideration. Letters must be submitted in good faith and contain accurate information to the best of the ratee's knowledge and must be signed by the ratee. **(T-3)**.

8.1.4.5.3. Air Force Level students/patients (senior rater identification "ST101") eligible for promotion may write a letter to the Air Force Student Management Level Review to address any matter of record concerning themselves that they believe important to their consideration. Letters must be submitted in good faith and contain accurate information to the best of the ratee's knowledge and must be signed by the ratee. The letters will be destroyed upon conclusion of the Student Management Level Review and will not be forwarded to the central selection board. **(T-3)**.

#### 8.1.5. Processing and Use of the PRF.

8.1.5.1. MPFs send PRF notices and Master Eligibility Listings to senior raters upon receipt, approximately 120 days prior to the central selection board.

8.1.5.2. Senior raters sign completed PRFs on or after the PRF cutoff date. Senior raters who intend to compete in aggregation (see [paragraph 8.3.1.10](#)) or carry-over (see [paragraph 8.3.1.9](#)), must prepare and sign the PRFs, leaving Section IX blank.

8.1.5.3. Senior raters will submit all completed In-or-Above-the-Promotion Zone PRFs for quality review and ensure all Below-the-Promotion Zone PRFs are available for Air Force Promotion Management System update by the Management Level no later than 40 calendar days before the central selection board.

8.1.5.4. The Management Level sends completed PRFs to AFPC/DP2SPE, 550 C Street West Suite 7, and Joint Base San Antonio-Randolph TX 78150-4705 to arrive no later than 30 calendar days before the central selection board. Management Levels forward PRFs for non-line/LAF-J aggregate and carry-over officers to AFPC/DP2SPE, 550 C Street West Suite 7, Joint Base San Antonio-Randolph TX 78150-4709, with the “Overall Recommendation” left blank, to arrive NLT 35 calendar days prior to the central selection board.

8.1.5.5. AFPC/PB ensures the removal of the PRFs from the Officer Selection Record immediately following the central selection board and forwards them to AFPC/DP1ORM to be placed on optical disk. DP1ORM destroys the PRFs after imaging. PRFs filed on optical disk have limited access. Do not use them for assignments, promotions (except Special Selection Boards, or other personnel actions. Retain these PRFs for historical, legal, and appeal purposes only.

8.1.5.6. Narrative-only/Recommendation-only PRFs.

8.1.5.6.1. MPFs are responsible for processing Narrative-Only PRFs and ensuring all eligible officers receive a copy of their Narrative-Only PRF prior to departure for PCS. **Note:** Officers will not depart without a Narrative-Only PRF being accomplished unless an approved waiver was granted in accordance with [paragraph 8.1.5.6.4.1](#).

8.1.5.6.2. The senior rater sends the Narrative-Only PRF to the MPF no later than 30 calendar days prior to the officer departing PCA or PCS for school. **Note:** An officer may become eligible for Below-the-Promotion Zone or In-or-Above-the-Promotion Zone consideration by a Central Selection Board before departing for school. In this case, prepare both a narrative-only PRF and a regular PRF (see [paragraph 8.1.2.3](#)). An officer may also be eligible for two or more promotion boards while in AF-level student status, depending on the length of training. Since Narrative-Only PRFs are not board specific, statements such as “My #1 Below-the-Promotion Zone” may become outdated before the officer meets a promotion board, however this should not preclude the senior rater from stratifying the officers as would on a regular PRF.

8.1.5.6.3. The senior rater sends the Narrative-Only PRFs to the MPF for officers in patient or Missing in Action/Prisoner of War status. The MPF will process the PRF to AFPC/DP2SPE no later than 60 calendar days after the officer enters this new status.

8.1.5.6.4. The MPF forwards the original PRFs to AFPC/DP2SPE NLT 30 calendar days after the officer departs and updates a code “B” in MilPDS. The MPF maintains copies of the PRFs until PRF receipt is confirmed by an update of NAR PRF Flag to code “C” in MilPDS by AFPC/DP2SPE. MPFs can verify that the “C” code is updated under officer grade data/grade miscellaneous in personnel data system. Once confirmed, the MPF destroys its copies.

8.1.5.6.4.1. All Narrative-Only PRF waiver requests will be worked directly with AFPC/DP2SPE.

8.1.5.6.4.2. When requesting Narrative-Only PRF waivers, please include the following information: Full name, social security number, date of rank, competitive category, projected graduation date, and reason for the request. **Note:** As waivers are reviewed using current schedules, should an officer become eligible

after a waiver has been granted, the Narrative-Only PRF will then be required from the senior rater whom was in the position when the officer departed for school. Only if the senior rater is not available (retired and unable to be contacted or deceased, etc.) will the current senior rater in the position be authorized to sign the Narrative-Only PRF after the officer departed.

8.1.5.6.5. Senior raters provide a copy of the Narrative-Only PRF to the ratee approximately 30 calendar days prior to departure for AF level training/patient status.

8.1.5.6.6. AFPC/DP2SPE maintains Narrative-Only PRFs until officers leave student, patient, or Missing-in-Action/Prisoner of War status. AFPC/DP2SPE destroys narrative-only PRFs when the officer no longer competes as a student. AFPC/DP2SPE maintains the Narrative-Only PRFs until distributed as specified below:

8.1.5.6.6.1. AFPC/DP2SPE forwards the Narrative-Only PRF to the HAF Student Management Level review. After completion of the recommendation-only PRFs (which are attached to the narrative-only PRFs), AFPC/DP2SPE forwards the Narrative-Only PRF and Recommendation-Only PRF to the official record, ARMS/PRDA, for inclusion in the Officer Selection Record and provides copies to ratees via the ratees' servicing MPF.

8.1.5.6.6.2. AFPC/DP2SPE maintains the original narrative-only PRF in a separate file for use during future promotion consideration as a student. Exceptions to the disposition of PRFs must be approved by AFPC/DP2SPE and be in the best interest of the officer and the Air Force.

8.1.5.6.6.3. Immediately after completion of the central selection board, AFPC/PB removes the PRFs from the Officer Selection Record and forwards them to AFPC/DP1ORM for placement on optical disk.

8.1.5.7. The HAF Student Management Level Review (see [paragraph 8.3.5.2.2](#)) prepares Recommendation-Only PRFs and attaches them to the student Narrative-Only PRFs.

## 8.2. AF Form 709 for Reserve Active Status List (RASL) Officers.

8.2.1. Reserve of the Air Force. Use AF Form 709 for promotion to captain through colonel. Refer to [paragraph 7.6](#) for recommending colonels for promotion to the grade of Brigadier General. AFR will use AF Form 709 for Position Vacancy promotion nomination to all grades. ARPC/PB will issue instructions specific to each board via ARPC Memorandums (ARPCMs).

8.2.1.1. Mandatory Boards. An eligible officer's senior rater submits the completed PRF no later than 45 calendar days prior to the central selection board. The senior rater awards one of three recommendations from the drop-down menu in block IX of AF Form 709:

8.2.1.1.1. A "Definitely Promote": The strength of the ratee's performance and performance-based potential warrants promotion. **Note:** The ResAF is not constrained by the number of "Definitely Promotes" it can award. A senior rater may award as many "Definitely Promotes" as desired.

8.2.1.1.2. A "Promote": The ratee is qualified for promotion and should compete on the basis of performance, performance-based potential, and other considerations such as duty history, developmental education, advanced degrees, etc.



- 8.2.1.1.3. *A Do Not Promote This Board*: The strength of the ratee's performance and performance-based potential does not warrant promotion by the central selection board for which the officer is eligible. A senior rater must make comments explaining to the central selection board why the officer should not be promoted.
- 8.2.2. Completing the PRF. See **Table 8.1** for specific guidance on preparing PRFs.
- 8.2.3. Responsibilities:
- 8.2.3.1. The Senior Rater:
- 8.2.3.1.1. Reviews the ratees' OPRs, decoration citations, Duty Qualification History Brief, Personal Information File, and Unfavorable Information File (if applicable) before preparing the PRF. They may also consider other reliable information about duty performance and conduct except as outlined in **paragraph 1.12** or other regulatory guidance. Examples of other reliable information may include but are not limited to Letters of Evaluation and bullets from a draft OPR and/or decoration. To reference the other reliable information in their record, the officer meeting the board may submit a letter to the central selection board. **Note:** Do not use any other Single Uniform Request Formats other than those indicated above when preparing the PRF (i.e. AMS SURFs). The intent of the other reliable information passage is to allow the senior rater to comment on performance accomplishments since the close-out of the last evaluation. This allows a senior rater who has personal knowledge of an accomplishment to comment about it in the PRF although not part of the official record yet. The senior rater of record on the PRF accounting date will write the PRF.
- 8.2.3.1.2. May obtain information on an officer's most recent duty performance and performance-based potential from subordinate or previous supervisors and may consider their suggestions based upon the officer's duty performance for PRF recommendations. No officer will be asked to draft or prepare their own PRF. There will be no boards or panels of officers convened to collectively score, rate, rank, or tally the records and/or generate a priority list of eligible officers.
- 8.2.3.1.3. Is solely responsible for evaluating each officer's Record of Performance and Duty Qualification History Brief, to award recommendations.
- 8.2.3.1.4. Completes promotion recommendations.
- 8.2.3.1.5. Provides the ratee a copy of the PRF (hand-delivered or sent in a sealed envelope clearly marked, "To Be Opened By Addressee Only") approximately 30 calendar days before the central selection board. PRFs are a private matter between the senior rater and the ratee. Subordinate evaluators may have access to a PRF rating to assist in the feedback process only if desired by the ratee. The senior rater must attach a memo (**Figure 8.1**) telling the ratee who receives a PRF with a *Do Not Promote This Board* recommendation that they have the right to submit a letter to the central selection board. The ratee must acknowledge receipt of the memorandum. If the ratee is geographically separated, send it to the ratee by "return receipt requested" mail. Contact the MPF for assistance, if necessary.
- 8.2.3.2. The MPF or ARPC/PB (as applicable):

- 8.2.3.2.1. Verifies accuracy of senior rater identification and personnel accounting codes.
  - 8.2.3.2.2. Provides to senior raters the PRF notice, a Master Eligibility Listing, and a Duty Qualification History Brief on each eligible officer.
  - 8.2.3.2.3. Provides other senior rater support as requested (sends PRFs to the appropriate Management Level as requested by senior raters).
  - 8.2.3.2.4. Makes Record of Performances available to senior raters, to include records of officers serviced by other MPFs.
  - 8.2.3.2.5. Reviews PRFs to ensure administrative accuracy, when requested.
  - 8.2.3.2.6. Informs senior raters when officers have a change in promotion eligibility status after the PRF accounting date.
  - 8.2.3.2.7. Provides senior raters a listing of newly assigned eligible officers.
- 8.2.3.3. ARPC/PB. Will announce PRF criteria for ResAF central selection boards via an ARPCM.
- 8.2.4. Processing and use of PRFs.
- 8.2.4.1. MPFs send PRF notices and Master Eligibility Listings to senior raters upon receipt, usually just after the PRF accounting date.
  - 8.2.4.2. The senior rater will complete the PRF in enough time to arrive at ARPC not later than 45 calendar days before the central selection board.
  - 8.2.4.3. ARPC/PB posts the Officer Selection Records from eBOSS back to ARMS. The PRF becomes part of the “as-met” records for the officer’s future reference.
- 8.2.5. Officers Relocating During the PRF Process. To ensure officers who are assigned to a new senior rater after the PRF accounting date but on or before the central selection board, receive full consideration for their PRF, the losing and gaining senior raters may discuss the officer’s performance and their intentions. For ANG/AFR, the senior rater of record on the PRF accounting date will write the PRF and award performance rating.
- 8.2.5.1. Award a *Do Not Promote This Board* recommendation when derogatory information has been received since departure from previous assignment. If the losing senior rater awards a *Do Not Promote This Board*, the gaining senior rater has no further action. A senior rater must make specific comments to support the recommendation in Section IV of the PRF. **(T-2)**.
  - 8.2.5.2. The MPF or ARPC/PB (as appropriate) will:
    - 8.2.5.2.1. Screen all officers gained after the PRF accounting date to determine eligibility and notify senior raters accordingly (refer to Air Force Promotion Management System user’s guide). Ensure senior raters certify a review of all gained eligible.
    - 8.2.5.2.2. Provide the senior rater a Duty Qualification History Brief on newly assigned officers.

- 8.2.5.2.3. Update corrections to senior rater identifications on officers who arrive at new locations on or before the PRF accounting date. Notify ARPC/PB when an update to Air Force Promotion Management System is needed.
- 8.2.6. Officers added to Promotion Eligibility. This paragraph applies to officers who become eligible for promotion consideration or change component or competitive categories on or after the PRF accounting date. Cause for a change in eligibility may include, but is not limited to: ANG to AFR transfer; AFR to ANG transfer; Change from Participating Reserve to Non-Participating Reserve or Non-Participating Reserve to Participating Reserve; Change from active duty list to Reserve active status list (without a break in military status); Change from other branch of service to USAF Reserve Active Status List; Change in date of separation; administrative errors; Special Selection Board or Air Force Board for Correction of Military Records actions; or similar circumstances.
- 8.2.7. Ranking of Definitely Promotes. Enter the rank order, in the group size (block IV of the AF Form 709), for all officers awarded a “Definitely Promote” recommendation within each competitive category, e.g. line, judge advocate, nurse corps. **Example:** 2/5/10. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. The officer is ranked number 2 of 5 officers awarded a “Definitely Promote”. For officers awarded other than a “Definitely Promote”, leave group size blank. For officers gained after completion of PRFs, to which the senior rater chooses to award a “Definitely Promote”, the ranking will be 1/1/1. For a Position Vacancy Board, enter the rank order for all officers nominated for Position Vacancy within each competitive category. **Example:** 3/5. The senior rater has 5 officers in that competitive category meeting the Position Vacancy Promotion Selection Board. This officer is ranked number three of five officers awarded a “Definitely Promote”.
- 8.2.8. Prisoners, Deserters, and Officers on Appellate Leave. Do not accomplish PRFs for officers who become prisoners or deserters, or who are on appellate leave on or before the PRF accounting date. ARPC/DPTSE will prepare an AF Form 77. However, officers identified as prisoners, deserters, or on appellate leave after the PRF accounting date will require PRFs from the losing senior rater. The total number of eligible will include these officers.
- 8.2.9. Air Force Advisors for PRFs. If the senior rater on the PRF is not an Air Force officer or Department of the Air Force official, an Air Force advisor is designated to advise evaluators on matters pertaining to PRFs. Normally, this will be the same officer who conducts the review of the officer’s OPR. The Air Force advisor will not change any statements or the promotion recommendation on the PRF.
- 8.2.10. Promotion Recommendations for colonels. See [paragraph 8.6](#) for AFR General Officer Central Selection Board or an Air National Guard Federal Recognition Board information and instruction.
- 8.2.11. AGR Officers in Student Status. The Deputy to the Chief of Air Reserve (Deputy RE) is the senior rater for AGR students only (AFR only).
- 8.2.11.1. When an AGR officer leaves for a school tour, the losing senior rater will prepare a PRF as if the officer is still assigned. The PRF will be signed, but blocks VI, Group Size; VII, Board; and IX, Overall Recommendation will remain blank. The PRF follows the officer to the next assignment, and a copy is sent to AF/REE.

8.2.11.2. If, while in student status, the officer becomes eligible for consideration by a promotion board, the Narrative-Only PRF is sent to the Deputy RE for a Recommendation-Only PRF.

8.2.11.3. The Deputy RE prepares the Recommendation-Only PRF according to **Table 8.1** and rank orders all officers awarded a definitely promote recommendation by competitive category within the student population. **Example:** 1/2/2 rank order means the senior rater has two officers in that competitive category meeting the selection board; the officer is ranked number one of the two “Definitely Promotes” awarded. **Note:** Student Active Guard Reserve PRFs are not included within the senior rater identification that applies to the Chief of Air Force Reserve.

8.2.11.4. The Narrative-Only PRF is attached to the signed Recommendation-Only PRF, and is forwarded to the promotion secretariat at the Air Reserve Personnel Center.

### **8.3. Management Level Reviews (Active Duty List Lieutenant Colonel and Below).**

#### 8.3.1. The Allocation Process:

8.3.1.1. Definitely Promote (DP). DP recommendations are limited in number to ensure only the most qualified records are endorsed. They send a strong signal to the central selection board that the officer is ready for immediate promotion. DP allocation rates for In-the-Promotion Zone (IPZ) and Above the Promotion Zone (APZ) officers are lower than the In-the-Promotion Zone promotion opportunity; this ensures a significant number of officers receiving “Promote” recommendations will be promoted. Management Levels receive a share of DP allocations based on the number of IPZ or Below-the-Promotion Zone (BPZ) officers assigned. Allocation rates vary for each competitive category, grade and promotion zone, and may fluctuate according to changes in the promotion opportunity to guarantee the minimum promotion rate for eligibles receiving a “Promote” recommendation (40% to major, 35% to lieutenant colonel and 25% to colonel); this is called the promotion rate (P-Rate). Allocation rates for BPZ officers are higher than the BPZ promotion opportunity to ensure all senior raters have the same opportunity to nominate their most deserving officers for an early promotion with the limited number of BPZ promotions available. AFPC/DP2SPE publicizes the DP allocation rates for each PRF cycle in the Day 66 message.

8.3.1.2. PRF Accounting Date (150 calendar days before the central selection board). On the PRF accounting date, AFPC matches eligible officers to senior raters based on the officers’ unit of assignment data in MilPDS. AFPC/DP2SPE announces the actual PRF accounting date. Between the PRF accounting date and Day 66 before the Central Selection Board, Management Levels ensure Air Force Promotion Management System is accurate.

8.3.1.3. PRF Allocation Dates (150/66 calendar days before the central selection board). The initial allocation date is 150 calendar days before the central selection board. This is when Management Levels estimate the number of allocations available to each senior rater and evaluation board under their jurisdiction. After this date, the number of allocations is adjusted to account for officers who become eligible or ineligible for promotion and for officers who are still not aligned under the correct senior rater identification as verified and reported by the Management Level activity to AFPC/DP2SPE. These adjustments are

made up until the day before the PRF final allocation date (66 calendar days before the central selection board). On that day, the Management Level determines the actual number of allocations and distributes to senior raters and Management Level Reviews based on the number of eligible officers for that level. No changes are made to the number of a Management Level's allocations on or after the final allocation date unless authorized by AFPC/DP3SP. In addition, no changes in the Management Level's allocations are authorized in cases where a Brigadier General (Sel) is confirmed by the U.S. Senate on or after day 66 and subsequently becomes eligible to be the senior rater for Lt Cols in the organization. AFPC/DP3SP will approve exceptions in order to maintain integrity in the Officer Evaluation System and to ensure fair and proper consideration is given to all affected officers. **Note:** The DP Allocations are not adjusted automatically in Air Force Promotion Management System for any approved exception. Calculations will need to be accomplished manually.

8.3.1.4. PRF Cutoff Date. This date is 60 calendar days prior to the central selection board. PRFs cannot be signed prior to this date.

8.3.1.5. Determining Line of the Air Force Allocations.

8.3.1.5.1. Management Levels determine the number of definitely promote allocations they have by applying the appropriate allocation rate to their In-the-Promotion Zone or Below-the-Promotion Zone eligible. Round up fractions to the next whole number, e.g., if a Management Level has 462 Below-the-Promotion Zone eligible and the allocation rate is 10%, the Management Level earns 47 definitely promote allocations ( $462 \text{ Below-the-Promotion Zone eligible} \times 10\% \text{ allocation rate} = 46.2$  which rounds up to 47 allocations). Air Force Promotion Management System should be reviewed to determine Definitely Promote allocation but this should not preclude Management Levels from doing a manual calculation.

8.3.1.5.2. Although the allocation rate for In-or-Above-the-Promotion Zone eligible is different, the same procedure applies. Above the Promotion Zone officers do not generate separate allocations. However, if the Management Level has only Line of the Air Force above the Promotion Zone eligible, then a single definitely promote is available. In this case, the Above the Promotion Zone officers would receive a "0" in Section VI on the PRF. Refer to [Table 8.2](#).

8.3.1.5.3. Management Levels receive separate allocations for in-utilization permanent party students.

8.3.1.6. Determining Senior Rater Allocations.

8.3.1.6.1. Minimum group size for one Definitely Promote allocation is at least three eligible, even if the Definitely Promote allocation rate is 50% or higher. See [Table 8.3](#).

8.3.1.6.2. Management Levels determine each senior raters share of allocations in the same manner as discussed in [paragraph 8.3.1.5.1](#), except instead of rounding up, senior raters round down. **Example:** A 55% allocation rate applied to a senior rater's 10 In-the-Promotion Zone captains would yield five definitely promote allocations ( $10 \text{ In-the-Promotion Zone eligible} \times 55\% \text{ allocation rate} = 5.5$  which rounds down to 5 allocations).

8.3.1.7. Returning Allocations. Senior raters may return earned allocations to the Management Level if they believe the quality of officers in their unit does not warrant the full share of allocations. Additionally, any “Definitely Promotes” awarded by the senior rater to eligible that subsequently become ineligible is returned to the senior rater which may be reallocated using the senior rater’s order of merit or returned to the Management Level for distribution.

8.3.1.8. Redistributing “Definitely Promote” Allocations.

8.3.1.8.1. Prior to the Management Level Review convening, if a senior rater chooses not to use the full quota of “Definitely Promotes”, those unused go to the carry-over quota.

8.3.1.8.2. Following a Management Level Review, the Management Level Review owns all “Definitely Promotes”. Any returned definitely promote allocations for In-the-Promotion Zone /Above the Promotion Zone eligible are redistributed through the Management Level Review carry-over process using the carry-over order of merit.

8.3.1.8.3. Below-the-Promotion Zone “Definitely promotes” are redistributed at the next higher level or through the Management Level Review carry-over process.

8.3.1.8.4. Redistribution must occur prior to the PRF becoming a matter of record.

8.3.1.9. Carry-over. Since allocations are rounded down when applying the allocation rate to a senior rater's eligible population, there are normally fractions of allocations remaining. These fractions accrue at the Management Level and result in allocations called “carry-over” Definitely Promote allocations. Carry-over allocations (and any returned allocations) are awarded to account for variations of quality within organizations under the Management Level. For In-or-Above-the-Promotion Zone officers, Management Levels distribute allocations to Management Level Reviews for award. For Below-the-Promotion Zone eligible, they distribute carry-over allocations directly to senior raters or through the Management Level Review process.

8.3.1.10. Aggregation.

8.3.1.10.1. Senior raters without the minimum number of In-or-Above-the-Promotion Zone officers assigned to earn a definitely promote in their (senior rater’s) own right may compete their officers for definitely promote recommendations through aggregation. Grouping of all such officers and the application of the allocation rate yields, after rounding down, the number of definitely promote allocations available to officers competing in aggregation. **Example:** If there are 2 senior raters in a given Management Level with eligible officers and each senior rater has only 1 eligible and the definitely promote allocation rate is 65% then:

$1 \text{ eligible} \times 65\% = 0.65 + 1 \text{ eligible} \times 65\% = 0.65$  Management Level total = 1.30

**Note:** After rounding down, the Management Level earns 1 definitely promote to award in aggregation and transfers the remaining .30 to carry-over.

8.3.1.10.2. Senior raters without the minimum number of Below-the-Promotion Zone officers assigned to earn an allocation aggregate their officers to the next higher senior rater in the rating chain until the number of eligible is large enough to earn at least one allocation.

8.3.1.10.3. Senior raters below the head of the Management Level who award Below-the-Promotion Zone definitely promote recommendations to eligible officers aggregated from subordinate senior raters' populations must make the promotion recommendation decision without convening a board or panel of subordinates.

8.3.1.10.3.1. If aggregation proceeds to the Management Level to satisfy the requirements of [paragraph 8.3.1.10.2](#), the head of the Management Level may:

8.3.1.10.3.1.1. Personally distribute Definitely Promotes on their own.

8.3.1.10.3.1.2. Convene Management Level Reviews award the Definitely Promotes based on order of merit.

8.3.1.10.3.1.3. For joint management levels, all PRFs, including Below-the-Promotion Zone, must be quality reviewed. See [paragraph 8.3.2.4.2.2](#).

8.3.1.10.4. If the total number of line Below-the-Promotion Zone officers aggregated to the Management Level Review is still too small to earn a definitely promote allocation, all panel members, not just those with officers competing for aggregation, score the records of the officers in the aggregated group and may award one definitely promote recommendation. If awarded, this definitely promote allocation will come from the carry-over allocation.

8.3.1.11. Determining Non-line of the Air Force and Line of the Air Force Judge Advocate (LAF-J) allocations. Non-line (Chaplain [HC], Medical Corps [MC], Dental Corps [DC], Nurse Corps [NC], Biomedical Sciences Corps [BSC], and Medical Service Corps [MSC]) and LAF-J officers compete for promotion within their own separate competitive category.

8.3.1.11.1. Minimum group size for one definitely promote allocation is three eligible, even if the DP allocation rate is 50% or higher. For allocation rates below 35%, the minimum group size will increase relative to the Definitely Promote allocation rate.

8.3.1.11.2. Management Levels determine the number of Definitely Promote allocations in the same manner as discussed in [paragraphs 8.3.1.5.1](#) and [8.3.1.5.2](#), except Management Levels round down when computing In-or-Above-the-Promotion Zone allocations and round up when computing Below-the-Promotion Zone allocations. If the Management Level does not have enough In-the-Promotion Zone eligible to earn an allocation, the management level review may submit In-or-Above-the-Promotion Zone officers to compete at the Air Force Management Level review for non-line/LAF-J officers, subject to the limits established by AFPC/DP2SPE.

8.3.1.11.3. Allocation rates applied to non-line/LAF-J In-or-Above-the-Promotion Zone and Below-the-Promotion Zone officers within competitive categories may be different from those applied to line officers. Changes in promotion opportunity will cause adjustment of allocation rates.

8.3.1.11.4. Senior raters without enough Below-the-Promotion Zone or In-or-Above-the-Promotion Zone eligible officers to receive an allocation may submit their officers to compete for aggregation allocations at their Management Level review, subject to limits established by the Management Level.

8.3.1.11.5. Senior raters may submit their officers to compete for carry-over allocations at the Management Level Review, subject to the limits established by the

Management Level. The Management Level Review may submit In-or-Above-the-Promotion Zone officers to compete for carry-over allocations at the Air Force Management Level Review for non-line officers/LAF-J, subject to the limits established by AFPC/DP2SPE.

8.3.1.12. Determining Non-Line/LAF-J Senior Rater Allocations. Senior rater compute allocation rates as they do for line officers, by rounding down for both In-or-Above-the-Promotion Zone and Below-the-Promotion Zone officers. If senior raters do not have enough In-or-Above-the-Promotion Zone eligible officers to receive an allocation, they may compete them for Definitely Promote recommendations through aggregation at the Management Level. Senior raters who do not have enough Below-the-Promotion Zone officers assigned to earn an allocation aggregate their officers to the next higher senior raters in the rating chain until the number of eligible is large enough to earn at least one allocation.

### 8.3.2. Management Level Review Requirements:

8.3.2.1. General. Management Levels designate the organization or agency responsible for holding a review. The commander or head of the designated organization holds the Management Level Review and may establish more than one Management Level Review (e.g., at the Numbered Air Force level or Center level). If the head of the Management Level is the sole senior rater, there is no Management Level Review and the completed PRFs are forwarded to USAF Management Level Review for quality review.

8.3.2.2. Timing and functions. Conduct Management Level reviews 40-60 calendar days before the Central Selection Board. They have five functions: (1) to quality review all In-or-Above-the-Promotion Zone PRFs; (2) to award definitely promote recommendations to those officers whose senior rater had too few eligible to earn a definitely promote allocation; (3) to award carry-over definitely promote allocations available to the Management Level; (4) to award definitely promote allocations to Management Level students; and (5) to nominate non-line/LAF-J officers from their Management Level to compete for definitely promote allocations available at the HAF non-line/LAF-J Management Level Review.

8.3.2.3. Board Composition: President (must be an Air Force line officer), those senior raters who have either awarded a Definitely Promote recommendation or have officers competing for aggregation or carry-over Definitely Promote recommendations, and a nonvoting recorder designated by the commander or head of the organization responsible for conducting the Management Level review. **Note:** No officer eligible for a particular board will be involved with the process for that particular board.

8.3.2.3.1. The head of the Management Level designates the Management Level Review president. The president must be an AF general officer when evaluating lieutenant colonels, and at least an AF colonel when evaluating majors and below.

8.3.2.3.2. In cases where senior raters are not available to serve on the panel due to some extraordinary circumstance, the head of the Management Level may authorize senior raters to designate senior officials who meet the minimum grade requirement (a general officer or equivalent when evaluating lieutenant colonels or at least a colonel



or equivalent when evaluating majors and below) from their organization or higher chain of command to serve on their behalf.

8.3.2.3.3. If extraordinary circumstances require a senior rater's departure during the Management Level Review, the Management Level Review president or another senior rater, as designated by the affected senior rater, may represent him or her. In all cases, the Management Level Review president or senior rater designated to represent another group of officers is still limited to one vote. Additionally, if extraordinary circumstances require the Management Level Review president to depart during a review, the head of the Management Level will designate another president or assume the presidency. In these cases, the records already scored will remain and the Management Level Review will continue.

8.3.2.3.4. Management Levels may establish a representative sample of senior raters to conduct the quality review of the In-or-Above-the-Promotion Zone PRFs and Officer's Command Selection Records Groups at the Management Level Review. At the discretion of the Management Level, all senior raters who awarded a definitely promote or who are competing officers for a definitely promote recommendation do not need to participate in the quality review process at the Management Level Review.

8.3.2.3.4.1. All senior raters with eligible competing for an aggregation Definitely Promote must serve as a member of the Management Level Review during the aggregation phase. However, in those cases where senior raters are not available to serve on the Management Level Review due to some extraordinary circumstance, the Management Level Review president may authorize senior raters to designate senior officials (a general review or equivalent when evaluating lieutenant colonels or at least a colonel or equivalent when evaluating majors and below) from their organization or higher chain of command to serve on their behalf. If necessary, the Management Level Review President may represent those senior raters, however the Management level Review President is still limited to one vote. If during the Management Level Review a senior rater must be excused, the senior rater may designate another senior rater already attending the Management Level Review or the Management Level Review president to act on their behalf, however, the Management Level Review president or another senior rater which was designated is still limited to one vote.

8.3.2.3.4.2. When practical, all senior raters competing officers for carry-over "Definitely Promotes" attend the Management Level Review. If the Management Level determines this is not practical or deems it otherwise appropriate, it may establish a representative sample of senior raters to award carry-over "Definitely Promotes." The Management Level uses a representative sample to ensure the senior raters selected do not score the records of officers for whom they are the senior rater.

#### 8.3.2.4. Management Level Review Preparation.

##### 8.3.2.4.1. Management Levels.

###### 8.3.2.4.1.1. Establish Management Level Reviews.

###### 8.3.2.4.1.2. Distribute aggregation and carry-over definitely promote allocations to

the Management Level Review.

8.3.2.4.1.3. Notify each senior rater of the number of officers he or she may submit to compete for carry-over allocations subject to limits established by the Management Level.

8.3.2.4.1.4. Ensure Management Level Reviews are completed no earlier than 60 or no later than 40 calendar days before convening of the central selection board for which the PRFs are prepared.

8.3.2.4.1.5. Determine the location of the Management Level Review (normally held where performance records on the officers being considered are available).

8.3.2.4.1.6. Ensure the Officer's Command Selection Records Group and Duty Qualification History Brief for each officer are available for the review.

8.3.2.4.1.7. Ensure the Management Level Review President is provided a listing of eligible officers, identifying those with Information Files, Letters of Reprimand, and/or Articles 15s. Management Level Review Presidents use this listing at their discretion to ensure senior raters (and Management level Review members, when appropriate) have considered this information when preparing promotion recommendation forms.

8.3.2.4.1.8. Establish scoring procedure for Management Level Reviews.

#### 8.3.2.4.2. Management Level Review Purpose and Process:

8.3.2.4.2.1. Ensure senior raters do not exceed their share of Definitely Promote recommendations.

8.3.2.4.2.2. Ensure all Below-the-Promotion Zone records are reviewed separately from In-or-Above-the-Promotion Zone eligible.

8.3.2.4.2.3. Quality review the Officer's Command Selection Records Groups, Duty Qualification History Brief and PRFs of all In-or-Above-the-Promotion Zone officers in order to identify and discuss with appropriate senior raters those PRFs that appear to contain exaggerated or unrealistic comments or comments that do not appear to support the overall recommendation based on the Officer's Command Selection Records Group and information considered according to **paragraph 1.12. Note:** Definitely Promote recommendations are limited in number to ensure that only the best qualified records are endorsed. A Definitely Promote recommendation sends a strong signal to the Central Selection Board that this officer is ready for immediate promotion. If a senior rater or Head of the Management Level does not have officers fitting this definition, a Definitely Promote should not be awarded even though Definitely Promotes may be available. To award Definitely Promotes to Below-the-Promotion Zone when the record does not support a Definitely Promote recommendation, gives the officer unrealistic feedback and sends mixed signals to the central selection board.

8.3.2.4.2.4. Award definitely promote recommendations to In-or-Above-the-Promotion Zone officers aggregated from units with less than minimum group size needed for senior raters to award definitely promote recommendations.

8.3.2.4.2.5. Award carry-over Definitely Promote recommendations to In-or-Above-the-Promotion Zone.

8.3.2.4.3. Senior Raters:

8.3.2.4.3.1. Serve as members of the Management Level Review.

8.3.2.4.3.2. Submit PRFs to the Management Level Review on all In-or-Above-the-Promotion Zone officers including officers competing for aggregation and carry-over definitely promote recommendations. **Note:** Since Below-the-Promotion Zone records are not required to be quality reviewed, senior raters must submit their Below-the-Promotion Zone PRFs to the management level for update.

8.3.2.4.3.3. Submit to the Management Level Review recorder a single list of the names of their In-or-Above-the-Promotion Zone officers. For those officers on the list with completed PRFs, include name and overall promotion recommendation; for those officers on the list submitted to compete for aggregation or carry-over, indicate whether competing for aggregation or carry-over Definitely Promote recommendations by annotating an "A" for aggregation or "C" for carryover.

8.3.2.5. Review Procedures.

8.3.2.5.1. General Procedures.

8.3.2.5.1.1. For all Management Level reviews, the recorder provides to the Management Level Review President the total number of Definitely Promote recommendations to be awarded by each senior rater.

8.3.2.5.1.2. The Management Level Review President ensures no senior rater exceeds the allowable number of definitely promote recommendations. If a senior rater has awarded more Definitely Promote recommendations than allowed, the senior rater specifies which PRFs need correction, new PRFs are prepared, and the senior rater completes Sections IX and X.

8.3.2.5.1.2.1. If the senior rater does not specify which PRFs need correcting, the panel reviews the Officer's Command Selection Records Groups and Duty Qualification History Brief of all officers assigned to that senior rater to determine which overall recommendations need changing. The panel then prepares a new PRF, with Sections I through VIII copied verbatim from the original PRF submitted by the senior rater.

8.3.2.5.1.2.2. The Management Level Review President marks the "Promote" block in section IX of the re-accomplished PRF and signs the form. **Note:** The president will leave Section IX blank when the officer competes under aggregation or carry-over.

8.3.2.5.1.2.3. The panel will change the minimum number of PRFs required to ensure compliance with prescribed Definitely Promote limits.

8.3.2.5.1.2.4. The records of any officer whose PRF is re-accomplished under this provision will automatically compete for carry-over Definitely Promote recommendations.

8.3.2.5.2. PRF Review. Management Level Review members will review the Officer's Command Selection Records Groups, Duty Qualification History Brief and completed PRFs of all In-or-Above-the-Promotion Zone officers assigned to a senior rater as a group. If the Management Level Review believes a Definitely Promote recommendation is unsupported by the ratee's Officer's Command Selection Records Group, they discuss this with the senior rater. Open discussion among Management Level Review members is encouraged. In all cases, a senior rater has the final authority to determine the content of the PRFs they prepare (unless the content is inappropriate in accordance with [paragraph 1.12](#) of this instruction), and to award Definitely Promote recommendations allocated by the Management Level.

8.3.2.5.3. Aggregation and Carry-over. The Management Level Review assesses the relative merit of Officer's Command Selection Records Groups of competitors for aggregation and carry-over Definitely Promote recommendations. This is by a combination of numerical scoring and open discussion among panel members. The Management Level Review must ensure consistent and equitable procedures apply to the Officer's Command Selection Records Group of each officer. The scores of all Management Level Review members are totaled, rank-ordered and Definitely Promote recommendations awarded. If two or more records tie, and there are insufficient numbers of Definitely Promote recommendations to award one to each, the Management Level Review President will determine an appropriate method for breaking the tie.

8.3.2.5.4. Procedures for Award of In-or-Above-the-Promotion Zone Aggregation Definitely Promote Recommendations:

8.3.2.5.4.1. Officers submitted to compete for aggregation Definitely Promote recommendations compete among themselves. The Management Level Review President and only those senior raters with officers competing under aggregation will review and score the Officer's Command Selection Records Groups of these officers.

8.3.2.5.4.2. If the total number of line In-the-Promotion Zone officers aggregated to the Management Level Review is still too small to earn a Definitely Promote allocation, all panel members, not just those with officers competing for aggregation will score the records of the officers in the aggregated group and may award one Definitely Promote recommendation. If awarded, this Definitely Promote allocation will come from the carry over allocations. **Example:** If there are 2 senior raters with eligible officers and each senior rater has 1 eligible and the Definitely Promote allocation rate is 45%, then: **Note:** The fraction in aggregation (0.90) is added to the remainder in carry-over (1.15) and rounded up from 2.05 (for Line of the Air Force officers) to equal 3 Definitely Promotes. Since the Management Level didn't have enough eligible to earn a Definitely Promote in aggregation, a definitely promote is taken from the carry-over. This results in 1 Definitely Promote to award in aggregation and 2 Definitely Promotes to award in carry-over.

8.3.2.5.4.3. After all records are reviewed and scored and the Management Level Review has awarded the definitely promote recommendations, senior rater s or their

designated representatives complete Section IX on the PRFs for their officers. The management level review President verifies the results of the completed Management Level Review by signing the order of merit. Senior raters may make any changes to the PRF as a result of the Management Level Review (i.e., if the last line states “my next Definitely Promote” and the officer received a Definitely Promote from the Management Level Review then the senior rater should change the last line).

8.3.2.5.4.4. The records of officers from the aggregated group that did not receive a definitely promote recommendation may compete for carry-over Definitely Promote recommendations at the discretion of the senior rater, within the limits prescribed by the Management Level.

8.3.2.5.5. Procedures for Award of In-or-Above-the-Promotion Zone Carry-over Definitely Promote Recommendations:

8.3.2.5.5.1. At the Management Level Review’s discretion, and subject to the limit of Definitely Promotes available in the carry-over phase, those officers who do not receive a Definitely Promote recommendation from aggregation will be submitted for carry-over Definitely Promote recommendations. **Note:** This is based on the order of merit from the aggregation phase.

8.3.2.5.5.2. Normally, the Management Level Review President and all senior raters with officers competing for carry-over recommendations participate in the carry-over decision **Exception:** See [paragraph 8.3.2.3.3](#). At the discretion of the Management Level Review President, other senior raters available may also participate in carry-over decisions.

8.3.2.5.5.3. Senior raters or their designated representatives complete Section IX on PRFs for their officers by marking either a Definitely Promote or a Promote as appropriate. The Management Level Review President verifies the results of the Management Level Review by signing the order of merit. Senior raters may make any changes to the PRF as a result of the Management Level Review (i.e., if the last line states “my next Definitely Promote” and the officer received a Definitely Promote from the Management Level Review then the senior rater should change the last line).

8.3.2.5.6. Recorder Responsibilities. The Management Level Review recorder forwards all PRFs and annotated Master Eligibility Listings to the personnel activity responsible for updating Air Force Promotion Management System. **Note:** No officer eligible for a particular board will be involved with the PRF process for that particular board.

8.3.3. Officers Assigned Outside the DOD and to Other Military Departments:

8.3.3.1. Line of the Air Force officers in this category require special provisions because their organizations of assignment do not fall within the jurisdiction of a Management Level.

8.3.3.1.1. Allocation Process. For these officers, the Air Force District of Washington acts as the Management Level. The responsibilities of Air Force District of Washington are the same as those in [paragraph 8.1.4.3](#), except for aggregated Below-

the-Promotion Zone officers. The HAF Management Level Review (as described in [paragraph 8.3.3.3](#)) evaluates Below-the-Promotion Zone officers aggregated to the highest senior in the rating chain for whom the senior rater does not have the minimum group size required to receive an allocation.

8.3.3.1.2. Promotion Recommendation Form (PRFs). Senior rater submitting officers to compete for aggregation or carry-over Definitely Promote recommendations prepare and forward PRFs to Air Force District of Washington, leaving Section IX blank.

#### 8.3.3.2. Non-Line/LAF-J of the Air Force Officers:

8.3.3.2.1. Allocation Process. AFPC acts as the Management Level for promotion recommendations only. When the primary senior rater does not have the minimum group size required to receive an allocation, the HAF Non-line/LAF-J Management Level Review at AFPC will review and evaluate the PRFs for these officers as a separate group. Senior raters for non-line/LAF-J officers assigned outside DoD earn “Definitely Promote” allocations as specified in [paragraph 8.3.1.11](#).

8.3.3.2.2. PRFs. Senior raters who submit their officers to compete for aggregation or carry-over “Definitely Promote” recommendations prepare PRFs, leaving Section IX blank. Senior raters forward PRFs to AFPC/DP2SPE NLT 35 calendar days prior to Central Selection Board.

#### 8.3.3.3. HAF Review:

8.3.3.3.1. The Air Force District of Washington Commander directs the HAF Management level Review to convene 40 to 60 calendar days before the Central Selection Board for which the PRFs are prepared. The AF/CV, or officer designated by the AF/CC, serves as Management Level Review president. The Air Force District of Washington Commander with the assistance of HAF/A1, selects a minimum of four members, consistent with the minimum grade requirements for senior raters, to serve as members.

8.3.3.3.2. The HAF Management Level Review will review all completed In-or-Above-the-Promotion Zone and Below-the-Promotion Zone PRFs and award aggregation and carry-over definitely promote recommendations. Air Force District of Washington is responsible for providing senior raters copies of completed PRFs on their rates. This Management Level Review will also review all PRFs completed by sole senior raters (see definition of sole senior rater in this instruction).

8.3.3.3.3. The recorder consolidates information on the number of Below-the-Promotion Zone officers assigned, the number of Below-the-Promotion Zone Definitely Promote recommendations available, and the number of definitely promote recommendations awarded. **Note:** No officer eligible for a particular board will be involved with the PRF process for that particular board.

8.3.3.3.4. If, during the review of completed PRFs, the board discovers that a senior rater awarded more Definitely Promote recommendations than allowed, the Management Level Review President discusses this with the senior rater.

8.3.3.3.4.1. After the senior rater decides which PRFs to correct, they forward the re-accomplished PRFs to the Management Level Review by the most expeditious

means.

8.3.3.3.4.2. If the senior rater does not specify which PRFs need correcting, the panel reviews the Officer Command Selection Record Groups and Duty Qualification History Brief of all officers assigned to that senior rater to determine which overall recommendations need changing. The panel then prepares a new PRF, with Sections I through VIII copied verbatim from the original PRF submitted by the senior rater. The Management Level Review President marks the "Promote" block in section IX of the re-accomplished PRFs and signs Section X.

8.3.3.3.4.3. The Management Level Review holds PRFs they re-accomplish pending receipt of a re-accomplished PRF from the senior rater. If they receive the senior rater's re-accomplished PRF before Management Level Review conclusion, the re-accomplished PRF is submitted to the Management Level Review for review. If the Management Level Review has concluded, the PRF is re-accomplished by the panel president, submitted to Air Force District of Washington and the original submitted by the senior rater will be destroyed. The Management Level will then process the PRF as appropriate.

8.3.3.3.5. Award of Definitely Promote recommendations to In-or-Above-the-Promotion Zone officers is always separate and distinct from award of "Definitely Promote" recommendations to Below-the-Promotion Zone officers.

8.3.3.3.6. The Management Level Review President completes PRFs with Section IX left blank.

8.3.3.3.7. Since panel members may not be senior raters for the officers meeting the Management Level Review, members are encouraged to discuss an officer's Officer's Command Selection Records Group and current performance with the senior rater in any case where the panel members believe it necessary.

#### 8.3.4. Joint Management Level Reviews:

8.3.4.1. Evaluation Reviews. The president of a panel held to evaluate Joint officers is always an Air Force general officer. Joint Management Levels may exercise one of two options: 1) hold their own reviews, or 2) allow the HAF Management level Review to evaluate their officers. If the Joint Management Level is the sole senior rater, the HAF management level review will review all completed Joint Management Level sole senior rater PRFs.

8.3.4.2. PRF. When senior raters submit officers to compete at the HAF Management Level review, Section IX of the PRF is left blank.

8.3.4.3. If the Management Level chooses to hold a review but there is no Air Force general officer assigned to the activity, the Management Level may obtain the assistance of an Air Force general officer assigned to another activity. If necessary, the HAF/A1 will assist the Management Level in obtaining a general officer to serve as the president.

8.3.4.3.1. Senior raters submit to the panel all In-or-Above-the-Promotion Zone and Below-the-Promotion Zone completed PRFs as well as the PRFs (Section IX blank) on all In-or-Above-the-Promotion Zone officers submitted to compete for aggregation or carry-over Definitely Promote recommendations.

8.3.4.3.2. The responsibilities and procedures of joint reviews are the same as in [paragraph 8.3.2](#), except for the requirement for all Below-the-Promotion Zone PRFs, regardless of recommendation, to be reviewed by a Management Level Review (joint Management Level Review hosted by an Air Force general officer or HAF Management Level review). This is to ensure Air Force officers in a joint environment are getting an Air Force look.

#### 8.3.5. Officers Assigned as Permanent Party Students.

8.3.5.1. Management Level Students - officers assigned as permanent party students training in their utilization field to include TDY in a training status. In-utilization training includes any follow-on, specialized, requalification, upgrade, enhancement, or broadening training in the officer's utilization field. Management Levels receive separate allocations based on those populations since permanent party eligible and students must be evaluated as two distinct categories. For both In-or-Above-the-Promotion Zone and Below-the-Promotion Zone Line of the Air Force permanent party students, allocations round up at the Management Level and down at the senior rater level. For In-or-Above-the-Promotion Zone on-line permanent party students, allocations round down. Below-the-Promotion Zone non-line/LAF-J permanent party student allocations round up at the Management Level and down at the senior rater level. Evaluation procedures are the same as outlined in [paragraph 8.3.2.5](#). Responsibilities of the Management Level with regard to students are the same as those in [paragraph 8.3.2.4.1](#).

8.3.5.2. AF Level Students - officers assigned as permanent party students training outside their utilization field. Outside utilization training includes Developmental Education, degree-granting programs (usually Air Force Institute of Technology sponsored), language training, Education With Industry programs, attaché/designate training, MC/DC residency programs (when a new Air Force Specialty Code or suffix is awarded upon completion of training or when determined by the competitive category functional representatives), internships, and initial qualification training into a new utilization field.

8.3.5.2.1. AFPC/DP2SPE acts as the Management Level for AF level students and receives definitely promote allocations based on the number of Below-the-Promotion Zone or In the Promotion Zone officers eligible for consideration by the HAF Student Management Level Review discussed in [paragraph 8.3.5.2](#). The allocation rate is applied to students, patients and Missing-in-Actions/Prisoner of Wars separately and rounded up at the Management Level.

8.3.5.2.2. HAF Student Management Level Review. Convened by HAF/A1, it considers both line and non-Line/LAF-J permanent party students, patients and Missing-in-Actions/Prisoner of Wars. It convenes approximately 70 calendar days prior to the Central Selection Board. HAF/A1 designates the Management Level Review President and a minimum of four Management Level Review members consistent with the minimum grade requirements for senior raters. The Management Level Review is responsible for the following:

8.3.5.2.2.1. Reviewing the Officer's Command Selection Records Group, Duty Qualification History Brief and Narrative-Only PRFs.

8.3.5.2.2.2. Separately evaluating the records of those officers competing for



Below-the-Promotion Zone definitely promote recommendations and those officers competing for In-or-Above-the-Promotion Zone Definitely Promote recommendations.

8.3.5.2.2.3. Scoring all Below-the-Promotion Zone and In-or-Above-the-Promotion Zone records and awarding Definitely Promote recommendations based on the allocation rate prescribed for that grade and zone.

8.3.5.2.2.4. Scoring records and awarding promotion recommendations to officer's inpatient, Missing-in-Actions/Prisoner of Wars status.

8.3.5.2.2.5. Awarding all promotion recommendations. There are no separate procedures to award aggregation and carry-over allocations.

8.3.5.2.2.6. Ensuring the Recommendation-Only PRF is accomplished for each officer, the appropriate recommendation in Section IX is marked, and the PRF is signed by the Management Level Review president, and is attached to the Narrative-Only PRF prepared by the officer's last permanent party senior rater.

8.3.5.2.2.7. Ensuring ratees receive a copy of the completed Recommendation-Only and the attached Narrative-Only PRFs. **Note:** These are distributed per [paragraph 8.1.4.2.13](#).

### 8.3.5.3. Writing Letters to Air Force Student Management Level Review.

8.3.5.3.1. Air Force-level students eligible for promotion may write a letter to the Air Force Student Management Level Review. The submitter must:

8.3.5.3.1.1. Submit the letter in good faith and ensure it contains accurate information to the best of your knowledge. **(T-3)**.

8.3.5.3.1.2. Sign and date the letter. **(T-3)**.

8.3.5.3.1.3. Send the letter to AFPC/DP2SPE so it arrives no later than the 5 duty days prior to the management level review convening date. The Management Level Review will not consider letters that arrive on or after the convening date. Address letters to: Calendar Year (insert appropriate year and grade) USAF Student Management Level Review, AFPC/DP2SPE. Letters may be faxed, emailed or mailed but must have an actual signed signature (i.e., payroll signature). **(T-3)**.

8.3.5.3.1.4. If requesting return of the letter, provide a stamped self-addressed envelope. Otherwise, the letter will be destroyed upon conclusion of the Student Management Level Review. Letters will not be forwarded to the central selection board. **(T-3)**.

8.3.5.3.2. AFPC/DP2SPE advises officers when letters do not meet the above requirements and either returns or destroys the letter.

8.3.5.3.3. Letters on behalf of other officers are not permitted (to clarify: eligible officers may provide letters as attachments to their letter; however, a stand-alone letter cannot be submitted on their behalf).

8.3.5.3.4. The following attachments are not permitted: documents that can become a permanent part of the officer's selection folder (i.e., PRFs considered by previous

Central Selection Boards, unsigned OPRs and Training Reports, decoration narratives or Letter of Evaluation which become part of the permanent record).

8.3.6. Non-line officers and Line of the Air Force Judge Advocate (LAF-J). Non-line officers (HC, MC, DC, NC, BSC, and MSC) and LAF-J compete for promotion by competitive category. In some cases, their promotion opportunity is different from line officers. Also, the total number of officers in each of these competitive categories is relatively small. Consequently, the number of eligible officers under a senior rater will frequently be insufficient to receive a Definitely Promote allocation, as is often the case even when officers aggregate to the Management Level.

8.3.6.1. PRFs. Section IX is blank on PRFs for officers submitted by the Management Level Review to the USAF Non-Line/LAF-J Management Level Review. The USAF Non-Line/LAF-J Management Level Review President completes Section IX with either a Definitely Promote or, Promote recommendation. Section VI (Group Size) for In-or-Above-the-Promotion Zone non-line/LAF-J officers will always be “N/A”.

8.3.6.2. Non-Line/LAF-J Evaluation Reviews. A Management Level Review and/or the HAF Management Level Review may evaluate In-or-Above-the-Promotion Zone and Below-the-Promotion Zone non-line/LAF-J officers.

8.3.6.3. Management Level Review. Senior raters submit completed PRFs, and PRFs with Section IX left blank, on all officers submitted to compete for aggregation or carry-over recommendations. This includes PRFs on permanent party students.

8.3.6.3.1. For each competitive category, the Management Level Review composition is: The president (a line officer); senior raters who awarded a “Definitely Promote”; senior raters with officers competing for aggregation or carry-over “Definitely Promote” recommendations; an officer from the competitive category concerned who meets the minimum grade requirement to be a senior rater and non-voting recorders. If an officer from a competitive category in the Health Professions who meets the criteria is not available, the Management Level may designate an officer from one of the other Health Professions who meets the minimum grade requirements to serve on the panel. For promotion to colonel, if a general officer is not assigned to represent the competitive category, the Management Level may designate a colonel from the competitive category to serve on the Management Level Review.

8.3.6.3.2. The Management Level Review evaluates the records of officers competing for Below-the-Promotion Zone definitely promote recommendations as a separate process.

8.3.6.3.3. Management Levels identify officers to compete for aggregate and carry-over recommendations at the Air Force Management Level Review for non-line/LAF-J officers (subject to limits established by AFPC/DP2SPE).

8.3.6.4. HAF Non-Line/LAF-J Management Level Review:

8.3.6.4.1. This panel considers those officers aggregated from Management Levels and senior raters outside DoD and those recommended to compete for aggregate and carry-over definitely promote recommendations. It also evaluates non-line/LAF-J officers assigned as permanent party Air Force-level students and non-line/LAF-J officers in

patient, Missing-in-Action (MIA) and Prisoner of War (POW) status. AFPC convenes these reviews at AFPC approximately 30 calendar days before the central selection board.

8.3.6.4.2. Composition: President (a line officer) and a minimum of four members as designated by the AF/A1, or designated representative, consistent with the minimum grade requirements, where possible. The competitive category under consideration will not form the majority of Management Level Review membership. For Management Level Reviews considering the Health Professions (MSC, BSC, MC, DC, and NC), no more than two members may come from the competitive category under consideration. The remaining two normally will be from a medical profession competitive category not under consideration. Line officers may serve if obtaining panel members from the medical professions is impractical.

8.3.6.4.3. AFPC/DP2SPE limits the number of officers each Management Level may submit to compete for aggregate and carry-over allocations to the total number of Definitely Promote allocations available. Ensures a Officer's Command Selection Records Group and PRF on each officer being submitted are available for review, and holds an Air Force Non-Line/LAF-J Management Level Review for each competitive category.

8.3.6.4.4. Management Level Review responsibilities are the same as discussed in [paragraph 8.3.2.4](#).

#### **8.4. Special Provisions (applies to Active Duty List officers only).**

8.4.1. Officers Relocating During the PRF Process. To ensure officers with a PCA or PCS assignment to a new senior rater effective after the PRF accounting date, but on or before the PRF cutoff date, receive full consideration for a Definitely Promote recommendation, special provisions apply. The gaining senior rater considers all eligible officers (except patients) regardless of promotion zone, who have a date arrived station (in personnel data system) effective after the PRF accounting date, but on or before the PRF cutoff date, for a Definitely Promote recommendation. For similar rules on promotion-eligible colonels. See [paragraph 8.6.2](#).

8.4.1.1. The losing senior rater's total number of eligible always includes officers in this category when determining the losing senior rater's share of Definitely Promote allocations. As a result, the losing senior rater is responsible for preparing PRFs and ensuring quality review is completed.

8.4.1.2. Do not adjust the gaining senior rater's number of Definitely Promote allocations to include officers in this category. Take any definitely promote recommendations awarded by a gaining senior rater from available allocations already established by the gaining senior rater's Management Level.

8.4.1.3. To provide these officers fair consideration, the losing and gaining senior raters may discuss the officer's performance and their intentions (via phone, memo, etc.).

8.4.1.4. The gaining senior rater:

8.4.1.4.1. Must consider only eligible officers who will be given an outright Promote recommendation by their losing senior rater. Gaining senior raters have no option to

award an outright Definitely Promote, nor can they nominate newly assigned officers for aggregation or carry-over consideration when the losing senior rater nominates them to the aggregation or carry-over process regardless of the outcome from the Management Level Review.

8.4.1.4.2. Must consider all newly assigned officers who received a Promote recommendation on their PRF from the HAF Student Management level Review. Eligible considered by the HAF Student Management Level Review are not competed in aggregation or carryover; therefore, the gaining senior raters may award an outright Definitely Promote, or compete the officer(s) in aggregation and/or carry-over.

8.4.1.4.3. Will accomplish a new PRF only if this provision is authorized in accordance with [paragraph 8.4.1.4.1](#). The new accomplished PRF will contain the gaining senior rater identification in Section VIII of the PRF and complete ratee identification data, unit mission description, and job description as of the date arrived station (PCS) or duty effective date (PCA) to the gaining senior rater. **Note:** If the gaining senior rater is unable to obtain a Definitely Promote recommendation, either outright or by aggregation/carryover, then the accomplished PRF is destroyed and the original PRF accomplished by the losing senior rater will be used for the Central Selection Board.

8.4.1.5. The gaining senior rater will exercise the following options, as appropriate:

8.4.1.5.1. Decide to take no action to submit an individual for a Definitely Promote recommendation.

8.4.1.5.2. Award a definitely promote recommendation from earned allocations.

8.4.1.5.3. Submit In-or-Above-the-Promotion Zone officers to compete for aggregation and carry-over.

8.4.1.5.4. Submit below-the-Promotion Zone officers for aggregation and/or carry-over as appropriate for the officer's competitive category.

8.4.1.5.5. Award a *Do Not Promote This Board* recommendation when substantiated derogatory information has been received since departure from previous assignment if time does not allow for not-qualified-for-promotion action processing. This is considered a Stop File (see [paragraph 8.5](#).) and must be submitted in writing through the Management Level to AFPC/DP2SPE. Gaining senior raters must get the concurrence of the gaining Management Level Review President and ensure the losing senior rater is informed of the *Do Not Promote This Board* action. This will allow the opportunity for possible redistribution of any previously awarded *Definitely Promotes* to other deserving officers prior to the Central Selection Board.

8.4.1.6. If the gaining senior rater submits an officer for aggregation or carry-over definitely promote recommendation, the gaining senior rater must ensure the officer's record of performance is available.

8.4.1.7. The gaining senior rater should notify the losing senior rater of his or her intentions.

8.4.1.8. The Management Level will:

8.4.1.8.1. Ensure consideration of all officers in this category for promotion recommendation and manage all necessary actions to ensure full consideration by the losing and gaining senior raters.

8.4.1.8.2. Work with MPFs to notify senior raters of their eligible officers who fall in this category to ensure consideration for a definitely promote recommendation, as outlined in [paragraph 8.4](#).

8.4.1.8.3. Notify AFPC/DP2SPE when a gaining senior rater awards a Definitely Promote or *Do Not Promote This Board* recommendation. This includes those awarded within a Management Level as a result of a PCA action. This is considered a Stop File under [paragraph 8.4](#) (commonly known Old Guy/New Guy) circumstances and must be in writing in accordance with [paragraph 8.5](#).

8.4.1.8.4. Ensure allocations are not adjusted to account for officers in this category.

8.4.1.9. The Military Personnel Flight (MPF) will:

8.4.1.9.1. Screen all officers gained after the PRF accounting date to determine eligibility and notify senior raters accordingly. Ensure senior raters certify a review of all gained eligible by signing the old guy/new Report on Individual Personnel or projected eligible Master Eligibility Listing which is generated from Air Force Promotion Management System.

8.4.1.9.2. Notify the Management Level of newly assigned officers whose senior rater identification is not correct as soon as possible; monitor date arrived station for changes (resulting from finance office updates) that would necessitate a correction to the senior rater identification.

8.4.1.9.3. Provide the senior rater an Officer's Command Selection Records Group and Duty Qualification History Brief on newly assigned members.

8.4.1.10. AFPC/DP2SPE will:

8.4.1.10.1. Update all Definitely Promote and *Do Not Promote This Board* recommendations awarded by gaining senior raters and updates inter-command senior rater identification changes upon Stop File requests from Management Levels.

8.4.1.10.2. Receive definitely promote PRFs accomplished by the gaining senior rater thru the Stop File process. If the losing and gaining senior rater both award the same overall recommendation, the PRF from the gaining senior rater is destroyed.

8.4.2. Officers Added to or Deleted from Promotion Eligibility. This paragraph applies to officers who become eligible or ineligible for promotion consideration in a particular competitive category on or after the PRF allocation date. Causes for a change in eligibility status may include: Special Selection Board or Air Force Board for Correction of Military Records actions, administrative errors, changes in dates of separation, or similar circumstances.

8.4.2.1. When an officer is added to a Central Selection Board or changes promotion zone eligibility, the senior rater:

8.4.2.1.1. Prepares a PRF without a restriction as to the type of recommendation awarded, since there are no adjustments made to allocations of definitely promote recommendations on or after the PRF allocation date.

8.4.2.1.2. Only awards definitely promote recommendations to officers whose Officer's Command Selection Records Group and Duty Qualification History Brief are comparable to other officers who received Definitely Promote recommendations during the normal PRF process.

8.4.2.1.3. Completes PRFs according to [Table 8.1](#) (except section VI, Group Size). In this section, enter a "1" for In the Promotion Zone or Below-the-Promotion Zone officers and a "0" for Above the Promotion Zone officers. **Note:** Group size for Non-Line/LAF-J is always "N/A".

8.4.2.1.4. Either recommends or does not recommend the officer for promotion, if the promotion opportunity is 100%. A PRF is required only for officers who are not recommended for promotion.

8.4.2.2. Senior raters void PRFs completed on officers subsequently deleted from promotion eligibility following the PRF allocation date. When a PRF is voided and an outright definitely promote was awarded, senior raters may reallocate Definitely Promotes to other officers and re-accomplish PRFs. See [paragraph 8.3.1.8.2](#) for disposition of Definitely Promotes after the Management Level Review convenes. The appropriate Management Level Review must approve changes to In-or-Above-the Promotion Zone, Joint Below-the-Promotion Zone and Non-line/LAF-J Below-the-Promotion Zone PRFs. Line Below-the-Promotion Zone PRFs changes do not require Management Level Review approval.

8.4.2.3. When an officer's zone of eligibility for promotion changes (i.e., from Below-the-Promotion Zone to In-the-Promotion Zone), the above provisions apply. Senior raters prepare a new PRF as appropriate to reflect the officer's correct promotion zone and void the old PRF.

8.4.3. Prisoners, Deserters, and Officers on Appellate Leave. Do not accomplish PRFs for officers who become prisoners or deserters, or who are on appellate leave on or before the PRF accounting date. Notify AFPC/DP2SPE through the Management Level to have these officers removed from the Senior Rater Master Eligibility Listing unless the status is after the PRF accounting date. AFPC/DP2SPE prepares a board-specific AF Form 77 for active duty list officers who fall into this category and places it into their selection record. However, officers identified as prisoners, deserters, or on appellate leave after the PRF accounting date will require PRFs from the losing senior rater. His or her total number of eligible will include these officers when determining definitely promote allocations.

8.4.4. Officers Eligible for Promotion when the Promotion Opportunity is 100%. When the promotion opportunity for any grade is 100%, senior raters will prepare PRFs only on officers who receive *Do Not Promote This Board* or on a Promote with derogatory information (e.g. Article 15, referral evaluation, Letter of Reprimand) filed in their Officer Selection Records. Exceptions to this rule can be addressed to AFPC/DP2SPE. Senior raters will annotate the Master Eligibility Listing with either a "P" (for Promote) or "N" (for *Do Not Promote This Board*) and forward the Master Eligibility Listing and PRFs to the Management Level. Management Levels will review all *Do Not Promote This Board* promotion recommendations, update Air Force Promotion Management System to show either Promote or "N" (not recommended for promotion), and forward any completed PRFs and Master Eligibility Listing, signed by the Management Level Review President, to arrive at AFPC/DP2SPE no later than

30 calendar days prior to the board start date. Management Levels may use a representative sample of senior raters to evaluate *Do Not Promote This Board* recommendations.

8.4.5. Officers assigned to units above the Management Level. Officers assigned directly to the Offices of the CSAF, SecAF, CJCS, SECDEF, VPOTUS, or POTUS, with that individual as their direct reporting official, are above the Management Level. As such, officers in this category require special provisions because they do not fall within the usual jurisdiction of a Management Level. These select units generally have few promotion eligible officers for most boards.

8.4.5.1. Allocation Process. To ensure these officers receive full and fair consideration, the individual Above the Management Level unit acts as the Management Level and receives separate Definitely Promote allocations for In-the-Promotion Zone and Below-the-Promotion Zone officers assigned. Since there is no opportunity for this small pocket of quality officers to aggregate up or compete for carry-over, the Above the Management Level heads are authorized to award additional Definitely Promotes.

8.4.5.2. PRFs. The Above the Management Level heads are sole senior raters and must prepare PRFs on all promotion eligible officers under consideration by the appropriate central selection board. They award all PRF recommendations.

8.4.5.3. Management Level Review. Since the Above the Management Level heads are sole senior raters, they do not conduct management level reviews; the PRFs are forwarded to the HAF Management Level Review (Air Force District of Washington) for a quality review only.

**8.5. Correction of Promotion Recommendation Forms (PRF) (Active Duty List Officers) (Stop File process).** A PRF is considered a working copy until the start of the central selection board. If the PRF is not a matter of record, senior rater s have the flexibility to change PRFs. **Note:** All changes to PRFs should be completed no later than 2 weeks prior to the central selection board. However, in extreme circumstances and on a case-by-case basis, AFPC/DP2SPE may approve changes up to one duty day prior to the Central Selection Board. The request must be from an O-6/equivalent or above, who has oversight of the Management Level Review process and justification as to why the correction was not discovered within the time limit.

8.5.1. For typographical errors, concurrence by the Management Level Review President is not required. For content changes, Management Level Review president concurrence is necessary. The following steps should be followed:

8.5.1.1. Senior rater contacts the Management Level to discuss the issue. The Management Level will notify AFPC/DP2SPE to place an immediate “Stop File” on the affected officer’s PRF(s) with written communication, identifying the change, (fax, email, and letter) within 24 hours of initial notification.

8.5.1.2. The senior rater must notify the affected officer (in writing or, if verbal, follow-up in writing) of the intent to change the PRF.

8.5.1.3. Senior rater forwards the corrected PRF to the Management Level and provides a copy to the officer.

8.5.1.4. Management Level forwards the corrected PRF to AFPC/DP2SPE.

8.5.2. If the change to the PRF serves to weaken the narrative portion, is a negative content change, or a downgrade in the overall rating, the Management Level Review process that the original PRF met must be re-accomplished. In addition to the steps above, the officer must be provided a copy of the re-accomplished PRF and a letter, similar to the letter provided to an officer who receives a *Do Not Promote This Board* recommendation, stating the officer's right to write a letter to the central selection board.

8.5.3. Correction of PRFs (ResAF Officers) (Stop File process). A PRF is considered a working copy until the start of the central selection board. If the PRF is not a matter of record, senior raters have the flexibility to change PRFs. **Note:** All changes to PRFs should be completed NLT two weeks prior to the central selection board. However, in extreme circumstances and on a case-by-case basis, ARPC/PB may approve changes up to one duty day prior to the central selection board. The request must be from the senior rater (in writing or, if verbal, follow-up in writing/electronic mail within 24 hours of initial notification).

8.5.3.1. The senior rater must notify the affected officer (in writing or, if verbal, follow-up in writing) of the intent to change the PRF.

8.5.3.2. If the change to the PRF serves to weaken the narrative portion, is a negative content change, or a downgrade in the overall rating, the PRF must be re-accomplished. In addition to the steps above, the officer must be provided a copy of the re-accomplished PRF and a letter, similar to the letter provided to an officer who receives a *Do Not Promote This Board* recommendation, stating the officer's right to write a letter to the central selection board.

**8.6. Promotion Recommendations for Colonels.** This section describes how to recommend colonels for promotion to the grade of brigadier general. It applies to officers eligible for consideration by the HAF or AFR General Officer Central Selection Board or an Air National Guard Federal Recognition Board.

8.6.1. Responsibilities in the Promotion Recommendation Process.

8.6.1.1. Heads of Management Levels must:

8.6.1.1.1. Prepare PRFs on all promotion-eligible colonels under consideration by the appropriate selection or federal recognition board (e.g., Extended Active Duty colonels with two years' time in grade as of the board convening date). **Note:** Do not prepare PRFs on prisoners or officers on appellate leave, or on Air National Guard of the United States colonels being considered for certificates of eligibility to the grade of brigadier general. When preparing PRFs on promotion-eligible colonels, Management Levels may consider, in addition to the Officer's Command Selection Records Group, other reliable sources of information, to include the Senior Officer Unfavorable Information File (if applicable). **Table 8.1.**, Notes 4 and 6, contain further guidance. Instructions in this instruction take precedence over those printed on the AF Form 709. For Air National Guard of the United States colonels, the AF Form 709 must be signed by the adjutant general. For Adjutants General, the AF Form 709 must be signed by the Governor.

8.6.1.1.2. Personally complete, must be handwritten, PRFs by competitive category on all promotion-eligible colonels who receive a Definitely Promote recommendation.



Complete PRFs no earlier than 60 calendar days and no later than 30 calendar days before the selection or federal recognition board convenes.

8.6.1.1.3. Designate one or more representatives to perform this function for all other promotion recommendations. Representatives must be senior in grade to the ratees. Brigadier General Selectees may not be designated as a representative for PRF purposes.

8.6.1.1.4. Rank order all colonels who receive a definitely promote recommendation. Rank order the colonels of each competitive category separately (AFR does not rank order by competitive category). Include the ranking on the PRF in Section VI, "Group Size." Rankings must be sequential with no duplication within a Management Level. This paragraph does not apply to Air National Guard of the United States officers.

8.6.1.1.5. Send completed PRFs on all AFR colonels to AF/REG no later than 30 calendar days prior to the central selection board convening date.

8.6.1.1.6. Provide each ratee a copy of his or her PRF approximately 30 calendar days prior to the appropriate board. Attach a memo ([Figure 8.1](#)) for ratees who received a *Do Not Promote This Board* to advise him or her of the right to submit a letter to the Central Selection Board.

8.6.1.2. Vice Chief of Staff, USAF (AF/CV). The AF/CV, or designated representative, serves as the single Management Level for Air Force colonels assigned outside the DoD, to other military services, or as Air Force-level (e.g. senior service school) students.

8.6.1.3. Air Force Colonel Management Office (AF/A1LO). Manages the PRF process for all Active Duty List colonels. It announces the PRF accounting date and matches promotion eligible officers to the appropriate Management Level on that date.

8.6.1.4. General Officer Management (AF/REG). Manages the PRF process for all AFR colonels.

8.6.1.5. National Guard Bureau ANG General Officer Management Office (NGB-GO/AF). Manages the PRF process for all Air National Guard colonels.

8.6.2. Officers Relocating During the PRF Process. Colonels reassigned to a new Management Level within 60 calendar days (before or after) the PRF accounting date may have their PRF written by either the gaining or losing Management Level at the discretion of the two Management Levels. If there is a conflict, the officer's Management Level of administrative assignment (as of the PRF accounting date) prepares the PRF. **Note:** For promotion-eligible colonels, the head of the Management Level is the person serving in that capacity as of the date PRFs are due to AF/A1LO.

8.6.3. Processing and Use of the PRF for colonels.

8.6.3.1. Send completed PRFs on all Active Duty List colonels to AF/A1LO no later than 30 calendar days prior to the central selection board convening date.

8.6.3.2. Send completed PRFs on all AFR colonels to AF/REG approximately 30 calendar days prior to the central selection board convening date.

8.6.3.3. Send completed PRFs on all Air National Guard of the United States colonels to NGB-GO/AF no later than 30 calendar days prior to the Air National Guard of the United States Federal Recognition Board convening date, or as directed by NGB-GO.

8.6.3.4. Narrative-Only/Recommendation-Only PRFs for permanent-party students, patients and Missing-in-Action/Prisoner of Wars.

8.6.3.4.1. The senior rater sends the narrative-only PRF to AF/A1LO no later than 30 calendar days prior to the officer departing PCA or PCS for school.

8.6.3.4.2. The senior rater sends evaluations for officers in patient or Missing-in-Action/Prisoner of War status to AF/A1LO no later than 60 calendar days after the officer enters this new status.

8.6.3.4.3. Senior raters provide a copy of the Narrative-Only PRF to the ratee prior to the officer's departure from home station.

8.6.3.4.4. AF/A1LO maintains Narrative-Only PRFs until the officer leaves student, patient, or Missing-in-Action/Prisoner of War status. AF/A1LO destroys Narrative-Only PRFs when the officer no longer competes for promotion in this status. AF/A1LO maintains the Narrative-Only PRFs until distributed as specified below:

8.6.3.4.4.1. For officers who become eligible for promotion consideration by a brigadier general central selection board before they change status, AF/A1LO forwards the narrative-only PRFs to AFDW, Military Personnel Branch (AFDW/A1K).

8.6.3.4.4.2. After completion of the AF/CV recommendation-only PRFs (which are attached to the Narrative-Only PRFs), the AF/CV forwards the PRFs back to Air Force Colonel Management Office for inclusion in the HAF selection folder and provides copies to the rates.

8.6.3.5. Restrict the use of the AF Form 709 to the brigadier general central selection boards. Do not use PRFs for any other personnel action.

8.6.3.6. A PRF becomes a "matter of record" upon the convening date of the central selection board for which it was prepared.

8.6.3.7. Destroy a colonel's PRF within 30 calendar days of the officer's promotion, retirement, or separation.

8.6.3.8. Only the offices listed below may maintain copies of the PRF.

8.6.3.8.1. AF/A1LO for all Active Duty List colonels.

8.6.3.8.2. AF/REG for all AFR colonels.

8.6.3.8.3. NGB-GO/AF for all Air National Guard of the United States colonels.

8.6.4. Instructions for Completing the AF Form 709 for colonels. See [Table 8.1](#).

**8.7. Supplemental Management Level Reviews for Recommendation Upgrade Post-Central Selection Board, (For Active Duty List Only).** The Supplemental Management Level is a competitive process required to ensure fairness and equity in the post-central selection board PRF appeal process. As stated in [paragraph 8.1.4.3.10](#), Management Levels must maintain copies of

Officer Command Selection Record Group awarded to the bottom Definitely Promote and the top two Promotes in carry-over at their Management Level Review for each competitive category as it appeared before the Management Level Review. The Officer Command Selection Record Group will serve as the Definitely Promote benchmark record to be competed via Supplemental Management Level Review against Officer Command Selection Record Group of officers seeking a post-central selection board PRF upgrade of the overall recommendation (Section IX) to a Definitely Promote rating.

8.7.1. Granting Supplemental Management Level Consideration. Management Levels will grant Supplemental Management Level consideration only if they have the written support of both the original senior rater and management level review President in accordance **with Attachment 2, paragraph A2.6.**

8.7.2. Supplemental Management Level Procedures. Management Levels will conduct Supplemental Management Levels in conjunction with their next scheduled Management Level Review, when appropriate membership is present. When conducting a Supplemental Management Level, the applicant's Officer Command Selection Record Group, to include the revised PRF as supported by both the original senior rater and Management Level Review president, will be competed head-to-head against the Definitely Promote and Promote benchmarks and scored by all members of the Management Level Review. Management Levels must ensure the applicant's Officer Command Selection Record Group contains only those documents that would have been present during the original Management Level Review. Scoring of the records will be a simple vote. The applicant's Officer Selection Record must tie or beat the bottom Definitely Promote benchmark in order to be awarded a Definitely Promote rating.

8.7.3. Disclosing of Supplemental Management Level Results. At the conclusion of the Supplemental Management level, the Management Level must ensure the Management Level Review President certifies the results via a results letter. If the applicant earned a Definitely Promote rating from the Supplemental Management Level, the letter, along with the PRF, should be returned to the applicant to be included in his/her appeal package (Evaluation Report Appeals Board process in accordance with **chapter 10**). See **paragraph 8.4.4.1.2**. In addition, a copy of the letter and PRF must be forwarded to AFPC/DP2SPE. If the applicant is not granted a Definitely Promote from the Supplemental Management Level, his/her appeal to change the overall recommendation of the PRF to a Definitely Promote is without merit. As such, the results letter and PRF should be returned to the applicant, and only a copy of the letter must be forwarded to AFPC/DP2SPE.

**Figure 8.1. Officer's Right to Submit a Memorandum to the Central Selection Board or ResAF Central Selection Board. See AFI 36-2501, *Officer Promotions*, for further guidance.**

(date)

MEMORANDUM FOR (Ratee)  
(Ratee's address)

FROM: (Senior rater's functional address symbol)  
(Senior rater's functional address)

SUBJECT: Officer's Right to Submit a Memorandum to the Central Selection Board (CSB)

I have recently completed your AF Form 709, *Promotion Recommendation*. In this evaluation, I recommended to the CSB that you not be selected for promotion at this time. Because of this recommendation, I am reminding you of your right to submit a memorandum to the CSB.

If you believe this evaluation is inaccurate, unjust, or unfairly prejudicial, you may write a memorandum to the CSB concerning these matters. In addition, you may apply for a correction/appeal of the evaluation under Chapter 10 of this instruction once the evaluation becomes a matter of record.

AFI 36-2501, *Officer Promotions and Selective Continuation*, provides further instructions as to what is permissible in a memorandum to the CSB. If you require further information concerning your right to submit a memorandum to the board, the MPS is available to assist you.

(Signature)

(Typed name, grade, branch of service)

Attachment:  
AF Form 709

**Table 8.1. Instructions for Completing AF Form 709, Promotion Recommendation Form.**

LINE	A B		C
	To Complete		Instructions (See Notes 1 and 4)
	Sec	Item	
1	I	Ratee Identification Data	See PRF notice for ratee identification data. If any data is incorrect, notify the CSS/HR Specialist and MPF for computer correction for Active Duty List (ADL officers. For RASL officers, notify the MPF (unit assigned) or ARPC/DPTSE to correct any erroneous data.
2		Name	In all upper case, enter last name, first name, middle initial and Jr., Sr., etc. If there is no middle initial, the use of "NMI" is optional.
3		SSN	Enter Social Security Number.
4		Rank	Select rank from drop-down menu.
5		DAFSC	Enter the DAFSC, to include prefix and suffix, as of the date the PRF notice is generated. See Note 2. See Note 3 for R-O PRFs.
6		Organization, Command, Location	Enter organization, command, and location of assignment (with attachment if applicable). For IMAs, PIRR or PIRR Cat E, use attached organization. See Note 3 for R-O PRFs.
7		PAS Code	Enter PAS reflected on PRF notice. If PAS is incorrect, advise the CSS/HR Specialist and MPF (ADL officers), MPF (unit) or HQ RIO (IMAs). For IMAs, PIRR or PIRR Cat E, use attached organization. See Note 3 for R-O PRFs.
8	II	Unit Mission Description	Provides a description of primary unit responsibilities (e.g., what it is and does, and to whom it is responsible), and is the same for all members of a unit. Limit to four lines. This is normally for the organization listed on the PRF. However, in large organizations, it may be necessary to use the mission description for a lower level, such as the division level if it more accurately portrays the activity in which the officer performs duty. <b>Note:</b> For R-O PRFs, leave blank.
9	III	Job Description	Complete as if on an AF Form 707.

10		Duty Title	Enter the approved duty title as reflected in the Personnel Data System. Pending or projected duty titles will not be used ( <b>Example:</b> Officer departs to new duty location, losing senior rater may not use new duty title). See the Personnel Services Delivery Transformation Training – Classifications: Duty History located in myPers for further guidance. For students, enter the student duty title (see Note 2). For AGR student R-O PRFs, enter “Student, type of school” (i.e., Student, Industrial College of the Armed Forces). For AFR PV. See Note 10. For those assigned to a 365-day extended deployment billet, enter deployed title.
11		Key Duties, Tasks, Responsibilities	This description must reflect the uniqueness of each ratee’s job and not be standardized. Be clear and specific. Include level of responsibility, number of people supervised, and dollar value of resources accountable for projects managed. Avoid jargon, acronyms and topical references as they obscure rather than clarify meaning. Mention additional duties only if they directly relate to mission accomplishment and previous jobs held during the reporting period. For accessions receiving an evaluation while awaiting the start of formal training, the first line of the description will read “Officer is awaiting training.” This may mirror the job description. See Notes 4 and 5. For R-O PRFs, leave blank.
12	IV	Promotion Recommendation	Explain why the officer should or should not be promoted. Limit comments to the next higher grade. See Notes 4 and 5. For N-O PRFs and RASL officers, comments on all PRFs are mandatory. Comments are mandatory for IPZ one time deferred (passed over) APZ eligible officers, and ANG colonels meeting a FRB. Comments are optional for BPZ eligible officers; and two or more times deferred (passed over) APZ eligible officers; and for promotion to the grade of brigadier general when the overall recommendation is “Promote”. When comments are optional, the final decision authority for including comments remains with the senior rater. Comments are required on all PRFs with a <i>Do Not Promote This Board</i> recommendation, regardless of zone. For ADL R-O PRFs, this section is blank. See Note 6 for expanded guidance on PRFs for ADL colonels being considered for brigadier general selection. Comments are limited to a maximum of two lines in bullet format for officers being considered for colonel and below.

13	V	Promotion Zone	Place an "X" in the BPZ block for ADL BPZ officers. For ADL I/APZ officers, place an "X" in the I/APZ block. See PRF notice for promotion zone. Type or hand-write entries. No entry is required on PRFs for ADL colonels being considered for Brigadier General. For ResAF officers, leave blank. For ANG colonels nominated for brigadier general, enter "N/A". For N-O PRFs, leave blank.
14	VI	Group Size	For ADL officers. See <b>Table 8.2</b> . Type or hand-write the entry. For N-O PRFs, leave blank. See Note 6 for instructions pertaining to colonels being considered for brigadier general. For ResAF, (I/APZ) rank order all officers awarded a "DP" recommendation, within each competitive category, i.e., 2/5/10; the officer is ranked number 2 of 5 officers awarded a "DP" out of 10 officers in that competitive category meeting the Central Selection Board. Position Vacancy (PV): rank order all officers nominated for PV within each competitive category, i.e., 2/5; the officer is ranked number 2 of 5 officers. The senior rater has 5 officers in that competitive category meeting the PV Central Selection Board. The Deputy RE ranks AGR student R-O PRFs according to the competitive category within the student population. These PRFs are not included with the PRFs under the SRID that applies to the Chief of Air Force Reserve. For ANG colonels nominated for brigadier general, enter "N/A".
15	VII	Board ID	Enter the Central Selection Board ID for which the senior rater prepared the PRF ( <b>Example:</b> P0408A indicates the CY08 major board, and A0409A indicates the FY09 ANG major board). The PRF notice includes the board ID. For N-O PRFs, enter the date signed in this section. For RASL N-O PRFs, leave blank. For ANG colonels nominated for brigadier general, enter "N/A."
16	VIII	SRID	Enter this code as shown on the PRF notice. For IMAs, PIRR or PIRR Cat E, use attached organization. For N-O PRFs, and PRFs on colonels being considered for brigadier general, leave blank. For ANG colonels nominated for brigadier general, enter "N/A."

17	IX	Overall Recommendation	The senior rater marks one of three recommendations, as appropriate. Electronically “X” or hand-write this entry in dark blue or black ink. See Note 7 for additional information on N-O PRFs, non-line/LAF-J and aggregate PRFs. For RASL, do not mark a recommendation for PV or N-O PRFs. Nominees for ANG Colonel are exempt. For ANG colonels nominated for brigadier general, enter “Definitely Promote”.
18	X	Senior Rater Data	See instructions at Note 8 for lieutenant colonels and below, Note 9 for ADL colonels, and Note 11 for ANG colonels nominated for brigadier general.

**Notes:**

1. Senior Raters complete PRFs no earlier than 60 calendar days before the Central Selection Board (the PRF cutoff date). For AFR, complete the PRFs in time to arrive at ARPC not later than 45 calendar days before the board convening date. Senior Raters award one of three overall recommendations: *Definitely Promote* (DP), *Promote* (P) or *Do Not Promote This Board* (DNP). Excluding AFR and AGR officers, there is a limit on DP recommendations to ensure they convey the intended message. Except for PRFs written on promotion-eligible colonels (see also Note 6), there is a limit on DP recommendations to ensure they convey the intended message. There is no limit on P and DNP recommendations.
2. If changes to DAFSC or duty title are approved after the Management Level Review but before the CENTRAL SELECTION BOARD. See **paragraph 8.5** for correction procedures. Once the PRF is a matter of record, a formal application for correction must be submitted in accordance with **Chapter 10**. For RASL officers, contact ARPC/DPS if data is incorrect. For AGR students, enter “Student of (type of school),” (i.e. PDE, IDE, SDE).
3. For R-O PRFs.
  - a. Enter in Item 4, student DAFSC; for Item 5, the organizational designation, MAJCOM, and location of the ratee's assigned school; and for Item 6, student PAS code.
  - b. For AGR students only. Enter in Item 4, student DAFSC; for Item 5, Office of Air Force Reserve (HAF), Washington District of Columbia; and for Item 6, student PAS code.
4. Some general guidelines:
  - a. For officers being considered for colonel and below, promotion recommendation comments are limited to a maximum of two lines in bullet format. In these comments, the senior rater should provide a performance-based differentiation and/or characterization of the eligible officer’s potential to serve in the next higher grade.
  - b. Endorsements for promotion are based upon an officer’s demonstrated character and competence as detailed in the Secretary of the Air Force’s Memorandum of Instruction for promotion boards. This is an opportunity for the senior rater to tell the Central Selection Board why they should (or should not) promote the officer. This should not be a summary of information already contained in the record of performance. Comments or pushes for items that are decided through other processes or means (e.g. developmental education, jobs, assignments) are not authorized.
  - c. PRFs may include recommendations for promotion (limit comments to the next higher grade).
  - d. For promotion-eligible colonels and brigadier generals, Senior Raters may consider information in an officer’s Senior Officer Unfavorable Information File. Reliable source information does not need to be quoted or attributed.



- e. Do not discuss classified information.
  - f. Consider including comments related to Article 15 action, or Letters of Reprimand, Admonishment, or Counseling. It is strongly recommended that Control Roster action be recorded. It is mandatory to record courts-martial results unless actions resulted in acquittal.
  - g. Do not make recommendations for selective continuation since Selective Continuation Boards do not see PRFs. On CENTRAL SELECTION BOARDS where promotion and selective continuation are involved, PRFs are removed from the selection records before the start of the selective continuation process.
  - h. Refer to **paragraph 1.12** for inappropriate evaluator considerations and comments on PRFs.
  - i. Duty information must be within the Senior Rater's jurisdiction as of the PRF accounting date.
  - j. May not comment on an officer's prior enlisted time.
5. Comments are mandatory when an officer receives a DP or DNP recommendation, and must substantiate, amplify, or explain the recommendation. Comments for P recommendations are optional for BPZ ADL officers.
6. On PRFs prepared on promotion-eligible colonels, entries in Section VI may be handwritten (in dark blue or black ink) but on all DP PRF entries must be handwritten (must be typed for ANG FRB). Rank officers by competitive category. Focus on potential to serve at the GO level. Use ratee's accomplishments as a colonel to demonstrate potential and explain why an officer uniquely qualifies for promotion more so than others. Use comparative terms and gauge difficulty of job challenge, but do not repeat content of OPRs. Highlight factors that demonstrate desired GO traits (breadth, depth, versatility, adaptability, generalist qualities, leadership, management intellect, presence, image, communication skills, experience, functional expertise, appreciation for future vision). Use personal terms and be clear and concise. Identify true contenders and place heavy emphasis on future use as a GO. The head of the Management Level (or designated representative) may solicit advice and information from the ratee's supervisors and commanders, both current and past. If rendering a DP recommendation, indicate the officer's rank order among the total number of promotion-eligible officers in the Management Level and competitive category. **Example:** An officer receiving a DP recommendation who is second in an Management Level of 150 total eligibles would have the entry "2/150" in Section VI. If the officer does not receive a DP recommendation, leave this section blank or enter "N/A". MLs are not limited in the number of DP recommendations they award to their eligibles.
7. For narrative-only PRFs, do not mark any of the three blocks and type "No Overall Recommendation" in the top of this section. For non-line of the AF/LAF-J officers: MC and DC promotion to major and lieutenant colonel; LAF, NC, MSC, BSC, and Chaplain Corps (HC) promotion to captain, only P or DNP recommendations are used on the PRF (when the promotion opportunity is 100 percent). Do not prepare a PRF for Judge Advocate promotion to captain. For officers submitted in aggregate or carry-over to an evaluation board, leave this section blank.
8. Senior Rater (lieutenant colonels and below):
- a. Enter name, grade, branch of service (military officers and Department of the Air Force civilians only), organization, command of assignment, and location. Grade must be that in which the Senior rater is serving, **Exception:** Enter "Brig Gen (S)" for brigadier general selectees confirmed by the Senate. Enter "Major Gen (S)" for major general selectees confirmed by the Senate. Retired grade is not authorized. If an officer has been frocked, enter their actual grade unless the officer is serving in a funded billet and the ratee is a lieutenant

- colonel or above.
- b. Enter the last four digits of the Social Security Number if the evaluator is an Air Force officer. The Social Security Number is optional, though encouraged, if the evaluator is a civilian or member of another U.S. military service.
  - c. Do not include command level, unless it is an integral part of the duty title, with the official duty title.
  - d. Do not enter any classified information.
  - e. For ADL officers, enter current data as of the date of PRF completion. Do not complete the PRF before the PRF cut-off date.
  - f. For ADL R-O PRFs, the President of the AF Management Level Review acts as the senior rater. Enter the following information: name; grade; branch of service; for organization, enter "HAF Student MLR;" for location, enter the location of the review; social security number; and for duty title, enter "President, HAF Student MLR."
9. For ADL colonels, the head of the Management Level must complete this section if the recommendation is a DP. For other recommendations, the head of the Management Level may designate one or more representatives, senior in grade to the ratees, to complete this section.
10. For PV nomination, place the position number to the far right in this block. All PV nominations must have a valid funded position number with an authorized grade higher than the officer's current grade when it arrives at ARPC/PB. PRFs with missing/invalid position numbers or those for nominees not the incumbent (an UMD overage) in the position for which nominated, may be returned. Direct questions to ARPC/PB.
11. For ANG colonels, the PRF must be signed by the Adjutant General of their state affiliation.

**Table 8.2. What to Enter in (Group Size) on the PRF (ADL Lt Col and below only).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the allocation rate is</b>	<b>and the number of In the Promotion Zone or Below-the-Promotion Zone eligible in an entire Management Level is (See Notes 1 and 2)</b>	<b>then enter</b>
<b>1</b>	10 percent	10 or more	"N/A."
<b>2</b>		9 or less	the actual number of eligible within the entire Management Level.
<b>3</b>	15 percent	7 or more	"N/A."
<b>4</b>		6 or less	the actual number of eligible within the entire Management Level.
<b>5</b>	20 percent	5 or more	"N/A."
<b>6</b>		4 or less	the actual number of eligible within the entire Management Level.
<b>7</b>	25 to 30 percent	4 or more	"N/A."
<b>8</b>		3 or less	the actual number of eligible within the entire Management Level.

9	35 to 90 percent	3 or more	“N/A.”
10		2 or less	the actual number of eligible within the entire Management Level.

**Notes:**

1. For Line of the Air Force (LAF) officers only, the following rules apply: Above the Promotion Zone eligible do not generate definitely promote allocations; therefore, they do not apply when determining the entry for Section VI on the PRF. If there are only Above the Promotion Zone eligible in a Management Level, a single definitely promote allocation is still available. In this case, the most deserving Above the Promotion Zone officer, with a record of such quality to warrant a “Definitely Promote,” may be awarded a definitely promote recommendation, and all Above the Promotion Zone officers in the Management Level receive a “0” in section VI on the PRF. When an officer is added to a central selection board to change promotion zone eligibility after Day 66, enter a “1 for In the Promotion Zone or Below-the-Promotion Zone officers or a “0” for Above the Promotion Zone officers. Group size for Below-the-Promotion Zone eligible are calculated in the same manner as In the Promotion Zone.
2. For Non-Line/LAF-J officers (In-or-Above-the-Promotion Zone and Below-the-Promotion Zone), always enter “N/A” regardless of the number of eligible unless they fall under the criteria of paragraph 8.4.2. (Board Adds/Promotion Zone Changes).

**Table 8.3. Senior Rater “Definitely Promote” Allocation Rate Table – Active Duty List Officers.**

		Allocation Rates (Percentages)																	
Number of IPZ or BPZ Eligible																			
	5	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	2
4	0	0	0	0	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3
5	0	0	0	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4
6	0	0	0	1	1	1	2	2	2	3	3	3	3	4	4	4	5	5	5
7	0	0	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6	6
8	0	0	1	1	2	2	2	3	3	4	4	4	5	5	6	6	6	7	7
9	0	0	1	1	2	2	3	3	4	4	4	5	5	6	6	7	7	8	8
10	0	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9
11	0	1	1	2	2	3	3	4	4	5	6	6	7	7	8	8	9	9	1
12	0	1	1	2	3	3	4	4	5	6	6	7	7	8	9	9	1	1	1
13	0	1	1	2	3	3	4	5	5	6	7	7	8	9	9	1	1	1	1
14	0	1	2	2	3	4	4	5	6	7	7	8	9	9	1	1	1	1	1
15	0	1	2	3	3	4	5	6	6	7	8	9	9	1	1	1	1	1	1
16	0	1	2	3	4	4	5	6	7	8	8	9	1	1	1	1	1	1	1
17	0	1	2	3	4	5	5	6	7	8	9	1	1	1	1	1	1	1	1
18	0	1	2	3	4	5	6	7	8	9	9	1	1	1	1	1	1	1	1
19	0	1	2	3	4	5	6	7	8	9	1	1	1	1	1	1	1	1	1
20	1	2	3	4	5	6	7	8	9	1	1	1	1	1	1	1	1	1	1
21	1	2	3	4	5	6	7	8	9	1	1	1	1	1	1	1	1	1	1
22	1	2	3	4	5	6	7	8	9	1	1	1	1	1	1	1	1	1	2
23	1	2	3	4	5	6	8	9	1	1	1	1	1	1	1	1	1	2	2
24	1	2	3	4	6	7	8	9	1	1	1	1	1	1	1	1	2	2	2
25	1	2	3	5	6	7	8	1	1	1	1	1	1	1	1	2	2	2	2
26	1	2	3	5	6	7	9	1	1	1	1	1	1	1	1	2	2	2	2
27	1	2	4	5	6	8	9	1	1	1	1	1	1	1	2	2	2	2	2
28	1	2	4	5	7	8	9	1	1	1	1	1	1	1	2	2	2	2	2
29	1	2	4	5	7	8	1	1	1	1	1	1	1	2	2	2	2	2	2
30	1	3	4	6	7	9	1	1	1	1	1	1	1	2	2	2	2	2	2
31	1	3	4	6	7	9	1	1	1	1	1	1	2	2	2	2	2	2	2
32	1	3	4	6	8	9	1	1	1	1	1	1	2	2	2	2	2	2	3
33	1	3	4	6	8	9	1	1	1	1	1	1	2	2	2	2	2	2	3
34	1	3	5	6	8	1	1	1	1	1	1	2	2	2	2	2	3	3	3

Number of IPZ or BPZ Eligible	Allocation Rates (Percentages)																		
	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95
35	1	3	5	7	8	1	1	1	1	1	1	2	2	2	2	2	2	3	3
36	1	3	5	7	9	1	1	1	1	1	1	2	2	2	2	2	3	3	3
37	1	3	5	7	9	1	1	1	1	1	2	2	2	2	2	2	3	3	3
38	1	3	5	7	9	1	1	1	1	1	2	2	2	2	2	3	3	3	3
39	1	3	5	7	9	1	1	1	1	1	2	2	2	2	2	3	3	3	3
40	2	4	6	8	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3
41	2	4	6	8	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3
42	2	4	6	8	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3
43	2	4	6	8	1	1	1	1	1	2	2	2	2	3	3	3	3	3	4
44	2	4	6	8	1	1	1	1	1	2	2	2	2	3	3	3	3	3	4
45	2	4	6	9	1	1	1	1	2	2	2	2	2	3	3	3	3	4	4
46	2	4	6	9	1	1	1	1	2	2	2	2	2	3	3	3	3	4	4
47	2	4	7	9	1	1	1	1	2	2	2	2	3	3	3	3	3	4	4
48	2	4	7	9	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
49	2	4	7	9	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4
50	2	5	7	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4

**Note:** To determine the number of senior rater definitely promote allocations when there are more than 50 Below-the-Promotion Zone or In-the-Promotion Zone eligible officers, multiply the number of Below-the-Promotion Zone or In-the-Promotion Zone eligible times the allocation rate. If the result is not a whole number, round down to the next lower whole number.

**Example:** A senior rater who has 63 eligible applied to a 65% allocation rate earns 40 definitely promote allocations (63 X 65% = 40.95 allocations, rounded down to 40). This table applies to all competitive categories. **Exception:** When the senior rater has three In the Promotion Zone officers and the allocation rate is 65%, senior raters may award two definitely promote allocations even though the computation does not result in two allocations (1.95). This Table reflects this exception.

## Chapter 9

### AF FORM 3538, RETENTION RECOMMENDATION FORM

**9.1. When to Use the AF Form 3538, *Retention Recommendation Form (RRF)*.** Use the AF Form 3538 to provide performance-based differentiation and retention recommendations to assist involuntary separation/retirement central selection boards such as Force Shaping, Reduction in Force, or Selective Early Retirement Boards.

#### **9.2. Responsibilities.**

##### 9.2.1. First Evaluator:

9.2.1.1. Reviews the ratee's Officer's Command Selection Records Group, Duty Qualification History Brief, and Unfavorable Information File before preparing the Retention Recommendation Form. May consider other reliable information about duty performance and conduct except as prohibited by [paragraph 1.12](#) or other regulatory guidance.

9.2.1.2. Must be knowledgeable of the ratee's most recent performance. The first evaluator may request subordinate supervisors provide information on an officer's most recent duty performance and may ask for suggestions based upon the officer's duty performance for PRF recommendations.

9.2.1.3. Is responsible for evaluating each Officer's Command Selection Records Group and Duty Qualification History Brief and awarding one of three retention recommendations for eligible officers:

9.2.1.3.1. A "Definitely Retain" recommendation means the strength of the ratee's performance and performance based potential alone warrants retention.

9.2.1.3.2. A "Retain" recommendation means the strength of the ratee's performance warrants retention.

9.2.1.3.3. A "Do Not Retain" recommendation means the ratee does not warrant retention and should not be retained by the board for which the officer is eligible. The first evaluator must make comments explaining to the board why the officer should not be retained.

9.2.1.3.4. Evaluators may not base their retention recommendations on a member's intention to separate or retire or a board's retention or separation quota. Recommendations must be based on the member's record of performance and his/her potential for further service.

9.2.1.3.5. Comments are mandatory. Refer to [paragraph 1.12](#) for inappropriate comments. In addition, promotion recommendations are not permitted in the Retention Recommendation Form.

9.2.1.3.6. For Colonel Retention Recommendation Forms: Comments may be handwritten. Comments should only relate to the officer's record as a colonel.

##### 9.2.2. Second Evaluator:

9.2.2.1. Endorses the RRF no earlier than 60 calendar days before the central selection board (the Retention Recommendation Form cutoff date).

9.2.2.2. Ensures no subordinate commander/supervisor asks, or allows, an officer to draft or prepare his or her own Retention Recommendation Form.

9.2.2.3. Ensures there are no boards or panels of officers convened to collectively score, rate, rank, or tally the records and/or generate a priority list of eligible officers unless specifically authorized by this instruction. However, senior raters may request subordinate supervisors to provide their assessment of the rank order of officers within their direct chain of command.

9.2.2.4. Comments only if he/she non-concurs with the first evaluator's recommendation. If the second evaluator non-concurs with the first evaluator's recommendation, then comments are mandatory explaining his/her decision. **Note:** AFPC may provide alternate guidance when appropriate.

9.2.2.5. Provides the ratee a copy of the RRF (hand-delivered or sent in a sealed envelope clearly marked, "To Be Opened By Addressee Only") approximately 30-45 calendar days prior to the board. The reason for this is two-fold: 1) to advise the ratee of the retention recommendation and 2) to provide the ratee an opportunity to point out any errors of fact so they may be corrected prior to the central selection board. **Note:** If the ratee is geographically separated, send it to the ratee by "return receipt requested" mail.

9.2.2.6. Ensure the RRF remains a private matter with access being only between the evaluators, the ratee and the board. Subordinate evaluators or others may have access to a RRF's comments or recommendation only if permitted by the ratee.

9.2.2.7. Attach a memo telling the ratee who receives a RRF with a 'Separate/Retire' recommendation that they have the right to submit a letter to the board. See [Figure 9.1](#).

### 9.2.3. The Ratee:

9.2.3.1. It is the ratee's responsibility to contact the second evaluator if he/she has not received a copy of the RRF no later than 15 calendar days prior to the board.

9.2.3.2. It is the ratee's responsibility to ensure his/her record is current and accurate.

**9.3. Retention Recommendation Form Submission.** Administrative processing for the RRF, to include senior rater identification accounting, Air Force Promotion Management System management, unless stated otherwise, will mirror that of the PRF except for those actions directly associated with the Management Level Review process. There is no management level review process for the RRF. Refer to [paragraph 8.1.5](#) for processing procedures and responsibilities.

**9.4. Air Force Advisor Examination.** When applicable, type, "AF Advisor Review" on the left margin of the Retention Recommendation Form and include the AF advisor's name, grade, "USAF," date, and signature. See [paragraph 1.6.8](#) for more guidance.

**9.5. Correction of Retention Recommendation Form.** A Retention Recommendation Form is considered a working copy until the start of the board. If the Retention Recommendation Form is not a matter of record, second evaluators have the flexibility to change Retention Recommendation Forms no later than 2 weeks prior to the Central Selection Board. Use the "Stop File" process (see [paragraph 8.5](#)) when correcting Retention Recommendation Form.

9.5.1. If the change to the Retention Recommendation Form serves to weaken the narrative portion, is a negative content change, or is a downgrade in the recommendation, the officer must be provided a copy of the re-accomplished Retention Recommendation Form and a letter, similar to the letter provided to an officer who receives a “Separate” recommendation, stating the officer’s right to write a letter to the central selection board.

9.5.2. A Retention Recommendation Form becomes a “matter of record” upon the convening date of the central selection board for which it was prepared.

**Figure 9.1. Officer's Right to Submit a Memorandum to the Central Selection Board (central selection board).**

(Date)

MEMORANDUM FOR (Ratee)  
(Ratee’s address)

FROM: (SR’s functional address symbol)  
(Senior rater’s functional address)

SUBJECT: Officer’s Right to Submit a Memorandum to the Central Selection Board (CSB)

I have recently completed your AF Form 3538, *Retention Recommendation Form*. In this evaluation, I recommended to the CSB that you not be selected for retention at this time. Because of this recommendation, I am reminding you of your right to submit a memorandum to the Board.

If you believe this evaluation is inaccurate, unjust, or unfairly prejudicial, you may write a memorandum to the CSB concerning these matters. In addition, you may apply for a review of the evaluation under Chapter 10 of this instruction once the evaluation becomes a matter of record as defined in paragraph 1.4.3.2.

AFI 36-2501, *Officer Promotions and Selective Continuation*, provides further instructions as to what is permissible in a memorandum to the Central Selection Board. If you require further information concerning your right to submit a memorandum to the board, the MPS is available to assist you.

(Signature)  
(Typed name, grade, branch of service)

Attachment:  
AF Form 3538



**Table 9.1. Instructions for Completing AF Form 3538, Retention Recommendation Form.**

I T E M	A	B	C
	To Complete		Instructions. See Note 1.
	Sec	Item	
<b>I</b>	<b>I</b>	<b>Ratee Identification Data</b>	See Retention Recommendation Form notice for ratee identification data. If any data is incorrect, notify the CSS/HR Specialist and MPF for computer correction.
		Name	Enter Last Name, First Name Middle Initial and Jr., Sr., etc. If the officer has no middle initial, the use of "NMI" is not mandatory. The name may be all upper case.
		Social Security Number	Enter Social Security Number.
		Rank	Enter appropriate rank.
		Duty Air Force Specialty Code/Core ID	Enter the Duty Air Force Specialty Code to include prefix and suffix or three-digit Core ID as of the date the Retention Recommendation Form notice is generated, as directed in specific board guidance. See Note 2.
		Organization	Enter organization, command, and location of assignment (with attachment if applicable).
		PAS	Enter personnel accounting code as reflected on Retention Recommendation Form notice. If personnel accounting code is incorrect, advise the CSS/HR Specialist and MPF.
	<b>II</b>	<b>Job Description</b>	Complete same as on an AF Form 707.
		Duty Title	Enter the approved duty title. Pending or projected duty titles will not be used. For students, enter the student duty title. See Note 2.
		Key Duties	List key duties.
	<b>III</b>	<b>First Evaluator Comments</b>	Explain why the officer should or should not be retained. This section covers the entire record of performance and provides key performance factors from the officer's entire career, not just recent performance. Comments must be typed. Do not make prohibited comments. See paragraph 1.12. See Note 3.

	<b>IV</b>	<b>First Evaluator Recommendation</b>	The first evaluator marks one of three recommendations, as appropriate by electronically placing an “X” in the block.
	<b>V</b>	<b>Board ID/Senior Rater ID</b>	Enter the board for which the senior rater prepared the Retention Recommendation Form. The Retention Recommendation Form notice includes the board ID. Enter the five-character code used to identify the position of the senior rater. Enter this code as shown on the Retention Recommendation Form RRF notice.
	<b>VI</b>	<b>Second Evaluator</b>	The second evaluator indicates concurrence or nonconcurrence with the first evaluator’s recommendation by placing an “X” in the appropriate box. See Note 3.
	<b>VII</b>	<b>Second Evaluator Comments</b>	Comments are mandatory when the second evaluator marks the nonconcur block. The second evaluator must provide specific comments to explain the disagreement. Comments must be typed. Comments are not allowed if the second evaluator concurs.

**Notes:**

1. Some general guidelines:
  - a. Comments must be in bullet format.
  - b. May include recommendations for professional military education and next assignment, but not promotion.
  - c. **Paragraph 1.12** applies.
  - d. Evaluators may consider and/or include information from other reliable sources (i.e. Reserve Officer Training Corps Distinguished Graduates, Officer Training Students Distinguished Graduates, etc.).
  - e. Do not comment on rankings or recommendations from prior AF Forms 3538.
  - f. Comments may be warranted if an officer displays a reluctance to accept responsibility, has a negative attitude towards the job, or performance has diminished. However, if an officer has a date of separation, an approved retirement date, intends to separate or retire, or is unsure about career intent, it should not be commented on in the Retention Recommendation Form.
  - g. Do not discuss classified information.
  - h. Do consider including comments rSIGNrelated to Article 15 action, or letters of reprimand, admonishment or counseling. It is strongly recommended that Control Roster action be recorded. It is mandatory to record court-martial results unless actions resulted in acquittal.
2. If changes to Duty Air Force Specialty Code or duty title are approved after the Retention Recommendation Form is a matter of record, a formal application for correction must be submitted in accordance with Chapter 10.
3. Senior Rater (lieutenant colonels and below):
  - a. Enter name, grade, branch of service (military officers and Department of the Air Force social security number civilians only), organization, command of assignment, and location. Grade must be that in which the senior rater is serving. **Exception:** Enter "Brig Gen (S)" for brigadier general selectees. Retired grade is not authorized. If an officer has been "frocked," enter his or her actual grade unless the officer is serving in a funded billet and the ratee is a lieutenant colonel or above.
  - b. Show social security number if the evaluator is a USAF officer (last four only). The social security number is optional though encouraged if the evaluator is a civilian or a member of another US military service.
  - c. Do not include command level, unless it is an integral part of the duty title, with the official duty title.
  - d. Do not enter any classified information.

## Chapter 10

### CORRECTING OFFICER AND ENLISTED EVALUATIONS

#### 10.1. Purpose.

10.1.1. The Evaluation Reports Appeal Board was established to provide Airmen with an avenue of relief for correcting errors or injustices in evaluations at the lowest possible level.

10.1.2. If an evaluation cannot be corrected under [Table 10.2](#), an applicant's first avenue of relief for correcting an evaluation is through the Evaluation Report Appeals Board, which is accessible via the vMPF/vPC.

10.1.3. An applicant's second and last avenue of relief is via the Air Force Board for Correction of Military Records by submitting a DD Form 149, *Application for Correction of Military Records under the Provisions of Title 10, U.S. Code, Section 1552*, in accordance with AFI 36-2603, *Air Force Board For Correction of Military Records*. **Note:** Applicant should exhaust all other avenues of relief (i.e. the Evaluation Reports Appeal Board (ERAB)) before submitting their request to the Air Force Board for Correction of Military Records.

10.1.4. Retired or separated personnel are not eligible to apply for correction through the Evaluation Report Appeals Board; therefore, they must submit a DD Form 149 to the Air Force Board for Correction of Military Records.

#### 10.2. Program Elements.

10.2.1. Who Establishes the Board. The Commander, Headquarters Air Force Personnel Center (AFPC/CC) directs the Business Process Owner (BPO) of AF Evaluation Programs to establish an Evaluation Report Appeals Board to assess requests to correct evaluations and to correct substantiated errors or injustices for RegAF. The Commander, Headquarters Air Reserve Personnel Center (ARPC/CC) directs the establishment of the Evaluation Report Appeals Board to assess requests to correct evaluations and to correct substantiated errors or injustices on ARC personnel.

10.2.1.1. For officer appeals, the board president must be at minimum an Air Force commissioned officer or civilian in the grade of O-5/GS-12 and above. For enlisted appeals, the board president must be equal to or higher than the requester or at a minimum an Air Force Senior Noncommissioned Officer or civilian in the grade of E-7/GS-9.

10.2.1.2. Each board consists of two board members and a board president. A board member or president who was, or is, an evaluator for an applicant cannot consider that person's appeal.

10.2.1.3. Evaluations that have become a matter of record are presumed to be accurate and objective. Applicants filing an appeal must provide evidence that clearly demonstrate an error or injustice was made.

10.2.2. Who Administers the Appeal Process. The Evaluations Programs Section (AFPC/DP2SPE and ARPC/PB) manages the appeals process and executes board decisions. Following the Board's decision, destroys all working papers, memoranda, worksheets, recommendations, and notes between the board members or between the Board and the

Evaluation Section which pertain to the case. The Board does not create nor maintain formal records of proceedings.

#### 10.2.3. How the Board Will Operate:

10.2.3.1. Board Members Review applications and make recommendations to the Evaluation Report Appeals Board President.

#### 10.2.3.2. The Evaluation Report Appeals Board President:

10.2.3.2.1. Reviews the member's request, considers each board member's recommendations, and makes the final decision for the appeal.

10.2.3.2.2. Acts for the full board on applications which involve administrative and technical corrections, or in cases that clearly lack the evidence necessary for presentation to the full board, or in cases that require waiving the time limit for an appeal.

#### 10.2.3.3. The Board:

10.2.3.3.1. May be formal or informal.

10.2.3.3.2. Does not permit personal appearances. Neither applicants nor their representatives can appear before the Evaluation Report Appeals Board.

10.2.3.3.3. Handles all appeals confidentially and does not normally disclose information to outside agencies.

10.2.3.3.4. Refers cases for action to appropriate agencies or individuals, such as Air Force Office of Special Investigations, unit commander, and so on, if documents or statements do not appear to be authentic. The *Manual for Courts-Martial* specifies penalties for creating false or forged official statements and documents. Civilian Air Force employees may be punished under federal law.

10.2.3.3.5. Reviews cases based on information supplied in the application. The Evaluation Report Appeals Board is not an investigative body and does not solicit additional documentation in support of an application. However, if the board decides to consider information that was not available to the applicant, the Evaluation Report Appeals Board will notify the applicant and allow him/her time to comment on the information. **Exception:** Information contained in personnel data system or the Master Personnel Record Group.

10.2.3.3.6. Directs removal, inclusion, substitution and/or corrections to evaluations. The Evaluation Report Appeals Board is authorized to modify evaluations that differ from the applicant's request, (i.e. the applicant request the report be voided because the feedback date is incorrect; the Evaluation Report Appeals Board may deny voiding the report and instead direct the feedback date be corrected).

#### 10.2.4. Prohibited Requests. The Board will not consider nor approve requests to:

10.2.4.1. Void an evaluation when the error or injustice can be corrected administratively.

10.2.4.2. Void an evaluation while keeping attachments to that evaluation.

10.2.4.3. Void an evaluator's section while keeping comments or ratings of subsequent evaluators.

10.2.4.4. Void an evaluator's comments, but keep the ratings (or vice versa).

10.2.4.5. Delete required information or add unauthorized information to an evaluation.

10.2.4.6. Change (except for deletions) an evaluator's ratings or comments if the evaluator does not support the change. When an evaluator supports changing ratings, all subsequent evaluators must also agree to the changes, (including the commander on EPRs, the reviewer on OPRs, and the Management Level Review Board President on PRFs). See [Attachment 2, paragraph A2.3](#).

10.2.4.7. Re-accomplish an evaluation without the applicant furnishing the new evaluation.

10.2.4.8. Void, correct or change an evaluation that does not meet the 3-year time limit without a waiver. See [paragraph 10.5](#).

10.2.4.9. Correct or rewrite an evaluation post-board based solely on the omission of an optional statement, or to make the evaluation stronger (i.e. professional military educational/developmental educational/Assignment recommendations, awards, deployment information, senior rater endorsement and/or stratification are not mandatory, therefore omission of any does not make the report inaccurate or unjust).

10.2.4.10. Void or correct an evaluation because an action, (i.e. Unfavorable Information File, Control Roster, Article 15, etc.), was removed:

10.2.4.10.1. Early or on the disposition date. Removal does not mean the action did not take place. If the corrective action existed on or before the close-out date of the evaluation, the evaluation is still valid.

10.2.4.10.2. Because the corrective action was “set-aside.” If the corrective action (i.e. Article 15) was “set-aside,” but the behavior that led to the corrective action is still valid and the behavior existed on or before the close-out date of the report, the evaluation may still be valid if the report only reflects the behavior and not the corrective action that was “Set Aside.” If the action that was “Set Aside” is mentioned in the evaluation, the Evaluation Report Appeals Board would only remove the reference to it; not the behavior that led to the action. **Examples:**

10.2.4.10.2.1. The ratee received an Article 15 for driving under the influence, and later the Article 15 was set aside for reasons other than innocence. However, the report only states “Used poor judgment—picked up for driving under the influence”. Since the ratee was picked up for driving under the influence, and the evaluation does not mention the Article 15, the evaluation is still a valid report.

10.2.4.10.2.2. The ratee received an Article 15 for Driving Under the Influence, and later the Article 15 was set aside for reasons other than innocence. The report states “Used poor judgment—rcvd Art 15 for Driving Under the Influence.” In this case, the Evaluation Report Appeals Board would not void the evaluation but would correct the evaluation to reflect “Used poor judgment— Driving Under the Influence”

10.2.4.10.2.3. For the Evaluation Report Appeals Board to decide favorably to void the evaluation, the applicant must prove by a preponderance of the evidence that the behavior did not take place and the corrected action taken was officially set aside and not just removed or expired.

10.2.5. Appeals based on Promotion/Career Opportunity. Although not prohibited, Evaluation Report Appeals Board requests based solely on a willingness by evaluators to change evaluations after non-selection for promotion will not be favorably considered unless proven the evaluation was erroneous or unjust based on content. See [Attachment 2, paragraph A2.5.1](#).

### 10.3. Correcting Evaluations.

10.3.1. Prior to 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 re-accomplish the form. He/she 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 signature.

10.3.2. Appealing Evaluations and Requesting Changes After Evaluations Have Become a Matter of Record. See [paragraph 1.4.3](#) to determine when an evaluation becomes a matter of record. Applicants must exhaust all avenues of relief before submitting their requests to the Air Force Board for Correction of Military Records. The other avenues available are:

10.3.2.1. Administrative Correction. See [Table 10.2](#) to determine if the requested correction can be made through administrative procedures without referral to the Evaluation Report Appeals Board or Air Force Board for Correction of Military Record. Due to the electronic process, only AFPC/DPS2PE can make corrections to evaluations. In most cases, once an evaluation becomes a matter of record, even administrative corrections will require an applicant to submit an Evaluation Report Appeals Board. An example of a case that would not require an Evaluation Report Appeals Board or Air Force Board for Correction of Military Records is when a report is not viewable in ARMS/PRDA or MilPDS is not updated.

10.3.2.2. When the correction cannot be corrected administratively, the next avenue of relief is through the Evaluation Report Appeals Board. Procedures for appealing evaluations through the Evaluation Report Appeals Board are prescribed in this chapter.

10.3.2.3. If the correction cannot be corrected administratively, the Evaluation Report Appeals Board denies the appeal, or the requested action is not authorized by this chapter, the next avenue of relief would be through the Air Force Board for Correction of Military Records Procedures can be found in AFI 36-2603.

10.3.2.4. Airman Comprehensive Assessment worksheets and sessions are not subject to appeal.

10.3.3. Any changes or corrections that substantially alter the content from the original version require original signatures from all evaluators. If an evaluator (other than the rater) is unavailable and all attempts to contact them have failed, the individual who replaced the missing evaluator will sign the evaluation. When correcting an administrative error prior to

the evaluation becoming a matter of record and one or more of the evaluators are unavailable to sign the re-accomplished evaluation, any evaluator in the rating chain after the unavailable evaluator may sign.

10.3.4. Re-accomplish evaluations containing an excessive number of erasures, change sentence meaning, or requiring corrections to the ratings. Do not use paper correction tape. Do not correct ratings.

10.3.5. Evaluations will not be appealed under **Chapter 10** or AFI 36-2603 before becoming a matter of record.

10.3.6. For PRF corrections. See **paragraph 8.5** and **Attachment 2, paragraph A2.6**.

10.3.7. Corrected Copies of Digitally Signed Documents. See **paragraph 1.4.5.2**.

#### **10.4. Responsibilities.**

10.4.1. The Military Personnel Flight (MPF). Provide training and advise personnel on the ERAB process. Opens a Case Management System case when applicable.

10.4.2. The Commander's Support Staff. Provide guidance on the ERAB process and how to access the vMPF/vPC.

10.4.3. The Total Force Service Center (TFSC) Personnel.

10.4.3.1. Be knowledgeable of the appeals process, and familiar with the contents of this instruction.

10.4.3.2. Determine if the correction is minor or requires a formal application by the member. Minor corrections will be processed by the applicable OPR in accordance with **Table 10.2**. **Note:** Any and all corrections involving AF Forms 709, *Promotion Recommendation Forms* (PRFs) and AF Forms 3538, *Retention Recommendation Forms* (RRFs) will immediately be forwarded to AFPC/DP2SPE for correction.

10.4.3.3. Explains application procedures and documentation requirements via the vMPF/vPC. The addresses for sending original documents are:

10.4.3.3.1. RegAF:

AFPC/DP2SPE  
Attn: ERAB  
550 C Street West, Suite 7  
Joint Base San Antonio-Randolph TX 78150-4709

10.4.3.3.2. AFR/ANG (ARC):

ARPC/PB  
Attn: ERAB  
18420 E Silver Creek Ave, Bldg. 390 MS 68  
Buckley AFB CO 80011-9502

10.4.3.4. Assist applicants in completing the on-line application through the vMPF/vPC. If applicant is other than the ratee, the TFSC refers the applicant to the MPF/HR Specialist who will initiate a Case Management System case. If the applicant does not have access



to the vMPF/vPC, the TFSC will refer the applicant to the MPF/HR Specialist who will initiate a Case Management System case.

10.4.3.5. Provide the military addresses of personnel, and assists applicants in contacting retirees through the Worldwide Locator in accordance with AFI 33-332, *Air Force Privacy and Civil Liberties Program*. **Note:** The Privacy Act protects retirees' addresses.

10.4.3.6. Explain and emphasize expedite and waiver procedures in accordance with **paragraph 10.5** and **Attachment 2, paragraph A2.4**. Advise member that it takes approximately 30-90 calendar days (active duty) or 90-120 calendar days (ARC) to process a case, and if they are requesting a correction to be completed before a board to please plan accordingly. Expedited cases must reach AFPC/DP2SPE no later than 45 calendar days before the board convening date, (not applicable for ARC). **Note:** Although every attempt is made to get cases completed prior to a pending board, there is no guarantee that an application will be completed prior to the board.

10.4.3.7. The TFSC will provide a cadre of specialists to act as liaisons for, and provide guidance to, base level commanders and MPF/HR Specialist personnel for any questions related to the Evaluation Report Appeals Board process or to check on the status of an application.

#### 10.4.4. The Member.

10.4.4.1. Submits request for correction, insertion or removal of evaluations via the vMPF/vPC.

10.4.4.1.1. If applicant does not have access to the vMPF/vPC, they may contact the servicing MPF/CSS who will open a Case Management System/vPC case.

10.4.4.1.2. If applicant does not have access to the vMPF and the servicing MPF/HR Specialist, then he/she must obtain AFPC/DP2SPE approval. If approved, the applicant must submit an AF Form 948, *Application for Correction/Removal of Evaluation Report*. See **Table 10.6** for instructions. AF Form 948 will be authorized only on a case-by-case basis, and under extremely extenuating circumstances, (i.e., someone who is in confinement and has absolutely no access to the vMPF). Non-availability waiver requests due to being out-of-the office, on leave or TDY, will not be approved, (not applicable for ARC).

10.4.4.2. Clearly and concisely state what he/she wants (i.e., “Request my enlisted performance report rendered for the period 1 Jan 08 – 31 Dec 08 be removed,” or “Correct the duty title in my enlisted performance report that closed out on 15 Jun 08”).

10.4.4.3. Supply clear and credible evidence to support the application. See **Attachment 2**.

10.4.4.3.1. Supporting statements are required when making changes to an evaluation and must have dates and signatures. These statements must relate specifically to the period of the contested report. When information is not firsthand, the author must identify the source. See **Attachment 2**.

10.4.4.3.2. All documents can be processed through the vMPF. All documents will be scanned into the Personnel Processing Application of the vMPF Flight with the application; however all original documents must then be mailed to: AFPC/DP2SPE,

Attn: Evaluation Report Appeals Board, 550 C Street West, Joint Base San Antonio-Randolph, TX 78150-4709 (not applicable for ARC).

10.4.4.3.3. The applicant can obtain copies of the contested evaluations and or documents required for their appeal through the ARMS/PRDA access in vMPF/vPC.

10.4.4.4. Make sure that no rule in this instruction prohibits their request. See [paragraph 10.2.4](#) and [Attachment 2](#).

10.4.4.5. Applicant's may contact the TFSC for guidance and application procedures.

10.4.4.6. Corrected Copies. See [paragraph 1.4.5.2](#) and [paragraph 1.4.5.3](#).

10.4.5. Corrections Initiated by Someone Other than the Ratee. When someone other than the ratee finds an error in an evaluation, they:

10.4.5.1. Determine if the evaluation can be corrected administratively in accordance with [Table 10.2](#).

10.4.5.2. Take corrective action by contacting the MPF/HR Specialist to initiate a vMPF/vPC case, or advise the ratee to take corrective action.

10.4.5.3. Provide a statement from the ratee, acknowledging they are aware of the pending action and concur/non-concur with the request. **Note:** The ratee does not have to concur to submit the request. This statement is for acknowledgement purposes only and gives the ratee an opportunity to dispute the action.

10.4.5.3.1. If the ratee disagrees, they may explain why the correction should not be approved and suggest an alternative. The omission of any remarks will be considered acceptance by the ratee.

10.4.5.3.2. If the ratee is unavailable to submit a statement, send a copy of the appeal to the member with a memorandum explaining the error, and ask the member to provide written comments within 10 calendar days from the date received. To ensure the member has had an opportunity to review the appeal, have him/her acknowledge receipt on the statement or use certified mail to document the date of receipt.

10.4.5.3.3. Reasonable requests for an extension of the time limit should be approved.

10.4.5.3.4. When the member provides written comments, submit the applicant's response and a copy of the memorandum with the application.

10.4.5.3.5. If the member fails to respond, annotate the remarks section of the application with, "Comments from the ratee were requested but not received." Attach a copy of the memorandum and either the member's acknowledgment or the certified mail receipt with the application.

10.4.6. AFPC/DP2SPE and ARPC/DPT.

10.4.6.1. Review all Evaluation Report Appeals Board applications for AFI compliance.

10.4.6.2. Process all applications that meet the requirements for submitting an Evaluation Report Appeals Board.

10.4.6.3. Return all applications that do not meet the requirements for submitting an Evaluation Report Appeals Board.

10.4.6.4. When applicable, make corrections to evaluations; update personnel data system: and forward the corrected evaluations to the appropriate offices.

10.4.6.5. Notify applicant of results via the vMPF/vPC or email.

10.4.6.6. Provide guidance to commanders, MPF and HR Specialist as required.

## **10.5. Meeting Time Limits and Expedited Requests.**

### 10.5.1. Time Limits.

10.5.1.1. Submit appeals within 3 years following the date the evaluation became a matter of record. If the exact date is not known, add 2 months to the date the final evaluator signed the evaluation.

10.5.1.2. If the evaluation is more than 3 years old, submit a waiver of the time limit. See [Attachment 2](#), and [paragraph A2.4](#).

10.5.1.3. Normal processing time for appeal applications is 90-120 calendar days from a completed application. This does not include periods which applications are returned for corrections or missing documents.

10.5.1.4. Promotion Boards are closed out (cut-off) 30 to 45 calendar days prior to the board convening date. In order to process an appeal in time, AFPC/DP2SPE or ARPC/PB must receive the appeal no later than 45 day before the cut-off date, (90 calendar days before the particular special selection board or supplemental board). Although every attempt is made to expedite these cases, there is no guarantee that the case will be worked in time to meet the particular board, even when the case is marked "Expedited."

### 10.5.2. Expedited Processing.

10.5.2.1. If an appeal must be resolved before a specific date or event, such as a pending promotion or special selection board, submit applications to AFPC/DP2SPE (RegAF) or ARPC/PB (ARC) no later than 90 calendar days before the specific date or event.

10.5.2.2. The only cases that will be accepted for expedited processing after the 90-day cut-off will be evaluations, including PRFs that have closed out within 90 calendar days of the board convening date.

## **10.6. Using Classified, Privacy Act, and Restricted Release Information:**

10.6.1. Do not include classified information in the body of an appeal. When necessary, include classified information in attachments. The applicant ensures classified attachments are submitted in accordance with security directives establishing control and mailing rules.

10.6.2. When submitting documents on someone else (i.e. evaluations on other individuals, AF Forms 2096, *Classification/On-The-Job Training Action*, PCS orders, travel vouchers, etc., on supervisors or coworkers), submit a statement from the concerned individual granting permission to submit the particular document. Applications that do not comply will be returned without action. The applicant may then resubmit the application with the permission statement or remove the document from the application.

10.6.3. If the information in a restricted release file is essential to the case, request the releasing agency to forward the information directly to AFPC/DP2SPE or ARPC. When submitting requests to the releasing agency, members must waive, in writing, the right to

review the information. Include a copy of this waiver with the appeal application. When the board has decided the appeal, AFPC/DP2SPE or ARPC/PB destroys the restricted file or returns it to the releasing agency.

### **10.7. Requesting Special Selection Board (SSB) or Supplemental Promotion Consideration:**

10.7.1. RegAF officers can, in conjunction with their appeal, request Special Selection Board consideration for promotion, RegAF appointment, In-resident Professional Military Education, Selective Early Retirement, or Reduction-in-Force separation boards.

10.7.2. AFR officers can, in conjunction with their appeal, request Special Selection Board consideration for promotion.

10.7.3. RegAF enlisted personnel may request supplemental promotion consideration in conjunction with the appeal application. Such a request must be indicated on the appeal application; however, squadron commander's concurrence is required when submitting the request. The commander must complete the endorsement on Personnel Processing Application by using the HR Review button in Case Management System; by submitting a statement for application submitted by someone other than the ratee; or by signing the AF Form 948 when the applicant does not have access to the vMPF or MPF/HR Specialist. See [paragraph 10.4.4.1.2](#). The commander must indicate concurrence or non-concurrence and provide an explanation for non-concurrence.

### **10.8. Resubmitting an Appeal:**

10.8.1. Applicants can resubmit an appeal only if they have substantial new evidence which the board did not initially consider.

10.8.1.1. Do not resubmit an application when the only documentation added to the case is a statement which simply rebuts the Evaluation Report Appeals Board's previous decision. The Evaluation Report Appeals Board does not view a rebuttal statement as new evidence and will decline to reconsider the case. Statements from members of the rating chain which respond directly to questions or concerns posed in the previous decision memorandum are acceptable new evidence.

10.8.1.2. Include all previous documentation with the new application.

10.8.2. If dissatisfied with the decision of the Evaluation Report Appeals Board submit an appeal to the Air Force Board for Correction of Military Records. See [paragraph 10.1.3](#).

**Table 10.1. How to Submit Requests for Correction.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If</b>	<b>the desired action is</b>	<b>then submit the request</b>	<b>then forward to</b>
<b>1</b>	the ratee is serving on RegAF	allowed under this instruction (See <b>paragraph 10.4.4</b> )	To the Evaluation Report Appeals Board (ERAB) via the vMPF using the Personnel Processing Application (PPA). See <b>paragraph 10.4.4.1.2</b> when the PPA is unavailable. See Notes 1 and 2.	AFPC/DP2SPE, Attn: ERAB 550 C Street West, Suite 7 (Bldg 499), Joint Base San Antonio- Randolph TX 78150-4709
<b>2</b>	the ratee is a participating USAF Reserve or Air National Guard enlisted or officer		on AF Form 948, <i>Application for Correction/Removal of Evaluation Reports</i> , via vPC. See <b>paragraph 10.4.4</b> . See Note 1.	ARPC/PB, Attn: ERAB 18420 E. Silver Creek Ave Bldg 390 MS 68, Buckley AFB CO 80011-9502
<b>3</b>	the ratee is a non-participating reservist, retired, discharged, separated, dismissed, or dropped from rolls; or request is not allowed	not allowed under this instruction. (See <b>paragraph 10.1.4</b> )	on DD Form 149, Application for Correction of Military Record Under the Provisions of 10 U.S. § 1552, in accordance with AFI 36-2603.	Air Force Board for Correction of Military Records, (SAF/MRBC), 3351 Celmers Lane), Joint Base Andrews NAF Washington, MD 20762-6435 or via email to: usaf.pentagon.saf-mr.mbx.saf-mrbc@mail.mil
<b>4</b>	not the ratee and have found an error in an evaluation	allowed under this instruction (See <b>paragraph 10.4.5</b> )	in accordance with <b>paragraph 10.4.5</b> and Rules 1 or 2 above (as applicable).	the office shown in rules 1 or 2 above (as applicable).
<b>Notes:</b>				
1. <b>Table 10.2</b> lists errors that are correctable without a formal application.				
2. Submit the original AF Form 948. See <b>paragraph 10.4.4.1.2</b> , with all supporting documents. Submit original AF Form 948. See <b>paragraph 10.4.4.</b> , or DD Form 149 (whichever is applicable) with all supporting documents.				

**Table 10.2. Correcting Minor Errors on Evaluations.**

<b>R</b>	<b>Minor Errors</b>
<b>U L E</b>	<p><b>Note:</b> Once a digitally signed evaluation has been transmitted to AFPC/ARPC, only AFPC/ARPC is authorized to make the correction. Submit an ERAB request via the vMPF/vPC.</p> <p><b>The error is considered minor if the request is to correct an error in:</b></p>
<b>1</b>	<p>The Ratee identification data: Name, grade, Social Security Number, (component, ANG/AFR only), or organizational element, or the identification data of an evaluator who signed the evaluation. Name, grade, social security, duty title, organizational element, date of signature, or final evaluator's position. Education or Promotion or TIG/TIS eligible blocks.</p> <p>See Notes 1, 2, and 3. Go to <b>Table 10.3</b>.</p>
<b>2</b>	<p>The Ratee's Duty Air Force Specialty Code (Duty Air Force Specialty Code), duty title, or level of duty.</p> <p>Enlisted: Duty Air Force Specialty Code must be reflected in the ratee's duty history.</p> <p>Officers: Not an administrative correction. Applicant must submit an ERAB via the vMPF/vPC. For Active Duty List officers, the Duty Air Force Specialty Code authorization must be approved by the applicable AFPC Assignment Functional Manager and reflected in the ratee's duty history.</p> <p><b>Note:</b> The MPF/HR Specialist performs the duty history update once duty title is approved.</p> <p>See Notes 1, 4, and 8. Go to <b>Table 10.3</b>.</p>
<b>3</b>	<p>The "from" or "thru" date of the evaluation, the number of days of supervision, or the reason for evaluation. See Notes 1, 5 and 6. Go to <b>Table 10.3</b>.</p>
<b>4</b>	<p>The marking of a concur or non-concur box, or to add a missing rating.</p> <p>See Notes 1 and 7. Go to <b>Table 10.3</b>.</p>
<b>5</b>	<p>Spelling, punctuation, or heading in an evaluator's comments.</p> <p>See Notes 1, 9, and 10. Go to <b>Table 10.3</b>.</p>
<b>6</b>	<p>The ratee's name or grade in an evaluator's comments.</p> <p>See Notes 1 and 9. Go to <b>Table 10.3</b>.</p>

**Notes:**

1. Do not make corrections using this table if any doubt exists about the appropriateness of the request. Instead, submit a formal application in accordance with **Table 10.1** with the questionable circumstances fully outlined. Any person who knows of an error that is correctable under **Table 10.2** should bring it to the attention of the MPF Evaluations or the records custodian responsible for maintaining the original evaluation.
2. Submit an application according to **Table 10.1** if the request is to change or add signatures, change or add signature dates on referral evaluations and supporting documents, and/or to substitute a re-accomplished evaluation. Changes to the final evaluator's position (AF Form 911) will be made only when the MPF Evaluations or the records custodian having custody of the original evaluation determines conclusively that an error exists. Do not correct TIG eligibility as an administrative correction; it must be corrected through the Evaluation Report Appeals Board.
3. If a Supplemental Promotion Board, or the Air Force Board for Correction of Military Records has changed an individual's grade due to retroactive promotion resulting from a review, submit a request according to **Table 10.1**. In these cases, the evaluation will be annotated with a statement that reads "Member promoted to \*\*\*\* with a retroactive effective date prior to the date this evaluation was rendered."
4. The evaluation may be changed when approved documentation existed on or before the close-out date of the evaluation and a central selection board has not considered the evaluation. If approved documentation did not exist, was subsequently approved, or the contested evaluation has been considered by a central selection board, submit a request according to **Table 10.1**.
5. If a correction to either the period of the evaluation or the number of days of supervision would invalidate the requirement for that or any other evaluation on file, submit a request according to **Table 10.1**.
6. If changing the close date of an enlisted evaluation would result in the ratee receiving a supplemental promotion consideration, the Rater must submit a request according to **Table 10.1**.
7. Caution: Take extreme care when adding missing ratings or correcting concur/non-concur boxes. Submit an application in accordance with **Table 10.1** any time the Rater's or endorser's rating(s) are missing and the non-concur box is also marked, or neither box is marked. However, an unmarked or mismarked concur or non-concur box may be corrected when, after reviewing the evaluator's comments and ratings, there is no question as to which box should have been marked. If a rating is also missing or doubt exists, submit an application according to **Table 10.1**.
8. Submit a formal application according to **Table 10.1** to request changes to the Unit Mission Description or the Job Description.
9. Do not change references such as Airman or Sergeant to reflect the person's actual grade.
10. Do not change words (other than misspellings), phrases, sentence structure, or grammar under this table.

**Table 10.3. Minor Corrections – Offices Authorized to Make Corrections and Disposition.**

R	A	B

<b>U L E</b>	<b>If the correction is authorized in accordance with</b>	<b>Note:</b> Once the evaluation has been transmitted to AFPC, only AFPC is authorized to correct digitally signed evaluations and an Evaluation Report Appeals Board case must be submitted via the vMPF/vPC.
<b>1</b>	All enlisted grades (RegAF) AB - CMSgt	AFPC See Notes 1 through 5.
<b>2</b>	2Lts through Lt Cols	
<b>3</b>	CMSgts selectees and CMSgts	Chiefs' Group AF/A1LE
<b>4</b>	Colonel selects and colonels (Active Duty List)	Colonels' Group AF/A1LO
<b>5</b>	All general officers and brigadier general selectees (RegAF, AFR, ANG)	General Officers' Group AF/A1LG 1040 AF Pentagon, Room 5C238 Washington District of Columbia 20330-1040 See Notes 1 through 5
<b>6</b>	All ANG or AFR officers and enlisted personnel in the grade of colonel and below	ARPC/PB Attn: ERAB 18420 E. Silver Creek Ave, Bldg 390 MS 68 Buckley AFB, CO 80011-9502 See Notes 1 through 5
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Do not change words (other than misspellings), phrases, sentence structure, or grammar under this table.</li> <li>2. If the request is invalid, incomplete or questionable, return it through any previous processing levels to the correction initiator with appropriate instructions. The initiator must identify all required changes because changing an evaluation's closing date can change the number of days of supervision, the reason for evaluation, the signature dates, or the "from" date of the subsequent evaluation.</li> <li>3. If the correction is authorized, the office that maintains the original evaluation will make the correction to the original and forward copies to the appropriate offices.</li> <li>4. The Evaluation Reports Appeal Board and the Air Force Board for Correction of Military Record have the authority to correct or direct correction and distribution of all evaluations.</li> <li>5. Disposition. Digitally signed via automated system. "Wet Signed" below. <ol style="list-style-type: none"> <li>a. TSgt and below (RegAF): Original – AFPC/DP1ORM (ARMS/PRDA)</li> <li>b. MSgt selects and above: Original – AFPC/ DP1ORM (ARMS/PRDA)</li> <li>c. ARC : Original – ARPC/PB, AFPC/DP1ORM (ARMS/PRDA)</li> </ol> </li> </ol>		



**Table 10.4. Board Directed Corrections - Correcting and Disposition of Documents.**

<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>U</b>	<b>If the action is</b>	<b>that</b>	<b>then the agency</b>	<b>who will</b>	<b>and</b>
<b>E</b>	<b>a correction</b>		<b>authorized to</b>		
			<b>make the</b>		
<b>1</b>	directed by the Evaluation Reports Appeal Board (ERAB)	changes an evaluation	AFPC/DP2SPE ARPC/DPB AF/A1LG AF/A1LO	correct and initiate correction of the evaluation. See Notes 1 and 2. prepares an AF Form 77 See Notes 3, 4 and 5. annotates the document. See Note 6.	distributes copies of the corrected evaluation, AF Form 77, or other documents to records custodians with appropriate instructions. See Note 8.
<b>2</b>	directed by the Air Force Board for Correction of Military Records (AFBCMR)		AFPC/DP2SPE ARPC/DPB AF/A1LG AF/A1LO	correct and initiate correction of the evaluation as directed by the AFBCMR. See Note 7.	

**Notes:**

1. On the bottom, reverse margin, type "CC" (for corrected copy), followed by the date, authenticator's organization, office symbol, and signature, (**Example:** CC, 1 Jun 97, AFPC/DP2SPE). Align authenticator data in margin to allow adequate space for punched holes. The person signing the annotation must be a SSgt/GS-5 or above.
2. For evaluations being re-accomplished, annotate the signature blocks of evaluators not reasonably available ORIGINAL SIGNED. If used, the comments and ratings of the evaluators must be copied verbatim from the original evaluation. **Note:** All measures must be exhausted before this measure can be used.
3. For voided evaluations (excluding imbedded training reports and PRFs), prepare an AF Form 77 with the statement: "Not rated for the above period. Evaluation was removed by Order of the Chief of Staff, USAF". If voiding evaluations for two or more consecutive reporting periods, prepare one AF Form 77 that shows the close-out dates of each evaluation.
4. For voided imbedded training reports, prepare an AF Form 77 with the statement: "A training report for the above period was removed by Order of the Chief of Staff, USAF." For missing imbedded training reports, no action will be taken since there is no gap in the ratee's record. The best course of action is to obtain a certified true copy (see **paragraph 1.4.5.2.**) or a replacement TR and request it be included through the Evaluation Reports Appeal Board.
5. For a voided PRF, enter the statement: "AF Form 709, Promotion Recommendation, for promotion board (specify the promotion board, for example, 0589A) was removed by Order of the Chief of Staff, USAF." Use a similar statement for voided retention forms.
6. For documents that are attached to an evaluation, annotate documents with ACCEPTED FOR FILE--ATTACH TO (closing date) EVALUATION followed by the authenticator's data listed in Note 2.
7. Unless otherwise directed by the Air Force Board for Correction of Military Record, annotate evaluations according to Note 2. For voided evaluations, prepare an AF Form 77 according to Note 4 except show the evaluation was removed "By Order of the Secretary of The Air Force."
8. Disposition. Digitally signed via automated system. "Wet Signed" below.
  - a. TSgt and below: Original – AFPC/DP2SPE, processing to AFPC/DP1ORM (ARMS/PRDA).
  - b. MSgt selects & above: Original – AFPC/DP2SPE, processing to AFPC/DP1ORM (ARMS/PRDA)

**Table 10.5. Correcting AF Form 709, Promotion Recommendation Forms.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>To correct an error in: See Note 1</b>	<b>and the error is verified by, and supporting documents come from:</b>	<b>then request the correction by:</b>	<b>and forward the request for correction to:</b>
<b>1</b>	Sections I, III (Item 1), V, VI, VIII, or X; or the spelling or punctuation in the comments. See Notes 2 and 3.	the senior rater , MPF or the Management Level	Message, scan or fax	AFPC/DP2SPE or ARPC/DPB
<b>2</b>	Sections II or III (Item 2)	the senior rater	an application under <b>Table 10.1</b> . See Note 4.	
<b>3</b>	Sections IV or IX	the senior rater and the president of the Management Level Review Board (Management Review Level). See Note 5 and <b>Attachment 2, paragraph A2.6</b> .		

**Notes:**

1. When a PRF is sent to AFPC/ARPC, but it is not yet a matter of record (has not been filed in the Officer Selection Folder/Scanned into ARMS/PRDA) contact the Evaluations Operations Branch (AFPC/DP2SPE, ARPC/DPT) for instructions.
2. The duty title may be changed under this rule when the approved documentation existed on or before the date the PRF was prepared. If approved documentation did not exist, or was approved after the PRF preparation date, submit a formal application under Rule 2.
3. Do not change words (except misspellings), phrases, sentence structure, or grammar under this rule.
4. If a promotion board has not considered the PRF, the application may be forwarded to AFPC/DP2SPE. Please state that the evaluation it is a pre-board PRF that requires EXPEDITE processing and list the board date.
5. If a promotion board has not considered the PRF, the Management Level can confirm coordination with the Management Level Review President, with his/her recommendation, by message, scan or fax.

**Table 10.6. Instructions For AF Form 948, Application for Correction/Removal of Evaluation Reports (See paragraph 10.4.4 before completing).**

I T E M	TITLE	INSTRUCTIONS
1	Name	Self-explanatory.
2	Grade	Enter data pertaining to the ratee of the contested evaluation.
3	Social Security Number	If an appeal was previously submitted under another name (i.e. changed due to marriage, divorce, etc.), indicate the previous name in Item 12, Remarks.
4	Return Address	Provide current mailing address of applicant.
5	Office Phone	Enter DSN and Commercial.
6	Current Military Status	Place an "X" in the appropriate box.
7	Email Address	Enter a working email address in case of questions and/or to forward the Decision Memorandum.
8	Type of Evaluation(s) being appealed and the thru date	<p>List all evaluations being appealed by type of evaluation (i.e. EPR, OPR, Training Report, letter of evaluation, or PRF).</p> <p>Identify OPR/EPR/Training Reports/Letter of Evaluation by their THRU (close-out) date.</p> <p>Identify PRFs by the BOARD ID (Found in Section VII on the AF Form 709).</p>
9	Special Selection Board/Supplemental Promotion consideration for officers and active duty enlisted personnel	<p>Applies only to:            Enlisted: RegAF Only            Officers: RegAF, Reserve, and Air National Guard.            For Reserve and Air National Guard enlisted personnel, check the "N/A" block.</p> <p>Special Selection Board (SSB) consideration applies to Central Promotion Boards; RegAF Boards; In-Resident Central Developmental Education Boards; Selective Early Retirement Board and Report on Individual Personnel Boards.</p> <p>Clearly identify the board for reconsideration.  <b>Example:</b> "Promotion to Major, CY04A" P0404A, "RegAF augmentation, CY 05", or "SMSgt, 07E8".            See <b>paragraph 10.5.</b> for expedited processing requirements</p>

10	Commander's Certification	Enlisted Only. Commander must recommend approval/disapproval for Special Selection Board consideration, by placing an "X" in the appropriate box and signing/dating this section.
11	Action Requested	Clearly identify the action desired for each evaluation being appealed. <b>Example:</b> "Void 31 Dec 08 OPR;" "Change Duty Air Force Specialty Code to reflect..."; "Add Senior Rater Deputy endorsement." If a new evaluation is to be substituted, ask for substitution, not to void the original evaluation (e.g., "Substitute attached evaluation containing Senior Rater endorsement for evaluation currently on file"). Make sure the requested action is not prohibited by paragraph 10.2.4. For enlisted, indicate if supplemental promotion consideration is requested. The commander will complete Item 10 of the application.
12	Reasons to Support Requested Action	Completely describe the error or injustice. For ease of consideration, list each allegation that applies to the application sequentially. Then, as needed, fully address each allegation. If more space is needed, continue on plain bond paper. For extremely lengthy statements, enter "See Statement at Attachment" and attach full statement.

13	List of Attachments	<p>List all attachments in chronological order and identify each.</p> <p><b>Example:</b></p> <p>TDY Travel Voucher 12 Mar 95 Contested EPR C/O 14 May 95 Substitute 14 May 95 EPR Statement MSgt Smith 13 Sep 95</p> <p>If more room is needed, continue on plain bond paper. For numerous attachments, use tabs to make the case easier to review.</p>
14	Signature/Date	<p>Applicant will sign and date application. In cases where application is submitted by someone other than the ratee, refer to <b>paragraph 10.4.5</b>.</p>

Figure 10.1. Sample, AF Form 948, Application for Correction/Removal of Evaluation Reports.

APPLICATION FOR CORRECTION/REMOVAL OF EVALUATION REPORTS (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10 U.S.C. 8013.                      PRINCIPAL PURPOSE: To apply for correction of evaluation reports. Use of SSN is necessary to make identification of the individual and records.                      ROUTINE USES: None.                      DISCLOSURE IS VOLUNTARY: If information is not furnished, applicant may be denied relief sought.</p>			
<p>INSTRUCTIONS: Route your application per AFI 36-2401. Attach additional sheets of paper if more space is needed. When using additional sheets, list item continuation numbers.</p>			
1. NAME (Print Last, First, Middle Initial) BROWN, JOHN A.	2. GRADE MSGT	3. SOCIAL SECURITY NUMBER 123-45-6789	
4. RETURN ADDRESS (address the appeal should be returned to) 1234 ANDERSON DRIVE SWEETWATER, TX 1234	5. OFFICE PHONE (DSN and Extension) 555-5555	6. CURRENT MILITARY STATUS	
		ACTIVE DUTY <input checked="" type="checkbox"/>	
		RESERVE <input type="checkbox"/>	
GUARD <input type="checkbox"/>			
7. EMAIL ADDRESS (enter a working email address to contact you in case of an issue) JOHN.BROWN@US.AF.MIL			
8. LIST TYPE OF REPORT BEING APPEALED AND THE THRU DATE: APR, EPR, LOE, OER, OPR, PRF OR TR		9. SSB/Supplemental Promotion Consideration (See AFI 36-2401, AFI 36-2501, and AFI 36-2502.) Note: Enlisted Personnel must have CC approval in block 10 Not Applicable <input checked="" type="checkbox"/> Yes (Complete below information) <input type="checkbox"/>	
TYPE OF REPORT	THRU DATE (For PRF enter Board ID)	ENTER ALL APPLICABLE CYCLE/BOARD INFORMATION (ie P0504B or 04E5)	
EPR	8 JUN 10		
10. COMMANDER'S CERTIFICATION FOR ENLISTED SUPPLEMENTAL PROMOTION CONSIDERATION			
RECOMMEND APPROVAL <input type="checkbox"/>	NAME AND GRADE OF COMMANDER	SIGNATURE	DATE
RECOMMEND DISAPPROVAL <input type="checkbox"/>			
11. ACTION REQUESTED (Choose option) Void report <input type="checkbox"/> Substitute Report <input checked="" type="checkbox"/> Change Duty Information <input type="checkbox"/> Other (specify) <input type="checkbox"/>			
12. REASONS TO SUPPORT REQUESTED ACTION (Be brief and specific) - Request 8 Jun 10 EPR be substituted with attached reaccomplished EPR - Items listed in Sec III Block 5 were not accomplished by the member			
13. NUMERICAL LIST OF ATTACHMENTS (List each supporting document in the order attached.) 1. Reaccomplished EPR with all original evaluators' signatures 2. Letters from evaluators providing detailed justification for the situation			
I make the foregoing statements as a part of my application with full knowledge of the penalties involved for willfully making a false official statement. (U.S. Code, Title 18, sec 287, 1001, provides a penalty as follows; A maximum fine of \$10,000 or maximum imprisonment of 5 years or both.)			
14. SIGNATURE OF APPLICANT <i>John A. Brown</i>			DATE 2 Aug 10

AF IMT 948, 20051001, V1

PREVIOUS EDITIONS ARE OBSOLETE.

FOR OFFICIAL USE ONLY (When filed in)

SHON J. MANASCO  
 Assistant Secretary of the AF  
 (Manpower and Reserve Affairs)

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

- AFMAN 13-501, DoDM5210.42**, *Nuclear Weapons Personnel Reliability Program (PRP)*, 19 September 2018
- AFMAN 33-363**, *Management of Records*, 1 March 2008
- AFI 33-332**, *Air Force Privacy and Civil Liberties Program*, 12 January 2015
- AFI 33-360**, *Publications and Forms Management*, 1 December 2015
- AFI 36-2110**, *Total Force Assignments*, 05 October 2018
- AFI 36-2603**, *Air Force Board for Correction of Military Records*, 18 September 2017
- AFI36-2606**, *Reenlistments and Extensions of Enlistment in the United States Air Force*, 18 September 2017
- AFI 36-2608**, *Military Personnel Records System*, 26 October 2015
- AFH 36-2618**, *The Enlisted Force Structure*, 5 July 2018
- AFI 36-2706**, *Equal Opportunity Program Military and Civilian*, 5 October 2010
- AFI 36-2905**, *Fitness Program*, 21 October 2013
- AFI 36-3026**, *Identification Cards For Members of the Uniformed Services, their Eligible Family Members, and Other Eligible Personnel*, 4 August 2017
- AFI 36-3203**, *Service Retirements*, 18 September 2015
- AFI 36-3205**, *Applying for the Palace Chase and Palace Front Programs*, 10 October 2003
- AFI 36-3206**, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004
- AFI 36-3207**, *Separating Commissioned Officers*, 9 July 2004
- AFI 36-3208**, *Administrative Separation of Airmen*, 9 July 2004
- AFI 36-3209**, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005
- AFI 51-508**, *Political Activities, Free Speech and Freedom of Assembly of Air Force Personnel*, 12 October 2018
- AFI 65-201**, *Managers' Internal Control Program Procedures*, 9 February 2016
- AFI 91-204**, *Safety Investigations and Reports*, 27 April 2018

***Prescribed Forms***

- AF Form 77**, *Letter of Evaluation*
- AF Form 78**, *Air Force General Officer Promotion Recommendation*
- AF Form 475**, *Education/Training Report*
- AF Form 707**, *Officer Performance Report (Lt thru Col)*



**AF Form 709**, *Promotion Recommendation*

**AF Form 724**, *Airman Comprehensive Assessment Worksheet (Lt thru Col)*

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

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

**AF Form 912**, *Enlisted Performance Report (CMSgt)*

**AF Form 931**, *Airman Comprehensive Assessment Worksheet (AB thru TSgt)*

**AF Form 932**, *Airman Comprehensive Assessment Worksheet (MSgt thru CMSgt)*

**AF Form 948**, *Application for Correction/Removal of Evaluation Reports*

**AF Form 3538**, *Retention Recommendation*

**AF Form 3538E**, *Enlisted Retention Recommendation*

#### ***Adopted Forms***

**DD Form 149**, *Application for Correction of Military Records*

**AF Form 330**, *Records Transmittal/Request*

**AF Form 469**, *Duty Limiting Condition Report*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 1613**, *Statement of Service*

**AF Form 2098**, *Duty Status Change*

**AETC Form 156**, *Student Training Report*

#### ***Abbreviations and Acronyms***

**ACA**—Airman Comprehensive Assessment

**ADL**—Active Duty List

**AFI**—Air Force Instruction

**AFPC**—Air Force Personnel Center

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard Reserve

**ANG**—Air National Guard

**APZ**—Above-the-Promotion Zone

**ARC**—Air Reserve Component

**ARMS**—Automated Records Management System

**ARPC**—Air Reserve Personnel Center

**BPZ**—Below-the-Promotion Zone  
**COCOM**—Combatant Command  
**CRO**—Change of Reporting Official  
**CSAF**—Chief of Staff, United States Air Force  
**CSS/HR**—Commander Support Staff/Human Resource Specialist  
**DAFSC**—Duty Air Force Specialty Code  
**DBC**—Directed by Commander  
**DBH**—Directed by HAF  
**DG**—Distinguished Graduate  
**DNP**—Do Not Promote This Board  
**DoD**—Department of Defense  
**DOR**—Date of Rank  
**DP**—Definitely Promote  
**EFDP**—Enlisted Forced Distribution Panel  
**EPR**—Enlisted Performance Report  
**ERAB**—Evaluation Reports Appeal Board  
**FD**—Forced Distributor  
**FDID**—Forced Distributor Identification  
**GO**—General Officer  
**HAF**—Headquarters Air Force  
**HC**—Chaplain Corps  
**HQ**—Headquarters  
**IPZ**—In-the-Promotion Zone  
**IDE**—Intermediate Developmental Education  
**IMA**—Individual Mobilization Augmentee  
**IPZ**—In-the-Promotion Zone  
**LAF**—Line of the Air Force  
**LAF-J**—Line of the Air Force Judge Advocate  
**LOE**—Letter of Evaluation  
**MAJCOM**—Major Command  
**MC**—Medical Corps  
**MEL**—Master Eligibility List

**MilPDS**—Military Personnel Data System  
**MLR**—Management Level Review  
**MPA**—Military Personnel Appropriation  
**MPerRGp**—Master Personnel Records Group  
**MPF**—Military Personnel Flight  
**MSC**—Medical Service Corps  
**NC**—Nurse Corps  
**NCO**—Noncommissioned Officer  
**NCOIC**—Noncommissioned Officer-in-Charge  
**NGB**—National Guard Bureau  
**NMI**—No Middle Initial  
**NSA**—National Security Agency  
**NSR**—Senior Noncommissioned Selection Record  
**OPR**—Officer Performance Report  
**OSR**—Officer Selection Record  
**P**—Promote  
**PAS**—Personnel Accounting Symbol  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PDE**—Primary Developmental Education  
**PDS**—Personnel Data System  
**PIRR**—Participating Individual Ready Reserve  
**POW**—Prisoner of War  
**PPA**—Personnel Processing Application  
**PRDA**—Personnel Records Display Application  
**PRF**—Promotion Recommendation Form  
**RASL**—Reserve Active Status List  
**RegAF**—Regular Air Force  
**ResAF**—Reserve of the Air Force  
**RRF**—Retention Recommendation Form  
**SAF**—Secretary of the Air Force  
**SCOD**—Static Close-Out Date

**SDE**—Senior Developmental Education

**SecAF**—Secretary of the Air Force

**SECDEF**—Secretary of Defense

**SES**—Senior Executive Service

**SNCO**—Senior Noncommissioned Officer

**SOS**—Squadron Officer School

**SR**—Senior Rater

**SRID**—Senior Rater Identification

**SSN**—Social Security Number

**STEP**—Stripes for Exceptional Performers

**SURF**—Single Uniform Request Format

**TAG**—The Adjutant General

**TDY**—Temporary Duty

**TFSC**—Total Force Service Center (formerly the Air Force Contact Center)

**TR**—Training Report

**UCMJ**—Uniform Code of Military Justice

**USAF**—United States Air Force

**U.S.C.**—United States Code

**vMPF**—Virtual Military Personnel Flight

**vPC**—Virtual Personnel Center

### *Terms*

**Above the Management Level (AML) Organizations**—There are six units that are above the level this AFI defines as management levels: President of the United States, Vice President of the United States, SecDef, CJSC, SecAF and CSAF. For purposes of the AFI, these units are also known as management levels.

**Acquisition Examiner**—A person, either within the rating chain or appointed by the management level (minimum colonel/captain (USN) or civilian equivalent for officers; major or Navy lieutenant commander or an equivalent civilian for enlisted) serving in an acquisition position and in the same acquisition career field as the ratee who provides examination of evaluations for individuals serving in certain acquisition positions (**paragraph 1.6.8**). The Acquisition Examiner examines evaluations to ensure the evaluation reflects acquisition-related considerations.

**Active Duty List (ADL)**—Officers on active duty except (per 10 U.S.C. § 641): Reserve or Guard officers on active duty for training, for administration of reserve components, to pursue special work, for the administration of the Selective Service System, LEAD and AGR officers; warrant officers; retired officers on active duty; students at the Uniformed Services University of the Health Sciences. For the purposes of this instruction, The Director of Admissions, Dean and

permanent professors at the Air Force Academy are considered to be on the active duty list. The list is arranged by competitive category in the order of the seniority of the grade in which they are serving.

**Active Guard Reserve (AGR)**—An ANG or AFR member serving on active duty in support of the Guard or Reserve mission, under 10 U.S.C. §§ 10211, 10305, 12310, 12402 or 32 U.S.C. § 708 (Property and Fiscal Officers).

**Additional Rater**—The second evaluator in the rating chain, after the rater, to endorse a performance evaluation. See **paragraph 1.6.4** for restrictions, requirements and exceptions.

**Advisor**—An Air Force designated representative who provides a special review of evaluations in activities outside the Department of the Air Force (**paragraph 1.6.8**). The Air Force Advisor advises non- Department of the Air Force evaluators of Air Force rating policies and procedures and reviews OPRs, EPRs, and PRFs for compliance with the provisions of this instruction.

**Aggregation**—The process used when the number of eligible officers does not meet the minimum number required for the senior rater to award promotion recommendations.

**Air National Guard (ANG) Non-AGR**—Refers to members of the Air National Guard who are not on Extended Active Duty nor assigned in permanent Active Guard Reserve (AGR) or Statutory Tour status.

**ARC**—Refers to members assigned to the Air Force Reserve (AFR) or Air National Guard (ANG). Typically used to address the combination of all members assigned within both AFR and ANG.

**Annual Cycle Close-out Date (applies to general officers)**—Annual major general and major general selectee evaluations close-out 30 June; annual brigadier general and brigadier general selectee evaluations close-out 31 July.

**ARC AGR**—Refers to members assigned to the Air Force Reserve (AFR) or Air National Guard (ANG) component who are serving in a full-time AGR status or on a Statutory Tour (ANG only).

**Carry-over**—For line officers, the difference between the "Definitely Promote" allocations (rounded up) based on the population of an Management Level, and the sum of "Definitely Promote" allocations authorized senior raters (rounded down) based on each senior rater's population (including those senior raters whose population is aggregated).

**Civilian Director**—Civilians designated to lead units/organizations (PAS codes[s]), excluding Flight Commanders. Also see Other Authorized Reviewers.

**Commander**—The commander (or officer so designated) for administrative purposes (that is, control roster action, Article 15 jurisdiction, and so on) of the ratee's assigned organization. Also see Other Authorized Reviewers.

**Company Grade**—Officers in the grades of second lieutenant through captain.

**Combat Zone**—That area required by combat forces for the conduct of operations. The territory forward of the Army rear area boundary.

**Commander's Review**—See Other Authorized Reviewer.

**Communications Zone**—Rear part of theater of operations (behind but contiguous to the combat zone) which contains the lines of communications, establishments for supply and evacuation, and

other agencies required for the immediate support and maintenance of the field forces. See also combat zone; rear area.

**Definitely Promote (lieutenant colonels and below)—Recommendation on AF Form 709 that says the strength of the ratee's performance and performance-based potential alone warrants promotion; (colonels only)**—Recommendation on AF Form 709 which indicates an officer demonstrates the potential for immediate promotion.

**Do Not Promote This Board (colonels and below)**—Recommendation on AF Form 709 that says the ratee does not warrant promotion on the Central Selection Board for which the PRF is being prepared.

**Duty Qualification History Brief**—A computer product used by senior raters in the Promotion Recommendation Process which includes such whole person factors as Developmental Education, advanced academic information, board certification, joint duty and acquisition corps data and award and decoration information.

**Evaluations**—A general reference to the Airmen Comprehensive Assessment (AF Forms 724, 931, and 932), OPR (AF Form 707), PRF (AF Form 709), Education/Training Report (AF Form 475), Letter of Evaluation (AF Form 77), and the General Officer Promotion Recommendation (AF Form 78), and EPR (AF Forms 910, 911 and 912).

**Evaluator**—Any individual who signs a performance report in a rating capacity.

**Field Grade Officer**—Officers in the grade of major through colonel.

**Final Evaluator**—The evaluator in the rating chain who closes out an OPR or EPR (Officer) -- The senior rater will be the final evaluator (**Exception: See paragraph 1.6.4**). (Enlisted)—For MSgt selects, MSgts, SMSgt selects and SMSgts, the last evaluator to endorse the AF Form 911 will be the final evaluator (Section IX). For CMSgts and CMSgt selects, the senior rater will be the final evaluator (AF Form 912). When the rater is an O-6 or above, or a civilian (GS-15 or above), and qualifies as a single evaluator (see definition of single evaluator) and they may close-out the evaluation at their level as a final evaluator, unless they refer the evaluation. When the rater/additional rater is a O-6 or civilian (GS-15 or above) who works directly for the senior rater, and the ratee is not TIG eligible for senior rater endorsement, the EPR will be closed out by the rater/additional rater [deputy evaluator]. When the rater is a senior rater or the Chief Master Sergeant of the Air Force, the EPR will close-out at their level.

**Forced Distributor (FD) (also referred to as FDID authority)**—The evaluator designated to complete the Promotion Recommendation section of the AF Form 910. For wing/group/squadron-level organizational structures, the FD will be the G-series orders commander or civilian director (delegable to section commander or equivalent only for non-TIG/TIS eligibles). For wings, the FD is the vice commander, delegable to the Director of Staff. Within MAJCOMs, COCOMs, FOAs, DRUs, NAFs, and Centers, the FD will be the military or civilian director. For MAJCOM and COCOM commanders, the FD will be the vice commander. When there is a subordinate organization/unit below the director and the subordinate organization's unit commander is on G-Series orders, the subordinate organization's commander will serve as the FD, not the parent organization commander/director. **Note:** If the officer in one of these positions is from a sister-service, they must be an O-5 or higher to serve as a FD.

**Forced Distributor Identification**—A nine digit code (first two digits is the Management ID; the third, fourth and fifth digits are the Senior Rater code; sixth, seventh, eighth and ninth digits are the last four of the unit PAS code) which will provide identification to the PAS codes just as with the Senior Rater IDs.

**Frock**—The practice of a commissioned or noncommissioned officer selected for promotion wearing the insignia of the higher grade before the official date of promotion.

**Inappropriate Items**—Items that evaluators must not consider or refer to when recording performance.

**Individual Mobilization Augmentee (IMA)**—An individual filling a funded authorization identified as augmenting the RegAF components within departments or agencies of the U.S. Government. This is further defined by Joint Publication 1-02 which states, in part: an individual reservist attending drills who receives training and is pre-assigned to an active component organization, or a Selective Service System billet that must be filled on, or shortly after, mobilization.

**Last Duty Day**—The day before an individual's departure from his/her station for PCS, retirement, separation, terminal leave, leave in conjunction with PCS, or unit PCA.

**Mandatory Comments**—Comments evaluators must include in EPRs, OPRs, and TRs (see **paragraph 1.11**).

**Matter of Record**—Evaluations that have been completed, signed, and loaded into ARMS/PRDA. Evaluations are considered working copies until they become a matter of record.

**Military and Civilian Grade Equivalents**—For the purposes of this instruction, it is necessary to equate certain military grades with civilian grades. The appropriate authority, as listed below, determines equivalency based on the responsibilities and location of the civilian position in the rating chain (see AFI 36-3026, *Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and Other Eligible Personnel*, **Table A13.1** for grade comparison chart).

**a. For officer grades**—The Reviewer/Senior Rater determines equivalency for Raters and Additional Raters. The Management Level determines equivalency for Reviewer/Senior Rater designations.

**b. For CMSgts selects and CMSgts (AF Form 912)**—The Management Level determines equivalency for Senior Rater designations.

**c. For MSgt selects, MSgts, SMSgt selects and SMSgts (AF Form 911)**—The unit commander determines equivalency for all evaluators (except for the Final Evaluator when the Final Evaluator is also the Senior Rater— the Management Level determines Senior Rater designations).

**d. For AB through TSgt (AF Form 910)**—The unit commander determines equivalency for Raters. Additional Raters must meet the grade requirements in **paragraph 1.6.3**. For civilian personnel in categories other than General Schedule to endorse an AF Form 910 as the additional Rater the unit commander must submit a request for an exception to policy to the installation commander (with information copy to the MAJCOM and AFPC). This request must clearly outline the desired additional rater's responsibilities and position in the rating chain and verify he or she has been trained and is familiar with EES requirements and procedures. While the installation commander has initial approval/disapproval authority,

AFPC has final disapproval authority. Unit commanders may appeal an AFPC disapproval by submitting additional justification to AFPC/DP3SP, with information copy to the installation commander and MAJCOM.

**Military Director**—The military director designated to lead a unit/organization. Also see Other Authorized Reviewers.

**Military Technician (Dual Status)**—Refers to members employed under 10 U.S.C § 10216 or 32 U.S.C. § 709. Follow ARC /ANG Non-AGR (Drill Status) for OPR/EPR policy. Technicians are considered drill status guardsmen/traditional reservists for reporting and rating purposes under their military rating chain.

**Management Level (ML)**—DoD organizations (i.e., major command) where the senior official evaluations directly to the SecDef, SecAF, Chairman Joint Chiefs of Staff, Chief of Staff, United States Air Force (CSAF), or State Adjutant General or Governor. Only the CSAF may approve exceptions; however, the HAF DCS, Personnel, may exercise similar authority in cases involving the Management Levels of general officers. No individual can serve as the head of two separate Management Levels for the same board, unless the individual is serving in a dual-hatted capacity. As used in this instruction, Management Level also refers to the personnel activity that supports the senior official.

**Management Level Control Group (Applies to GOs)**—The number of promotion eligible general officers assigned to an Management Level, subdivided by grade and competitive category.

**Management Level Review (MLR)**—A process used in the Promotion Recommendation phase of the Officer Evaluation System (**Chapter 8**).

**Management Level Student**—Receives TRs and normal PRFs. The eligible officers' records meet the respective Management Level evaluation board as a separate category. Training is within the eligible officer's utilization field.

**Military Personnel Record Group (MPerRGp)**—Consists of Officer Selection Record Group, Senior Noncommissioned Officer (SNCO) Selection Record (AD only), and Correspondence and Miscellaneous Record Group (officer and airmen). The MPerRGp is maintained at AFPC for RegAF members, and at ARPC for ARC members.

**Noncombat Ports and MPFs**—All ports and MPFs not falling within either the combat zone or communications zone.

**Non Extended Active Duty (Non—Extended Active Duty )**—An ARC member who is assigned to an Air National Guard or Air Force Reserve unit, performs regularly schedule drills (Unit Training Assembly), annual training, and/or Equivalent Training. This includes Drill Status Guardsmen, unit traditional reservist or Individual Reservist while in a Title 10 or Title 32 status. These members are not on an Active Duty tour (ex: Active Guard Reservist (AGR) or Voluntary Limited Period of Active Duty [VLPAD]), however they may be on long tour such as military personnel appropriation (MPA) or reserve personnel Appropriations (RPA) orders.

**Non-Line**—As used in this instruction, non-line is a collective general reference to chaplains (AFSC 52RX), and health profession officers (AFSC 4XXX).

**Offices of Record**—The offices which maintain evaluations (original or copies).



**Other Authorized Reviewer**—The unit commander/military or civilian director may designate in writing a senior official within his/her unit to perform the unit commander's/military or civilian director's review. If a flag officer is an evaluator on the AF Form 911 (*only*), he/she *will* serve as an “*Other Authorized Reviewer*” in Section VIII, *Unit Commander/Military or Civilian Director/Other Authorized Reviewer*. AF Form 910 *must* return to the Force Distributor for final endorsement and the AF Form 912 *must* return to the Senior Rater for final endorsement regardless of a flag officer endorsement within the evaluation. In MAJCOM/COCOM organizations the Management Level may designate in writing a senior Air Force official within subordinate elements of the staff to serve as a “other authorized reviewer” (e.g. Director of Staff, Director of Public Affairs, etc.).

**P-Rate**—The promotion rate that guarantees the minimum promotion rate for eligible officers receiving a “Promote” recommendation.

**Performance Feedback**—A progress evaluation from raters to ratees.

**Period of Report**—The length of time covered by an evaluation.

**Period of Supervision**—The period of time a member is under the supervision of a rater.

**PRF Accounting Date**—The date that determines the Senior Rater responsible for PRF preparation. The Senior Rater for the unit the eligible officer is assigned on this date is the Senior Rater for the promotion cycle. For officers in grades lieutenant colonel and below, it is approximately 150 calendar days prior to the Central Selection Board convening date. For colonel, it is 60 calendar days prior to the Central Selection Board convening date.

**PRF Allocation Date**—Sixty-six calendar days before a selection board, when “Definitely Promote” allocations are final (does not apply to ARC).

**PRF Cutoff Date**—Sixty calendar days prior to the selection board, when final PRF processing begins. PRFs cannot be completed prior to this date (does not apply to ARC).

**Intermediate Evaluator**—The commander or director of the unit/organization in which the ratee is assigned. Also see Commander, Civilian Director, and Military Director.

**“Promote (P)” (lieutenant colonels and below)**—Recommendation on AF Form 709 that says the ratee is qualified for promotion and should compete at the Central Selection Board on the basis of performance, performance-based potential, and broader considerations; (*colonels only*)--Recommendation of AF Form 709 which indicates an officer is making a valuable contribution to the mission and has potential for promotion.

**Ratee**—The individual being rated.

**Rater (officer and enlisted)**—The official (usually the ratee's immediate supervisor) designated by management to provide a ratee periodic performance feedback and initiate performance evaluations. The rater may be an officer or Noncommissioned Officer (for enlisted ratees) of a United States or foreign military service serving in a grade equal to or higher than the ratee, or a civilian in a supervisory position that is higher than the ratee in the ratee's rating chain. Management may appoint raters serving in the same grade as ratees without regard to date of rank. (Enlisted)--A civilian rater must be at least a GS-7 or a comparable grade or higher. RegAF members in the grade of SrA may serve as raters only if they have completed the Noncommissioned Officer Preparatory Course or the Airman Leadership Course. Only non-active-duty AFR members in the grade of SSgt or above may serve as raters.

**Rater's Rater (officer)**—The second official in the rating chain, after the rater, serving in a grade equal to or higher than the rater and in a grade higher than the ratee. See **paragraph 1.6.4** for other restrictions. (*Enlisted*)--The second official in the rating chain, after the rater, serving in a grade equal to or higher than the rater (for TSgts and below, at least the grade of MSgt or civilian equivalent).

**Rating Chain**—The succession of officials responsible for preparing evaluations. Evaluators other than the rater may be assigned after the close-out date. Commanders set up the rating chain within their organization. The rating chain is normally the same as the supervisory chain. **Exceptions:** An individual in the supervisory chain may not be an EPR evaluator when the ratee is a TSgt or below and the rater's rater does not meet the minimum grade requirement to be the additional rater. When the ratee is a MSgt or higher, the final evaluator (AF Form 911, Section IX) does not have to be the immediate supervisor of the additional rater. Flexibility in this case lets authorities better distinguish between individuals with similar performance records. When the senior rater identification designates more than one position as a senior rater within a common rating chain (**Example:** Headquarters Chief of Staff, vice commander, and commander), the senior rater who signs the evaluation does not have to be the rater's rater, but must be the senior rater designated for the ratee's grade and assigned PAS code (only one senior rater may sign an evaluation).

**Recommendation Only PRF**—Refer to **paragraph 8.1.5.6**. Does not apply to Reserve of the Air Force.

**Record of Performance**—Consists of the following AF Forms (when filed in the Officer Selection Record (OSR): AF Forms 707; AF Forms 707A and AF Forms 707B; AF Forms 709; Air Force Forms 475; Form 77. Evaluators may also use Letter of Evaluation (LOE) filed in the CSS/HR Specialist.

**Referral Evaluation**—A performance evaluation that contains any of the following is a referral:

**a**—Comments in any OPR, EPR, LOE or Training Report, regardless of the ratings if applicable, or the attachments to that evaluation, that are derogatory in nature, imply or refer to behavior incompatible with, or not meeting minimum acceptable standards of personal or professional conduct, character, judgment or integrity, and/or refer to disciplinary actions. This includes, but is not limited to, comments regarding omissions or misrepresentation of facts in official statements or documents, financial irresponsibility, mismanagement of personal or government affairs, confirmed incidents of discrimination or mistreatment, illegal use or possession of drugs, Absent Without Leave, Article 15 actions, and conviction by court-martial.

**b**—An officer fails to meet standards in any one of the listed performance factors, in Section III or Section IX of the OPR, the overall evaluation will be a "Does Not Meet Standards" evaluation and the evaluation must be referred.

**Relieved From Supervisory Responsibility**—For evaluation purposes, this means an individual was removed from supervisory duties due to either personal or professional shortcomings or misconduct that, in the supervisor's view, made the member incapable of handling, or unsuitable for holding, the position. Personnel removed from supervisory responsibility must be notified in writing and acknowledge understanding.

**Reserve Active Status List (RASL)**—A list of all ARC officers in an active status, not on the Active Duty List, and in the order of seniority of the grade in which they are serving. Officers

serving in the same grade are carried in order of their date of rank to that grade. The Reserve Active Status List for the Air Force shall include officers in the Air National Guard and Air Force Reserve. Except as otherwise provided by law, an officer must be on the Reserve Active Status List to be eligible for consideration for selection for promotion, continuation, or selective early removal as a member of the Reserve of the Air Force.

**Reviewer**—The third evaluator on an Officer Performance Report (see **paragraph 1.6.5**).

**Reviewing Official**—Any intermediate-level supervisor above the rater, but below the Management Level.

**Routinely**—A repeated inability to meet established AF standards and/or expectations that would render the aggregated performance assessment over the entire reporting period as below standards.

**Senior Rater (Officer)**—The evaluator designated by the Management Level who completes the PRF and also serves as reviewer on the OPR. Senior raters must be in a position to have personal knowledge or access to personal knowledge of the ratee's performance. They must also have the scope of responsibility and breadth of experience to assess performance and its significance as it relates to potential for promotion. The same senior rater normally evaluates all officers in an organization in a particular grade and promotion zone. For all majors and below, the senior rater must be at least a colonel (or equivalent) serving as a wing commander or equivalent. For all lieutenant colonels and colonels, the senior rater must be a general officer (or equivalent) and will be the first general officer in the rating chain AFPC/DP2SPE Active Duty List or AFRC/A1 (AFR unit) must approve exceptions.

**Senior Rater (Enlisted)**—Position that the MAJCOM, field operating agency, direct reporting unit, and other organizations with Air Force enlisted personnel designated to be the highest level endorser in the ratee's rating chain. For RegAF and ARC members, senior raters must be at least a colonel or civilian equivalent (GS-15 or higher), serving as a wing commander or equivalent.

**Senior Rater Identification Code**—A five-character code identifying a senior rater position as the MAJCOM or Management Level specifies.

**Significant Disagreement**—The disagreement by an evaluator with the previous evaluator that results in one of the following: A change of any Performance Factor rating in any of the performance assessments; or any statement anywhere in an OPR that indicates obvious disagreement with the previous evaluator.

**Significantly**—A single instance where failure to meet established AF standards and/or expectations is either egregious in nature or so far short of a standard that it impacts overall aggregated performance assessment.

**Single Evaluator**—An individual (colonel/O-6 or equivalent) who may close out an EPR with a single signature (also see the definition of *Final Evaluator*). Individual must meet both grade requirements and the evaluator requirements for each section of the applicable evaluation form (**Example:** must meet both grade requirements as an O-6 [or equivalent/higher grade] and must meet the definition of a “unit commander/military or civilian director/other authorized reviewer”). An O-6 or equivalent in and of themselves meet the grade requirement to serve as a final [deputy] evaluator on the AF Form 911, and/or as a final [senior rater] evaluator on the AF Form 911 and AF Form 912, provided they are designated as a senior rater by the management level; however they must also meet the necessary requirements as a unit commander/ military or civilian

director/other authorized reviewer (see definition of unit commander/military or civilian director/other authorized reviewer) to sign the entire evaluation as a “single evaluator”.

**Single Senior Rater**—The Single Senior rater is not the head of the management level, but is the only senior rater who has In-or-Above-the-Promotion Zone and/or non-line/LAF-J Below-the-Promotion Zone eligible. The Management Level Review process must review PRFs.

**Sole Senior Rater**—The Sole Senior Rater is the head of the Management Level and is the only senior rater who has In-or-Above-the-Promotion Zone and/or non-line/LAF-J Below-the-Promotion Zone eligible for a specific board. The Sole Senior Rater awards all PRF recommendations; however, the HAF Management Level Review must review all PRF ratings.

**Static Close-Out Date (SCOD)**—The date that all enlisted evaluations will close-out for a specific grade. Also the date used to determine the final TIG/TIS eligible pool for senior rater endorsement/stratification and forced distribution allocations.

**Stratification**—Quantitative comparison of an individual standing among peers within a definable group and within a specific evaluator’s scope of authority (i.e., direct rating chain).

**Statutory Tour**—A controlled tour of active duty service. Usually, a precise number of years at a specific location.

**Total Force Service Center (TFSC)**—Formerly known as the Air Force Contact Center (AFCC). When referenced, use the applicable components TFSC; i.e., RegAF would use the TFSC at AFPC and the ANG AFR would use the TFSC at ARPC.

**Unit Commander/Military or Civilian Director**—The military service member designated as the director of, or in command of, a unit (PAS code[s]). A civilian equivalent, assigned to the position of director, or unit director, responsible for the unit (PAS code [s]). See **paragraph 1.6.7**.

**Whole Airman Concept**—Factors included in the whole person assessment include job performance, leadership, professional competence, breadth and depth of experience, job responsibility, academic and professional military education, and specific achievements.

## Attachment 2

### APPEAL GUIDANCE FOR APPLICANTS

**A2.1. Overview.** In this attachment, the term "evaluation" encompasses all versions of enlisted and officer performance reports, training reports, Letters of Evaluation, promotion recommendation forms, retention recommendation forms and any other forms used by Selective Early Retirement Board and Reduction in Force separation boards. Complying with the following guidelines does not guarantee a favorable decision; however, not complying may cause the board to delay its decision or return the application without action.

**A2.2. Documenting an Appeal.** Documentation must be relevant, accurate, and clear. Do not submit general documentation such as Letters of Appreciation or character reference statements. Also, quantity does not equate to quality. If the reason i a particular item of evidence is not obvious, attach an explanation of its relevancy to the item. If the application has multiple attachments, use tabs to separate them. Before submitting an appeal, review the documentation to ensure it is:

A2.2.1. From a credible source. Information from a person with firsthand or expert knowledge of the situation is an example.

A2.2.2. Relevant to the time and issue. Evaluations assess performance over a specific period of time and documentation must relate to that period.

A2.2.3. Factual. Perceived personality conflict or general character references are subjective, not factual. As much as possible, provide information that is objective.

**A2.3. Statements.** The most effective evidence are statements from the evaluator(s) who signed the contested evaluation. These statements should:

A2.3.1. Cite important facts or circumstances that were unknown when the evaluators signed the evaluation.

A2.3.2. Detail the error or injustice.

A2.3.3. Explain how and when it was discovered.

A2.3.4. Include the correct information.

A2.3.5. Relate to the contested reporting period.

A2.3.6. Address the allegations and substantially challenge or disprove comments or ratings in the evaluation.

**A2.4. Time Limit Waivers.** The applicant can request a waiver of the 3-year time limit by citing unusual circumstances that prevented filing the appeal in a timely manner. However, ratees are responsible for reviewing their records at least annually for accuracy and the board can consider the due diligence of the applicant to apply for correction. Applications that do not include a waiver will be returned without action. Grounds for a waiver do not include:

A2.4.1. Failing to understand the appeals process.

A2.4.2. Being discouraged from appealing by superiors, peers, or counselors.

A2.4.3. Failing to understand the career impact in later years.

**A2.5. Common Appeal Reasons and Related Documentation Requirements.** Some common reasons for appealing and types of documentation are outlined below. Complying with these guidelines does not guarantee approval of an appeal.

A2.5.1. Impact on Promotion or Career Opportunity. An evaluation is not erroneous or unfair because the applicant believes it contributed to a non-selection for promotion or may impact future promotion or career opportunities. The board will focus on the evaluation only. The simple willingness by evaluators to upgrade, rewrite, or void an evaluation is not a valid basis for doing so. **Example:** Requests to add optional statements such as Developmental Education/Professional Military Education, assignment/job/command "push" recommendation, add an omitted award or stratification to an evaluation or PRF will normally not form the basis for a successful appeal. These statements are not mandatory for inclusion and their omission does not make the evaluation inaccurate. It must be proven the evaluation is erroneous or unjust based on its content.

A2.5.2. Ratings and Comments Inconsistent with Prior or Subsequent Evaluations. Ratings are not erroneous or unjust simply because they are inconsistent with previous ratings. An evaluation documents performance during a specific period and reflects performance, conduct, and potential at that time, in that position. An ability to function well in one position at a given time may change in another job at another time. Sometimes an individual can stay in the same job and a change in supervisors will produce a change in performance standards which, depending on how well the individual adapts, could cause a marked change in the next evaluation. The board will not approve requests to void evaluations simply because they are inconsistent with other evaluations.

A2.5.3. Comments Inconsistent with Assigned Ratings. Retrospective views of facts and circumstances, months or even years after the evaluation was written, will usually not overcome the board's presumption that the initial assessment remains valid.

A2.5.4. Deflationary Rating Programs. Evaluators must accurately assess personnel and control inflation. Therefore, to appeal on this basis must clearly establish that the evaluator did not use the Air Force evaluation policy in effect at the time.

A2.5.5. Personality Conflict. Provide firsthand evidence that clearly shows how the conflict prevented the evaluator from preparing a fair and accurate evaluation. If other evaluators support an appeal because they were unaware of a conflict at the time, they should provide specific information (and cite their sources) which leads them to believe the evaluation is not an objective assessment.

A2.5.6. Coercion by Superiors. The board seriously and carefully evaluates any allegation of coercion by superiors. The Air Force requires endorsers, reviewers, and commanders to review evaluations for quality and accuracy. These officials must reject poorly prepared evaluations and downgrade or reject inflated evaluations. Evaluators who change evaluations after talking with a superior have not necessarily been coerced. Clear evidence must exist proving that the superior violated the evaluators' rating rights. Supporting statements must identify the person who did the coercing, list the specific threats that were made, and identify any witnesses who can corroborate the incident.

A2.5.7. Undue Emphasis on Isolated Incidents. Evaluators should consider isolated incidents, their significance, and the frequency with which they occurred in assessing performance and

potential. Retrospective statements from evaluators prepared several months (or even years) after the incident or following a period of improved performance do not carry as much weight as assessments made when the facts and circumstances were fresh in their minds. To convince the board, evaluators must provide specific information about the incident and why they now believe it was overly emphasized.

A2.5.8. Lack of Counseling or Feedback. The lack of counseling or feedback, by itself, is not sufficient to challenge the accuracy or validity of an evaluation. Documentation should provide specific information about how the lack of counseling or feedback resulted in the unfair evaluation so the board can make a reasoned judgment on the appeal. Finally, every Airman should know the existing standards for indebtedness, weight, fitness. Lack of counseling in these areas provides no valid basis for voiding an evaluation.

A2.5.9. Alleged Discrimination or Unfair Treatment. Air Force members must report any form of discrimination to their supervisors or commander. In cases involving discrimination, the best evidence is an official Equal Opportunity and Treatment investigation, reviewed and validated by appropriate officials. Statements from officials in the rating chain or other credible sources who have firsthand knowledge of the discrimination may also be used.

A2.5.10. Evaluation Completed on Wrong Form. The board does not void an evaluation because it was completed on the wrong form. The evaluation will either be re-accomplished or superimposed on the correct form.

A2.5.11. Administrative Issues. The board does not normally void evaluations because of administrative errors. Proof that the evaluation would have been substantially different without the error should be provided. Normal procedure is to correct the administrative error rather than void the evaluation.

A2.5.12. Evaluation Inconsistent with Awards or Decorations Covering the Same Reporting Period. Citations are not specific enough to offset the comments and ratings in an evaluation. Awards and decorations are usually submitted by members of the rating chain who are fully aware of the contested evaluation. Therefore, an approved award or decoration alone does not challenge the accuracy of an evaluation.

A2.5.13. Personal Opinions and Unsupported Allegations. Provide factual, specific, and substantiated information that is from credible officials and is based on firsthand observation or knowledge. Avoid submitting unsubstantiated statements or opinions about motives.

A2.5.14. Mismarked Ratings. The instructions governing the Officer and Enlisted Evaluation Systems clearly require evaluators (and no one else) to mark evaluations, and prohibit them from signing blank or unmarked forms. Statements from all evaluators who signed the evaluation are needed. These statements must fully explain how the error occurred and why the evaluators did not notice the error when they signed the evaluation. Sometimes the typist or administrative section is blamed for such errors, in which case a statement from them can help. If the unit has a policy which requires raters to sign blank forms, or prohibits them from marking their ratings, a statement from the unit commander (or other person that imposed and enforced the policy) will be needed. The Board usually directs the evaluation be corrected or re-accomplished rather than voided.

A2.5.15. Evaluation Not Endorsed by Mandatory Endorser. An evaluation not endorsed at the required level is normally corrected instead of voided. Identify the proper mandatory

endorser and obtain the omitted endorsement. The evaluation may be re-accomplished or the endorsement placed in the correct section of a blank form and signed. Include statements from the evaluators explaining the error.

A2.5.16. Lack of Observation. Applications based on the fact that evaluators were geographically separated, working on a different shift, or new to the job require conclusive documentation showing there was no valid basis on which to assess performance.

A2.5.17. Evaluation Not Written by Designated Rater. The Air Force does not require the designated rater to be the immediate supervisor. Inaccurate designations and failures to change raters can occur when personnel are reassigned, work centers reorganized, functional areas or units realigned. To prove a case, a member will need statements from both the individuals who signed the evaluation and from the individuals who believe they should have written the evaluation. They should cite the *FROM* and *THRU* dates of supervision and explain what happened. The erroneous evaluator must clearly explain why they wrote and signed the evaluation when they were not the rater. Likewise the actual evaluator must explain why they did not write the evaluation even though they were supposed to. Also helpful is a statement from the unit commander, if possible, providing specific information.

A2.5.18. Insufficient Supervision. The following is needed to appeal based on insufficient supervision:

A2.5.18.1. Computer-generated products or other documents that substantiate when supervision began and ended.

A2.5.18.2. Understand that OJT records, feedback notices, and performance feedback worksheets do not document the date supervision began. They document only that an OJT entry was made, a feedback notice produced, or a feedback session took place.

A2.5.18.3. Often, evaluators feel that days of supervision minimums are not sufficient time to evaluate a ratee. However, Air Force standards establish that the minimum days are adequate to be able to provide a valid assessment. This standard applies Air Force-wide and appeals based on the rater's belief that minimums are not enough time are not approved.

A2.5.19. Memorandum of Mitigation. A memorandum of mitigation may be attached to an evaluation from an evaluator who signed the original evaluation or from someone in the rating chain at the time of the original evaluation. The memorandum must present information that was not known at the time of the evaluation's preparation and must explain the comments or ratings. A memorandum of mitigation may not be used simply to add information to an evaluation when there was not enough space on the original evaluation to include it. The memorandum must be no more than a single, typed page. It must not discuss promotion status or potential or any other subject or material if this information was not allowed in the original evaluation. Do not emphasize comments by using bold type, underlines, unusual fonts, etc.

A2.5.20. Lack of Training. Provide supporting statements from rating chain officials who can give specific information about the training problem and its impact on the evaluation. Since failing to provide training and failing to document training are different problems, OJT records, reviews of OJT records, and OJT inspection reports do not prove training was not conducted, only that training was not documented.



A2.5.21. Forged Signature. Allegations of a forged signature on an evaluation must be confirmed by a notarized statement from the actual evaluator or by the results of an investigation.

A2.5.22. Fitness: Provide relevant justification as to why the fitness area/statement is incorrect. Any request without supporting documents will be returned or not favorably considered.

A2.5.23. Re-accomplishing an evaluation. Along with supporting documentations, furnish a substitute evaluation in the appeal case. The substitute evaluation must:

A2.5.23.1. Be signed by all the evaluators who signed the original evaluation (this includes the commander on EPRs). If an evaluator cannot be located, submit evidence of all attempts to locate the missing evaluator (i.e. certified mail receipt, emails, postal service). After all attempts have been exhausted, contact AFPC/DP2SPE for guidance.

A2.5.23.2. Be on the correct form not only for the grade, but also for the time the original evaluation was written. **Example:** If re-accomplishing a Promotion Recommendation Form (PRF) for a CY93 Board, the Aug 88 version of the AF Form 709 must be used, not the Jun 95 edition of the form. Similarly, if re-accomplishing an EPR which has a close-out date of Jan 95, the substitute must be on the Jan 93 edition of the AF Form 910/911, not the Jun 95 version.

## **A2.6. Special Information on Appealing AF Form 709, Promotion Recommendation Form (PRF).** (**Note:** The Management Level Review process does not apply to the ResAF).

A2.6.1. General Information. A material error in the PRF itself, substantive changes to the record of performance used to assess performance-based potential, or a material error in the PRF preparation process may justify changes to the PRF. Normally, comments and recommendations are required from the senior rater who signed the PRF and the Management Level Review President who reviewed it. If the senior rater is deceased or retired and not available, the president who originally reviewed the PRF may act instead. When the senior rater is available but the original president is deceased or retired and not available, the current president can act in their place. **Note:** An evaluator is considered not available when they are incapacitated or, after reasonable efforts, cannot be located or contacted. Include in the application documentation that shows when and how attempts to contact an evaluator, such as certified mail receipts. An evaluator will not be substituted or bypassed simply because they will not support an application.

A2.6.1.1. Substantive additions, deletions, changes, or corrections to an officer's record of performance include voiding a referral or negative evaluation, adding a previously missing OPR or TR, removing a negative endorsement or adding a positive one, or replacing an evaluation with a substantially different one. The change must, in effect, remove negative information from an officer's record or add positive information which was not previously known. A simple administrative change to an evaluation does not meet this criteria.

A2.6.1.2. Senior rater and Management Level Review Presidents who provide comments and recommendations must carefully consider what, if any, impact the correction or change may have had on the final PRF content, rating, or the preparation process. They will need to explain the change to the record of performance, its impact on the PRF, and how the requested PRF action relates to the changed record of performance. Appeals based on

errors in the preparation process must also be fully explained and substantiated. Senior raters must weigh the impact of the processing error on the PRF and explain how the error justifies the requested PRF change.

A2.6.1.3. The Management Level that initially processed the PRF can best route PRF appeals to the appropriate Management Level Review President. Since Management Levels may have different procedures for processing PRF appeals, contact the appropriate one for instructions. If the Management Level no longer exists, contact AFPC/DP2SPE for instructions.

A2.6.2. PRF Appeal Requirements. It is impossible to list exact instructions for each type of appeal; so, if necessary, contact AFPC/DP2SPE or ARPC/PB for guidance on appeals not covered in this instruction. The following list describes minimum required documentation for the board to reach a fair and equitable decision on the appeal:

A2.6.2.1. Voiding a PRF. Provide substantial evidence proving the PRF does not contain a valid promotion potential assessment, and that it is not possible to correct the form.

A2.6.2.2. Changing the Promotion Recommendation requires the concurrence of both the senior rater and Management Level Review President. The PRF should "provide key performance factors from the officer's entire career." The space on the form is limited and it is not usually possible to describe every achievement in an officer's career. The senior rater bears the responsibility of selecting what to include in the PRF, and what to leave out; which portions of the officer's career to concentrate on, and which portions to have supported by the record. While inputs from subordinate commanders may be requested, to do so is not mandatory. To change the promotion recommendation, the senior rater will need to demonstrate there was a material error in the PRF; a material error in the record of performance which substantially impacted the content of the PRF; or, a material error in the process by which the PRF was crafted. In all instances, the requested change to the promotion recommendation must be related to the documented error. Appeals to rewrite the promotion recommendation simply to include different, but previously known or documented accomplishments will not be approved.

A2.6.2.3. Changing the overall promotion recommendation to a "promote" rating requires the concurrence of both the senior rater and Management Level Review President. The senior rater provides detailed information about the circumstances surrounding the requested change and the rationale for the correction. The Management Level Review President reviews the request and recommends for or against the change. The Senior Rater and Management Level Review President should not support a requested change to the PRF unless a material error exists.

A2.6.2.4. Changing the overall promotion recommendation to a Definitely Promote rating must be fully justified and requires the concurrence of both the senior rater and Management Level Review President. In the promotion process, Definitely Promote ratings are strictly controlled and awarded after a competitive review of the senior rater's pool of eligible identifies the top officers. The Management Level Review validates the senior rater's decision and conducts a similar competitive review in awarding carry-over or aggregate Definitely Promotes. In determining whether to seek award of a Definitely Promote via an appeal, senior raters and Management Level Review Presidents must, as much as possible, replicate the original competitive process. Senior raters and Management

Level Reviews needing assistance in identifying their original pool of eligible should contact AFPC/DP2SPE, 550 C Street West, Suite 7, Joint Base San Antonio-Randolph, TX 78150-4709 to obtain a MEL and copies of records of performance which may be needed for the board in question. The senior rater details the circumstances surrounding the requested change, the rationale for the correction, and the method (an earned Definitely Promote allocation, aggregation or carry-over) by which the Definitely Promote rating would have been awarded originally. As with other PRF appeals, there must be a material error in the PRF, record of performance, or process, and it must be shown how that error resulted in an erroneous rating. In addition:

A2.6.2.4.1. When the senior rater identifies an earned Definitely Promote allocation, they certify that the applicant's corrected record would have been awarded a Definitely Promote rating in competition with the senior rater's original pool of eligibles. After reviewing the circumstances of the appeal and the applicant's record, the Management Level Review President recommends whether the Definitely Promote rating should be confirmed.

A2.6.2.4.2. If the senior rater believes a Definitely Promote rating would have been awarded under aggregation or carry-over, the Management Level Review President reviews the request, the circumstances surrounding the error, and its impact on the strength of the applicant's record. The Management Level Review President, after a competitive review (see [para 8.7](#)), determines if the corrected record would have been sufficiently strong to have earned a Definitely Promote at the original Management Level Review, and makes the appropriate recommendation.

A2.6.3. Changing PRFs reviewed by a USAF Student Evaluation Board or a USAF Evaluation Board for Officers in Competitive Categories Other Than Line of the Air Force. The same requirements listed above apply, except after meeting the senior rater's requirement, forward the appeal to AFPC/DP2SPE for processing. AFPC/DP2SPE serves as the Management Level for these boards and will secure a recommendation from the Management Level Review President.

A2.6.4. Board Review. The decision whether or not to grant or deny the appeal rests with the Board, which has the independent responsibility to make the determination. Senior Rater, Management Level Review President, and other inputs and/or recommendations are factors which the Board will consider in making its determination. It is not bound by any of the recommendations. The Board determines the weight it will give to all such inputs.

## **A2.7. Special Information on Appealing AF Form 3538, Retention Recommendation Form (RRF).**

A2.7.1. The Board carefully evaluates Retention Recommendation Form appeals and obtaining the support outlined below does not guarantee approval, but is the minimum required for the Board to reach a fair and equitable decision.

A2.7.2. Voiding a Retention Recommendation Form. Evidence requirements are similar to evidence requirements for voiding other evaluation types. Provide substantiating evidence that the form contains an unjust or inaccurate assessment of potential for continued service.

A2.7.3. To change the narrative comments, or the retention recommendation, the support of the evaluators who signed the form is needed. The first evaluator is generally the primary

person to substantiate the form is inaccurate. They detail the circumstances surrounding the error and explains why it should be corrected. The second evaluator reviews the circumstances and provides a recommendation. On occasion, the same person may be responsible for the first and second evaluators' portions of the form. If major changes are needed, fill out a new form and attach it to the request for correction.

## Attachment 3

## NON-RATED PERIOD MEMORANDUM

Example: (use appropriate organization  
letterhead) (Attachment XX) Non-rated  
Period(s) Memorandum

MEMORANDUM FOR XX  
SQ/CC DATE

FROM: RANK, LAST NAME, FIRST NAME, MI OF REQUESTING MEMBER  
(LAST 4 of SSN)

SUBJECT: Non-rated Period(s) on (Enlisted/Officer) Performance Report

1. I am requesting a non-rated period on my next performance report in accordance with AFI 36-2406 [paragraph 1.4.11](#)
2. As a reminder, we met on DD/MM/YYYY and discussed any reasonably foreseeable career impacts with this request.
3. I am requesting a non-rated period to start on DD/MM/YYYY and end on DD/MM/YYYY. (First request will not exceed 80 calendar days; any extensions will require an additional letter and will not exceed 60-day increments)
4. If you have questions, please contact me at (requesting member's contact information).

Requesting Member's Signature Block

1st Ind, XX SQ/CC

MEMORANDUM FOR XX SQ/CSS (Evaluations Monitor)

I have considered (rank/name of requesting member)'s request and approve/recommend disapproval the non-rated period from DD/MM/YYYY to DD/MM/YYYY.

If recommending disapproval, CC must provide justification for the recommendation and forward to the requesting member's wing commander/equivalent for final approval/disapproval (may be delegated no further than vice commander/equivalent). This may be accomplished on this memo or under a separate attachment.

Once signed, a copy will be provided to the requesting member and wing CVS office.

Unit/CC Signature Block