

EPR Guide

1. The CSS or Enlisted Evaluations System Monitor (EES) will initiate the evaluations processing by reviewing a notice from the MYPERS VPC dashboard.
 - a. Those ESS members will be selected by the Unit Commander and will be listed on the EES appointment letter
2. After the CSS/Unit Evaluation Monitor validates the applicable evaluation form, Performance Report (PR) Shell information, they will forward the evaluation to the rater for action.
 - a. Important to ensure the correct rater has been identified
 - b. All personnel information is correct (rank, SSN, AFSC, SRID, etc...)
 - c. Rater can be found on the Y:Drive EPR Spreadsheet
 - d. If Rater on spreadsheet is not correct notify the MPF of the changes
3. The rater will then prepare and fill out all blocks in the evaluation on the correct form and forward an unsigned copy to the MPF box which will show as either MPF Management/MPS in VPC Dashboard. DO NOT send the EPR via Email. It must be processed through the VPC. (Save a copy of the form without signatures in case you have to change anything on the evaluation; DO NOT SIGN)
 - a. The correct MPF coordinator in VPC is (TSgt Jonathan Huntley) for EPRs
 - b. It is important not to digitally sign yet because the MPF cannot make changes if signed
4. When forwarding use the Prepare Ad-Hoc option (Ad-Hoc means *Process*) in the Next Coordination box>Next Step>Prepare Ad-Hoc in the VPC up until Finalization. After that you can choose the Role you would like to send it to (MPF, Rater, Ratee, Individual mypers account)
5. After MPF verifies all information is correct on the evaluation, it will then be sent to the rater for signature through the VPC Dashboard.
6. The rater will electronically sign and then forward to the Additional Rater: For SrA thru TSgt The additional rater must be SNCO (E-7 or above) serving in a grade equal to or higher than the rater. For MSgt thru SMSgt the additional rater must be equal or higher in grade than the rater. For CMSgt it will be signed by the Senior Rater (Wing Commander) as the Additional rater. Additional rater will then forward to the Unit Commander.
7. The Unit commander will digitally sign in the Unit Commander block.
8. For SrA thru TSgt the Unit Commander O-4 and above or Civilian GS-12 or higher will be the final signature.
9. For MSgt thru SMSgt the Unit Commander will forward to the final evaluator which must be at a minimum grade of O-4, or civilian equivalent (GS-12). The Unit Commander can sign as the Final Evaluator as well.
10. The Unit Commander/Final evaluator will forward it to the Rater after signing.
11. The rater will discuss the EPR with the member (**most important step-FEEDBACK**).
12. The rater then forwards to the member for his/her signature or the Rater can sign if the Ratee is not available for over 30 days for signature. If the Rater signs for the Ratee they must send an email with a read-receipt to show that the Ratee did receive the Feedback.
13. After all signatures are made the rater will forward to TFSC in the VPC by choosing the Finalization option and it will automatically prompt a submission to TFSC.