

# Enlisted Performance Report (AF 910)

MSgt Alison M. Hugg  
Commander Support Staff, NCOIC  
OG/CSS

# Forms and Publications

- AFI 36-2406- Officer and Enlisted Evaluation Systems
- AF 707 Lt-Col (Officer Performance Report)
- AF 910 AB-TSgt (EPR Form)
- AF 911 MSgt-SMSgt (EPR Form)
- AF 912 CMSgt (EPR Form)
- AF 948 Application for Correction/Removal of Evaluation Reports
- AF 77- Letter of Evaluation (LOE)
- AF 724- Airman Comprehensive Assessment Worksheet (Lt- Col)
- AF Form 931- Airman Comprehensive Assessment (AB-TSgt)

- AB – TSgt Forms/Pubs to remember
  - **AFI 36-2406-** Officer and Enlisted Evaluation Systems
  - **AF 910** AB-TSgt (EPR Form)
  - **AF 948** Application for Correction/Removal of Evaluation Reports
  - **AF 77-** Letter of Evaluation (LOE)
  
  - **AF Form 931-** Airman Comprehensive Assessment (AB-TSgt)

# Who requires an EPR?

- Jan. 4, 2018, Enlisted Performance Reports are no longer required for regular Air Force Airmen in the **grade of airman first class and below with less than 36 months' Time-In-Service or Air Reserve Component Airmen below the grade of senior airman.**
- SrA - CMSgt

# Waiver Authorities

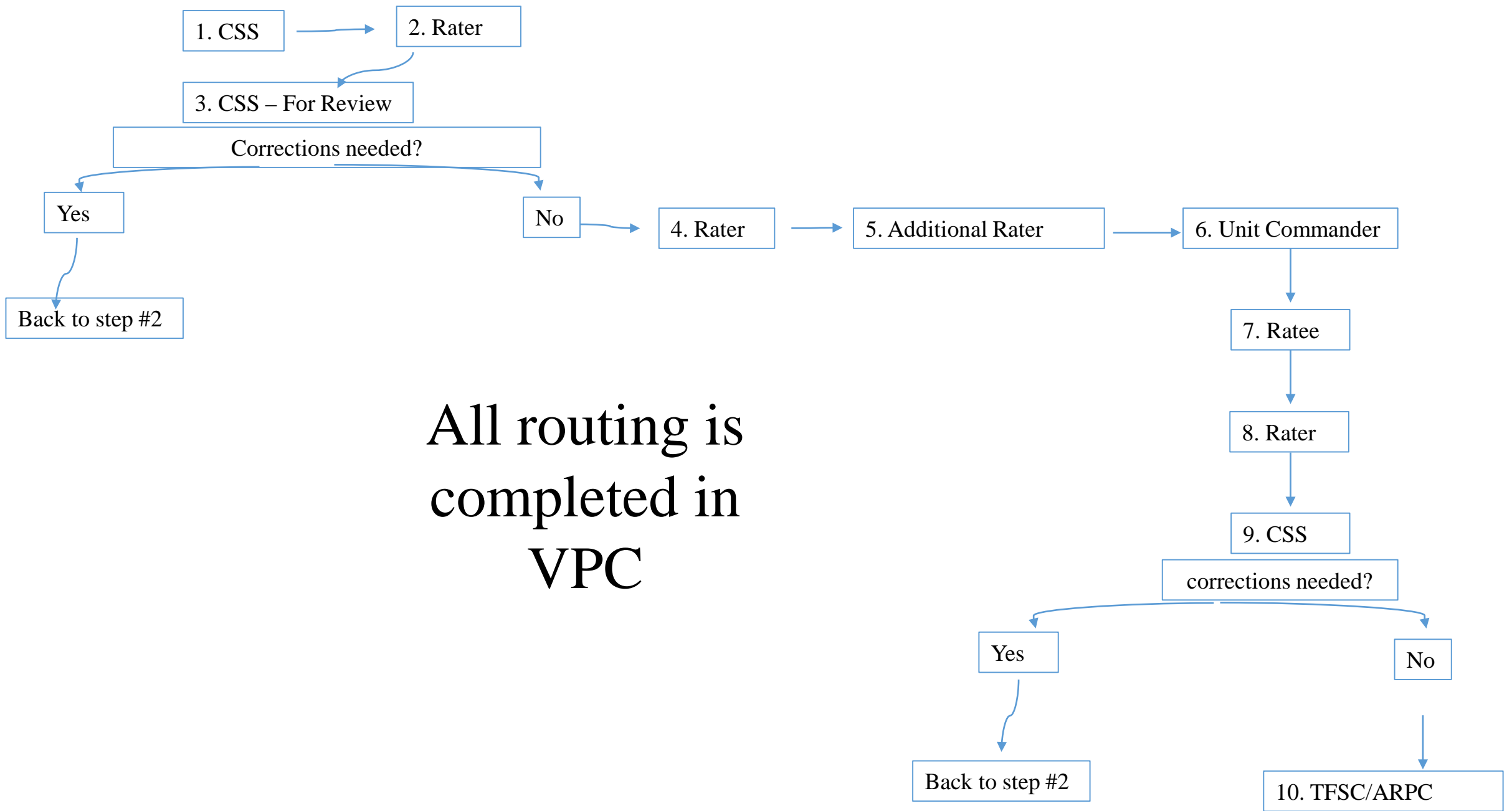
- 1.3.8.2. Waiver Process.
  - 1.3.8.2.1. Process waiver requests IAW AFI 33-360.
  - 1.3.8.1. Waiver Authority. AFPC/DP3SP with guidance from AF/A1P, is the waiver authority for this instruction. All waivers will be submitted to AFPC/DP3SP for consideration.
    - 1.3.8.1.1. Waiver authority for **Tier 0**: Non-AF authority (e.g. Congress, White House etc.).
    - 1.3.8.1.2. Waiver authority for **Tier 1**: MAJCOM/CC (delegable no lower than MAJCOM/A1).
    - 1.3.8.1.3. Waiver authority for **Tier 2**: MAJCOM/CC (delegable no lower than MAJCOM/A1K).
    - 1.3.8.1.4. Waiver authority for **Tier 3**: Wing/CC (delegable no lower than FSS/CC or equivalent).

# Suspense Dates/ Routing

1.4.2.3. Enlisted Performance Reports (EPR) are:

- 1.4.2.3.1. Due to the MPS (CSS) no later than **30 days** after close-out.
- 1.4.2.3.2. **Due to AFPC/ARPC** or office of record no later than **45 days** after close-out, so that it can be placed in the records NLT 60 days after the close-out date. **NOTE:** This suspense is to allow for any corrections at the lower level.
  - (C) Reports from VPC show a “DUE TO ARPC 30 days after closeout because VPC Auto generates the date– CSS will correct each shell as it comes through so it shows 45 days instead of 30.
- 1.4.2.3.3. Filed in the Automated Records Management System (ARMS) no later than **60 days** after the close-out.

- Can't sign before the Closeout date
- Due to CSS 30 days after Closeout
- Due to ARPC 45 days after closeout
- Shows up in PRDA 60 days after submitted to ARPC
  - HAHAHAHAHHAHAHA



All routing is completed in VPC

# Roles- Rater

- 1.6.3.1. For enlisted evaluations, there must be a minimum of one day supervision to prepare an evaluation.
- 1.6.3.2. Ensures the ratee is aware of who is in his or her rating chain.
- 1.6.3.3. Must provide an ACA IAW Chapter 2. Official documented ACA does not preclude a rater from performing day-to-day verbal assessments. Additionally, raters are required to perform an assessment at the time the evaluation is presented to the ratee. This assessment at the time the evaluation is presented, may be, but is not required to be officially documented on the ACA worksheet.
- 1.6.3.4. Must consider the contents of any Unfavorable Information File (UIF) and/or Personal Information File (PIF), if applicable, before preparing the performance evaluation.
- 1.6.3.5. Assess and document 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.
- 1.6.3.6. Receives meaningful information from the ratee and as many sources as possible (i.e. 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. **For ARC members, they should provide information to the supervisor to assist in the preparation of the evaluation. This may include 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, DE and retention recommendations when not prohibited by this AFI 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.

- Min 1 day supervision
- Ensures the ratee is aware of who is in his/her rating chain
- Must provide an ACA
- UIF/PIF (i.e Failing PT test)
- Assess ratee's performance
- Receives meaningful info from the ratee (LOE, First Sgt)
- (C) Complete form before submitting to CSS. Everything but signing the report and concurring.
- \*\* Track your subordinates when they are due ACA/EPR – especially special circumstances
  - Promotion
  - ADOS tours
- \*\*Training for the next Rater

# I. Ratee Information – 1. Name

- Enter Last Name, First Name **(C)** **Middle Initial**, and any suffix (i.e. JR., SR., III).
- If there is no middle initial, the use of “NMI” is optional.
- **(C)** Name will be in **all upper case** (see example).
- Table 4.2
- TATUM, CHANNING M, JR.
- TATUM, CHANNING M.
- Married personnel where the record has not been updated, use their OFFICIAL NAME that is on their SSN Card



# I. Ratee Information – 2. SSN

- Enter Full SSN

- 123-45-6789

# I. Ratee Information – 8. Period of Report- From Date

- **4.6. “FROM” Dates.** Establish the “FROM” date if the member:
  - 4.6.1. Has a previous evaluation on file, use the day following the close-out date of the previous evaluation.
  - 4.6.3. USAFA returnees: If an Airman is removed from cadet status to enlisted grade the FROM date will be the EAD date.
  - **(C)** 4.6.5. ANG: SrA & below who had not had a previous evaluation, the from date equals DIEUS. SSgt through CMSgt who are transferred from any branch or component, the from date equals date arrive station.
- MSgt Hugg
  - Previous completed
    - 17 November 2017- 30 September 2018
  - NEXT FROM (start) DATE
    - 1 Oct 2018
- Will most likely be more than 2 year report if it is an initial

# I. Ratee Information – 8. Period of Report Thru date

- **THRU DATE:** This is the SCOD for the appropriate grade, with the exception of 20-month Initial EPRs not closing on the SrA SCOD. See paragraph 4.7. for variations.

- Ending on a SCOD per chart
- Ending the day before you were promoted (DBH Report)
- Ending on the day of retirement/separation

# I. Ratee Information

## 11. Reason for Report – Initial

- 4.7.1.3. ANG: Close-out date will be 20 months from the ratee's Date Initial Entry Uniformed Services (DIEUS) date provided the 20 months falls between 1 Apr through 1 Dec each year. For example: the ratee's DIEUS date is 1 Apr 14, then the close-out date will be 1 Dec 15. If the 20 months falls between 2 December through 31 Mar then the close-out date will be rolled-forward to the 31 Mar SCOD and the reason for the report will *remain Initial*. Subsequent evaluations will close out on the appropriate SCOD.

# I. Ratee Information

## 11. Reason for Report- Directed by HAF/Biennial/Annual

- 4.7.2.2. Reports for ARC members: reports will close-out on the next appropriate SCOD. If a promotion/demotion or transfer out of inactive/active status has occurred and the ratee will have more than **24 months (12 months for AGR)** from the last evaluation and the new established SCOD for the new rank; a DBH report is required to close out the day prior to the status occurred.
- **EXAMPLE:** An AGR MSgt is promoted to SMSgt effective 1 Sep 16. A DBH 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 established SCOD for the new rank.

# Bienniel - DSG Promotion

1. SSgt Channing Tatum – 31 Jan 2019 - Last completed evaluation

2. DOR to TSgt- 05 April 2019

3. Next Evaluation TSgt SCOD - 30 November 2020

- QUESTION

- Is the last evaluation (1) and the Next eval (3) more than **TWO years** apart?

- NO!

- Next evaluation due

- 01 Feb 2019- 30 November 2020 – Biennial

# DBH - AGR Promotion

1. SSgt Tatum – 31 Jan 2019 - Last completed evaluation
  2. DOR to TSgt- 05 April 2019
  3. Next Evaluation TSgt SCOD - 30 November 2020
- ??QUESTION??
  - Is the last evaluation (1) and the Next eval (3) more than **ONE year** apart? YES!
  - Next evaluation due:
  - 01 Feb 2019- 04 April 2019 (day before promotion)– Directed by HAF-SSgt Rank
  - Next evaluation due:
  - 05 April 2019- 30 November 2019 (roughly 7 months)

# I. Ratee Information – 3. Rank

- (C) Select the Rank of what they are on the Closeout date of the evaluation
- 1.4.9 For enlisted ranks, the rank must be the rank the **ratee actually holds as of the SCOD of the evaluation** or the projected rank the ratee holds as of the SCOD date (i.e., TSgt-select).
- Drop Down Selection
- Does not have Tongue and Quill abbreviation
  - TSG instead of TSgt

- Ask yourself
  - “What rank was he/she on the last day of the evaluation?”
    - That’s what rank you put



# I. Ratee Information – 4. DAFSC

- (C) 1.4.8. Duty Air Force Specialty Code (DAFSC). The DAFSC is based on the Unit Manpower Document (UMD) authorization.
- (C) 1.4.8.2. Enlisted: Use the DAFSC as of the established Static Close-out Date (SCOD); if the Airman has a PCS or PCA, use the DAFSC as of the established accounting date. This is not to be confused with the PAFSC, CAFSC, or 2AFSC, etc. If the DAFSC listed on the evaluation is incorrect, initiate corrective action immediately. CSS/MPS personnel must ensure the correct information is reflected and/or updated in the PDS.
- 1.4.8.3. An authorized 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.

- Listed on the UMD NOT ALPHA
- If you believe it's wrong, tell CSS
- Whatever he/she was on the last day of the evaluation, that's the DAFSC you use.

CAFSC- Currently hold

PAFSC- Highest skill level held

DAFSC- UMD AFSC “What AFSC you are currently in on the Manning”

- You could be a SrA and have a 7 level DAFSC
  - 3F071

\*Refer to the AFECD for classification information (what requirements that you need for AFSCs)

# I. Ratee Information – 5. ORGANIZATION, COMMAND, AND LOCATION

- Enter information as of the SCOD or in the event of PCS or 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 will use the home station unit, “with duty at ...”
- For IMAs, PIRR and PIRR Cat E, information will be that of unit of attachment.
- Information will be in all upper/lower case (use format in examples).
- Do not use this section to enter a second organization if the ratee is filling a dual-hatted role. Mention it in the job description or elsewhere in the evaluation
- See paragraph 1.4.7.

- 66th Mission Support Squadron (ACC) Mountain Home AFB ID
- 111th Operations Support Squadron (ACC)  
Horsham Air Guard Station, Pennsylvania, PAANG
- When to use the “th”  
**103rd** Attack Squadron  
**103d** Attack Squadron  
**111th** Operations Support Squadron  
111 OG  
103 ATKS  
111 OSS

# I. Ratee Information – 6. PASCODE

- K61CFS7T- 103 ATKS
- K61CFKQZ- 111 OSS
- K61C

# I. Ratee Information – 7. FDID

- (C) N/A for AF 910
- For your S/A our FDID= 42111

# I. Ratee Information-

## 9. Number days Non Rated

- **4.8. Non-Rated Periods**

- 4.8.1. Medical (physical, physiological, and/or psychological conditions; hospitalization, **NOTE:** ARC personnel upon transfer out of the Inactive Ready Reserve or transfer from RegAF, or ANG, or AFR to another component, **must include** non-rated periods on the first SCOD evaluation following reentry/transfer. In such cases, the rater will place the applicable number of days in the appropriate AF Form, Section I, “*No. Days Non-Rated*”. The total number of days non-rated will include all non-rated days from close out of the last report through to the SCOD of the current evaluation. **In addition, the following mandatory statement must be placed in the first line of the rater’s comments in Section III (AF Form 910/911) and Section II (AF Form 912), “Member not rated for the period of \_\_\_ days due to being assigned to Inactive Ready Reserve, or transfer from RegAF, AFR, or ANG” (whichever is applicable).**
- 4.8.6. Reporting. The rater will not consider, nor comment on, the Airman’s performance during a non-rated period, except as required IAW paragraphs 4.8.3. and 4.8.4. **EXCEPTION:** The rater may comment on significant accomplishments (such as completion of CCAF degree) if requested by the ratee. If the non-rated period covers the entire reporting period (exception as required IAW paragraph 4.8.3. and 4.8.4.), enter the statement: “Airman is not rated for this period: (date) through (date). No comments authorized IAW AFI 36-2406” in Sections III, IV, and V of the AF Form 910;

- Medical Reasons
- Transfer from AD to ANG with a break in service
- Lengthy Schools (20 weeks)
- Cannot report on a non-rated period unless the ratee requests it b/c of significant accomplishment

# I. Ratee Information- 10. Number Days Supervision

- Min 1 day
- Enter how many days you rated the person
- You should have ample knowledge of the person's performance

## II. Job Description- 1. Duty Title

- Table 4.2
- Enter the **approved** duty title from the Personnel Data System (PDS) as of the SCOD or in the event of PCS or PCA, information as of the accounting date.
- If the duty title is abbreviated and entries are not clear text, spell them out. Consult with your CSS/MPS for any corrective actions. Ensure the duty title is commensurate with the ratee's grade, AFSC, and responsibility. Refer to AFI 36-2618 for guidance pertaining to duty titles.
- For personnel on a 365-day extended deployment, use the deployed duty title.
- Information will be in all upper/lower case (use format

- From MILPDS which reflects on Alpha Roster
- If the abbreviations are not clear, spell out
- Upper/ Lower case format

# Type and Font

## 1.3.5. Ratee Identification Data.

- **The name will be in all uppercase.** The remaining data (e.g. grade, unit, location) will be in **upper/lower case**.
- 1.3.6.2. Forms will be typed using “**Times New Roman**”.
- 1.3.6.3. Forms will be typed using **12-pitch font**. You must use computerized versions with proportional spacing, provided a 12-pitch font is used. (T-0).

## 1.3.6.4. Handwritten Evaluations.

1.3.6.4.1. Evaluations may be handwritten, **only when authorized by HQ AFPC/DP3SP or ARPC/DPT**, as appropriate (EXCEPTION: POTUS/VPOTUS may handwrite evaluations).

1.3.6.4.2. When authorized, print or legibly write entries.

1.3.6.4.3. Use only dark blue or black reproducible ink.

1.3.6.4.4. HQ AFPC/DP3SP or HQ ARPC/DPT **will not** approve requests if a computerized form, typewriter, or word processor is available

- **(C) Name= ALL CAPS**
- **Everything else Upper/Lower case**
- **12 pt Font**
- **Times New Roman**
- **Handwritten**
  - **Only when authorized**
  - **Dark blue or black ink**
  - **Write legibly**



# Bullet Format

## 1.3.3. Bullet Format.

- Bullet format is mandatory.
- Use bullet format as specified in the appropriate table for the evaluation being accomplished.
- Bullets are limited to a maximum of two lines per bullet and **white space is authorized**.
- **(C) Main bullets begin at the left margin and will have one space after the “-”.**

## 1.3.4. Special Formatting.

- **(C) 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, publication titles, etc.**

- Bullet Format
- White space is ok
- One line bullets
- One space after the “-”
- NO underlining, capitalizing, unusual fonts, or multiple exclamation marks
- “-**AWESOME NCO!!!**”

# II Job Description- 2. Key Duties, Tasks and Responsibilities

- Comments in bullet format are mandatory. Limit text to four lines. Enter information about the position the ratee held in the unit as of the close-out date or in the event of PCS/PCA, information as of the accounting date 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.
- Bullet format
  - Max 4 lines
  - Rater provides this info
  - Be specific
  - Avoid jargon, acronyms
  - Authors guidance on performance evaluations
  - Prepares lesson plans for ALS curriculum
  - Supervises 2 Airmen ...
- **Present Tense**

# Prohibited Comments

- **1.12. General Prohibited Evaluator Considerations and Comments.**
- 4.16.2. **(C) (AF Form 910) Promotion recommendations that are pushes to the next higher grade are prohibited. EXCEPTION:** Promotion statements that are statements of fact (i.e., “selected for promotion BTZ”, or “STEP promoted to TSgt”) are authorized. Additionally, pushes to commissioning sources are also authorized (i.e., Select for OTS, Selected for OTS, etc.).
- 4.17.1. Separation or retirement status.
- 4.17.2. Civilian Employment
- Comments referencing Air Force mandatory PME, residence or non-residence (Airman Leadership School, NCOA or SNCOA), selection, attendance and/or completion are prohibited to include implied comments.
- 1.12.1.6. Fitness Scores/Categories
- 1.12.5. Profanity. Use of profanity in evaluations is prohibited.
- 1.12.6.1. A Recommendation for Decoration.
  - You may mention other awards, or nominations, for honors and awards such as "Outstanding Maintenance Officer" or "Twelve Outstanding Airmen of the Year."
  - You may include only those decorations actually approved or presented during the reporting period.
- 1.12.1. Sensitive Information.
  - 1.12.1.1. Classified Information
  - 1.12.1.2. Confidential Statements.
  - 1.12.1.4. Drug or Alcohol Abuse Rehabilitation Programs
- 1.12.2. Potential Discriminatory Factors and/or Information.
  - “Capt Doe is the first *female* pilot ever selected for training in the F-16”, is an inappropriate reference to gender.
- 1.12.2.2. Family Activities or Marital Status
- 1.12.2.3. Officer/Enlisted Club Membership
- 4.17.3. **(C)** Enlisted PME Comments in EPRs.
  - 4.17.3.1. The only permissible PME comments in EPRs will be those referencing **selections for an official PME award** (e.g., John Levitow Award, Academic Achievement Award, Distinguished Graduate, Commandant Award and Leadership Award) Comments that reference award of in-residence course “team awards” are prohibited. (e.g. the CMSgt Richard L. Etchberger Team Award). Receiving a PME award is a significant accomplishment and is appropriate to use in enlisted evaluations. **All other comments, to include recommendation for any other PME and selection for any other PME attendance are prohibited.** Comments referencing Air Force mandatory PME, residence or non-residence (Airman Leadership School, NCOA or SNCOA), selection, attendance and/or completion are prohibited to include implied comments.
  - 1.12.3.2. Previous Evaluations or Ratings
  - 1.12.3.4. Prior Events
    - 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.
  - 1.12.4. Derogatory Information and Disciplinary Actions
    - 1.12.4.2. Acquittals or Similar Results
      - “SSgt Johnson was *acquitted* of assault charges,” or “SrA Smith’s involuntary separation action was unsuccessful.”
        - 1.12.4.2.2. This does not mean, however, that evaluators cannot mention the underlying conduct that formed the basis for the action.
    - 1.12.4.3. Punishment
    - 1.12.4.4. Disciplinary Actions

# Nicknames and Acronyms

## 1.3.7.1. Nicknames.

- (C) Do not use call signs, code names or unusual nicknames on evaluations.
- However, nicknames which are a form of the ratee's name are permitted. **EXAMPLE:** Bill/Will for William, Jim for James, Chris for Christopher/Christine, etc. are authorized.

## 1.3.7.2. Acronyms.

- 1.3.7.2.1. (C) **Uncommon acronyms must be spelled out;** however, if space is limited, define the acronyms in the proper section of the applicable form.
  - AF Common Acronym Listing is in the Joint Publication
- **NOTE:** The AF evaluation forms allow the evaluators to explain uncommon acronyms in the Remarks section of the forms (creating a continuation sheet solely to record acronyms is not authorized). When acronyms are used, the acronyms must be (C)**listed alphabetically and separated by a semicolon (;).**
- 1.3.7.2.2. (C) When used, first spell out and follow with the acronym; e.g. Personnel Support for Contingency Operations (PERSCO).
- 1.3.7.2.3. (C) Acronyms or abbreviations common throughout the Air Force, such as CGO, NCO, CONUS, TDY, etc., are not required to be spelled out.

- No call signs/unusual nick names
- Nicknames that are a form of ratee's name are permitted
  - Bill/Will for William
- Acronyms
  - Uncommon Acronyms spelled out
  - Common Acronyms are in the Joint Pub
  - List alphabetically separated by Semicolon (;)
  - Personnel Support for Contingency Operations (PERSCO); Quality Force Review (QRF)
  - Common acronyms do not need to be spelled out

# Classified Information and Security Classification

- 1.3.2. Classified Information and Security Classification.
  - **Do not enter classified information in any section of the evaluation;** this includes any type of evaluation forms, attachments to evaluations, referral documents, or 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. The Personnel Accounting Symbol (PAS) code alone is unclassified, however it will only be entered on the ratee.
  - In the Forced Distributor Identification (**FDID**) block enter **nine** asterisks, (\*\*\*\*\*). and in the Senior Rater Identification (**SRID**) block enter **five** asterisks, (\*\*\*\*\*).
  - In those cases where the evaluator is with a classified organization or location, enter "**Data Masked**" for organization nomenclature and nothing more.
- Classified info w/in the body of EPR is not allowed
  - Classified Data Use the following
  - Organization or Location
    - "Data Masked"
  - FDID
    - (\*\*\*\*\*). Nine
  - SRID
    - (\*\*\*\*\*). Five

# III Performance in Primary Duties/Trng Requirements

- **(C) Task knowledge/proficiency, initiative/motivation, skill level upgrade training, duty position requirements/qualifications and certifications, training of others**
- Minimum 1 bullet/maximum 6
- a) If comments are not provide use “THIS LINE INTENTIONALLY LEFT BLANK” IAW Table 4.2, Item 15
- Review PME statements IAW 4.17.3.1 and 4.17.3.2.1
- a) Cannot mention or recommend ALS, NCOA, or SNCOA unless the member won an award (i.e., John Levitow Award, Academic Achievement Award, Distinguished Graduate, Commandant Award, and Leadership Award)
- b) TSgt and above can mention SEJPME if the member has completed the course
- c) Can mention career field related schools/training (CDCs)
- d) Can mention leadership development schools and/or seminars
- No personal fitness IAW 1.4.10.3.2
- Cannot mention personal scores or category (i.e. received 95% or scored an excellent)
- Promotion recommendations are not authorized (i.e. promote to TSgt, promote when eligible, etc)
- Stratification comments are not authorized (i.e. 1/9 TSgt in the Unit or the best TSgt I’ve seen)

- Bullet Format
- One space after “-” in the beginning
- No prohibited comments
- No Stratification
- No Fitness scores
- CDC Comments are ok

# IV. Followership/Leadership

- **(C)Communication skills, resource management, complies/enforces standards, caring, respectful and Dignified environment (teamwork)**
- Minimum 1 bullet/maximum 6
- a) If comments are not provide use “THIS LINE INTENTIONALLY LEFT BLANK” IAW Table 4.2, Item 15
- Review PME statements IAW 4.17.3.1 and 4.17.3.2.1
- a) Cannot mention or recommend ALS, NCOA, or SNCOA unless the member won an award (i.e., John Levitow Award, Academic Achievement Award, Distinguished Graduate, Commandant Award, and Leadership Award)
- b) TSgt and above can mention SEJPME if the member has completed the course
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- Cannot mention personal scores or category (i.e. received 95% or scored an excellent)
- Promotion recommendations are not authorized (i.e. promote to TSgt, promote when eligible, etc)
- Stratification comments are not authorized
- (i.e. 1/9 TSgt in the Unit or the best TSgt I’ve seen)

- **Bullet Format**
- **One space after “-” in the beginning**
- **No prohibited comments**
- **No Stratification**
- **No Fitness scores**

# V. Whole Airman Concept

- **(C)AF Core Values, personal/professional development, Espirit De Corp and community relations**
- Minimum 1 bullet/maximum 6
- a) If comments are not provide use “THIS LINE INTENTIONALLY LEFT BLANK” IAW Table 4.2, Item 15
- Review PME statements IAW 4.17.3.1 and 4.17.3.2.1
- a) Cannot mention or recommend ALS, NCOA, or SNCOA unless the member won an award (i.e., John Levitow Award, Academic Achievement Award, Distinguished Graduate, Commandant Award, and Leadership Award)
- b) TSgt and above can mention SEJPME if the member has completed the course
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- No personal fitness IAW 1.4.10.3.2
- Cannot mention personal scores or category (i.e. received 95% or scored an excellent)
- Promotion recommendations are not authorized (i.e. promote to TSgt, promote when eligible, etc)
- Stratification comments are not authorized
- (i.e. 1/9 TSgt in the Unit or the best TSgt I’ve seen)

- **Bullet Format**
- **One space after “-” in the beginning**
- **No prohibited comments**
- **No Stratification**
- **No Fitness scores**



# VIII. Additional Rater

1.6.4 Additional Rater- The second evaluator in the rating chain, after the rater, to endorse a performance evaluation.

1.6.4.1. No min num days supervision req'd.

- 1.6.4.2. Must be aware of the contents of any UIF and/or PIF, if applicable, and returns evaluation to the rater for reconsideration, if appropriate, to ensure an accurate, unbiased, and an uninflated evaluation.
- 1.6.4.3. Section VIII of the AF Form 910
- 1.6.4.4. Assumes the responsibilities of the rater when paragraph 1.7. applies (Rating Chain Deviation). NOTE: This does not include PCS, PCA, Separation or Retirement of the rater.
- 1.6.4.5. If the additional rater changes after the close-out date, see paragraph 1.7.

- Days of supervision min= 0
- Know the Amn's adverse action history
- Completes section VIII on AF 910
- Special Circumstances, Additional raters can rate the rate
- Endorses the evaluation based on the rater's rating
- Duty Title from UMD
- Signature Block
- Additional Comments (if required)- I.e non-concur
  - THIS LINE INTENTIONALLY LEFT BLANK if not used
- At least a SNCO or above

# Roles- Unit Commander

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

- 1.6.7.1. Conducts the commander's review on EPRs.
- 1.6.7.2. Must be aware of the contents of any UIF and/or PIF, if applicable, and returns the evaluation to the rater for reconsideration, if appropriate, to ensure an accurate, unbiased, and an uninflated evaluation.
- 1.6.7.3. The review is performed by a military service member designated as the director of, or in command of, a unit (PAS code[s]).
- 1.6.7.4. **Flight commanders do not qualify.**
- 1.6.7.6. Manages the performance evaluation program for the organization.
- 1.6.7.7. Ensures all evaluations accurately describe performance and make realistic recommendations for advancement.
- 1.6.7.11. Ensures that no member in the rating chain is his or her spouse or other relative.
- 1.6.7.12. Ensures the first sergeant (or additional duty first sergeant/designated SNCO) conducts a quality force review on all EPRs before conducting the commander's review.
- **1.6.7.6. Manages the performance evaluation program for the organization.**
- 1.6.7.7. Ensures all evaluations accurately describe performance and make realistic recommendations for advancement.
- 1.6.7.9.1. The ratee's parent ML must approve rating chains that involve evaluators from other MLs.
- 1.6.7.11. Ensures that no member in the rating chain is **his or her spouse or other relative.**
- 1.6.7.12. Ensures the first sergeant (or additional duty first sergeant/designated SNCO) conducts a quality force review on all EPRs before conducting the commander's review.
- Comments
- Entered by the rater
- Future Roles- Completed by the rater
- Optional- If not used, THIS LINE INTENTIONALLY LEFT BLANK
- Promotion eligible- Completed by the rater
  - TIG/TIS
- Signature Block/SSN

# IX. Unit Commander 2.Future Roles

- 4.16.4. Future Roles. A recommendation provided by the FD/unit commander/military or civilian director/other authorized reviewer (AF Form 910/911) or the senior rater (AF Form 912) that best serves the Air Force and continues the Airman's professional development. Future roles should follow the normal career progression for the ratee's career field based on their respective Career Field Education and Training Plan and may **include Developmental Special Duty (DSD) positions**. Future roles may not serve as a veiled promotion statement.
  - 4.16.4.1. An Airman that is TIG/TIS eligible or a selectee may be recommended for a future role in their current grade, projected grade, or grade in which TIG/TIS eligible to be promoted to. **EXAMPLE:** FD/unit commander can make a future role recommendation for a TIG/TIS eligible TSgt to the roles of Section Chief and First Sergeant, as these positions are commensurate with the grade of TSgt and MSgt.
  - 4.16.4.2. An Airman that is not TIG/TIS promotion eligible and has no line number may *only* be given a future role in the grade they currently hold.
  - 4.16.4.4. An Airman that is TIG/TIS promotion eligible, however is not promotion eligible for other individual reasons (e.g. SNCO without CCAF or SNCOA, Article 15, etc.) can only be given a future role for their current grade.
- Optional
  - Normal Career Progression in CFETP & include DSD positions
  - TSgt TIG/TIS Promotion eligible can have a future role of First Sgt
  - If they are NOT TIG/TIS eligible they can only be given future roles for **current grade**
  - If they ARE TIG/TIS eligible but missing ALS, has Article 15.... – can only be given roles of **current grade**

# IX. Unit Commander 2.Future Roles

- OK Roles
- 4.16.3. 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 NCOIC, Firing Team or NCOIC, Colors during a ceremony. A SSgt serving as the First Sergeant of the Mess at a formal Order of the Sword Ceremony.

# IX. Unit Commander

## 3. Promotion Recommendation

- **4.11. Promotion Time-In-Grade (TIG)/Time-In-Service (TIS) Eligibility (AF Form 910 only).**
  - 4.11.1. This block will be marked accordingly based on TIG/TIS eligibility only, **not** promotion eligibility.
  - 4.11.2. TIG/TIS is based on requirements outlined in **AFI 36-2502 as of the SCOD**. The rater fills out this portion of the AF Form 910 and marks the block “YES” or “NO” based on eligibility.
- TIG/TIS eligible only
    - Do not take in consideration PME, PT Test, adverse action etc...
  - Mark the promotion box **ONLY** if they are promotion eligible

# IX. Unit Commander 5. Quality Force Review

1.6.6. First Sergeant, Additional Duty First Sergeant or Designated SNCO.

- 1.6.6.1. Will not assume rater/additional rater responsibilities. **EXCEPTION:** There is absolutely no other evaluator available.
- 1.6.6.2. Will be aware of the contents of the UIF and/or PIF 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.
- 1.6.6.3. **Will review all enlisted evaluations before the commander's review and advise the commander of any quality force indicators.**
- 1.6.6.4. SNCOs may only be designated for organizations for which no 8F000/First Sergeant authorization exists. 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 SNCOs 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).

- Can't be the rater unless there's no other option
- Know the member's adverse actions taken upon them
- Reviews Evaluations unless CC appoints a SNCO for special circumstances ( MSgt Hugg does this since the OG's First Sergeants are DSGs)

# Roles- AF Advisor

## 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.
- not 1.6.8.2.1.1. Normally, a senior Air Force military member on duty with the activity or agency assumes this position. However, the ML may designate any Air Force member or Department of the Air Force (DAF) official meeting the grade requirement with the activity or agency to serve as advisor.
- 1.6.8.2.1.1.3. For TSgts and below, the advisor will be serving in the grade of MSgt or above.
- 1.6.8.2.2. The advisor will sign prior to the final evaluator regardless of rank.

- If the Final evaluator is not an AF military member or Civilian Employee, an AF Advisor will be assigned to advise that person on rules/regs of the evaluation program
- TSgt and below- Advisor must be MSgt or above

# Roles- Functional Examiner

## 1.6.8. Functional Examiner, Acquisition Examiner and Air Force Advisor.

- 1.6.8.1.1. For evaluations that do not include an examiner/advisor block, an AF Form 77 will 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.
- 1.6.8.1.2. Functional/Acquisition Examiners or Air Force Advisors will **not change** any statement or rating on the performance evaluation.
- 1.6.8.1.3. If the Functional/Acquisition Examiner and the Air Force Advisor are both 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. TRs, the Examiner/Advisor will indicate both positions on the AF Form 77.
- 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
- 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, recommendations, etc.** If comments are used the examiner is limited to five lines placed on AF Form 77.

• Not required for AF 910s