

**11 JUNE 1993**



**Personnel**

**MILITARY EVALUATIONS**

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1. The Air Force has a continuing need to make sure its members perform at a high level and that those who demonstrate the greatest potential advance to positions of greater responsibility. The evaluation process is an essential part of this effort. This directive establishes policies for evaluators to provide performance feedback to help individuals improve their performance and to provide performance evaluations for the Air Force to use in personnel actions.
2. The Air Force will ensure evaluators:
  - 2.1. Provide appropriate performance feedback to tell ratees what duty performance is expected, how ratees are doing at meeting performance expectations and what they can do to improve, and, at the end of a performance reporting period, how ratees did in meeting expectations.
  - 2.2. Periodically prepare performance evaluations to assess performance, conduct, and potential. Performance evaluations will provide a long term record of performance for use in making personnel management decisions.
  - 2.3. Provide evaluations of performance-based potential as needed for use in making promotion decisions.
3. The following responsibilities and authorities are established:
  - 3.1. Headquarters US Air Force is responsible for policy oversight and advocacy of the Air Force's evaluation programs and for interface with the Office of Secretary of Defense staff concerning development of the Department of Defense (DoD) policy and legislative initiatives. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) discharges this responsibility for the Secretary of the Air Force.
    - 3.1.1. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of evaluation programs.

3.1.2. The Chief of the Air Force Reserve (HQ USAF/RE) develops evaluation systems for Reserve personnel and provides Reserve force oversight.

3.1.3. The Director of the Air National Guard (NGB/CC) develops evaluation systems for Air National Guard (ANG) personnel and provides ANG force oversight.

3.2. The Air Force Military Personnel Center (AFMPC) operates the Air Force evaluation program for lieutenant colonels and below.

3.3. The Colonels Group (HQ USAF/DPO) operates the evaluation program for active duty colonels, and the General Officers Group (HQ USAF/DPG) operates the program for active duty general officers.

3.4. The Air Force major commands manage their respective Air Force evaluation programs.

**4.** See **Attachment 1** for measures used to comply with this policy.

**5.** See **Attachment 2** for related documents and interfacing publications.

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## Attachment 1

### MEASURING COMPLIANCE WITH POLICY

**A1.1.** Compliance with evaluation policies will be assessed by taking measurements in two areas: **Availability of Reports for Key Personnel Management Decisions** and **Frequency of Reports**. Measurements will be done by AFMPC. The measurement charts will display trends in the percentage of individuals who did not have an evaluation report for the required action or period. Data can be displayed annually or for a specific action. Data can be stratified by organization as needed. These measurements do not apply to the ANG.

A1.1.1. **Availability of Reports for Key Personnel Management Decisions.** The policy to periodically provide performance evaluations so that they may be used in making personnel management decisions will be assessed by measuring the percentage of individuals on extended active duty who were considered by key boards and whose record was incomplete due to an unavailable evaluation report **Figure A1.1**. Data will be captured in the 3-month period following each selected board to identify evaluation reports which should have been seen by the board. Measurements will be compared to a goal approved by HQ USAF/DP.

A1.1.2. **Frequency of Reports.** The policy that individuals who require performance evaluations should receive reports on a periodic basis to build a long-term record of performance for use in making personnel management decisions will be assessed by measuring the percentage of individuals on extended active duty who have received evaluation reports that exceeded 1 year between reports **Figure A1.2** ). Measurements will be charted and compared to the previous year as a baseline.

A1.1.3. HQ USAF/DPXOP and HQ USAF/DPXAP will extract the appropriate data from the Personnel Data System.

Figure A1.1. Sample Metric of Availability of Reports.

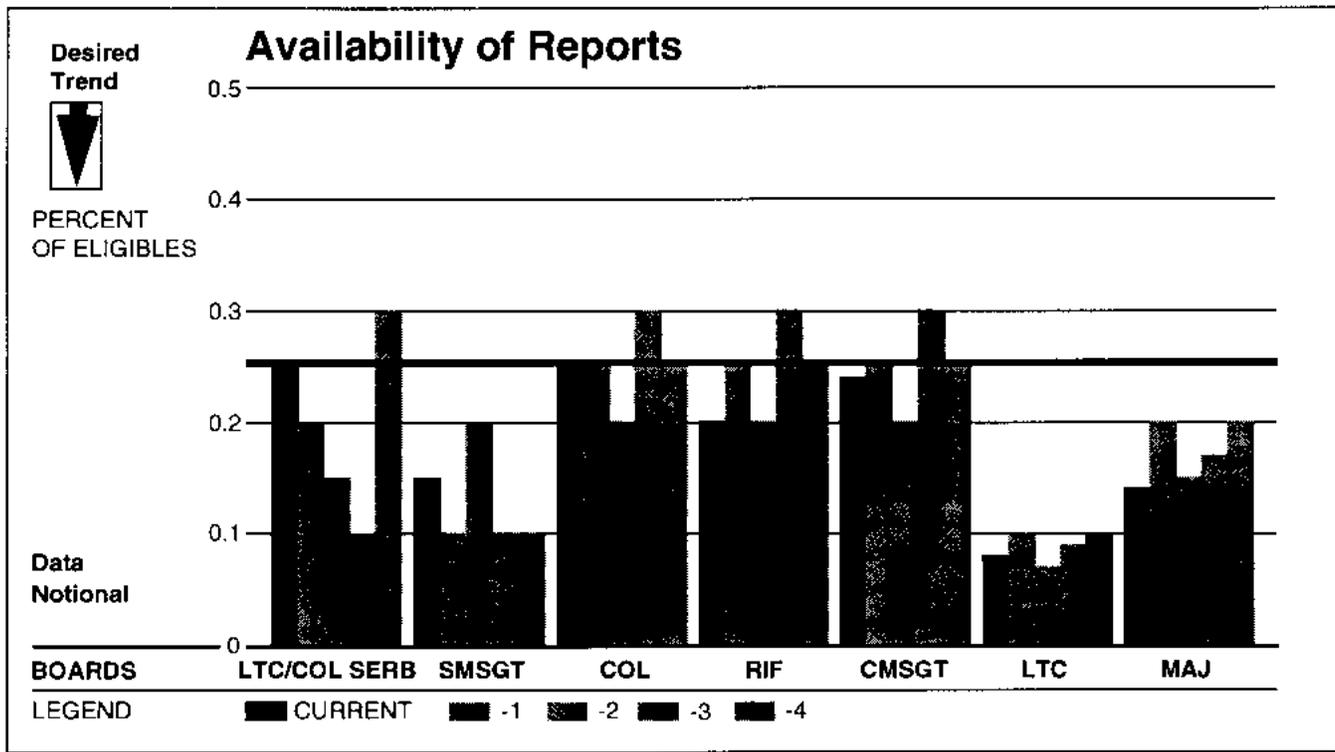
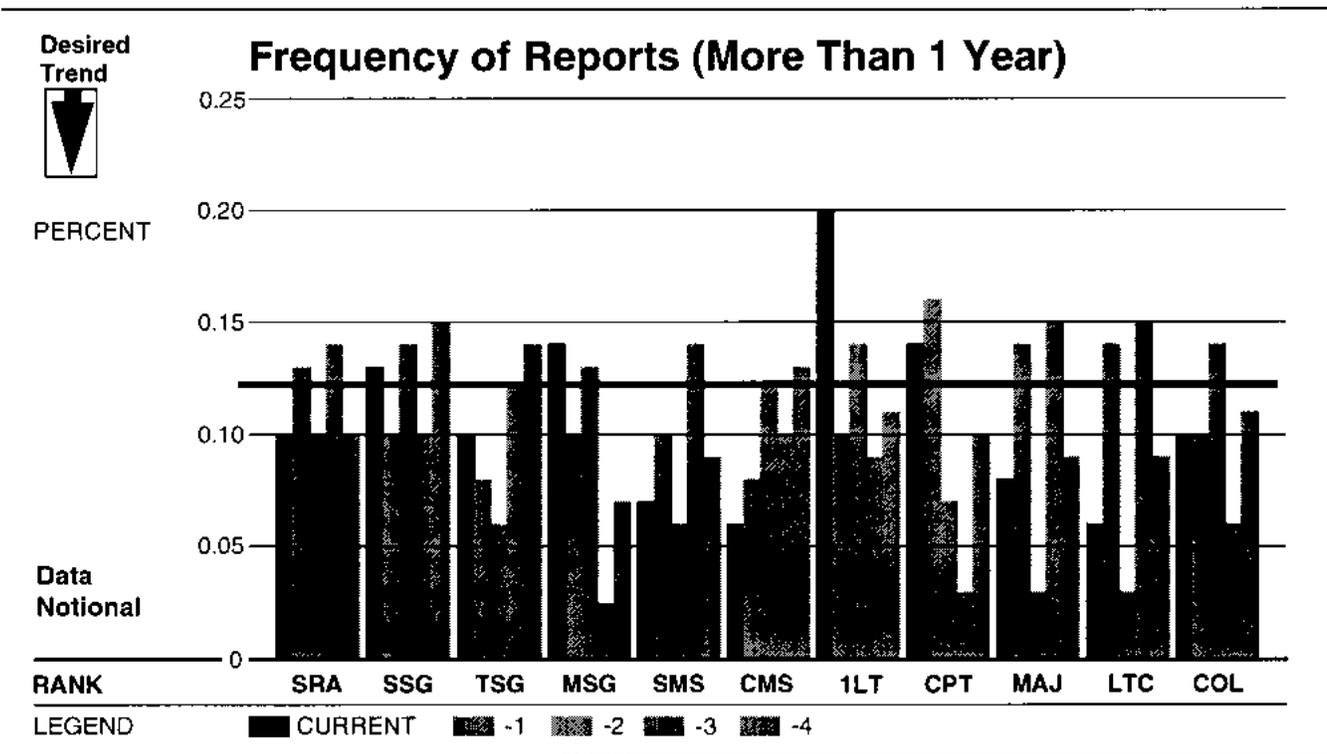


Figure A1.2. Sample Metric of Frequency of Reports (More Than 1 Year).



## Attachment 2

### RELATED DOCUMENTS AND INTERFACING PUBLICATIONS

#### *Interfaced Publications*

This policy directive implements laws in Title 10, Armed Forces, *United States Code*, and *Secretary of Defense Cheney's July 1989 Defense Management Report to the President*, June 12, 1989.

AFM 30-130, Volume 1, *Base Level Military Personnel System, Users Manual*, October 1, 1986

AFM 30-130, Volume 2, *Personnel Data System (PDS) Unit/GSU Support*, December 5, 1988

AFI 36-2401, *Correction of Airman and Officer Evaluation Reports*, (formerly AFR 31-11)

AFI 36-2402, *Officer Evaluation System*, (formerly AFR 36-10)

AFI 36-2403, *Enlisted Evaluation System*, (formerly AFR 39-62)

AFI 36-2501, *Promotion of Active Duty List Officers*, (formerly AFR 36-89)

AFI 36-2502, *Promotion of Airmen*, (formerly AFR 39-29)

AFI 36-2603, *Board for Correction of Military Records*, (formerly AFR 31-3)

AFI 36-2608, *Military Personnel Records Systems*, (formerly AFR 35-44)

AFI 36-2610, *Appointment of Officers in the Regular Air Force and Conditional Reserve Status*, (formerly AFR 36-5)

AFI 36-2614, *Officer Professional Development*, (formerly AFR 36-23)

AFI 36-2701, *Social Actions Operating Procedures*

AFI 36-2905, *The Weight Management Program*, (formerly AFR 35-11)

AFI 36-2907, *Air Force Unfavorable Information File Program*, (formerly AFR 35-52)

AFI 36-3207, *Administrative Separation of Commissioned Officers*, (formerly AFR 36-12)

AFI 36-3208, *Administrative Separation of Airmen*, (formerly AFR 39-10)

National Guard Regulation (NGR[AF]) 30-2, *Social Actions NGB Program*, September 1, 1987

NGR(AF) 30-12, *Nondiscrimination in Federally Assisted NGB Programs*, December 30, 1974

NGR(AF) 35-11, *Air National Guard Weight and Fitness Program*, July 30, 1987

NGR(AF) 39-62, *Enlisted Performance Appraisal*, October 1, 1988