BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2406

15 APRIL 2005

Incorporating Through Change 3, 11 October 2011

Personnel

OFFICER AND ENLISTED EVALUATION SYSTEMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-publishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

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Pages: 161

Supersedes: AFI 36-2406, 5 April 2005

The governing policy for this instruction is Air Force Policy Directive (AFPD) 36-24, *Military Evaluations.* This instruction provides procedures for implementing Air Force (AF) Evaluation Systems policy for the Officer Evaluation System (OES) and Enlisted Evaluation System (EES). It describes how to prepare, submit, and manage forms required by this Air Force Instruction (AFI). It applies to all major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), and other Air Force activities, as well as Regular Air Force, Air National Guard (ANG) and Air Force Reserve (USAFR) activities, officers, and enlisted (except ANG) personnel. While the philosophy and intent of the OES/EES pertain to the ANG and USAFR, modifications are necessary. This instruction also provides procedures governing evaluation of brigadier and major generals.

Field agencies may not publish supplements that change basic policies/procedures or merely duplicate the text of these instructions. Supplements initiated at MAJCOM level or below require HQ USAF/DPFP and HQ AFPC/DPPPE approval before publication. Process supplements that affect any military personnel function as shown in AFI 33-360, volume 1, *Publications Management Program.* Send published copies of approved supplements to HQ USAF/DPFPP, HQ AFPC/DPPPE, HQ AFPC/DPPPA, and HQ ARPC/DPP. Field agencies must get HQ AFPC/DPPPE and AFDPO/PPP approval before using locally created versions of the AF Forms prescribed by this instruction. The Privacy Act of 1974 affects this instruction. Title 10, United States Code, Section 8013 and Executive Order 9397, 22 November 1943, authorize the Air Force to collect and maintain the records in this instruction. System of Records Notice F036 AF PC A, *Effectiveness/Performance Reporting Systems*, applies. Evaluators

(except civilian and foreign-service evaluators) must provide their social security number (SSN). Use the SSN to verify the identity of the evaluator for research and accountability. Maintain and dispose of all records created as a result of prescribed processes IAW AFI 33-332, *Air Force Privacy Act Program.*

The Paperwork Reduction Act of 1974 as amended in 1996, and the Forms Management Program IAW AFI 37-160, volume 2, *Forms Management Program*, affects this instruction. See **Attachment 1** for glossary of references and supporting information used in this publication. **Attachment 2** is a quick reference subject guide, which takes the place of a detailed table of contents. We recommend you review the attachments before reading this document.

SUMMARY OF CHANGES

This change incorporates interim change (IC) 2011-1. This update language on inappropriate considerations/comments on Air Force evaluations. See the last attachment of the publication, IC 2011-1, for the complete IC. A bar (/) indicates revision from the previous edition.

Chapter 1

GENERAL CONSIDERATIONS

1.1. Purpose. The Officer and Enlisted Evaluation Systems have varied purposes. The first is to provide meaningful feedback to individuals on what is expected of them, advice on how well they are meeting those expectations, and advice on how to better meet those expectations. The second is to provide a reliable, long-term, cumulative record of performance and potential based on that performance. The third is to provide officer central selection boards, senior NCO evaluation boards, the Weighted Airman Promotion System (WAPS) and other personnel managers sound information to assist in identifying the best qualified officers and enlisted personnel:

1.1.1. To accomplish these purposes, the evaluation systems focus on performance. This reflects the fact that how well the individual does his or her job, and the qualities the individual brings to the job, are of paramount importance to the Air Force. Performance is most important for successful mission accomplishment. It is also important for development of skills and leadership abilities and in determining who will be selected for advancement through assignments, promotions, and so on. The evaluation systems emphasize the importance of performance in several ways--using periodic performance feedback, as the basis for formal evaluation reports, and, for officers, through performance-based promotion recommendations.

1.1.2. Effective evaluators must have an adequate understanding of OES, EES, or both, depending on who they supervise. OES/EES training was implemented in May 96 to help supervisors fulfill their evaluation responsibilities. All first-time supervisors are required to receive mandatory OES/EES training (as appropriate for their position) within 60 days of being appointed as a rater. Additionally, active duty Air Force members should receive recurring OES/EES training. How and when this "refresher" training is conducted is at the discretion of the installation commander.

1.2. Forms Used and Restrictions on Their Use:

1.2.1. Forms Used:

1.2.1.1. Use AF Form 77, **Supplemental Evaluation Sheet**, to cover gaps in performance, substitute for missing reports, etc. (see **Chapter 4** for details). Also used in general officer evaluations (see **Chapter 7** for details).

1.2.1.2. Use AF Form 78, **Air Force General Officer Promotion Recommendation**, to document performance and promotion recommendations for certain general officers (see **Chapter 7** for details).

1.2.1.3. Use AF Form 475, **Education/Training Report**, to document periods when an officer is in education or formal training (see **Chapter 6** for details).

1.2.1.4. Use AF Forms 707A, **Field Grade Officer Performance Report**; 707B, **Company Grade Officer Performance Report**; 910, **Enlisted Performance Report (AB through TSgt)**; or 911, **Senior Enlisted Performance Report (MSgt through CMSgt)**, to document performance. Use ratee's grade on close-out date to determine which form to use (see **Chapter 3** for details).

1.2.1.5. Use AF Form 709, **Promotion Recommendation Form**, to assess an officer's performance-based potential and to recommend promotion from a senior rater (or in case of colonel ratees, from the head of the Management Level [ML] or designated representative) to central selection boards (see **Chapter 8** for details).

1.2.1.6. Use AF Forms 724A, **Field Grade Officer Performance Feedback Worksheet**; 724B, **Company Grade Officer Performance Feedback Worksheet**; 931, **Performance Feedback Worksheet**; or 932, **Performance Feedback Worksheet**, to document performance and professional development feedback between raters and ratees (see **Chapter 2** for details).

1.2.2. Guidance and Restrictions on Use:

1.2.2.1. See paragraph **3.8.7** for guidelines on who may see reports.

1.2.2.2. See paragraph **2.9.3** for guidelines on who may see the Performance Feedback Worksheet (PFW).

1.2.2.3. Use officer performance reports (OPR), enlisted performance reports (EPR), training reports (TR), and letters of evaluation (LOE) to provide information for making promotion recommendation, selection, or propriety actions; selective continuation; involuntary separation; selective early retirement; assignment; school nomination and selection; and other management decisions.

1.2.2.4. Use promotion recommendation forms (PRFs) for promotion purposes only. PRFs that have been removed from the Officer Selection Record (OSR) and stored on optical disk will not be used for the above purposes. Use these PRFs for historical, legal, and appeal purposes only.

1.3. Evaluator Accountability. Raters ensure personnel they supervise receive performance feedback to improve performance and contributions to mission accomplishment. In deciding whether to record adverse information on the performance report, evaluators must consider the following: The vast majority of Air Force personnel serve their entire career with honor and distinction; therefore, failure to document misconduct which reflects departure from the core values of the Air Force is a disservice to all personnel competing for promotion. Additionally, evaluators must consider items listed below when assessing performance and potential and specifically mention them in evaluation reports when appropriate:

1.3.1. Adverse Information. If a member has been convicted by a court-martial, comment on that fact is *mandatory* on the next OPR, TR or EPR, and the report becomes referral. For PRFs, comments on a court-martial conviction are mandatory on all subsequent Below-the-Promotion Zone (BPZ) and In-the-Promotion Zone (IPZ) considerations to the next higher grade. In those cases where the court-martial occurs after an officer is already nonselected IPZ, comments on the PRF are only mandatory for the next above-the-promotion zone (APZ) consideration. Evaluators are strongly encouraged to comment in performance reports (and

an officer's next PRF) on misconduct that reflects a disregard of the law, whether civil law or the Uniform Code of Military Justice (UCMJ), or when adverse actions such as Article 15, Letters of Reprimand, Admonishment, or Counseling, or placement on the Control Roster have been taken. When making the decision to record adverse information in reports, evaluators must consider the following:

1.3.1.1. Impact of the misconduct on the Air Force mission (Did the mission suffer in any way? Was unit morale affected?).

1.3.1.2. Impact of the misconduct on the Air Force as an institution (Did it bring discredit on the Air Force?).

1.3.1.3. Impact of the misconduct on, and its relationship to the ratee's duties (Did it affect the member's ability to fulfill his or her duties?).

1.3.1.4. Grade, assignment and experience of the ratee (Is the ratee in a "sensitive" job? Did the ratee "know better"?).

1.3.1.5. Number of separate violations and frequency of the misconduct (Is this an isolated or repeated incident?).

1.3.1.6. Consequences of the misconduct (Did it result in death, injury, or loss of/damage to military or civilian property?).

1.3.1.7. Other dissimilar acts of misconduct during the report period (Is the ratee establishing a pattern of misconduct?).

1.3.1.8. Existence of unique, unusual or extenuating circumstances (Was the misconduct willful and unprovoked, or were there aggravating factors or events?).

1.3.2. Equal Opportunity and Treatment (EOT). The expectation is fair and equal treatment of all and enforcement of the same behavior in subordinates. Evaluators must consider a member's commitment to EOT when evaluating performance and making a promotion recommendation. The goal is to ensure fair, accurate, and unbiased evaluations to help ensure the best qualified members are identified for positions of higher responsibility. Evaluation reports *must* reflect serious or repeated occurrences of discrimination, to include sexual harassment, as prescribed in AFI 36-2706, *Military Equal Opportunity and Treatment Program*. Evaluators must also consider commenting on a ratee's membership in groups that espouse supremacist causes or advocate unlawful discrimination, as prescribed in AFI 51-903, *Dissident and Protest Activities.*

1.3.3. Weight Management Program (WMP) and Fitness Improvement Training (FIT) Program. All personnel must meet established standards. Failure to progress satisfactorily in these programs reflects poorly on the Air Force and the member, especially an officer or senior NCO. Unsatisfactory progress in the WMP or FIT programs should be considered and should be documented on any report by providing specific comments, and with compatible ratings on OPRs/EPRs.

1.3.4. Management Control. All personnel must manage resources and ensure funds, property, and other government assets are protected against waste, loss, unauthorized use, or misappropriation. Comments about failures in inherent or assigned internal control responsibilities, or noteworthy accomplishments in improving internal controls, are mandatory. AFI 65-201, *Management Control*, provides specifics of the Management Control Program.

1.3.5. Productivity. While related to internal management control, productivity gains are often a result of improved efficiency rather than establishing or administering policies. Productivity gains can have measurable monetary or manpower savings and are of significance to the Air Force. Give consideration to the ratee's achievements in implementing Defense Management Report principles and recommendations, taking into account the ratee's opportunity, or lack of opportunity, for such achievements. Many suggestions approved under AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program* fall in this category.

1.3.6. Occupational Safety and Health. Consider how commanders, managers, and supervisors discharge their responsibilities under AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program.*

1.3.7. 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.

1.3.8. Awarding Contracts to Small Disadvantaged Business Concerns, Historically Black Colleges and Universities (HBCUs) and Minority Institutions (Section 806, Public Law 100-180). If you rate an officer who holds a warrant as a contracting officer and who has the opportunity to increase the award of contracts to small disadvantaged business concerns, HBCUs, and minority institutions, you must consider the ratee's ability to increase awards.

1.3.9. General Accounting Office (GAO), Office of the Inspector General, and Air Force Audit Agency (AFAA) Audit Resolution. Prompt, responsive and constructive action by managers is an integral part of good management. When applicable, comment on the degree of effectiveness in resolving disputed audit findings and recommendations.

1.3.10. Acquisition and Management of Inventory Items (Section 323, Public Law 101-510). For people assigned to Inventory Control Points, consider their efforts to eliminate wasteful practices and achieve cost savings as prescribed in the DoD Inventory Reduction Plan.

1.3.11. General and Specific NCO Responsibilities. Consider the ratee’s compliance with mandatory requirements prescribed in AFI 36-2618, *The Enlisted Force Structure*.

1.4. Waiver Authority. Send requests for deviations or waivers through appropriate channels (Military Personnel Flight [MPF], MAJCOM, etc.) to the office of primary responsibility (OPR) listed below. See **Table 1.1** for mailing addresses of OPRs listed in this instruction.

1.4.1. HQ AFPC/DPPPE, Evaluation Programs Branch. Manages the OES/EES for all active duty (AD) airman basics through lieutenant colonels following policy provided by HQ USAF/DPFP.

1.4.2. AFCMO, Air Force Colonel Matters Office. Manages OES for colonels (except brigadier general selectees) and colonel selects on the active duty list (ADL).

1.4.3. AFGOMO, Air Force General Officer Matters Office. Manages OES for general officers (and brigadier general selectees) on EAD.

1.4.4. HQ AFPC/DPAM, Medical Service Officer Management Division. Provides advice on reporting policy for officers within the health professions, in conjunction with HQ USAF/SGHP, Health Policy and Programs Division, Office of the Surgeon General, HQ USAF.

1.4.5. HQ USAF/JAX, Judge Advocate Career Management Division. Provides advice on reporting policy for judge advocates.

1.4.6. ANG/DPP, Air National Guard, Personnel. Manages the OES for ANG officers (including ANGUS general officers not on EAD).

1.4.7. HQ USAF/RE, The Office of Air Force Reserve. Manages the OES for USAFR officers not on the active duty list and the EES for USAFR enlisted personnel.

Table 1.1. Mailing Addresses for Correspondence.

LINE	A	B
	If the agency is:	**The address is:**
1	ANG/DPPP	ANG/MPPP, 3500 Fetchet Ave, Andrews AFB MD 20762-5157
2	AFRC/DP	AFRC/DP, 155 2nd Street, Robins AFB GA 31098-5000
3	AFRC/DPMB	AFRC/DPMB, 155 2nd Street, Robins AFB GA 31098-5000
4	AFRC/DPO	AFRC/DPO, 155 2nd Street, Robins AFB GA 31098-5000
5	HQ AFPC/ DPAM	HQ AFPC/DPAM, 550 C Street West Suite 25, Randolph AFB TX 78150-4727
6	HQ AFPC/ DPPPEB	HQ AFPC/DPPPEB, 550 C Street West Suite 7, Randolph AFB TX 78150-4709
7	HQ AFPC/ DPPPEP	HQ AFPC/DPPPEP, 550 C Street West Suite 7, Randolph AFB TX 78150-4709
8	HQ AFPC/ DPPBR3	HQ AFPC/DPPBR3, 550 C Street West Suite 5, Randolph AFB TX 78150-4707
9	HQ ARPC/CC	HQ ARPC/CC, 6760 E Irvington Place, Denver CO 80280-1000
10	HQ ARPC/ DPPBR1	HQ ARPC/DPPBR1, 6760 E Irvington Place #2000, Denver CO 80280-2000
11	HQ ARPC/ DPPBR2	HQ ARPC/DPPBR2, 6760 E Irvington Place #2000, Denver CO 80280-2000
12	HQ USAF/ AFCMO	AFCMOB, 1040 Air Force Pentagon, Washington DC 20330-1040

LINE	A If the agency is:	B The address is:
13	AFGOMO	AFGOMO, 1040 Air Force Pentagon, Suite 4E212, Washington DC 20330-1040
14	HQ USAF/JAX	HQ USAF/JAX, 1420 Air Force Pentagon, Suite 5B269, Washington DC 20330-1420
15	HQ USAF/RE	HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150
16	HQ 11 WG/DPJ	HQ 11 WG/DPJ, 20 MacDill Blvd Suite 400, Bolling AFB DC 20332-5100
17	NGB-GO	NGB-GO, 1411 Jefferson Davis Highway, Ste 12600, Arlington VA 22202-3231

Chapter 2

PERFORMANCE FEEDBACK PROCESS

2.1. Purpose. Performance feedback is a private, formal communication a rater uses to tell a ratee what is expected regarding duty performance and how well the ratee is meeting those expectations. Raters document performance feedback on the PFW and use the PFW format as a guide for conducting feedback sessions where they discuss 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 pertains to all military personnel except ANG enlisted personnel.

2.2. Responsibilities.

2.2.1. The ratee will:

2.2.1.1. Know when feedback sessions are due.

2.2.1.2. Request a feedback session, if needed.

2.2.1.3. Notify the rater and, if necessary, the rater's rater, when required or requested feedback did not take place.

2.2.1.4. Sign the PFW and rater's copy of the feedback notice (see paragraph **2.6.5**) indicating the date the supervisor conducted the feedback session.

2.2.2. The rater will:

2.2.2.1. Prepare for, schedule, and conduct feedback sessions according to **Table 2.1** (avoid conflicts with TDY, leave, etc., when possible), *regardless of whether the rater received a feedback notice*.

2.2.2.2. Stay aware of standards and expectations and consider them when providing feedback to personnel.

2.2.2.3. Provide realistic feedback to help the ratee improve performance. Realistic feedback includes discussion with the ratee, and written comments on the PFW, not just marks on the form.

2.2.2.4. Provide the original completed and signed PFW to the ratee.

2.2.2.5. Provide a copy of the signed and dated feedback notice to the Commander Support Staff for filing.

2.2.2.6. Document behavior that may result in further administrative or judicial action on other than a PFW (for example, an AF Form 174, **Record of Individual Counseling**). ***NOTE:*** Since a PFW may only be introduced into a personnel action when paragraph **2.9.3** applies, it is important that behavior representing a significant departure from expected standards is recorded in other forms of documentation.

2.2.3. The rater's rater will:

2.2.3.1. Monitor personnel to ensure raters properly conduct feedback sessions.

2.2.3.2. Conduct performance feedback sessions when:

2.2.3.2.1. A lower-level rater is not available due to unusual circumstances.

2.2.3.2.2. Officially assuming the subordinate rater's responsibilities.

2.2.4. The unit commander will:

2.2.4.1. Administer the performance feedback program.

2.2.4.2. Monitor raters and ratees to ensure feedback sessions are conducted properly and in a timely manner.

2.2.4.3. Consider disciplining and removing from supervisory positions those raters who fail to conduct documented performance feedback sessions.

2.2.5. The Commander Support Staff (CSS) will:

2.2.5.1. Provide feedback notices to raters and ratees. ***NOTE***: For USAFR units, this notice is printed on two-part paper and provided to the CSS by the servicing MPF career enhancement element.

2.2.5.2. File signed feedback notices (or appropriate statements) in the ratee's personnel information file (PIF). Signed notices remain in the PIF until the PIF is destroyed.

2.3. Who Requires a Performance Feedback. Feedback is mandatory for all officers, second lieutenant through colonel, and all AD and USAFR enlisted personnel. If an individual requests a feedback session, the rater will provide one within 30 days of receipt of the request, provided 60 days have passed since the last feedback session. Do not prepare a PFW when a ratee is a captive, patient, prisoner, absent without leave (AWOL), etc. For student officers receiving AF Forms 475, performance feedback is not required, but may be given if the ratee's performance/conduct warrants it.

2.4. Guidance for Conducting Feedback Sessions. Feedback sessions will be conducted face-to-face. ***EXCEPTION:*** Raters may conduct sessions by telephone only in unusual circumstances where face-to-face sessions are impractical, such as when the rater and ratee are geographically separated or the rater and/or ratee is on extended TDY. When a telephonic session is conducted, the rater forwards the original PFW to the ratee within 10 calendar days after the session.

2.5. When to Hold Documented Feedback Sessions. See **Table 2.1**.

2.6. The Performance Feedback Notice.

2.6.1. The rater *should* receive a computer-generated performance feedback notice 30 days after supervision begins (when initial or follow-up feedback is required) and again halfway between the time supervision began and the projected performance report close-out date (when midterm feedback is required). This notice serves to remind raters that a feedback session is due; however, failure to receive a feedback notice *does not* justify failing to hold a required session.

2.6.2. For officers assigned to ANG and USAFR units, the CSS will send the feedback 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 feedback notice within 5 working days after the effective date of the change in rater.

Hold the performance feedback session not later than 60 days after the OPR close-out date, initial assignment date, or effective date of change in rater.

2.6.3. Since the ratee shares the responsibility to ensure feedback sessions occur, a feedback notice is also sent to the ratee, through his or her unit, 30 days after sending the notice to the rater (for officers) or concurrently with the notice sent to the rater (for enlisted). For ANG and USAFR unit officers, both the rater and the ratee receive a feedback notice at the same time. The CSS does not send follow-up notification.

2.6.4. For Individual Mobilization Augmentees (IMA), the feedback notice is sent to the supervisor's active duty MPF for forwarding to the supervisor. IMAs receive their copies through the mail.

2.6.5. The performance feedback notice must be signed and dated by the rater and ratee and then returned to the CSS for file in the ratee's PIF.

2.7. Which PFW Form to Use.

2.7.1. For major through colonel, use AF Form 724A.

2.7.2. For lieutenant through captain, use AF Form 724B.

2.7.3. For a senior NCO, use AF Form 932.

2.7.4. For TSgt and below, use AF Form 931.

2.8. Preparing the PFW. The PFW should, as thoroughly as possible, outline the issues discussed during the feedback session; however, it is primarily a guide for conducting the feedback 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 PFW may be handwritten or typed by the rater providing the feedback.

2.8.2. Section I, Personal Information, is self-explanatory. Fill in all required data.

2.8.3. Section II, Types of Feedback. In the appropriate box, indicate whether the feedback is initial, midterm, follow-up, ratee requested or rater directed.

2.8.4. Section III, Key Duties, Tasks, and Responsibilities (officer) or Primary Duties (enlisted), is a fill-in-the-blank area where the rater outlines specific duties (specialty and assignment). These entries include the most important duties and correspond to the job description reflected on the OPR/EPR.

2.8.5. Section IV, Performance Feedback, covers those qualities and skills required of all personnel. These qualities and skills are the same as those listed on the performance report. The PFW has a behavior scale within each. The rater places a mark on the continuous scale, from "Needs Significant Improvement" to "Needs Little or No Improvement," for each behavior that applies (see note). If a particular behavior is not applicable to what the ratee does, the rater writes "N/A" (not applicable). ***NOTE:*** Since the primary purpose of the initial feedback session is to establish expectations for the upcoming rating period, a rater is not expected to have already developed a clear-cut opinion of an individual's performance by the time the session is conducted. Therefore, raters are not required to place any marks on the scale in Section III of the PFW for the initial feedback session.

2.8.6. Section V, Comments, provides space for factual, helpful performance feedback so ratees can improve their duty performance or define their professional development goals. Comments on performance should relate to placement of the marks in section IV.

2.8.7. The reverse side of the form (***Strengths, Suggested Goals, Professional Development, Additional Comments, etc***.) provides space to continue feedback or to help individuals understand their strengths and possible plans for the future. Also, use it to continue the comments from the front of the form.

2.9. Disposition and Access.

2.9.1. The rater gives the completed PFW to the ratee and keeps a copy for personal reference. The PFW *will not* be made an official part of *any* personnel record (including PIFs) nor used in any personnel action unless paragraph **2.9.3** applies.

2.9.2. The ratee may use the completed form as he or she desires.

2.9.3. The PFW may not be reviewed by anyone other than the rater and ratee, or introduced in any personnel action unless the ratee first introduces it, or alleges either he or she did not receive required feedback sessions or that sessions were inadequate. ***EXCEPTIONS:***

2.9.3.1. For AD senior noncommissioned officers (SNCOs), the squadron commander is authorized access to PFW.

2.9.3.2. For AD TSgts and below, the additional rater, rater's rater (when the additional rater is not also the rater's rater) and squadron commander are authorized access to the PFW.

2.9.4. Temporary Duty (TDY) supervisors *may* conduct feedback and complete PFWs; however, they do not send these PFWs to the rater. ***EXCEPTION:*** If the TDY rater has been officially designated as the ratee's reporting official, feedback is required.

2.10. Failure of Rater to Conduct or Document a Feedback Session. While documented feedback sessions are required by this Instruction, they do not replace informal day-to-day feedback. A rater's failure to conduct a required or requested feedback session, or document the session on a PFW, will not, of itself, invalidate any subsequent performance report or (for officers) PRF.

2.11. Tracking Feedback Sessions. Unit commanders may establish procedures beyond those provided for in this chapter to check performance feedback compliance, provided those procedures do not violate the privacy of PFW communications as specified in paragraph **2.9.3**.

Table 2.1. Performance Feedback Requirements.

RULE	A If the ratee is	B then the ratee requires the following feedback
1	a CMSgt or a Colonel (includes ADL, extended AD [EAD] ANG, EAD and non-EAD USAFR Colonels)	initial (see note 1; note 4 for non-EAD USAFR officers only)
2	MSgt or SMSgt (AD and all EAD USAFR), major or lieutenant Colonel (includes officers on the ADL, EAD ANG, EAD and non-EAD USAFR officers)	initial (see note 1; note 4 for non-EAD USAFR officers only) midterm (see note 2; note 4 for non-EAD USAFR officers only)
3	an AB, Amn or A1C (who has already received an EPR), a SrA through TSgt, a lieutenant through Captain on the ADL, or an EAD ANG or EAD USAFR officer (see notes 9 and 10)	initial (see note 1) midterm (see note 2) follow-up (see note 3)
4	an AB, Amn or A1C (with less than 20 months TAFMS)	initial (see note 1) midterm (see note 8)
5	a non-EAD USAFR officer (see note 4)	initial (see notes 5, and 6) midterm (see note 7)
6	a non-EAD ANG officer (see note 4)	initial (see notes 5 and 6) follow-up (see note 3)
7	an AB through CMSgt (non-EAD USAFR)	initial (see note 1) midterm (see note 11)
8	an AB through Colonel	as requested by ratee (see note 12)
9	an AB through Colonel	When determined necessary by the rater

NOTE:

1. The rater must conduct the initial feedback session within the first 60 days he or she *initially* begins supervision. This will be the ratee's only *initial* feedback until they have a change of reporting official.

2. The rater must conduct the midterm feedback session midway between the date supervision begins and the projected close-out date of the next EPR/OPR.

3. The rater conducts a follow-up feedback session when an evaluation report is written without a subsequent change of rater. This session must be conducted within 60 days of the close-out of the report and serves two distinct purposes. The first purpose is to review and discuss with the ratee the previous reporting period and resulting EPR/OPR. The second purpose is to establish expectations for the new reporting period.

4. A PFW is not required if action is pending under AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*.

5. If the ratee has arrived at the initial duty assignment, or has had a CRO, then the rater must conduct an initial feedback session within the first 60 days they *initially* begin supervision.

6. Hold initial feedback session within the first 60 days following a change in utilization field.

7. Hold a midterm feedback session approximately 180 days after the initial session. Hold subsequent midterm feedback sessions annually, until there is a CRO.

8. After the initial feedback session is conducted, conduct a (midterm) feedback session every 180 days until the rater writes an EPR or a CRO occurs.

9. If the ratee is due an annual report and the period of supervision is less than 150 days, the rater conducts the feedback session approximately 60 days before the projected report close-out date.

10. If the ratee is getting a CRO report and time permits, the rater will hold a feedback session within 60 days of the close-out date, but not later than 30 days prior.

11. Conduct midterm feedback sessions annually, beginning 12 months after the initial feedback session.

12. When a ratee requests a feedback session, the rater must conduct a session within 30 days of the ratee's request if at least 60 days have passed since the last feedback session.

Chapter 3

PERFORMANCE REPORTING

3.1. Evaluator Requirements.

3.1.1. Rater:

3.1.1.1. The official in the rating chain designated by management to provide periodic performance feedback and initiate performance reports (usually the ratee's immediate supervisor).

3.1.1.1.1. For officers, the rater must be an officer or civilian serving in a grade equal to or higher than the ratee (see note).

3.1.1.1.2. For enlisted, the rater must be an officer, or an NCO or civilian serving in a grade equal to or higher than the ratee (see note). See the definition of *Rater* in **Attachment 1** for additional enlisted rater information, requirements and restrictions.

3.1.1.2. For IMAs, the rater will not normally be another IMA. However, if circumstances require that an IMA must directly supervise another IMA, the rater will be the official appointed by management (see note).

NOTE: Management may appoint a rater serving in the same grade as the ratee without regard to date of rank.

3.1.2. Additional Rater:

3.1.2.1. The second evaluator in the rating chain, after the rater, to endorse a performance report.

3.1.2.1.1. For officers, the additional rater must be serving in a grade equal to or higher than the rater and in a grade higher than the ratee (see note).

3.1.2.1.1.1. A colonel may be the additional rater for a colonel.

3.1.2.1.1.2. For health profession officers (AFSC 4XXX), the additional rater must be serving in a grade equal to or higher than the rater *and* ratee.

3.1.2.1.2. For MSgt through CMSgt (AF Form 911), the additional rater must be serving in a grade equal to or higher than the rater (see note).

3.1.2.1.3. For AB through TSgt (AF Form 910), the additional rater must be serving in a grade equal to or higher than the rater *and* must be at least a MSgt (or equivalent) or civilian (at least GS-7 or equivalent). When the rater's rater does not meet this requirement, the additional rater will be the next evaluator in the rating (supervisory) chain that meets the requirement. The additional rater will also be considered the final evaluator unless: (1) the rater qualifies as a single evaluator, (2) the additional rater refers the report, or (3) the official completing the Commander's Review (section VII) is serving in a grade equal to (date of rank considered) or higher than the additional rater and nonconcurs with the additional rater.

3.1.2.2. For officer and enlisted IMAs, the additional rater is as defined in the paragraphs above *and* must be in the active duty rating chain (see note).

NOTE: The second evaluator in the rating chain must be the rater's rater unless paragraph **3.2.5.4** or one of the exceptions listed in the definition of Rating Chain in **Attachment 1** applies.

3.1.3. Reviewer/Senior rater/Final evaluator. All senior raters must be the person holding the senior rater position designated by the ML for the ratee's organizational Personnel Accounting Symbol (PAS) (see paragraphs **8.1.4.3.1** and **8.1.4.3.2**). ***NOTE:*** Brigadier general selectees, whether frocked or not, will sign all EPRs, OPRs, and PRFs as "Brig Gen (S)" *only* when designated as the senior rater by the ML (see note to paragraph **3.1.3.1.1**). All others will sign in their current grade of colonel. Reports will *not* contain more than one general officer as an evaluator. When the final evaluator on a report is not a USAF officer or Department of the Air Force (DAF) civilian, an Air Force Advisor must review the report (see paragraph **3.10**).

3.1.3.1. For officers, the reviewer must be the ratee's senior rater and will be the final evaluator on the OPR. ***EXCEPTIONS:*** When the rater or additional rater is also the senior rater, the OPR will close at this level (see **Table 3.1**). Also, when a senior rater refers the report, the officer named in the referral memorandum becomes the final evaluator, unless he/she refers the report again (see paragraph **3.9** and **Table 3.1**). See definitions of *Reviewer*, *Senior Rater* and *Final Evaluator* in **Attachment 1** for additional information.

3.1.3.1.1. For lieutenant colonels and colonels, the reviewer must be the first general officer (includes a brigadier general select), or equivalent, in the rating chain who has been designated as a senior rater by the ML. ***NOTE:*** Upon the selection to brigadier general of an officer who is already the designated senior rater for the lieutenants through majors in an organization, the ML must realign their SRIDs and redesignate the selectee as the senior rater for the lieutenant colonels of the organization.

3.1.3.1.2. For lieutenants through majors, the reviewer must be the first colonel (or equivalent) in a wing commander (or equivalent) position who has been designated as a senior rater, as determined by the ML. Equivalent civilian grades are determined by MLs based on the responsibilities of that civilian position. HQ AFRC may deviate and assign senior rater levels as appropriate for USAFR unit assigned majors and below.

3.1.3.1.3. For ANG colonels and senior officers filling a wing or group, deputy commander, or geographically separated unit (GSU) commander position (where there is no parent wing or group headquarters within the state), the first general officer in the rating chain will review the OPR.

3.1.3.1.4. For ANG officers, lieutenant colonel and below, the reviewer will be 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.

3.1.3.2. For enlisted (MSgt through CMSgt), the reviewer/final evaluator must be, as a minimum, an officer serving in the grade of major (or equivalent) or a civilian in the grade of GS-12 (or equivalent). ***EXCEPTION:*** A CMSgt serving as the Vice Commandant of the College of Enlisted Professional Military Education (PME) may endorse EPRs as a senior rater's deputy and may also be the reviewer/final evaluator.

3.1.3.2.1. An additional rater who meets the minimum grade requirement *may* close out the EPR, but an official higher in the rating chain than the additional rater may, if authorized, serve as the reviewer/final evaluator. In any case, the reviewer/final evaluator may not be higher in the organizational structure than the senior rater.

3.1.3.2.2. If the member is time-in-grade (TIG) eligible for a senior rater endorsement, the senior rater chooses not to endorse the report, and it is decided that the report will be closed out with a senior rater's deputy endorsement instead, the report must be endorsed by, and the final evaluator will be, the *first* B-level (see **Table 3.2** , note 14) senior rater's deputy in the rating chain (see paragraph **3.1.3.2.4**).

3.1.3.2.3. If the member is not TIG eligible for a senior rater endorsement, the report must be endorsed by, and the final evaluator will be, either the *first* B-level evaluator in the rating chain (see paragraph **3.1.3.2.4**) or a lower level evaluator. A senior rater may endorse a non-TIG eligible report *only* in the following circumstances:

3.1.3.2.3.1. When signing as the rater.

3.1.3.2.3.2. When signing as the evaluator named in a referral memorandum.

3.1.3.2.3.3. When a B-level rater does not qualify as a single evaluator *and* there is no other B-level evaluator (such as the senior rater's deputy) to whom endorsement can be delegated.

3.1.3.2.4. Only one B-level evaluator may sign a report and that endorsement must be completed by the *first* B-level evaluator in the rating chain. For example, the group commander may not be skipped in order to obtain vice wing commander endorsement, nor can *both* those individuals sign the report. ***EXCEPTIONS****:* A report may contain two B-level endorsements *only* in the following circumstances:

3.1.3.2.4.1. When a member is not TIG eligible for a senior rater endorsement and a B-level rater does not qualify as a single evaluator or a B-level additional rater does not qualify as a final evaluator (see paragraph **3.1.3.2**).

3.1.3.2.4.2. When a member is TIG eligible for a senior rater endorsement, but the senior rater chooses not to endorse the report, and either the B-level rater does not qualify as a single evaluator or the B-level additional rater does not qualify as a final evaluator.

3.1.3.2.5. See definition of Rating Chain in **Attachment 1** for additional information and exceptions.

3.1.4. Number of Evaluators.

3.1.4.1. OPRs will have three evaluators, unless the rater or additional rater is also the reviewer/senior rater.

3.1.4.2. EPRs will have at least two evaluators, unless the rater qualifies as a single evaluator.

3.1.4.2.1. For MSgt through CMSgt, no more than three evaluators (the rater, additional rater, and reviewer) will evaluate the ratee's performance.

3.1.4.2.2. For AB through TSgt, no more than two evaluators (rater and additional rater) will evaluate the ratee's performance.

EXCEPTION: The preceding requirements must be strictly adhered to, unless: commander disagrees with the ratings (**Table 3.2**); the report is referred and the commander is *not* the evaluator named in the referral letter (paragraph **3.9.5.1.2**); or the reviewer is senior to the commander and refers the report.

3.1.5. Removal of Evaluator from Rating Chain. Evaluators are not removed from the rating chain based solely on a rating disagreement. When removing an evaluator from the rating chain is necessary, provide written notification of the action to the evaluator (with information copy to the removed evaluator's immediate subordinate and any other evaluators in the rating chain, through and including the senior rater) and obtain acknowledgment of receipt. File a copy of the notification in the PIFs of the rater and the affected ratees.

3.2. Responsibilities.

3.2.1. The Rater:

3.2.1.1. Ensures the ratee is aware of who is in his or her rating chain.

3.2.1.2. Must review any adverse information in the ratee's PIF and any Unfavorable Information File (UIF) before preparing the performance report.

3.2.1.3. Assesses and documents what the ratee did, how well he or she did it, and the ratee's potential based on that performance. The rater differentiates through an evaluation of Impact on Unit Mission, section IV; Performance Factors, section V; and Rater Overall Assessment in section VI on OPRs, or Evaluation of Performance (Section III) and Rater's Comments (Section V) on EPRs.

3.2.1.4. Gets meaningful information from the ratee and as many sources as possible (i.e. the ratee's PIF, those who previously supervised the ratee during the report period, the First Sergeant, etc.), especially when the rater cannot observe the ratee personally. Do not have the ratee write or draft any portion of his or her own performance report. However, the ratee is encouraged to provide the rater input on specific accomplishments. For Reservists, the ratee should provide information to the supervisor to assist in the preparation of the report. This may include end-of-tour reports.

3.2.1.5. Considers the significance and frequency of incidents (including isolated instances of poor or outstanding performance) when assessing total performance.

3.2.1.6. Records the ratee's performance, ensuring all data on the OPR/EPR matches the data on the notice, and for enlisted personnel, makes a valid and realistic recommendation for promotion, if appropriate. For example, a recommendation for promotion to CMSgt on a MSgt's EPR would be considered unrealistic and invalid since the member must first be promoted to SMSgt. On EPRs for CMSgts, a recommendation for increased responsibilities may be appropriate. ***NOTE:*** Although some evaluators may not know any other ratee serving in a particular grade and Air Force Specialty Code (AFSC), they may rate according to their opinions and impressions of the general level of performance of Air Force personnel in the various grades.

3.2.1.7. Differentiates between ratees with similar performance records, especially when making enlisted promotion recommendations.

3.2.2. The Additional Rater:

3.2.2.1. Reviews the PIF and UIF and returns report to the rater for reconsideration, if appropriate, to ensure an accurate, unbiased, and uninflated report.

3.2.2.2. Completes section VII of the OPR or section VI of the EPR by concurring or nonconcurring with the rater and making comments.

3.2.2.3. Assumes the responsibilities of the rater, 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) when the rater is formally relieved from duties as an evaluator or relieved from duty for cause (see note). When this occurs, section VI (OPR) or section V (EPR) must include a statement explaining why the rater did not prepare the report.

NOTE: Being removed from duties for cause often has no effect on the rater's ability to render fair and accurate reports on subordinates. For example, being relieved from a high-visibility job due to a non-duty related incident shouldn't automatically result in the member also being relieved of evaluator responsibilities since there is no threat of reprisal towards subordinates.

3.2.2.3.1. Reports already prepared by a rater under these circumstances are work copies and may be reaccomplished unless they have become a matter of record.

3.2.2.3.2. If the additional rater has insufficient knowledge to prepare the report for the required period of supervision, he or she must gather knowledge of the ratee's duty performance from all available, reliable sources (First Sergeant, former supervisors, etc.). ***EXCEPTION:*** In some instances (for example, when the additional rater is physically/geographically separated from the ratee), it may be more practical or desirable for another individual who has current personal knowledge of the ratee to assume the rater's responsibilities. In this case, the unit commander submits the request, through the MPF and senior rater, to the MAJCOM (or other comparable activity) for approval.

3.2.2.3.3. If unusual circumstances dictate sufficient knowledge cannot be obtained, HQ AFPC/DPPPE, AFGOMO, AFCMO, the Air Reserve Personnel Center (ARPC/DPPBR1), or the NGB (ANG/MPPP) or NGB-GO (for ANGUS general officers [including brigadier general selects] not on EAD) authorizes filing an AF Form 77 in the ratee's records stating why a report could not be prepared for the period.

NOTE: 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 paragraph **3.2.2.3** for applicable reasons). When the additional rater's rater is also the senior rater, he or she completes the Additional Rater's Comments section of the applicable form and closes the report.

3.2.3. The Reviewer/Senior rater/Final evaluator:

3.2.3.1. Reviews the ratee's PIF and UIF and, if necessary, returns the report to the previous evaluator(s) for reconsideration to ensure an accurate, unbiased, and uninflated report.

3.2.3.2. Obtains additional information, if necessary, from competent sources such as his or her deputy or vice, second or third line supervisors, etc.

3.2.3.3. When appropriate, nonconcurs with previous evaluators and makes comments.

3.2.3.4. Approves unit mission descriptions (senior rater).

3.2.3.5. Directs the additional rater to assume rater's responsibilities when paragraph **3.2.2.3** applies.

3.2.3.6. Completes OPRs and EPRs as required (see **Table 3.1** for officers and **Table 3.2** for enlisted).

3.2.4. CSS Personnel:

3.2.4.1. Administer the unit performance report program for the commander.

3.2.4.2. Send performance report notices to the rater and, when applicable, attach LOEs for the reporting period to the notices.

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

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

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

3.2.4.3.3. Spelling accuracy and proper sentence/bullet structure.

3.2.4.3.4. Reports do not contain inappropriate comments or recommendations (see paragraph **3.7**).

3.2.4.3.5. Reports are properly referred, when necessary (see *Terms* in **Attachment 1** and paragraph **3.9**).

3.2.4.4. Provide technical assistance to the commander and evaluators.

3.2.5. The Unit Commander or Appropriate Staff Officer:

3.2.5.1. Manages the performance report program for the organization.

3.2.5.2. Ensures evaluation reports accurately describe performance and make realistic recommendations for advancement.

3.2.5.3. Prepares and maintains the unit mission description.

3.2.5.4. Determines the rating chain for assigned personnel based on Air Force and ML policy. The ratee's parent ML must approve rating chains that involve evaluators from other MLs. The following applies to flight commander and flight chief rating chains and applies to both the operational and functional communities. When an officer heads a

flight, the position is flight commander and is rated by the squadron commander. When an enlisted person or civilian heads a flight, the position is a flight chief. ***NOTE:*** Commanders may deviate from the normal (supervisory) rating chain only when necessary to meet grade requirements or to accommodate unique organizational structures and situations where personnel are temporarily loaned or matrixed to other activities outside the ratee's assigned PAS. It is prohibited to make rating chain deviations (such as skipping an evaluator) solely for reasons of convenience. ***EXAMPLES:*** 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's rater or the senior rater) the opportunity to endorse or comment in a report (see also paragraph **3.1.5**).

3.2.5.5. Ensures first-time supervisors receive specific, mandatory training within 60 days of being assigned supervisory duties and ensures all unit members receive general OES/EES training on a recurring basis. To assist commanders in fulfilling this responsibility, the OES/EES Training Plans/Guides were developed and are available on the Evaluations Web site through the HQ AFPC Web Page.

3.2.5.6. Ensures that no member is in the rating chain of his or her spouse or other relative.

3.2.5.7. Ensures the first sergeant (or designated senior NCO) conducts a quality force review on all EPRs before conducting the commander's review.

3.2.5.8. Conducts the commander's review on EPRs (see **Table 3.2**). ***NOTE:*** The review may be conducted only by the commander or squadron section commander (or, in their absence, an officer so designated on G-series orders) for administrative purposes (i.e., control roster action, Article 15 jurisdiction, etc.) of the ratee's assigned organization. *Flight* commanders do not qualify.

3.2.6. First Sergeants review all EPRs before the commander's review and advise the commander of quality force indicators.

3.2.7. MPF Personnel:

3.2.7.1. Administer the performance report program for all units serviced.

3.2.7.2. Perform an administrative review of all evaluation reports and, if necessary, return them to the unit for correction/completion before filing them in the Unit Personnel Record Group (UPRG) (for AB through TSgt) or sending them to the appropriate records custodian for file (for officers and senior NCOs). This does not include resolving evaluator disagreements. MPF review requirements are the same as those listed for CSS personnel (see paragraph **3.2.4.3**).

3.2.7.3. Provide technical assistance to CSSs.

3.2.7.4. Update data into the Personnel Data System (PDS) or PC-III according to AFCSM 36-699, Volume 1, *Personnel Data Systems.*

3.2.7.5. Process and distribute OPRs (**Table 3.6**) and EPRs (**Table 3.9** and **Table 3.10**) as required.

3.2.8. The ML and their servicing personnel activity:

3.2.8.1. Designate senior rater positions and determine civilian equivalency for senior rater designations.

3.2.8.2. Manage the performance report program for their activity, and at their option, quality review OPRs and return them for correction, when necessary.

3.2.8.3. File a copy of the OPR in the OCSRG (see **Table 3.6** for exceptions).

3.2.8.4. Approve evaluators to be from a different ML than that of the ratee.

3.2.8.5. Appoint Air Force Advisors.

3.2.8.6. Appoint Acquisition Examiners and establish OPR routing procedures when the examination can not be accomplished within the existing rating chain.

3.2.9. HQ AFPC Personnel:

3.2.9.1. Manage the performance report program Air Force-wide.

3.2.9.2. Review all referral reports on officers (lieutenant through lieutenant colonel) and senior NCOs and a random selection of OPRs and EPRs for compliance with policy directives and this instruction and, when necessary, return them for correction.

3.2.9.3. File the original OPR in the HQ USAF OSR and transfer it to optical disk for file in the Master Personnel Record Group (MPerRGp), and file the original EPR (MSgts through CMSgts) in the Senior NCO Selection Record (NSR).

3.2.10. HQ ARPC Personnel:

3.2.10.1. Manage the performance report program for Active Guard/Reserve (AGR), Limited EAD (LEAD) members, non-EAD officers, and USAFR enlisted members Air Force-wide.

3.2.10.2. Review OPRs and EPRs for compliance with policy directives and this instruction and return them for correction, if necessary.

3.2.10.3. File original report in the OSR at HQ ARPC and transfer OPRs and EPRs to optical disk for file in the MPerRGp.

3.3. When to Submit Performance Reports.

3.3.1. For officers on the ADL and ANG officers, see **Table 3.3**.

3.3.2. For USAFR officers not on the ADL, see **Table 3.4**.

3.3.3. For enlisted members, see **Table 3.7** and **Table 3.8**.

3.4. Who Requires Performance Reports.

3.4.1. All EAD and non-EAD officers in the grade of colonel and below (except brigadier general selectees), not being evaluated using AF Form 475 (paragraph **6.2**), except as specified in paragraph **3.5**.

3.4.2. All enlisted personnel in the grade of Airman First Class (A1C) (with 20 months Total Active Federal Military Service [TAFMS]) through CMSgt, or as directed by **Table 3.7** and **Table 3.8**, except as specified in paragraph 3.5.3.4.3. Any member released from active duty to the ResAF or ANG (participating or non-participating) who has 120 days of supervision prior to separating.

3.5. Who Does Not Require Performance Reports.

3.5.1. USAFR officers in a nonpay status (PAS S7XXXXX) except those assigned or attached to a unit for training.

3.5.2. USAFR officers assigned to the 9016th Air Reserve Squadron, 9017th Air Reserve Squadron, 9035th Air Reserve Squadron, and 9027th Air Reserve Squadron, or officers in the 9020th Air Reserve Squadron, if their training is not being performed at their unit of attachment.

3.5.3. Non-EAD officers scheduled to transfer to the Retired-Reserve or Inactive Status List Reserve Section within one year of the close-out date of the OPR.

3.5.4. USAFR officers twice deferred to the next higher grade with an established DOS within one year of the close-out date of the OPR.

3.5.5. AD personnel in the grade of A1C and below with less than 20 months TAFMS or Non-EAD USAFR personnel in the grade of SrA and below. ***EXCEPTION:*** AD enlistees receive a report upon eligibility for below-the-zone (BTZ) promotion consideration even though they do not have 20 months TAFMS, per **Table 3.7**, rule 12.

3.5.6. Individuals upon placement in prisoner status, on appellate leave, or who are AWOL.

EXCEPTION: If an annual report becomes due or the rater changes while the ratee is in short-term confinement or is AWOL, or a ratee receives a Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) to a long-term confinement facility (such as Ft. Leavenworth), then the ratee receives a report according to **Table 3.3**, rules 1 or 2 (officers), or **Table 3.7**, rules 2, 3, 6, or 15 (enlisted). (Remember to adjust the number of days supervision by deducting all periods of 30 consecutive calendar days or more during which the rater did not supervise the ratee.) Thereafter, reports are not required until the ratee is returned to duty.

3.5.7. Individuals who are in full-time student (functional category "L") or patient status. ***EXCEPTION:*** If a student ratee is otherwise eligible under the Weighted Airman Promotion System (WAPS) and needs an EPR to be weighable (see AFI 36-2502), then the EPR is closed out on the promotion eligibility cut-off date and the period of supervision must be at least 60 days.

3.5.8. Individuals who died on active duty. However, if a report was already being processed at the time death occurred, it becomes optional.

3.5.9. Personnel with an approved retirement date, provided *all* the following criteria are met (see paragraph **3.5.11** for additional guidance when reports are optional):

3.5.9.1. The retirement date is within 1 year of the projected *annual* close-out date of the report *and* the retirement application was approved *prior* to the projected annual close-out date.

3.5.9.2. The officer will not be considered for promotion, selective continuation, or selective early retirement by a HQ USAF central selection board or a ResAF selection board before retirement.

3.5.9.3. The enlisted member will not be considered for promotion before the retirement date.

3.5.9.4. Retirement is not withdrawn. ***NOTE:*** A report is due if the member's retirement is withdrawn. The close-out date will be the date of official retirement withdrawal (if the annual date has already passed), provided the rater has (or as soon as the rater has) 120 calendar days of supervision. The reason for the report is "annual." Also, the rater *may* opt to write the report even though all the criteria under paragraph **3.5.9** are met.

3.5.10. Personnel with an approved separation date, provided the following criteria are met:

3.5.10.1. The officer is RegAF (holds a Regular Air Force commission) and voluntarily resigns his or her commission, or is a Reserve officer and is granted release from AD, in lieu of court-martial or action under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*. ***NOTE:*** The report is mandatory following court-martial conviction.

3.5.10.2. The officer is involuntarily discharged or released from active duty under AFI 36-3206.

3.5.10.3. The officer voluntarily resigns his or her commission, has fullfilled his or her military service obligation, and is not requesting or accepting a ResAF commission (RegAF officers) or retaining a ResAF commission (Reserve officers).

3.5.10.4. The enlisted member's approved separation is *not* a result of discharge action under AFI 36-3208, *Administrative Separation of Airmen*, the DOS is within one year of the projected annual close-out date, the separation was approved *prior* to the projected annual close-out date, *and* the ratee is *not* being released from active duty to the Reserves (AD or non-AD). Reminder--reports *are mandatory* for anyone being released from active duty to the Reserves (see paragraph 3.4.3).

3.5.10.5. The enlisted member will not be considered for promotion before the separation date.

3.5.10.6. Separation is not withdrawn. ***NOTE:*** A report is due if the member's separation is withdrawn or cancelled. The close-out date will be the date of official separation withdrawal or cancellation (if the annual date has already passed), provided the rater has (or as soon as the rater has) 120 calendar days of supervision. The reason for the report is "annual." Also, the rater *may* opt to write the report even though all the criteria under paragraph **3.5.10** is met.

3.5.11. When the criteria under paragraph **3.5.9** (for retirees) or **3.5.10** (for separatees) are met, a report becomes optional. The rater may opt to write a report and the ratee may request a report be written. If the rater chooses to write an optional report, the report is written (regardless of whether the ratee wants the report to be written). Should the rater not want to write a report requested by the ratee, the unit commander (for an enlisted ratee) or the senior rater (for an officer ratee) decides whether a report will be written. If the commander is the

rater (for an enlisted ratee) and does not want to write a report requested by the ratee, the senior rater will decide whether a report will be written. If neither the rater or ratee want a report written, the commander/senior rater (as applicable) may direct a report be written.

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

3.6. Mandatory Comments. Specific comments or entries mandated by this AFI are identified by the instruction to "enter" or "include the statement," followed by the specific comment placed within quotation marks (see paragraph **3.6.4** for example) and should be entered on the report exactly as shown. Acceptability of comments that deviate slightly from the AFI will be handled on a case-by-case basis. Entries deviating greatly are not acceptable.

3.6.1. For a referral report or TR, the evaluator must comment as required by paragraph **3.9** and *specifically* detail the behavior or performance that caused the report to be referred.

3.6.2. If the rater died, became incapacitated, or was relieved from duties as an evaluator, state the reason in section VI of the OPR, or section V of the EPR (see paragraph **3.2.2.3**).

3.6.3. When an OPR rater or additional rater is also the senior rater, enter the statement "Rater (or Additional Rater, as appropriate) is also the Reviewer" in the comments area of section VIII of the OPR. When the rater is also the reviewer, section VII is left blank.

3.6.4. When an EPR rater qualifies as a single evaluator or as the reviewer, enter the statement "This Section Not Used" in the comment area of sections VI (AF Forms 910 and 911) and VII (AF Form 911) of the EPR. Also enter "This Section Not Used" in section VII (AF Form 911) when the additional rater is also the senior rater/reviewer, or qualifies as a final evaluator and closes out the report.

3.6.5. Explain any significant disagreement with a previous evaluator on a performance report.

NOTE: Two different evaluators can observe the same performance, but assess it differently. If that is the case, that's what the explanation should say. Unless the report is a referral, limit comments to the space provided.

3.6.5.1. On OPRs, significant disagreement is a change of any performance factor rating in section V or any statement that indicates obvious disagreement with previous evaluator(s).

3.6.5.2. On EPRs, significant disagreement is a change of any rating in section(s) III or IV, or any statement that indicates obvious disagreement with previous evaluator(s).

3.6.6. Comments in section IV of the PRF are mandatory for in-/above-the-promotion zone (I/APZ) eligible officers (**Table 8.1**) except on PRFs prepared to the grade of brigadier general when the overall recommendation in AF Form 709, section IX, is "Promote." Final decision authority for including comments on BPZ officers remains with the senior rater. Comments are required on all PRFs with a "Do Not Promote This Board" recommendation, regardless of zone. Additionally, comments are required for all ResAF PRFs, regardless of promotion zone or promotion recommendation.

3.6.7. Comments relating to the ratee's behavior are mandatory on the ratee's next OPR, EPR or TR, and an officer's next PRF, if the ratee has been convicted by court-martial.

3.6.8. If performance feedback was not accomplished, comment on that fact is mandatory. Rationale must be placed in the Performance Feedback Certification block, and it must be honest, plausible and specific, such as "Midterm feedback not conducted due to only 58 days supervision between initial feedback and the report close-out date." Non receipt of a feedback notice, and "administrative oversight," etc., are *not* acceptable reasons.

3.7. Inappropriate Evaluator Considerations and Comments. Certain items are inappropriate for consideration in the performance evaluation process and may not be commented upon on any OES/EES form. Except as authorized in the following paragraphs, do not consider, refer to, or include comments regarding:

3.7.1. Promotion recommendations for officers, except on the PRF; recommendations are limited to the next higher grade. ***NOTE:*** Statements acknowledging an officer's *selection* for promotion during the reporting period are acceptable (Example: Maj XXXXX's recent BPZ selection to Lt Col is right on target).

3.7.2. Duty history or performance outside the current reporting period on OPRs/EPRs, except as permitted by paragraphs **3.7.6** and **3.7.7**. Since performance in past jobs is relevant, raters may include it on PRFs.

3.7.3. Previous reports or ratings, except in conjunction with performance feedback sessions and as outlined in **Chapter 8** for promotion recommendation. ***EXCEPTION:*** Evaluators may review previous evaluation reports to prevent repeating prior accomplishments and making inappropriate recommendations.

3.7.4. Performance feedback. Evaluators do not refer to performance feedback sessions in any area of the performance report except in the Performance Feedback Certification Block.

3.7.5. Events that occur after the close-out date. If an incident or event occurs between the time an annual report closes and the time it becomes a matter of record that is of such serious significance that inclusion in that report is warranted, an extension of the close-out date must be requested. 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. The authority to extend a close-out date for lieutenant colonel and below is retained by HQ AFPC/DPPPEP (ANG/MPP for ANG personnel; HQ AFRC/DP for USAFR unit personnel; and HQ ARPC/DPP for IMAs and participating individual Reservists. The authority to extend close-out dates for AGR personnel is the HQs to which they are assigned). AFGOMO (for EAD general officers) and NGB-GO (for non-EAD ANGUS general officers) retains similar authority on AF Form 78. AFCMO retains authority on OPRs for colonels. Extensions will be granted to cover only the time necessary to complete actions, not to exceed 59 days; a commander-directed report may be prepared with 60 days supervision (**Table 3.3**, rule 3, and **Table 3.7**, rule 5). Send requests for extension, through the servicing MPF, to the appropriate office above for approval (with info to the MAJCOM). This should be done in a *timely* manner. Include member's information, reason for the report, original close-out date, requested close-out date, specific justification for the request, and *all* pertinent information (dates of investigations, etc.).

3.7.6. Prior events. Do not include comments regarding events which occurred in a previous reporting period, unless the events add significantly to the evaluation report, were not known to and considered by the previous evaluators, and were not previously reflected in an

evaluation report. For example, an event (positive or negative) which came to light *after* a report became a matter of record, but which occurred *during* the period of that report, could be mentioned in the ratee's *next* report because the incident was not previously reported. In rare cases, serious offenses (such as those punishable by court martial) may not come to light or be substantiated for several years. In those 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.

3.7.7. Conduct based on unreliable information. Raters must ensure that information relied upon to document performance, especially derogatory information relating to unsatisfactory behavior or misconduct, is reliable and supported by substantial evidence. The rater should consult with the servicing staff judge advocate whenever any question exists whether this standard has been met. 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 report. 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, etc. 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 **3.7.5**.

3.7.8. Any action against an individual that resulted in acquittal or a failure to successfully implement an intended personnel action (for example, you may not say SSgt Johnson was *acquitted* of assault charges or that involuntary separation action was unsuccessful). This does not mean, however, that evaluators cannot mention the underlying conduct that formed the basis for the action. A determination as to the appropriateness of doing so should be made only after consultation with the servicing staff judge advocate. The decision to include such information should be made only when evaluators can establish that the information is reliable and supported by substantial evidence. In any case, do not reference any punitive or administrative action taken against the individual in response to the conduct.

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

3.7.10. 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, EOT complaints, and Congressional Inquiry.

3.7.11. A recommendation for decoration. You may include only those decorations actually approved or presented during the reporting period. The term "decorations," as used here, applies to those for which a medal is awarded and worn on the Air Force uniform, such as an Air Force Achievement Medal. You may mention other awards or nominations for honors and awards such as "Outstanding Maintenance Officer" or "Twelve Outstanding Airmen of the Year."

3.7.12. Race, ethnic origin, gender, age, or religion 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. For example, "Capt XXXX is the first *female* pilot ever selected for training in the F-16", is an inappropriate reference to gender. You may use pronouns reflecting gender (e.g., he, she, him, her, his, and hers).

3.7.13. Temporary or permanent disqualification under AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*. You may reference the behavior of the ratee that resulted in the action.

3.7.14. 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 may diagnose alcoholism or drug addiction.

3.7.15. Score data on the WAPS score notice or senior NCO promotion score notice, board scores, test scores, etc.

3.7.16. Performance as a member of a court-martial board, or render a less than favorable evaluation because of the zeal with which the ratee served as a defense or respondent's counsel (see Article 37, UCMJ). This is not intended to inhibit an accurate portrayal of a counsel's competence in the representation of clients.

3.7.17. Family activities, sexual orientation or marital status. Do not consider or include information (either positive or negative) regarding the member's marital status, sexual orientation, or the employment, education, or volunteer service activities (on or off the military installation) of the member's family.

3.7.18. The term "senior" on OPRs. This term is commonly understood as a euphemism for colonels and above, or to refer to members holding a higher grade than the ratee. When used in conjunction with words such as "officer" or "leadership," the phrase constitutes an implied promotion statement and is therefore prohibited.

3.7.19. General open mess membership.

3.7.20. Broad statements outside the scope of the evaluator's responsibility or knowledge. A broad statement is one which implies knowledge of Air Force members not assigned within the evaluator's realm of knowledge. For example, a group commander may not state the ratee is "the best civil engineer in the business" because he or she does not have knowledge of *all* civil engineers. Similarly, phrases such as "top 5% officer" or "clearly a top 1% SNCO" are inappropriate because the evaluator does not have first-hand knowledge of *all* Air Force officers or SNCOs. Broad statements such as these clearly lack credibility. ***EXCEPTION:*** It would be permissible for an evaluator to make such a statement *if* substantiated by an award, such as "Best comptroller in the Air Force--received the 1998 Air Force Financial Manager of the Year Award." Other examples of acceptable statements are "number one of my seven captains" and "top 1% of all SNCOs I've ever supervised."

3.7.21. Grades or positions higher than the ratee holds. Evaluators may not make comments such as "picked over higher ranking officers" or (on a major's report) "filling a Lt Col billet." These types of comments are implied promotion statements and are therefore prohibited on OPRs.

3.7.22. Assignment and PME recommendations on OPRs that are inconsistent with an officer's current grade. The intent and philosophy of OES is to recommend an officer for assignments/positions and resident level of PME that reflect his or her potential and are appropriate for the current grade held.

3.7.22.1. Evaluators may make one or more assignment recommendations in OPRs provided the recommendations are both appropriate and realistically achievable for the officer's current grade.

3.7.22.2. In addition to assignment recommendations, evaluators may also make recommendations for the appropriate level in-residence PME in OPRs. Evaluators determine the appropriate level recommendation by considering the highest level in-residence PME the officer has already completed along with the eligibility criteria for each level of in-residence PME. Examples: For lieutenant through captain, a Squadron Officer School (SOS) recommendation is appropriate until the officer has completed SOS in residence. For a captain, once he or she completes SOS in residence, an Intermediate Service School (ISS) recommendation is appropriate. For a major, if, as of the close date of the OPR, he or she has not already completed ISS in residence and is still eligible for consideration, an ISS recommendation is appropriate. Once the major completes ISS in residence or when he or she is no longer eligible for consideration, then a Senior Service School (SSS) recommendation is appropriate.

3.7.23. An officer's decision to accept or decline aviator continuation pay.

NOTE: For AF Form 709 purposes, senior raters and MLR members will consider or refer only to the officer's Record of Performance (ROP), PIF, UIF, Duty Qualification History Brief (DQHB), and conduct and performance based on the senior rater's personal knowledge or other reliable sources of information.

3.7.24. Separation or retirement status. Comments may be warranted when an individual displays a reluctance to accept responsibility, a negative attitude toward the job, or exhibits a decrease in performance that can be reasonably attributed to a pending separation or retirement.

3.7.25. Comments about civilian occupation (USAFR members), unless it directly relates to the military position and enhances their military performance.

3.7.26. Use of profanity in evaluation reports is unprofessional, unnecessary, inappropriate and prohibited.

3.7.27. Punishment received as a result of administrative or judicial action. Restrict comments to the conduct/behavior that resulted in the punishment, and if desired, the type of administrative or judicial action taken (i.e. Article 15, LOR, LOC, etc.).

3.7.28. Matrices, fact sheets, background sheets or other documents unless specifically authorized in this instruction (see paragraphs **3.8.2** and **3.8.3**). Additionally, do not establish panels or boards to review and collectively score, rate, rank, or tally records and/or generate a priority list of SNCOs for determining promotion recommendations or level of endorsement (see paragraph **8.2.3.1.2** for officers).

3.7.29. Developmental Education (in residence or non-residence) and advanced academic education for officers: When preparing OPRs, evaluators will not comment on selection status on the schools list, selection list, selection for, completion of, or enrollment in development education or advance academic education. When preparing PRFs, Senior Raters may only comment on officially recognized extraordinary achievements documented in the AF IMT 475 (Training Report) (such as distinguished graduate, cum laude, speech/writing awards, Commandant's Award, etc.). When stratifying officers on OPRs and PRFs, evaluators will not consider completion/non completion of non-resident DE if the officer is on the school select list (because they will attend in-residence), or their 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/PRFs as outlined in paragraph **3.7.22**.

3.8. Processing Performance Reports.

3.8.1. OPR/EPR Notices:

3.8.1.1. For active duty personnel, the CSS forwards the notice to the rater. The CSS staff will coordinate with MPF personnel to resolve incorrect entries. A copy of the OPR/EPR notice is forwarded with the report through the rating chain to the MPF.

3.8.1.2. ANG MPFs send one copy of the notice to the rater, one copy to the ratee, and maintain one copy in suspense.

3.8.1.3. For non-EAD USAFR officers assigned to PAS 96XXXXXX, HQ ARPC/DPPBR2 sends the OPR notice to the rater's servicing MPF who then forwards a copy of the notice to the rater and maintains a suspense copy.

3.8.1.4. For non-EAD officers assigned to AFRC units, the MPF forwards two copies of the notice to the rater, through the CSS. The CSS staff will coordinate with MPF personnel to resolve incorrect entries. Forward a copy of the OPR/EPR notice with the report through the rating chain to the MPF.

3.8.1.5. For individual Reservists, HQ ARPC/DPPBR2 sends the EPR notice and any LOEs to the rater's MPF.

3.8.2. Be sure that OPR/EPR notices, any LOEs that closed during the period of the report, and/or any referral documents, accompany the report through the rating chain.

3.8.3. Evaluators are permitted to review a career brief when writing a report. For officers, the brief will be used only to aid evaluators in making recommendations for command, assignments, and PME. For senior NCOs, the brief may be used as an aid in determining endorsement level.

3.8.4. Routing of Performance Reports:

3.8.4.1. For non-EAD officers, route OPRs according to **Table 3.5**.

3.8.4.2. For EAD personnel (when the senior rater, additional rater, or reviewer has completed the report), return it to the ratee's MPF for administrative review, data update, and file:

3.8.4.2.1. Personnel activities serving MLs may modify this routing if ML concurs.

3.8.4.2.2. MPFs do not maintain copies of OPRs on colonels. MLs and other activities that send colonel OPRs directly to AFCMO or HQ ARPC/DPPBR must notify the ratee's MPF of the close-out and dispatch dates.

3.8.5. Suspenses:

3.8.5.1. The unit sets up a monitoring system to ensure prompt performance report submittal.

3.8.5.2. Do not suspense or require raters to submit signed/completed reports any earlier than five duty days after the close-out date. If the rater is not available, extend the suspense.

3.8.5.3. Completed OPRs and EPRs on EAD personnel are due to the MPF no later than 30 days after close-out.

3.8.5.4. OPRs and EPRs directed by HQ USAF under **Table 3.3**, rule 4, or **Table 3.7**, rules 9 and 10, are due at HQ AFPC/DPPBR3, AFCMO, or to HQ ARPC/DPPBR1 respectively by the suspense date established in the directing letter or message.

3.8.5.5. OPRs directed by HQ USAF on non-EAD USAFR officers assigned to individual programs are due to HQ ARPC/DPPBR2 by the suspense date established in the directing letter or message.

3.8.5.6. OPRs on EAD officers are due to HQ AFPC/DPPBR3 (AFCMO for OPRs on colonels and colonel selectees) and to MAJCOM (copy) no later than 60 days after close-out.

3.8.5.7. OPRs on USAFR unit assigned officers, ANG officers, LEAD and AGR officers are due to the MPF no later than 60 days after close-out and to HQ ARPC/DPPBR1 no later than 90 days.

3.8.5.8. OPRs on non-EAD USAFR officers assigned to individual programs are due to HQ ARPC/DPPBR2 no later than 45 days and to HQ ARPC/DPPBR1 no later than 90 days after close-out.

3.8.5.9. OPRs on non-EAD ANG officers are due to the MPF 30 days after, to state headquarters 60 days after, and to HQ ARPC/DPPBR1 no later than 90 days after close-out.

3.8.5.10. EPRs on AD SNCOs are due to HQ AFPC/DPPBR3 (HQ AFPC/DPAC for CMSgts/selectees) no later than 60 days after close-out.

3.8.5.11. EPRs on airmen *not* on AD are due to the servicing MPF no later than 60 days after close-out, or (for IMAs or Category E personnel) to HQ ARPC/DPPBR2 no later than 45 days after close-out.

3.8.6. Security Classification. Reports, attachments to reports, referral letters, or endorsements to referral letters will not contain classified information. If an entry would result in the release of classified information, use the word "Classified" in place of that entry. The PAS code alone is unclassified and is always entered. In those cases where the evaluator is with a classified organization or location, enter instead the word "Classified" for organization nomenclature, and the evaluator's PAS code.

3.8.7. Access to Reports. Reports are For Official Use Only and are subject to the Privacy Act. They are exempt from public disclosure under DoD Regulation 5400.7/Air Force Supplement, *DoD Freedom of Information Act Program* and AFI 33-332. Only persons within the agency who have a proper need to know may read the reports. The office with custodial responsibility is responsible for determining if a person's official duties require access. Only the rater and ratee will review PFWs except as outlined in **Chapter 2**.

3.8.8. Examining Evaluation Reports.

3.8.8.1. Air Force advisors and acquisition examiners may examine evaluation reports.

3.8.8.2. The offices in paragraph **1.4** may examine reports.

3.8.8.3. Evaluators are in the best position to observe the ratee's performance; the examining activities are in the best position to ensure compliance with Air Force-wide standards.

3.8.9. Disposition of Reports. All reports should be forwarded in a sealed envelope clearly marked (OFFICER or ENLISTED) PERFORMANCE REPORT - TO BE OPENED BY ADDRESSEE ONLY.

3.8.10. Showing Reports to the Ratee:

3.8.10.1. Unless it is a referral report, do *not* show the ratee a prepared OPR or EPR until the MPF files it in the UPRG.

3.8.10.2. Rater may show an AF Form 77 to the ratee.

3.8.10.3. Senior raters are responsible for providing officers a copy of the PRF (see **Chapter 8**).

3.8.11. Missing, Late, and Removed Performance Reports:

3.8.11.1. Tracing Missing or Late Reports.

3.8.11.1.1. Officers. The officer command selection record (OCSR) custodian, the HQ ARPC commander, or offices as prescribed by the commander concerned, starts tracer action. The OCSR custodian advises the MPerRGp custodian of all tracer actions. If tracer action is unsuccessful and 18 months have elapsed since the closeout date of the missing report, the OCSR custodian prepares an AF Form 77 according to **Chapter 4**, inserts a copy of the OCSR, sends the original to HQ AFPC/DPPBR3 (to AFCMO for colonel and colonel select OPRs) for the MPerRGp, and sends a copy to the member’s servicing MPF for file in the UPRG.

3.8.11.1.2. Enlisted. Refer to **Table 3.11** for appropriate action.

3.8.11.2. Reports Removed From Records Under AFIs 36-2603, *Air Force Board for Correction of Military Records,* or 36-2401, *Correcting Officer and Enlisted Evaluation Reports*. Prepare an AF Form 77 and distribute according to AFI 36-2401 unless the applicable board directs otherwise.

3.8.11.3. Administrative Examination for Appropriateness of Report. If you believe a report should not be filed in an individual's record, send it to the appropriate authority listed below for examination:

3.8.11.3.1. If the ratee is on EAD, the member's MAJCOM/ DP or HQ AFPC/DPPPE examines the report.

3.8.11.3.2. If the ratee is an ANG officer not on EAD, the State Adjutant General and HQ ARPC/DPPBR1 examine the report, except for ANGUS general officers.

3.8.11.3.3. If the ratee is a non-EAD USAFR officer and assigned to an Air Force Reserve category A or B unit, HQ ARPC/DPPBR1 examines the report.

3.8.11.3.4. If the ratee is a non-EAD USAFR officer and assigned to a MAJCOM IMA position, the MAJCOM of assignment and HQ ARPC/DPPBR1 examine the report.

3.8.11.3.5. HQ ARPC/DPPBR1 conducts this examination if the ratee is a USAFR officer other than above and serviced by HQ ARPC/DPPBR2.

3.8.12. Documenting Voids in Performance Records. For officers, see AFI 36-2608 and paragraph **3.8.11** (for missing reports) of this instruction. The remainder of this paragraph pertains to enlisted personnel only.

3.8.12.1. The Chief, Customer Support; Supt, Career Enhancement; or Noncommissioned Officer-in-Charge (NCOIC), Evaluations (as assigned), prepares and authenticates the AF Form 77, which is used as a "supplemental sheet" to include the "from" and "through" dates.

3.8.12.2. For enlistees with prior service but no earlier evaluation reports, the period of the AF Form 77 begins with the ratee's Total Active Federal Military Service Date and closes out one day before the reentry to EAD in the PDS:

3.8.12.2.1. Enter the statement "Prior-service enlistee not rated for the above period" in section III.

3.8.12.2.2. Update the PDS with rating code "PB" and the close-out date.

3.8.12.3. When the ratee (including an enlistee with prior service) has earlier performance reports 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 report prepared (see the required statement and PDS code in paragraph **3.8.12.2**). For the "through" date:

3.8.12.3.1. Enter the day before the EAD date in the PDS for AD personnel.

3.8.12.3.2. Enter the day before the assignment begins for non-AD (SSgts or above) personnel.

3.8.12.4. Personnel follow **Table 3.11** for periods when enlisted reports are missing.

3.8.13. Reproducing Reports:

3.8.13.1. Do not reproduce reports except:

3.8.13.1.1. For official actions such as courts-martial; awards and decoration recommendations; promotion processing, demotion, elimination, release, and appeal actions; and appropriate assignment actions by AFPC or AFCMO assignment personnel. Copies will be provided only to authorized personnel (***NOTE:*** Supervisors are *not* authorized to obtain copies from a ratee's record).

3.8.13.1.2. On written authority of AFCMO for officers on EAD in the grade of colonel; HQ AFPC/DPPBR3 for officers on EAD in the grades of lieutenant colonel and below; or the HQ ARPC/DPPBR1 for ANG officers in the grades of colonel and below, USAFR officers not on EAD, and AGR or LEAD officers.

3.8.13.1.3. As authorized by AFI 33-332, when requested by the ratee or his or her designated legal representative.

3.8.13.1.4. As required by **Table 3.4** and **Table 3.8** or to provide copies for file in the UPRG, OCSR, or Adjutant General (AG) record file.

3.8.13.1.5. To replace missing or lost documents in the MPerRGp. Ensure copies are the same size as the printed document and certified as a true copy (see paragraph **3.8.13.2**).

3.8.13.2. Reproduced copies must be:

3.8.13.2.1. The same size and format (i.e., head-to-foot) as the printed forms (image size may vary plus or minus three percent).

3.8.13.2.2. Of approximate quality as original document; sharp, free of excessive smudges, and suitable for microfilming.

3.8.13.2.3. Certified by the Chief, Career Enhancement (or designated NCOIC) if the copies are to replace missing originals and will be filed in official records.

3.8.13.3. Personnel making certified copies enter in the front left margin of the report the statement "Certified True Copy" with the certifying official's grade, name, signature, duty title, unit, and the date.

3.8.13.4. The MPF returns copies that are difficult to read or do not comply with paragraph **3.8.13.2**.

3.8.13.5. Do not make copies for purposes other than those noted above without the approval of the ratee's MAJCOM.

3.8.14. Offices of Record:

3.8.14.1. For OPRs, see **Table 3.6**.

3.8.14.2. For EPRs, see **Table 3.9** (for AD EPRs) and **Table 3.10** (for non-AD EPRs).

3.8.14.3. For TRs, see **Table 6.2** and paragraph **6.5**.

3.8.15. Attachments to Reports. Attach to reports only referral material and endorsement letters accepted for file under AFI 36-2603 or 36-2401 and some AF Forms 77, as noted in this instruction.

3.8.16. Appealing Reports and Requesting Changes After Reports Have Become a Matter of Record. Procedures are prescribed in AFIs 36-2603 or 36-2401. The results of performance feedback sessions are not subject to appeal.

3.8.17. Corrections Before the Report Becomes a Matter of Record:

3.8.17.1. Until filed in the MPerRGp (officers), senior NCO Selection Record (NSR) (MSgt - CMSgt) or UPRG (TSgts and below), an OPR/EPR/TR is considered a *working copy* and is not a matter of record.

3.8.17.2. 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 (due to retirement, for example) and all attempts to contact him or her have failed, the individual who replaced the missing evaluator must sign the report. When correcting an *administrative* error prior to the report becoming a matter of record, and one or more of the evaluators are unavailable (due to retirement, for example) to sign the reaccomplished report, an Air Force Personnel official (officer or SNCO) in the MPF may certify the authenticity of the comments of the missing evaluator. The Chief, Customer Support is the lowest level which may authenticate a missing signature. The senior rater may also certify authenticity.

3.8.17.2.1. To do this, copy the evaluator's comments and ratings *verbatim*, and place the following statement in the block where the missing evaluator would have signed: "Original Signed." Enter in the right margin (on the reverse side of the form) the grade, name, signature, duty title, unit of the certifying official, and the original date signed.

3.8.17.3. Reports may not be appealed under AFIs 36-2603 or 36-2401 before becoming a matter of record.

3.8.18. Correction of PRFs. See paragraph **8.5**.

3.9. Referral Report Procedures. An evaluator whose ratings or comments cause a report to become a referral report must give the ratee a chance to comment on the report. Although a report may be referred several times during processing, any evaluator will not normally refer the report more than once (***NOTE:*** This does not include reports referred again to allow the ratee the opportunity to rebut a report which, after initial referral, was corrected or changed prior to becoming a matter of record.). Additionally, a report will be referred more than once when a subsequent evaluator gives additional referral ratings or comments. Referral procedures are established to allow the ratee to respond to items that make a report referral before it becomes a matter of record. Refer a report using the memorandum in **Figure 3.1**.

3.9.1. Refer a performance report when:

3.9.1.1. An evaluator marks "Does Not Meet Standards" in any performance factor in section V (OPR), or places a mark in the far left block of any performance factor in section III or marks a rating of “1” in section IV (EPR).

3.9.1.2. Comments in the report, or the attachments, are derogatory in nature, imply/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, unsatisfactory progress in the WMP or FIT program, confirmed incidents of discrimination or mistreatment, illegal use or possession of drugs, AWOL, Article 15 action, and conviction by court martial.

3.9.1.2.1. Do not make non-specific/vague comments about the individual's behavior or performance. For example, statements such as "Due to a recent off-duty incident, this member's potential is limited" do not fully explain the incident or behavior nor justify how and why their potential is limited. (See paragraphs **3.9.1.2.2** and **3.9.1.2.3** for examples of acceptable statements.)

3.9.1.2.2. When referencing Article 15 actions, civil or court-martial convictions or any other punitive or administrative actions, comments must be included identifying the underlying conduct or behavior that *led* to the action. For example, a report should not simply contain the comment that "MSgt Xxxx 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 Xxxx sexually harassed a female subordinate for which he received an Article 15." In any case, the focus of the comment should be on the conduct or behavior.

3.9.1.2.3. For questions regarding the appropriateness of including comments about misconduct or the resulting actions on a performance report, evaluators should consult the servicing staff judge advocate and MPF career enhancement personnel.

3.9.2. If, after referral, a subsequent evaluator upgrades the ratings and/or invalidates the referral comments so the conditions defined in paragraphs **3.9.1.1** or **3.9.1.2** *no longer apply*, the nonconcur block is marked and comments are made in support of the disagreement in the ratings or comments. The report is no longer considered referral; however, retain original referral correspondence with the report.

3.9.3. If, after referral, a subsequent evaluator upgrades ratings or comments but the conditions defined in paragraphs **3.9.1.1** or **3.9.1.2** *still exist*, the nonconcur block is marked and comments are made in support of the disagreement in the ratings or comments; the report remains referral. Retain original referral correspondence with the report.

3.9.4. Who Refers a Report. An evaluator whose ratings or comments cause a referral report, or any evaluator who determines the report should have been referred, refers the report to the ratee. In the latter case, the subsequent evaluator refers the report *on behalf of* the previous evaluator (see paragraph **3.9.5.3**).

3.9.5. The Referring Evaluator:

3.9.5.1. Prepares the memorandum in the same number of copies as the performance report. After the close-out date of the report, hand-deliver the memo and a copy of the report to the ratee and obtain the ratee's signature and date to acknowledge receipt (Remember, when a report has not yet become a matter of record and content changes are made to the report, this referral procedure must be reaccomplished.). Provide a copy of

the signed memo to the ratee. If the ratee is geographically separated, send the memo and copy of the report to the ratee by "return receipt requested" mail on or after the close-out date.

3.9.5.1.1. In cases where the referring evaluator is a MAJCOM or unified commander (e.g., CINCUSTRANSCOM), the evaluator named in the referral memorandum will be the Vice Chief of Staff of the Air Force who will sign on an AF Form 77. However, in situations where the rater is a senior rater who has caused the report to be referred and there is an *existing evaluator* within the rater's organizational chain (to include MAJCOM), the report should be forwarded to *that evaluator* for appropriate action.

3.9.5.1.2. On EPRs, when the evaluator immediately preceding the commander's review refers the report, the commander completes the review and may comment on the report, using an AF Form 77. However, the additional rater or the reviewer, as applicable, is the individual named in the referral memorandum and will review the ratee's comments. If the commander is normally the next evaluator on the report (i.e., the additional rater or reviewer), place comments in the appropriate section of the EPR and only use an AF Form 77 if additional space is needed.

3.9.5.1.2.1. When the commander's review is performed *before* the additional rater or reviewer makes comments and the *commander* refers the report, the additional rater or the reviewer, as applicable, is the individual named in the referral memorandum.

3.9.5.1.2.2. When the commander's review occurs *after* all evaluators have made comments and the commander refers the report, the *commander's rater* is the individual named in the referral memorandum.

3.9.5.2. Sends the original report and referral memo to the evaluator named in the letter after the ratee acknowledges receipt. If the ratee is geographically separated, forward the original report and a copy of the referral memorandum to the next evaluator pending return of the original referral memorandum from the ratee.

3.9.5.3. An additional rater or reviewer who decides to refer a report due to a rating or comment made by a *previous* evaluator, refers it to the ratee *before* completing his or her portion of the report. The referral memorandum will instruct the ratee to direct and return any rebuttal comments back to him or her. Upon receipt of the ratee's rebuttal, or when 10 days have elapsed, the evaluator completes his or her portion of the report (see paragraph **3.9.7**).

3.9.6. The Ratee:

3.9.6.1. Acknowledges receipt of the referral memorandum by signing and dating it. If the ratee is geographically separated, he or she will sign the referral memo to acknowledge receipt, then forward the *original* to the evaluator named. He or she is encouraged to keep a *copy* of the referral memo. ***NOTE:*** The signature only verifies receipt of the memorandum on the date indicated; it does *not* signify concurrence with the report or indicate whether or not the ratee will provide rebuttal remarks.

3.9.6.2. May provide comments about the report to the evaluator named in the memorandum within 10 calendar days (30 calendar days for non-EAD members) or as the evaluator named in the memorandum approves. Additionally, the ratee:

3.9.6.2.1. May ask the MPF career enhancement section to provide guidance in preparing rebuttal comments.

3.9.6.2.2. 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. This statement may appear somewhere on the rebuttal document or be attached as a separate statement. ***NOTE:*** If the ratee's statement is provided as a separate attachment, it will be considered one of the 10 pages to which the rebuttal is restricted.

3.9.6.2.3. Limits comments, including any pertinent attachments, to a total of 10 pages. These may not reflect on the character, conduct, integrity, or motives of an evaluator unless fully substantiated and documented. All pertinent attachments become part of the report filed in the personnel record; however, items which are already part of the permanent record, such as copies of previous reports, etc., will be removed from the referral package prior to filing. The 10-page restriction is necessary due to space limitations in personnel records and selection folders.

3.9.6.3. Sends original rebuttal comments and any attachments to reach the evaluator named in the referral memo no later than 10 calendar days (30 days for non-EAD members) after receipt of the referral memo. The ratee may hand-deliver the memo or use certified or registered mail, if geographically separated. The ratee may request more time from the evaluator named in the referral memo.

3.9.6.4. May choose to not comment on the referral EPR. Once the time limit has elapsed, the evaluator named in the memorandum completes the report and continues normal processing (see paragraph **3.9.7**). Failure to provide comments does not prevent the ratee from appealing the report in accordance with AFI 36-2401 once the report becomes a matter of record.

3.9.7. The Evaluator Named in the Referral Memo:

3.9.7.1. Considers the ratee's comments, if provided (as should any subsequent evaluator).

3.9.7.2. Prepares an endorsement to the report and enters the statement "I have carefully considered (ratee's name) comments to the referral memo of (date)" if the ratee provided comments (subsequent evaluators do not enter this statement)(see note).

3.9.7.3. Prepares an endorsement to the report and includes the statement "Comments from the ratee were requested but were not received within the required period" if the ratee does not forward comments within 10 calendar days (plus mailing time and any approved extensions), then sends the report on for normal processing (see note).

3.9.7.4. Prepares an endorsement to the report and includes the statement "Ratee elected not to provide comments to the referral memo of (date)" if the ratee endorses the referral memorandum or provides a statement indicating the ratee does not intend to provide comments (see note).

NOTE: This statement is in addition to the normal comments required of all mandatory evaluators in the rating chain. Also, ensure the date referenced (paragraphs **3.9.7.2** and **3.9.7.4**) is the date of the referral memo, not the report close-out date or the date of the ratee's rebuttal.

3.9.8. When the reviewer (AF Forms 707A/B and 911) or additional rater (AF Form 910) has caused the report to be referred, the next evaluator in the rating chain (as named in the referral memo) will, upon receipt of the ratee's comments, prepare an endorsement to the report on an AF Form 77. If the evaluator named in the referral memo does not concur with the comments or ratings of the previous evaluator, the endorsement will so state. When the disagreement pertains to one or more of the previous evaluator's ratings in section V, Performance Factors (OPR) or sections III or IV (EPR), he or she initials the block(s) deemed more appropriate or, if the block already contains initials or an "X", initials to the immediate right of the block. ***NOTE:*** In organizations where the rating chains cross MAJCOM lines (for instance, when you have a "dual-hatted" senior rater), the evaluator named in the referral memorandum 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. The key here is to keep the report in the ratee's MAJCOM rating chain.

3.9.9. Additional Evaluators:

3.9.9.1. Send the report to the next evaluator in the rating chain for additional endorsement when an endorser senior to the commander, or a commander who is senior to the endorser, refers the report (see paragraphs **3.9.5.1.2.1** and **3.9.5.1.2.2**).

3.9.9.2. Prepare the endorsement on AF Form 77.

3.9.9.3. Check the "supplemental sheet" block on AF Form 77, section II and enter appropriate comments in section III.

3.9.9.4. Prepare the same number of copies as the performance report.

3.9.9.5. Enter identification data required by **Table 4.1**.

NOTE: If the evaluator on the AF Form 77 is other than an Air Force officer, Air Force NCO, or Department of the Air Force (DAF) civilian, obtain an Air Force Advisor review.

3.9.10. Placement of Comments. The evaluator who refers the report and subsequent evaluators may continue comments on an AF Form 77 (each evaluator uses a separate form). Comments are limited to the space on the front of the form and each evaluator may use only one AF Form 77. The purpose of the AF Form 77 is to allow additional space to explain nonconcurrance or detail behavior; it is *not* to be used to provide a "laundry list" of additional accomplishments.

3.9.11. If, after the report has been referred to the ratee, any corrections are made to the report which add information or change the content and/or the meaning (this does not include administrative corrections such as correcting the SSN, etc.), the ratee must again be given an opportunity to respond to the new information presented on the current version of the report. Refer the report again and allow 10 days for a response. Care should be taken to ensure the date of the new referral memo is on or after the date the new "version" of the report is signed. If the ratee previously submitted a rebuttal and wishes that original rebuttal to be considered

as his or her response to the current version, he or she may simply hand-write a statement to that effect on the new referral letter when receipt is acknowledged.

3.9.12. MPF personnel return reports to be reaccomplished when they do not conform to the requirements of this instruction.

3.9.13. Original documents (referral memo, rebuttal documents, etc.) will remain attached to the original report.

3.10. Air Force Advisor Program.

3.10.1. When the final evaluator on an OPR, EPR, or TR is not an Air Force officer or DAF official (except when the ratee is a non-EAD ANG officer), an Air Force Advisor will be designated to advise raters on matters pertaining to Air Force performance reports and TRs.

3.10.1.1. Normally, a senior Air Force member on duty with the activity or agency assumes this position. However, the ML may designate any Air Force member meeting the grade requirement with the activity or agency to serve as advisor.

3.10.1.1.1. For officers, the advisor will be serving in the grade of colonel or above.

3.10.1.1.2. For senior NCOs, the advisor will be serving in the grade of major or above.

3.10.1.1.3. For TSgts and below, the advisor will be serving in the grade of MSgt or above.

3.10.1.1.4. For IMAs and participating IRR members, the advisor is the person appointed by the ML for the active force.

3.10.1.2. Where an agency (i.e., DoD departments, non-Air Force schools or units, etc.) has only one Air Force member assigned, the ML for that activity appoints an advisor.

3.10.1.3. If the commander who completes the "commander's review" on an EPR is senior to the last evaluator on the report (or is also the designated advisor for the unit) and is an Air Force officer who meets the grade requirement in paragraph **3.10.1.1**, the commander doesn't need to complete an advisor statement, but does enter his or her grade and "USAF" in the commander's review signature block.

3.10.2. The advisor will not change any statement or rating on the performance report. The advisor may provide clarification regarding the ratee's duty performance on an AF Form 77, according to **Table 4.1**, which is attached to the performance report or TR. (***NOTE:*** The intent here is to provide clarification and ensure the report is written in accordance with Air Force standards, *not* to list additional accomplishments or voice disagreement with an evaluator's assessment. Comments are limited to five lines.)

3.10.2.1. For Officers: If attaching an AF Fm 77, the advisor makes no entry in section IX of the OPR. If an AF Fm 77 is *not* attached, the Advisor *must* record his or her examination in section IX of OPR. ***NOTE:*** If section IX already contains an acquisition examiner review, the AF advisor marks the AF Advisor Review block, and in the back left margin of the AF Form 707, type "AF Advisor Review" and include his or her name, grade, "USAF", date and signature. 3.10.2.2. For Enlisted: Advisors reviewing EPRs will document examination by typing the following statement in the front left margin:

"Reviewed by Air Force Advisor." Also include name, grade, USAF, unit, date and signature. The advisor will not change any statement or rating on the performance report.

3.10.3. 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 (OPRs) or final evaluator (EPRs).

3.10.4. The Air Force Advisor sends the performance report to the ratee's MPF career enhancement section.

3.11. Acquisition Examiner Program.

3.11.1. The Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 requires performance reports for ratees serving in certain acquisition positions to be examined and/or commented upon by a person in an acquisition position in the same acquisition career field. ***NOTE:*** Acquisition positions are identified on the unit manpower document and are also identified on the OPR notice generated when a report is required. The acquisition examination is completed for certified acquisition officers *only* when the officer is filling a designated acquisition position.

3.11.2. The Acquisition Examiner normally is someone in the ratee's existing rating chain who meets the criteria in paragraph **3.11.1**.

3.11.2.1. If no one in the rating chain meets the criteria, the appropriate authority (as determined by MLs) appoints an Acquisition Examiner who meets the criteria in paragraph **3.11.1** and the ML establishes performance report routing procedures (see note). Dialogue between evaluators and the examiner is encouraged throughout the evaluation process. The examiner, outside the rating chain, accomplishes the acquisition examination after the entire rating chain has completed the performance report and reflects the examination in section IX of the OPR or on AF Form 77 for enlisted personnel. The minimum grade of the examiner will be:

3.11.2.1.1. Colonel/captain (United States Navy [USN]) or civilian equivalent (for OPRs).

3.11.2.1.2. Major/lieutenant commander (USN) or civilian equivalent (for EPRs).

NOTE: If the ML does not have anyone who meets the criteria in paragraph **3.11.1**, the ML can forward the report to the Air Staff or SAF/AQX to provide the acquisition examination.

3.11.2.2. Comments are not mandatory, but if desired for *clarification* about *acquisition-related* considerations, the examiner prepares an AF Form 77 according to **Table 4.1** for attachment to the performance report. The examiner will not change any statement or rating on the report, nor will an AF Fm 77 be used simply to include additional comments, accolades, recommendations etc. If used, comments are limited to five lines.

3.11.2.3. If an Air Force Advisor review is also required, the examiner forwards the report to the advisor. Otherwise, the examiner forwards the report to the member's servicing MPF.

3.12. Preparing Evaluation Reports. Evaluators:

3.12.1. Hand-write or type LOEs.

3.12.2. Type all other evaluation reports, preferably using the electronic version of the form.

3.12.2.1. Use only 10- or 12-pitch with 6-line-per-inch spacing.

3.12.2.2. May use computerized versions with proportional spacing, provided a 12-pitch font is used.

3.12.2.3. Print or legibly write entries *only* if a computerized form, typewriter, or word processor is not available. Use only dark blue or black reproducible ink.

3.12.2.4. Prepare the form in the number of copies specified in **Table 3.6** and **Table 3.9**.

3.12.3. Initial all corrections or erasures that change sentence meaning. Reaccomplish reports containing an excessive number of erasures or requiring corrections to ratings. Do not use paper correction tape. Do not correct ratings.

3.12.4. Use bullet format as specified in **Table 3.1** and **Table 3.2**. Bullets are limited to three lines per bullet. Main bullets begin at the left margin (refer to "The Bullet Background Paper" in *The Tongue and Quill* if unfamiliar with the proper bullet format).

3.12.5. Do not underline, capitalize, or use bold print, unusual fonts, multiple exclamation marks, or headings to emphasize comments, except as required to identify proper names, publication titles, etc. ***NOTE:*** Headings are allowed on LOEs.

3.12.6. Avoid nicknames, code names, and acronyms. If such terms must be used to describe a particular project, exercise, etc., provide an explanation, including a description of the part the member played in the exercise or project. Acronyms or abbreviations common throughout the Air Force, such as CGO, NCO, CONUS, TDY, etc., are not required to be spelled out first.

3.12.7. When electronic ratings (Xs) are not used, do not enter hand-marked ratings until signing the report to prevent erroneous entry of ratings by other personnel. When hand marking, use only reproducible dark blue or black ink.

3.12.8. Print the document in head-to-foot format.

3.12.9. Enter notes such as "PDS-processed," administrative review initials, date stamps, etc., only in the top margin.

3.12.10. Follow detailed instructions for completing AF Forms 707A/707B and 910/911 as shown in **Table 3.1** and **Table 3.2**, respectively.

3.12.11. Sign original form in reproducible blue or black ink. Do not sign before close-out. Do not sign blank forms or forms not containing ratings. Do not use "auto-signature" pens. Do not back date signatures (see **Table 3.1**, note 12 for exception).

3.12.12. Unless it is a referral report, evaluators do not show or provide a copy of OPRs, TRs or EPRs to the ratee until the MPF files the report in the UPRG. An evaluator may show the ratee an AF Form 77.

3.13. Updating the Personnel Data System. Personnel update completed OPRs, EPRs, and LOEs according to AFCSM 36-699. For EPRs only, enter into the PDS the promotion recommendation rating that the final evaluator approves or makes.

Figure 3.1. Referral Memorandum. (Date)

MEMORANDUM FOR (Ratee)

(Ratee's functional address)

FROM: (Functional address symbol and complete functional address)

SUBJECT: Referral (Indicate Enlisted or Officer Performance Report or Education/Training Report)

I am referring the attached (indicate Enlisted/Officer Performance Report or Education/Training Report) to you according to AFI 36-2406, *Military Performance Evaluations*, paragraph (**3.9** for OPRs/EPRs or **6.4** for TRs). It contains comment(s)/rating(s) that make(s) the report a referral as defined in AFI 36-2406, paragraph **3.9** Specifically, (state why the report is being referred, i.e., "Specifically, my ratings of Does Not Meet Standards in section V, items 2 and 3, and my comments in section VI pertaining to your failure to meet and enforce both weight and dress and appearance standards in yourself and your subordinates, causes this report to be referred.").

Acknowledge receipt of this correspondence by signing and dating in reproducible ink. Your signature on this memo merely acknowledges that a referral report has been rendered; it does not imply acceptance of or agreement with the ratings or comments on the report. Once signed, you are entitled to a copy of this memo. You may submit comments to rebut the report. Send your comments to reach (name and address of next evaluator) not later than 10 calendar days (30 for non-EAD members) from the date you receive this memo. If you need additional time, you may request an extension from the individual named above. You may submit attachments (limited to 10 pages), but they must directly relate to the reason the report was referred. Pertinent attachments not maintained elsewhere will remain attached to the report for file in your personnel record. Copies of previous reports, etc., submitted as attachments, will be removed from your rebuttal package prior to filing the referral report since these documents are already filed in your records. Your rebuttal comments and any attachments may not contain any reflection on the character, conduct, integrity, or motives of the evaluator unless you fully substantiate and document them. Contact the MPF career enhancement section if you require any assistance in preparing your reply to the referral report.

It is important for you to be aware that receiving a referral report may affect your eligibility for other personnel related actions (i.e. assignments, promotion, etc.). Recommend you consult your first sergeant, commander and/or MPF if you desire 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 of the report under AFI 36-2401, *Correction of Officer and Enlisted Evaluation Reports*, once the report becomes a matter of record as defined in AFI 36-2406, **Attachment 1**.

(Signature of referring evaluator)
(Typed name, grade, branch of service)
(Title)

Attachment:

AF Form (707A, 707B, 910, 911, or 475, as appropriate) closing (date)

cc:

(Name of next evaluator)

1st Ind, (Ratee)

MEMORANDUM FOR (Name and functional address symbol of next evaluator)

Receipt acknowledged at (time) on (date).

(Signature of ratee)
(SSN of ratee)

Table 3.1. Detailed Instructions for Completing AF Forms 707A and 707B (see note 1).

LINE	A	B	C
	To Complete		
	Sec	Item	Instructions
1	I	Identification	See OPR notice for ratee identification data. If any data is incorrect, notify the CSS and MPF for computer correction. Abbreviations may be expanded for clarity.
2		Name	Enter last name, first name, MI, and Jr., Sr., etc. The name may be all upper case or a combination of upper and lower case.
3		SSN	Enter SSN. Do not use suffix.
4		Grade	Enter appropriate grade (see note 2).
5		DAFSC	Enter the DAFSC held as of the "Thru" date of the report, including prefix and suffix (if applicable) (see note 3).
6		Period	FROM Date: Enter the day following the last report's close-out date (see note 4). THRU Date: Use the date on the OPR notice, or see note 5 to determine the close-out date.
7		No. Days Supervision	Enter number of days ratee was supervised by rater during reporting period (seenote 6).
8		Reason	Enter reason for report from OPR notice and as determined by **Table 3.3** or **Table 3.4**
9		Organization	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 (see note 7).
10		PAS	Enter PAS code of ratee's unit of assignment as of the close-out date.
11	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 (see note 8).
12	III	Job Description	This section provides 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. Begin entries to the right of the respective titles on the form. If the duty title extends to a second line, begin the description of key duties, tasks, and responsibilities immediately following the duty title.

LINE	A	B	C
	To Complete		
	Sec	Item	Instructions
13		Duty title	Enter the approved duty title as of the close-out date. 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 action to change PDS. Corrective actions should be initiated upon receipt of the OPR notice.
14		Key Duties, Tasks and Responsibilities	This description must reflect the uniqueness of each ratee's job and not be standardized. Be specific--include level to which responsible, number of people supervised, dollar value of resources accountable for/projects managed, etc. Make it clear; use plain English. Avoid jargon, acronyms, and topical references--they obscure rather than clarify meaning. You may mention *significant* additional duties *onlyif directly related* to mission accomplishment, and previous jobs held during the period of the report that impact on the evaluation. For accessions receiving a report while awaiting the start of formal training, the first line of the description will read "Officer is awaiting training."
15	IV	Impact on Mission Accomplishment	Bullet format is mandatory. Use no more than three lines per bullet. Address only primary duty responsibilities and tasks assigned the ratee during the reporting period that contributed to, or detracted from, unit mission. You may also address the ratee's ability to evaluate and develop subordinates here. Do not include civic or social involvement (unless dealing with the public was a primary duty) or duties not directly related to mission accomplishment (for example, "Boy Scout leader for Troop 4906" or "Coached the winning intramural softball team--improved unit morale"). Do not make recommendations here. Each item entered must document a specific responsibility or task and result(What the ratee did, how well he or she performed, and the impact on the mission.). You may mention the impact of other jobs held or significant mission-related additional duties (see note 9).
16	V	Performance Factors	This section has six factors rated on a two-block scale. All officers require these qualities in performance of duties regardless of specific job. Enter an "X" in the appropriate box for each factor after carefully evaluating the officer's performance and qualities. A "Does Not Meet Standards" rating or referral remark requires an explanation (paragraph **3.9**).

LINE	A	B	C
	To Complete		
	Sec	Item	Instructions
17	VI and VII	Rater and Additional Rater Assessments	Bullet format is mandatory. These sections 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. Raters certify performance feedback in this area by entering the date the most recent feedback was provided and signing the form. If feedback was not performed, an honest and viable explanation must be provided. If feedback was not required, enter "NA." Base comments on overall performance and performance-based potential as compared to others in the same grade known by the evaluator. Do not base comments on other considerations, such as PME, duty history, academic education, and such. Do not make prohibited comments (see paragraph **3.7** for inappropriate considerations and comments). Remarks about community involvement and additional duties are appropriate, as are recommendations to select for continuation, indefinite reserve status, future job assignments, or the next level of PME. Limit comments to the space provided unless referred. See paragraph **3.6** and note 10 for mandatory comments for each section. See note 11 for disagreements.
18		Evaluator Identification	For raters, enter the information as of the close-out date of the OPR. For other evaluators assigned on or prior to close-out date, enter information as of the close-out date; if assigned after the close-out date, enter information as of the date signed; do not "back date" the signature (see notes 12 and 13 for exceptions). Do *not* delay signing a report due to pending personnel changes, promotions, approval of a more prestigious duty title, and so forth. Multiple general officers serving as evaluators are prohibited (see paragraph **3.1.3**).
19	VIII	Reviewer	The reviewer is the primary quality control level and guards against inaccuracy and exaggeration. The reviewer indicates concurrence or nonconcurrance with the additional rater by placing an "X" in the appropriate box (see note 11 for circumstances where the reviewer may add comments).
20		Reviewer Identification	Enter name, grade in which serving or "Brig Gen (S)" (if the reviewer is a brigadier general select), branch of service (military officers and DAF civilians only), organization, command of assignment, and location. If non-EAD ANG, also show state of affiliation and gaining MAJCOM.

LINE	A	B	C
	To Complete		
	Sec	Item	Instructions
21		Duty Title	Do not include command level unless it is an integral part of the duty title.
22		SSN	Enter only the last four digits of the SSN. If the evaluator is a civilian or a member of a foreign service no entry is required.
23		Signature	Sign and date the original report. Do not sign or date the report before close-out. Do not sign or date a report earlier than the date the previous evaluator signed it or earlier than the date of a ratee's endorsement to a referral letter (see notes 12 and 13).

NOTES:

1. General Information. Do not enter classified information in any section of the form. Sign in reproducible blue or black ink. Do not sign before the close-out date. Bullet format is mandatory in sections IV, VI and VII, but not recommended in section II.

2. Grade Data. Use the information below to determine the appropriate grade entry. If the officer is:

a. On EAD (other than AGR or LEAD officers), enter the AD grade in which serving on the close-out date. Even if an officer has been "frocked," you must enter his or her actual grade, regardless of the billet being filled.

b. A Non-EAD ANG and USAFR officer, enter grade in which serving and "Non-EAD".

c. An AGR Program officer on EAD under Title 10, U.S.C., Sections 8033, 10211, 10305, 12310 and 12402 or Title 32, U.S.C., Section 708 (Property and Fiscal Officers), enter grade in which serving and "AGR".

d. A limited EAD program officer on EAD under Title 10, U.S.C. Section 12301(d), enter grade in which serving and "LEAD".

3. DAFSC. The DAFSC is the unit manning document (UMD) authorization the officer is approved for (by HQ AFPC) and assigned against as of the "Thru" date of the report (as reflected on the OPR notice). This is not to be confused with an officer's awarded AFSCs (PAFSC, 2AFSC, etc.). If the DAFSC listed on the OPR notice is incorrect, initiate corrective action immediately, annotate the correct DAFSC on the notice, and attach a copy of the documentation reflecting the requested change to the OPR notice. MPF personnel must confirm the requested change was approved and that the effective date of the change was on or before the report "Thru" date before forwarding the report to HQ AFPC. If the requested change has not been approved by the date the report is ready to send to HQ AFPC, MPF personnel must change the DAFSC on the report to match the DAFSC approved in the PDS (and should advise the unit of the change).

4. **"FROM" Dates.** Use the "From" date on the OPR or EPR notice, but if different or incorrect, use the information below to establish the "FROM" date. If the officer is:

1. On EAD, and it is the first OPR, use the EAD date, or day following the close-out of a TR from a school of 20 weeks or more.
2. An ANG officer not on EAD and it is an initial report, 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. (Use AF Form 77 to cover any gap from the officer's entry into non-EAD status to the "FROM" date of the first report received in non-EAD status in accordance with [IAW] AFI 36-2608.)
3. An ANG officer not on EAD, and was assigned to an ANG unit from ARPC (ISLRS, NARS, ORS, or RRPS), use the date of latest federal recognition (ARPC will complete an AF Form 77 to cover a gap caused by insufficient supervision).
4. An ANG officer not on EAD and was assigned to an ANG unit from another state, use the date of latest federal recognition (the losing state will complete an AF Form 77 to cover a gap caused by insufficient supervision).
5. A USAFR officer not on EAD and it is an initial report, use the date of assignment to the USAFR status held as of the close-out date. (Use AF Form 77 to cover any gap from the officer's entry into non-EAD status to the "FROM" date of the first report received in non-EAD status IAW AFI 36-2608.)
6. A USAFR officer not on EAD and has been reassigned or attached to a unit from ARPC, use the effective date of attachment or change of strength accountability or transfer effective date (TED) of reassignment. This applies only to the first report in non-EAD status. (Use AF Form 77 to cover any gap from the officer's entry into non-EAD status to the "FROM" date of the first report received in non-EAD status IAW AFI 36-2608.)
7. A USAFR officer not on EAD, but previously on EAD and concurrently assigned to training category A, B, or E on release from AD, use the day following the close-out of the last report received while on EAD. (Applies only to the first non-EAD-status report.)
8. A USAFR officer not on EAD but previously on AD as RegAF and did not accept a USAFR commission concurrently with release from AD, use the effective date of appointment in non-EAD status. (Applies only to the first non-EAD-status report. Use AF Form 77 to cover any gap from the officer's entry into non-EAD status to the "FROM" date of the first report received in non-EAD status IAW AFI 36-2608.)

5. "THRU" Dates. Use the information below to establish the "THRU" date. If the reason for the report is:

1. Annual, use the date one year from the close-out of previous OPR or TR from a school of 20 weeks or more, or:
   (1) If needed, adjust close-out to date on which the rater receives 120 days of supervision (for EAD and ANG not on EAD).

(2) If one year has already passed and a CRO is processed before the rater achieves the minimum 120 days of supervision, use the date prior to the CRO effective date, provided the rater has at least 60 days supervision.

(3) If this is the first report, use the date one year minus one day from entry onto active duty (officer's EAD date).

(4) If the report is on a non-EAD category A USAFR officer assigned to a HQ AFRC subordinate unit, adjust the close-out date to the date on which the officer has earned 16 points and accrued 180 days of supervision under the rater.

(5) For officers in other USAFR training categories, use adjusted date based on when the officer earned 12 points under the rater.

(6) The date approved by the appropriate waiver authority per a request for an extension of the close-out date on an annual report.

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

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

(a) If the 30-day rule will cause a ratee to be ineligible for a report due to lack of supervision, adjust the close-out to the date within the 30-day window on which 120 days of supervision is achieved.

(b) To record significant events, the date (within the 30-day window) approved by the commander. Significant events are things such as AF-level awards or derogatory information resulting in a referral report, not simply additional daily achievements.

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

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

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

(3) One day before being placed on the control roster if the report is directed as a result of placement on the control roster.

(4) One day before removal from control roster if the report is directed upon completing a control roster observation period.

(5) As otherwise directed by the commander.

NOTE: Never close a report out on or after the actual departure, retirement, or separation date of the rater or ratee. If a departure, separation, or retirement date changes after establishment of the "THRU" date of a report, it is not necessary to adjust the close-out date if it is no more than 40 days before the actual departure date, unless the change causes the number of days supervision to meet or exceed specifications in **Table 3.1** and **Table 3.2** Reports prepared and accepted for file under the CRO rule remain valid even if the condition is later canceled.

6. Supervision. Enter the number of days the rater supervised the ratee during the reporting period. Remember to deduct all periods of 30 or more consecutive days during which the ratee did not perform duties under the supervision of the rater due to TDY, including leave or "time off" in conjunction with the TDY, (not counting 'loans' to other sections or units for which TDY orders were not published) leave, hospitalization, etc., (EAD officers; or AD, AD for training, or formal training for Non-EAD ANG officers, unless the ratee is):

a. On EAD and OPR is being written by the rater's rater per paragraph **3.2.2.3**, then enter number of days for which the evaluator had personal or written knowledge of the ratee's duty performance during the reporting period.

b. A Non-EAD ANG officer and OPR is being written by another rater per paragraph **3.2.2.3**, then enter 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.

c. A Non-EAD USAFR officer, then enter the number of days of supervision under the rater during the reporting period. Deduct from the period of supervision tours of AD under other than the designated rater for which there is an LOE. For 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 121 days, not 27 days. The rater is responsible for the accuracy of the number of days of supervision entry.

NOTE: For EAD officers, do not deduct TDY periods if the ratee normally performs TDY in order to fulfill duties, such as for cable installers, inspector general team members, combat communications personnel, etc. Unit commanders are in the best position to determine if their unit members meet this criterion.

7. **Organization.** Enter ratee's organizational information as of the close-out date using the guidance below. If the officer is:

a. On EAD, enter organizational designation, MAJCOM, and location (if classified, refer to paragraph **3.8.6**).

b. On EAD and performed duty in an organization other than his or her assigned PAS code, enter the assigned information, followed by "with duty at ..." to indicate the organization where the officer actually performed duty. ***NOTE***: Do not use this section to enter a second organization if the officer is filling a dual-hatted role. Mention it in the job description or elsewhere in the report.

c. A Non-EAD ANG officer, enter organizational designation, MAJCOM, state affiliation, and location, such as: 190th Air Refueling Group (Hvy) SAC, Forbes Field, Topeka, Kansas, KS ANG.

d. A Non-EAD USAFR officer, enter organizational designation, MAJCOM, location, and (if applicable) organization and location of attachment, i.e., 9019 ARS (ARPC) 6760 East Irvington Place, Denver CO 80280 W/Atch unit at 12 FTW, Randolph AFB TX.

8. **Unit Mission Description.** This is normally for the organization in section I, item 8, of the OPR and is usually the same for all members of the organization. However, in very 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. Care should be taken not to descend too low in the organizational chain. When the unit mission description does not correspond to the unit in item 8, clearly describe its mission. ***EXAMPLE:*** "The mission of the Research Division is to…." For students, describe the purpose of training. For classified information, enter "classified." When assigned to one unit but "with duty at" another, describe the mission of the unit in which the ratee performs duties.

9. **Mission Impact.** In rare and unusual cases, all entries in sections II, III, and IV may not directly relate to each other or agree with the information on the OPR notice. Use judgment to ensure the report properly conveys what the officer was responsible for and actually accomplished. If the evaluator requires additional space to accomplish this, explain the circumstances in section VI.

10. **Mandatory Comments.** Comments are mandatory in both sections VI and VII, and must convey accomplishments related to unit mission, potential based on performance, and other explanations and recommendations. Additional comments are mandatory when:

a. The report is referred. The evaluator named in the referral letter enters the appropriate comment per paragraph **3.9.7**.

b. The ratee was awarded a DG or TG from a training course *for which no TR was required*. The rater enters the criteria for the award in section VI.

c. The additional rater marks the nonconcur block and shows disagreement with a "Performance Factor" rating by initialing a different block, or disagrees with the rater's overall narrative assessment. In this case, the additional rater must provide specific comments to explain the disagreement.

11. **Reviewer Comments.** Reviewers may comment *only* when:

a. 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 nonconcur block and states why he or she disagrees in the space provided. The reviewer shows disagreement with a "Performance Factor" rating by initialing the block deemed more appropriate.

b. The reviewer is also the rater or additional rater (paragraphs **3.1.1** or **3.1.2**). Place comments in section VI or VII, as appropriate, depending on whether the reviewer is also the rater or additional rater. Do not place comments in section VIII.

c. The report is referral and the reviewer is the evaluator named in the referral memo, or the reviewer refers the report.

d. The ratee is colonel/selectee. When the reviewer is *not* also the rater or additional rater, he or she may make, if desired and appropriate, command and/or assignment recommendations in section VIII without nonconcurring with the report. Promotion recommendations and other comments are *not* allowed.

12. **Signature.** If, after referring a report to the ratee, the report is reprinted for the purpose of including all evaluator comments or for making minor administrative corrections that don't require an additional referral to the ratee, all signature dates, up to and including the referring official(s), should be back dated to the date it was originally signed. This is necessary to show the dates each referral action actually occurred to ensure the report was properly processed. All evaluators, subsequent to the (last) referring official may use either original signature dates or current signature dates.

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

Table 3.2. Detailed Instructions for Completing AF Forms 910 and 911 (see note 1).

LINE	A To Complete Sec	B Item	C Instructions
1	I	Identification	See EPR notice for ratee identification data. If any data is incorrect, notify the CSS and MPF for computer correction. Abbreviations may be expanded for clarity.
2		Name	Enter last name, first name, MI, and Jr., Sr., etc. If there is no middle initial, use of "NMI" is optional. The name may be all upper case or a combination of upper and lower case.
3		SSN	Enter SSN.
4		Grade	Enter appropriate grade (see note 2).
5		DAFSC	Enter DAFSC held as of the "THRU" date of the report, to include prefix and suffix (if applicable).
6		Organization	Enter information as of close-out date. Nomenclature does not necessarily duplicate what is on the EPR notice. The goal is an accurate description of where and to whom the member belongs on the report close date (see note 3).
7		PAS/SRID	Enter PAS code and Senior Rater ID (SRID) for ratee's unit of assignment as of close-out date.
8		Period	FROM Date: Enter day following the last report's close-out date (see note 4).
9			THRU Date: Use the date on the EPR notice or see note 5 to determine the close-out date.
10		No. Days Supervision	Enter number of days ratee was supervised by rater during reporting period (see note 6).
11		Reason	Enter reason for the report from EPR notice and as determined by **Table 3.7** or **Table 3.8**
12	II	Job Description	This section provides information about the position the ratee held in the unit and the nature/level of job responsibilities. The rater develops the information for this section.

LINE	A To Complete Sec	B Item	C Instructions
13		Duty title	Enter the approved duty title as of the close-out date. If the duty title on the notice is abbreviated and entries are not clear, spell them out. If wrong, enter correct duty title and take appropriate action to change PDS; this action should be initiated upon receipt of the EPR notice. Ensure the duty title is commensurate with the ratee's grade, AFSC, and responsibility.
14		Key Duties, Tasks, and Responsibilities	Enter clear description of ratee's duties. Avoid jargon or acronyms. Describe tasks performed, how selective ratee's assignment is, and scope or level of responsibility. Include dollar value of projects managed and number of people supervised. You may include earlier duties or additional duties held during reporting period if they influence ratings and comments.
15	III	Performance Evaluation	Place an "X" in block that accurately describes ratee's performance. Give each factor a rating (see note 7 for specific requirements in this section).
16	IV	Prom Recommendation	Consider readiness for increased rank/responsibility and how ratee compares to others in same grade and AFSC. Place an "X" in block that best describes ratee's promotion potential (see note 8).
17	V	Rater's Comments	Use bullet format in this section to provide additional information about ratee's performance. Be specific. When referring to UCMJ actions, state the behavior and results, i.e., "SSgt Jones drove under the influence for which he received an Article 15." Comments on awards such as "Distinguished Graduate" or "Top Graduate" from PME or other training courses are appropriate and may be made by *any* evaluator on the report.
18		Feedback Certification	Enter the date the most recent feedback session was conducted. If ratee should have received feedback, but did not, give honest and plausible reasons why. If no feedback was required, enter "NA."
19		Rater Identification	Enter rater identification as of close-out. Sign original form in reproducible blue or black ink. Do not sign before close-out. Do not sign blank forms or forms not containing ratings (see notes 9 and 11).

LINE	A To Complete Sec	B Item	C Instructions
20	VI	Additional Rater's Comments (AF Form 911)	Use this section to support rating decision. When agreeing with the report, mark "concur" block. Use bullet format to provide comments that add meaning and are compatible with ratings in sections III and IV. Do not repeat comments provided in previous section (see **Chapter 3** for prohibited comments). DISAGREEMENTS: Evaluators should discuss disagreements when preparing reports. Prior evaluators are first given an opportunity to change the evaluation; however, they *will not* change their evaluation just to satisfy the evaluator who disagrees. If, after discussion, the disagreement remains, the disagreeing evaluator marks the nonconcur block, initials the blocks in section III deemed more appropriate, and comments on each item in disagreement (see also line 17).
21	VI cont	Additional Rater's Comments (AF Form 910)	Use this section to support rating decision. Use bullet format. Additional rater must be rater's rater unless additional rater does not meet grade requirements. See definition of rating chain in **Attachment 1** for exceptions. If additional rater does not meet grade requirements, the first official in rating chain that does endorses the report. Additional raters may be no higher in the organization than the senior rater. See line 17 for making "Distinguished Graduate" comments. See line 20 for documenting disagreements.
22		Additional Rater or Reviewer Identification	These evaluators may be assigned after close-out. For evaluators assigned on/prior to close-out, enter identification data as of the close-out; for evaluators subsequently assigned, enter identification data as of signature date. Sign original form in reproducible blue or black ink. Do not sign before close-out date. Do not sign blank forms or forms not containing ratings (see notes 9, 11 and 16).

L I N E	A To Complete Sec	B Item	C Instructions
23	VII	Reviewer's Comments (AF Form 911)	If the additional rater is the final evaluator, enter "This section not used." Do not use this section if section VI has not been completed. If used, this section must contain comments in bullet format. Senior raters may endorse EPRs in the following situations: to differentiate between individuals with similar performance records since both ratings and endorsement levels have an impact on those who use the AF Form 911 to make personnel decisions; to meet the minimum grade requirements (see notes 12 and 13); when the ratee is a CMSgt or CMSgt selectee; or the ratee meets the time-in-grade requirements (see note 15). See line 17 for DG comments. See line 20 for documenting disagreements.
24		Reviewer's Identification	This evaluator may be assigned after close-out. See rule 22 above on entering identification data. Sign original form in reproducible blue or black ink. Do not sign before close-out date. Do not sign blank forms or forms not containing ratings (see notes 9 and 11).
25	VII or X	Commander's Review (AF Form 910 or 911)	In this review, the unit or squadron section commander influences report quality, removes exaggerations, identifies inflated ratings, and provides information to evaluators for finalizing reports. If the commander agrees with the report, mark "concur" block and sign in the space provided. (Typed name and grade are optional unless the commander is also performing Air Force Advisor duties.) Do not provide comments unless the commander disagrees with a previous evaluator, refers the report or is named as the evaluator in the referral memorandum. If the commander disagrees with the report (see line 20), provide reasons for disagreement on AF Form 77. Send the EPR to MPF, or to the next evaluator in rating chain when making the review before the evaluator who is senior in grade signs it (see note 10). Commanders signing the report as an evaluator enter "N/A" in the block. Enlisted personnel authorized to perform the commander's review must include the words "Commander," "Commandant," or "Detachment/Flight Chief" in the signature block.
26	VIII	Final Evaluators Position (AF Form 911)	The final evaluator completes this section by marking the appropriate block for level of endorsement. Place an "X" in the appropriate block (see note 14 for explanation of positions).

L	A	B	C
I	To		
N	Complete		
E	Sec	Item	Instructions
27	IX	Time-in-Grade Eligibility (AF Form 911)	This pertains to TIG eligibility for senior rater endorsement (*not* the ratee's actual promotion eligibility *as of the close-out date*). The rater completes this section before forwarding for additional endorsement using information extracted from the EPR notice. Does not apply to CMSgt and CMSgt select ratees or Reservists. SMSgt selectees are not eligible for senior rater endorsement since they will not be TIG eligible for the next promotion cycle (see note 15 to determine eligibility).

NOTE:

1. **General Information.** Do not enter classified information in any section of the form. Sign in reproducible black or blue ink. Do not sign before the close-out date.

2. **Grade Data.** Use the information below to determine the appropriate grade entry. If the member is:

   a. On AD, enter the grade held on the close-out date.

   b. On EAD under Title 10 U.S.C. 12310 (AGR program), also enter "AGR".

   c. Non-AD, enter the grade he or she served in on the report's close-out date and also enter "Non-EAD".

   d. On Active Guard/Reserve tour, enter "AGR".

   e. On limited EAD tour (Title 10 U.S.C. Section 12301 (d)), enter "LEAD".

3. **Organization.** Enter the ratee's organizational information as of the close-out date, using the guidance below:

   a. Enter the organizational designation, MAJCOM, and location (if classified, enter "Classified" in place of organization).

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

   c. If the ratee is assigned to one location but performing duty at another, enter assigned information followed by organizational designation, command, and location where duty was actually performed, such as: HQ AFPC Randolph AFB TX w/duty at Air Force Human Resources Lab (AFMC) Brooks AFB TX.

4. **"FROM" Dates.** If the member is:

   a. On AD or non-AD, and has a previous report on file, use the day following the close-out date of the previous report.

b. On AD but has not had a previous report on current AD tour, use the day of entry/reentry on AD (the EAD date in the PDS).

c. Non-AD and has not had a previous report, use the date of assignment to the Reserve or DOR to SSgt, s applicable.

5. **"THRU" Dates.** If the reason for the report is:

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

(1) If needed, adjust the close-out to the date on which the rater achieves the number of days of supervision or points required by **Table 3.1** or **Table 3.2**, as appropriate.

(2) If one year has already passed and a CRO is processed before the rater achieves the minimum 120 days of supervision, adjust the close-out to the date prior to the CRO effective date, provided the rater has completed at least 60 days supervision.

(3) If the member is non-AD USAFR who has not had a previous report, and the "FROM" date is the member's DOR to SSgt, the thru date will be two years from the DOR to SSgt (i.e., DOR and "FROM" date is 1 May 96, then "THRU" date will be 1 May 98).

(4) The date approved by the appropriate waiver authority per a request for an extension of the close-out date.

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

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

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

(b) If the ratee is non-AD, adjust the close-out date within the 30-day window to the date the ratee completes the minimum 16-point requirement.

(c) To record significant events, use the adjusted date (within the 30-day window) approved by the commander.

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

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

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

(3) One day before being placed on the control roster if the report is directed as a result of placement on the control roster.

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

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

a. Deduct all periods of 30 or more consecutive calendar days during which the ratee did not perform normal duties under the rater's supervision because either the ratee or the rater was TDY, on leave, in patient status, in classroom training (such as attending PME at home station), AWOL, Dropped From Rolls, or in confinement. This deduction period does not include periods of loan to another section or organization when authorities do not change the rater or publish TDY orders.

b. If the ratee or rater normally performs TDY in order to fulfill duties, do not deduct those periods of TDY (For example: inspector general team members, cable installers, combat communications personnel, etc.). Unit commanders are in the best position to determine if their unit members meet this criterion.

7. **Performance Evaluation.** Additional evaluators review reports to ensure ratings accurately describe performance and comments are compatible with/support ratings. They must return reports with unsupported statements for additional information or reconsideration of ratings. Show disagreement with rating by initialing block which accurately describes performance. If block already contains initials or "X", initial to the immediate right of the block. Comments to support disagreement are required. See also line 20.

8. **Promotion Recommendation.** Although it may be difficult to assess promotion potential for ratees recently promoted or selected for promotion, reconsider potential that resulted in promotion or selection along with current performance.

NOTE: WAPS uses EPRs to score the ratee's performance and promotion potential. Raters must not rate people with strong performance records and potential the same as average or weak performers.

9. **Signature and Evaluator Guidelines.** Brigadier general selectees, whether frocked or not, will sign all EPRs as "Brig Gen (S)" only when designated as the senior rater by the management level. All other evaluators will sign using their actual grade, whether frocked or not. If the rater is the only evaluator, write in section VI and section VII (AF Form 911), "This Section Not Used" and initial unused signature blocks. An evaluator must be a colonel (or equivalent) to close out report as a single evaluator. If the rater is a senior rater, the report must close out at this level unless it is a referral report. Only one general officer may sign the report as an evaluator.

10. **Commander Review.** If the commander is junior in grade to an evaluator (other than rater), the commander reviews the report before the higher ranking evaluator signs it. The review is performed by the unit or squadron section commander of the unit (PAS) to which the ratee is assigned as a permanent party member.

11. **Identification Data.** Use the following guidelines when entering identification data:

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

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

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

d. Instructions in this AFI take precedence over those on the applicable AF forms.

12. **Final Endorser (AF Form 911).** The final evaluator of AF Form 911 must be at least a major, Navy lieutenant commander, civilian GS-12 (or equivalent), or higher, but no higher in organization than the senior rater (see paragraph **3.1.3.2** and **Attachment 1**).

13. **Senior Rater Endorsement.** The senior rater may endorse a report when necessary to meet the minimum grade requirement in paragraphs **3.1.3.2**, when the ratee is TIG-eligible, or as specified by paragraphs **3.1.3.2.3.1** through **3.1.3.2.3.3**.

14. **Final Evaluator's Position.** Use the following definitions to determine the final evaluator's position.

a. *Senior Rater.* Used when the final evaluator is the highest level endorser in the ratee's rating chain. The senior rater must be in the grade of at least a colonel or civilian equivalent (GM-15 or higher), serving as a wing commander or equivalent.

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

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

d. *Lower Level.* All others.

15. **TIG Eligibility** (does not apply to USAFR). Determine eligibility for senior rater endorsement using the formulas below:

1. For MSgt ratees.

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

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

b. For SMSgt ratees.

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

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

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

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

Table 3.3. When to Prepare OPRs for Officers on the ADL and ANG Officers.

RULE	A	B	C	D
	If the ratee is	**and**	**and supervision period was**	**then write report and enter reason as**
1	a lieutenant thru colonel (see notes 1, 2, and 3)	has not had a report, or one year has passed since close-out date of last OPR or TR from school of 20 weeks or more	120 calendar days	annual (see note 4).
2		the rater changes, officer departs PCS/PCA to school, or officer is separating (see notes 5, 6, 7)	120 calendar days	CRO see note 8).
3		Determination of appropriateness of action under AFIs 36-2907, 36-3206, 36-3207, or 36-3209 is needed, or ratee's performance or conduct is unsatisfactory or marginal and a special report is appropriate	60 calendar days (see note 9)	directed by (Chief NGB; Office of Adjutant General; MAJCOM; wing, group, squadron, etc.) commander.
4		the ratee has been declared missing in action (MIA), captured, or detained in captive status	(see note 10)	Directed by HQ USAF.
5		a special report is directed by HQ USAF (see note 11), or NGB for ANG officers not on EAD.	as directed	directed by (HQ USAF, Chief NGB, etc.).
6		a referral LOE has been written or an LOE would contain referral comments, if written (see note 12)	60 calendar days	
7		is placed into record status 6, deserter status	60 calendar days (see note 13)	directed by commander.

RULE	A	B	C	D
	If the ratee is	**and**	**and supervision period was**	**then write report and enter reason as**
8		a report is prepared to document significant improvement in duty performance	120 calendar days(see note 14)	

NOTE:

1. If ratee is attending training or education, see **Chapter 6**.

2. Colonels selected for promotion to brigadier general receive reports according to **Chapter 7**.

3. If the OPR is already a matter of record and the event or circumstances that brought about the report changes or no longer exists, take no action. The OPR is a valid report and remains in the ratee's records. EXCEPTION: The MPF 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 report was a matter of record at the time authorities canceled or delayed an assignment.

4. If a rater change (CRO) occurs after the original annual date has passed but before the 120-day supervision period ends, the report is closed out the day prior to the rater change, provided at least 60 days of supervision have been obtained. The reason for the report remains "annual."

5. Do not confuse change of rater with change of supervisor. For officers on the ADL and ANG officers on EAD, the home station commander may authorize a change of reporting official to the TDY location if all the following conditions are met:

a. Someone at the TDY location can perform normal rater duties.

b. The rater's rater meets the requirements of paragraph **3.1.2**

c. The home station and TDY unit commanders have approved the change (MLs must approve intercommand changes).

d. The home station commander assigns a new rater when the TDY ends.

NOTE:
The senior rater matched to the ratee's home station PAS code must perform senior rater duties.

6. A report is prepared on officers discharged from the ANG and reassigned to ARPC unless paragraph **3.5** applies.

7. If ratee is an ANG officer (not on EAD) serving on an AD tour of at least 120 days, AD supervisor prepares the report.

8. CRO includes separation from EAD. However, no report is required when the criterion in paragraph **3.5.10** applies. NOTE: The report is mandatory following court-martial conviction.

9. For officers on the ADL and ANG officers on EAD, this includes placement on or removal from the control roster.

10. Do not prepare reports for periods of MIA, 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 a report under this rule without regard to the number of days of supervision. Close the report on the day the ratee was placed in MIA, captured, or detained in captive status. These reports are as directed by HQ AFPC/DPPPEB.

11. HQ AFPC/DPPPE, /DPPPO and AFCMO retain the authority to direct reports under this rule. Special reports covering outstanding duty performance are not permitted under this rule.

12. If the current rater does not consider the referral comments in an LOE to be serious enough to warrant permanent recording, an OPR will not be prepared.

13. The close-out date of the report is the effective date the ratee is placed in record status 6, deserter.

14. The commander may direct a report for significant duty improvement only if the previous report was referred due to substandard duty performance.

Table 3.4. When to Prepare OPRs on USAFR Officers not on the Active Duty List (see note 1).

RULE	A If	B and the officer is assigned to	C and records show the ratee earned the indicated number of active or inactive training points under the rater	D and the supervision period covers at least	E then write the report and enter the reason as
1	the rater changes (see notes 1 thru 4 and 10)	PAS 96XXXXXX	12 (see notes 11, 12), or 16 for Cat A/AGR/ LEAD	N/A	CRO.
2		a Cat A unit		180 days	
3		AGR/LEAD			
4	either ratee or rater departs for an AD tour of at least 60 calendar days duration (see notes 3 and 5)	a Cat A unit	16 (see note 11)		

RULE	A If	B and the officer is assigned to	C and records show the ratee earned the indicated number of active or inactive training points under the rater	D and the supervision period covers at least	E then write the report and enter the reason as
5	rater has died, is missing, incapacitated, or has been relieved from duty for cause	PAS 96XXXXXX or a Cat A unit	12 (see notes 11, 12), or 16 for Cat A/AGR/LEAD	N/A	CRO (see note 6).
6	(see notes 3 and 10)	AGR			
7	Ratee is incapacitated, MIA, or confined by a civil or military court (see notes 3 and 10)	PAS 96XXXXXX or a Cat A unit	12 (see notes 11, 12), or 16 for Cat A/AGR/LEAD		CRO (see note 7).
8		AGR/LEAD			
9	one year has passed since close-out of last	PAS 96XXXXXX	12 (see notes 11, 12, and 13), or 16 for Cat		annual.
10	OPR/TR (see note 3)	a Cat A unit	A/AGR/LEAD	180 days	
11		AGR/LEAD			
12	report has been directed by HQ USAF (see note 8)	PAS 96XXXXXX, a Cat A unit, or an AGR	12 (see note 11), or 16 for Cat A/AGR/LEAD	N/A	directed by HQ USAF.
13	ratee has performed in an unsatisfactory or marginal manner or demonstrated undesirable characteristics and a special report is appropriate	PAS 96XXXXXX, a Cat A unit, or AGR/LEAD			directed by (squad-ron, wing, base, group, etc.) com-mander.

RULE	A If	B and the officer is assigned to	C and records show the ratee earned the indicated number of active or inactive training points under the rater	D and the supervision period covers at least	E then write the report and enter the reason as
14	determination has been made of appropriateness of action under AFI 36-3209	PAS 96XXXXXX, a Cat A unit, or AGR/LEAD			
15	a referral LOE has been written (see note 9)	PAS 96XXXXXX, a Cat A unit, orAGR/LEAD	(see note 12)		directed by HQ USAF.

NOTE:

1. See **Table 3.3** to determine report closing date and **Table 3.5** and **Table 3.6** to determine office of record and number of copies.

2. For officers assigned to PAS 96XXXXXX or for Cat A unit officers, write a CRO when the rater changes and the other requirements are met.

3. Colonels selected for promotion to brigadier general receive reports according to **Chapter 7**.

4. Prepare a report on officers reassigned from participating to nonparticipating status unless paragraph **3.5** applies.

5. Do not submit a report when rater and ratee are ordered to AD together and the rater does not change.

6. In section VI of OPR, state what happened to rater. Rater's supervisor will write these reports.

7. In section VI of OPR, state what happened to the ratee.

8. HQ USAF/REP retains authority to direct OPRs under this rule. If HQ USAF/RE requires special reports on certain officers for selection board use, HQ ARPC/DPPBR2 furnishes ratee names to the MAJCOMs along with appropriate suspense dates and directs submission of reports under this rule.

9. If current rater does not consider the referral comments in the LOE to be serious enough to warrant permanent recording, an OPR will not be prepared.

10. For IMAs, only the points accumulated under the direct supervision of the rater apply. Subtract from the IMA's total any points accrued under the supervision of someone other than the IMA's rater.

11. Only include points since close-out of last OPR or TR and do not include Extension Course Institute (ECI) or membership points. The point requirement is 12.

12. For IMAs (exclude those assigned to PAS 963IFCCH), the unit of assignment is responsible for completing the OPR. In the event that all training was performed at the unit of attachment during the period of the report, the IMA's unit of assignment is responsible for notifying the unit of attachment to submit the OPR.

13. If the member does not earn the required number of points, HQ AFRC/DP (unit) or HQ ARPC/DPP (IMA and participating IRR) may extend the close-out date to meet the requirement.

Table 3.5. Routing of OPRs for ANG and USAFR Officers not on EAD.

RULE	A If the ratee is	B then senior rater sends the report	C and MPF, Reserve MPF or State AG sends report to	D and command personnel record group custodian sends report to office of record shown in table
1	ANG (colonel and below)	through channels to State AG	HQ ARPC/DPPBR1	**Table 3.6**
2	USAFR unit assigned	to senior rater's MPF or collocated MPF	HQ ARPC/DPPBR1 (original) and HQ AFRC/DPME (copy) (see notes 1 and 2).	**Table 3.6**
3	USAFR individual programs	to the MPF servicing the rater	HQ ARPC/DPPBR2	**Table 3.6**

NOTE:

1. For colonels, send copy to HQ AFRC/DPO.

2. Applies only to Air Reserve Technicians (ART) in grades lieutenant colonel and below.

Table 3.6. Office of Record and Distribution Required for OPRs (see note 1).

RULE	A If the ratee is	B and the document to be filed is	C send report to the following office of record:
1	on EAD and is a colonel (except brigadier general select) or lieutenant colonel selected for promotion to colonel (see note 2)	original	HQ AFCMO.
2		copy (seenote 3)	Headquarters having custodial responsibility for the officer's OCSRG.
3	ANG officer not on EAD and is a colonel (except brigadier general select) thru lieutenant	original	HQ ARPC/DPPBR1 for qualitative review and inclusion in MPerRGp.
4		copy	State AG for file in officer Command Selection Record Group.
5			State AG for file in State AG Records file.
6			MPF for file in UPRG (see notes 4 and 5).
7	USAFR officer not on EAD	original	HQ ARPC/DPPBR1 (see note 8).
8		copy	MAJCOM of assignment having custodial responsibility of the OCSRG. (see note 6)
9			UPRG (see note 5).
10	USAFR officers not on EAD and assigned to PAS 96XXXXXX	original	HQ ARPC/DPPBR2
11	USAFR on EAD and not covered by rule 1	original	HQ ARPC/DPPBR1
		Copy	Headquarters having custodial responsibility of officer's OCSRG (see notes 2, 3 and 7)
12	on EAD and not covered under rules 1 and 2 (see note 2)	original	HQ AFPC/DPPBR3.
13		copy (see notes 3 and 7)	Headquarters having custodial responsibility of the officer's OCSRG (see notes 2 and 7).
14			UPRG.

NOTES:

1. Transmit all OPRs in a sealed envelope clearly marked OPR DATA--TO BE OPENED BY ADDRESSEE ONLY.

   a. Send OPRs through channels to the reviewer for completion (**Table 3.1**). The reviewer ensures the MPF receives reports for review no later than 30 calendar days after the close-out date. MPFs forward reports to the office of record by 45 calendar days after close-out for receipt and file in the UPRG and Officer Selection Record (OSR) by 60 calendar days after close-out. EXCEPTION: Complete OPRs referred to the individual according to paragraph **3.9** and forward them for file in the ratee's UPRG and OSR by 70 calendar days after the close-out date of the report.

   b. MPF personnel may request OPRs no earlier than 30 calendar days after close-out in order to perform a quality review and update the PDS. The due date allows evaluators and the MPF enough time for administrative work. Raters will not be required to complete an OPR any earlier than five duty days after the report close-out.

2. Send OPRs for officers assigned to Air Force elements (AFELM), command code 3V, to 11 WG/DPJ for processing. This office will make distribution.

3. For ANG AGR (Title 10, U.S.C. 8021, 8496, 10211, 12310, or Title 32, U.S.C. 708) officers, the MPF sends an additional copy, with appropriate attachments, to ANGRC/SM. For USAFR AGR/LEAD officers, the MPF sends an additional copy with appropriate attachments to HQ USAF/REPS.

4. The servicing MPF retains the UPRG copy for lieutenant colonels and below.

5. Not required for colonels.

6. Not required for those officers on whom an OCSR is not maintained (AFI 36-2608, table 1.2).

7. For judge advocate officers (AFSC 51JX), the MPF sends an additional copy, with appropriate attachments, to HQ USAF/JAX. The OCSRG is not maintained on lieutenants or non-promotion-eligible captains.

Table 3.7. When to Submit EPRs on Airmen on AD (see notes 1 and 2).

RULE	A If	B and the period of supervision has been at least	C then the reason for the report is
1	The ratee is an A1C or below, has 20 or more months TAFMS, and has not had a report (see note 3)	120 calendar days (see notes 4 and 5)	initial.
2	The ratee is a SrA or above and has not had a report for at least one year	120 calendar days (see notes 5 and 6)	annual.
3	The ratee is an A1C or below, has 20 or more months TAFMS, has had an initial report, and has not had a report for at least one year		
4	The member requires an EPR because of placement on or removal from the control roster according to AFI 36-2907 (see notes 3 and 7)	60 calendar days	directed by commander.
5	A report is necessary to document unsatisfactory or marginal duty performance or conduct (see note 3)	120 days (see note 5)	
6	A report is prepared to document significant improvement in duty performance (see notes 3 and 8)	120 calendar days	
7	The ratee is placed into record status 6, deserter status	60 calendar days (see note 9)	
8	The member needs a report in conjunction with AFI 36-3208 discharge action (see notes 3 and 10)	60 calendar days	directed by HQ USAF.
9	Authorities place the ratee in reporting identifier 9A100 or 9A000 (see note 7)	120 calendar days (see notes 5 and 11)	
10	Personnel have declared the ratee missing in action, captured, or interned (see notes 3 and 12)	as directed	
11	HQ USAF directs a special report (see note 13)		
12	The ratee is A1C eligible for SrA BTZ consideration and has not had a report	60 calendar days (see notes 14 and 15)	
13	The ratee departs TDY for formal training for 120 calendar days or more (see notes 3, 16 and 17)	120 calendar days (see notes 5 and 18)	change of rating official

RULE	A If	B and the period of supervision has been at least	C then the reason for the report is
14	The ratee departs TDY (other than for formal training) for 120 calendar days or more (see notes 3 and 19)	120 calendar days (see notes 5, 20, and 21)	(CRO).
15	The ratee returns from TDY (other than for formal training) of 120 calendar days or more (see notes 3 and 19)	120 calendar days (see notes 5, 20, and 21)	
16	The rater changes as a result of a PCS or PCA or an approved change of designated rater (see notes 3, 16, and 22)	120 calendar days (see notes 5, 20, and 21)	

NOTES:

1. If the EPR is already a matter of record and the event or circumstance that brought about the report changes or no longer exists, take no action. The EPR is a valid report and remains in the ratee's UPRG. EXCEPTION: MPFs update referral EPRs into the PDS which were prepared as a result of a projected PCS and file them in the ratee's UPRG, regardless of whether or not the report was a matter of record at the time authorities canceled or delayed an assignment.

2. AGR personnel on EAD follow the same rules as for active duty personnel.

3. A1C and below with less than 20 months TAFMS do not receive an EPR. EXCEPTION: Reports prepared IAW rule 12.

4. The close-out date is the day the airman has 20 months TAFMS or has 120 calendar days of supervision. EXCEPTION: If the ratee has 20 or more months TAFMS and a change of rating official occurs before the end of the 120-day supervision period, the report is closed out the day prior to the rater change (or the day prior to departure date if the change is due to the rater's PCS/PCA), provided the rater has obtained at least 60 days of supervision. The report is "Initial (CRO)."

5. The period of required supervision is reduced to 60 or more calendar days for referral reports.

6. The close-out date is one year from the previous EPR's close-out date or when 120 calendar days of supervision have passed. If a rater change occurs after the original annual date passed, but before the rater completed 120 days of supervision, the report is closed out the day prior to the rater change, providing at least 60 days of supervision have occurred. Report reason is still "Annual."

7. Reports in accordance with AFI 36-2907, Unfavorable Information File (UIF) Program, are optional. The close-out of the report prepared when placing a member on the control roster is the day before the date of placement on the control roster. The close-out of the report prepared when removing a member from the control roster is the day before the date of removal.

8. The commander may direct a report for significant duty improvement only if the previous report was a referral or the overall rating was “2” or “1.”

9. The close-out date of the report is the effective date the ratee is placed in record status 6, deserter.

10. An EPR an evaluator prepares when the commander implements a discharge closes out one day before the commander's written notice of the proposed action to the airman. The first EPR an evaluator prepares when placing a member on probation and rehabilitation (P and R) closes out 90 days after entering the P and R period. Subsequent EPRs close out 90 days after the previous EPR's close-out date. For personnel with less than 20 months TAFMS, personnel use an LOE to document these actions (see paragraph **4.7**).

11. The report's close-out is the day before the date that authorities place the ratee in reporting identifier 9A100 or 9A000.

12. Do not prepare reports for periods of missing in action, captured, or interned status of less than 15 calendar days. For periods of 15 calendar days or more, prepare a report as HQ AFPC/DPPPE directs.

13. HQ AFPC/DPPPE (or HQ AFPC/DPPPW if the report is necessary for promotion consideration) directs reports under this rule.

14. Close-out date will be no later than the 15th day of the 1st processing month for each quarter (Jan, Apr, Jul, Oct) or upon 60 days supervision.

15. Reports prepared under this rule replace the requirement for an “Initial Report.” Project members for an “Annual Report” based on the close-out date of the “directed by HQ USAF” report.

16. If the ratee is also a rater, authorities assign a new rater for those individuals the departing rater rates. This rule does not apply if the rater and ratee depart together and no change of designated rater occurs.17. The TDY requires no EPR if:

a. The ratee is attending formal school due to retraining requirements,

b. The ratee is already performing duty in the retraining AFSC, or

c. Authorities expect no change in the rater before the ratee returns to the home station.

18. The report's close-out is the day before the ratee departs.

19. Prepare a CRO EPR under this rule only if:

a. Someone at the TDY location can perform normal rater duties,

b. The commander at the TDY location agrees the new rater can perform the necessary duties,

c. The home station commander decides to change the rater to someone at the TDY station,

d. The ratee's servicing MPF updates the PDS to reflect the rater at the TDY station, and

e. The commander assigns a new rater when the TDY ends.

NOTE: The commander assigned to the ratee's home station PAS code must perform the commander's review. Also, on senior NCO reports, only the senior rater matched to the ratee's home station PAS code may provide an A-level endorsement.

20. The period of required supervision is reduced to 60 days if more than a year has passed since the ratee's last EPR. The close-out is the day before the rater changes or departs.

21. See **Table 3.2** to determine the close-out for CRO EPRs.

22. Prepare an EPR under this rule if the Air Force is releasing the ratee from active duty to the Reserve (AD or non-AD).

Table 3.8. When to Submit EPRs on USAFR Airmen Not on AD (see note 1).

RULE	A	B	C
	If	**and ratee has earned at least**	**then the reason for report is**
1	the ratee is SSgt or above and has not received a report for at least two years	16 active/inactive duty training points under direct supervision of	Biennial
2	the rater or ratee departs PCS (see note 2)	16 active/inactive duty training points under direct supervision of	CRO
3	HQ USAF directs a special report (see note 3)	(no minimum points required)	Directed by HQ USAF.
4	the commander directs a report (see notes 4, 5 & 6)	(no minimum points required)	Directed by commander.

NOTES:

1. For IMAs (excluding those assigned to PAS 963IFCCH), the unit of assignment is responsible for completing the EPR. In the event that all training was performed at the unit of attachment during the period of the report, the IMA's unit of assignment is responsible for notifying the unit of attachment to submit the report.

2. If the ratee did not participate during the period of report, the EPR shows this information. If a rater has limited knowledge of the ratee's performance during the entire rating period, the rater, as a minimum, attempts to get information about the ratee through:

a. The first sergeant, and second and third line supervisors.

b. The commander.

3. HQ AFPC/DPPPE or HQ USAF/REP directs EPRs under this rule.

4. Do not direct an EPR only to document outstanding achievements. Only a wing, group, or higher level commander directs EPRs.

5. A commander (wing, group, or higher-level commander, a central or MAJCOM IMA program manager, HQ ARPC, or HQ USAF/REP) may direct an event-centered EPR, such as for:

a. Board nominations (school, screening qualification, retention, awards, etc.).

b. Commissioning program applications.

c. Special-duty nominations.

6. Do not prepare more than one event-centered report on a Reservist during a 12-month period. Do not use event-centered EPRs as a reason for annual reports.

Table 3.9. Office of Record and Distribution of EPRs for Airmen on AD.

	A	B	C	D
RULE	**If ratee is a**	**and the document is (see notes 1 and 2)**	**then the office of record is**	**and the MPF Career Enhancement Element forwards the EPR to(see notes 3 through 6)**
1	CMSgt, SMSgt or MSgt	original	HQ AFPC/DPAC (for CMSgt and CMSgt selectee)	the office of record by 45 calendar days after the close-out date
			HQ AFPC/DPPBR3 (for MSgt, MSgt selectee and SMSgt)	
2		copy	Servicing MPF Customer Service Element (Records section)	
3	TSgt or below	original		

NOTES:

1. See paragraph **3.8.1.3**.

2. Prepare EPRs on all Reserve airmen on EAD according to Title 10 U.S.C. 12310 in two copies.

3. Whenever possible, complete and file EPRs closed out for reassignment reasons (according to **Table 3.2**) in the ratee's UPRG before submitting the record according to AFI 36-2608.

4. Complete EPRs referred to the individual according to paragraph **3.9** and forward them for filing in the ratee's UPRG/NSR by 70 calendar days after the close-out date of the report.

5. Once the evaluators complete the appropriate sections of the EPR, personnel should hand-carry or transmit it in a securely sealed envelope marked EPR DATA--TO BE OPENED BY ADDRESSEE ONLY.

a. Send EPRs through channels to the unit commander for review (**Table 3.2**). The unit commander ensures the MPF receives reports for review no later than 30 calendar days after the close-out date. MPFs forward reports to the office of record by 45 calendar days after close-out for receipt and file in the UPRG and NSR by 60 calendar days after close-out. EXCEPTION: Referral EPRs (see note 4).

b. MPF personnel may request EPRs no earlier than 30 calendar days after close-out in order to perform a quality review and update the PDS. The due date allows evaluators and the MPF enough time for administrative work. Raters will not be required to complete an EPR any earlier than five duty days after the report close-out.

6. File the original EPR on all Reserve airmen on EAD under Title 10 U.S.C. 672 or 12310 in the ratee's UPRG. Send the duplicate copy for Reserve recruiting service personnel to AFRC/RS, Robins AFB GA 31098-5000. Send the duplicate copy for all other Reserve airmen on EAD to the MAJCOM of assignment (MAJCOM/DPB).

Table 3.10. Office of Record and Routing for EPRs on Airmen Not on AD (see notes 1 and 2).

RULE	A	B	C
	If ratee is	**Then forward report to**	**who will forward the EPR to the office of record (see notes 3, 4, and 5)**
1	assigned to HQ AFRC or a subordinate unit	the servicing MPF EPR unit	to be filed in the ratee's UPRG by 60 calendar days after the close-out date.
2	an IMA or Cat E (PAS 96XXXXXX)	HQ ARPC/DPPBR2	to be filed in the ratee's UPRG by 60 days calendar days after the close-out date.

NOTES:

1. See paragraph **3.8.13**

2. Whenever possible, complete and file EPRs closed out for reassignment reasons according to **Table 3.2** in the ratee's UPRG before submitting the record according to AFI 36-2608.

3. Complete referral EPRs according to paragraph **3.9** and file them in the ratee's UPRG by 90 calendar days after the report's close-out date (75 calendar days for IMAs and Cat E).

4. Once the evaluators complete the appropriate sections of the EPR, personnel hand-carry or transmit it in a securely sealed envelope marked EPR DATA--TO BE OPENED BY ADDRESSEE ONLY.

a. For HQ AFRC units, the evaluator sends the EPR through the unit commander to the servicing MPF. The servicing MPF ensures that personnel send EPRs to the office of record within the required time limits.

b. For IMAs and Cat E participants, the evaluator sends the EPR through the active duty MPF to HQ ARPC/DPPBR2.

5. MPFs or HQ ARPC/DPPBR2 may require EPRs earlier than 60 calendar days after the close-out date (45 calendar days for IMAs and Cat E) in order to perform a quality review and to update the PDS. Local requirements and experience determine the MPF or HQ ARPC/DPPBR2 due date. It allows evaluators and the MPF or HQ ARPC/DPPBR2 enough time for administrative work. Personnel may not require raters to complete an EPR earlier than five duty days after the report close-out date.

Table 3.11. Missing and Late Enlisted Reports (see note 1).

	A	**B**	**C**	**D**
RULE	**If 18 months have passed since close-out date:**	**and tracer action or reaccomplishment is successful: (see note 1)**	**and the PDS contains the overall rating and close-out date:**	**then:**
1	yes	No	yes	the MPF or HQ ARPC/DPPBR2 prepares AF Form 77 (see note 2).
2			no	the MPF or HQ ARPC/DPPBR2 prepares AF Form 77 (see note 3).
3		yes (tracer only)		file the report according to **Table 3.5** or **Table 3.6** (OPRs) or **Table 3.9** or **Table 3.10** (EPRs) and update the PDS, if appropriate.
4	no	No	yes	the MPF of HQ ARPC/DPPBR2 prepares AF Form 77 (see note 2).
5			no (see note 4)	the MPF or HQ ARPC/DPPBR2 prepares AF Form 77 (see note 3).
6		Yes		File the report according to **Table 3.5** or **Table 3.6** (OPRs) or **Table 3.9** or **Table 3.10** (EPRs) and update PDS, if appropriate.

NOTES:

1. The gaining MPF or HQ ARPC/DPPBR2 tracks missing or late reports resulting from PCSs or PCAs. The losing MPF personnel relocation unit or HQ ARPC/DPAP gives the gaining MPF Career Enhancement Section or HQ ARPC/DPPBR a copy of AF Form 330, **Records Transmittal/Request**, when appropriate. Do not redo reports more than 18 months old. AF Forms 77 are prepared by the MPF, Career Enhancement Section.

2. Enter this statement in the body of the form: "Report for the period (date) through (date) is not available for administrative reasons. The PDS contains the following overall rating (EPRs only) and close-out date pertaining to the missing report: (enter the overall EPR or OPR rating

and the close-out date)." The MPF will not change the rating and date unless documentary evidence to support a change becomes available or AFI 36-2603 or AFI 36-2401 authorize such action. The MPF Chief, Customer Support Unit (or NCOIC, as assigned), or HQ ARPC/DPPBR (for IMAs) must authenticate the AF Form 77 and distribute it according to **Table 3.4**, **Table 3.8**, **Table 3.9**.

3. Enter the following statement in the body of the form: "Report for the period (date) through (date) is not available for administrative reasons." The MPF Chief, Customer Support Unit (or NCOIC, as assigned), or HQ ARPC/DPPBR (for IMAs) must authenticate the AF Form 77 and distribute it according to **Table 3.6** and **Table 3.9**

4. For AD personnel only. When all attempts to find the missing report fail, the MPF sends an inquiry to HQ AFPC/DPPBR3, requesting that HQ AFPC/DPPBR3 search the history files for the EPR rating. Include in the request:

a. All known information that may assist in identifying the missing report.

b. An account of all actions taken to find the missing EPR. For personnel with prior service, do not send a request to HQ AFPC/DPPBR3 for missing reports earlier than 120 calendar days after the date the ratee reentered AD. The MPF provides this information when requesting a search for missing APRs or EPRs on personnel with prior service:

- (1) Name.
- (2) Grade.
- (3) SSN.
- (4) Grade at separation.
- (5) Date of separation.
- (6) Whether an AF Form 1613, **Statement of Service**, might exist.

NOTE: If HQ AFPC/DPPBR3 finds the rating in the history files, complete an AF Form 77 according to note 2. When more than one report is involved, the MPF may prepare one AF Form 77 according to note 2 if no gaps exist in the period of the missing reports. However, if the MPF later receives one or more of the missing reports, it 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 note 3.

Chapter 4

AF FORM 77, LETTER OF EVALUATION SHEET

4.1. Purpose. Used to substitute for a missing evaluation report, cover gaps in performance records, document duty performance with less than 120 days of supervision, provide continuation sheets for referral reports, provide comments by commanders, Air Force Advisors, or Acquisition Examiners, document enlisted personnel participation in the World Class Athlete Program (WCAP), and other purposes directed by HQ USAF.

4.2. Missing Reports. When using the form as a substitute for a missing report, complete the name, SSN, and grade blocks in section I. Mark the "Supplemental Sheet" block and complete the "FROM" and "THRU" blocks in section II. See paragraph **3.8.11** (officer and enlisted) and **Table 3.11** (enlisted only) for additional information.

4.3. Voids in Records. For voids in officer performance records, see AFI 36-2608. For voids in enlisted performance records, see paragraph **3.8.12** of this instruction.

4.4. Continuation Sheets for Referral Reports. See paragraph **3.9**.

4.5. Air Force Advisor Examination. See paragraph **3.10**.

4.6. Acquisition Examination. See paragraph **3.11**.

4.7. Letter of Evaluation (LOE). (For general officers/selectees see paragraph **7.2.2**) LOEs may be written to document periods of ratee performance too short to require a performance report, or to document periods when someone other than the designated rater supervises the ratee. LOEs can be very helpful when preparing EPRs, OPRs, or TRs. Therefore, evaluators may request LOEs from others (such as TDY supervisors, former raters with less than 120 days of supervision during the OPR/EPR reporting period, etc.). Evaluators may quote or paraphrase information contained in LOEs. The following guidance applies to managing LOEs.

4.7.1. Who May Prepare.

4.7.1.1. Raters, when there is a CRO with less than 120 days of supervision.

4.7.1.2. Personnel responsible for observing a ratee's performance when the ratee is not under the direct supervision of the designated rater (e.g., a TDY supervisor; the supervisor of a ratee performing internship under the Funded Legal Education Program (FLEP) or Excess Leave Program (ELP); HQ AFSVA/SEM for personnel participating in WCAP, etc.).

4.7.2. When to Prepare.

4.7.2.1. Mandatory LOEs.

4.7.2.1.1. Prepare for officers when required by AFI 36-3208 (see note).

4.7.2.1.2. Prepare for AD A1C and below who have less than 20 months TAFMS when a CRO occurs due to the PCS/PCA of the ratee or rater or retirement/separation of the rater (see note).

4.7.2.1.3. Prepare for enlisted personnel participating in WCAP. Prepare an LOE one year from the beginning of training, then annually until training is completed or the member is eliminated from training.

NOTE: LOEs are only prepared under these circumstances when the rater has at least 60 days supervision.

4.7.2.2. Optional LOEs. All LOEs prepared for reasons other than those listed in paragraph **4.7.2.1** are optional. LOEs are also optional for USAFR personnel.

4.7.3. Administrative Practices. 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.

4.7.3.1. Type the form when possible; legibly hand-write or print as a last resort.

4.7.3.2. Limit comments to one page, front side only.

4.7.3.3. Correct minor errors using a pen, correction fluid or tape. Initial corrections and erasures that change the meaning of a sentence. Reaccomplish forms when the number of corrections or erasures is excessive. ***EXCEPTION:*** Do not use self-adhesive correction tape on LOEs prepared according to paragraph **4.7.5.2**.

4.7.3.4. Prepare LOEs in one copy.

4.7.4. Processing.

4.7.4.1. The rater/supervisor forwards the completed LOE to the CSS (to the MPF career enhancement section in non-PC III units).

4.7.4.2. The CSS staff:

4.7.4.2.1. Quality reviews LOEs and takes corrective action if appropriate.

4.7.4.2.2. Updates the PDS (for mandatory LOEs) and places LOEs in a suspense file.

4.7.4.2.3. Provides LOEs to the individual's rater for use in preparing the next performance report or TR.

4.7.4.2.4. Forwards LOEs to the MPF when ratees depart PCS before a performance report is required. ***NOTE***: The losing MPF forwards the LOE to the gaining MPF.

4.7.4.2.5. Gives the LOE to the ratee upon separation or retirement and upon return from the MPF once an evaluation report has been completed.

4.7.4.3. LOEs closing during the period of the performance report will accompany OPR/EPR notice through the rating chain and remain with the notice and report until received by the MPF. Once the MPF determines the report is acceptable for processing to file, they return the LOE to the CSS to be given to the ratee (see paragraph **4.7.4.2.5**). ***NOTE:*** LOEs are transitory reports that are not filed in any personnel record group (except when paragraph **4.7.5.2** applies).

4.7.5. Referral Comments in LOEs.

4.7.5.1. If an LOE prepared by the rater would contain referral comments, the rater prepares a performance report instead using the procedures in paragraph **3.9** (referral report processing procedures). The reason for the report will be "Directed by HQ USAF." Unless the waiver authority (see paragraph **1.4**) waives the requirement, 60 calendar days of supervision are necessary.

4.7.5.2. Someone other than the officially designated rater who prepares an LOE with referral comments uses the procedures in paragraph **3.9**. The ratee addresses his or her comments, if any, along with the LOE, to his or her current rater. If the rater considers the referral comments serious enough to warrant permanent recording, the rater prepares a performance report using the procedures in paragraph **3.9** and the LOE becomes a referral document attached to the report. If the rater believes a report is inappropriate, he or she returns the LOE and any rebuttal comments to the ratee.

4.8. Other Purposes. HQ AFPC/DPPPE may use the AF Form 77 to document when a board specific PRF is not required or available as stated below:

4.8.1. For officers who are on appellate leave or in prisoner status.

4.8.2. For officers who entered active duty directly into Air Force-level training or officers who had a break in service and reentered directly into Air Force-level training.

4.8.3. For other conditions as deemed appropriate by HQ AFPC/DPPPE.

Table 4.1. Instructions for Completing LOEs, AF Advisor Reviews, and Acquisition Examinations (AF Form 77).

A	**B**	**C**		
To Complete		**INSTRUCTIONS**		
Sec	**Item**	**LOE**	**AF Advisor Exam**	**Acquisitions Exam**
I	Name	Enter last name, first name, middle initial and Jr., Sr., III, etc. Use of "NMI" (no middle initial) is optional. The name may be all upper case or a combination of upper and lower case.		
	SSN	Enter the SSN. Do not use suffix.		
	Grade	See note 1.		
	DAFSC	Enter the DAFSC held as of the "THRU" date of the report to include prefix and suffix.		
	Duty Title	Enter the approved duty title as of the "THRU" date of the report.		
II	A-Type of Report	Place an "X" in the Letter of Evaluation block.	Place an "X" in the Advisor Review block.	Place an "X" in the Supplemental Sheet block.

A	**B**	**C**		
To Complete		**INSTRUCTIONS**		
Sec	**Item**	**LOE**	**AF Advisor Exam**	**Acquisitions Exam**
	B-Report Data	Complete items 1 and 2 (see note 2). Mark all LOEs optional, except as specified in paragraph **4.7**. They are for evaluator use only. Place an "X" in the block that best describes the reason for the LOE. Do not attach LOEs to OPRs or TRs for permanent filing except as outlined in paragraphs **3.9** and **4.7.5**.	Complete items 1 and 2.	Complete items 1, 2, and 4 (Mark "X" by "Other" in item 4).
III	Comments	Limit comments to the space provided on the front of the form. See paragraph **3.7** or inappropriate comments.	The Advisor must certify the report conforms to AF evaluation policies.	Enter the heading "Acquisition Examination".
			The Advisor or Examiner: may provide *clarification* about the ratee's duty performance or elaborate on types of functions ratee performs (Advisor) or clarify acquisition-related considerations (Examiner); explains any uncommon phrases or terms; limits comments to five lines.	
IV	Rater ID	Information will be as of the "THRU" date on the AF Form 77 (see notes 3 and 4).		

NOTE:

1. **Grade Data.** Use the information below to determine the appropriate grade entry. For:

   a. Officers on Extended Active Duty (other than AGR officers), enter the AD grade in which serving on the close-out date. If the ratee has been "frocked," enter actual grade; not the grade he or she is wearing.

   b. Non-EAD ANG and USAFR Officers, enter grade in which serving and "Non-EAD." When an officer awaiting federal recognition of a unit vacancy promotion to a higher grade is due a report, show the officer's federally recognized grade as of the close-out date of the report, not the projected grade.

   c. AGR program officers on EAD under Title 10, U.S.C. 10211, 10305, 12310, 12402 or Title 32, U.S.C. 708 (Property and Fiscal Officers). Enter grade in which serving and "AGR".

d. LEAD officer on EAD under Title 10 U.S.C. Section 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.

b. On optional LOEs, the "THRU" date is the last day of supervision or observation.

c. On mandatory LOEs, the "THRU" date is the day before the effective date of the PCS or PCA action, or the day before the commander's written notice of a planned separation IAW AFI 36-3208.

3. If the evaluator is a brigadier general select and designated as the senior rater by the ML, he or she uses "Brig Gen (S)" for grade.

4. Sign and date the original form. Do not sign or date before the close-out date. Evaluators may initial or stamp "signed" on any remaining required copies. Enter only the last four digits of the SSN. If the evaluator is a civilian or a member of a foreign service the SSN is not required.

Chapter 5

CONTINGENCY AND WARTIME PROVISIONS

5.1. Purpose. During times of war or national emergency, authorities may change certain evaluation policies and procedures to reduce the workload on field commanders and supervisors while ensuring they still document important performance information. The following changes apply to emergencies, and only when HQ AFPC/DPPPE, HQ AFPC/PRC, HQ USAF CSS/ MPRC direct, or when one of these agencies specifically delegate to the MAJCOM. MAJCOMs may implement these procedures totally or in part depending on the nature and scope of the situation. In implementing wartime provisions, the MAJCOM must provide specific instructions (with information to the implementing authority) to its respective MPFs regarding completing reports, routing reports once completed, and any other appropriate actions.

5.2. General Guidance. HQ AFPC/DPPPEB will announce officer promotion recommendation procedures (see **Chapter 8**). The major command operating in contingency or war zone areas determines whether to restrict provisions for the performance reports to certain theaters or organizations and whether to implement them in part, totally, or incrementally. They may make performance feedback optional. Commands may implement the provisions outlined below.

5.3. When Submit Performance Reports. (when implemented, supercedes the requirements of **Chapter 3**.

5.3.1. Reports due prior to deployment:

5.3.1.1. Deployment does not change the requirement to prepare annual reports.

5.3.1.2. CRO reports resulting from a ratee's or rater's deployment to a contingency or war zone are waived provided the ratee has received a report within 180 calendar days of the deployment date and provided the ratee's performance is not of a referral nature.

5.3.2. Reports required during deployments:

5.3.2.1. Raters *will* submit annual reports when one year has passed since the close-out date of the last report and the period of supervision has been at least 120 calendar days.

5.3.2.2. ANG and USAFR officers ordered to EAD under Title 10, U.S.C., Section 12304 (200K call up), or 12302 continue to receive OPRs according to **Table 3.1** and **Table 3.2**. Officers ordered to EAD under Title 10, U.S.C, Section 12301 (war or national emergency) receive evaluation reports under the active duty list provisions in this instruction.

5.3.3. Reports rendered in the Combat Zone. Authorities may suspend all provisions of this instruction in the combat zone except as follows:

5.3.3.1. Raters must prepare LOEs to document periods of time spent in the combat zone (unless paragraph **5.3.3.2** applies); however, they prepare the AF Form 77 outside the combat zone.

5.3.3.2. When the ratee's performance does not meet minimum standards, and/or evaluators determine a referral report is appropriate, raters prepare and process a report according to paragraph **3.9** instead of preparing an LOE.

5.3.3.3. MPFs continue to provide evaluators with technical assistance, help ratees with referral replies, and control access to performance reports or LOEs, if written.

5.3.4. Reports rendered in the Communications Zone. All provisions of this instruction remain in effect, *except*:

5.3.4.1. Authorities waive CRO reports resulting from the deployment to the combat zone, provided the ratee has received a report 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 report and process it according to paragraph **3.9**.

5.3.4.2. IMAs or those who are members of USAFR mobilized units receive EPRs as required for other airmen on active duty according to **Table 3.7**.

5.3.5. Reports rendered at Noncombat Ports and MPFs. The procedures are the same as for paragraph **5.3.4**.

5.4. Evaluator Requirements and Procedures for EPRs and OPRs.

5.4.1. Minimum Grade Requirements for Senior Raters and Reviewers. If the ratee is:

5.4.1.1. MSgt through CMSgt, then the reviewer must be a major or equivalent.

5.4.1.2. Lieutenant, then the senior rater/reviewer must be a major or equivalent.

5.4.1.3. Captain, then the senior rater/reviewer must be a lieutenant colonel or equivalent.

5.4.1.4. Major or lieutenant colonel, then the senior rater/reviewer must be a colonel or equivalent.

5.4.1.5. Colonel, then the senior rater/reviewer must be a general officer or equivalent.

5.4.2. Rater. Those in grades of colonel or colonel equivalent and above may serve as both rater and senior rater (see **Chapter 3**) for officers they rate (lieutenant colonel and below), unless the evaluator refers the OPR. For enlisted personnel, rater requirements remain the same.

5.4.3. Additional Rater. Officers who meet the grade requirements of paragraph **5.4.1** may serve as both additional rater and senior rater for officers in grades indicated. For enlisted personnel, additional rater requirements remain the same.

5.4.4. Comments are mandatory when there is significant disagreement with the previous evaluator. Evaluators must make specific comments to justify referral ratings.

5.5. Referral Report Procedures. Use referral procedures in paragraph **3.9**, with the following exception: Ratee comments on the referral report must reach the next evaluator not later than 30 calendar days after receipt of the referral letter. Type, legibly hand-write, or print referral correspondence in dark blue or black ink using paragraph **3.9** as a guide.

5.6. Routing Reports. Route reports according to **Chapter 3**. Distribute reports per **Table 3.5**, **Table 3.6**, **Table 3.9** and **Table 3.10** except:

5.6.1. Performance reports are due to the servicing MPF or personnel activity 60 days after close-out, and to the office of record 120 days after close-out.

5.6.2. Forward reports directed under **Table 3.3**, rule 4, and **Table 3.7**, rule 9, for Selection Board use, to arrive at HQ AFPC/DPPBR3, or HQ ARPC/DPPBA (as appropriate) by the suspense date provided in the directing letter.

5.6.3. Forward reports in a sealed envelope clearly marked, OPR/EPR DATA--TO BE OPENED BY ADDRESSEE ONLY.

5.6.4. Alternate routing procedures. Some crisis conditions may result in temporary changes to routing procedures. If this occurs, units will receive specific instructions.

5.7. Quality Control Review. Quality control of the appearance of performance reports may relax, but the content and data contained must be accurate. Reports prepared under wartime provisions may be handwritten.

5.8. Interruption or Loss of Automated Data Processing (ADP) Support. See AFCSM 36-699.

Chapter 6

AF FORM 475, EDUCATION/TRAINING REPORT

6.1. When to Use Training Reports (TR). Use the AF Form 475 to document accomplishments of an officer in formal training and education. Document Commissioned Officer Training (COT), attendance at in-residence PME, degree-granting academic education programs, and initial training in utilization fields such as Undergraduate Pilot Training (UPT), Student Undergraduate Navigator Training (SUNT), Undergraduate Space and Missile Training (USMT), Aircraft Maintenance Officer Course, and chaplain training on a TR. Use a TR for training designed to upgrade or enhance an officer's qualifications in a utilization field (e.g., any subsequent training as a pilot, including initial qualification training in a weapon system). Also, document officer participation in the World Class Athlete Program (WCAP) on a TR.

6.2. Training Report Submission.

6.2.1. Mandatory Submission.

6.2.1.1. On completion or interruption of, or elimination from formal training or education when the scheduled course length is eight weeks or more (see note) or as authorized in this chapter when the specific course is less than eight weeks (SOS, Chaplain programs, Aerospace Basic Course [ASBC] and COT). USAFR 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:*** See the *Air Force Education and Training Course Announcements (ETCA)* at site **http://hq2af.keesler.af.mil/etca.htm**, or other appropriate directive, for prescribed course lengths. ETCA is a database that replaced AFCAT 36-2223, *USAF Formal Schools Catalog*.

6.2.1.2. For self-paced courses when the prescribed course length is eight weeks or more, regardless of the time actually required to complete the course.

6.2.1.3. At the end of each academic year, unless the course completion date is within four months of the annual training report. The academic year for officers attending law school under FLEP or ELP ends after the officer's summer internship training.

6.2.1.4. For officers participating in the WCAP, one year from beginning training, then annually until training is completed or member is eliminated from training.

6.2.1.5. On reserve Chaplain Candidates at the end of each active duty training tour of 10 days or more and processed as prescribed by HQ ARPC/HC.

6.2.2. Submission for Advanced Academic Degree Subsequent Completion.

6.2.2.1. Upon completion of advanced academic degrees, an officer 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. The eligibility criteria (all of which must be met) and the procedures which an officer must follow to reflect degree completion are as follows:

6.2.2.1.1. The officer was assigned to a full-time degree program through the Air Force Institute of Technology (AFIT).

6.2.2.1.2. The officer completed all but the thesis or dissertation portion of the degree program.

6.2.2.1.3. The officer has a previous AF Form 475 posted to the MPerRGp that clearly identifies the reason for noncompletion as, "Thesis or dissertation not completed during AFIT tour," in accordance with **Table 6.1**, note 6.

6.2.2.1.4. The officer completes the degree requirements of the AFIT program in which he or she was originally enrolled.

6.2.2.1.5. The officer documents degree completion through AFIT channels (verified via Personnel Data System inquiry).

6.2.2.2. The officer who meets the above criteria is responsible for submitting an official transcript to AFIT/RRE requesting completion of a TR.

6.2.3. Directed Submission. When directed by HQ USAF, for courses eight weeks or longer unless specifically waived.

6.3. Who Prepares a TR.

6.3.1. 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**.

6.3.2. 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.

6.3.3. The education services officer may complete a TR only when he or she is the rater.

6.3.4. AFIT personnel prepare TRs for officers under FLEP or ELP. The staff judge advocate of the student's assigned unit for internship training may prepare an optional LOE and submit it to AFIT at the end of each summer internship.

6.3.5. Graduate School of Engineering and Management, AFIT, prepares TRs for officers participating in the Ph.D. program during both the academic and the research phases. During the research phase, sponsoring laboratory and research facility personnel may prepare an optional LOE and submit it to AFIT.

6.3.6. AFIT/RRE standardizes TRs that document completion of advanced academic degrees received after leaving AFIT full-time student status, if all the criteria listed in paragraph **6.2.2** are met.

6.3.7. AFIT personnel prepare TRs on officers in graduate level study Bootstrap programs that are 26 weeks or longer. The evaluator may communicate directly with the institution to obtain the information required to prepare the report. See **Table 6.1**, notes 6 and 7, for recording adverse actions.

6.3.8. Commissioned Officer Training School personnel prepare TRs for officers who complete COT.

6.3.9. HQ AFSVA/CC prepares TRs on officers participating in the WCAP.

6.4. Referral Training Reports. Refer the TR to the ratee according to **Chapter 3**. Name the commander of the Air Force school or unit of assignment (determined by which organization is preparing the TR) as the next evaluator. The evaluator reviews the ratee's comments, if provided, and endorses the report on an AF Form 77.

6.5. Routing and Responsibilities.

6.5.1. For officers attending school in TDY status:

6.5.1.1. The school prepares the TR, performs a quality review, and makes distribution as follows:

6.5.1.1.1. Forward the original to HQ AFPC/DPPBR3 (ADL) or HQ ARPC/DPPBR (RASL), who enters the TR into the MPerRGp.

6.5.1.1.2. Forward a copy to the ratee's MPF (if the ratee is enroute PCS, attach a copy of PCS order to the TR copy and forward to gaining MPF).

6.5.1.2. Ratee's MPF files a copy in the UPRG, and forwards copy of the TR to the ratee's MAJCOM (gaining MAJCOM if the ratee is enroute PCS), who then files the copy in the OCSRG. For judge advocates (lieutenant colonel and below), the MPF forwards a copy of the TR to HQ USAF/JAEC.

6.5.1.3. TRs on EAD officers are due to HQ AFPC 60 calendar days after report close-out date. AGR and LEAD officers' reports are due to HQ ARPC/DPPBR1 90 days after the close-out date.

6.5.1.4. TRs on non-EAD officers are due to HQ ARPC/DPPBR1 90 calendar days after report close-out date. ***EXCEPTION:*** TRs on personnel assigned to PAS 96XXXXXX are due to HQ ARPC/DPPBR2 60 days after close-out.

6.5.2. For officers attending school in PCS status:

6.5.2.1. The school prepares the TR and forwards the original to HQ AFPC/DPPBR3 and a copy to the MPF that services the school.

6.5.2.2. The MPF quality reviews the TR, files a copy in the UPRG (or forwards it to the gaining MPF if the record was already forwarded), and forwards a copy of TR to the MAJCOM of the school who then files the copy into OCSRG. For judge advocates (lieutenant colonel and below), the MPF forwards a copy of the TR to HQ USAF/JAEC.

6.5.2.3. TRs are due to HQ AFPC 60 calendar days after report close-out date (120 calendar days for AFIT/civilian institution programs).

6.5.3. For non-EAD ANG officers, send TRs to the servicing MPF for quality review, adding of opening dates and AFSCs. The MPF will distribute the completed original TR to HQ ARPC/DPPBR1 and copies to OCSRG, UPRG, and State Adjutant General not later than 90 calendar days after close-out date.

6.5.4. AFIT/RRE will forward the completed TR that documents subsequent completion of an advanced academic degree to all appropriate agencies for filing in the MPerRGp, OCSRG, and UPRG. The TR will be filed based on the "Thru" date of the AF Form 475, not with the original AF Form 475 that indicated noncompletion of the advanced academic degree.

Table 6.1. Instructions for Completing AF Form 475 (see notes 1 and 9).

LINE	A To Complete Sec	B Item	C Instructions
1	I		The evaluator is responsible for accuracy. If adverse information is maintained at the training location, all TR evaluators are required to review the member's UIF and PIF before accomplishing the TR.
2		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 may be all in upper case or a combination of upper and lower case.
3		SSN	Enter SSN. Do not use suffix.
4		Grade	Enter grade. See **Table 3.1**, line 4, and related notes for differences based on status (officers on EAD, Non-EAD ANG and USAFR officers, AGR officers).
5		DAFSC	Enter DAFSC held as of the "THRU" date of the TR. Include prefix and suffix.
6		Organization	Enter organization data. See **Table 3.1**, line 9 and related notes for differences on EAD, Non-EAD ANG and Non-EAD USAFR officers.
7		Period of Report	See **Table 6.2** (notes 1, 2, 5 and 9).
8		Course Length	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).
9		Reason for Report	Place an "X" in the appropriate box (see note 4).
10		School Info	Enter required information (see note 5).
11		Course Title	Enter title of major subject or problems presented or discussed.
12	II	Report Data	Complete only the applicable items in this section; leave non-applicable items blank.
13		AFSC Award	Enter AFSC, aeronautical rating, or degree awarded.
14		Completion	Place an "X" in the box, if applicable.

LINE	A To Complete Sec	B Item	C Instructions
15		DG Program	Place an "X," if appropriate, in the "Yes" or "No DG Program" block on final TRs. Leave item blank if DG program exists and ratee did not receive such a designation.
16		Award/Non-completion	Enter DG Award Criteria or Course Noncompletion Reason. For a student designated as a DG in item 3, provide the criteria (for example, top 10 percent of class or GPA above 3.5) (see note 6).
17	III	Comments	Comments are mandatory concerning general attitude, military bearing and appearance, conduct and fitness. Place these comments in the "Professional Qualities" section. When an evaluator cannot observe professional qualities due to geographic separation (e.g., civilian institution AFIT students), include the statement, "Ratee is geographically separated from evaluator" in the "Professional Qualities" block of section III. Do include comments if the ratee received recognition for specific or above average achievement, such as designation as a DG. Do not make promotion recommendations (see paragraph **3.7** and notes 7 and 8).
18	IV	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 report before close-out date. The grade and duty title must coincide with those held *on the close-out date of the report*. Enter only the last four digits of the SSN. If the evaluator is a civilian or a member of a foreign service the SSN is not required.

NOTE:

1. See TR notice for ratee identification data. If any data is incorrect, notify the CSS and MPF for computer correction.

2. For TRs prepared under paragraph **6.2.2**, enter "N/A" in the "FROM" and "THRU" areas.

3. For USAFR Selective Service officers attending a National Security Seminar, leave blank.

4. Use the following guidelines in determining reason for report:

   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 report, submit a final TR in place of the annual TR.

c. Directed. When directed by HQ USAF or an appropriate commander for EAD officers or USAFR officers not on EAD, or NGB for ANG officers not on EAD. Reports prepared under paragraph **6.2.2** will reflect "Directed."

5. For USAFR 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:

a. Withdrawn without prejudice for the needs of the Air Force.

b. Withdrawn for humanitarian reasons.

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 nonadaptability.

i. Eliminated for skill or aptitude deficiency.

j. Voluntary self-elimination.

k. Thesis or dissertation not completed during AFIT tour.

l. 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 USAFR 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 under paragraph **6.2.2**.

9. Hold reports for students who complete a course early (for 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 Use AF Form 475 For Student Officers.

RULE	A If the officer is in	B and education or training is	C then the form is
1	a degree granting academic education program	any length (see notes 1 and 2)	filed in the UPRG, OCSRG, and
2	professional military education (see note 4)	8 weeks or more, but less than 20 weeks (see note 5)	MPerRGp (see note 3).
3		20 weeks or more (see note 1)	
4	final semester or final year TDY under AFI 36-2306	any length (see note 1)	
5	National Security Seminar for all Selective Service USAFR officers not on EAD		
6	a course or series of courses considered initial training in a utilization field (see note 6)	8 weeks or more, but less than 20 weeks (see note 5)	
7		20 weeks or more (see note 1)	
8	a direct commissioning program, such as Commissioned Officer Training (see note 7)	8 weeks or less	
9	The World Class Athlete Program	any length (see note 1)	
10	the Air Force Intern Program (see note 8)	20 weeks or more (see note 1)	
11	the Reserve Chaplains Program	10 days or more (see note 9)	
12	the Chaplain Candidate Program	active duty tour of 10 days or more (see notes 1 and 10)	
		8 weeks or less	filed at HQ ARPC/DPPBR1.
13	training or education not covered above (see note 11)	8 weeks or more but less than 20 weeks (see note 5)	filed in the UPRG, OCSRG, and MperRGp (see note 3).
		20 weeks or more (see note 1)	

NOTE:

1. Reports prepared under this rule begin the day following the "THRU" date of the officer's last OPR or TR unless it is an initial report. For initial reports, the "FROM" date is: the date of officer's entry on EAD or start of the current AGR/LEAD assignment; or the date of the first federally recognized appointment for ANG officers not on EAD; or for USAFR officers not on EAD, 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. For example, an officer has on OPR that closed out on 1 July 1995 and attends a course beginning on 6 August 1995. The course graduated on 5 August 1996. The period of report should be 2 July 1995 to 5 August 1996. See paragraph **6.2.1** for personnel participating in WCAP.

2. Do not accomplish TRs on Bootstrap personnel in TDY status unless course length is 26 weeks or more.

3. the OCSRG is not maintained on lieutenants or non-promotion eligible captains on the ADL.

4. EXCEPTION: SOS and ASBC graduates will receive AF Form 475 regardless of course length.

5. Reports prepared under this rule cover a period independent of the officer's OPR period of report. 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 training or education course ends or when the officer is released by the training organization. For example, an officer had an OPR that closed out on 1 November 1995 and attends a course from 1 January 1996 to 1 April 1996. The AF Form 475 covers the period from 1 January 1996 to 1 April 1996. The officer's next OPR will have a "FROM" date of 2 November 1995 and the time the officer is absent will be subtracted from the period of supervision on the next OPR (table 3.13).

6. Includes SUPT, SUNT, UST, and other entry-level courses, such as Aircraft Maintenance Officer Course. Officials at MAJCOM HQs and HQ USAF responsible for the course content and curriculum determine if the course is initial qualification.

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 masters 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. For interns who opt to complete the masters degree, final TRs will be completed by HQ USAF/DPPE.

9. Also file in the OSR at HQ ARPC/DPPBR1.

10. AF Forms 475 on chaplain candidates are prepared and processed as prescribed by HQ ARPC/HC. HQ ARPC/DPPBR1 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. For example, pilots undergoing initial F-15 training would be evaluated under this rule.

Chapter 7

GENERAL OFFICER EVALUATIONS

7.1. Overview. This chapter covers procedures for completing general officer (GO) evaluations (AF Form 78). It applies to all ADL and Reserve of the Air Force brigadier generals and major generals (and selectees to those grades) except State adjutants general who are not required to be rated.

7.2. Forms Used.

7.2.1. Use AF Form 78, **Air Force General Officer Promotion Recommendation,** to document performance and promotion recommendation (as applicable) for all brigadier generals, major generals and those selected or frocked to those grades (see **Table 7.1**).

7.2.2. Use AF Form 77 to document performance and potential and to provide that information to the ML. It is also used to document performance of GOs/selectees who are serving in a TDY status for 60 or more days (see **Table 7.2**).

7.3. Reasons for Reports.

7.3.1. Annual Reports. Brigadier general and brigadier general selectee reports close out 31 July; major general and major general selectee reports close out 30 June.

7.3.2. CRO Reports. In the event a CRO occurs and there are at least 90 days of supervision, a CRO report is mandatory.

7.3.3. Directed by HQ USAF Reports. AFGOMO may direct 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 BG annual report cycle. The AF Form 78 is used to document the member's performance. See paragraph **7.4.8** for further details.

7.4. General Instructions.

7.4.1. Who Receives Reports. Brigadier and major generals and selectees to those grades will receive at least one AF Form 78 per calendar year.

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 ML control group.

7.4.3. General Officers Who Have Applied for Retirement. Completion of the report is optional once AFGOMO publicly announces a GO's retirement or, for ANGUS, NGB-GO has received the orders transferring a GO to ARPC, Retired Reserves. Remove the GO from the ML control group, and:

7.4.3.1. Write a report if a GO withdraws his or her 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 promotion-eligible officer withdraws his or her retirement within 90 days prior to the annual cycle close-out date.

7.4.4. Officers with Dual Responsibilities in Separate MLs. The ratee's ML of administrative assignment controls the promotion recommendation (or evaluation) of officers with dual responsibilities in separate MLs. However, any of the ratee's supervisors may submit appropriate communications to the ML for consideration.

7.4.4.1. Use the ratee's duty effective date and the annual cycle close-out date to determine the ML of administrative assignment.

7.4.4.2. Any member of the ratee's rating chain (in either ML) 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 AFGOMO (or NGB-GO for ANGUS general officers) if you have less than 90 days supervision as the individual's rater.

7.4.6. Officers Reassigned to a New ML during the Evaluation Process (includes Command Redesignations). If an officer is reassigned to a new ML within 60 days before or after the annual cycle close-out date, either the gaining or losing ML completes the endorser portion (block 16) on the AF Form 78. Both MLs must agree on which ML will function as the endorsing official. HQ USAF/DP and AFGOMO must concur with the decision. If a CRO occurs within the period 60 to 90 days before the annual cycle closes out and the ratee changes MLs during this period, the losing ML 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 ML (no intermediate supervisor), then the losing ML prepares the rater portion of the AF Form 78 (through block 14) and forwards it to the gaining ML for completion, to include the final endorsement or promotion recommendation.

7.4.6.2. If the ratee did not work directly for the losing ML, then the losing rater completes the rater portion of the AF Form 78 (through block 14) and forwards it to the losing ML. The losing ML completes a mandatory AF Form 77, attaches it to the AF Form 78 and forwards both forms to the gaining ML for completion, to include the final endorsement or promotion recommendation.

7.4.7. Officers Reassigned within the Current ML during the Evaluation Process. If an officer moves within 90 days of the appropriate annual cycle close-out date and the officer's ML does not change, the rater completes a CRO report (minimum 90 days supervision). This report will serve in place of the annual report. Provide the report to the ML for completion of blocks 15 through 19 (on promotion-eligible officers) or blocks 16 through 19 (officers not promotion-eligible). The ML 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 days before the annual cycle closes out and the ratee does not change MLs during this period (e.g., rater departs PCS or ratee changes jobs within ML), the rater completes a CRO report and the ML 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 an officer's selection for brigadier general is publicly announced by AFGOMO, prepare an AF Form 78. Comply with **Table 7.1**. Open the ratee's evaluation report on the day following the close-out of the colonel's previous report.

7.4.8.2. If the member's last OPR as a colonel closes out before the annual BG cycle (31 Jul), the member's next performance report will close out 31 Jul, unless a CRO or Directed by HQ USAF 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 ccloses out after the annual BG cycle (31 Jul), AFGOMO will direct a "Directed by HQ USAF Report" be completed with a close-out of 31 Jul, unless a CRO report is required beforehand. The member's next report will comply with paragraph **7.3**.

7.4.8.4. Forward reports within 30 days of the close-out to: AFGOMO for EAD officers; NGB-GO for ANG officers; and HQ USAF/REPS for Reserve officers.

7.4.9. Air Force Advisor/Acquisition Examiner Programs. Instructions in paragraphs **3.9** and **3.10** of this AFI apply; however, type the statements required by paragraphs **3.9.2** or **3.10.2**, as applicable, on the reverse of the AF Form 78 (head-to-foot).

7.5. Processing and Mailing General Officer Evaluations. Mark envelopes containing GO evaluations with "To Be Opened By Addressee Only--Contains General Officer Evaluation Reports".

7.5.1. EAD Officers Assigned to an Air Force Activity. In activities with a Director of Personnel (DP) function (e.g., MAJCOMs), the DP ensures evaluators complete all reports correctly and forwards them to AFGOMO within 30 days of the report close-out date.

7.5.2. EAD Officers Assigned to Air Force Secretariat, Air Staff, or Non-AF Activities. For activities not serviced by an Air Force DP, AFGOMO prepares forms for appropriate raters, reviewing officials, and MLs approximately 30 days prior to the report close-out date.

7.5.3. Air Force Reserve General Officers. Send reports to HQ USAF/REPS within 30 days of the report close-out date.

7.5.4. ANGUS General Officers. Send reports on ANG general officers to NGB-GO within 30 days of the report close-out date.

7.5.5. When a Report Becomes A Matter of Record. Once the CSAF reviews the report and AFGOMO accepts the report for file, the report becomes a matter of record. For ANGUS general officers, the report becomes a matter of record when NGB-GO accepts the report for file.

7.5.6. Release of Reports to Ratees by Reporting, Reviewing, and Endorsing Officials. The ML should provide a copy of the completed report to the ratee. The rater, reviewing official or ML (at their discretion) should discuss its contents with the ratee. Ratees may request copies of reports from AFGOMO, or NGB-GO for ANG general officers. Advise ratees a report is not considered a matter of record until it is reviewed by CSAF (does not apply to ANG GO reports) and filed in the member's general officer selection folder.

7.5.7. AFGOMO maintains all EAD 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.

7.5.8. AFMAN 37-139, AFI 33-332, and AFI 36-2608 govern the management and disposition of all reports.

Table 7.1. Instructions for Completing AF Form 78.

A	**B**	**C**
To Complete		**Instructions**
Block	**Item**	
1	Name	Self-explanatory.
2	SSN	
3	Grade	Enter the appropriate grade and include the status if the ratee is a selectee or is frocked. For example Maj Gen, Brig Gen (Sel) or Brig Gen (Frocked).
4	Duty Title	Self-explanatory.
5	Organization	
6	TAFSCD/ TYSD	
7	MRD/DOS	
8	Reason	
9	"FROM" Date	Members selected to brigadier general and publicly announced by AFGOMO: The report opens on the day following the close-out of the colonel's previous report (see paragraphs **7.4.8.2** and **7.4.8.3**). Subsequent general officer reports will open the day following the close-out date of the previous report.
	"THRU" Date	All brigadier general reports (includes brigadier general selectees and those frocked to brigadier general) will close out 31 July unless a CRO or directed by HQ USAF 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, directed by HQ USAF (for ANG officers, directed by Chief, NGB) report is necessary.
10	Rating	Mark the appropriate performance rating using dark blue or black ink.

A	B	C
To Complete		**Instructions**
Block	**Item**	
11	Comments	Hand-write comments in dark blue or black ink. Limit comments to 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. 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.
12	Rater's ID	Major general selectees may, once AFGOMO announces their promotion, sign the AF Form 78 as a selectee. Signature blocks should indicate "Major General (Sel)" or "Major General (Frocked)." Also, once NGB-GO announces Presidential nomination, ANGUS officers may sign the AF Form 78 as a selectee. Do not date or sign prior to the "THRU" date.
13	Signature	
14	Date	

A	B	C
To Complete		**Instructions**
Block	**Item**	
15	Promotion Recomendation	**ALL:** Complete this block only if the officer is eligible for promotion as defined in AFI 36-2501, *Officer Promotions and Selective Continuation,* or NGR (AF) 36-1, *Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States and as a Reserve of the Air Force,* and the evaluation serves as the annual report as defined in paragraphs **7.3** and **7.4** of this AFI; otherwise enter "N/A" in each box of block 15. Officers are ranked by grade and competitive category. Use "Promote in the Future" and "No Recommendation" blocks to leave open the possibility for future consideration. Only use the "Retain in Grade" block if the officer should not be promoted in the future under any circumstances. Use the "Retirement" block if the ratee has applied for retirement. **FOR MAJOR GENERALS:** The major general ML control group contains all major generals, including selects and those serving in a frocked status. **DO NOT** provide "Promote Now" numerical rankings for those in the major general ML control group. You may comment on future potential to serve in a higher grade in block 11, "Rater Comments," or in block 16, "Indorser's Comments" (if applicable). **FOR BRIGADIER GENERALS:** For officers receiving a "Promote Now" recommendation, show their ranking among all who receive "Promote Now" in the brigadier general ML control group and the total number of promotion eligibles within the control group. For example, if the control group has 10 promotion eligible officers, and two of those have "Promote Now" recommendations, they would be ranked "1 of 10" and "2 of 10." If a ratee does not receive a "Promote Now" recommendation, do not assign a numerical ranking. All promotion eligible brigadier generals <u>will</u> receive a promotion recommendation when the report serves as the annual report as defined in paragraphs **7.3** and **7.4**
16	Comments	See instructions for block 11 (this table). If the rater is also the ML, use block 11 to enter comments and type "The rater is also the endorsing official" in block 16.
17	Endorser's ID	Self-explanatory. Do not sign or date prior to the "THRU" date.
18	Signature	
19	Date	

Table 7.2. Instructions for Completing AF Form 77 for General Officers.

A	B	C
To Complete		
Sec	**Block**	**Instructions**
I	Name	Self-explanatory.
	SSN	Self-explanatory.
	Grade	Enter the appropriate grade, and include the status if the ratee is a selectee or is frocked. For example, Maj Gen, Brig Gen (Sel) or Brig Gen (Frocked).
	DAFSC	Enter "90G0."
	Duty Title	Self-explanatory.
IIA	Type of Report	Mark box entitled, "Supplemental Sheet" If a TDY rating official is rendering a report resulting from the ratee's TDY of 90 days or more, mark the box entitled "Letter of Evaluation."
IIB	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..."	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 days or more, mark the box entitled, "Mandatory." All other AF Forms 77 are optional.
	Reason for Report	If the AF Form 77 is being rendered by a TDY rating official as a result of the ratee's TDY of 60 days or more, mark the block entitled, "TDY 60 or more days supervision." For all others, mark the block entitled, "Other - Explain in section III."
III	Comments	Hand-write comments in dark blue or black ink. Limit comments to space provided. Include comments concerning his or her personal and professional characteristics with emphasis on potential to assume a higher grade or increased responsibilities. 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.

A	B	C
To Complete		
Sec	**Block**	**Instructions**
IV	Evaluator Data	Information will be as of the “THRU” date of the report. Sign original on or after “THRU” date. Once AFGOMO publicly announces the promotion, major general selectees may sign the AF Form 77 as a selectee. Signature blocks must indicate "Major General (Sel)" or "Major General (Frocked)." Remaining blocks are self-explanatory.

Chapter 8

PROMOTION RECOMMENDATION 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 **8.2** through **8.2.9**, this chapter does not pertain to ANG or USAFR officers who are not on the ADL.

8.1.2. Types of PRFs.

8.1.2.1. Narrative-only PRFs. The losing senior rater completes these on all officers who are departing PCS for a school (e.g. PME, AFIT, or other AF-level training programs as described by **8.3.5.2**) or PCA/PCS to patient status. Complete narrative-only PRFs regardless of promotion zone. Do not complete PRFs on lieutenants or captains who will have less than five years TIG as a captain upon completion of schooling. ***EXCEPTION:*** For Medical Corps/Dental Corps officers only, complete narrative-only PRFs regardless of their current grade and date of rank, due to the possibilities of their continual long term training status.

8.1.2.2. Recommendation-only PRFs. The Air Force Student MLR President completes these for all officers who are eligible for consideration by that board. Attach the recommendation-only PRF to the narrative-only PRF and file both in the OSR.

8.1.2.3. Regular PRFs. An eligible officer's senior rater completes the PRF no earlier than 60 days prior to the 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” (“DP”) recommendation means the strength of the ratee’s performance and performance-based potential warrants promotion.

8.1.2.3.2. A “Promote” (“P”) recommendation means the ratee is qualified for promotion.

8.1.2.3.3. A “Do Not Promote This Board” (“DNP”) recommendation means the ratee does not warrant promotion and should not be promoted by the central selection board (CSB) for which the officer is eligible. A senior rater must make comments explaining to the CSB why the officer should not be promoted.

8.1.3. Completing the PRF. See **Table 8.1** (and paragraph 8.32 on promotion-eligible colonels) for specific guidance on preparing PRFs.

8.1.4. Responsibilities.

8.1.4.1. The Senior Rater:

8.1.4.1.1. Reviews the ratee's ROP, DQHB, PIF, and UIF before preparing the PRF. May consider other reliable information about duty performance and conduct except as paragraph **3.7** or other regulatory guidance prohibits.

8.1.4.1.2. Must be knowledgeable of the ratee's most recent performance. The senior rater may request subordinate supervisors 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 his or her own PRF.

8.1.4.1.4. Will ensure 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 in their chain of command.

8.1.4.1.5. Is solely responsible for evaluating each officer's ROP and DQHB and for either awarding PRF recommendations among officers or submitting officers to compete for aggregation or carry-over "DP" recommendations. The senior rater submits the PRF with section IX unmarked when submitting an officer for competition in aggregation or carry-over categories at an MLR and/or HQ USAF review.

8.1.4.1.6. Completes promotion recommendations. Corrects any error that results in awarding more "DP" recommendations than allocated by the ML. However, if he or she fails to fulfill this responsibility, the review president makes the appropriate corrections, to include reaccomplishing a PRF a senior rater prepared.

8.1.4.1.7. 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 days before the CSB (see note). The reason for this is twofold: 1) to advise the ratee of the senior rater’s promotion recommendation, and 2) to provide the ratee an opportunity to point out any errors of fact to the senior rater so they may be corrected prior to the CSB. ***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. Will ensure the PRF remains a private matter with access being only between the senior rater, the ratee, the MLR and the CSB. Subordinate evaluators or others may have access to a PRF’s comments or rating only if permitted by the ratee.

8.1.4.1.9. Must attach a memo (**Figure 8.1**) telling the ratee who receives a PRF with a ’DNP’ recommendation that he or she has the right to submit a letter to the CSB.

8.1.4.1.10. Considers preparing a PRF on a newly assigned eligible officer who received a "P" recommendation from his or her previous senior rater (and did not compete at the MLR), 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 (paragraph **8.4.1**).

8.1.4.1.11. Provides a signed master eligibility list (MEL) of officers considered for promotion recommendations to the ML.

8.1.4.1.12. Ensures the ML receives PRFs as required by paragraph **8.1.5**.

8.1.4.1.13. Ensures his or her SRID in the Promotion Recommendation-In-Board Support Management (PRISM) information system reflects only his or her eligible officers NLT 105 days before the CSB.

8.1.4.1.14. Reports all additions to and deletions from the Master Eligible Listing (MEL) through the MPFs to the ML (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 PAS code and SRID.

8.1.4.1.15. 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 accounting date. Causes for a change in eligibility status may include: SSB or Air Force Board for Correction of Military Records (AFBCMR) actions; administrative errors; changes in DOS, or similar circumstances.

8.1.4.1.16. 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.

8.1.4.1.17. If the PRF is written after the senior rater completes the rank ordering and wants to award a "DP", then place a "1" in block VI for BPZ or IPZ officers or a "0" in block VI for APZ officers (see **Table 8.1**, rule 14).

8.1.4.2. The MPF.

8.1.4.2.1. Verifies accuracy of SRIDs and PAS codes.

8.1.4.2.2. Provides two copies of PRF notices, an MEL, and a DQHB on each eligible officer to senior raters.

8.1.4.2.3. Provides other senior rater support and review as requested (sends PRFs to the appropriate ML when requested by the senior raters).

8.1.4.2.4. Makes ROPs 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 8.6.6).

8.1.4.2.7. Tells senior raters when officers change promotion eligibility status after PRF allocation date (see paragraph 8.12).

8.1.4.2.8. Provides senior raters a listing of newly assigned eligible officers.

8.1.4.2.9. Reports any potential adds or deletions to their senior raters and ML (see paragraph **8.1.4.1.6**).

8.1.4.2.10. Monitors PRISM audit transactions at least twice a week to identify any board adds, deletions, SRID changes, PCS/PCA/DAS actions.

8.1.4.2.11. Coordinates with ML and senior raters as needed.

8.1.4.3. The ML.

8.1.4.3.1. Designates senior rater positions for all units within their jurisdiction and assigns SRIDs to those positions.

8.1.4.3.2. Identifies officers occupying those senior rater positions by name and assigns them SRIDs accordingly by name and PAS code.

8.1.4.3.3. Validates SRIDs in the PDS immediately following the PRF accounting date.

8.1.4.3.4. Notifies senior raters, through the MPF, of their eligible officers and preliminary "DP" allocations.

8.1.4.3.5. Updates the number of "DP" allocations available and notifies affected senior raters on the final PRF allocation date.

8.1.4.3.6. Ensures all eligible officers are considered for promotion recommendations.

8.1.4.3.7. Ensures senior raters and MLRs do not exceed the authorized number of "DP" recommendation allocations.

8.1.4.3.8. Ensures PRF results of I/APZ and BPZ eligible officers are updated in the PRISM information system no later than 35 days before the CSB.

8.1.4.3.9. Sends all PRFs and a signed MEL to HQ AFPC/DPPBR3 to arrive no later than 30 days before the CSB.

8.1.4.3.10. Maintains copies of all PRFs and MELs until announcement of CSB results. Destroy all copies upon announcement of results.

8.1.4.3.11. Processes PRFs in accordance with paragraph **8.1.5**.

8.1.4.3.12. Reports any potential adds or deletions to their senior raters and HQ AFPC/DPPPEB as needed.

8.1.4.3.13. Monitors PRISM audit transactions at least twice a week to identify any board adds, deletions, SRID changes, PCS/PCA/DAS actions.

8.1.4.3.14. Coordinates with senior raters, MPFs, and HQ AFPC/DPPPEB as needed.

8.1.4.4. HQ AFPC/DPPPEB.

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 in accordance with paragraph **8.1.5**.

8.1.4.5. The Ratee.

8.1.4.5.1. It is the ratee’s responsibility to contact the senior rater if the ratee has not received a copy of the PRF NLT 15 days prior to CSB.

8.1.4.5.2. It is the ratee’s responsibility to ensure his record is current and accurate.

8.1.5. Processing and Use of the PRF.

8.1.5.1. MPFs send PRF notices and MELs to senior raters upon receipt, normally just after the PRF accounting date.

8.1.5.2. Senior raters complete PRFs on or after the PRF cutoff date (For ResAF, complete the PRF in enough time to arrive at HQ ARPC not later than 60 days *before* the selection board). Senior raters who aggregate officers with less than minimum group size (eligible population necessary to generate one "DP" recommendation) must prepare and sign the PRFs, leaving section IX blank.

8.1.5.3. Senior raters submit I/APZ PRFs for review and ensure BPZ PRFs are available for PRISM update by the ML no later than 35 days before the CSB.

8.1.5.4. The ML sends all PRFs along with the MEL to HQ AFPC/DPPBR3 to arrive no later than 30 days before the CSB. MLs forward PRFs for non-line aggregate and carry-over officers to HQ AFPC/DPPPEB, with the "Overall Recommendation" left blank, to arrive NLT 35 days prior to HQ USAF Non-Line Review convening date.

8.1.5.5. HQ AFPC/DPPB removes PRFs from the OSR immediately following the CSB and forwards them to HQ AFPC/DPSRI to be placed on optical disk version of the MPerRGp. DPSRI destroys the PRFs after imaging. PRFs filed on optical disk have limited access. Do not use them for assignments, promotions (except Special Selection Boards [SSB]), 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. The HQ USAF Student ML Review (see paragraph **8.3.5.2.2**) prepares recommendation-only PRFs and attaches them to the student narrative-only PRFs.

8.1.5.6.2. The senior rater sends the narrative-only PRF to the MPF no later than 30 days prior to the officer departing PCA or PCS for school.

8.1.5.6.3. The MPF sends reports for officers in patient or MIA/Prisoner of War (POW) status to HQ AFPC/DPPPEB no later than 60 days after the officer enters this new status.

8.1.5.6.4. The MPF forwards the original PRFs to HQ AFPC/DPPPEB NLT 30 days after the officer departs and maintains copies of the PRFs until PRF receipt is confirmed by update of din "GNP" to code "C" in PDS. Once confirmed, the MPF destroys its copies.

8.1.5.6.5. Senior raters provide a copy of the narrative-only PRF to the ratee approximately 30 days prior to departure for school.

8.1.5.6.6. HQ AFPC/DPPPEB maintains narrative-only PRFs until officers leave student, patient, or MIA/POW status DPPPEB can approve administrative changes only. HQ AFPC/DPPPEB destroys student narrative-only PRFs when the officer no longer competes as a student. HQ AFPC/DPPPEB maintains the narrative-only PRFs until distributed as specified below:

8.1.5.6.6.1. For officers who become eligible for I/APZ and BPZ consideration by a CSB before they change status, HQ AFPC/DPPPEB forwards the narrative-

only PRFs to the HQ USAF Student MLR. After completion of the recommendation-only PRFs (which are attached to the narrative-only PRFs), HQ AFPC/DPPPEB forwards the PRFs to HQ AFPC/DPPBR3 for inclusion in the OSR and provides copies to ratees.

8.1.5.6.6.2. HQ AFPC/DPPPEB 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 HQ AFPC/DPPPEB and be in the best interest of the officer and the Air Force.

8.1.5.6.6.3. Immediately after completion of the CSB, HQ AFPC/DPPB removes the PRFs from the OSR and forwards them to HQ AFPC/DPSRI for placement on optical disk.

8.2. AF Form 709 (for Reserve Active Status List officers).

8.2.1. Reserve of the Air Force. The ANG will use AF Form 709 for promotion to lieutenant colonel and colonel. Specific procedures will be determined by NGB/CF, with coordination of HQ AFPC. Refer to paragraph **8.6** for recommending colonels for promotion to the grade of brigadier general. The USAFR will use AF Form 709 for I/APZ promotion to lieutenant colonel and colonel, and for Position Vacancy promotion nomination to all grades. HQ ARPC/DPPB will issue instructions specific to each board.

8.2.1.1. Mandatory Boards. An eligible officer's senior rater completes the PRF no sooner than 60 days prior to the selection board. The senior rater awards one of three recommendations:

8.2.1.1.1. A "Definitely Promote" ("DP") recommendation means the strength of the ratee's performance and performance-based potential warrants promotion.

8.2.1.1.2. A "Promote" ("P") recommendation means the ratee is qualified for promotion.

8.2.1.1.3. A "Do Not Promote This Board" ("DNP") recommendation means the ratee does not warrant promotion and should not be promoted at this time.

8.2.1.2. Position Vacancy (PV) Boards. All nominations for PV consideration are "DP" nominations. Submit these PRFs to HQ ARPC/DPB to arrive not later than 45 days prior to the selection board.

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 ratee's ROP, DQHB, PIF, and UIF (if applicable) before preparing the PRF. The senior rater may consider other reliable information about duty performance and conduct except as prohibited by paragraph **3.7** or other regulatory guidance. For ANG/USAFR, 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 his or her 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 ROP and DQHB and for awarding PRF recommendations.

8.2.3.1.4. Completes promotion recommendations. Hand-writes the "rack-n-stack" priority of each "DP" (**Table 8.1**, rule 14) no sooner than 60 days prior to the selection board.

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 days before the 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 "DNP" recommendation that he or she has the right to submit a letter to the 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 HQ ARPC/DPPBR1 (as applicable):

8.2.3.2.1. Verifies accuracy of SRIDs and PAS codes.

8.2.3.2.2. Provides to senior raters two copies of PRF notices, an MEL, and a DQHB on each eligible officer.

8.2.3.2.3. Provides other senior rater support as requested.

8.2.3.2.4. Makes ROPs 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 (see paragraph **8.2.5**).

8.2.3.2.7. Provides senior raters a listing of newly assigned eligible officers.

8.2.3.3. HQ ARPC/DPPB: Announces PRF criteria for ResAF selection boards.

8.2.4. Processing and Use of PRFs.

8.2.4.1. MPFs send PRF notices and MELs 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 HQ ARPC not later than 30 days before the selection board.

8.2.4.3. HQ ARPC/DPS removes PRFs from the OSR immediately following a selection board, and forwards them to HQ ARPC/DPS for placement on optical disk version of the MPerRGp. DPS destroys the PRFs after imaging.

8.2.4.4. PRFs placed on optical disk have limited access. They cannot be used for assignments, promotions (except Special Selection Boards), or other personnel actions. Retain the PRFs at ARPC for historical, legal, and appeal purposes only.

8.2.5. Officers Relocating During the PRF Process. To ensure officers with a change in assignment to a new senior rater effective after the PRF accounting date, but on or before the PRF cutoff date, receive full consideration for their PRF, special provisions apply. For ANG/USAFR, the senior rater of record on the PRF accounting date will write the PRF and award performance rating.

8.2.5.1. 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.).

8.2.5.2. Award a "DNP" recommendation when derogatory information has been received since departure from previous assignment if time does not allow for not-qualified-for-promotion action processing. ***NOTE:*** If the losing senior rater awards a "DNP" recommendation, the gaining senior rater has no further action.

8.2.5.3. The MPF or HQ APRC/DPB (as appropriate) will:

8.2.5.3.1. Screen all officers gained after the PRF accounting date to determine eligibility and notify senior raters accordingly (refer to PRISM User's Guide). Ensure senior raters certify a review of all gained eligibles.

8.2.5.3.2. Provide the senior rater a ROP and DQHB on newly assigned officers.

8.2.5.3.3. Update corrections to SRIDs on officers who arrive at new locations on or before the PRF accounting date. Notify HQ ARPC/DPPBB when a change is made.

8.2.5.4. Officers assigned from a nonparticipating status, from the ADL (of any component), or transferring between the Reserve components to a participating Air Reserve Component assignment after the PRF accounting date will not receive a PRF. The reason for not submitting a PRF is insufficient time to observe the officer's performance.

8.2.6. 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 accounting date. Causes for a change in eligibility status may include: SSB or Air Force Board for Correction of Military Records (AFBCMR) actions; administrative errors; changes in DOS, or similar circumstances.

8.2.6.1. 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.

8.2.6.2. If the PRF is written after the senior rater completes the rank ordering and wants to award a "DP", then place a "1" in block VI (see **Table 8.1**, rule 14).

8.2.7. 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. HQ ARPC/DPPBR1 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. His or her total number of eligibles will include these officers.

8.2.8. Air Force Advisors for PRFs. If the senior rater on the PRF is not an Air Force officer or DAF 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 (see paragraph **3.10**). The Air Force advisor will not change any statements or the promotion recommendation on the PRF.

8.2.9. Promotion Recommendations for Colonels. See paragraph **8.6** for USAFR General Officer Selection Board or an ANGUS Federal Recognition Board information and instruction.

8.2.10. AGR Officers in Student Status. The Deputy to the Chief of Air Force Reserve (Deputy RE) is the senior rater for AGR students only.

8.2.10.1. When an AGR officer leaves for a school tour, the losing senior rater will prepare an unsigned narrative-only PRF which is completed as if the officer is still assigned to their previous organization in their previous assignment. The PRF goes with the individual's record. A copy is sent to HQ USAF/REPS.

8.2.10.2. 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.

8.2.10.3. The Deputy RE prepares the recommendation-only PRF according to **Table 8.1** and rank orders all officers awarded a "DP" recommendation by competitive category within the student population. For example, a 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 "DPs" awarded. ***NOTE:*** Student AGR PRFs are not included within the senior rater ID that applies to the Chief of Air Force Reserve.

8.2.10.4. The unsigned 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. MLRs (ADL Lt Col and Below).

8.3.1. The Allocation Process.

8.3.1.1. Definitely Promote. **"**DP" recommendations are limited in number to ensure only the most qualified records are endorsed. They send a strong signal to the CSB that the officer is ready for immediate promotion. "DP" allocation rates for IPZ and APZ officers are lower than the IPZ promotion opportunity; this ensures a significant number of officers receiving "P" recommendations will be promoted. MLs receive a share of "DP" allocations based on the number of IPZ or 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 “P” 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. HQ AFPC/DPPPEB publicizes rates for each PRF cycle.

8.3.1.2. PRF Accounting Date (150 days before the CSB). On the PRF accounting date, AFPC matches eligible officers to senior raters based on the officers’ unit of assignment data in the HAF Master Promotion Eligibility File. HQ AFPC/DPPPEB announces the actual PRF accounting date. Between the PRF accounting date and the 105th day before the CSB, MLs ensure the HAF Master Promotion Eligibility File is accurate.

8.3.1.3. PRF Allocation Dates (105/66 days before the CSB). The initial allocation date is 105 days before the CSB. This is when MLs 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 SRID as verified and reported by the management level activity to HQ AFPC/DPPPEB. These adjustments are made up until the day before the PRF final allocation date (which is 66 days before the CSB). On that day, the ML determines the actual number of allocations and distributes these allocations to senior raters and MLRs based on the number of eligible officers for that level. No changes are made to the number of an ML's allocations on or after the final allocation date unless specifically authorized by HQ AFPC/DPPPE as an exception. HQ AFPC/DPPPE will approve exceptions in order to maintain integrity in the Officer Evaluation System (OES) and to ensure fair and proper consideration is given to all affected officers.

8.3.1.4. PRF Cutoff Date. This date is 60 days prior to the CSB. PRFs cannot be signed prior to this date.

8.3.1.5. Determining Line of the Air Force (LAF) Allocations.

8.3.1.5.1. MLs determine the number of "DP" allocations they have by applying the appropriate allocation rate to their IPZ or BPZ eligibles. Round up fractions to the next whole number, e.g., if an ML has 462 BPZ eligibles and the allocation rate is 10%, the ML earns 47 “DP” allocations (462 BPZ eligibles x 10% allocation rate = 46.2 which rounds up to 47 allocations).

8.3.1.5.2. Although the allocation rate for I/APZ eligibles is different, the same procedure applies. APZ officers do not generate separate allocations. However, if the ML has only LAF APZ eligibles, then a single “DP” is available. In this case, the APZ officers would receive a "0" in section VI on the PRF. MLs receive separate allocations for in-utilization permanent party students. Refer to **Table 8.2**, note 2.

8.3.1.6. Determining Senior Rater Allocations.

8.3.1.6.1. Minimum group size for one “DP” allocation is at least three eligibles, even if the DP allocation rate is 50% or higher. For allocation rates below 35%, the minimum group size will increase relative to the DP allocation rate. Refer to **Table 8.2**.

8.3.1.6.2. MLs determine each senior rater's 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. For example, a 55% allocation rate applied to a senior rater's 10 IPZ captains would yield five "DP" allocations (10 IPZ eligibles x 55% allocation rate = 5.5 which rounds down to five allocations).

8.3.1.7. Returning Allocations. Senior raters may return earned allocations to the ML if they believe the quality of officers in their unit does not warrant the full share of allocations. MLs may redistribute all returned "DP" allocations; those not used are "voided."

8.3.1.8. Redistributing "DP" allocations.

8.3.1.8.1. Prior to the MLR convening, if a senior rater chooses not to use the full quota of "DPs," those unused "DPs" go to the carry-over quota.

8.3.1.8.2. Following an MLR the ML owns all "DPs." Any returned "DP" allocations for IPZ/APZ eligibles are redistributed through the MLR carry-over process, using the carry-over order of merit.

8.3.1.8.3. BPZ "DPs" are redistributed at the next higher level or through the ML 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 ML and result in allocations called carry-over "DP" allocations. Carry-over allocations (and any returned allocations) are awarded to account for variations of quality within organizations under the ML. For I/APZ officers, MLs distribute allocations to ML reviews for award. For BPZ eligibles, they distribute carry-over allocations directly to senior raters or through the ML review process.

8.3.1.10. Aggregation.

8.3.1.10.1. Senior raters without the minimum number of I/APZ officers assigned to earn a "DP" in their (senior rater's) own right may compete their officers for "DP" recommendations through aggregation. Grouping of all such officers and the application of the allocation rate yields, after rounding down, the number of "DP" allocations available to officers competing in aggregation.

8.3.1.10.2. Senior raters without the minimum number of BPZ officers assigned to earn an allocation aggregate their officers to the next higher senior rater in rating chain until the number of eligibles is large enough to earn at least one allocation.

8.3.1.10.3. Senior raters below the head of the ML who award BPZ "DP" recommendations to eligible officers aggregated from subordinate senior raters" populations must make the promotion recommendation decision without convening a board or panel of subordinates. If aggregation proceeds to the ML to satisfy the requirements of paragraph **8.3.1.10.2**, the head of the ML may personally distribute DPs or may use the MLR to determine which BPZ eligible officers receive "DP" recommendations.

8.3.1.11. Determining Non-line of the Air Force Allocations. Non-line (Judge Advocate [JAG], Chaplain [HC], Medical Corps [MC], Dental Corps [DC], Nurse Corps [NC], Biomedical Sciences Corps [BSC], and Medical Service Corps [MSC]) officers compete for promotion within their own separate competitive category.

8.3.1.11.1. Minimum group size for one "DP" allocation is three eligibles, even if the DP allocation rate is 50% or higher. For allocation rates below 35% the minimum group size will increase relative to the DP allocation rate.

8.3.1.11.2. MLs determine the number of "DP" allocations in the same manner as discussed in paragraph **8.3.1.5.1**, except MLs round down when computing I/APZ allocations and round up when computing BPZ allocations. If the ML does not have enough IPZ eligibles to earn an allocation, the MLR may submit officers to compete at the Air Force Review for non-line officers, subject to the limits established by HQ AFPC/DPPPEB.

8.3.1.11.3. Allocation rates applied to non-line I/APZ officers within competitive categories may be different from those applied to line officers. BPZ allocation rates are the same for both line and non-line competitive categories. Changes in promotion opportunity will cause adjustment of allocation rates.

8.3.1.11.4. Senior raters without enough BPZ or I/APZ eligible officers to receive an allocation may submit their officers to compete for aggregation allocations at their ML review, subject to limits established by the ML.

8.3.1.11.5. Senior raters may submit their officers to compete for carry-over allocations at the MLR, subject to the limits established by the ML. The MLR may submit I/APZ officers to compete for carry-over allocations at the Air Force Review for non-line officers, subject to the limits established by HQ AFPC/DPPPEB.

8.3.1.12. Determining Non-Line Senior Rater Allocations. Senior raters compute allocation rates as they do for line officers, by rounding down for both I/APZ and BPZ officers. If senior raters do not have enough I/APZ eligible officers to receive an allocation, they may compete them for "DP" recommendations through aggregation at the ML. Senior raters who do not have enough BPZ officers assigned to earn an allocation aggregate their officers to the next higher senior rater in the rating chain until the number of eligibles is large enough to earn at least one allocation.

8.3.1.13. If promotion opportunity is 100% PRFs are not required. ***EXCEPTIONS:*** Senior raters will prepare PRFs on all officers who receive "DNP" recommendations and on all officers who receive "P" recommendations but have derogatory information (Article 15, court-martial, referral report, LOR, etc.) filed in their OSR.

8.3.2. MLR Requirements.

8.3.2.1. General. MLs designate the organization or agency responsible for holding a review. The commander or head of the designated organization holds the MLR and may establish more than one (e.g., at the Numbered Air Force level). If the head of the ML is the sole senior rater, there is no MLR and the completed PRFs are forwarded to the HQ USAF MLR for the quality review.

8.3.2.2. Timing and functions. Conduct MLRs 60 to 40 days before the CSB. MLRs have five functions: (1) to review all I/APZ PRFs; (2) to award "DP" recommendations to those officers whose senior rater had too few eligibles to earn a "DP" allocation; (3) to award carry-over "DP" allocations available to the ML; (4) to award "DP" allocations to ML students; and (5) to nominate non-line officers from their ML to compete for "DP" allocations available at the HQ USAF Non-line ML review. At the conclusion of the MLR, send PRFs through the ML to the CSB, with one copy to the ratee (see paragraph **8.1.4.1.5**).

8.3.2.3. Composition: A President, those senior raters who have either awarded a "DP" recommendation or have officers competing for aggregation or carry-over "DP" recommendations, and a nonvoting recorder designated by the commander or head of the organization responsible for conducting the MLR.

8.3.2.3.1. The head of the ML designates the MLR president. The president must be a general officer when evaluating lieutenant colonels, and at least a 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 ML may authorize senior raters to designate senior officials (who meet the minimum grade requirement) from their organization or higher chain of command to serve on their behalf. ***NOTE:*** If extraordinary circumstances require a senior rater's departure during the MLR, the MLR president or another senior rater, as designated by the affected senior rater, may represent him or her. In all cases, the MLR president or senior rater designated to represent another group of officers is still limited to one vote.

8.3.2.3.3. MLs may establish a representative sample of senior raters to conduct the quality review of the I/APZ PRFs and ROPs at the MLR. At the discretion of the ML, all senior raters who awarded a "DP" or who are competing officers for a "DP" recommendation do not need to participate in the quality review process at the MLR.

8.3.2.3.3.1. All senior raters with eligibles competing for an aggregation "DP" must serve as a member of the MLR during the aggregation phase. However, in those cases where senior raters are not available to serve on the MLR due to some extraordinary circumstance, the responsible authority may authorize senior raters to designate senior officials (who meet the minimum grade requirements) from their organization or higher chain of command to serve on their behalf. If necessary, the board president may represent senior raters, or if designated by the senior rater, panel members currently at the MLR may represent him or her.

8.3.2.3.3.2. When practical, all senior raters competing officers for carry-over "DPs" attend the MLR. If the ML determines this is not practical or deems it otherwise appropriate, it may establish a representative sample of senior raters to award carry-over "DPs". The ML 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. Responsibilities.

8.3.2.4.1. MLs:

8.3.2.4.1.1. Establish MLRs, designate senior rater positions, and identify officers occupying those positions as "Senior Raters."

8.3.2.4.1.2. Distribute aggregation and carry-over "DP" allocations to the MLR.

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 (limited to the total number of carry-over "DP" allocations available for award by the MLR).

8.3.2.4.1.4. Ensure MLRs are completed no later than 40 calendar days before convening of the CSB for which the PRFs are prepared.

8.3.2.4.1.5. Determine the location of the MLR (normally held where performance records on the officers being considered are available).

8.3.2.4.1.6. Ensure the ROP and DQHB for each officer are available for the review.

8.3.2.4.1.7. Ensure the MLR president is provided a listing of eligible officers, identifying those with UIFs or who are in the weight management program. MLR presidents use this list at their discretion to ensure senior raters (and MLR members, when appropriate) have considered this information when preparing promotion recommendation forms.

8.3.2.4.1.8. Establish scoring procedure for MLRs.

8.3.2.4.2. MLR Process:

8.3.2.4.2.1. Ensure senior raters do not exceed their share of "DP" recommendations.

8.3.2.4.2.2. Quality review the ROPs, DQHBs and PRFs of all I/APZ 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 ROP and information considered according to paragraph **3.7**.

8.3.2.4.2.3. Award "DP" recommendations to I/APZ officers aggregated from units with less than minimum group size needed for senior raters to award "DP" recommendations.

8.3.2.4.2.4. Award carry-over "DP" recommendations to I/APZ officers.

8.3.2.4.3. Senior Raters:

8.3.2.4.3.1. Serve as members of the MLR.

8.3.2.4.3.2. Submit PRFs to the MLR on all I/APZ officers including officers competing for aggregation and carry-over "DP" recommendations.

8.3.2.4.3.3. Submit to the MLR recorder a single list of the names of their I/APZ 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 "DP" recommendations.

8.3.2.5. Review Procedures.

8.3.2.5.1. General Procedures.

8.3.2.5.1.1. For all MLRs, the recorder provides to the MLR president the total number of "DP" recommendations to be awarded by each senior rater.

8.3.2.5.1.2. The MLR president ensures no senior rater exceeds the allowable number of "DP" recommendations. If a senior rater has awarded more "DP" recommendations than allowed, the senior rater specifies which PRFs need correction, new PRFs are prepared, and the senior rater completes sections IX and X.

8.3.2.5.1.3. If the senior rater does not specify which PRFs need correcting, the panel reviews the ROPs and DQHBs 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.

8.3.2.5.1.4. The MLR president marks the "Promote" block in section IX of the reaccomplished PRF and signs the form. ***NOTE:*** The president will leave section IX blank when the officer competes under aggregation or carry-over.

8.3.2.5.1.5. The board will change the minimum number of PRFs required to ensure compliance with prescribed limits.

8.3.2.5.1.6. The records of any officer whose PRF is reaccomplished under this provision will automatically compete for carry-over "DP" recommendations.

8.3.2.5.2. PRF Review. MLR members will review the ROPs, DQHBs and completed PRFs of all I/APZ officers assigned to a senior rater as a group. If the MLR believes a "DP" recommendation is unsupported by the ratee's ROP, they discuss this with the senior rater. Open discussion among MLR members is encouraged. In all cases, a senior rater has the final authority to determine the content of the PRFs he or she prepares, and to award "DP" recommendations allocated by the ML (except as limited by paragraph **8.3.1.8.4**).

8.3.2.5.3. Aggregation and Carry-over. The MLR assesses the relative merit of ROPs of competitors for aggregation and carry-over "DP" recommendations. Normally, they do this by a combination of numerical scoring and open discussion among panel members. The MLR must ensure consistent and equitable procedures apply to the ROP of each officer. If numerical scoring is used, the scores of all MLR members are totaled, rank-ordered and "DP" recommendations awarded. If two or more records tie, and there are insufficient numbers of "DP" recommendations to award one to each, the MLR President will determine an appropriate method for breaking the tie.

8.3.2.5.4. Procedures for Award of IPZ Aggregation “DP” Recommendations:

8.3.2.5.4.1. Officers submitted to compete for aggregation “DP” recommendations compete among themselves. The MLR president and only those senior raters with officers competing under aggregation review and score the ROPs of these officers.

8.3.2.5.4.2. If the total number of line IPZ officers aggregated to the MLR is still too small to earn a “DP” 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 “DP” recommendation. If awarded, this “DP” allocation will come from the carry-over allocations.

8.3.2.5.4.3. After all records are reviewed and scored and the MLR has awarded the “DP” recommendations, senior raters or their designated representatives complete section IX on the PRFs for their officers. The MLR president verifies the results of the completed MLR.

8.3.2.5.4.4. The records of officers from the aggregated group that did not receive a “DP” recommendation may compete for carry-over “DP” recommendations at the discretion of the senior rater, within the limits prescribed by the ML.

8.3.2.5.5. Procedures for Award of Carry-over “DP” Recommendations:

8.3.2.5.5.1. At the senior rater’s discretion, those officers who do not receive a “DP” recommendation from aggregation will be submitted for carry-over “DP” recommendations.

8.3.2.5.5.2. Normally, the MLR president and all senior raters with officers competing for carry-over recommendations participate in the carry-over decision (for exception, see paragraph **8.3.2.3.3**). At the discretion of the MLR 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 "DP" or a "P" as appropriate. The MLR president verifies the results of the MLR.

8.3.2.5.6. Recorder Responsibilities. The MLR recorder forwards all PRFs and annotated master eligible lists to the personnel activity responsible for updating the PDS.

8.3.3. Officers Assigned Outside the DoD and to Other Military Departments:

8.3.3.1. LAF officers in this category require special provisions because their organizations of assignment do not fall within the jurisdiction of an ML.

8.3.3.1.1. Allocation Process. For these officers, the Air Force District of Washington (11 WG) acts as the ML. The responsibilities of 11 WG are the same as those in paragraph 4.4.3, except for aggregated BPZ officers. The HQ USAF MLR (as described in paragraph **8.3.3.3**) evaluates BPZ officers aggregated to the highest senior rater 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. PRFs. Senior raters submitting officers to compete for aggregation or carry-over "DP" recommendations prepare and forward PRFs to 11 WG, leaving section IX blank.

8.3.3.2. Non-LAF Officers.

8.3.3.2.1. Allocation Process. HQ AFPC acts as the ML. When the primary senior rater does not have the minimum group size required to receive an allocation, the HQ USAF Non-line MLR at AFPC will review and evaluate the PRFs for these officers as a separate group. Senior raters for non-line officers assigned outside DoD earn "DP" allocations as specified in paragraph **8.3.1.10**.

8.3.3.2.2. PRFs. Senior raters who submit their officers to compete for aggregation or carry-over "DP" recommendations prepare PRFs, leaving section IX blank. Senior raters forward PRFs to HQ AFPC/DPPPEB.

8.3.3.3. HQ USAF Review.

8.3.3.3.1. The Commander, 11 WG, directs the HQ USAF MLR to convene 40 to 60 days before the CSB for which the PRFs are prepared. The AF/CV, or officer designated by the AF/CC, serves as MLR president. The Commander, 11 WG, with the assistance of HQ USAF/DP, 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 HQ USAF MLR will review all completed I/APZ and BPZ PRFs and award aggregation and carry-over "DP" recommendations. 11 WG is responsible for providing senior raters copies of completed PRFs on their ratees. This MLR will also review all PRFs completed by sole senior raters. Sole senior raters are defined as when the ML authority is the only senior rater with eligibles within the entire ML.

8.3.3.3.3. The recorder consolidates information on the number of BPZ officers assigned, the number of BPZ "DP" recommendations available, and the number of "DP" recommendations awarded.

8.3.3.3.4. If, during the review of completed PRFs, the board discovers that a senior rater awarded more "DP" recommendations than allowed, the MLR president discusses this with the senior rater.

8.3.3.3.4.1. After the senior rater decides which PRFs to correct, he or she forwards the reaccomplished PRFs to the MLR by the most expeditious means.

8.3.3.3.4.2. Meanwhile, the panel will ensure new PRFs are prepared verbatim (sections I through VIII) to the PRFs requiring corrections from the senior rater's original PRFs.

8.3.3.3.4.3. The MLR president marks the "Promote" block in section IX of the reaccomplished PRFs and signs section X.

8.3.3.3.4.4. The MLR holds PRFs they reaccomplish pending receipt of a reaccomplished PRF from the senior rater. If they receive the senior rater's PRF before MLR conclusion, they forward it to 11 WG. If not, they forward the PRF reaccomplished by the panel president to 11 WG and destroy the original submitted by the senior rater.

8.3.3.3.5. Award of “DP” recommendations to I/APZ officers is always separate and distinct from award of "DP" recommendations to BPZ officers.

8.3.3.3.6. The MLR president completes PRFs with section IX left blank.

8.3.3.3.7. Since panel members are not senior raters for the officers meeting the board, members are encouraged to discuss an officer's ROP and current performance with the senior rater in any case where the board members believe it necessary.

8.3.4. Joint MLRs.

8.3.4.1. Evaluation Reviews. The president of a panel held to evaluate joint officers is always an Air Force general officer. Joint MLs may exercise one of two options: 1) hold their own reviews, or 2) allow the HQ USAF MLR to evaluate their officers. If the joint ML is the sole senior rater, the HQ USAF MLR will review all completed joint ML sole senior rater PRFs.

8.3.4.2. PRF. When senior raters submit officers to compete at the HQ USAF MLR, section IX of the PRF is left blank.

8.3.4.3. If the ML chooses to hold a review but there is no Air Force general officer assigned to the activity, the ML may obtain the assistance of an Air Force general officer assigned to another activity. If necessary, the HQ USAF/DP will assist the ML in obtaining a general officer to serve as the president.

8.3.4.3.1. Senior raters submit to the panel all completed PRFs as well as the PRFs (section IX blank) on all I/APZ officers submitted to compete for aggregation or carry-over “DP” 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 BPZ PRFs, regardless of recommendation, to be reviewed by an MLR (Joint MLR hosted by an Air Force general or HQ USAF MLR). This is to ensure our 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. In-utilization training includes any follow-on, specialized, requalification, upgrade, enhancement, or broadening training in the officer’s utilization field. MLs receive separate allocations based on those populations since permanent party eligibles and students must be evaluated as two distinct categories. For both I/APZ and BPZ LAF permanent party students, allocations round up at the ML and down at the senior rater level. For I/APZ non-line permanent party students, allocations round down. BPZ non-line permanent party student allocations round up at the ML and down at the senior rater level. Evaluation procedures are the same as outlined in paragraph **8.3.2.5**. Responsibilities of the ML 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 PME, degree-granting programs (usually AFIT-sponsored), language training, Education With Industry programs, attaché/designate training, Medical Corps/Dental Corps residency programs

(when a new AFSC or suffix is awarded upon completion of training or when determined by the competitive category functional representatives) and initial qualification training into a new utilization field.

8.3.5.2.1. HQ AFPC/DPPPEB acts as the ML, and receives "DP" allocations based on the number of BPZ or IPZ officers eligible for consideration by the HQ USAF Student ML Review discussed in paragraph **8.3.5.2.2**. The allocation rate is applied to students, patients and MIAs/POWs separately and rounded up at the ML.

8.3.5.2.2. HQ USAF Student ML Review. Convened by USAF/DP, it considers permanent party students, patients and MIAs/POWs. It convenes approximately 70 days prior to the CSB for line officers and 30 days prior for non-line officers. HQ USAF/DP designates an MLR president and a minimum of four MLR members consistent with the minimum grade requirements for senior raters. The MLR is responsible for the following:

8.3.5.2.2.1. Reviewing the ROP, DQHB and narrative-only PRFs.

8.3.5.2.2.2. Separately evaluating the records of those officers competing for BPZ "DP" recommendations and those officers competing for I/APZ "DP" recommendations.

8.3.5.2.2.3. Scoring all BPZ and I/APZ records and awarding "DP" 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 officers in patient, MIA and POW 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. Marking the appropriate recommendation in section IX, signing the recommendation-only PRF for each officer and attaching the narrative-only PRF prepared by the officer's last senior rater (the MLR president does all actions).

8.3.5.2.2.7. Ensuring ratees receive a copy of the completed recommendation-only and the attached narrative-only PRFs.

8.3.5.3. Writing Letters to Air Force Student Management Level Review (MLR).

8.3.5.3.1. Air Force-level students eligible for promotion may write a letter to the HQ USAF Student MLR. Ensure you:

8.3.5.3.1.1. Submit the letter in good faith, and ensure it contains accurate information to the best of your knowledge.

8.3.5.3.1.2. Sign and date the letter.

8.3.5.3.1.3. Send the letter to HQ AFPC/DPPPEB so it arrives no later than the day prior to the MLR convening date. The MLR will not consider letters that arrive on or after the convening date. Address letters to: CY (insert appropriate year and grade) USAF Student MLR, HQ AFPC/DPPPEB.

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 MLR. Letters will not be forwarded to the CSB.

8.3.5.3.2. HQ AFPC/DPPPEB advises officers when letters do not meet the above requirements and either returns or destroys the letters.

8.3.5.3.3. Letters on behalf of other officers are not permitted.

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., Promotion Recommendation Forms considered by previous selection boards, unsigned OPRs and TRs or decoration narratives).

8.3.6. Non-line Officers. Non-line officers (JAG, HC, MC, DC, NC, BSC, MSC) 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 the non-line competitive categories is relatively small. Consequently, the number of eligible officers under a senior rater will frequently be insufficient to receive a "DP" allocation, as is often the case even when officers aggregate to the ML.

8.3.6.1. PRFs. Section IX is blank on PRFs for officers submitted by the MLR to the USAF Non-Line MLR. The USAF Non-Line MLR president completes section IX with either a “DP”, "P", or "DNP" recommendation. Section VI (Group Size) for I/APZ non-line officers will always be “N/A.”

8.3.6.2. Non-Line Evaluation Reviews. An MLR and/or the HQ USAF MLR may evaluate I/APZ and BPZ non-line officers.

8.3.6.3. MLR. 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 ML students.

8.3.6.3.1. For each competitive category, the MLR composition is: The president; senior raters who awarded a “DP”; senior raters with officers competing for aggregation or carry-over “DP” recommendations; non-voting recorders; and an officer from the competitive category concerned who meets the minimum grade requirements for senior raters. If an officer from a competitive category in the Health Professions who meets the criteria is not available, the ML may designate an officer from one of the other Health Professions who meets the minimum grade requirements to serve on the board. For promotion to colonel, if a general officer is not assigned to represent the competitive category, the ML may designate a colonel from the competitive category to serve on the MLR.

8.3.6.3.2. The MLR evaluates the records of officers competing for BPZ “DP” recommendations as a separate process.

8.3.6.3.3. MLs identify officers to compete for aggregate and carry-over recommendations at the Air Force MLR for non-line officers (subject to limits established by HQ AFPC/DPPPEB).

8.3.6.4. HQ USAF Non-Line MLR:

8.3.6.4.1. This panel considers those officers aggregated from MLs and senior raters outside DoD and those recommended to compete for aggregate and carry-over "DP" recommendations. It also evaluates non-line officers assigned as permanent party Air Force-level students and non-line officers in patient, MIA and POW status. HQ AFPC convenes these reviews at AFPC approximately 30 days before the CSB.

8.3.6.4.2. Composition: President (a line officer) and a minimum of four members as designated by the AF/DP, or designated representative, consistent with the minimum grade requirements, where possible. The competitive category under consideration will not form the majority of MLR membership. For MLRs 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. HQ AFPC/DPPPEB limits the number of officers each ML may submit to compete for aggregate and carry-over allocations to the total number of "DP" allocations available, ensures a ROP and PRF on each officer being submitted are available for review, and holds an Air Force MLR for each competitive category.

8.3.6.4.4. ML Review responsibilities are the same as discussed in paragraph **8.3.2.4**.

8.4. Special Provisions (ADL Officers).

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 "DP" recommendation, special provisions apply. The gaining senior rater considers all eligible officers (except patients) regardless of promotion zone, who have a DAS effective after the PRF accounting date, but on or before the PRF cutoff date, for a "DP" 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 eligibles always includes officers in this category when determining the losing senior rater's share of "DP" allocations. As a result, the losing senior rater is responsible for preparing PRFs.

8.4.1.2. Do not adjust the gaining senior rater's number of "DP" allocations to include officers in this category. Take any "DP" recommendations awarded by a gaining senior rater from available allocations already established by the gaining senior rater's ML.

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 must consider:

8.4.1.4.1. Only those 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 "DP", 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 at the officer's losing ML review, regardless of the outcome from the ML review.

8.4.1.4.2. All newly assigned officers who received a "Promote" recommendation on their PRF from the HQ USAF Student MLR.

8.4.1.4.3. A new PRF must be accomplished if a "DP" is awarded under this provision. Enter the gaining SRID in section VIII of the PRF and complete ratee identification data, unit mission description, and job description as of the DAS (PCS) or duty effective date (PCA).

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 "DP" recommendation.

8.4.1.5.2. Award a "DP" recommendation from earned allocations.

8.4.1.5.3. Submit I/APZ officers to compete for aggregation and carry-over.

8.4.1.5.4. Submit BPZ officers for aggregation and/or carry-over as appropriate for the officer's competitive category.

8.4.1.5.5. Award a "DNP" 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 **Attachment 1**)/New Guy Request (see paragraphs **8.2.5** and **8.4.1**) and must be in writing through the ML to HQ AFPC/DPPPEB. Gaining senior raters must get the concurrence of the gaining MLR President and ensure the losing senior rater is informed of the "DNP" action. This will allow the opportunity for possible redistribution of any previously awarded "DPs" to other deserving officers prior to the CSB.

8.4.1.6. If the gaining senior rater submits an officer for aggregation or carry-over "DP" 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 ML 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 "DP" recommendation, as outlined in this paragraph.

8.4.1.8.3. Notify HQ AFPC/DPPPEB when a gaining senior rater awards a "DP" or "DNP" recommendation. This includes those awarded within a ML as a result of a PCA action. This is considered a Stop File/New Guy Request and must be in writing.

8.4.1.8.4. Ensure allocations are not adjusted to account for officers in this category.

8.4.1.9. The MPF will:

8.4.1.9.1. Screen all officers gained after the PRF accounting date to determine eligibility and notify senior raters accordingly (refer to PRISM User's Guide). Ensure senior raters certify a review of all gained eligibles.

8.4.1.9.2. Notify the ML of newly assigned officers whose SRID is not correct as soon as possible; monitor DAS for changes (resulting from finance office updates) that would necessitate a correction to the SRID.

8.4.1.9.3. Provide the senior rater a ROP and DQHB on newly assigned members.

8.4.1.10. HQ AFPC/DPPPEB will:

8.4.1.10.1. Update all “DP” and “DNP” recommendations awarded by gaining senior raters upon notification from MLs.

8.4.1.10.2. Track “DP” PRFs accomplished by the gaining senior rater and destroy PRFs accomplished by the losing senior rater. If the losing and gaining senior rater both award the same overall recommendation, the PRF from the gaining senior rater is destroyed.

8.4.1.10.3. Update intercommand SRID changes upon receipt of losing/gaining ML concurrence.

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: SSB or Air Force Board for Correction of Military Records (AFBCMR) actions, administrative errors, changes in dates of separation (DOS), or similar circumstances.

8.4.2.1. When an officer is added to a CSB 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 “DP” recommendations on or after the PRF allocation date.

8.4.2.1.2. Only awards “DP” recommendations to officers whose ROP and DQHB are comparable to other officers who received “DP” recommendations during the normal PRF process.

8.4.2.1.3. Completes PRFs according to section A (except section VI, Group Size). In this section, enter a "1" for IPZ or BPZ officers and a "0" for APZ officers.

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. Void PRFs prior to convening of the CSB. Senior raters who void PRFs awarded “DP” recommendations may reallocate these to other officers and reaccomplish PRFs. The appropriate MLR must approve

changes to I/APZ, Joint BPZ and Non-line BPZ PRFs. Line BPZ PRF changes do not require MLR approval.

8.4.2.3. When an officer's zone of eligibility for promotion changes (i.e., from BPZ to IPZ), 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. HQ AFPC/DPPPEB prepares a board-specific AF Form 77 for ADL 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 eligibles will include these officers when determining "DP" allocations.

8.4.4. Officers Eligible for Promotion when the Promotion Opportunity is 100%. When the promotion opportunity for any grade at the CSB is 100%, senior raters will prepare PRFs on officers who receive "DNP" recommendations and on officers who receive a "P" but have derogatory information (e.g, Article 15, court-martial, referral report, LOR, etc.) filed in their OSRs. Exceptions to this rule can be addressed to HQ AFPC/DPPPE. Senior raters will annotate the MEL with either a "P" (for "promote") or "N" (for "do not promote this board") and forward the MEL and "DNP" PRFs to the ML. MLs will review all "DNP" promotion recommendations and "P" promotion recommendations with derogatory information at the MLR, update PRISM to show either "P" (recommended for promotion) or "N" (not recommended for promotion), and forward any completed PRFs to arrive at HQ AFPC/DPPBR3 no later than 30 days prior to the CSB start date. MLs may use a representative sample of senior raters to evaluate these recommendations.

8.4.5. Officers Assigned to Offices Above the Management Level (AML). 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 these offices do not fall within the ususal jurisdiction of a ML. These select offices 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 AML head acts as the ML and receives separate DP allocations for IPZ and BPZ officers assigned. Since there is no opportunity for this small pocket of quality to aggregate up or compete for carry-overs, the AML heads are authorized to award additional DPs.

8.4.5.2. PRFs. The AML heads are sole senior raters and must prepare PRFs on all promotion eligible officers under consideration by the appropriate selection board. They award all PRF recommendations.

8.4.5.3. MLR. Since the AML heads are sole senior raters, they do not conduct MLRs; the PRFs are forwarded to the HQ USAF MLR (11th Wing) for a quality review only.

8.5. Correction of Promotion Recommendation Forms (PRF) (ADL Officers). A PRF is considered a working copy until the start of the CSB. 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 CSB. However, in extreme circumstances and on a case-by-case basis, AFPC/DPPPEB will approve changes up to one duty day prior to the CSB.

8.5.1. For minor administrative changes or positive content changes, MLR President concurrence is necessary. The following steps should be followed:

8.5.1.1. Senior rater contacts the ML to discuss the issue. The ML will notify HQ AFPC/DPPPEB to place an immediate "Stop File" on the affected officer's PRF(s).

8.5.1.2. ML will follow-up with written communication (fax, e-mail, letter, CRT) within 24 hours of initial notification.

8.5.1.3. The senior rater must notify the affected officer (in writing or, if verbal, follow-up in writing) of the intent to change the PRF.

8.5.1.4. Senior rater forwards the corrected PRF to the ML and provides a copy to the officer.

8.5.1.5. ML forwards the PRF and specific documentation identifying the change to HQ AFPC/DPPPEB.

8.5.2. If the change to the PRF serves to weaken the narrative portion of section IV, is a negative content change, or a downgrade in the overall rating, the MLR process that the original PRF met must be reaccomplished. In addition to the steps above, the officer must be provided a copy of the reaccomplished PRF and a letter, similar to the letter provided to an officer who receives a "DNP" recommendation, stating the officer's right to write a letter to the CSB.

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 HQ USAF General Officer Selection Board or an ANGUS Federal Recognition Board. PRFs are only required for USAFR colonels in general officer billets as determined eligible by the Reserve General Officer Vacancy Board (see AFI 36-2504).

8.6.1. Responsibilities in the Promotion Recommendation Process.

8.6.1.1. Heads of MLs 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., EAD 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 ANGUS colonels being considered for certificates of eligibility to the grade of brigadier general. When preparing PRFs on promotion-eligible colonels, MLs may consider, in addition to the ROP, other reliable sources of information. **Table 8.1**, note 4, contains further guidance. Instructions in this AFI take precedence over those printed on the AF Form 709. For ANGUS colonels, the 709 must be signed by the Adjutant General. For Adjutants General, the 709 must be signed by the Governor.

8.6.1.1.2. Personally complete PRFs by competitive category on all promotion-eligible colonels who receive a "DP" recommendation. Complete PRFs no earlier than 60 calendar days and no later than 30 calendar days (no earlier than 90 days and no later than 60 days for USAFR officers) before the selection or federal recognition board convenes.

8.6.1.1.3. Designate one or more representatives to prepare PRFs for officers not receiving a "DP." Representatives must be senior in grade to the ratees. ***NOTE:*** 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 "DP" recommendation. Rank order the colonels of each competitive category separately. Include the ranking on the PRF in section VI, "Group Size." Rankings must be sequential with no duplication within an ML. This paragraph does not apply to ANGUS officers.

8.6.1.1.5. Send completed PRFs on all USAFR colonels to HQ USAF/REPS no later than 60 calendar days prior to the 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 a ratee who received a "DNP" to advise him or her of the right to submit a letter to the CSB.

8.6.1.2. Vice Chief of Staff, USAF (AF/CV). The AF/CV, or designated representative, serves as the single ML 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 Matters Office (AFCMO). Manages the PRF process for all EAD colonels (non-ANGUS). It announces the PRF accounting date and matches promotion eligible officers to the appropriate ML on that date.

8.6.1.4. Office of Air Force Reserve Senior Officer Management Division (AF/REPS). Manages the PRF process for all USAFR colonels.

8.6.1.5. National Guard Bureau ANG General Officer Management Office (NGB-GO). Manages the PRF process for all ANGUS colonels.

8.6.2. Officers Relocating During the PRF Process. Colonels reassigned to a new ML within 60 days (before or after) the PRF accounting date may have their PRF written by either the gaining or losing ML at the discretion of the two MLs. If there is a conflict, the officer's ML of administrative assignment (as of the PRF accounting date) prepares the PRF. ***NOTE:*** For promotion-eligible colonels, the head of the ML is the person serving in that capacity as of the date PRFs are due to AFCMO.

8.6.3. Processing and Use of the PRF for Colonels.

8.6.3.1. Send completed PRFs on all ADL colonels to AFCMO no later than 30 calendar days prior to the selection board convening date.

8.6.3.2. Send completed PRFs on all USAFR colonels to HQ USAF/REPS approximately 60 calendar days prior to the selection board convening date.

8.6.3.3. Send completed PRFs on all ANGUS colonels to NGB-GO no later than 30 calendar days prior to the ANGUS 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 MIAs/POWs. (Does not apply to USAFR.)

8.6.3.4.1. The senior rater sends the narrative-only PRF to AFCMO no later than 30 days prior to the officer departing PCA or PCS for school.

8.6.3.4.2. The senior rater sends reports for officers in patient or MIA/POW status to AFCMO no later than 60 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. AFCMO maintains narrative-only PRFs until the officer leaves student, patient, or MIA/POW status. AFCMO destroys narrative-only PRFs when the officer no longer competes for promotion in this status. AFCMO 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 selection board before they change status, AFCMO forwards the narrative-only PRFs to 11 WG/DPJ.

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 AFCMO for inclusion in the HQ USAF selection folder and provides copies to the ratees.

8.6.3.5. Restrict the use of the AF Form 709 to the brigadier general 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 days after 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. AFCMO for all ADL colonels.

8.6.3.8.2. HQ USAF/REPS for all USAFR colonels.

8.6.3.8.3. NGB-GO for all ANGUS colonels.

8.6.4. Instructions for Completing the AF Form 709 for colonels (see **Table 8.1**).

8.7. Forms Prescribed.

AF Form 77, **Supplemental Evaluation Sheet**.

AF Form 78, **Air Force General Officer Promotion Recommendation**.

AF Form 475, **Education/Training Report**.

AF Form 707A, **Field Grade Officer Performance Report** (MAJ thru COL).

AF Form 707B, **Company Grade Officer Performance Report** (2LT thru CAPT).

AF Form 709, **Promotion Recommendation**.

AF Form 724A, **Field Grade Officer Performance Feedback Worksheet** (MAJ thru COL).

AF Form 724B, **Company Grade Officer Performance Feedback Worksheet** (2LT thru CAPT).

AF Form 910, **Enlisted Performance Report** (AB thru TSGT).

AF Form 911, **Senior Enlisted Performance Report** (MSGT thru CMSGT).

AF Form 931, **Performance Feedback Worksheet** (AB thru TSGT).

AF Form 932, **Performance Feedback Worksheet** (MSGT thru CMSGT).

Figure 8.1. Officer's Right to Submit a Memorandum to the Central Selection Board or ResAF Selection Board.

(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

I have recently completed your AF Form 709, **Promotion Recommendation**. In this report, I recommended to the Central Selection Board 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 Central Selection Board.

If you believe this report is inaccurate, unjust, or unfairly prejudicial, you may write a memorandum to the Central Selection Board concerning these matters. In addition, you may apply for a review of the report under AFI 36-2401, once the report becomes a matter of record as defined in AFI 36-2406, **Attachment 1**.

AFI 36-2501 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 MPF is available to assist you.

(Signature) (Typed name, grade, branch of service)

Attachment: AF Form 709

Table 8.1. Instructions for Completing AF IMT 709 (PRF).

LINE	A	B	C
	To Complete		
	Sec	**Item**	**Instructions (see note 1)**
1	I		See PRF notice for ratee identification data. If any data is incorrect, notify the CSS and MPF for computer correction for ADL officers. For RASL *officers*, notify the MPF (unit assigned) or HQ ARPC/DPPBR2 to correct any erroneous data.
2		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 or a combination of upper and lower case.
3		SSN	Enter SSN. Suffix is optional.
4		Grade	(See **Table 3.1**, notes 1, 2, and 3 for EAD, Non-EAD ANG and USAFR, and AGR officers.
5		DAFSC	Enter the DAFSC to include prefix and suffix as of the date the PRF notice is generated. See note 2. *See also note 3for Recommendation-only PRFs*.
6		Organization	Enter organization, command, and location of assignment (with attachment if applicable). See also note 3 *For Recommendation-only PRFs.*
7		PAS Code	Enter PAS code as reflected on PRF notice. If PAS code is incorrect, advise the CSS and MPF (ADL officers) or MPF (unit) or HQ ARPC/DPAF (IMAs) (see note 3 for Recommendation-only PRFs).
8	II	Mission Description	Enter the Unit Mission Description in the same manner as on an AF IMT 707A and 707B (**Table 3.1**, line 11). *For Recommendation-Only PRFs*, leave this section blank.
9	III		Complete as you would on an AF IMT 707A or 707B.
10		Duty Title	Enter the approved duty title as reflected in the Personnel Data System. Pending or projected duty titles will not be used. See AFMAN 36-2622 for further guidance on duty title construction. For students, enter the student duty title (see note 2). For AGR student recommendation-only PRFs, enter "Student, (type of school)," (i.e., Student, Industrial College of the Armed Forces, etc.)

LINE	A	B	C
	To Complete		
	Sec	Item	Instructions (see note 1)
11		Key Duties	As in **Table 3.1**, line 14. *For Recommendation-Only PRFs,* leave item 2 blank.
12	IV	Promotion Recommendation	Explain why the officer should or should not be promoted. This section covers the entire record of performance and provides key performance factors from the officer's entire career, not just recent performance. Limit comments to the next higher grade (see notes 4 and 5). *For narrative-only PRFs and RASL officers*, comments on *all* PRFs are mandatory. For AGR student recommendation-only PRFs, enter statement, "As of PRF accounting date, member was an in-residence student at the (name of school)." For ADL officers eligible for promotion to the grades of colonel and below, comments on BPZ "P" PRFs are optional; comments on all I/APZ PRFs are mandatory. *For ADL recommendation-only PRFs,* this section is blank. See note 6 for expanded guidance on PRFs for ADL colonels being considered for Brig Gen selection (limit to nine lines).
13	V	Promotion Zone	Place an X in the BPZ block for ADL BPZ officers. For ADL IPZ/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 Brig Gen selection. For ResAF officers, leave blank. For ANGUS colonels nominated for Brig Gen, enter "N/A." *For narrative-onlyPRFs*, leave blank.
14	VI	Group Size	For ADL officers, see **Table 8.1.** Type or hand-write the entry. *For narrative-only PRFs,* leave blank. See note 6 for instructions pertaining to colonels being considered for Brig Gen selection. For ResAF, 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 selection board. The Deputy RE ranks AGR student recommendation-only PRFs according to the competitive category within the student population. These PRFs are not included with the PRFs under the senior rater ID that applies to the Chief of Air Force Reserve. For ANGUS colonels nominated for Brig Gen, enter "N/A."

LINE	A	B	C
	To Complete		
	Sec	Item	Instructions (see note 1)
15	VII	Board ID	Enter the selection board for which the senior rater prepared the PRF (examples: 0498A indicates the Calendar Year 98 major board, and A0499A indicates the Fiscal Year 99 ANG major board). The PRF notice includes the board ID. *For narrative-only PRFs,* enter the date signed in this section. *For RASL narrative-only PRFs,* leave blank. For ANGUS colonels nominated for Brig Gen, enter "N/A."
16	VIII	Senior Rater ID	The five-character code used to identify the position of the senior rater. Enter this code as shown on the PRF notice. *For narrative-only PRFs,* and PRFs on colonels being considered for brigadier general, leave blank. For ANGUS colonels nominated for Brig Gen, enter "N/A."
17	IX	Overall Recommendation	The senior rater marks one of three recommendations, as appropriate. Hand-write this entry in dark blue or black ink. See note 7 for additional information on ADL *narrative-only PRFs,* non-Line and aggregate PRFs. For RASL, do not mark a recommendation for Position Vacancy or narrative-only PRFs. Nominees for ANG colonel and brigadier general are exempt.
18	X	SR Data	See instructions at note 8 for lieutenant colonels and below, note 9 for ADL colonels.

NOTES:

1. Senior raters complete PRFs no earlier than 60 days before the CSB (the PRF cutoff date). For ResAF (not applicable to ANG), complete the PRF in time to arrive at HQ ARPC not later than 60 days before the board convening date. Senior raters award one of three overall recommendations: "Definitely Promote", "Promote", or "Do Not Promote This Board." Excluding USAFR 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 MLR and the PRF is a matter of record, a formal application for correction must be submitted in accordance with AFI 36-2401. For RASL officers, contact HQ ARPC/DPAF if data is incorrect. For AGR students, enter "Student of (type of school)," (i.e., SOS, ACSC, AWC, etc.).

3. For Recommendation-only 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 DC;* and for item 6, student PAS code.

a. Comments *must* be in bullet format.

b. May include recommendations for promotion, PME, and next assignment (*limit comments to the next higher grade*).

c. Paragraph **3.7.29** applies.

d. Senior Raters may consider and/or include information from other reliable sources (i.e. PIF, ROTC DGs, OTS DGs, etc).

e. Do not comment on ratings or recommendations from prior AF Forms 709.

f. Comments may be warranted if an officer displays a reluctance to accept responsibility, a negative attitude toward the job, or a decrease in performance-based potential. However, if an officer has a DOS, has an approved retirement date, or is unsure about career intent, it does not necessarily detract from performance-based potential and should not be commented on in the PRF.

g. Do not discuss classified information.

h. Do 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 court martial results unless actions resulted in acquittal.

i. Do not make recommendations for selective continuation since Selective Continuation Boards do not see PRFs. On selection boards where promotion and selective continuation are involved, PRFs are removed from the selection records before the start of the selective continuation process.

a. Enter name, grade, branch of service (military officers and DAF civilians only), organization, command of assignment, and location. Grade must be that in which the senior rater is serving, *except*; 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 SSN if the evaluator is a USAF officer (suffix not entered). SSN 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.

e. For ADL officers, enter current data as of the date of PRF completion. Do not complete the PRF before the PRF cutoff date.

f. *For ADL Recommendation-only PRFs* the President of the HQ USAF MLR acts as the senior rater. Enter the following information: name; grade; branch of service; for organization enter "HQ USAF Student MLR"; for location enter the location of the review; SSN; for duty title enter "President, HQ USAF Student MLR."

Table 8.2. What to Enter in Section VI (Group Size) on the PRF (ADL Lt Col and below only).

RULE	A If the allocation rate is	B and the number of IPZ eligible officers in an entire ML is (see notes 1 and 3)	C then enter
1	10 percent	10 or more	"N/A."
2		9 or less	the actual number of eligibles within the entire ML.
3	15 percent	7 or more	"N/A."
4		6 or less	the actual number of eligibles within the entire ML.
5	20 percent	5 or more	"N/A."
6		4 or less (see note 2)	The actual number of eligibles within the entire ML.
7	25 percent	4 or more	"N/A."
8		3 or less (see note 2)	the actual number of eligibles within the entire ML.
9	35 to 90	3 or more	"N/A."
10	percent	2 or less (see note 2)	the actual number of eligibles within the entire ML.

NOTE:

1. APZ eligibles do not generate "Definitely Promote" allocations; therefore, they do not apply when determining the entry for section VI on the PRF.

2. For Line officers only, even if there are only APZ eligibles in an ML, a single "Definitely Promote" allocation is still available. In this case, the most deserving APZ officer, with a record of such quality to warrant a "DP," may be awarded a "Definitely Promote" recommendation, and all APZ officers in the ML receive a "0" in section VI on the PRF.

3. For Non-Line officers in or above-the-promotion zone only (I/APZ), always enter "N/A" regardless of the number of eligibles unless they fall under the criteria of paragraph **8.4.2** (Board Adds/Promotion Zone Changes). When a Non-Line I/APZ officer is added to a board or their promotion zone changes on or after Day 66 (PRF Final Allocation Date), enter "1" for IPZ or "0" for "APZ" officers in the "Group Size" block. HQ AFPC/DPPE can approve exceptions when in the best interest of the Air Force.

Table 8.3. Senior Rater "Definitely Promote" Allocation Rate Table for ADL Officers (see note).

	Allocation Rates (Percentages)																		
# of IPZ or BPZ Eligibles	**5**	**10**	**15**	**20**	**25**	**30**	**35**	**40**	**45**	**50**	**55**	**60**	**65**	**70**	**75**	**80**	**85**	**90**	**95**
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	0	1	2	2	2	2	2	2	2
4	0	0	0	0	1	1	1	1	1	2	1	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	2	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	4	6	6	7	7	8	8	9	9
11	0	1	1	2	2	3	3	4	4	5	5	6	7	7	8	8	9	9	10
12	0	1	1	2	3	3	4	4	5	6	6	7	7	8	9	9	10	10	11
13	0	1	1	2	3	3	4	5	5	6	6	7	8	9	9	10	11	11	12
14	0	1	2	2	3	4	4	5	6	7	7	8	9	9	10	11	11	12	13
15	0	1	2	3	3	4	5	6	6	7	7	9	9	10	11	12	12	13	14
16	0	1	2	3	4	4	5	6	7	8	8	9	10	11	12	12	13	14	15
17	0	1	2	3	4	5	5	6	7	8	8	10	11	11	12	13	14	15	16
18	0	1	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17
19	0	1	2	3	4	5	6	7	8	9	9	11	12	13	14	15	16	17	18
20	1	2	3	4	5	6	7	8	9	10	10	12	13	14	15	16	17	18	19
21	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
22	1	2	3	4	5	6	7	8	9	11	11	13	14	15	16	17	18	19	20
23	1	2	3	4	5	6	8	9	10	11	12	13	14	16	17	18	19	20	21
24	1	2	3	4	6	7	8	9	10	12	12	14	15	16	18	19	20	21	22

	Allocation Rates (Percentages)																		
# of IPZ or BPZ Eligibles	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95
25	1	2	3	5	6	7	8	10	11	12	13	15	16	17	18	20	21	22	23
26	1	2	3	5	6	7	9	10	11	13	14	15	16	18	19	20	22	23	24
27	1	2	4	5	6	8	9	10	12	13	14	16	17	18	20	21	22	24	25
28	1	2	4	5	7	8	9	11	12	14	15	16	18	19	21	22	23	25	26
29	1	2	4	5	7	8	10	11	13	14	15	17	18	20	21	23	24	26	27
30	1	3	4	6	7	9	10	12	13	15	16	18	19	21	22	24	25	27	28
31	1	3	4	6	7	9	10	12	13	15	17	18	20	21	23	24	25	27	29
32	1	3	4	6	8	9	11	12	14	16	17	19	20	22	24	25	27	28	30
33	1	3	4	6	8	9	11	13	14	16	18	19	21	23	24	26	28	29	31
34	1	3	5	6	8	10	11	13	15	17	18	20	22	23	25	27	28	30	32
35	1	3	5	7	8	10	12	14	15	17	19	21	22	24	26	28	29	31	33
36	1	3	5	7	9	10	12	14	16	18	19	21	23	25	27	28	30	32	34
37	1	3	5	7	9	11	12	14	16	18	20	22	24	25	27	29	31	33	35
38	1	3	5	7	9	11	13	15	17	19	20	22	24	26	28	30	32	34	36
39	1	3	5	7	9	11	13	15	17	19	21	23	25	27	29	31	33	35	37
40	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38
41	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38
42	2	4	6	8	10	12	14	16	18	21	23	25	27	29	31	33	35	37	39
43	2	4	6	8	10	12	15	17	19	21	23	25	27	30	32	34	36	38	40
44	2	4	6	8	11	13	15	17	19	22	24	26	28	30	33	35	37	39	41
45	2	4	6	9	11	13	15	18	20	22	24	27	29	31	33	36	38	40	42
46	2	4	6	9	11	13	16	18	20	23	25	27	29	32	34	36	39	41	43
47	2	4	7	9	11	14	16	18	21	23	25	28	30	32	35	37	39	42	44
48	2	4	7	9	12	14	16	19	21	24	26	28	31	33	36	38	40	43	45
49	2	4	7	9	12	14	17	19	22	24	26	29	31	34	36	39	41	44	46
50	2	5	7	10	12	15	17	20	22	25	27	30	32	35	37	40	42	45	47

NOTE: To determine the number of senior rater "DP" allocations when there are more than 50 BPZ or IPZ eligible officers, multiply the number of BPZ or IPZ eligibles 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 eligibles applied to a 65% allocation rate earns 40 "DP" allocations (63 X 65% = 40.95 allocations, rounded down to 40). This table applies to all competitive categories. The only exception is when the senior rater has three IPZ officers and the allocation rate is 65%; in this instance, senior raters may award two "DP" allocations even though the computation does not result in two allocations (1.95). **Table 8.3** reflects this exception.

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DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, *Armed Forces*

Title 32, United States Code, *National Guard*

Uniform Code of Military Justice (UCMJ)

AFI 33-332, *Air Force Privacy Act Program*

AFI 33-360, volume 1, *Publications Management Program*

AFCSM 36-699, volume 1, *Personnel Data Systems*

AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*

Air Force Policy Directive 36-24, *Military Evaluations*

AFI 36-2306, *The Education Services Program*

AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2501, *Officer Promotions and Selective Continuation*

AFI 36-2504, *Officer Promotions, Continuation and Selective Early Removal in the Reserve of the Air Force*

AFI 36-2603, *Air Force Board for Correction of Military Records*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2706, *Military Equal Opportunity and Treatment Program*

AFI 36-2907, *Unfavorable Information File (UIF) Program*

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*

AFI 36-3207, *Separating Commissioned Officers*

AFI 36-3208, *Administrative Separation of Airmen*

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Reserve Members*

AFMAN 37-139, *Records Disposition Schedule*

AFI 51-903, *Dissident and Protest Activities*

AFI 65-201, *Management Control*

AFI 91-204, *Safety Investigations and Reports*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program*

Executive Order 9397, 22 November 1943

NGR (AF) 36-1, *Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States and as a Reserve of the Air Force*

Public Law 93-579, *Privacy Act of 1974*, Title 5, United States Code, Sections 552

DoD Regulation 5400.7/AF Supplement, *DoD Freedom of Information Act Program*

System of Records Notice FO36 AF PC A, *Effectiveness/Performance Reporting Systems*

Abbreviations and Acronyms

A1C—Airman first class

AB—Airman basic

AD—Active duty

ADL—Active Duty List

ADP—Automated Data Processing

AFAA—Air Force Audit Agency

AFBCMR—Air Force Board for Correction of Military Records

AFCMO—Air Force Colonel Matters Office

AFELM—Air Force Elements

AFGOMO—Air Force General Officer Matters Office

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFOSH—Air Force Occupational and Environmental Safety, Fire Prevention, and Health (Program)

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AFRC—Air Force Reserve Command

AFSC—Air Force specialty code

AG—Adjutant General

AGR—Active Guard/Reserve

AML—Above the Management Level

ANG—Air National Guard

ANGUS—**Air National Guard of the United States**

APR—Airman Performance Report

APZ—Above-the-promotion zone

ARPC—Air Reserve Personnel Center

ART—Air Reserve technician

ASBC—Aerospace Basic Course

AWOL—Absent without leave

BPZ—Below-the-promotion zone

Brig Gen—Brigadier general

BSC—Biomedical Sciences Corps

BTZ—Below-the-zone

CMSgt—Chief master sergeant

COT—Commissioned Officer Training

CRO—Change of rating official (change of rater)

CSAF—Chief of Staff, United States Air Force

CSB—Central Selection Board

CSS—Commander Support Staff

DAF—Department of the Air Force

DAFSC—Duty Air Force specialty code

DAWIA—Defense Acquisition Workforce Improvement Act

DC—Dental Corps

DG—Distinguished Graduate

DNP—Do Not Promote

DoD—Department of Defense

DOR—Date of rank

DOS—Date of separation

DP—Director of Personnel; Definitely Promote

DQHB—Duty Qualification History Brief

EAD—Extended Active Duty

EES—Enlisted Evaluation System

ELP—Excess Leave Program

EOT—Equal Opportunity and Treatment

EPR—Enlisted Performance Report

FIT—Fitness Improvement Training

FLEP—Funded Legal Education Program

GAO—General Accounting Office

GM—General manager

GO—General officer

GS—General Schedule

GSU—Geographically separated unit

HBCU—Historically Black Colleges and Universities

HC—Chaplain Corps

HQ—Headquarters

IAW—In Accordance With

IDEA—Innovative Development through Employee Awareness

IMA—Individual mobilization augmentee

IPZ—In-the-promotion zone

I/APZ—In-or-above-the-promotion zone

JA(G)—Judge Advocate (General)

LAF—Line of the Air Force

LEAD—Limited Extended Active Duty

LOE—Letter of evaluation

MAJCOM—Major Command

MC—Medical Corps

MEL—Master Eligibility List

MIA—Missing-in-Action

ML—Management Level

MLR—Management Level Review

MPerRGp—Master Personnel Record Group

MPF—Military Personnel Flight

MSC—Medical Service Corps

MSgt—Master sergeant

NC—Nurse Corps

NCO—Noncommissioned officer

NCOIC—Noncommissioned officer-in-charge

NGB—National Guard Bureau

NMI—No Middle Initial

NSR—Senior NCO Selection Record

OCSRG—Officer Command Selection Record Group

OER—Officer Effectiveness Report

OES—Officer Evaluation System

OPR—Officer Performance Report; Office of Primary Responsibility

OSR—Officer Selection Record

P—Promote

PAFSC—Primary Air Force Specialty Code

PAS—Personnel accounting symbol

PCA—Permanent change of assignment

PCS—Permanent change of station

PDS—Personnel data system

PFW—Performance feedback worksheet

PIF—Personnel Information File

PME—Professional Military Education

PRF—Promotion Recommendation Form

POTUS—President of the United States

POW—Prisoner of War

PRISM—Promotion Recommendation-In-Board Support Management

RASL—Reserve Active Status List

RegAF—Regular Air Force

ResAF—Reserve of the Air Force

ROP—Record of Performance

SAF—Secretary of the Air Force

SrA—Senior airman

SSgt—Staff sergeant

SMSgt—Senior master sergeant

SNCO—Senior noncommissioned officer

SOS—Squadron Officer School

SRID—Senior rater identification code

SSB—Special Selection Board

SSN—Social Security Number

SUNT—Student Undergraduate Navigator Training

TAFMS—Total active Federal military service

TDY—Temporary duty

TED—Transfer Effective Date

TIG—Time-in-grade

TR—Training Report

TSgt—Technical sergeant

UCMJ—Uniform Code of Military Justice

UIF—Unfavorable information file

UMD—Unit Manning Document

UPRG—Unit personnel record group

UPT—Undergraduate pilot training

USAF—United States Air Force

USAFR—United States Air Force Reserve

U.S.C.—United States Code

USMT—Undergraduate Space and Missile Training

USN—United States Navy

UST—Undergraduate Space Training

VPOTUS—Vice President of the United States

WAPS—Weighted Airman Promotion System

WCAP—World Class Athlete Program

WMP—Weight Management Program

Terms

Above the Management Level (AML) Offices—There are six offices that are above the level this AFI defines as management levels (MLs): President of the United States (POTUS), Vice President of the United States (VPOTUS), SecDef, CJSC, SecAF, and CSAF. For purposes of the AFI, these offices are also known as MLs.

Acquisition Examiner—A person, either within the rating chain or appointed by the ML (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 evaluation reports for individuals serving in certain acquisition positions (paragraph **3.11**). The Acquisition Examiner examines reports to ensure the report reflects acquisition-related considerations.

Active Duty List (ADL)—Officers on active duty except (per Title 10, U.S.C. 641): Does not include 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 USAFR officer on voluntary EAD in support of the Guard or Reserve mission, under Title 10, U.S.C., Sec. 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 report. See paragraph **3.1.2** for restrictions, requirements and exceptions.

Advisor—An Air Force designated representative who provides a special review of evaluation reports in activities outside the DAF (paragraph **3.10**). The Air Force Advisor advises non-DAF 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 (paragraph **8.3.1.10**).***Air Force Level Student***--Receives Training Reports and Narrative-only PRF. The eligible officer's records meet the Air Force Student Review since Air Force Level Students do not have senior raters. Training is outside the officer's utilization field (paragraph **8.3.5**).

Annual Cycle Closeout Date (applies to GOs)—Annual major general and major general selectee reports close out 30 June; annual brigadier general and brigadier general selectee reports close out 31 July.

Carry-over—For line officers, the difference between the "Definitely Promote" allocations (rounded up) based on the population of an ML, 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) (paragraph **8.3.1.9**).

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. Enlisted detachment chiefs and PME commandants in the grade of MSgt and above may sign the commander's review block if the unit commander is not serving in the same duty location and delegates this authority in writing.

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.

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, board certification, joint duty and acquisition corps data, and award and decoration information. (Chaplain and Health Profession Officers’ DQHBS will display academic information).

NOTE: Joint Duty and Acquisition Corps Data elements are not included on ARC DQHBS.

Effective Date of Change of Strength Accountability—The date an individual is dropped from the strength accountability of one PAS and gained to strength accountability of another PAS. The effective date a member is assigned to or between units of the USAFR or to a specific Reserve program (participating or nonparticipating).

Evaluation Report—A general reference to the PFW (AF Forms 724A, 724B, 931, and 932), OPR (AF Forms 707A and 707B), PRF (AF Form 709), Education/Training Report (TR, AF Form 475), Supplemental EvaluationSheet (AF Form 77), and the general officer promotion recommendation (AF Form 78), and EPR/SEPR (AF Forms 910 and 911).

Evaluator—Any individual who signs a performance report in a rating capacity.

Field Grade—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 (see paragraph **3.1.3.1** for exception). ***(Enlisted)***--For MSgts through CMSgts, the last evaluator to endorse the AF Form 911 will be the final evaluator. When the rater is a colonel or above or a civilian (GS-15 or above), they qualify as a single evaluator and may close the report at their level, unless they refer the report. When the rater is a colonel 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. When the rater is a senior rater or the Chief Master Sergeant of the Air Force, the EPR *will* close out at their level.

Inappropriate Items—Items that evaluators must not consider or refer to when recording performance (see paragraph **3.7**).

Individual Mobilization Augmentee (IMA)—An individual filling a funded authorization identified as augmenting the active duty 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.

Limited EAD (LEAD)—RASL member serving on EAD for a specified period of time and in a specified grade to pursue special work.

Management Level (ML)—DoD organizations (i.e., major command) where the senior official reports directly to the SecDef, SecAF, Chairman Joint Chiefs of Staff, CSAF, or State Adjutant General or Governor. Only the CSAF may approve exceptions; however, the HQ USAF DCS, Personnel, may exercise similar authority in cases involving the MLs of general officers. No individual can serve as the head of two separate MLs for the same board, unless the individual is serving in a dual-hatted capacity. As used in this instruction, ML also refers to the personnel activity that supports the senior official.

Management Level Control Group (Applies to GOs)—The number of promotion eligible GOs assigned to an ML, subdivided by grade and competitive category.

Management Level Review (MLR)—A process used in the Promotion Recommendation phase of the OES (**Chapter 8**).

Management Level Student—Receives TRs and normal PRFs. The eligible officers' records meet the respective ML evaluation board as a separate category. Training is within the eligible officer's utilization field.

Mandatory Comments—Comments evaluators must include in EPRs, OPRs, and TRs (paragraph **3.6**).

Matter of Record (Officer)—When an evaluation report (other than the PRF) is filed in the MPerRGp. Copies of reports filed in the UPRG and OCSRG are work copies until the report becomes a matter of record. All PRFs are a matter of record upon the convening date of the central selection board for which they were prepared. ***(Enlisted)--***EPRs on TSgts (CMSgts for USAFR) and below become a matter of record when the MPF files the original (or certified copy) in the member's UPRG. EPRs on a CMSgt, SMSgt, or MSgt on active duty become a matter of record when the Air Force Personnel Center (AFPC) files the original (or certified copy) in the member's senior NCO selection record. ***NOTE:*** Evaluation reports are work copies, and evaluators may correct or redo them until the reports become a matter of record. Except for referral reports and PRFs, ratees are not allowed access to the reports until the reports 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, table A13.2 for grade comparison chart).

a. For officer grades: The reviewer/senior rater determines equivalency for raters and additional raters. The ML determines equivalency for reviewer/senior rater designations.

b. For MSgt through CMSgt (AF Form 911): The unit commander determines equivalency for all evaluators (except for the reviewer when the reviewer is also the senior rater - the ML determines senior rater designations) (see also paragraph **3.1.3.2.**).

c. For AB through TSgt (AF Form 910): The unit commander determines equivalency. See paragraph **3.1.2.1.3.** for other additional rater grade requirements.

MPerRGp—Consists of Officer Selection Record Group, Senior NCO Selection Record (AD only), and Correspondence and Miscellaneous Record Group (officer and airmen). The MPerRGp is maintained at HQ AFPC for AD members, and at HQ ARPC for ResAF members.

Noncombat Ports and MPFs—All ports and MPFs not falling within either the combat zone or communications zone.

Non-Line—As used in this instruction, non-line is a collective general reference to judge advocates (AFSC 51JX), chaplains (AFSC 52RX), and health profession officers (AFSC 4XXX).

Offices of Record—The offices which maintain evaluation reports (original or copies).

P-Rate—The promotion rate that guarantees the minimum promotion rate for eligible officers receiving a "Promote" recommendation.

Performance Feedback—A report, from raters to ratees, outlining initial expectations or subsequent progress.

Period of Report—The length of time covered by an evaluation report.

Period of Supervision—The period of time a member is under the supervision of a rater.

"Promote" (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.

PRF Accounting Date—The date that determines the senior rater responsible for PRF preparation. The senior rater of 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 days prior to the selection board convening date. For colonels, it is 60 days prior to the selection board convening date.

PRF Allocation Date—Sixty-six days before a selection board, when "Definitely Promote" allocations are final (does not apply to ResAF).

PRF Cutoff Date—Sixty days prior to the selection board, when final PRF processing begins. PRFs cannot be completed prior to this date (does not apply to ResAF).

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 reports. The rater may be an officer or NCO (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-5 or a comparable grade or higher. Active-duty members in the grade of SrA may serve as raters *only* if they have completed the NCO Preparatory Course or the Airman Leadership Course. Only non-active-duty USAFR members in the grade of SSgt or above may serve as raters.

Rater's Rater—The official designated by management to provide periodic feedback and initiate a performance report on a rater. See paragraph **3.1.2** for additional information (restrictions, requirements and exceptions).

Rating Chain—The succession of officials responsible for preparing evaluation reports. Evaluators other than the rater may be assigned after the close-out date. Unit 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 reviewer (AF Form 911, section VII) 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 SRID designates more than one position as a senior rater within a common rating chain (for example, Headquarters Chief of Staff, vice commander, and commander), the senior rater who signs the report does not have to be the rater's rater, but must be the senior rater designated for the ratee's grade and assigned PAS (only one senior rater may sign a report).

Recommendation-Only PRF—Refer to paragraph **8.1.2.2** (does not apply to ResAF).

Record of Performance—Consists of the following AF Forms (when filed in the UPRG, OCSRG, and OSR): 707, **Officer Effectiveness Report**; 707A and 707B, **Field Grade and Company Grade Officer Performance Report**; 709, **Promotion Recommendation Form**; 475, **Education/Training Report**; 77, **Supplemental Evaluation Sheet and Duty Qualification History Brief**. Evaluators may also use LOEs filed in the CSS.

Referral Report—A performance report that contains any of the following is a referral: a rating of "Does not meet standards" in section V, AF Form 707A or 707B; a rating in the far left block of any performance factor in section III, AF Form 910 or 911; a rating of "1 - not recommended for promotion" in section IV, AF Form 910 or 911; comments that are derogatory in nature or directly refer to or imply a failure to meet minimum acceptable standards of performance, personal conduct, character, judgment or integrity, to include mention of disciplinary action.

NOTE—The evaluator who causes a report to be referred must refer the report to the ratee (see paragraph **3.9**). When it is determined that a previous evaluator should have referred a report, but did not, a subsequent evaluator may refer the report in the previous evaluator's behalf (see paragraphs **3.9.4** and **3.9.5**).

Relieved From Supervisory Responsibility—For evaluation report 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. Further judicial, nonjudicial, or administrative actions do not have to fit this definition.

Reserve Active Status List (RASL)—A list of all ResAF officers in an active status, not on the ADL, 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 RASL 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 RASL 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 and on a Senior Enlisted Performance Report (see paragraph **3.1.3**).

Reviewing Official—Any intermediate-level supervisor above the rater, but below the ML.

Senior NCO—Enlisted personnel in the grade of master sergeant through chief master sergeant.

Senior Rater (Officer)—The evaluator designated by the ML who completes the Performance Recommendation Form (paragraph **8.1.4.1**) 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 (includes brigadier general selectees already designated as senior raters for the lieutenants through majors of the organization). HQ AFPC/DPPPEB (ADL) or HQ AFRC/DP (USAFR unit) must approve exceptions. ***(Enlisted)***--Position that the MAJCOM, field operating agency, direct reporting unit, and other organizations with Air Force enlisted personnel designate to be the highest level endorser in the ratee's rating chain. For AD members, senior raters must be at least a colonel or civilian equivalent (GS-15 or higher), serving as a wing commander or equivalent. For non-AD members, a lieutenant colonel serving as a wing or group commander may be the senior rater.

Senior Rater Identification Code—A five-character code identifying a senior rater position as the MAJCOM or ML 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 section V; or any statement anywhere in an OPR that indicates obvious disagreement with the previous evaluator.

Single Evaluator—An individual (colonel or equivalent) who may close out an EPR with a single signature (also see the definition of "final evaluator").

Single Senior Rater—The Single Senior rater is not the head of the ML, but is the only senior rater who has I/APZ and/or Non-line BPZ eligibles.

Sole Senior Rater—The Sole Senior rater is the head of the ML and is the only senior rater who has I/APZ and/or Non-line BPZ eligibles for a specific board. The Sole Senior rater awards all PRF recommendations; however, the HQ USAF MLR must review all PRF ratings.

Stop File—Action taken to temporarily prevent filing of officer/senior enlisted evaluations in officer/senior NCO selection records. This action is normally taken when the ML (for PRFs) or evaluators determine changes/corrections are needed to evaluations that have already been forwarded to HQ AFPC, but have not yet been made a matter of record.

Whole Person Factors—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

SUBJECT MATTER QUICK REFERENCE GUIDE

LINE	CHAP	A	B	C	D
		Subject Matter	**Paragraph**	**Figure**	**Table**
1	**1**	**General Considerations**			
2		Evaluator Accountability	**1.3**		
3		Forms Used and Restrictions on Use	**1.2**		
4		Mailing Addresses			**Table 1.1**
5		Purpose of OES/EES	**1.1**		
6		Waiver Authority	**1.4**		
7	**2**	**Performance Feedback Process**			
8		Conducting Feedback Sessions	**2.4**		
9		Disposition of and Access to Feedback Worksheets	**2.9**		
10		Failure to Conduct Feedback Sessions	**2.10**		
11		Feedback Notices	**2.6**		
12		Feedback Requirements	**2.5**		**Table 2.1**
13		Preparing Feedback Worksheets	**2.8**		
14		Purpose of Performance Feedback	**2.1**		
15		Responsibilities	**2.2**		
16		Tracking Feedback Sessions	**2.11**		
17		Which Feedback Forms to Use	**2.7**		
18		Who Requires Feedback	**2.3**		
19	**3**	**Performance Reporting**			
20		Acquisition Examiner Program	**3.11**		
21		Air Force Advisor Program	**3.10**		
22		Commander Reviews	**3.2.5.8**		**Table 3.2**
23		Computing TIG Eligibility for Senior Rater Endorsement			**Table 3.2**

LINE	CHAP	A Subject Matter	B Paragraph	C Figure	D Table
24		Documenting Voids	**3.8.12**		
25		Evaluator Requirements	**3.1**		
26		Inappropriate Considerations and Comments	**3.7**		
27		Mandatory Comments and Entries	**3.6**		
28		Missing, Late, and Removed Reports	**3.8.11**		**Table 3.11**
29		Office of Record and Distribution for OPRs and EPRs			**Table 3.6** and **Table 3.9**
30		Office of Record, Routing, Suspenses for non-AD EPRs			**Table 3.10**
31		Preparing Performance Reports	**3.12**		**Table 3.1** and **Table 3.2**
32		Processing Performance Reports	**3.8**		
33		Referral Report Procedures	**3.9**	**Figure 3.1**	
34		Responsibilities	**3.2**		
35		Requesting Extensions to Close-out Dates	**3.7.5**		
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45	**4**	AF Fm 77, **Supplemental Evaluation Sheet**			
46		Acquisition Examination	**3.11** and **4.6**		
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48		Completing AF Fm 77			**Table 4.1**
49		Continuation Sheets for Referral Reports	**3.9** and **4.4**		
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52		Purpose and Uses of AF Fm 77	**4.1**		
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54	**5**	**Contingency and Wartime Provisions**			
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58		Interruption or Loss of Automated Support	5.9.		
59		Purpose of Contingency and Wartime Provisions	**5.1**		
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61		Referral Report Procedures	**5.5**		
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LINE	CHAP	A Subject Matter	B Paragraph	C Figure	D Table
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70		Routing and Responsibilities	**6.5**		
71		When to Use Training Reports	**6.1**		**Table 6.2**
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74		Chapter Overview	**7.1**		
75		Forms Used and Instructions for Completion	**7.2**		**Table 7.1** and **Table 7.2**
76		General Instructions and Guidance	**7.4**		
77		Processing and Mailing General Officer Evaluations	**7.5**		
78		Reasons for Reports	**7.3**		
79	**8**	**Promotion Recommendation Process**			
80		AF Fm 709, **Promotion Recommendation (AD)**	**8.1**		
81		Completing the Promotion Recommendation Form	**8.1.3**		**Table 8.1**
82		Processing and Use of the Form	**8.1.5**		
83		Purpose of the Promotion Recommendation Process	**8.1.1**		
84		Responsibilities	**8.1.4**		
85		Sample Letter to Promotion Board		**Figure 8.1**	
86		Types of Promotion Recommendation Forms	**8.1.2**		
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90		Completing the Promotion Recommendation Form (ANG/USAFR officers)	**8.2.2**		**Table 8.1**
91		Entering Group Size on PRFs			**Table 8.2**
92		Officers Added to/Deleted from Promotion Eligibility	**8.2.6**		
93		Officers Relocating During the PRF Process	**8.2.5**		
94		Prisoners, Deserters, and Officers on Appellate Leave	**8.2.7**		
95		Processing and Use of the Form	**8.2.4**		
96		Promotion Recommendations for Colonels	**8.2.9**		
97		Responsibilities	**8.2.3**		
98		**Management Level Reviews (Lt Col and below)**	**8.3**		
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100		Joint Management Level Reviews	**8.3.4**		
101		Management Level Requirements	**8.3.2**		
102		Non-Line Officers	**8.3.6**		
103		Officers Assigned Outside the DoD/Other Military Depts	**8.3.3**		
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105		Senior Rater Allocation Rate table			**Table 8.3**
106		Special Provisions (AD officers)	**8.4**		
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108		Additions or Deletions from Promotion Eligibility	**8.4.2**		
109		Completing PRFs when Promotion Opportunity is 100%	**8.4.4**		
110		Officers Who Relocate During the PRF Process	**8.4.1**		

LINE	CHAP	A	B	C	D
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112		Correction of Promotion Recommendation Forms (PRF)	**8.5**		
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117		Officers Who Relocate During the PRF Process	**8.6.2**		
118		Processing and Use of the PRF for Colonels	**8.6.3**		
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