



WARRIOR MEDIC NOTAM – 59MDW-18-07
E-1 to E-4 Assessments and Evaluations
18 July 2018



PURPOSE: To implement 59th Medical Wing (MDW) E-1 to E-4 assessment and evaluation policy.

COMMANDER'S INTENT: The 59 MDW Commander's intent is to ensure every Airman receives timely and appropriate Airman Comprehensive Assessments (ACA) and evaluations.

BACKGROUND: Per myPers message 36599 (attached), HAF eliminated Airman First Class and below enlisted evaluations for those with less than 36 months Time-In-Service (TIS). This policy change places increased emphasis on effective ACAs. It also presents challenges associated with documenting an Airman's performance prior to PCSing.

IMPLEMENTATION:

1. Effective upon signature of this NOTAM, Airmen who PCS from 59 MDW prior to requiring an initial evaluation will receive an AF Form 77 Letter of Evaluation, completed by their immediate rater, within 30 days of the affected Airmen's final out-processing date.

- a. Units will add this requirement to all applicable out-processing checklists.
- b. The Commander's Support Staff will add this line item to the vMPF out-processing checklist.
- c. Airmen are directed to hand-carry the LOE with them to their next assignment.

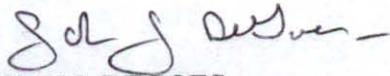
2. In accordance with AFI 36-2406, Officer and Enlisted Evaluation System, Chapter 2, Airman Comprehensive Assessment, the unit commander administers the ACA program and monitors raters and ratees to ensure ACA sessions are conducted properly and as required by AFI. As such, commanders are highly encouraged to use any mechanism(s) they deem appropriate to ensure their Airmen receive timely and appropriate ACAs, and to hold supervisors accountable for effectively completing this critical task.

NOTE: Commanders retain the option to complete a "Directed by Commander" evaluation to document substandard performance for those Airman First Class and below any time after an Airman reaches 20-months Time-In-Service. If a "Directed By Commander" evaluation is written, the Airman will receive a subsequent evaluation the following 31 March SCOD in accordance with AFI 36-2406.

3. In addition, given the anchored 31 March SCOD, units are highly encouraged to adjust ACA due dates to coincide with the SCOD for all affected Airmen. To simplify tracking and promote consistency across the wing, raters should conduct midterm ACAs in the months of September and March to the greatest extent possible until the initial evaluation, followed by every September thereafter.

4. Finally, commanders are highly encouraged to support and promote continuing rater professional development, to include recurring effective feedback training, such as that provided by the 502 ABW Professional Development Center, 59 MDW Career Assistance Advisor, and various other sources.

POC: Direct questions regarding this NOTAM to the 59 MDW Command Chief at DSN 554-7015.


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Commander, 59th Medical Wing

Elimination of Airman First Class and Below Enlisted Evaluations

Applicable to: Military

The Chief Master Sergeant of the Air Force (CMSAF) review of the Enlisted Evaluation System (EES) is scheduled from 29 January - 2 February 2018. During this review, the Chief will conduct a comprehensive assessment on different aspects of the evaluation system to include: the AF Forms 910 and 911, the stratification process, the Airman Comprehensive Assessment, and another look at the Static Closeout Dates (SCOD) for each grade.

As part of this review, the Air Force distributed an EES survey to ensure those in the field had an opportunity to shape the discussions that will be conducted during the EES review. In the initial screening of those surveys, one area of particular interest became clear. Specifically, the amount of time and effort that supervisors and the chain of command are expending in preparing and finalizing EPRs on A1Cs and below, without a true requirement to do so.

While the Air Force values the contributions of all enlisted personnel, the requirement to document performance in a formal evaluation prior to the grade of Senior Airman is not necessary. Instead, the Air Force has other means available to document an Airman's performance and to ensure he/she is meeting the training, development and experiential skills required to perform as professional Airmen.

Therefore, effective immediately, Enlisted Performance Reports are no longer required for personnel in the grade of Airman First Class with less than 36-months Time-In-Service (TIS). All Air Reserve Component enlisted Airmen will receive initial evaluations upon the first 31 March SCOD reached as a Senior Airman. This policy change directly supports the Secretary of the Air Force and Chief of Staff of the Air Force's focus on revitalizing the squadron and saving Airmen time by eliminating this unnecessary administrative requirement and allowing first line supervisors, raters, and commanders more face-to-face leadership and engagement opportunities.

The first EPR for Regular Air Force Airmen will now be completed the first 31 March SCOD after either promotion to Senior Airman, or after the completion of a minimum of 36-months Time-In-Service, regardless of grade. All Air Reserve Component enlisted Airmen will receive initial evaluations upon the first 31 March SCOD reached as a Senior Airman. Commanders still retain the option to complete a Directed By Commander evaluation to document substandard performance for those Airman First Class and below any time after an Airman reaches 20-months Time-In-Service. If a Directed By Commander evaluation is written, the Airman will receive a subsequent evaluation the following 31 March SCOD.

Currently, the Military Personnel Data System (MilPDS) requires an update for initial EPRs and a system change has been initiated. The expected completion date of this system change is July 2018.

AFI 36-2406, *Officer and Enlisted Evaluation System* will be updated in the next revision of this new policy, however until such time this message is to be used as the authoritative source.

Related Resource

- [Elimination of A1C and below Enlisted Performance Reports - Frequently Asked Questions](#)