

59th Medical Wing Writing Guide



Current as of 15 June 2020

MEDIC ONE PHILOSOPHY

Medical Wing guidance for staffing and business practices is naturally organized into three core areas: a Writing Guide, an Awards Guide and a Staffing and Tasking Guide. This guide serves as a starting point for both writers and reviewers in the rating chain, but is not intended to be an exhaustive resource.

We take care of our Airmen in large part by documenting performance. A promotion board does not interview candidates; all the information the board requires must be in the written record. Many of us have known people who did not get the promotion, position, or opportunity they may have deserved. All too often, the reason is their record failed to reflect their performance.

Keep in mind an Airman's record is essentially a summary. Supervisors and leaders **MUST** provide honest and timely feedback along the way to help our Airmen reach their full potential. While every evaluation and decoration is closed out at a certain point, each is built through the concerted daily effort of both supervisor and subordinate alike. Take time for quality feedback!

We want every record to accurately reflect our Airmen's performance. This guide helps us accomplish this by providing commanders and supervisors guidelines for the accurate and standardized completion of reports, and decorations. While commanders and supervisors are encouraged to follow this guide as much as possible, effective communication remains the ultimate goal.

This guide also saves our Airmen time, their most valuable resource. Simply put, we do not have the time to repeatedly revise and correct our reports and decorations. We need to minimize these corrections by becoming familiar with this guide and producing quality first drafts. Deviations, when necessary, will require 59 MDW/CCE and/or 59 MDW/CCC approval.

For any questions or comments, contact the 59th Medical Wing Executive Officer, the Writing Guide POC, at DSN 554-6060 or at usaf.jbsa.59-mdw.mbx.59-mdw-executive-officer@mail.mil.

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1. SUSPENSES

1. Suspense Dates: All performance reports are required to be completed IAW the AFPC suspense of 60 days after close-out. Squadron Commanders are responsible for ensuring timeliness of their reports.

1.1. Enlisted Evaluations. Enlisted evaluations are primarily driven by predictable static closeout dates (SCOD):

Accounting Date	Static Closeout Date (SCOD)	Rank
3 October	31 January	SSgt and SSgt selects
1 December	31 March	SrA
31 January	31 May	CMSgt and CMSgt selects
2 April	31 July	SMSgt and SMSgt selects
2 June	30 September	MSgt and MSgt selects
2 August	30 November	TSgt and TSgt selects

1.1.1. The owning unit is determined by the Accounting Date. If a member signs into a new unit prior to the Accounting Date, that unit will complete the evaluation.

1.1.2. Enlisted evaluations that require 59 MDW/CC signature and arrive at the MDW 45 days after close-out date will require a late letter.

1.2. Officer Evaluations. All OPRs are due to the Signature Authority's staff 30 days prior to closeout.

1.3. Promotion Recommendation Forms. PRF suspenses are based on AETC suspenses, as done by rank and corps.

1.4. Decorations. Decoration suspenses are based on the presentation date determined by decoration type and situation:

Decoration	Squadron	Group	Wing (if applicable)
AFAM	30 days	-	-
AFCM	45 days	30 days	-
MSM	60 days	45 days	30 days
LOM	105 days	90 days	75 days

1.4.1. Retirement and separation MSMs may be processed and signed at the Group level.

1.4.2. Retirement LOMs may be processed and signed at the MAJCOM level and endorsed by 59 MDW/CC.

2. PROCESSING

2. Administration. All data should match the shell/RIP (more importantly it should match MilPDS). Squadrons and Groups are responsible for properly vetting basic admin information. Correct discrepancies before forwarding evaluations or decorations to the Wing.

2.1. Unless otherwise noted, all evaluations and decorations will be processed through the virtual Personnel Center (vPC).

2.2. References. Use the following to help complete and process evaluations and decorations:

AFI 36-2406, Officer and Enlisted Evaluation Systems

AFMAN 36-2806, Awards and Memorialization Program

AFI 36-2656, *Developmental Education*

AFH 33-337, *The Tongue and Quill*

Joint Pub 1-02, *Department of Defense Dictionary of Military and Associated Terms*

Random House Webster's Unabridged Dictionary ISBN 0-375-42566-7

AF Form 910, *Enlisted Performance Report (AB – TSgt)*

AF Form 911, *Enlisted Performance Report (MSgt – SMSgt)*

AF Form 912, *Enlisted Performance Report (CMSgt)*

AF Form 707, *Officer Performance Report (Lt thru Col)*

AF Form 709, *Promotion Recommendation*

****NOTE:** Use the most current Air Force instructions, handbooks and forms posted on Air Force E-Publishing: <http://www.e-publishing.af.mil/Product-Index/>

2.3. Administrative Checks. Use appropriate checklist to ensure the evaluation process is appropriately completed.

AF Form 910 Checklist

AF Form 911 Checklist

AF Form 912 Checklist

AF Form 707 Checklist

AF Form 709 Checklist

2.4. Document Naming + Version Histories: All documents uploaded for review and routing will use a standardized naming convention. Do NOT add words such as version, copy, signed, etc. to the file name.

2.4.1. EPRs

(FOUO)

AF Form 910 (AB – TSgt), AF Form 911 (MSgt – SMSgt) or AF Form 912 (CMSgt)

LAST NAME

FIRST INITIAL

LAST FOUR OF SOCIAL

CLOSEOUT (YYMMDD)

Example: (FOUO)AF911SMITHJ1234120801

2.4.2. OPRs

(FOUO)
AF 707
LAST NAME
FIRST INITIAL
LAST FOUR OF SOCIAL
CLOSEOUT (YYMMDD)
Example: (FOUO)AF707DOEJ1234120801

2.4.3. PRFs

(FOUO)
AF 709
LAST NAME
FIRST INITIAL
LAST FOUR OF SOCIAL
CLOSEOUT (YYMMDD)
Example: (FOUO)AF709DOEJ1234120801

2.4.4. Decorations (LOMs are NOT processed in vPC)

MEDAL (AFAM, AFCM, or MSM)
LAST NAME
FIRST INITIAL
LAST FOUR OF SOCIAL
CLOSEOUT (YYMMDD)
Example: (FOUO)MSMSMITHJ1234120801

3. WRITING

3.1. EPR Bullet Construction

3.1.1. Standard Bullet Format: Action; result--impact/comparison (if available)

3.1.1.1. Action: WHAT the member did

3.1.1.2. Result: HOW the member accomplished it; how well the member did it

3.1.2.3. Impact/Comparison: WHY it mattered and, if possible, how it compared to others

EXAMPLES:

- Constructed 200 widgets; beat quota by 20%--saved \$500
- Completed 5-volume CDC; done 30 days early--scored 92% EOC/beat AF avg by 20%

3.2. Accuracy: Bullets must be based on factual information. Attribution should be given for quotes used (i.e. “best in 5 years” per IG).

3.3. Abbreviations: **THE WING DOES NOT MAINTAIN A PRE-APPROVED ABBREVIATION LIST**. Use common abbreviations when necessary. The bullet must be readable and understandable. When using an abbreviation more than once, make sure to use it consistently throughout the EPR. Writers may reference the www.abbreviations.com for common abbreviations.

3.4. Acronyms: Use sparingly to prevent reducing bullet quality or understanding. **THE WING DOES NOT MAINTAIN A PRE-APPROVED ACRONYM LIST**. Writers should limit use to those common to the Air Force and define uncommon acronyms in the appropriate section of the EPR. Writers may reference the [DoD Dictionary of Military terms](#) and the [Air Force glossary](#) for acronyms and their definitions.

3.4.1. AF Forms 910 and 911: Use Section XI. REMARKS to spell out uncommon acronyms.

3.4.2. AF Form 912: Use Section VII. REMARKS to spell out uncommon acronyms.

3.5. Numbers: write out all actual numbers, do NOT spell any out.

EXAMPLES:

- 4 inspections (NOT four inspections)
- 27 days (NOT twenty-seven days)
- 4,234 assets (always use a comma to separate thousands, millions, etc.)

NOTE: Do NOT list numbers without any context. If the number does not clearly add context to the bullet, then do NOT include the number!

3.6. Punctuation: use punctuation consistently throughout EPR.

3.6.1. Exclamation point (!): Do NOT overuse; recommend no more than one (1) per section on EPR or LOE. *If everything is exciting, then nothing is important.* In theory, the exclamation point should be used by the senior rater, for MAJCOM/AF level bullets. If used in the middle of a bullet, include two spaces between the exclamation point and the next word.

3.6.2. Colon (:): include one space between a colon and the next word.

3.6.3. Semicolons (“;”): include one space between a colon and the next word.

3.6.4. Double dash “--” requires no spaces. The double dash, made by two minus signs "--", is used to break up a statement for easier reading. Don’t capitalize the letter immediately following the double dash and don’t put spaces immediately before and after the dash.

3.6.5. Hyphens “-“How do you know whether to hyphenate a word? First, check the dictionary or the Tongue & Quill. If the word does not appear there, determine if the word is being used as a modifier. A modifier is a group of words used as one to modify another word (i.e., on-time takeoff, hard-charging officer, etc.). If the word is a modifier, hyphenate it. However, if it forms a prepositional phrase (i.e., the takeoff was on time) don’t. As a general rule, hyphenated modifiers come before a noun. Also, if it can be prefaced with “a” or “an”, it gets a hyphen and the two words together make a single modifier. No hyphen is used as an adverb, which is, if it modifies or describes the preceding action (how), e.g. “He stopped the train singlehandedly.”

EXAMPLES Correct:

send to in-residence IDE (note: no hyphen for “IDE in residence”)

2-week rather than two-week 41-bed trauma center

first-class first-ever

full-page article

high-utilizer study highest-volume CASF high-tech kidney dialysis

EXAMPLES Incorrect: The below words would NOT use a hyphen

cross training gunshot healthcare lifesaver

lifesaving outsourcing shift leader topnotch

warfighter wartime worldwide

3.7. Quantification: wherever possible, quantify impact (numbers, money, people, etc).

3.8. Stratification: Only authorized in limited situations.

3.8.1. AB – TSgt: NOT AUTHORIZED

3.8.2. MSgt – SMSgt: ONLY AUTHORIZED on EPRs for promotion eligible MSgts and SMSgts who receive Senior Rater Endorsement (NOT Forced Endorsement).

3.8.3. CMSgt: Only authorized for those eligible for Command Chief vectoring

3.9. White Space: AUTHORIZED. Focus on accurately depicting the member’s performance,

regardless of white space left over.

3.9.1. Each bullet does NOT have to be written to fill the entire line.

3.9.2. Some sections have minimum bullet requirements, may be dependent on certain circumstances, or may be optional. It is in no way mandatory to fill in every bullet.

3.10. Wording: bullets should include wording that matches section marking.

3.10.1. Whenever possible, use plain language. Avoid using obscure or uncommon words such as Jargon which may confuse the reader and detract from the picture that rater is trying to paint.

3.10.2. Attempt to vary word choice to avoid overuse. Using the same words over again may decrease both word emphasis and bullet impact.

3.10.2.1. Do not waste time on “happy to glad” changes.

3.10.2.2. Use a dictionary and thesaurus as needed.

3.11. Common Bullet Construction Errors

3.11.1. Abbreviating words inconsistently:

Correct: Managed **trng** rqmts; tracked 12 AFSCs/15K pers/18 mos w/0 past due--IG noted **trng** prgm as benchmark

Incorrect:
Managed **trng** rqmts; tracked 12 AFSCs/15K pers/18 mos w/0 past due--IG noted **trng** prgm as benchmark

Managed **trng** rqmts; tracked 12 AFSCs/15K pers/18 mos w/0 past due--IG noted **training** prgm as benchmark

3.11.2. Exaggerating Accomplishment or Impact (no authoritative corroboration):

Correct: First in X years per HHQ or First ever per HHQ

Incorrect: First in X years or First ever (no authoritative corroboration)

3.11.3. Exaggerating Scope:

Correct: Revamped clinic schedules; streamlined 16 provider schedules--reduced appointment wait times by 3 days

Incorrect: Revamped clinic schedules; streamlined 16 provider schedules--reduced propelled DHA transition

3.11.4. Numerical Designations of Military Units:

Correct: 59 MDW or 59th Medical Wing (no superscript on “th”)

Incorrect: MDW or 59th MDW or 59th MDW or 59th Medical Wing

3.11.5. Proper Operation and Exercise Names: Use “All Caps” for actual operation or exercise name; only capitalize first letter of “Operation” or “Exercise” (even if abbreviated)

Correct: Operation IRAQI FREEDOM or Op IRAQI FREEDOM; Exercise COPE NORTH or Ex COPE NORTH

Incorrect: OPERATION IRAQI FREEDOM or Operation Iraqi Freedom; EXERCISE (or EX) COPE NORTH or Exercise Cope North

3.11.6. Weak Impact:

Correct: SQ PTL; designed diverse prgm/100% pass rate--84% earned excellent/32% over AF avg

Incorrect: SQ PTL; designed diverse prgm/100% pass rate/84% excellent--exceeded standard/ops never missed a beat/ensured readiness/enhanced mission effectiveness

4. ENLISTED EVALUATIONS

4. Refer to AFI 36-2406, *Officer and Enlisted Evaluation Systems*, for the latest HAF-level guidance. Use the appropriate and most current EPR form.

4.1. Contents of completed EPR packages:

4.1.1. AF Form 910 (AB – TSgt), 911 (MSgt – SMSgt) or 912 (CMSgt) as applicable

4.1.2. One consolidated PDF named Last Name_“Supporting Documents” (example: Smith_Supporting Documents) arranged in order as listed below that includes:

SURF (consolidated version from AMS)

Shell: Must contain most current info (rater, duty title, etc.)

Fitness assessment (most current AFFMS II report)

Last three (3) Enlisted Performance Reports (EPRs)

Training Reports (if applicable)

Decoration(s) awarded during reporting period (if referenced most recent EPR)

Airman Comprehensive Assessment (ACA): AB – SMSgts only

EPR Checklist

4.2. The EPR

4.2.1. For SrA – TSgt (including TSgt selects), use most current AF Form 910

NOTE: A1Cs and below no longer receive an EPR. Their initial evaluation will close out on the 31 March SCOD after they promote to SrA.

4.2.1. For MSgt – SMSgt (including MSgt selects), use most current AF Form 911

4.2.2. For CMSgt (including CMSgt selects), use most current AF Form 912

4.3. Common AF Forms 910 and 911 Errors

4.3.1. Number of Days Non-Rated Empty: Make sure field includes a number, even if that number is zero (0).

4.3.2. Boiler Plate Key Duties: Make sure to include additional duties, as well as to adjust key primary duties when warranted/applicable to show member breadth and growth.

4.3.3. Inappropriate Future Roles and Assignments: Make sure any listed future roles are rank and position appropriate, and do not imply promotion statement. Rating chain may list zero, one, two or three appropriate future roles and/or assignments as warranted.

4.3.4. Markings Don't Correspond with Narrative: Markings should, in general, correspond with narrative. Bullets should not imply one thing while the corresponding marking says something entirely different.

NOTE: Expectations may vary from supervisor to supervisor, which may reflect in markings. Markings may vary from supervisor to supervisor based on.

4.3.5. Markings Too Liberally Interpreted: Make sure markings based on appropriate interpretation of AFI 36-2618 and correctly administered/interpreted Airman Comprehensive Assessment(s).

4.3.6. Misplaced Bullets: Make sure bullets correspond with section. Save heavy-hitting bullets for the Additional Rater, Unit Commander and Final Evaluator (if applicable) comments IF warranted.

4.3.7. Overall Performance Assessment Doesn't Correspond with Markings: Make sure Overall Performance Assessment generally tracks with Performance, Followership/Leadership (AF 910) and Whole Airman Concept markings.

4.3.8. Promotion Recommendation Doesn't Impact Overall Performance Assessment: While the Overall Performance Assessment will play a role in the Forced Distribution process, no promotion recommendation is actually made until after the EPR is signed by the rater and additional rater. Promotion Recommendations will NOT drive changes to Overall Performance Assessment markings.

4.4. Promotion Statements: Only authorized in certain situations

4.4.1. AF Form 910: NOT AUTHORIZED

4.4.2. AF Form 911: Only authorized for TIG/TIS promotion eligible SNCOs. May only be made by final evaluator.

4.5. Common AF Form 912 Errors

4.5.1. Inappropriate Future Roles: Make sure any listed future roles are appropriate to member performance, standing and potential. Rating chain may list zero, one or two appropriate future roles as warranted by "Consider for Higher Responsibility" field.

4.5.2. Inappropriate Stratification: Only eligible CMSgts vectored by the Senior Rater for Command Chief consideration, receive stratification. The stratification denominator is the total number of CMSgts under the Senior Rater's purview, not including CMSgt selects.

4.6. Administrative Checks: Use appropriate checklist to validate EPR properly completed:

4.6.1. AF Form 910: See Appendix 3

4.6.2. AF Form 911: See Appendix 4

4.6.3. AF Form 912: See Appendix 5

4.7. Referral EPR: Referrals may be purposely driven by member performance and/or misconduct, as well as inadvertently driven by certain word usage in bullets.

4.7.1. Refer to AFI 36-2406 for specific guidance.

4.7.2. Commanders are encouraged to consult with legal counsel, as necessary, on evaluations involving misconduct.

4.7.3. Referral EPRs will be processed for review and edits in vPC, but physically routed for wet signature.

4.8. All enlisted evaluations will be evaluated for quality force indicators by the unit First Sergeant or equivalent.

5. Officer Performance Reports (59 MDW/CCE)

5.1. *Refer to AFI 36-2406, *Officer and Enlisted Evaluation Systems*, for the latest HAF-level guidance. Use the appropriate and most current OPR form.

5.2. Contents of completed OPR packages:

5.2.1. AF Form 707

5.2.2. One consolidated PDF named “Last Name_Supporting Documents” (example: America_Supporting Documents) arranged in order as listed below that includes:

Shell: Must contain most current info (rater, duty title, etc.) SURF

(consolidated version from AMS)

Fitness assessment (most current AFFMS II report) Last

three (3) Officer Performance Reports (OPRs)

Decoration(s) awarded during reporting period (if applicable)

5.3. The OPR

5.3.1. The purpose of the report is to capture the biggest/most important accomplishments for review by the Central Selection Promotion. The recent change from a 9-Line PRF to a 2-Line PRFs has reinforced the importance of good, well written OPRs as the intention of the change was to encourage board members to more closely scrutinize the evaluations. What makes an OPR good? In short, these are the factors a board will consider:

❖ *Scope of accomplishment/responsibility*

- Look for the highest level of impact the member has made. An easy way is to look at the member’s current organizational level. Example: Member is at the Element level....did they do anything at the AF-level? MAJCOM-level?
- Wing/Group/Squadron/Flight? Accomplishments above organizational level are an easy way to show the scope of responsibility/job.

❖ *Leadership*. This can include leading people, assets, programs

- Led xx members
- Managed xx dollars/budget
- Managed xx programs

❖ *Clinical abilities*. Good clinical bullets are important if the long-term goal is to be a “Master Clinician” vs a commander.

- Demonstrate examples of how the member is recognized at the state/national/global level.
- Member is the “go-to” in their specialty

- Clinical innovations/"1sts" the member has introduced to patient care (*introduced laser treatment care for scarred tissue... 1st in DoD*)
- Selection to Civilian associations (University panels/professorships/American Cancer Association, etc.)

❖ **Discriminators**

- Stratifications

- AETC RM Officer of Yr; exceptional JBSAAO; led complex, two MDG \$33M financial program realignment
- Brilliantly executed most complex MTF EOY closeout; \$321M obligated; managed 200+ supply accts in austere FY
- Spearheaded Unit TJC and HSI compliance prep; efforts aided Wing HSI Business Mgmt "94%"--RM perfect score!
- 59 MDW/CC by-name select for his Director of Staff; brilliantly obtained \$35M for unfunded mission requirements
- Wg CC's #1/387 O-4s; visionary leader; detail oriented, gets the big picture; SDE a must; definitely ready for sq CC

MAJCOM-Level Award

Scope

Leadership outside AFSC

Shows competitive selection

Powerful stratification due to clear peer category and denominator

- Awards
- Competitively selection for anything (jobs/programs/PME)

Examples of Factors:

5.4. Bullet Elements

Bullet Formulation Shortcut

- Tremendous OCO steward; validated 269 FTEs/\$22.6M complex OCO program; cut 36 FTEs--returned over \$3.6M

What is the action/theme of the bullet	How the member accomplished impact	Impact...why important to the org/AF
--	------------------------------------	--------------------------------------

- Step 1: The "What" block
 - Member wants to show their: management skills/ability to successfully run a large program
 - Tremendous OCO steward;
- Step 2: The "Impact" ...why is this bullet important...where are you, the writer, going with this?
 - Member showed why leadership/the promotion board should care that they were a "Tremendous OCO Steward" ...the Member saved their unit and by extension, the AF, money!
 - Tremendous OCO steward; --returned over \$3.6M
- Step 3: Connect the dots. Show the actions the member took to make the impact a reality
 - Tremendous OCO steward; validated 269 FTEs/\$22.6M complex OCO program--returned over \$3.6M

- What
- How
- Impact

Examples of Bullet Elements:

5.5. Push Line Elements: A Rater and Additional Rater's push lines should be consistent to send a clear message to the Senior Rater and Promotion Board. A solid push will include:

- A Stratification (if not possible, use an award or an accurate description of the officer)
- Job Push: be honest and use common sense. If someone has already served or is currently serving as an Element Chief, then the next step should be Flt/CC. It makes the rater look lazy and the member mediocre, when an officer is being given a push for an equal or lesser job. Again, be honest. If the member is NOT ready, then it becomes acceptable to "maintain" or "continue in current role."
- PME Push: AFI 36-2406, Para 3.16.4.3. lays out the appropriate pushes very clearly but to reiterate: "Evaluators determine the appropriate level recommendation by considering the highest level in-residence DE the officer has already completed along with the eligibility criteria for each level of in-residence DE."

- Unmatched UBO revenue generator; rebuilt patient insurance collection process; collected \$30M--\$3.5M pure profit
- Brilliantly executed most complex MTF EOY closeout; \$321M obligated; managed 200+ supply accts in austere FY
- Razor sharp C2; led EMEDS+25 MCC for NORTHCOM VIGILANT RESPONSE; medical response to 4K military
- Spearheaded RM TJC and HSI compliance prep; efforts aided Wing HSI Business Mgmt "94%"--RM perfect score!

5.6.1. Basic Referral Guidance: When presenting the Referral Report, you are also presenting the OPR. As such, the date must be the same

OFFICER PERFORMANCE REPORT (LI thru COI)			
I. RATEE IDENTIFICATION DATA (Read AF 36-2406 carefully before filling in any item)			
1. NAME (Last, First, Middle Initial) Member-Person receiving referral	2. GRADE []	3. REPORT PERIOD FROM [] TO []	4. PAS CODE []
5. JOB DESCRIPTION (Limit text to 4 lines) DUTY TITLE		6. PERIOD OF REPORT FROM [] TO []	7. NO. DAYS UNRATED []
II. PERFORMANCE FACTORS			
Job Knowledge, Leadership Skills (to include Promoting a Healthy Organizational Climate), Professional Qualities, Organizational Skills, Judgment and Decisions, Communication Skills (see reverse if marked Does Not Meet Standards)		DOES NOT MEET STANDARDS	MEETS STANDARDS
IV. RATER OVERALL ASSESSMENT (Limit text to 4 lines)			
Rater-99% of the time, the Person initiating the Referral Report			
Last performance feedback was accomplished on: [] (DAF AF 36-2406) (If not accomplished, state the reason)			
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION		DUTY TITLE	DATE
SIGNATURE		DATE	
V. ADDITIONAL RATER OVERALL ASSESSMENT (Limit text to 4 lines)			
Additional Rater-Can be Person making final decision or Person initiating Referral Report			
SIGNATURE		DATE	
VI. REVIEWER (If required, limit text to 3 lines)			
Reviewer-Can be Person making final decision if Additional Rater is initiating Referral Report			
SIGNATURE		DATE	
VII. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Indicate applicable review by marking the appropriate box)			
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION		DUTY TITLE	DATE
SIGNATURE		DATE	
VIII. RATEE'S ACKNOWLEDGMENT			
I understand my signature does not constitute agreement or disagreement. I acknowledge all required feedback was accomplished during the reporting period and upon receipt of this report.		Yes <input type="checkbox"/> No <input type="checkbox"/>	SIGNATURE [] DATE []

RATEE NAME:	
IX. PERFORMANCE FACTORS (If Section II is marked Does Not Meet Standards, fill in applicable block(s))	
1. Job Knowledge. Has knowledge required to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle non-routine situations.	DOES NOT MEET STANDARDS <input type="checkbox"/>
2. Leadership Skills. Sets and enforces standards. Promotes a Healthy Organizational Climate. Works well with others. Factors teamwork. Displays initiative. Self-confidence. Motivates subordinates. Has respect and confidence of subordinates. Fair and consistent in evaluation of subordinates.	<input type="checkbox"/>
3. Professional Qualities. Exhibits loyalty, discipline, dedication, integrity, honesty, and openness. Adheres to Air Force Standards (i.e. Fitness standards, dress and appearance, customs and courtesies, and professional conduct). Assumes personal responsibility. Is fair and objective.	<input type="checkbox"/>
4. Organizational Skills. Plans, coordinates, schedules and uses resources effectively. Meets suspenses. Schedules work for self and others equitably and effectively. Anticipates and solves problems.	<input type="checkbox"/>
5. Judgment and Decisions. Makes timely and accurate decisions. Emphasizes logic in decision making. Retains composure in stressful situations. Recognizes opportunities. Adheres to safety and occupational health requirements. Acts to take advantage of opportunities.	<input type="checkbox"/>
6. Communication Skills. Listens, speaks, and writes effectively.	<input type="checkbox"/>
X. REMARKS (Use this section to spell out anomalies from the block)	
SAME DATE	
XI. REFERRAL REPORT (Complete only if report contains referral comments or the overall standards block is marked as does not meet standards) (I am referring this OPR according to AF 36-2406, para 1.10. It contains comments (ratings) that makes the report a referral as defined in AF 36-2406, para 1.10. If specified)	
Person making final decision	
Acknowledge receipt by signing and stating below: "Your signed advisory acknowledgment that a referral report has been rendered. It does not imply acceptance of or agreement with ratings or comments on the report." (Check right column) (You may submit rebuttal comments. Send your written comments to [] or later than 14 days after OPR is issued. Do not submit from your duty station. Do not submit additional time. Do not request an extension from the individuals named above. You may submit attachments (limit to 10 pages), but they must directly relate to the reason any referral was referred. Attachments not maintained elsewhere will remain attached to the report for use in your personnel record. Copies of previous reports, etc. submitted as attachments will be removed from your referral package prior to filing since these documents are already filed in your records. Your rebuttal comments/attachments may not contain any reflections on the character, conduct, integrity, or motives of the evaluator unless you can fully substantiate and document them. Contact the MPD, Force Management section, or the AF Contact Center 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 awards, promotions, etc.). You may consult your commander and/or MPD or Air Force Contact Center 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 AF 36-2406, Chapter 10, Correction of Officer and Enlisted Evaluation Reports, once the report has been processed as a matter of record as defined in AF 36-2406, Attachment 2.	
NAME, GRADE, BR OF SVC OF REFERRING EVALUATOR	
DUTY TITLE	
DATE	
Person Initiating Referral	
SIGNATURE OF RATER	
DATE	
Person receiving Referral	
SIGNATURE OF RATEE	
DATE	
ALL: Recommendations must be based on performance and the potential based on that performance. Promotion recommendations are prohibited. Do not comment on completion of or enrollment in Developmental Education, advanced education, previous or anticipated promotion recommendations on AF Form 750, OPR endorsement levels, family activities, marital status, race, sex, ethnic origin, age, religion or sexual orientation. Evaluators enter only the last four numbers of SSN.	
RATER: Focus your evaluation in Section IV on what the officer did, how well he or she did it, and how the officer contributed to mission accomplishment. Write in concise "bullet" format. Your comments in Section IV may include recommendations for assignment. Provide a copy of the report to the rater prior to the report becoming a matter of record and provide follow-up feedback to let the rater know how their performance resulted in this final product.	
ADDITIONAL RATER: Carefully review the rater's evaluation to ensure it is accurate, unbiased and unfiltered. If you disagree, you may ask the rater to review his or her evaluation. You may not direct a change in the evaluation. If you still disagree with the rater, mark "NON-CONCUR" and explain. You may include recommendation for assignment.	
REVIEWER: Carefully review the rater's and additional rater's ratings and comments. If their evaluations are accurate, unbiased and unfiltered, mark "CONCUR" and sign the form. If you disagree with previous evaluation, you may ask them to review their evaluation. You may not direct them to change their appraisal. If you still disagree with the additional rater, mark "NON-CONCUR" and explain in Section VI. Do not use "NON-CONCUR" simply to provide comments on the report.	
RATEE: Your signature is merely an acknowledgment of receipt of this report. It does not constitute concurrence. If you disagree with the content, you may file an evaluation appeal through the Evaluation Reports Appeals Board (AW AF 36-2406 Chapter 10 (Correcting Officer and Enlisted Evaluation Reports)), or through the Air Force Board for Correction of Military Records (AW AF 36-2603 (Air Force Board for Correction of Military Records) and AFAM 36-2027 (Applicants' Guide to the Air Force Board for Correction of Military Records (AFRCMR))).	
PRIVACY ACT STATEMENT	
AUTHORITY: Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force, AF 36-2406, and Executive Order 9397 (32FR), as amended.	
PURPOSE: Used to document effective/unsatisfactory performance history, promotion, school and assignment selection, reduction-in-force, control roster, reenlistment, separation, research and statistical analysis.	
ROUTINE USE: May specifically be disclosed outside the DoD as a routine use pursuant to 5 (U.S.C. 552a)(3). DoD Blanket Routine Uses apply.	
DISCLOSURE: Voluntary. Not providing SSN may cause form to not be processed or to positively identify the person being evaluated.	
SORN: F036 AF PIC A, Effectiveness/Performance Reporting Records.	

5.6.2. The Actual Behavior. A negative statement is used to show how the member did not meet standards. When making this statement, the actual BEHAVIOR/ACTION is what CLEARLY needs to be stated. For example, a member stole merchandise/received a DUI/Inappropriately touched. The member received an LOR/UIF/Article 15.

Correct:

- Member engaged in inappropriate relationship with subordinate; received an LOR (Action is clearly stated: inappropriate relationship)

Incorrect:

- Member used poor judgment; received an LOR/UIF (What does "poor judgment" mean....member ordered a Coke vs a Pepsi?)

- Member received an LOR/UIF

(An LOR/LOA/LOC/UIF is a result of the negative BEHAVIOR/ACTION but not the actual BEHAVIOR/ACTION)

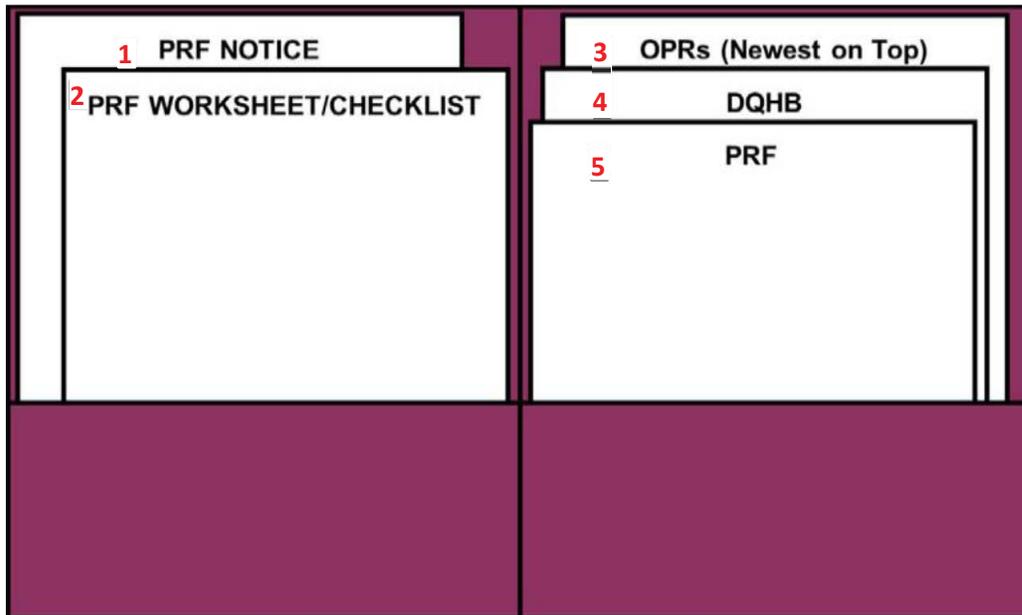
5.10.3. Referral OPR Push Lines. Be smart. If the member is not meeting standards:

- Lost certification, removed from practice; received LOR/UIF
- Invaluable nurse officer; nailed farewell ceremony for O-6; make flt/CC; IDE in residence ("Invaluable nurse?!" Member is not seeing patients, is not doing what the AF is paying them to do. "Flt/CC?!" This person should not be leading others who ARE seeing patients/meeting standards)

6. Promotion Recommendation Forms (59 MDW/CCE)

6.1. Refer to AFI 36-2406, *Officer and Enlisted Evaluation Systems*, for the latest HAF-level guidance. Use the appropriate and most current PRF form.

6.2. Physical Package is required. Contents of completed PRF packages:



1. PRF Notice is provided via hard copy on Day 120 from the Wing
2. PRF Worksheet/Checklist is provided via hard copy on Day 120 from the Wing
3. OPRs are provided via hard copy from the Group
4. DQHB is provided via hard copy on Day 120 from the Wing
5. PRF is provided via hard copy AND emailed from the Group

6.3. The PRF

6.3.1. The purpose of the Promotion Recommendation Form is to provide a performance-based differentiation and/or characterization of the eligible officer's potential to serve in the next higher grade. This is an opportunity for the senior rater to tell the Central Selection Board why they should (or should not) promote this officer. This should not be a summary of information already contained in the record of performance. Comments or pushes for items that are decided through other processes or means (e.g. developmental education, jobs, assignments) are not authorized.

Quite simply, how do you stand out from your peers? By showing:

Focus should be on: officer's experience, capabilities, character, competence, or recent performance not yet captured in the record

- Phenomenal FSS/DO; sync'd unit readiness/base reception/NEO--propelled team to '18 PACAF Ops Prgm of Year!
- Phenomenal FSS/DO: Acknowledging current role performance
- Sync'd unit readiness/base reception/NEO: Demonstrates capability
- Propelled team to '18 PACAF Ops Prgm of Year! : Shows results of leadership...not just a member of award leading team, but led the team to this award.

- Seasoned leader with diverse experiences--PME instructor, proven COCOM/HAF staff officer, and Iraq/Korea tours
- Seasoned leader with diverse experiences: Sets the tone for the bullet which is the breadth of the mbr's experience
- PME instructor, proven COCOM/HAF staff officer: Highlights the roles which distinguish mbr from peers...academic leader/staff experience
- And Iraq/Korea tours: In addition to academic/staff experience, mbr has deployment experience which further gives a "whole Airman" picture

- One of my very best--truly outstanding SFS/CC who puts people first; thinks, leads, and performs well above peers
- One of my very best: Self-Explanatory
- Truly outstanding SFS/CC who puts people first: Showing leadership ability/character while highlighting current role performance
- Thinks, leads, and performs well above peers: Differentiation amongst peers

Second Bullet

- The second bullet or "Push Line" is where stratifications go if earned.
- There can be 2 stratifications:
 - **Eligible by Eligibles**. Senior raters may stratify amongst eligible officers by eligibles from the Master Eligibility List (MEL) for a specific promotion board. Example: #3/10 eligibles or #3/10 Majors. This strat is considered the PRIMARY STRATIFICATION
 - **Peer Group Stratification**. **IF and ONLY IF** a senior rater stratifies an officer amongst eligibles (A primary stratification), **THEN** they may also provide one peer group stratification in accordance with the guiding principles
- Comments or pushes for items that are decided through other processes or means (e.g. developmental education, jobs, assignments) **are not authorized**

Examples of Second Bullet

- #1/2 eligibles; #2/10 Sq/DOs in wing; dynamic leader with boundless talent the AF needs--a must for Lt Col
- #3/14 eligibles & #16/113 O-4s; highly trusted and proven leader we need as an O-5--Definitely Promote

Breakdown of Second Bullet

- #1/2 eligibles; #2/10 Sq/DOS in wing; dynamic leader with boundless talent the AF needs--a must for Lt Col
- #1/2 eligibles: Board "Zone" Strat also Primary Strat
- #2/10 Sq/Dos in wing: Peer Group Strat also Secondary Strat (given only if member receives a Primary Strat)
- A must for Lt Col: promotion push

- #3/14 eligibles & #16/113 O-4s; highly trusted and proven leader we need as an O-5--Definitely Promote
- #3/14 eligibles: Board "Zone" Strat also Primary Strat
- #16/113 O-4s: Peer Group Strat also Secondary Strat (given only if member receives a Primary Strat)
- Definitely Promote: promotion push

6.4. “Square Fillers” or Minimum Requirements. There is different criteria for every corps going to every rank. For example, MSCs may look for:

			
Masters	Highly Desired	Highly Desired	Highly Desired
Board Certification	No/Masked	Not mandated, but an important accomplishment	Not mandated, but an important accomplishment
PME	PDE	IDE	SDE
Other	<ul style="list-style-type: none"> - Several positions at flight commander level - Increasing levels of responsibility evident in duty history - Officers who transfer as senior Capts from another Corps or from LAF may have limited opportunity to build a strong duty history; pre-MSc leadership/performance may be taken into consideration, if appropriate - Squadron Officer School completed 	<ul style="list-style-type: none"> - Broad leadership experience and/or functional area expertise - Higher headquarters or other staff position (Duty AFSC 41A4) - Officers who transfer as senior Capts from another Corps or from LAF may have limited opportunity to build a strong duty history; pre-MSc leadership/performance may be taken into consideration, if appropriate - Air Command and Staff College or IDE equivalent completed 	<ul style="list-style-type: none"> - Broad leadership experience and/or functional area expertise - Successful Squadron Command, Administrator and functional leadership position at Air Staff or FOA - Air War College or SDE equivalent completed

To obtain what a specific Corps is looking for, seek out the appropriate Functional/Sq CC/Gp. 59 MDW/CC fully expects leaders to make time to educate their members. In addition, the AF/SG has an excellent site with a lot of useful information including these expectations (<https://kx.health.mil/Pages/default.aspx>). Lastly, contact the Office of the Executive Officer (CCE). 59 MDW/CCE if you have any questions.

- Filling the Squares or meeting minimum requirements only guarantee that a member made “the first cut.” Leadership and Promotion boards then consider the quality of each Square as seen below:

Flt/CC: AMC Eval Flt Nurse Evaluator; Flt Nurse	IDE	No	YES	YES	Yes x4; Afghanistan '12 Afghanistan '08 Iraq '06 Iraq '04	USAF FJ CGOY; MAF AES OTY; GP NSA FGOY; Nursing Svc Wg Sq FGO OTQ; Gp NSA FGOQ; great strats	MAJCOM Lvl Awd Multiple Awds Wg Lvl Strats Majority of Strats are FGO* Flt/CC experience
Flt/CC: Nrs Utilization Officer; Clinica Nrs	IDE	No	YES	YES	Combat Hrs as FN x3 to OEF/OIF	Great Strats at Wg/Gp/Sq Level both as FGO/CGO; Air Medal, Air Achievement Medal; Tm Awd x10	
Flt/CC; Elem Chief x2; Clinical Nurse	IDE	AFIT	Yes	Yes	Yes LRMC '06	PACAF Ambulatory RN OTY; Lt Gen Tunner Awd; GP/Sq CGOY; Gp RN CGOQ; Sq CGOQ x4; Very good strats	
Flt/CC; Elem Chief; Nurse Manager	IDE	AFIT	BNS	YES	Yes x2; Iraq '08 Afghanistan '03	Sq FGOQ x2; Ok strats...few #1s	Lower Lvl Awds Fewer Awds Lower Lvl Strats Fewer Strats More Strats at CGO Lvl
Director, Crit Care Emerg Trauma Nrs; Fellowship; Elem Ldr; Clinical Nurse	IDE	No	Yes	Yes	Yes Iraq '10	Gp FGOQ/CGOQ; Sq CGOQ x2; Great strats	
Chief CRNA; Clinical Nurse	IDE	AFIT	Yes	Yes	Yes x 4 Afghanistan '17 Afghanistan '12 Iraq '06 Iraq '04	Good strats at lower lvls, No Awds;	

7. DECORATIONS

7.1. Background: AFMAN36-2806, *Awards and Memorialization Program*, provides Air Force policy, criteria and administrative instructions concerning individual military decorations. Paragraphs 3.1 and 3.21.1 provide the framework for determining the why and who:

3.1. "...designed to recognize sustained and superior performance demonstrated by individuals... Commanders use decorations...to recognize meritorious or outstanding service, as well as excellence above and beyond the actions of others."

3.21.1 "To preserve the integrity of Air Force decorations, they are only approved to recognize acts or services that are clearly and distinctly outstanding by nature and magnitude. These acts or services place a member's performance clearly above that of their peers and [are] of such importance that they cannot be appropriately recognized in any other way."

7.1.1. Reference AFI 36-1004, *The Air Force Civilian Recognition Program*, for civilian decoration guidance.

7.2. Typical Approach: Members are normally submitted for decorations based on their scope of responsibility relative to rank and success within said scope. Under normal circumstances, prospective submissions are typically grouped by rank tier and expected scope relative to said rank. If you are pushing for a member who does not fall in the "norm," there should be a push note from both the Group Superintendent (enlisted) and Group Commander.

Enlisted	Officer	Typical Scope of Responsibility	Typical Decoration
AB – SrA	2Lt – 1Lt	tactical with little/no supervisory or section leadership responsibilities	Air Force Achievement Medal (AFAM)
SSgt – TSgt	Capt – Maj	tactical/operational with day-to-day supervisory and/or section leadership responsibilities	Air Force Commendation Medal (AFCM)
MSgt – CMSgt	Lt Col – Col (not in Command)	operational/strategic with expanded supervisory and/or unit leadership responsibilities	Meritorious Service Medal (MSM)
Command Chief	Col (in Command)	In command billet, with Commanders on G-series orders)	Legion of Merit (LOM)

7.2.1. The work level, not the rank, determines the decoration. For example, a SrA with responsibility normally associated with the tier over an extended period of time (typically six months or more) may receive an AFCM for "sustained and superior performance."

7.2.2. THIS APPROACH IS NOT MANDATED BY ANY AFL, NOR BY 59 MDW. It is simply an acknowledgement of historical norms. Commanders should make decisions based on individual performance within the Airman's defined scope of responsibility, and consider its impact to fellow Airmen and Air Force processes, to include the enlisted promotion system.

7.3. Impact: Both supervisors and commanders typically want to reward enlisted members based in part on awards received. For example, they may want to submit an Airman who earns a wing or AFSC functional annual award for a higher level decoration. Here are some key points to

consider.

7.3.1. The annual or functional award, of which there are many, is a byproduct of the Airman’s overall performance and should be considered within the context of an EPR, as well as future positional and assignment considerations. However, the Airman’s overall performance within his given scope of responsibility should determine the decoration, not the functional award itself.

7.3.2. Decoration options are extremely limited. How would awarding a MSM to a SSgt who wins an annual or functional award compare with awarding that same decoration to an accomplished SMSgt who led a highly effective and successful unit? Most commanders have very little, if any, leeway to award a SMSgt (not to mention a MSgt or CMSgt) a decoration higher than MSM, regardless of that SMSgt’s performance. As such, commanders should be judicious in their decoration determinations.

7.3.3. An award-winning Airman is often pushed for Forced Distribution consideration. Airmen earn points based on the EPR’s promotion recommendation that greatly influence promotion results:

Recommendation	Eligible SrA	Eligible SSgt/TSgt	Points
Promote	0 to 80th percentile	0 to 85th percentile	200
Must Promote	81st to 95th percentile	86th to 95th percentile	220
Promote Now	96th percentile and up	96th percentile and up	250

7.3.3.1. Considering the limited number of Forced Distribution allocations for junior enlisted promotions, giving an award-winning Airman a higher level decoration in addition to Forced Distribution could be perceived as essentially rewarding that individual twice within the enlisted promotion system for the same performance.

7.3.3.2. An award-winning SNCO eligible for promotion to SMSgt or CMSgt will tend to be considered for Senior Rater stratification. This, in turn, will influence promotion board scores. Again, this could be perceived as essentially rewarding that individual twice within the enlisted promotion system for the same performance.

7.3.4. Decorations directly impact the enlisted promotion system and, as such, are highly coveted. Airmen earn points toward promotion (up to a maximum 25) based on the decoration type:

AFAM	AFCM	MSM
1 point	3 points	5 points

7.3.4.1. Airmen eligible for promotion to MSgt, SMSgt or CMSgt have their records reviewed and scored by a promotion board. Although Airmen testing to these SNCO ranks do NOT receive points for decorations, decorations may significantly influence promotion board scores.

7.4. Other Considerations: In some instances, Airmen may not have the scope of responsibility typically associated with their rank (for example, a SSgt with no supervisory or leadership role). In others, Airmen may have done fairly well, but did not necessarily perform at the same level as their peers. Should these Airmen receive the same decoration as their peers? Should they receive

a "downgraded" decoration (i.e. a MSgt receiving an AFCM)? Should they receive a decoration at all? It's the commander's call; just be consistent.

7.4.1. Supervisors and Commanders should carefully consider all factors, to include second- and third- order affects, when determining what decoration to award a deserving Airman. In the end, sustained and superior performance, given the member's rank and scope of responsibility, matters most.

7.4.2. Decorations should not be presented for normal, honorable service. The person should perform above and beyond expectations to warrant a decoration. Simply having an absence of negative indicators does not, in and of itself, justify a decoration.

7.4.3. Decorations may be submitted for extended tour completion, whether or not member is scheduled to PCS. Extended tour completion does not automatically generate a decoration requirement.

7.5. Administrative Guidance

7.5.1. With the exception of Legion of Merit (LOM), all decorations must be submitted via vPC.

7.5.2. The goal is to "pin 'em where you win 'em" and to present decorations prior to the member's permanent change of station (PCS), separation or retirement. This will require an intense and proactive effort on the part of supervisors, commanders and support staffs.

7.5.3. Contents of completed supporting document packages (AFAM – MSM):

- SURF
- Fitness Assessment (most current AFFMS II report)
- Evaluations: Include copies of all evaluation reports during the inclusive period. Highlight bullets on EPR/OPR that are used in the decoration.
- Additional Decorations: include copies of decorations awarded to the member during the inclusive period. Accomplishments listed in decorations received during this period cannot be included in the PCS/PCA decoration.
- A push note from the commander for "out of the norm" decorations (i.e. MSM for a Capt); reference Appendix 7 for formatting and further guidance.

NOTE: Any information in the decoration that is not in the EPR/OPR, should be validated by additional paperwork such as an Addendum signed by the Sq/CC, 1206s, Letters of Appreciation, etc.

7.5.4. Contents of completed supporting document packages (LOM). Packages will be routed in physical form and include

7.5.4.1. Citation: Written in landscape form with 1" left and right margins. Font will be 10 to 12 pitch. While there is no official maximum number of lines, the citation should be written to allow a 3" bottom margin.

7.5.4.2. Décor 6 (information must be typed in)

7.5.4.3. AETC Form 114. Use the following statement verbatim for retirement LOM packages: “I recommend Colonel CC for the LOM based on retirement. A quality review of member’s records has been completed and member has met the requirements outlined in AFI36-2803. Member has rendered XX years of honorable service to their country and is most deserving of this award.”

NOTE: the number of years will be calculated using the TAFMSD in the Décor 6.

7.5.4.4. 59 MDW/CCE is the POC for LOMs and will supply further guidance/templates.

7.6. Review

7.6.1. Inclusive Dates:

7.6.1.2. Typically run from the date arrived station (DAS) to the projected departure date.

7.6.1.2.1. If a decoration was already awarded, e.g. for an extended tour, then the inclusive date would start from the first day after the previous decoration. This does not apply to specific achievement decorations (i.e.: Air Medal, Bronze Star, etc.).

7.7. Numbers

7.7.1. Numbers 10 and above should be expressed in figures, and with exceptions, numbers “zero” through “nine” should be expressed in words (reference Tongue and Quill). If both categories of numbers are used in the same related series, use figures for all. “Million” and “Billion” should be spelled out (20 million dollars).

7.1.2. Use numbers for organizations; they should not detract from the readability or the professionalism of a decoration citation/certificate (i.e. 59th Medical Wing not Fifty Ninth Medical Wing).

7.1.3. Use a comma for numbers greater than 999 e.g. use 1,000 instead of 1000.

7.8. Drafting Citations

7.8.1. Letter perfect--no misspelled words.

7.8.2. No abbreviations (exceptions: Sr., Jr., I, II, III)

7.8.3. No acronyms

7.8.4. No symbols: %, &, @ with the exception of \$ Example: \$14,000

7.8.5. Numeric designations of units should read 1st, 3d, 35th, etc. Word processing defaults (i.e. 37th (superscript)) cannot be used. All other number rules apply (T&Q).

7.8.6. Do not use bold print on citations.

7.8.7. Narrative must flow smoothly and clearly capture the substance of the decoration. Readability is paramount.

7.8.8. When the individual held multiple duty titles during the period of recognition, the opening statement should cite the last duty position held.

7.8.9. First sentence after opening statement should start, “During this period, (short title and name versus the pronoun), e.g. “Capt America versus “he/she”

7.8.10. Complete grade will be spelled out in the opening statement only. Thereafter, the short title will be used, e.g. “Sergeant Slaughter” versus “Technical Sergeant Slaughter”, or “Colonel Smith” versus “Lieutenant Colonel Smith”

7.8.10.1. “Chief” is the appropriate short title for “Chief Master Sergeant”

7.8.10.2. “Chaplain” is the appropriate short title for Chaplains regardless of rank

7.8.11. For MSMs, signature block must be 3 lines as seen here for example:

JOHN A. SMITH
Colonel, USAF
Commander, 59th Medical Wing

7.9. Citation Length

7.9.1. AFAMs will be 11-12 lines (including opening and closing remarks).

7.9.2. AFCMs and MSMs will be 12-14 lines (including opening and closing remarks).

7.10. Approval Authority

7.10.1. AFAM (except for combat): Squadron Commander (59 MDW/CV for Wing Staff)

7.10.2. AFCM (except for valor and combat): Squadron Commander (59 MDW/CV for Wing Staff)

7.10.3. MSM: Group Commanders (59 MDW/CV for Wing Staff)

7.10.4. LOM: AETC/CD

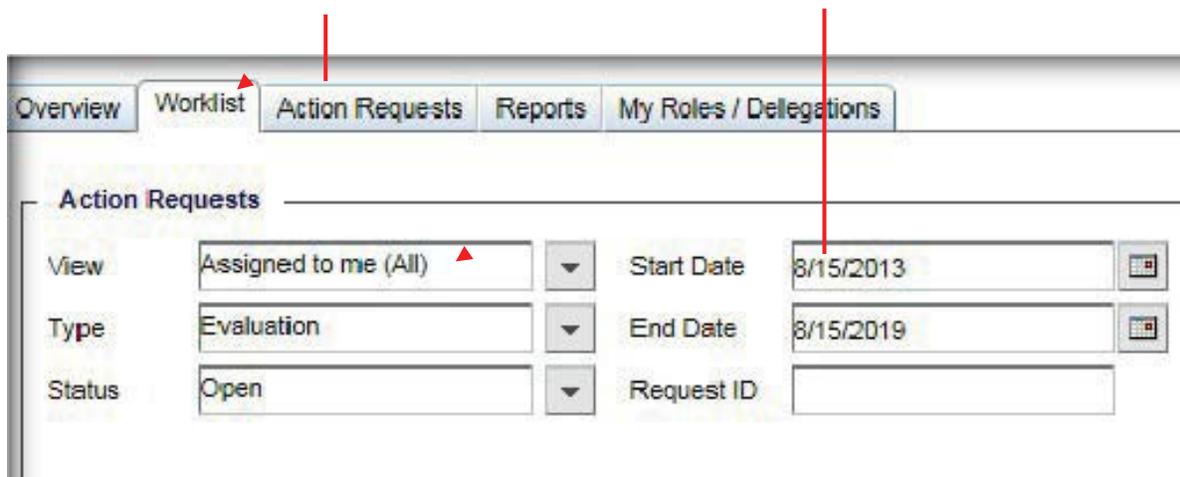
APPENDICES

1. vPC Processing – EPRs/OPRs

Rater/Additional Rater vPC Guide

Once the CSS has assigned a site to you in vPC, an email notification will be sent. In the event you do not receive an email, you can access the vPC website [here](#), or by logging into the MyPers website and clicking ‘Access the vPC Dashboard’.

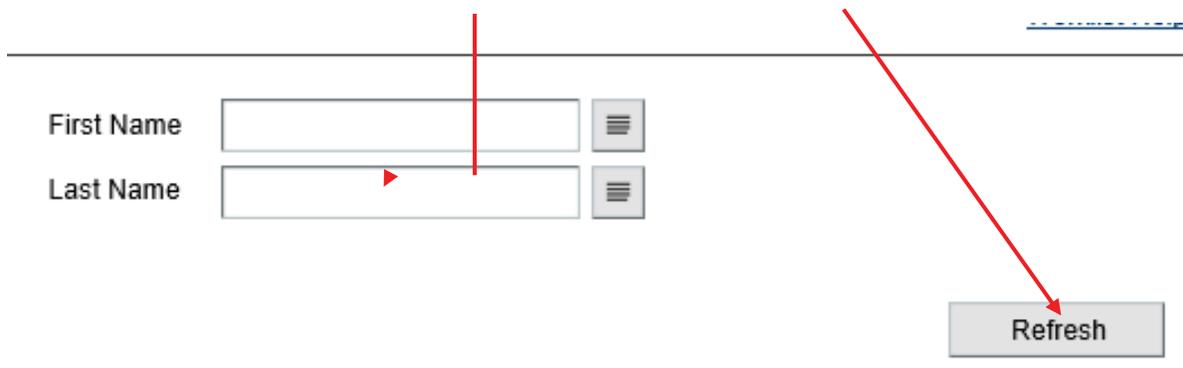
Once you log in to vPC, click the ‘Worklist’ tab. The view will default to ‘Assigned to me (All)’.



The screenshot shows the vPC dashboard with the following elements:

- Navigation tabs: Overview, Worklist (selected), Action Requests, Reports, My Roles / Delegations.
- Section: Action Requests
- Filters:
 - View: Assigned to me (All)
 - Type: Evaluation
 - Status: Open
 - Start Date: 8/15/2013
 - End Date: 8/15/2019
 - Request ID: (empty)

If you have many sites assigned to you, you can search for the member you are looking for by typing the first or last name, or both, and clicking ‘Refresh’.



The screenshot shows the search interface with the following elements:

- Input fields: First Name, Last Name.
- Buttons: Refresh.

When the member populates, double click the line and a new window will open.

1 entries returned - 1 entries matched				
Type	Request ID	Submitted By	Member	Unit
Evaluation	EVR2129081	CORRINE DEMERCADO-BR	TSG CYNTHIA IDA HAINES	59 MEDICAL SU

Begin by scrolling to the bottom of the page to upload the member's supporting documents in the Additional Attachments area at the bottom of the page.

Make sure files are consolidated and named correctly!

See Section 4. Enlisted Evaluations of the writing guide for further information

Click 'Add,' then 'browse', then navigate to where the documents are saved on your computer.

Additional Attachments

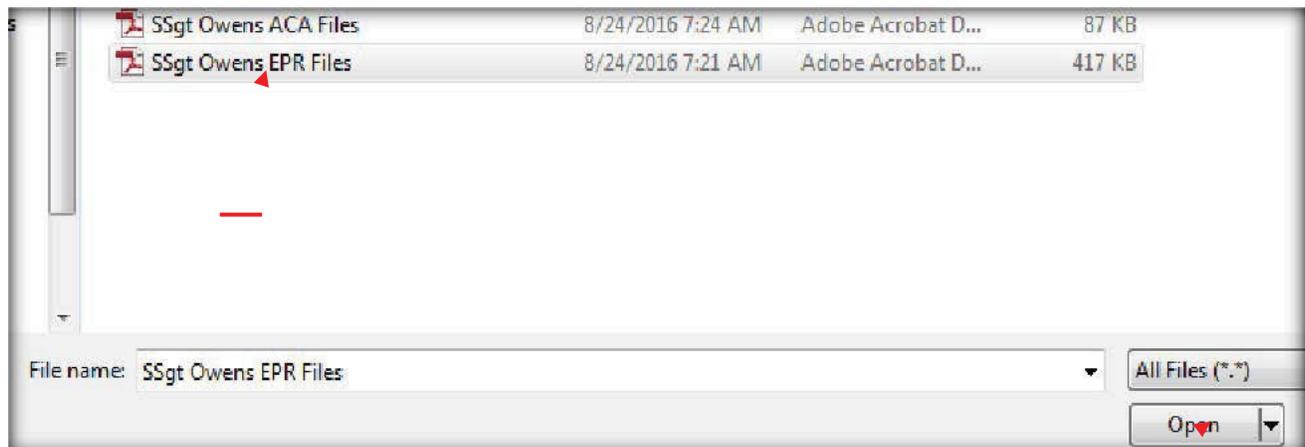
Attach your current EPR/OPR in the "Updated OPR/EPR Attachment" field above.

Use the attachment fields at right to add any documents related to this evaluation (Referral Letter, Rebuttal Letter, AF Form 77).

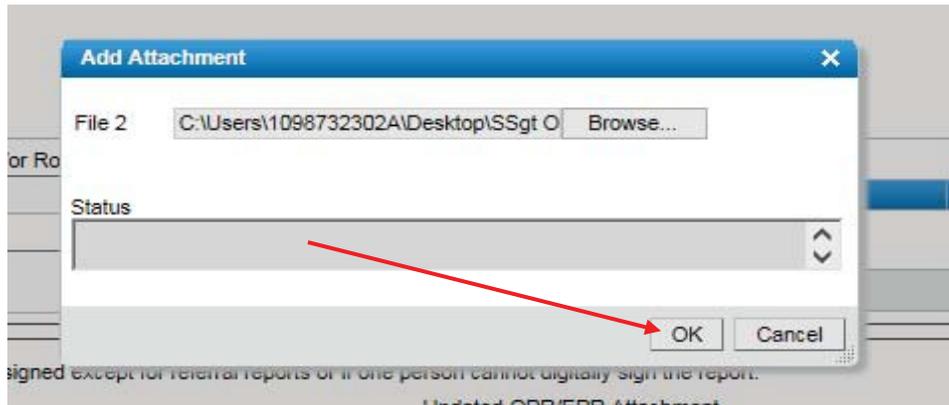
Select a row in the attachment table to add an attachment in that row. These attachments will be visible to all coordinators.

File Name	Max Size	Attach Label
		File 1
		File 2
		File 3
		File 4
		File 5

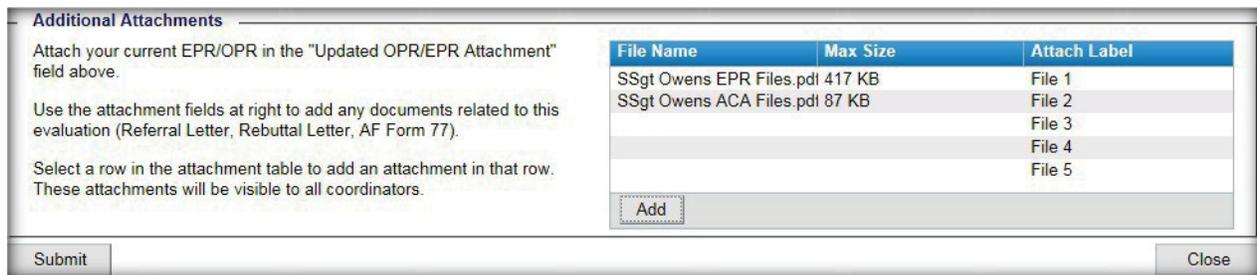
Click on the file you want to upload and then click 'Open'.



Then, click 'OK'



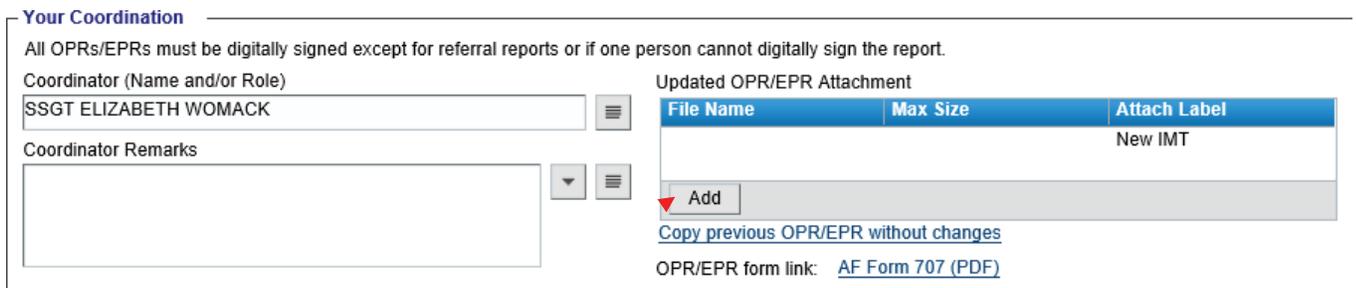
Once complete it should look like this:



You can also add additional documents such as push notes or other relevant documents.

Once you are ready to send the draft evaluation for review, upload it in the 'Your Coordination' area.

Click 'Add'



Then browse to the location on your computer where the file is saved. Click OK.

Make sure the file is named correctly!

*See *Section 4. Enlisted Evaluations* of the writing guide for further information*

Insert any remarks that you would like the next coordinator to see under ‘Coordinator Remarks’.

- Your Coordination

All OPRs/EPRs must be digitally signed except for referral reports or if one person cannot digitally sign the report.

Coordinator (Name and/or Role)

Coordinator Remarks

Updated OPR/EPR Attachment

File Name	Max Size	Attach Label
AF910WOMACKE823218	296 KB	New IMT

[Copy previous OPR/EPR without changes](#)

OPR/EPR form link: [AF Form 707 \(PDF\)](#)

Once you are ready to send to additional rater for review, go to the ‘Next Coordination’ area. Select the ‘Next Step’ drop down box. Click ‘Next’, then click ‘02-Prepare-Ad-Hoc’.

Next Coordination

Select the next step. The next step options are restricted to the associated routing definition. Click the "View Definition" button if you wish to view the applicable routing definition. You may assign the next coordination to an individual or role if the next step drop-down menu includes an Ad-Hoc option. Press the search button to select the individual to assign to an Ad-Hoc coordination. When assigning by role, it is not necessary to search for an individual as the system will automatically route to the appropriate person(s).

Role

Next Step

02 - Prepare - Ad-Hoc	Next
05 - Signature - Ratee	Previous
06 - Finalize - Finalization	(clear)

Once that Next Step box is complete go to the ‘Role’ drop down box and choose ‘Additional Rater’. The Account Lookup page will open in a new window.

Next Coordination

Select the next coordination role. If the next coordinator is an individual, select "Individual myPERS Account" from the role menu, then press the search button to select the individual account. When assigning by role, it is not necessary to search for an individual as the system will automatically route to the appropriate person(s).

Role

Additional Rater

File Name	Max Size	Attach Label
SSgt Owens EPR Files.pdf	417 KB	File 1
SSgt Owens ACA Files.pdf	87 KB	File 2

Type the additional rater’s last and first name and click ‘search’.

1. Enter one or more leading characters of the member's last and first names.
 2. Press the search button to display all matching records.
 3. Highlight the desired member in the search results list.
 4. Press the select button to select that member and close this window.

Last Name (Required - one or more leading characters)
 First Name+ (Required - one or more leading characters)

Because this database searches Air Force wide, please make sure you choose the correct member!

Double click the additional rater's name or click the member and then click 'Select'.

1. Enter one or more leading characters of the member's last and first names.
2. Press the search button to display all matching records.
3. Highlight the desired member in the search results list.
4. Press the select button to select that member and close this window.

Last Name (Required - one or more leading characters)
 First Name+ (Required - one or more leading characters)
 Search Complete

Select the column headers (Rank/Grade, First Name, Location, Unit, Office Symbol)

Rank/Grade	First Name	Location	Unit	Office Symbol
▼ BYRNE 5				
MAJ ▼	CHRISTOPHER	MISAWA	35 FIGHTER WG	DS

The window will automatically close and the additional rater's name will populate.

Next Coordination

Select the next coordination role. If the next coordinator is an individual, select "Individual myPERS Account" from the role menu, then press the search button to select the individual account. When assigning by role, it is not necessary to search for an individual as the system will automatically route to the appropriate person(s).

Role Individual

Additional Attachments

Additional raters, if changes to the existing evaluation are required, open up the document, make the required changes and save it to your computer. Then, follow the instructions on uploading an evaluation.

If you have identified that no changes are required, select the ‘Copy previous OPR/EPR without changes’ button. Add remarks if applicable.

File Name	Max Size	Attach Label
AF910OWENSP12341611	89 KB	New IMT

Once you are ready to send to the next reviewer go to the Next Coordination section. Choose the ‘Next Step’ drop down box, select ‘Next’ and then select ‘02-Prepare-Ad-Hoc’.

Then select the ‘Role’ drop down box, choose ‘Individual myPers Account’. The ‘Account lookup’ page will pop up in a new window. Type the name of the member you want to send the evaluation to next.

Once you have selected the individual, the ‘Account Lookup’ page window will close.

Role: Individual myPers Account

Next Step: 02 - Prepare - Ad-Hoc

Individual Search: CAPT JESSICA TOMA

View Definition

Once all these actions have been completed click on ‘Submit’ at the bottom left side of the page.

Additional Attachments

Attach your current EPR/OPR in the "Updated OPR/EPR Attachment" field above.

Use the attachment fields at right to add any documents related to this evaluation (Referral Letter, Rebuttal Letter, AF Form 77).

Select a row in the attachment table to add an attachment in that row. These attachments will be visible to all coordinators.

Submit

There will then be a pop up asking if you would like a summary report; click 'No'. The page will then automatically close.

2. vPC Processing – Decorations

Initiating a Decoration in vPC

The Rater is responsible for starting the Nomination process on a Member.

Upon opening vPC, click on the Action Requests tab, then click the link ‘Nominate a Member for MSM, AFCM, AFAM, AAM’.

The screenshot shows the vPC interface with the 'Action Requests' tab selected. The navigation bar includes 'Overview', 'Worklist', 'Action Requests', 'Reports', and 'My Roles / Delegations'. Below this, there are buttons for 'ACTIVE DUTY AF', 'AIR RESERVE', and 'AIR NATIONAL GUARD'. A dropdown menu shows 'Online Services Component Default' set to 'Active Duty AF'. The main content area is divided into several sections: 'Documents I've Requested' with links for tracking requests and creating new ones; 'My Official Military Personnel Record' with links to view records and POC listings; 'Information Links' with links for PRDA access and vPC guidance; 'Evaluations (Overview)' with links for performance reports and shell requests; and 'Federal Awards and Decorations (Overview)' with links for nominating members, submitting medals, and amending awards. A red arrow points to the 'Action Requests' tab, and another red arrow points to the 'Nominate a Member for MSM, AFCM, AFAM, AAM' link.

Under Nominee Information, leave “Branch” defaulted to U.S. Air Force, then hit ‘Select’ to search for and select the member being nominated.

The screenshot shows the 'Nominee Information' section of the vPC interface. The 'Branch*' dropdown menu is set to 'U.S. Air Force'. Below the dropdown are two buttons: 'Select' and 'Clear'. A red arrow points to the 'Select' button.

Rank, gender, and Date Arrived station will automatically populate. If the member has already departed select 'Yes' next to 'Member Departed*', then click 'Select Unit' to search for the unit in which the member earned the decoration.

Rank*
Gender*
 Effective Date of Change Strength Accountability
 Date Arrived / Assigned Station
 Effective Retirement / Separation Date
Member Departed* No Yes

Previous Unit

Under Decoration Information select the member's rank, input the justification for the decoration, select what kind of decoration it is and select the condition.

The 'Awarded' field should default based upon the members records. Justification is up to the discretion of each unit, but just like a Decor6, the medal requires approval from the Unit Commander.

Next, check the box 'Include Duty Title and Unit? "as DUTY TITLE, UNIT"'

Decoration Information

Rank* **First Name*** **Middle Initial** **Last Name***
Justification*
Decoration* **Device** **Awarded*** (Initial decoration plus devices. Initial decoration is counted as 1)
Condition*

AFI 36-2803 Paragraph 3.5.13.1
 Staff Sergeant Lisa A. Ducharme distinguished herself by (meritorious service OR outstanding achievement) (as DUTY TITLE and UNIT) OR (while assigned to UNIT).

Include Date(s)? Option not available
 Include Duty Title and Unit? "as DUTY TITLE and UNIT."
 Include at/near location? Option not available
 Include Unit only? "while assigned to UNIT."

Use the calendar buttons to select the Start and End date for the period being covered by the decoration.

The Start Date should normally be the Date Arrived Station. The start date may vary on a case by case basis due to extensions or IPCOT. The Start Date must not exceed the closeout date of the last decoration awarded for meritorious service (date in previous date field). Additionally, the start date should not exceed member's arrival to the approval authority's unit.

The End Date should be the members projected Depart Date. Decoration end date should be the transfer date for PCS/PCA, 3 year mark or later for extended tour, separation date, or day prior to retirement effective date.

Populate the Duty Title field with the last duty title held while on station. You will not be able to use "in various duty positions" as the Duty Title. Change the default unit to how you want it to read in the Opening Statement, and include a Location if desired.

Start Date	8/10/2015		Duty Title	Commander
End Date	8/10/2018		Unit*	59 Medical Wing ▲
			Location	

The font size can be changed to accommodate more or less content if needed.

Type the Narrative into the Narrative field, but do not include the opening and closing sentences. They are pre-populated for you. You must use the Preview Certificate link to ensure the narrative fits within the preview space allowed. If the text is cut off in the preview, you will need to reduce the narrative content. vPC will not allow decorations to be submitted until the certificate has been previewed, after which it will show 'Certificate is Verified'

Select Certificate Body Font Size* 10 11 12 ▲

Opening Statement

Staff Sergeant Elizabeth P. Womack distinguished herself by meritorious service while assigned to the 59 Medical Wing.

Narrative*

Closing Statement

The distinctive accomplishments of Sergeant Womack reflect credit upon herself and the United States Air Force.

[Preview the certificate](#) to verify the narrative will not be truncated when printed.

Certificate is * Verified Unverified

You may select a font size for the approval authority's signature block, then input the signature block of the decoration approval authority/your wing commander. Depending on the type of decoration a two or three line signature block is required.

Two Line Signature (Used for Achievement Medal, Commendation Medal, and Aerial Achievement Medal)
Example:

Name, Rank, Service: MICKEY E. MOUSE, Col, USAFR
Duty Title, Unit: Commander, 94th Walt Disney Wing

Three Line Signature (Used for Meritorious Service Medal; due to space limitations on MSM certificate)
Example:

Name: MICKEY E. MOUSE
Rank, Service: Colonel, USAFR
Duty Title, Unit: Commander, 94th Walt Disney Wing

Supporting Documents:

Attach the supporting documents file as one PDF named "Rank Last Name Dec Files" (ex. MSgt Doe Dec Files) to streamline the review process. The file should contain SURF, PT (followed by exemption documentation if applicable), last 3 Reports (OPR, EPR, training reports) most recent first; and any other decorations received within the inclusive dates of current decoration routing. If necessary you can attach up to four separate files.

Attachments

File Name	File Size	Attach Label
MSgt Guidry Dec Files.pdf	118 KB	File 1 File 2

Add

Note: Select a file name row inside the attachment table for options.

Coordination:

In all cases use the Individual vPC Account to send it to the next level of coordination. The only other options to use (when ready for signature) will be:

Unit Commander – for AFAMs

Group Commander or equivalent – for AFCMs Wing Commander or equivalent – for MSMs

Decorations *must* be sent to these roles for Approval, otherwise they cannot be finalized!

Coordination

Select the initial coordination role. If the initial coordinator is an individual, select "Individual vPC Account" from the role menu, then press the search button to select the individual necessary to search for an individual as the system will automatically route to the appropriate person(s).

Approve for the nomination and digitally sign the nomination upon submission

Role* Individual vPC Account
 First Sergeant
 Unit Commander
 Commander Support Staff
 Group Commander or equivalent
 Wing Commander or equivalent
 NAF Commander
 Commander, State (JFHQ)
 Staff Judge Advocate
 (clear)

Coordinator Search

Submit Clear All Close

Click 'Search' to select the next coordinator. Once the next coordinator has been found, click 'Submit':

Coordination

Select the initial coordination role. If the initial coordinator is an individual, select "Individual vPC Account" from the role menu, then press the search button to select the individual account. When assigning by role, it is not necessary to search for an individual as the system will automatically route to the appropriate person(s).

Approval Authorities will be prompted for and digitally sign the nomination upon submission for the nomination.

Role* Individual vPC Account Coordinator Search MSGT CYNTHIA HAINES

Submit Save Cancel Clear All Close

Coordination is incumbent on each unit. It is important for each member in the coordination chain to know if it went through the proper channels before they review it and who needs to see it next in the chain. For MSMs, the Wing will only accept Decorations from the Groups.

Prior Coordination can be viewed by highlighting an entry:

Prior Coordination

Select the coordination records below to view the coordinator's name, remarks, and recommendation.

4 entries returned - 4 entries matched Refresh

Date Created	Date Completed	Level	Assignee
8/16/2015 10:06:42 PM	8/16/2015 11:00:00 AM	Other (Ex	SRA JEREMY ORDIALES
8/16/2015 7:03:41 PM	8/16/2015 11:00:00 AM	Other (Ex	1LT JORDEN SIMONS
8/10/2015 4:35:38 AM	8/11/2015 11:00:00 AM	Other (Ex	CMS CHARLES FRIZZELL
8/6/2015 2:12:45 AM	8/9/2015 11:00:00 AM	Other (Ex	SRA JEREMY ORDIALES

Name, Grade, and Title
JEREMY J. ORDIALES, E-4, Executive Administrator

Remarks
Ready for further review. Members PT score is 88.00 with an exemption in cardio. Score is out of date but is not within the decoration exclusive dates.

Attachments

File Name	Max Size	Attach Label
		File 1
		File 2

Approved Concur
 Disapproved Nonconcur
 Corrections Needed Corrections Made

As a Coordinator you have the option to make corrections if necessary. Then you will select either 'Concur', 'Nonconcur' or 'Request Corrections'.

Your Coordination

Make Corrections ▼

Concur
 Nonconcur
 Request Corrections

After marking Concur or Nonconcur, add Remarks and any attachments if necessary.

Your Coordination

[Make Corrections](#)

Concur Nonconcur Request Corrections

Name, Grade, and Title of Recommending Official* Date
FLOYD GUIDRY 9/10/2015

Remarks (required for nonconcur, disapproved, or corrections needed)
Looks good. Corrections made. Ready for further review.

File Name	File Size	Attach Label
		File 1
		File 2

(Select a row inside the attachment table for options)

Add



Select the next person in the Coordinating chain, then Submit.

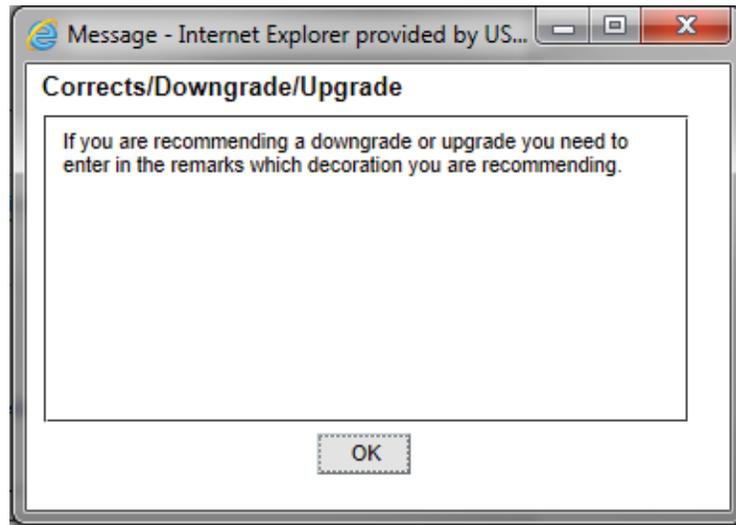
Next Coordination

Select the next coordination role. If the next coordinator is an individual, select "Individual vPC Account" from the role menu, then press the search button to select the individual account. When assigning by role, it is not necessary to search for an individual as the system will automatically route to the appropriate person(s).
This will require another coordination. Please select the appropriate role or individual.

Role: Individual vPC Account Coordinator: Search CMS CHARLES FRIZZELL

Submit Close

If you are requesting corrections you will get the following pop-up, click 'OK'.



Then click Submit. The Nomination will be sent back to the Submitter (Rater).

Next Coordination

Select the next coordination role. If the next coordinator is an individual, select "Individual vPC Account" from the role menu, then press the search button to select the individual account. When assigning by role, it is not necessary to search for an individual as the system will automatically route to the appropriate person(s).
Correction requests require no further coordination. Nomination will be sent to the submitter.

Role Coordinator Search

For additional help, click the 'Instructions' button at the top right of the Nomination screen to access further links, directions, and instructions to assist with filling out the nomination.

Awards and Decorations Nomination

Note: OEF/OIF decorations are processed by USAFCENT/JUDPU rather than using vPC

1. Select the Service for the nominee from the 'Branch*' drop down menu.
2. Use the 'Select' button to select the person you wish to nominate for an award if the nominee is a member of the U.S. Air Force.
3. Use the 'Input Member' button to input the personnel information for nominees who are not members of the U.S. Air Force.
4. Enter the decoration and certificate information and preview the certificate for accuracy.
5. Attach any supporting documents and the next level of coordination.
6. Press the 'Submit' button.

Nominee Information

Branch*

SSgt ELIZABETH PAIGE WOMACK

Rank*

[Instructions](#)

3. AF Form 910 Checklist

AF FORM 910 AB-TSgt & SSgt -TSgt Select EPR REVIEW CHECKLIST		
Rank/Name:		
Is EPR on AF FORM 910, dated 20151130 V4?		YES NO
Section I Ratee Identification Data		
Do the following items in Sections I/II match the shell?		
LAST NAME, FIRST NAME, MIDDLE INITIAL (check spelling, middle initial, JR, Sr, etc.). Is it punctuated correctly, e.g. Smith, John R., Jr. or Smith, John R. II? (Name will be in all upper case)		
SSN		
GRADE		
DAFSC held as of the THRU date. If applicable, did supervisor use "zeros" "0" NOT capital "Os"?		
ORGANIZATION: As of the SCOD EX. (J3) U.S. Special Operations Command (USSOCOM) MacDill AFB, FL		
PAS CODE: (as of the SCOD) EX. MA3DFBFBK		
FDID: (Full 9 digit code) EX. U11AQFB25 (FDID can be found on your directorates MEL)		
PERIOD OF REPORT: From (Day after previous EPR's close-out)		
PERIOD OF REPORT: Thru (SCOD) SSgt and SSgt Select SCOD- 31 Jan; TSgt and TSgt Select SCOD- 30 Nov		
NO. DAYS NON-RATED (AFI 36-2406 PAR 3.3.10 For examples of Non-Rated)		
NO. DAYS SUPERVISION (Includes days which member was deployed).		
REASON FOR REPORT		
Section II Job Description		
DUTY TITLE: (as of the SCOD) Written as Upper/Lower case (Should match EPR shell if not, request duty title change request)		
KEY DUTIES, TASK RESPONSIBILITIES (Position Information as of close out date) Use commonly used acronym		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Section III Performance in Primary Duties/Training Requirements		
Is the appropriate block marked?		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
Section IV Followership/Leadership		
Is the appropriate block marked?		
Are there any capitalization, spelling, spacing, or punctuation errors? commonly used acronyms?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
Section V Whole Airman Concept		
Is the appropriate block marked?		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
Section VI Overall Performance Assessment		
LAST NAME, FIRST NAME, MIDDLE INITIAL (check spelling, middle initial, JR, Sr, etc.). Is it punctuated correctly, e.g. Smith, John R., Jr. or Smith, John R. II?		
Is the appropriate block marked?		
Section VII Rater Information		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
6th Force Support Squadron (AMC)		
MacDill AFB FL		
DUTY TITLE (As of SCOD or 120 days prior if PCS/PCA)		
Are the last 4 digits of the Rater's SSN correct?		
Section VIII Additional Rater's Comments		
Is the CONCUR block marked?		
If comments are not provided state "THIS LINE INTENTIONALLY LEFT BLANK."		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
6th Force Support Squadron (AMC)		
MacDill AFB FL		
DUTY TITLE (As of SCOD or 120 days prior if PCS/PCA)		
Are the last 4 digits of the Rater's SSN correct?		
Section IX Unit Commander/Military or Civilian Director/Other Auth Reviewer's Comments		
Is the CONCUR block marked?		
If comments are not provided state "THIS LINE INTENTIONALLY LEFT BLANK." (if competing members for PN or MP, remarks are highly encouraged)		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
FUTURE ROLES (Optional) May not serve as a veiled promotion statement. You may not recommend an Airman for a future role that they are ineligible for based on current or projected grade, as of the SCOD, see AFI 36-2406 para. 1.12.2.4		
PROMOTION ELIGIBLE (TIG/TIS Eligible) This will come from the MEL, chose "yes or no" from the drop down box		
Is this a referral report?		
QUALITY FORCE REVIEW- Must be marked as YES		
PROMOTION RECOMMENDATION (Does it match the MEL or final FD results if met the FD panel?) If TIG ineligible, leave section 6 blank- will be signed by the J Code Directors		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
HQ U.S. Special Operations Command, (USSOCOM)		
MacDill AFB FL		
DUTY TITLE (As of SCOD or 120 days prior if PCS/PCA)		
Section X Functional Examiner/Air Force Advisor		
Is appropriate block marked? (When applicable) When the signature in section IX, block 6 is a non-Air Force member, please type the AFELM Section CC signature block and "X" Air Force Advisor		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
HQ U.S. Special Operations Command (USSOCOM)		
MacDill AFB FL		
Are the last 4 digits of the Rater's SSN correct?		
DUTY TITLE- Commander, Air Force Element Section		
Section XI Remarks		
Only uncommon acronyms and must be in Alphabetical Order		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Section XII Ratee's Acknowledgement		
RATEE'S SIGNATURE AND DATE		

Most Common Seen Errors and Prohibited Comments

- Section I: FDID full 9 digit code.
- Section I: Period of Report
- Section II: Duty title needs to be upper/lower case
- Section VIII/IX: If comments are NOT provided state "THIS LINE INTENTIONALLY LEFT BLANK."
- Section IX: Future roles are not to be used as Veiled Promotion Statements
- Section IX: "Promotion Eligible" Not matching the MEL
- "THIS IS A REFERRAL REPORT" Section not filled out.
- Section IX: "Promotion Recommendation" does not match the MEL.
- Section XI: Acronyms need to be in alphabetical order
- Comments about CFC (Reference: AFI 36-2406, para 1.12.5.4)
- Enlisted PME comments not pertaining to an official PME award. (AFI 36-2406 para 1.12.3.4.7)
- Written or veiled promotion statements. (AFI 36-2406 para 1.12.2.3)
- Veiled promotion statements: Ex: SSgt filled E-6 billet-prohibited

4. AF Form 911 Checklist

AF FORM 911 MSgt-SMSgt & MSgt- SMSgt Select EPR REVIEW CHECKLIST		
Rank/Name:		YES NO
Is EPR on AF FORM 911, dated 20150731 V2?		
Section I Ratee Identification Data		
Do the following items in Sections I/II match the shell?		
LAST NAME, FIRST NAME, MIDDLE INITIAL (check spelling, middle initial, JR, Sr, etc.). Is it punctuated correctly, e.g. Smith, John R., Jr. or Smith, John R. II? (Name will be in all upper case)		
SSN		
GRADE		
DAFSC held as of the THRU date. If applicable, did supervisor use "zeros" "0" NOT capital "Os"?		
ORGANIZATION: As of the SCOD EX. (J3) U.S. Special Operations Command (USSOCOM) MacDill AFB, FL		
PAS CODE: (as of the SCOD) EX. MA3DFBFK		
SRID: (Full 5 digit code) EX. U11AQ (SRID can be found on your rip/shell)		
PERIOD OF REPORT: From (Day after previous EPR's close-out)		
PERIOD OF REPORT: Thru (SCOD) SMSgt and SMSgt Select SCOD- 31 Jul & MSgt and MSgt Select SCOD- 30 Sep		
NO. DAYS NON-RATED (AFI 36-2406 PAR 3.3.10 For examples of Non-Rated) Enter 00 if needed to proceed to the next block		
NO. DAYS SUPERVISION (Includes days which member was deployed).		
REASON FOR REPORT: Annual		
Section II Job Description		
DUTY TITLE: (as of the SCOD) Written as Upper/Lower case (Should match EPR shell if not, request duty title change request on J1 DTCW form and return with EPR draft)		
KEY DUTIES, TASK RESPONSIBILITIES (Position Information as of close out date) Use commonly used acronyms, Are there any capitalization, spelling, spacing, or punctuation errors?		
Section III Performance in Leadership/Primary Duties/Follership/Training		
Is the appropriate block marked?		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
Section IV Whole Airman Concept		
Is the appropriate block marked?		
Are there any capitalization, spelling, spacing, or punctuation errors? commonly used acronyms?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
Section V Overall Performance Assessment		
Is the appropriate block marked?		
Section VI Rater Information		
LAST NAME, FIRST NAME, MIDDLE INITIAL (check spelling, middle initial, JR, Sr, etc.). Is it punctuated correctly, e.g. Smith, John R., Jr. or Smith, John R. II?		
Last Four of SSN /Duty title as of the SCOD?		
Section VII Additional Rater Comments		
Is the correct box marked? (Concur/Non Concur)		
DUTY TITLE (As of SCOD or 120 days prior if PCS/PCA)		
Are the last 4 digits of the Additional Rater's SSN correct? Is the Additional Rater's duty title as of the SCOD correct?		
Section VIII Additional Rater's Comments		
Is the CONCUR block marked?		
If comments are not provided state "THIS SECTION NOT USED."		
If comments provided, are there any capitalization, spelling, spacing, or punctuation errors? Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
FUTURE ROLES (Optional) May not serve as a veiled promotion statement. You may not recommend an Airman for a future role that they are ineligible for based on current or projected grade, as of the SCOD, see AFI 36-2406 para. 1.12.2.4		
EDUCATION: (CCAF as of the SCOD? Select YES or NO / PME: Course 14 Complete? Select Yes or No (Members have 1 year from the 2015 MyPers notificaton or 1 year from the Promotion effective date to complete PME.		
PROMOTION ELIGIBLE (TIG/TIS Eligible) chose "yes or no" from the drop down box		
THIS A REFERRAL? Choose YES or NO		
QUALITY FORCE REVIEW- Must be marked as YES		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
HQ U.S. Special Operations Command, (USSOCOM)		
MacDill AFB FL		
Last Four of SSN /Duty title as of the SCOD?		
Section IX Unit Commander/Military or Civilian Director/Other Auth Reviewer's Comments		
Is the CONCUR block marked?		
If comments are not provided state "THIS LINE INTENTIONALLY LEFT BLANK."		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12) Promotion Recommendation Statement authorized on TIG eligible only, prohibited on non TIG eligible EPRs		
FINAL EVALUATOR POSITION- Select the appropriate level of endorsement from the drop down tab		
SENIOR RATER STRATIFICATION- (Senior Rater can only stratify 20% of SMSgt and 10% of MSgt) If awarded the Senior Rater endorsement, select 20% for SMSgt and 10% for MSgt		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
HQ U.S. Special Operations Command, (USSOCOM)		
MacDill AFB, FL		
DUTY TITLE (As of SCOD or 120 days prior if PCS/PCA)		
Last Four of SSN /Duty title as of the SCOD?		
Section X. Functional Examiner/Air Force Advisor		
Is appropriate block marked? (When applicable) When the signature in section IX, block I is a non-Air Force member, please type the AFELM Section CC or designee's signature block and "X" the Air Force Advisor block		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
HQ U.S. Special Operations Command (USSOCOM)		
MacDill AFB FL		
Are the last 4 digits of the Rater's SSN correct?		
DUTY TITLE: Commander, Air Force Element Section or Designee Signature Block		
Section XI Remarks		
List uncommon acronyms, and list in Alphabetical Order		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Section XII Ratee's Acknowledgement		
RATEE'S SIGNATURE AND DATE		

Most Common Seen Errors and Prohibited Comments

- Section I: SRID full 5 digit code.
- Section I: Period of Report
- Section II: Duty title needs to be upper/lower case/Does not match the shell
- Section VIII/IX: If comments are NOT provided state "THIS LINE INTENTIONALLY LEFT BLANK."
- Section IX: Future roles are not to be used as Veiled Promotion Statements
- "THIS IS A REFERRAL REPORT" Section not filled out.
- Section XI: Acronyms need to be in alphabetical order
- Comments about CFC (Reference: AFI 36-2406, para 1.12.5.4)
- Enlisted PME comments not pertaining to an official PME award. (AFI 36-2406 para 1.12.3.4.7)
- Written or veiled promotion statements. (AFI 36-2406 para 1.12.2.3)
- Veiled promotion statements: Ex: MSgt just pinned on MSgt, - Promote to SMSgt Now on non TIG eligible members prohibited

5. AF Form 912 Checklist

AF FORM 912 CMSgt & CMSgt Select- EPR REVIEW CHECKLIST		
Rank/Name:		YES NO
Is EPR on AF FORM 912, dated 20150529 V2?		
Section I. Ratee Identification Data		
Do the following items in Sections I/II match the shell?		
LAST NAME, FIRST NAME, MIDDLE INITIAL (check spelling, middle initial, JR, Sr, etc.). Is it punctuated correctly, e.g. Smith, John R., Jr. or Smith, John R. II? (Name will be in all upper case)		
SSN		
GRADE		
DAFSC held as of the THRU date. If applicable, did supervisor use "zeros" "0" NOT capital "Os"?		
ORGANIZATION: As of the SCOD EX. (J3) U.S. Special Operations Command (USSOCOM) MacDill AFB, FL		
PAS CODE: (as of the SCOD) EX. MA3DFBFK		
SRID: (Full 5 digit code) EX. U11AQ (SRID can be found on your EPR rip/shell)		
REASON FOR REPORT: Select from the Drop down menu		
TAFMSD: Date entered the military (See SURF from AMS, for NON EAD- Use Pay Date from AMS Surf)		
PERIOD OF REPORT: From date: see dates on EPR rip/Shell (1 day after close out date of last EPR) Thru date: SCOD (CMSgt and CMSgt Select SCOD- 31 May)		
NO. DAYS SUPERVISION (Includes days which member was deployed).		
HYT: (Date can be found on AMS SURF) ANG will enter the date ratee turn age 60 unless extended beyond age 60 IAW ANGI 36-2002		
DUTY TITLE: (as of the SCOD) Written as Upper/Lower case (Should match EPR shell if not, request duty title change request)		
Section II. Rater's Performance Assessment		
COMMENTS: Min. 1 line. Four lines highly encouraged when making current year Command Chief Master Sergeant (CCM) recommendations. May use "Line left intentionally blank" as mandatory line.		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
Section III. Rater Information		
NAME, GRADE, BRANCE OF SERVICE, ORGN, CMD AND LOCATION: See below example of format		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
HQ U.S. Special Operations Command, (USSOCOM)		
MacDill AFB FL		
DUTY TITLE: (as of the SCOD) Written as Upper/Lower case (Should match EPR shell if not, request duty title change request)		
DATE: Date signed AFTER the close out date of the EPR		
SSN: Raters last 4		
SIGNATURE: Raters digital signature		
Senior Rater's Performance Assessment		
Is the appropriate block marked X? CONCUR/NON-CONCUR		
COMMENTS: Comments are mandatory when the report is a referral or "Do Not Retain" recommendation; otherwise they are optional, but highly encouraged when making current year Command Chief Master Sergeant nominations.		
Are there any capitalization, spelling, spacing, or punctuation errors? commonly used acronyms?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
CONSIDER FOR HIGHER RESPONSIBILITY: See AFI 36-2406, Table 3.11, item 21. Outlines rules for READY NOW, ON TRACK, CURRENT ASSIGNMENT, GROOM, AND DO NOT RETAIN		
RECOMMENDED FUTURE ROLES: Select from the drop down menu. See AFI 36-2406, Table 3.11, item 22 for more detail.		
NOTE: Senior raters will stratify all CMSgts receiving a primary vector (top recommendation) for the current year's Command Chief Screening Board CMSgts being nominated will be stratified against all CMSgts under the senior rater's purview, not just those CMSgts eligible for or nominated for CCM duty. CMSgt selects may not be included in the total number of CMSgts under the senior rater's purview. Stratification is prohibited for those CMSgts not receiving nomination (top recommendation) for the current year's Command Chief Screening Board. CCM nominations must be accompanied by a "Ready Now" recommendation. CMSgts not receiving a "Ready Now" recommendation for higher responsibility are not eligible for a primary vector CCM duty nomination.		
Section V Whole Airman Concept		
Is the appropriate block marked?		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
Section VI Overall Performance Assessment		
LAST NAME, FIRST NAME, MIDDLE INITIAL (check spelling, middle initial, JR, Sr, etc.). Is it punctuated correctly, e.g. Smith, John R., Jr. or Smith, John R. II?		
Is the appropriate block marked?		
Section VII Rater Information		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
6th Force Support Squadron (AMC)		
MacDill AFB FL		
DUTY TITLE (As of SCOD or 120 days prior if PCS/PCA)		
Are the last 4 digits of the Rater's SSN correct?		
Section VIII Additional Rater's Comments		
Is the CONCUR block marked?		
If comments are not provided state "THIS SECTION NOT USED"		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
6th Force Support Squadron (AMC)		
MacDill AFB FL		
DUTY TITLE (As of SCOD or 120 days prior if PCS/PCA)		
Are the last 4 digits of the Rater's SSN correct?		
Section IX Unit Commander/Military or Civilian Director/Other Auth Reviewer's Comments		
Is the CONCUR block marked?		
If comments are not provided state "THIS SECTION NOT USED" (if competing members for PN or MP, remarks are highly encouraged)		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Are there any prohibited comments? (AFI 36-2406 PAR 1.12)		
FUTURE ROLES (Optional) May not serve as a veiled promotion statement. You may not recommend an Airman for a future role that they are ineligible for based on current or projected grade, as of the SCOD, see AFI 36-2406 para. 1.12.2.4		
PROMOTION ELIGIBLE (TIG/TIS Eligible) This will come from the MEL, chose "yes or no" from the drop down box		
Is this a referral report?		
QUALITY FORCE REVIEW- Must be marked as YES		
PROMOTION RECOMMENDATION (Does it match the MEL, or final FD results if met the FD panel)? If TIG ineligible, leave section 6 blank- will be signed by the J Code Directors		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
HQ U.S. Special Operations Command, (USSOCOM)		
MacDill AFB FL		
DUTY TITLE (As of SCOD or 120 days prior if PCS/PCA)		
Section X Functional Examiner/Air Force Advisor		
Is appropriate block marked? (When applicable) When the signature in section IX, block 6 is a non-Air Force member, please type the AFELM Section CC or designee's signature block and "X" the Air Force Advisor block		
FIRST NAME MIDDLE INITIAL LAST NAME, Rank, USAF		
HQ U.S. Special Operations Command (USSOCOM)		
MacDill AFB FL		
Are the last 4 digits of the Rater's SSN correct?		
DUTY TITLE- Commander, Air Force Element Section or Designee		
Section XI Remarks		
Only uncommon acronyms and must be in Alphabetical Order		
Are there any capitalization, spelling, spacing, or punctuation errors?		
Section XII Ratee's Acknowledgement		
RATEE'S SIGNATURE AND DATE		

Most Common Seen Errors and Prohibited Comments

- Section I: Period of Report
- Section II: Duty title needs to be upper/lower case
- Section VIII/IX: If comments are NOT provided state "THIS LINE INTENTIONALLY LEFT BLANK."
- Section IX: Future roles are not to be used as Veiled Promotion Statements
- Section IX: "Promotion Eligible" Not matching the MEL
- "THIS IS A REFERRAL REPORT" Section not filled out.
- Section IX: "Promotion Recommendation" does not match the MEL.
- Section XI: Acronyms need to be in alphabetical order
- Comments about CFC (Reference: AFI 36-2406, para 1.12.5.4)
- Enlisted PME comments not pertaining to an official PME award. (AFI 36-2406 para 1.12.3.4.7)
- Written or veiled promotion statements. (AFI 36-2406 para 1.12.2.3)
- Veiled promotion statements: Ex: SSgt filled E-6 billet-prohibited

6. PERFORMANCE REPORT QUALITY CONTROL CHECKLIST

AF Form 707, Officer Performance Report (Lt thru Col)

Section I – Ratee Identification Data

- Name is in all CAPS and matches shell “SMITH, JOHN F., JR.”
- SSN matches shell
- Rank matches shell and is the rank of close-out date (use drop down menu)
- DAFSC matches shell
- Reason of Report matches shell (use drop down menu)
- PAS CODE matches shell
- Organization matches shell [Reservist only – “(Non-EAD)” will be placed after TX]

Example: 59th Medical Wing (AETC), JBSA-Lackland TX (Non-EAD)

ORGANIZATION IS ON ONE LINE AT THE BOTTOM OF THE BLOCK

- Period of Report matches shell
- No. Days Supervision matches shell
- No. Days Non-Rated will be 0; unless otherwise noted
- Senior Rater ID is 0J1WH

Section II – Job Description

- Duty Title matches shell (Ex. Flight Commander) Upper and lower case; spell out when space permits.
- Comment are in bullet format

Section III – Performance Factor

- Meets Standards or Does Not Meet Standards is checked

Section IV – Rater Overall Assessment

- Performance feedback is dated in accordance with AFI 36-2406. Table 3.1, Block 16 (if not, state reason “Feedback was not accomplished due to...”)
- Signature block is in the correct format. If rank is abbreviated, make sure it is abbreviated in all signature blocks.

Example: JOHN A. DOE, Col, USAF

59th Medical Wing (AETC)

JBSA-Lackland TX

- Duty title and SSN matches shell and is correct as of close-out or accounting date. If the OPR rater is also the reviewer, leave Section V-Additional Rater’s Overall Assessment, blank and

place the following statement in Section VI-the Reviewer's comments block: THE RATER IS ALSO THE REVIEWER. The rater will sign the rater, additional rater, and reviewer blocks. Per AFI 36-2406, Para 3.9.6.3.)

Section V – Additional Rater Overall Assessment

- Concur or Non-Concur block is marked
- For Lt Cols, if the rater is a Lt Col, the additional rater must be a Colonel
- Signature block is in the correct format and consistent with other signature blocks

Section VI – Reviewer

- Use the following signature block for the 59th MDW/CC
JOHN J. DEGOES, Maj Gen, USAF, MC, FS
59th Medical Wing (AETC)
JBSA-Lackland TX
Duty Title: Commander

Section VII – Functional Examiner/Air Force Advisor (AFI 36-2904, Para 1.6.8)

- Functional Examiner or Air Force Advisor block is marked
- Signature block is in the correct format Concur or Non-Concur block is marked and consistent with other signature blocks.

Section X – Remarks

- Uncommon acronyms/abbreviations are listed alphabetically by acronym and separated by a semicolon per AFI 36-2406, Para 1.3.7.2.

Example: Air Force Personnel Center (AFPC); Casualty Report (CASREP)

Miscellaneous

- Supporting Documents are compiled in a single PDF in the following order:
 - 1) SURF
 - 2) Shell Report (if any updated changes)
 - 3) Fitness Report
 - 4) Last 3 Evaluations (in chronological order with the most current first)
 - 5) Training Reports (if applicable)
 - 6) OPR Checklist (signed)
- *Save as: Last Name_Supporting Documents (Ex: Smith_Supporting Documents)

PERFORMANCE REPORT QUALITY CONTROL CHECKLIST

- Unit/Group POC

- Rater

- Additional Rater

- Functional Not Applicable

- First Sergeant

- Superintendent

- Commander (if not the reviewer)

- Unit/Group POC

OFFICER PERFORMANCE REPORT (Lt thru Col)

I. RATEE IDENTIFICATION DATA (Read AFI 36-2406 carefully before filling in any item)					
1. NAME (Last, First, Middle Initial) DOE, JOHN M.	2. SSN XXX-XX-XXXX	3. RANK 1Lt	4. DAFSC 46N3	5. REASON FOR REPORT Annual	6. PAS CODE LA0JFR7K
7. ORGANIZATION, COMMAND, LOCATION, AND COMPONENT 59th Medical Operations Squadron (AETC), JBSA-Lackland TX			8. PERIOD OF REPORT FROM 18 May 2018 THRU 17 May 2019	9. NO. DAYS SUPV. 365 NO. DAYS NON-RATED 0	
II. JOB DESCRIPTION (Limit text to 4 lines) DUTY TITLE Clinical Nurse, Pediatrics					10. SRID OJ1WH
- Plans, implements, evaluates, and leads reform of healthcare management f/13.5K enrollees and 36K visits annually - Delivers comprehensive ambulatory nursing skills, manages referral, utilization, access, and complex medical issues - Provides leadership/clinical oversight of AFMH operations, population health, quality reviews, and patient education - Supports extended hrs clinic operations; monitors preventive health milestones; ADDTL DUTIES: ETR, Alt FRED					
III. PERFORMANCE FACTORS					
				<input type="checkbox"/> DOES NOT MEET STANDARDS	<input checked="" type="checkbox"/> MEETS STANDARDS
Job Knowledge, Leadership Skills (to include Promoting a Healthy Organizational Climate), Professional Qualities, Organizational Skills, Judgment and Decisions, Communication Skills (see reverse if marked Does Not Meet Standards)				<input type="checkbox"/>	<input checked="" type="checkbox"/>
IV. RATER OVERALL ASSESSMENT (Limit text to 6 lines)					
- AFMH tm lead; led 7 techs/1 RN/3 providers; reviewed 36K pt appts/190 procedures--kept \$4.3M patient svcs intact - Mitigated RN gap; gave 8 hrs of OJT f/subspecialty; aid'd 24 procedures/rvw'd 10 rcds--Adolescent clinic ops saved - Oriented 1 RN; utilized AFMOA modules; trnd 24 hrs/validated 20 tasks--raised nursing manning 13% & ATC 15% - MCRP clinical tm RN; dir'd 14 med staff f/2 exercises/edu'd 340 prsnl on emerg response--tm set f/MASCAL events - Unit CAF POC; stdiz'd 37 records/track'd 444 items/creat'd 11 folders--compliance up 100%/met AF/SG goal/2 wks - Superb officer/nurse/leader; hit the ground running, work ethic aided UEI "effective"--Element leader job next; PDE					
Last performance feedback was accomplished on: 24 Aug 2018 (IAW AFI 36-2406) (If not accomplished, state the reason)					
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION KATHERINE A. ABBOTT, Capt, USAF 59th Medical Operations Squadron (AETC) JBSA-Lackland TX		DUTY TITLE Pediatrics Element Leader		DATE 25 Jun 2019	
SSN 9355		SIGNATURE ABBOTT.KATHERINE.A.13841 21280		Digitally signed by ABBOTT.KATHERINE.A.1384121280 Date: 2019.06.25 12:24:25 +04'30'	
V. ADDITIONAL RATER OVERALL ASSESSMENT (Limit text to 4 lines) <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
- Acting Element Leader x 8 wks in AF's lrgst peds clinic; guided 63 staff/unit ops--clinic deficit down \$434K to \$7K - Unit Ed/Training Rep; dev'd 15-item CBT tracker f/54 mbrs; compiled qrtly report--clinic specific CBT trng up 17% - Promoted CDC pln; enforced protocol f/childhood immunizations--93.3% rate/#1/242 DoD MTFs f/vaccines <2 yrs - Outstanding ofcr/ldr/seasoned RN; dynamic Peds SME, won Gp CGO RN Svc awd 4th qtr--Element lead next; PDE					
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION DALIA GARCIA, Lt Col, USAF, NC 59th Medical Operations Squadron (AETC) JBSA-Lackland TX		DUTY TITLE Maternal Childcare Flight Commander		DATE 28 Jun 2019	
SSN 4976		SIGNATURE GARCIA.DALIA.1133815828		Digitally signed by GARCIA.DALIA.1133815828 Date: 2019.06.28 13:17:39 +05'00'	
VI. REVIEWER (If required, limit text to 3 lines) <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION JOHN J. DEGOES, Maj Gen, USAF, MC, FS 59th Medical Wing (AETC) JBSA-Lackland TX		DUTY TITLE Commander		DATE	
SSN 0665		SIGNATURE			
VII. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Indicate applicable review by marking the appropriate box) <input type="checkbox"/> FUNCTIONAL EXAMINER <input type="checkbox"/> AIR FORCE ADVISOR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION		DUTY TITLE		DATE	
SSN		SIGNATURE			
VIII. RATEE'S ACKNOWLEDGMENT					
I understand my signature does not constitute agreement or disagreement. I acknowledge all required feedback was accomplished during the reporting period and upon receipt of this report.			SIGNATURE		DATE
Yes No <input type="checkbox"/> <input type="checkbox"/>					

RATEE NAME: ENRIQUEZ, ERIN M.

IX. PERFORMANCE FACTORS (If Section III is marked Does Not Meet Standards, fill in applicable block[s])	DOES NOT MEET STANDARDS
1. Job Knowledge. Has knowledge required to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle non-routine situations.	<input type="checkbox"/>
2. Leadership Skills. Sets and enforces standards. Promotes a Healthy Organizational Climate. Works well with others. Fosters teamwork. Displays initiative. Self-confident. Motivates Subordinates. Has respect and confidence of subordinates. Fair and consistent in evaluation of subordinates.	<input type="checkbox"/>
3. Professional Qualities. Exhibits loyalty, discipline, dedication, integrity, honesty, and officership. Adheres to Air Force Standards (i.e. Fitness standards, dress and appearance, customs and courtesies, and professional conduct.) Accepts personal responsibility. Is fair and objective.	<input type="checkbox"/>
4. Organizational Skills. Plans, coordinates, schedules and uses resources effectively. Meets suspenses. Schedules work for self and others equitably and effectively. Anticipates and solves problems.	<input type="checkbox"/>
5. Judgment and Decisions. Makes timely and accurate decisions. Emphasizes logic in decision making. Retains composure in stressful situations. Recognizes opportunities. Adheres to safety and occupational health requirements. Acts to take advantage of opportunities.	<input type="checkbox"/>
6. Communication Skills. Listens, speaks, and writes effectively.	<input type="checkbox"/>

X. REMARKS (use this section to spell out acronyms from the front)

Air Force Medical Home (AFMH); Air Force Medical Operations Agency (AFMOA); Access to Care (ATC); Competency Assessment Folder (CAF); Centers for Disease Control and Prevention (CDC); Computer Base Training (CBT); Education and Training Representative (ETR); Mass Casualty (MASCAL); Medical Contingency Response Plan (MCRP); Medical Treatment Facility (MTF); On the Job Training (OJT); Point of Contact (POC); Registered Nurse (RN); Subject Matter Expert (SME);

XI. REFERRAL REPORT (Complete only if report contains referral comments or the overall standards block is marked as does not meet standards)

I am referring this OPR to you according to AFI 36-2406, para 1.10. It contains comment(s)/rating(s) that make(s) the report a referral as defined in AFI 36-2406, para, 1.10. Specifically, _____

Acknowledge receipt by signing and dating below. Your signature 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 rebuttal comments. Send your written comments to:

not later than 3 duty days (30 for non-EAD members) from your date below. If you need additional time, you may request an extension from the individuals named above. You may submit attachments (limit to 10 pages), but they must directly relate to the reason this 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 since these documents are already filed in your records. Your rebuttal comments/attachments may not contain any reflection on the character, conduct, integrity, or motives of the evaluator unless you can fully substantiate and document them. Contact the MPS, Force Management section, or the AF Contact Center 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 (e.g. assignments, promotions, etc.). You may consult your commander and/or MPS or Air Force Contact Center 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 36-2406, Chapter 10, Correction of Officer and Enlisted Evaluation Reports, once the report becomes a matter of record as defined in AFI 36-2406, Attachment 2.

NAME, GRADE, BR OF SVC OF REFERRING EVALUATOR	DUTY TITLE	DATE
	SIGNATURE	
SIGNATURE OF RATEE		DATE

INSTRUCTIONS

ALL: Recommendations must be based on performance and the potential based on that performance. Promotion recommendations are prohibited. Do not comment on completion of or enrollment in Developmental Education, advanced education, previous or anticipated promotion recommendations on AF Form 709, OPR endorsement levels, family activities, marital status, race, sex, ethnic origin, age, religion or sexual orientation. Evaluators enter only the last four numbers of SSN.

RATER: Focus your evaluation in Section IV on what the officer did, how well he or she did it, and how the officer contributed to mission accomplishment. Write in concise "bullet" format. Your comments in Section IV may include recommendations for assignment. Provide a copy of the report to the ratee prior to the report becoming a matter of record and provide follow-up feedback to let the ratee know how their performance resulted in this final product.

ADDITIONAL RATER: Carefully review the rater's evaluation to ensure it is accurate, unbiased and uninflated. If you disagree, you may ask the rater to review his or her evaluation. You may not direct a change in the evaluation. If you still disagree with the rater, mark "NON-CONCUR" and explain. You may include recommendation for assignment.

REVIEWER: Carefully review the rater's and additional rater's ratings and comments. If their evaluations are accurate, unbiased and uninflated, mark "CONCUR" and sign the form. If you disagree with previous evaluators, you may ask them to review their evaluations. You may not direct them to change their appraisals. If you still disagree with the additional rater, mark "NON-CONCUR" and explain in Section VI. Do not use "NON-CONCUR" simply to provide comments on the report.

RATEE: Your signature is merely an acknowledgement of receipt of this report. It does not constitute concurrence. If you disagree with the content, you may file an evaluation appeal through the Evaluation Reports Appeals Board IAW AFI 36-2406 Chapter 10 (Correcting Officer and Enlisted Evaluation Reports), or through the Air Force Board for Correction of Military Records IAW AFI 36-2603 (Air Force Board for Correction of Military Records) and AFPAM 36-2607 (Applicants' Guide to the Air Force Board for Correction of Military Records (AFBCMR)).

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force: AFI 36-2406, and Executive Order 9397 (SSN), as amended.
PURPOSE: Used to document effectiveness/duty performance history; promotion, school and assignment selection; reduction-in-force; control roster; reenlistment; separation; research and statistical analysis.
ROUTINE USES: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply.
DISCLOSURE: Voluntary. Not providing SSN may cause form to not be processed or to positively identify the person being evaluated.
SORN: F036 AF PC A, Effectiveness/Performance Reporting Records

8. OPR Administrative Guide

This is a guide to assist you/your teams in completing a FULL administrative review EVERY time an OPR is sent to the Wing. Every time you review an OPR (until it's closed out), a FULL administrative review should be completed. We are human and we all make mistakes, so let's ensure we're moving quality products through the system.

Name	All CAPS with no comma after the first name (MEDIC, WARRIOR G.) <i>*If the member has two middle initials listed on the shell, both must be listed on the OPR.</i>
SSN	Must match the shell and be the full social.
Rank	Use the drop down option box for correct formatting. Should not be all CAPS.
DAFSC	Must match shell report or have a 2096 included in supporting documentation.
Reason for Report	Must match shell report or have supporting documentation. Hearsay does not justify mismatch.
PAS Code	This should match the shell report and be the unit to which they are assigned.
Organization	If it fits, entire organization should be on bottom line. If you use JBSA - Lackland TX then it should be consistent with signature blocks. Check to make sure it doesn't vary between JBSA - Lackland TX and JBSA-Lackland TX. If a member is matrixed from another unit, it should read as the unit they are assigned to followed by "with duty at" the unit to which they are matrixed.
Period of Report	Must match shell report.
Number of Days Supervision	Must match shell report.
Duty Title	No abbreviations or acronyms. Spell out completely (if space permits).
SRID	This will be 0J1WH (the <i>number one</i> , not the letter l)
Concur and Meets Standards Boxes	Should always be marked prior to leaving the unit.
Last performance feedback date	This should be filled out (with a date within the period of report dates) or annotated why it wasn't completed.
Signature Blocks	<ul style="list-style-type: none"> - ALL Ranks should be abbreviated accordingly. Example: Col vs Colonel or Maj vs Major. Just because it fits, doesn't mean it's correct. - Commas and spacing should be used correctly. - Date – signed should be <i>no earlier than</i> the closeout date of the OPR. - SSN - This needs to be correct and filled in. It should route through each person in the signature block before getting to the Wing, so they should be verifying their signature block and SSN are correct. - Maj Gen DeGoes' signature block: JOHN J. DEGOES, Maj Gen, USAF, MC, FS 59th Medical Wing (AETC) JBSA-Lackland TX - No OPR should come up with just a first name or with wrong credentialing from old commanders. i.e. CFS
Reviewer Comments	Needs to say the following if the Reviewer is also the Additional Rater - THE ADDITIONAL RATER IS ALSO THE REVIEWER
Remarks Section	This section is meant only for acronyms with the exception of medical specific abbreviations that would not otherwise be recognized by line side. DO NOT include abbreviations that are common knowledge such as Managed (Mng'd), Flight (Flt), and so on.