



U.S. AIR FORCE

# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

## **Understanding the Importance of your OPR/EPR**



**RIO/Det 6**

**Located at MacDill AFB FL  
927<sup>th</sup> ARW, 2<sup>nd</sup> floor**

**Telecom # (813) 828-8255 PIN 386  
DCO: <https://connect.dco.dod.mil/fd-brief-understanding-performance-report/>**

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- **References**
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- **AFI 36-2406, Officer & Enlisted Evaluations Systems**
- **AFRC OPR/EPR Writing Guide, April 2013**
- **AFH 36-2905, The Tongue and Quill**
- **Forms:**
  - **New Performance Report Forms (as of 1 Jan 14)**
    - **AF 707 (Lt thru Col)**
    - **AF 910 (AB thru TSgt)**
    - **AF 911 (MSgt thru CMSgt)**
  - **New Airman Comprehensive Assessment Forms (as of 1 Jul 14) (formally performance feedback)**
    - **AF 724 (Lt thru Col)**
    - **AF 931 (AB thru TSgt)**
    - **AF 932 (MSgt thru CMSgt)**



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## Airman Comprehensive Assessment (ACA) Requirements

Rank	Initial ACA Closeout	Midterm ACA Closeout	End of Reporting Period
CMSgt (E-9)	w/i 60 days of new supervision	Not Required	Conduct w/i 60 days of evaluation closeout*
SMSgt (E-8)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
MSgt (E-7)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
TSgt (E-6)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SSgt (E-5)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SrA (E-4)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout

\*For revised requirement for CMSgt ACAs visit [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/27767](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/27767)

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## Static Close Out Date Implementation Schedule

### IRs & TRs

Rank	Initial ACA Closeout	Midterm ACA Closeout	Evaluation SCOD
CMSgt (E-9)	N/A*	31 Jan 15	31 May 15
SMSgt (E-8)	31 Jul 14**	31 Jul 15	31 Jul 16
MSgt (E-7)	N/A*	30 Sep 14	30 Sep 15
TSgt (E-6)	30 Nov 14**	30 Nov 15	30 Nov 16
SSgt (E-5)	31 Jan 15**	31 Jan 16	31 Jan 17
SrA (E-4)	N/A*	31 Mar 15	31 Mar 16

\* Denotes an initial feedback provided prior to the implementation of ACA

\*\* Denotes a date of initial evaluation rating period; feedback should be conducted within 60 days of initial rating period beginning.



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# *Preparation & Submission*

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- **Preparation**

- Track & log your performance
- Reference performance feedback provided...ask for it!!
- Be aware of Fit Testing due dates / failures
- Use AFIs, evaluation guides, internet, dictionary, thesaurus, etc.
- Know when performance reports are due & don't wait on the shell.

- **Submission**

- Provide a draft to Active Component Supervisor a month prior to close out
- Provide supplement information/documentation (Word doc with extra bullets or more detail)
- Follow-up with your Supervisor



# *Bullet Structure*

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- **Make sure your bullet statements conveys what you did & on one line: **A** – Action    **I** – Impact    **R** – Result**
- **Ensure impact is in some kind of measurable terms: Best, top %, number #, man-hours/days saved, etc.**
- **Qualify where the impact is: unit, group, wing, MAJCOM, COCOM, etc.**
- **Community involvement bullets: any non-duty related bullet must be scrutinized carefully for both level and impact**



# Bullet Structure (cont.)

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## Single achievement bullet:

- Semicolons (;) come after the action
- Double dash (--) comes after the impact & before result

-           **A**          ;           **I**           --           **R**          

## Double achievement bullet

- Semicolons (;) come after the action
- Dash (--) comes after the impact & before the result

-           **A**           &           **A**          ;           **I**           --           **R**





## *Helpful Hints*

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- **Ensure the eval matches what's in the military personnel data system (MilPDS)...rater, duty title, start date & close-out date**
- **Duty title changes must be submitted to Detachment during rating period**
- **Maximize your time on duty**
  - **Get involved in your unit, base, etc.**
  - **Be properly utilized (e.g., SNCO answering phones is not good use of that grade & experience level)**
  - **Remember: Community Involvement & Education can be included as part of "Professionalism"**
- **Write what you want to say with regard to space but ensure it's clear & strong**



## ***Helpful Hints (cont.)***

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- **Start off with the first & last lines of rater's, additional rater's, & senior rater's blocks - they catch the most attention & should be strong**
- **Proofread the entire OPR/EPR**
- **Ensure proper noun/verb agreements**
- **Focus on using good action verbs/past tense**
- **Quantify statements**
  - **Saved \$\_\_\_\_, improved efficiency by \_\_\_\_ (time, man-hours, etc.)**
  - **Your efforts contributed to unit's success in some way (e.g., Inspection results), so do the research to find out**
  - **Check with your unit; they should have some stats**



## *Helpful Hints (cont.)*

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- **Use abbreviation, acronyms & short cuts when needed, but be consistent**
  - **Abbreviation example: Leader - Ldr**
  - **Acronym example: Subject Matter Expert - SME**
    - **OPRs – on the back spell-out unfamiliar acronyms)**
  - **Short cut example: with valor - w/valor**
- **Show level of impact - section, flight, squadron, group, wing, base, directorate, NAF, MAJCOM, COCOM, etc.**



## *Helpful Hints (Cont.)*

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- **Make it fit on one line, when possible**
  - **Cut characters & not key words or elements**
  - **Look to cut adjectives...should be no “a”, “an” or “the” on the form (waste of space)**
  - **Don’t include your rank/name or even pronouns (e.g., he/she or his/her) in the bullet (waste of space)**
- **Use exclamation points (!) sparingly, the more you use them, the less emphasis they have**
- **Officer Promotion Recommendations are not authorized**
- **Verify completion:**

**\*\*\*\*\* *Check both PRDA & vMPF*\*\*\*\*\***



- **Officer**

- **Examples:**

- **My #1 leader of 80 field grade officers; absolutely select for SDE and assign as a commander now!**
    - **Our #1 of 105 CGOs--base CGO of Quarter, Jan-Mar 01; a must for AFIT and flight command**

- **Enlisted – Sr Rater Endorsement requirements:**

- **MSgt/SMSgt only must have PME and CCAF**

- **Examples:**

- **Our #1 MSgt 300; base 2001 SNCO of Year; assign as superintendent; top promote now!**
    - **Best CMSgt warrior leader I've ever worked with in 25 years! Make a command chief now!**



# *Bullets Boards Scan*

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- **First & last lines of rater, additional rater's & senior rater blocks**
- **For OPRs the last line of the highest level of endorsement (usually gets the most attention at boards)**
- **Basic rules:**
  - **Top lines provide overall assessment of leadership performance with a specific example**
  - **Bottom lines provide an overall assessment of leadership potential with recommendations for next assignment and/or school**

# Contacts for Det 6 IRs



**Main Customer Service Line**  
**813-828-5035/DSN 968**

**Opt 1 - Force Management**  
*(Assignments, Enlisted Prom, UPMR Mgt)*  
[Riodet6.forcemgmt@us.af.mil](mailto:Riodet6.forcemgmt@us.af.mil)

**Opt 2 – Readiness & Intetegration**  
*(Orders, Readiness, Waivers, Formal School)*  
[Riodet6.readiness@us.af.mil](mailto:Riodet6.readiness@us.af.mil)

**Opt 5 - Resource Management**  
*(All other services , DTS, Clothing Request)*  
[riotdet6@us.af.mil](mailto:riotdet6@us.af.mil)

**Commander: Col Malia Spranger (at MacDill)**  
**813-828-5035 Opt 4/DSN 968;**  
**[malia.spranger@us.af.mil](mailto:malia.spranger@us.af.mil)**

**Superintendent: CMSgt Jeannie Norton**  
**813-828-5035 Opt 3/DSN 968**  
**[Debra.norton@us.af.mil](mailto:Debra.norton@us.af.mil)**

**IMA Travel: 1-800-808-5942**  
**FAX: 478-327-0625 or DSN 497-0625**  
**EMAIL: [Dobbins.imatravel@us.af.mil](mailto:Dobbins.imatravel@us.af.mil)**  
**MAIL: IMA TRAVEL**  
1392 Second St.  
Dobbins ARB GA 30069-4823

**OL – JB Langley-Eustis VA**  
**757-764-5101/DSN 574**  
[HQRIO.DET6OL-JBLE@us.af.mil](mailto:HQRIO.DET6OL-JBLE@us.af.mil)

**OL - Hurlburt Field FL**  
**850-884-2820/DSN 579**  
[RIODET6OLHURLBURT@us.af.mil](mailto:RIODET6OLHURLBURT@us.af.mil)

**IR Guide**  
<http://www.arpc.afrc.af.mil/shared/media/document/AFD-141014-034.pdf>

**IMA Travel Companion**  
<http://www.afrc.af.mil/share/d/media/document/AFD-140505-021.pdf>

**HQ RIO Website**  
<http://www.arpc.afrc.af.mil/library/rio/index.asp>

**Total Force Service Center (ARPC)**  
**1-800-525-0102**  
**210-565-0102/DSN 665**

**Orders Writing Cell (owc)**  
**478-327-2167/DSN 497**  
**[rmg.orders@us.af.mil](mailto:rmg.orders@us.af.mil)**

**RMG Pay Office**  
**478-327-2385/DSN 497**  
**FAX: 497-1830**  
**[rmg.rpo@us.af.mil](mailto:rmg.rpo@us.af.mil)**



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***Questions?***

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