

United States Air Force Reserve

Integrity - Service - Excellence

Performance Evaluations



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RESERVE

**HQ ARPC/DPTSE
Evaluations**

- Total Inventory: 43,000
- Greater than 30 days: 14,307
- Evaluations Team: 13 Technicians
- 3 Guard, 2 Reserve AGR, 2 Active Duty, 2 Reserve RPA and 4 Civilians
- Technicians process 50 Evaluations per day
- Provide phone support for ARC
- Current processing time 120 days
- UTA Weekend +3000 – 4000 additional reports

- 100% Review process is tedious
- Each report has to be opened
- All ranks and statuses are now receiving SCOD reports.
- Guard SCOD reports and SrA Reserve (additional 90k reports)
- Return to Rater 38%
- Systems issues
- New vPC application delayed 36 months

- **Status** missing (Prior to 8 Nov 2016)
- **Reason for report** is incorrect (Non-EAD=Biennial; AGR=Annual)
- **DATES ARE INCORRECT** (MilPDS is NOT the gospel)
- **Promotion Recommendations** (Recommendations for next rank, Selection for, etc...)
- **Stratification** (AF910/912 Prohibited, AF911 Section IX only by SR, and AF707 Out of Scope/Broad statements)
- Comments not in **bullet format**.
- **PME** Comments
- “NO” on **Quality Force Review** (Always “YES”)
- When submitting more than one document (i.e. Referral, Referral Memorandum and rebuttal comments), be sure that it is uploaded as one continuous document.
- If comments (Bullets) are not provided the comment “This Section not Used” is NOT permitted as of 8-NOV-2016. The comment “**THIS LINE INTENTIONALLY LEFT BLANK**” is the authorized statement.

- **PME:** Raters cannot recommend officers for specific schools, including “joint DE;” only the terms PDE, IDE, SDE are authorized.
 - Per HAF guidance RSSB, SOS, AWC, ACSC and BDE are all prohibited.
- **Stratification:** Out of Scope/Broad statements are prohibited. Must be a Quantitative comparison of an individual standing among peers within a definable group and within a specific evaluators scope of authority (i.e., direct rating chain). Correct: “#2 of 72 Majors in the group” Incorrect: “top 5% officer” evaluator does not have first-hand knowledge of all Air Force officers.
- **Key Personnel List (KPL)**
 - Per AFRC guidance: The KPL or DT vector is prohibited, with or without a stratification.

- IAW with AFI 36-2406, paragraph 1.6.2, the responsibility for administrative review is shared among all evaluators and reviewers.
- Use your FSS/CSS Personnel.
- Review AFI 36-2406
- Utilize Evaluations checklists on MyPers
- Submit reports on time
- Use the vPC reporting tool to check status of reports (CSS/FSS/MPS)

- **AFI 36-2406 Para. 4.7.2.2:** Reports for ARC members: reports will close-out on the next appropriate SCOD. If a promotion/demotion or transfer out of inactive/active status has occurred and the ratee will have more than 24 months (12 months for AGR) from the last evaluation and the new established SCOD for the new rank; a DBH report is required to close out the day prior to the status occurred.
 - Member needs to have an established EPR cycle.
 - Applies to Enlisted only.

- Note: Officer's will receive a DBH report for Promotion Board.
- HQ ARPC/DPTSE furnishes ratee names to the MAJCOM along with appropriate suspense dates and directs submission of evaluations under this rule.

1. Verify **member's last closed out report** in MilPDS and ARMs.
2. Verify when the member promoted. (Promotion Order)
3. From the DOR determine what the **next SCOD for the promoted rank** would be.
4. Calculate from the date of the last closed out report to the promoted ranks next SCOD.
 - If the time frame will exceed 24 months (Non-EAD) or 12 months (AGR) a Directed by HAF report will be needed.
 - Start date will reflect the day after the last report and the report will closeout the day prior to Date of Rank (DOR). Note: Rank on the report will reflect the previous rank and Reason for Report will reflect Direct by HAF.
 - If the time frame does not exceed the 24 (Non-EAD) or 12 (AGR) months.
 - Start date will reflect the day after the last report and the report will closeout on the promoted ranks next SCOD. The report will be either a Biennial (Non-EAD) or Annual report.

- As of 4 January 2018, all enlisted Airmen will receive initial evaluations upon the first 31 March SCOD reached as a Senior Airman.
- Commanders still retain the option to complete a Directed By Commander evaluation to document substandard performance for those Airman First Class and below any time after an Airman reaches 20-months Time-In-Service.
 - If a Directed By Commander evaluation is written, the Airman will receive a subsequent evaluation the following 31 March SCOD.
- **Start date** will reflect the member's Date Initially Entered Uniform Service (DIEUS).
- **Closeout date** will reflect the next SCOD (31-MAR) after the member promotes to SrA.

- ***If an Airman already has an initial (or SCOD) evaluation in their record and are not yet a SrA, when will they receive their next evaluation?***
 - All A1Cs and below will continue to receive an Annual/Biennial evaluation on the next applicable SCOD.
- ***Should we Cancel the EVR if the member has an Initial Report “Work in Progress”?***
 - If the member will not promote to SrA prior to 31-MAR-2018; cancel the report.
 - If the member promoted to SrA prior to 31-MAR-2018; return the report and advise them to change the closeout date to 31-MAR-2018 or the Initial report can be processed and the next report will closeout on the SCOD.

❑ **Enlisted Non-Rated Time (4.8)**

- Medical (physical, physiological, and/or psychological conditions; hospitalization, maternity, and/or convalescence in excess of 80 days, including, but not limited to, Airmen in Patient Status)
- Sexual Assault Victim (Unrestricted Report)
- Military or Civilian Confinement
- Transfer of Component

❑ **Officer Non-Rated Time (3.12)**

- Medical (physical, physiological, and/or psychological conditions; hospitalization, maternity, and/or convalescence in excess of 80 days, including, but not limited to, Airmen in Patient Status)
- Sexual Assault Victim (Unrestricted Report)
- Military or Civilian Confinement

- Follow the AFI guidance!! (AFI 36-2406 Para. 1.10)
- Member must be given required time (3 duty days for AGR & 30 calendar days for non-EAD) to submit a rebuttal.
 - The Additional Rater, Reviewer and Unit CC **cannot sign** or complete his/her section until this time has elapsed.
- Additional Rater's section must have mandatory comment.
 - ***"I have carefully considered (Ratee's name) comments to the referral document of (date)."***
 - ***"Comments from the Ratee were requested but were not received within the required period"***

- The date the rater signs the evaluation and the date of the referral memo must be the same date
- (E1-E8) Referral memo must contain the Reviewing Evaluator's name and address (either mailing or email) in para 2.
- The referral memorandum for Officers & Chiefs is located on the back of the evaluation.
 - Section XI (AF707) and Section VIII (AF912)
- OPR's: Section IV (rater's comments), Rater **MUST** provide the specific reason for referral.

- **Enlisted and Officer**

- Your rater will be an Active Duty member who is equal to or is higher ranking than you.
- There is a possibility that you may rate another IMA member IAW AFI 36-2406 Para 1.5.2.1.3
 - **IMA rating IMA-**The rater will be the official appointed by the respective commander/director of that unit in coordination with the IMA's detachment commander.
 - **IMA rating RegAF-** IMA (or Traditional Reservist) was on consecutive active duty Military Personnel Appropriation (MPA) orders for a minimum of 120 days and supervised/rated the RegAF member for the required number of days needed to render the report.

- **How does the average user, who does not have a personnel background know where to go for guidance?**
 - The local MPS is responsible for in-house training.
 - MyPers provides indebt PSD guides and information on evaluations. (FAQs, Checklists, AFI, ETC...)
 - AFI 36-2406

- **Is the MPS responsible for reviewing evaluations?**
 - Yes, per AFI 36-2406 para 1.6.10.1, the MPS will review all evaluations for administrative accuracy and policy compliance IAW this instruction prior to forwarding the evaluation to AFPC/ARPC. The MPS must also assist Senior Raters which the MPS services to ensure the AFI is complied with.

**Call TFSC-Denver
Comm: 210-565-0102 or DSN: 665-0102**

