

United States Air Force Reserve

Integrity - Service - Excellence

Performance Evaluations



U.S. AIR FORCE



- Total Inventory: 51,537
- Greater than 30 days: 42,213
- Evaluations Team: 13 Technicians
- Technicians process 50 - 60 Evaluations per day
- Current processing time 150 days
- UTA Weekend +1500 – 2000 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



- 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)



- **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.



Prohibited Statements (OPRs)

- **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.



- **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 may receive a DBH report for Promotion Board. Follow convening notice instructions.
 - HQ ARPC/DPTSE furnishes ratee names to the MAJCOM along with appropriate suspense dates and directs submission of evaluations under this rule.



A1C and Below Guidance

- 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.



❑ 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
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Common Errors Referrals

- 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"***
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Common Errors Referrals Cont.

- 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.
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- **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.



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Questions

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

