

**Frontline Notice:** 250203-03

**Topic:** Common errors on Gap Reports submitted through myFSS

**Applicable to:** Air National Guard and Air Force Reserve Airmen

**BLUF:** To reduce the number of returned Gap reports cases, refer to the common errors noted below:

- Section I
  - a. Name is misspelled
  - b. SSN is incorrect, missing or partially entered
- Section II
  - a. Report dates match the dates on an existing evaluation in member's record
  - b. Report dates overlap existing evaluation in member's record
  - c. Report dates match an EPB/OPB partially completed in myEval
- Section IV
  - a. Comments contain performance bullets (approved for Deployed CCs only)
  - b. Report dates do not match dates in section II
- Section V
  - a. Signature is missing

Please note: A Gap report is not to be utilized to replace an EPB/OPB if the member was present for duty and assigned to the unit on Static Closeout Date (SCOD). Exception: Officers with less than 16 points earned.