

Evaluations 101

January 2018

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Overview

1. **Accounting Dates**
2. Directed By HAF
3. Non-Rated Days
4. **A1C and below Guidance**

Accounting Dates

Table 4.12. Accounting Dates for Static Close-out Date Evaluations.

Rank (includes selectees)	Static Close-out Date	Accounting Date
SrA and below	31 Mar	3 Dec
SSgt	31 Jan	3 Oct
TSgt	30 Nov	3 Aug
MSgt	30 Sep	3 Jun
SMSgt	31 Jul	3 Apr
CMSgt	31 May	3 Feb
Note: Accounting dates are approximately 120 days prior to each SCOD and are established as the 3rd of the month for consistency.		

Note: Only applies to Enlisted (Officers have CRO reports)

Accounting Dates (PCS/PCA)

1. Member (with established EPR cycle) PCS/PCA (within the same component) in the middle of a rating period.

- ✓ If the member PCS/PCA **BEFORE** the accounting date the **GAINING UNIT** will write the entire report.
- ✓ If the member PCS/PCA **AFTER** the accounting date the **LOSING UNIT** will write the entire report.
 - ▶ **The number of days supervision will reflect how many days the applicable unit actually supervised the member.**
 - ▶ **If a member PCS/PCA from another component (Guard, Reserve or Active Duty) before the SCOD, Non-Rated days would apply (Para. 4.8)**
 - ▶ ***NOTE:* Change of Rater/Supervisor within the same unit does not constitute the use of the Accounting Dates.**

Accounting Dates

When would Accounting Dates apply?

2. Reserve member with an established EPR cycle. (Prior to the implementation of the SCODs)

- ▶ Verify when the member's next Biennial or Annual report would close out on.
 - ✓ If the report would close out **AFTER** the accounting date, extend to the SCOD.
 - ✓ If the report would close out **BEFORE** the accounting date, a Biennial or Annual report will closeout followed by the SCOD report.
- ▶ **EXAMPLE:** TSGT/Reserve/Non-EAD (Verify in RNT for DOR); last report (Verify MilPDS and ARMS) closed out 30-JUN-2014.
 - ▶ Next Biennial report (Non-EAD) would reflect 1-JUL-2014 (Day after last report) thru 30-JUN-2016.
 - ▶ 30-JUN-2016 is **BEFORE** the accounting date for TSGTs (3-AUG-2016)
 - ▶ Member would receive a Biennial report from 1-JUL-2014 thru 30-JUN-2016 followed by the SCOD report from 1-JUL-2016 thru 30-NOV-2016.

Directed By HAF (Para. 4.7.2.2)

- If a promotion/demotion 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.**

Directed By HAF Step by Step

1. **Verify member's last closed out report in MilPDS/ARMs.**
 - ✓ **Write down the start date- Day after last closed out report.**
2. Verify when the member promoted. (DOR in MyPers Console or Promotion Order in ARMS)
3. **From the DOR determine what the next SCOD for the promoted rank would be.**
 - ✓ **Write down promoted ranks next SCOD.**
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 (DBH) 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.

Non-Rated Days

❑ 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

Non-Rated VS. AF77 “GAP Report”

- ▶ If a member Palace Chase/Front or still has an obligation to the IRR.
IAW AFI 36-2406 Para. 4.8 (Enlisted ONLY)
 - ▶ Submit an Evaluation and include the Non-Rated days do to transfer of component.
 - ▶ Start date= Day after last closed out report
 - ▶ Closeout date= Next applicable SCOD
- ▶ If a member has a legitimate break in service (completely out of the Air Force, with no obligation) IAW AFI 36-2406 Para. 5.2.4.2
 - ▶ Submit an AF77 “GAP Report”
 - ▶ Start date= Day after last closed out report
 - ▶ Closeout date= Day before member re-entered ARC

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. (Only if they have NEVER had a report)**
 - ▶ 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.

A1C and below

- ▶ **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.