



# How to complete referral EPB rater assessment

Admin data completed as normal

**AFI 36-2406: 1.6.3.11.1.** May use "THIS SECTION NOT USED" as a mandatory performance statement. Raters may use this when the ratee doesn't have anything to provide for a particular assessment section.

GRADE <input type="text" value="SSgt"/> <input type="text" value="Stark, Catelyn"/>		Enlisted Performance Brief (E3-E6)			
DoDID# <input type="text" value="1234567891"/>					
PLEASE READ THE PRIVACY ACT STATEMENT ON THE BACK BEFORE COMPLETING THE FORM.					
DUTY TITLE <input type="text" value="Combat Arms Instructor"/>	DAFSC <input type="text" value="3P071"/>	REASON <input type="text" value="Biennial"/>	PERIOD <input type="text" value="1 Feb 2023"/> THRU <input type="text" value="31 Jan 2025"/>	DAYS SUPERVISED <input type="text" value="390"/>	DAYS NON-RATED <input type="text" value="0"/>
RATEE ACKNOWLEDGMENT <input type="text"/>			TYPE OF SIGNATURE <input type="text" value="Digital"/>		
ORGANIZATION AND COMMAND <input type="text" value="123 Security Forces"/>			LOCATION <input type="text" value="Patrick Space Force Base, FL"/>		
DUTY DESCRIPTION <input type="text" value="Issues, receives and safeguards weapons, ammunition and protective equipment valued at \$2.6M for Security Forces unit while simultaneously providing the wing with qualification training on the M16, M4, M9, M18, M249, M240B, M203, &amp; M870 weapon systems. TSgt Stark is a key instructor in weapons handling and range safety procedures."/>					
<b>RATER ASSESSMENT</b>					
EXECUTING THE MISSION <i>Effectively uses knowledge, initiative, and adaptability to produce timely, high quality/quantity results to positively impact the mission.</i>					
<input type="text" value="SSgt Catelyn Stark abused her GTC card and has failed to make a payment. She also made a false statement as to why the card was used."/>					
LEADING PEOPLE <i>Fosters cohesive teams, effectively communicates, and uses emotional intelligence to take care of people and accomplish the mission.</i>					
<input type="text" value="THIS SECTION NOT USED."/>					
MANAGING RESOURCES					

**1.11.2.1** Vague Comments. Do not make vague comments about the member's behavior or performance.

**1.12.** General Prohibited Evaluator Considerations and Comments. Certain items are prohibited for consideration and will not be commented upon on any officer evaluation system or enlisted evaluation system form/brief. Except as authorized in this instruction, do not consider, refer to, or include comments regarding: **1.12.1.-1.12.8** lists all prohibited comments in detail, please ensure there is compliance with the DAFI instructions regarding prohibited comments.



# Completing rater/HLR sections

Select "yes" or "no" for Mandatory comments (Housing/Voting) Table 4.14, item 17 in AFI 36-2406

Rater signs referral EPB. If the rater is also the referring evaluator, they will present the EPB to the ratee. (2<sup>nd</sup> page of eval)

<b>MANDATORY COMMENTS (HOUSING/VOTING)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
RATER NAME, GRADE, BRANCH OF SERVICE Tarly, Samwell, SMSgt, USAF		RATER DUTY TITLE NCOIC, Combat Arms
RATER ORGANIZATION AND COMMAND 123 Security Forces	TYPE OF SIGNATURE Digital	RATER SIGNATURE 
<b>HIGHER LEVEL REVIEWER ASSESSMENT</b>		PROMOTION RECOMMENDATION [Dropdown]
FUTURE ROLES [Redacted]		ASSESSMENT CONCUR
" I have carefully considered (ratee's name) comments to the referral document of (date)." OR "Comments from the ratee were requested but were not received within the required period."		
HIGHER LEVEL REVIEWER NAME, GRADE, BRANCH OF SERVICE Mormont, Jorah, Col, USAF		HIGHER LEVEL REVIEWER DUTY TITLE Commander
HIGHER LEVEL REVIEWER ORGANIZATION AND COMMAND 123 Security Forces	TYPE OF SIGNATURE Digital	HIGHER LEVEL REVIEWER SIGNATURE 

AF FORM 716, 20240109  
Prescribed by AFI: 36-2406

PRIVACY ACT INFORMATION: The information in this form is CONTROLLED UNCLASSIFIED INFORMATION. Protect IAW the Privacy Act of 1974.

NOTE: The HLR will insert one of the mandatory comments according to AFI 36-2406 1.10.5.3.2.2 **AND** sign **ONLY** after 3 duty days (30 calendar days for non-extended active duty) have elapsed from the date that ratee received and signed for their eval.



# Referring evaluator section

Signature of referring evaluator, they would present the referral evaluation to the ratee and have the ratee sign right after.

First signature for the ratee:

### AFI 36-2506

1.11.5.2.1. The ratee acknowledges receipt of the referral memorandum by signing and dating. The ratee will be given 3 duty days (30 calendar days for non-extended active duty) to provide a rebuttal to the referral.

GRADE <b>SSgt</b>		Stark, Catelyn	
DoDID# 1234567891		ENLISTED PERFORMANCE BRIEF	
All selections in this section are to be made prior to signatures.			
FUNCTIONAL EXAMINER/AIR FORCE ADVISOR		FUNCTIONAL EXAMINER No comments	AIR FORCE ADVISOR No comments
<b>REFERRAL REPORT</b> COMPLETE ONLY IF REPORT CONTAINS REFERRAL COMMENTS			
I AM REFERRING THIS EVALUATION TO YOU ACCORDING TO AFI 36-2406, PARA 1.10. IT CONTAINS COMMENT(S) THAT MAKE(S) THE REPORT A REFERRAL AS DEFINED IN AFI 36-2406, PARA 1.10.			
SSgt Catelyn Stark abused her GTC card and has failed to make a payment. She also made a false statement as to why the card was used.			
Acknowledge receipt by signing and dating below. Your signature merely acknowledges that a referral report has been rendered; it does not imply acceptance of or agreement with the ratings or comments on the report. Once signed, you are entitled to a copy of this memo. You may submit rebuttal comments. Send your written comments to the identified Higher Level Reviewer, no later than 3 duty days (30 for non-EAD members) from your date below. If you need additional time, you may request an extension from the Higher Level Reviewer. You may submit attachments, but they must directly relate to the reason this report was referred. Pertinent attachments not maintained elsewhere will remain attached to the report for file in your personnel record. Copies of previous reports, etc. submitted as attachments will be removed from your rebuttal package prior to filing since these documents are already filed in your records. Your rebuttal comments/attachments may not contain any reflection on the character, conduct, integrity, or motives of the evaluator unless you can fully substantiate and document them. Contact the MPF, Force Management section, or the AF Contact Center if you require any assistance in preparing your reply to the referral report. It is important for you to be aware that receiving a referral report may affect your eligibility for other personnel related actions (e.g. assignments, promotions, etc.). You may consult your commander and/or MPF or Air Force Contact Center if you desire more information on this subject. If you believe this report is inaccurate, unjust, or unfairly prejudicial to your career, you may apply for a review of the report under AFI 36-2406, Chapter 10, Correction of Officer and Enlisted Evaluation Reports, once the report becomes a matter of record as defined in AFI 36-2406.			
REFERRING EVALUATOR NAME, GRADE, BRANCH OF SERVICE		REFERRING EVALUATOR DUTY TITLE	
Tarly, Samwell, SMSgt, USAF		NCOIC, Combat Arms	
TYPE OF SIGNATURE	REFERRING EVALUATOR SIGNATURE	DATE	
Digital			
TYPE OF SIGNATURE	SIGNATURE OF RATEE	DATE	
Digital			

This grey section replaces traditional referral memorandum. This section will notify ratee of their due process for providing rebuttal comments.

Referring evaluator and ratee must both date after signing, this is how the 3-day (EAD) or 30-day (Non-EAD) rebuttal period will be tracked.



# Ratee signature

- Ratee will sign last
  - Should be 3 calendar days (EAD) and 30 calendar days (non-EAD) after original signature on page two of the evaluation

GRADE <input type="text" value="SSgt"/> Stark, Catelyn		Enlisted Performance Brief (E3-E6)			
DoDID# 1234567891					
PLEASE READ THE PRIVACY ACT STATEMENT ON THE BACK BEFORE COMPLETING THE FORM.					
DUTY TITLE	DAFSC	REASON	PERIOD	DAYS SUPERVISED	DAYS NON-RATED
Combat Arms Instructor	3P071	Biennial	1 Feb 2023 THRU 31 Jan 2025	390	0
RATEE ACKNOWLEDGMENT			TYPE OF SIGNATURE <input type="text" value="Digital"/>		
ORGANIZATION AND COMMAND			LOCATION		
123 Security Forces			Patrick Space Force Base, FL		
DUTY DESCRIPTION					
Issues, receives and safeguards weapons, ammunition and protective equipment valued at \$2.6M for Security Forces unit while simultaneously providing the wing with qualification training on the M16, M4, M9, M18, M249, M240B, M203, & M870 weapon systems. TSgt Stark is a key instructor in weapons handling and range safety procedures.					
RATER ASSESSMENT					
EXECUTING THE MISSION <i>Effectively uses knowledge, initiative, and adaptability to produce timely, high quality/quantity results to positively impact the mission.</i>					
SSgt Catelyn Stark abused her GTC card and has failed to make a payment. She also made a false statement as to why the card was used.					
LEADING PEOPLE <i>Fosters cohesive teams, effectively communicates, and uses emotional intelligence to take care of people and accomplish the mission.</i>					
THIS SECTION NOT USED.					
MANAGING RESOURCES					



# Signatures

- **Raters and HLRs will use digital signatures to the maximum extent possible**
- **Rating chain may use a combination of a digital, a “wet” or typed signature**
- **For the typed signature, the rating chain may use the approved typed signature**
  - **The approved typed signature must**
  - **Include two backslashes at the front and two backslashes at the end, the word “signed,” the signatory’s initials, DoD ID number, and date of the typed signature.**
  - **The typed signature format is: \\signed, xxx, DoD ID #, DD Mmm YY\\. Note: When “wet” signed, print AF Forms 715 and 716 head to foot and handwrite or stamp the dates.**



# Rebuttal

- **The ratee will provide rebuttal comments to the referral reviewer within 3 duty days (30 calendar days for non-extended active duty) from the date of receipt (if mailed from the date of delivery), regardless of if the ratee is still on active duty.**
- **The ratee will upload or deliver the referral documents with all attachments. The ratee may request more time from the referral reviewer not to exceed 45 calendar days from acknowledgement.**
- **Ratee may ask the Area Defense Counsel or local personnel advisor to provide guidance/assistance in preparing rebuttal comments**
- **Ratee must limit comments, including any pertinent attachments, to a total of 10 single-sided pages or 5 double-sided pages**
- **Ratee may have another individual prepare comments on their behalf (such as an attorney).**
  - **Example: If the attorney submits 5 pages, the ratee can submit 5; if the attorney submits 9 pages, then the ratee can only submit 1 page and vice versa).**
- **Ratee may choose not to comment on the referral evaluation. Once the time limit has elapsed, the referral reviewer completes the evaluation and continues normal processing.**
  - **Note: Failure to provide comments does not prevent the ratee from later appealing the once the evaluation becomes a matter of record.**



# HLR is referring evaluator

- If the HLR is referring the evaluator instead of the rater, they will sign as the HLR and Referring Evaluator (2nd page of eval).
- HLR would then forward the evaluation and the ratee's rebuttal (once received) to their rater (additional rater).
- The HLR's rater would review the documents and provide mandatory comments on an AF77.

HIGHER LEVEL REVIEWER ASSESSMENT		PROMOTION RECOMMENDATION	ASSESSMENT
FUTURE ROLES			CONCUR
SSgt Catelyn Stark abused her GTC card and has failed to make a payment. She also made a false statement as to why the card was used.			
HIGHER LEVEL REVIEWER NAME, GRADE, BRANCH OF SERVICE		HIGHER LEVEL REVIEWER DUTY TITLE	
Mormont, Jorah, Col, USAF		Commander	
HIGHER LEVEL REVIEWER ORGANIZATION AND COMMAND	TYPE OF SIGNATURE	HIGHER LEVEL REVIEWER SIGNATURE	
123 Security Forces	Digital		

AF FORM 716, 20240109 Prescribed by AF: 36-2406

PRIVACY ACT INFORMATION: The information in this form is CONTROLLED UNCLASSIFIED INFORMATION. Protect IAW the Privacy Act of 1974.

CUI (when filled in)

GRADE	Stark, Catelyn	ENLISTED PERFORMANCE BRIEF
SSgt		
DoDID#	1234567891	
All selections in this section are to be made prior to signatures.		
FUNCTIONAL EXAMINER/AIR FORCE ADVISOR	FUNCTIONAL EXAMINER	AIR FORCE ADVISOR
	No comments	No comments
REFERRAL REPORT		
COMPLETE ONLY IF REPORT CONTAINS REFERRAL COMMENTS		
I AM REFERRING THIS EVALUATION TO YOU ACCORDING TO AFI 36-2406, PARA 1.10. IT CONTAINS COMMENT(S) THAT MAKE(S) THE REPORT A REFERRAL AS DEFINED IN AFI 36-2406, PARA 1.10.		
SSgt Catelyn Stark abused her GTC card and has failed to make a payment. She also made a false statement as to why the card was used. Provide your rebuttal comments to Lt Col John Snow, MSG CC at 123 SpaceLift Drive, Patrick SFB, 32663. Office 321.		
Acknowledge receipt by signing and dating below. Your signature merely acknowledges that a referral report has been rendered; it does not imply acceptance of or agreement with the ratings or comments on the report. Once signed, you are entitled to a copy of this memo. You may submit rebuttal comments. Send your written comments to the identified Higher Level Reviewer, no later than 3 duty days (30 for non-EAD members) from your date below. If you need additional time, you may request an extension from the Higher Level Reviewer. You may submit attachments, but they must directly relate to the reason this report was referred. Pertinent attachments not maintained elsewhere will remain attached to the report for file in your personnel record. Copies of previous reports, etc. submitted as attachments will be removed from your rebuttal package prior to filing since these documents are already filed in your records. Your rebuttal comments/attachments may not contain any reflection on the character, conduct, integrity, or motives of the evaluator unless you can fully substantiate and document them. Contact the MPF, Force Management section, or the AF Contact Center if you require any assistance in preparing your reply to the referral report. It is important for you to be aware that receiving a referral report may affect your eligibility for other personnel related actions (e.g. assignments, promotions, etc.). You may consult your commander and/or MPF or Air Force Contact Center if you desire more information on this subject. If you believe this report is inaccurate, unjust, or unfairly prejudicial to your career, you may apply for a review of the report under AFI 36-2406, Chapter 10, Correction of Officer and Enlisted Evaluation Reports, once the report becomes a matter of record as defined in AFI 36-2406.		
REFERRING EVALUATOR NAME, GRADE, BRANCH OF SERVICE		REFERRING EVALUATOR DUTY TITLE
Mormont, Jorah, Col, USAF		Commander
TYPE OF SIGNATURE	REFERRING EVALUATOR SIGNATURE	DATE
Digital		
TYPE OF SIGNATURE	SIGNATURE OF RATEE	DATE
Digital		



# Example AF77 – HLR refers evaluation

On the AF77 only the admin portion on the first page needs to be completed.

LETTER OF EVALUATION			
<small>AUTHORITY:</small> Title 10 United States Code (U.S.C.) 9013, Secretary of the Air Force: DAFI 36-2406, Executive Order 9397 (SSN) as amended. <small>PURPOSE:</small> Used to document effectiveness/duty performance history, promotion, school and assignment selection; reduction-in-force; control roster; reenlistment; separation; and research and statistical analysis. <small>ROUTINE USES:</small> None. <small>DISCLOSURE:</small> Voluntary. Not providing SSN may cause form to not be processed or to positively identify the person being evaluated. <small>SORN:</small> F036 AF PC A, Effectiveness/Performance Reporting Records			
<b>I. RATEE IDENTIFICATION DATA</b>			
1. NAME (Last, First, Middle Initial) STARK, CATELYN	2. SSN 123-45-6789	3. GRADE SSGT (Non-EAD)	4. DAFSC/DSFSC 3P071
5. DUTY TITLE OR TITLE OF ADDITIONAL DUTY Combat Arms Instructor	6. DEPLOYED LOCATION OR NAMED OPERATION (If applicable) N/A		
<b>II. GENERAL INSTRUCTIONS:</b> <small>DEPLOYED CC MANDATORY LOE:</small> Must complete Sections I - VII. If referral, complete Section VIII. (Complete Section IX only if applicable). <small>OPTIONAL LOE:</small> Must complete Sections I (Blocks 1 - 5), Section II (Part A, B1, B2), Section IV, and Section V. If comments warrant permanent recording, prepare a performance report IAW DAFI 36-2406 and the LOE will become a referral document attached to the performance report. <small>ACQUISITION/FUNCTIONAL EXAMINER OR AIR OR SPACE FORCE ADVISOR:</small> Must complete Section I (Blocks 1 - 5), Section II (Part A and Part B (Blocks 1 - 2) and Section X).			
<b>A. TYPE OF REPORT:</b>			
1. FROM 01 Oct 2023 THRU 30 Nov 2024		2. REPORT IS	
3. LEVEL OF DEPLOYED COMMANDER DUTIES PERFORMED		4. NUMBER OF DAYS IN CC POSITION:	
5. G-SERIES ORDER NUMBER:		DATE OF ORDER:	
<b>III. DEPLOYED COMMANDER ASSESSMENT (For Deployed CCs only)</b> <small>OFFICER SATISFACTORILY COMPLETED THEIR DEPLOYED COMMAND TOUR.</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If NO, report must be referred.)			
<b>IV. COMMENTS/IMPACT ON MISSION ACCOMPLISHMENT (Use bullet format)</b> See Section IX			
<b>V. RATER IDENTIFICATION DATA</b>			
NAME (First, Middle Initial, Last), GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND, LOCATION	DUTY TITLE	SSN	DATE
Type of Signature Digital		SIGNATURE	
<b>VI. ADDITIONAL RATER (Use only for Deployed CC LOEs. Insert comments only if referral or to document non-concurrence.)</b> <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR			
<b>VII. RATEE'S ACKNOWLEDGMENT</b>			

The HLR's rater will review the rebuttal and then place appropriate mandatory comment in section IX on page 2. Their signature on the 77 will finalize the referral process on their end and close out the 30-day rebuttal period. All documentation will then be forwarded to the referring HLR for their signature, lastly the ratee will sign. The referral EPB, rebuttal and AF77 will be combined into one document (in that exact order).

LETTER OF EVALUATION (Continued)		RATEE NAME: STARK, CATELYN	
<b>VIII. REFERRAL REPORT (Complete only if report contains referral comments.)</b>			
I am referring this LOE to you according to DAFI 36-2406, para 3.9. It contains comment(s) that make the report a referral as defined in DAFI 36-2406, para. 3.9. Specifically,			
Acknowledge receipt by signing and dating below. Your signature merely acknowledges that a referral report has been rendered; it does not imply acceptance of or agreement with the ratings or comments on the report. Once signed, you are entitled to a copy of this memo. You may submit rebuttal comments. Send your written comments to:			
not later than 10 calendar days (30 for non-EAD members) from your date below. If you need additional time, you may request an extension from the individual named above. You may submit attachments (limit to 10 pages), but they must directly relate to the reason this report was referred. Pertinent attachments not maintained elsewhere will remain attached to the report for file in your personnel record. Copies of previous reports, etc. submitted as attachments will be removed from your rebuttal package prior to filing since these documents are already filed in your records. Your rebuttal comments/ attachments may not contain any reflection on the character, conduct, integrity, or motives of the evaluator unless you can fully substantiate and document them. Contact the MPF Career Enhancement Section, or the AF Contact Center if you require any assistance in preparing your reply to the referral report. It is important for you to be aware that receiving a referral report may affect your eligibility for other personnel related actions (e.g. assignments, promotions, etc.). You may consult your commander and/or MPF or Air Force Contact Center if you desire more information on this subject. If you believe this report is inaccurate, unjust, or unfairly prejudicial to your career, you may apply for a review of the report under DAFI 36-2401, Correction of Officer and Enlisted Evaluation Reports, once the report becomes a matter of record as defined in DAFI 36-2406, Attachment 1.			
NAME, GRADE, BR OF SVC OF REFERRING EVALUATOR	DUTY TITLE	DATE	
Type of Signature Digital		SIGNATURE	
Type of Signature Digital	SIGNATURE OF RATEE		DATE
<b>IX. REFERRAL REVIEWER (Complete only if Additional Rater referred the LOE)</b>			
Rate <input checked="" type="checkbox"/> DID <input type="checkbox"/> DID NOT submit comments for my consideration. I <input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT concur with the assessment.			
I have carefully considered SSGT Catelyn Starks comments to the referral document of (date ratee and HLR signed-- they should be the same date). OR (Ref para 1.10.5.3.2.2.1/2)			
Comments from the ratee were requested but were not received within the required period.			
NAME (First, Middle Initial, Last), GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND, LOCATION	DUTY TITLE	SSN	DATE
JOHN SNOW, Lt Col, USAF 123 MSG, PATRICK SFB, FL		1234	31 December 2
Type of Signature Digital		SIGNATURE	
<b>X. ACQUISITION OR FUNCTIONAL EXAMINER/AIR FORCE/SPACE FORCE ADVISOR REVIEW (Indicate review by marking the appropriate box.)</b>			
<input type="checkbox"/> ACQUISITION EXAMINER <input type="checkbox"/> FUNCTIONAL EXAMINER <input type="checkbox"/> SFI/AF ADVISOR			
COMMENTS (Use bullet format.)			
NAME (First, Middle Initial, Last), GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND, LOCATION	Type of Signature Digital	DATE	
SIGNATURE			
<b>XI. ACQUISITION OR FUNCTIONAL EXAMINER/AF/SF ADVISOR REVIEW INSTRUCTIONS:</b>			
1. The acquisition examination is completed for certified acquisition members only when the member is filing a designated acquisition position. Comments are not mandatory and only required for clarification about acquisition-related considerations. The comments will not be used to include additional comments, accolades, etc. If used, comments are limited to five lines.			
2. The Functional Examiner Review is for AF cryptologic units and allows DIRNSA and AIA/ACC to sign specific officer reports. Comments are not mandatory and only required for clarification about intelligence-related considerations. The comments will not be used to include additional comments, accolades, etc. If used, comments are limited to five lines.			
3. When the evaluator on a mandatory deployed CC LOE is not an AF or SF officer or DAF official, an AF/SF Advisor will be designated by the MAJCOM Combatant Command or Component Command. Comments are not mandatory and only required to provide clarification and ensure the report is written in accordance with DAF standards, not to list additional accomplishments/voice disagreement. If used, comments are limited to five lines.			
4. When this Form is used in other than a deployed environment, refer to DAFI 36-2406 for detailed information.			