



Evaluations 101

19 January 2020

Overview

1. Accounting Dates
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Accounting Dates

Table 4.6. 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 calendar days prior to each static close-out date and are established as the 3rd of the month for consistency.		

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 **ON or 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.
 - ▶ **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 (Non-EAD or AGR) or Guard AGR 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 MyPers Console 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 day after 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 (AGR).

DBH EXAMPLE

Component: Reserve

Status: Non-EAD

Rank: SrA

Last closed out EPR: 31 MAR 2016

Promotion Date (DOR): 01 JUN 2017 to SSgt

Start date **1-APR-2016** (Day after last closed out report)

- Start date will ALWAYS be the same (DBH or not)

From the DOR (1-JUN-2017) the NEXT SCOD for SSgts (Promoted rank) the member would closeout on is **31-JAN-2019**.

- Now we have a time frame to gauge if a Directed by HAF report will be needed.

1-APR-2016 thru **31-JAN-2019**.

- Calculate the time frame.
- The time frame is over two years (Non-EAD member)

Report will reflect **1-APR-2016** thru **31-MAY-2017** (Day before DOR)

- Reason for Report: Directed by HAF
- RANK: SrA

Non-Rated Days 1.4.11

❑ Non-Rated Time (1.4.11)

- 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
- Lengthy Initial Skills and Advanced Training Courses (ENLISTED ONLY)
 - The following training courses do not qualify for use of non-rated: initial skills and advanced training courses that are under 20 continuous weeks; all other 3-, 5-, or 7-level training courses; or other specific skills-training courses (e.g. field detachment training, flight requalification courses, pre-deployment training) for which the ratee travels TDY.
- Personal Hardships
- Transfer of Component (ENLISTED ONLY)

Non-Rated VS. AF77 “GAP Report”

- ▶ If a member Palace Chase/Front or still has an obligation to the IRR.
 - ▶ Submit an Evaluation and include the Non-Rated days due 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. 5.2.4.2.1.
 - ▶ 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.
- ▶ **Previous “Initial Reports”**
 - ▶ Start date = DIEUS Date Closeout date = 20 month anniversary
 - Most reports did not have any content due to delayed enlistment, BMT, Tech School etc...
 - All components switched to new A1C and below guidance to alleviate an unnecessary report.

A1C and below

- ▶ **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.

“Met some but not all expectations” Guidance

- ▶ New form version 4 on e-pubs.
- ▶ No longer makes the report a referral.
- ▶ Wet signatures are still required, even though not a referral.
 - ▶ Gives opportunity for face to face feedback for improvement.
- ▶ No derogatory comments only improve bullets and/or regular bullets.
- ▶ Allows raters the opportunity to identify and document potential areas of improvement w/out negatively impacting an Airman's career.