Overview

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# Accounting Dates

Table 4.6. Accounting Dates for Static Close-out Date Evaluations.

<table>
<thead>
<tr>
<th>Rank (includes selectees)</th>
<th>Static Close-out Date</th>
<th>Accounting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SrA and below</td>
<td>31 Mar</td>
<td>3 Dec</td>
</tr>
<tr>
<td>SSgt</td>
<td>31 Jan</td>
<td>3 Oct</td>
</tr>
<tr>
<td>TSgt</td>
<td>30 Nov</td>
<td>3 Aug</td>
</tr>
<tr>
<td>MSgt</td>
<td>30 Sep</td>
<td>3 Jun</td>
</tr>
<tr>
<td>SMSgt</td>
<td>31 Jul</td>
<td>3 Apr</td>
</tr>
<tr>
<td>CMSgt</td>
<td>31 May</td>
<td>3 Feb</td>
</tr>
</tbody>
</table>

**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.
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.
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.