



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

MPFM: 07-45
11 JUL 07

MEMORANDUM FOR ALL MPFs, CSSs, COMMANDERS

FROM: HQ AFPC/DPP
550 C Street West Suite 7
Randolph AFB TX 78150-4709

SUBJECT: Implementing Instructions and Processing Procedures for the new AF Form 707, *Officer Performance Report (Lt thru Col)* and AF Form 724, *Performance Feedback Worksheet (Lt thru Col)*.

Action office for this memorandum is the Military Personnel Flight (MPF) Career Enhancements Element. Please provide a copy of this memorandum to all Commanders, Commander Support Staffs and Personnel Support for Contingency Operations (PERSCO) Teams. This MPFM will apply to the Total Force.

Effective 15 Aug 07, the new AF Form 707, *Officer Performance Report (Lt thru Col)* (OPR), will replace both the AF Form 707A, *Field Grade Officer Performance Report (Maj thru Lt Col)*, and the AF Form 707B, *Company Grade Officer Performance Report (Lt thru Capt)*. The new AF Form 724, *Performance Feedback Worksheet (Lt thru Col)* (PFW) will replace both the AF Form 724A, *Field Grade Officer Performance Feedback Worksheet (Maj thru Col)* and AF Form 724B, *Company Grade Officer Performance Feedback Worksheet (2Lt thru Capt)*.

During the transition period, both old and new versions of the OPR forms will be available. The old versions will be available on the e-publishing web page until 90 days after the effective date of the OPR. For example, the old AF Form 707A will be available through 15 Nov 07, which is 90 days after the effective date of the new form for FGOs. The old forms will be designated as AF Form 707A, and AF Form 707B. The new form will be designated as AF Form 707 20070625.

This memorandum provides guidance and procedural changes for processing the new AF Forms 707 and 724 announced in HQ USAF/A1 message dated 111727Z JUL 07.

There is no change to the current AF Form 709, *Promotion Recommendation Form (PRF)*, IAW AFI 36-2406, **Chapter 8**.

FORM CHANGES

1. This new form incorporates the following changes:
 - a. Essentially a one-page OPR for the majority of officers. The second page/reverse will be used if the report is a referral report or to spell out acronyms.
 - b. The Unit Mission Description and Impact on Mission Accomplishments have been deleted.
 - c. Job Description has been shortened from 6 to 4 lines and will be in bullet format.
 - d. All seven Performance Factors are consolidated on the front side of the form.
 - e. The Rater's Assessment has been shortened from 9 to 6 lines.
 - f. The Additional Rater's Assessment has been shortened from 5 to 4 lines.
 - g. The Reviewer's comments, when permitted, have been shortened to 4 lines.
 - h. The Ratee must acknowledge receipt of the report before it becomes a matter of record.
 - i. Fitness is now one of the Performance Factors being considered.
 - j. The report can be referred on the form itself.
 - k. The new form has digital signature capability.
 - l. Bullet length will be limited to a maximum of 2 lines, down from 3 lines.
2. The new PFW, AF Form 724, incorporates the following changes:
 - a. Provides space to comment on each performance factor.
 - b. Elimination of the assessment bar scale.
 - c. Follow-up feedback will now be accomplished by the ratee's acknowledgement of the OPR. There are no other changes with requirements for initial and midterm feedback.
 - d. Colonels will continue to receive initial feedbacks; however, they will now also receive a follow-on feedback upon acknowledgement of the OPR.

PROGRAM GUIDANCE

1. All Officer Performance Reports closing out on or after 15 Aug 07 will be completed on the new version of the AF Form 707, *Officer Performance Report (Lt thru Col)*. All performance feedback will be documented on the new version of the AF Form 724, *Officer Performance Feedback (Lt thru Col)* effective immediately. Reports closing prior to the effective date will be accomplished on the previous editions of the forms (AF Form 707A and 707B).

NOTE: Performance feedback must be accomplished regardless of availability of the revised forms. Required feedbacks may be accomplished on previous edition pending availability.

2. Table 3.1 of this MPFM provides step-by-step procedures on completing this form. It will replace Table 3.1 in the revised AFI 36-2406, *Officer and Enlisted Evaluations Systems*.

3. This MPFM is to be used in conjunction with AFI 36-2406, HQ USAF/A1 message 111727Z JUL 07 announcing policy changes for revised OPR and PFW forms and any applicable message changes and MPFMs that apply to AFI 36-2406.

4. Digital signatures will be used except in the following cases: referral reports; at least one evaluator does not have a CAC; or at least one evaluator does not have access to a CAC enabled computer. These reports will be printed and signed with “wet” (hand signed) signatures and handwritten dates. Units with other scenarios which present themselves due to technology limitations can request an exception to policy by applying to AFPC/DPPPE or ARPC/DPBR, as appropriate, and explaining their situation. All communications squadron resources must be exhausted to find a local technological solution before requesting an exception to policy.

5. Developmental Education (DE) recommendations will be limited to Basic Developmental Education (BDE)/Intermediate Developmental Education (IDE)/Senior Developmental Education (SDE), for example: “Send to IDE” vice “Send to ACSC”. The AF Form 3849, *PME, AFIT, RTFB Officer Worksheet*, is the proper venue for specific school recommendations.

6. Officers designated to attend DE can receive the below comments on the PRF or OPR that closes out just prior to departure. The specific school cannot be mentioned. School designation status is reflected on the Officer Selection Brief.

a. On the way to IDE/SDE (as appropriate)

b. Following IDE/SDE make him/her (fill in with appropriate job recommendation)

7. Raters can comment on Air War College non-residential program Outstanding Graduates. Unlike resident students, non-resident students do not receive a Training Report to document this achievement.

8. Feedback will be accomplished on the AF Form 724, *Performance Feedback Worksheet (Lt thru Col)*. Guidance provided in AFI 36-2406, *Officer and Enlisted Evaluation Systems*,

Chapter 2, still applies. The form can be either handwritten or typed. The ratee's grade can be selected from the available drop down menu. Rater will indicate the type of feedback in Section II.

- a. For initial feedback, the rater will mark the Initial Feedback block under each standard of performance and provide comments on their expectations.
- b. For all other feedback types, the rater will indicate how the ratee is meeting the established expectations by marking either "Does Not Meet," "Meets," "Above Average" or "Clearly Exceeds." These markings do not directly translate to a rating on the evaluation, but provide an indication of how the ratee is meeting the expectations set forth by the rater and provides the basis for the feedback session discussion.
- c. Definitions of performance assessment ratings to be used on PFWs:
 - (1) Does Not Meet: Performs below established standards, requires improvement. Disciplinary action is not required.
 - (2) Meets: Meets established standards.
 - (3) Above Average: Performs beyond established standards and expectations.
 - (4) Clearly Exceeds: Performs at a higher level than most of their peers, far exceeds standards and expectations, unique performer.

NOTE: Fitness will be rated at "Does Not Meet," "Meets," or "Exempt." Apply the same rules as the OPR.

d. The rater will provide face to face feedback to the ratee in conjunction with issuing the evaluation. The OPR serves as the feedback form. Do not use a performance feedback worksheet. When face to face feedback is not feasible, rater will conduct feedback either electronically or via telephone. This feedback is not to be used as the last feedback accomplished that is recorded in the feedback block of the evaluation form.

9. Comments on fitness are prohibited on the AF Form 709, *Promotion Recommendation Form*, unless the officer is not meeting fitness standards.

10. CSS responsibilities (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel). The CSS will administer the unit performance report program for the commander.

- a. Send performance report notices to the rater and, when applicable, attach Letters of Evaluation (LOEs) for the reporting period to the notices.
- b. Perform an administrative review of all evaluation reports and if necessary, return them for correction/completion before sending them out of the unit. As a minimum, this review **must** ensure:

- (1) All applicable blocks are completed (marked, dated, and signed).
- (2) Reports contain accurate information (particularly in the ratee identification and job description sections).
- (3) Spelling accuracy and proper bullet structure.
- (4) Reports do not contain inappropriate comments or recommendations.
- (5) Reports are properly referred, when necessary.

c. Provide technical assistance to the commander and evaluators.

d. Update data into MILPDS according to the PSD handbook.

e. Forward evaluation to AFPC/ARPC, as appropriate, via the Case Management System (CMS) evaluation application.

f. After evaluations have been updated in ARMS, print and forward necessary reports to the MPF when records are maintained at base level. Base level records refers to the officer's Record of Performance (ROP).

g. Ensure any government records that may be created/collected/prescribed as a result of the processes of the Officer Evaluation System (OES) – MPFM for Implementation of New Evaluation Forms and Performance Feedback Worksheets along with the official copy of the MPFM are managed/maintained in accordance with Air Force Manual (AFMAN) 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located within the AFRIMS website at <https://afrims.amc.af.mil>.

h. Ensure all hard copy evaluations (previous edition and current edition) are updated in MILPDS and distributed in accordance with AFI 36-2406, Tables 3.5 and 3.6.
(EFFECTIVE 1 AUG 07)

11. MPF responsibilities (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel).

a. The MPF will provide technical assistance to the CSSs.

b. File OPRs in the Record of Performance (ROP).

c. Ensure CSSs have required access to Case Management System (CMS).

12. AFPC responsibilities (Active Duty)

a. Receives all evaluations via CMS.

b. Conducts review IAW AFI 36-2406, and this MPFM. Returns reports to unit for corrections, as necessary.

c. Forwards reports to ARMS.

d. Notifies MAJCOM that report is updated and in ARMS via e-mail. Unit will be notified via CMS.

13. MPF/CSS responsibilities (Unit assigned Reserve AGRs, ARTS, Unit Assigned Reservists, and all ANG officers). The MPF/CSS will administer the unit performance report program for the commander. Evaluations will be routed within the unit and final processing via Virtual Personnel Center- Guard Reserve (vPC-GR) to HQ ARPC/DPBR.

a. Send performance report notices to the rater and, when applicable, attach Letters of Evaluation (LOEs) for the reporting period to the notices.

b. Perform an administrative review of all evaluation reports and if necessary, return them for correction/completion before sending them out of the unit. As a minimum, this review **must** ensure:

(1) All applicable blocks are completed (marked, dated, and signed).

(2) Reports contain accurate information (particularly in the ratee identification and job description sections).

(3) Spelling accuracy and proper bullet structure.

(4) Reports do not contain inappropriate comments or recommendations.

(5) Reports are properly referred, when necessary.

c. Provide technical assistance to the commander, evaluators, and CSS, when necessary.

d. Forward evaluation to ARPC via the vPC-GR evaluation application for review.

e. After evaluations have been updated in ARMS, print and forward necessary reports to the MPF, when required, when records are maintained at base level. Base level records refers to the officer's Record of Performance (ROP).

f. As a minimum, each MPF will have vPC-GR access. Additional access points will be determined by local procedures.

g. Ensure any government records that may be created/collected/prescribed as a result of the processes of the Officer Evaluation System (OES) – MPFM for Implementation of New Evaluation Forms and Performance Feedback Worksheets along with the official

copy of the MPFM are managed/maintained in accordance with Air Force Manual (AFMAN) 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located within the AFRIMS website at <https://afrims.amc.af.mil>.

14. ARPC responsibilities (AFRC):

- a. Receives all evaluations via either CMS or vPC-GR.
- b. Conducts 100% review IAW AFI 36-2406, and this MPFM. Returns reports to unit for corrections, as necessary.
- c. Updates all evaluations into MILPDS.
- d. Forwards reports to ARMS.
- e. Notifies unit that report is updated and in ARMS via CMS or vPC-GR.

15. CMS will be used to transfer completed evaluations from the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) to AFPC or ARPC, as appropriate, and vPC-GR will be used to transfer completed evaluations from the MPF/CSS (All ANG officers, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) to ARPC. For units using CMS, the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) will upload the completed evaluation to CMS, fill in the required data and transfer the case to AFPC (for Regular Component) or ARPC (for AFRC/ANG). AFPC and ARPC will transfer the evaluations to ARMS after completing the required administrative review. CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or the MPF/CSS (All ANG officers, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) personnel will track the cases in the appropriate system and close out the case once the case indicator shows the evaluation transfer into ARMS is complete. The CSS will print all officer evaluations and send them to the MPF to file in the ROP. Active duty MAJCOMs will receive a roster via e-mail of reports ready for print. The Board Secretariat and Colonel's Group will be notified of evaluation status via CMS and will print their required reports once they have been filed in ARMS.

16. Digitally signed evaluations are considered a matter of record once they are loaded into ARMS. "Wet" signature evaluations are considered a matter of record once they have been filed.

17. Suspenses. The unit will set up a monitoring system to ensure prompt performance report submittal. Do not suspense or require raters to submit a completed evaluation with their signature on it to the next evaluator in the rating chain any earlier than five duty days after the close-out date. If the rater is not available, extend the suspense.

- a. Completed OPRs on EAD personnel are due to the CSS no later than 30 days after close-out and to AFPC no later than 60 days after close-out.

b. OPRs on AFRC and ANG Officers are due to the CSS no later than 30 days after close-out and to HQ ARPC no later than 60 days after close-out.

c. OPRS directed by HQ USAF – see AFI 36-2406, paragraph 3.8.5.4.

18. Please refer questions to HQ AFPC/DPPPEP at DSN 665-2571, commercial (210) 565-2571, or e-mail AFPC.DPPPE@randolph.af.mil (Regular Component) or HQ ARPC/DPBR at DSN 926-7475, commercial (303) 676-7475, or e-mail ARPC.DPBR@arpc.denver.af.mil (Reserve Component).

//Signed//

Director, Personnel Program Management

Table 3.1. Detailed Instructions for Completing AF Form 707.

SECTION I. RATEE IDENTIFICATION DATA (See Note 1)			
I	A	B	C
T			
E			
M	Heading	Instructions	Example
1	NAME	Enter Last Name, First Name Middle Initial, and any suffix (i.e. JR., SR., III). If there is no middle initial, the use of "NMI" is optional. Will automatically default to all capital letters after cursor leaves data field.	DOE, JOHN E. JR.
2	SSN	Enter full SSN. Do not use suffix.	123-45-6789
3	GRADE	Enter appropriate grade. (See Note 2)	2LT, 1LT, CAPT, MAJ, LT COL, COL
4	DAFSC	Enter the DAFSC held as of the "Thru" date of the report, including prefix and suffix, if applicable. Indeterminate (365-day) deployments will use the TDY DAFSC. (See Note 3).	K11R3A
5	REASON FOR REPORT	Enter reason for report from OPR notice and as determined by AFI 36-2406, Tables 3.3. or 3.4.	Annual, CRO, Directed by HQ USAF, Directed by Commander
6	PAS CODE	Enter PAS code of ratee's unit of assignment as of the close-out date. For those assigned to an indeterminate (365-day) deployment billet, use the home station PAS Code.	TE1CFYRZ
7	ORGANIZATION, COMMAND, LOCATION, COMPONENT	Enter information as of close-out date. Nomenclature does not necessarily duplicate what is on OPR notice. The goal is an accurate description of where and to whom the ratee belongs. Command and Component will be listed inside parentheses. The Component will be listed at the end of the statement. Indeterminate (365-day) deployments will use the home station unit, "with duty at . . ." (See Note 4)	964th Airborne Air Control Squadron (ACC), Tinker AFB OK (AD) 341st Security Forces Group (AFSPC), Malmstrom AFB MT, with duty at 447 ESFS (USCENTAF), Baghdad International Airport, Baghdad, Iraq (LEAD)

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION I. RATEE IDENTIFICATION DATA (See Note 1)			
I	A	B	C
T			
E			
M	Heading	Instructions	Example
8	PERIOD OF REPORT	FROM Date: Enter the day following the last report's close-out date. (See Note 5). THRU Date: Use the date on the OPR Notice or see Note 6 to determine the close-out date.	12 Jan 2007 thru 11 Jan 2008
9	NUMBER DAYS SUPERVISION	Enter number of days ratee was supervised by rater during the reporting period. (See Note 7).	365
10	SRID	Enter the Senior Rater ID (SRID) for the ratee's unit of assignment as of the close-out date. Indeterminate (365-day) deployments will use the home station SRID.	1S341

SECTION II. JOB DESCRIPTION (See Note 1)			
I	A	B	C
T			
E			
M	Heading	Instructions	Example
11	DUTY TITLE	Enter the approved duty title as of the close-out date. If the duty title on the notice is abbreviated and entries are not clear, spell them out. If wrong, enter the correct duty title and take appropriate actions to update the system. Corrective actions should be initiated upon receipt of the OPR notice. Ensure the duty title is commensurate with the ratee's grade, AFSC, and responsibility. Indeterminate (365-day) deployments will use the deployed Duty Title.	Flight Commander

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION II. JOB DESCRIPTION (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
12	JOB DESCRIPTION	<p>Bullet format is mandatory. Limit text to four lines. Enter information about the position the ratee held in the unit and the nature or level of job responsibilities. The rater develops the information for this section. This description must reflect the uniqueness of each ratee's job. Be specific--include level of responsibility , number of people supervised, dollar value of resources accountable for/projects managed, etc. Make it clear; use plain English. Avoid jargon, acronyms, and topical references--they obscure rather than clarify meaning. You may mention previous jobs held during the reporting period only if it impacts the evaluation. Indeterminate (365-day) deployments will use the TDY job description.</p> <p>A short one-line description of the unit's mission may be included in the job description if it is necessary to better explain the ratee's duties.</p>	<ul style="list-style-type: none"> - Commands, directs and leads 50 AWACS aircrew members. - Responsible for ... - Supervises 9 NCOs ...
13	JOB KNOWLEDGE, LEADERSHIP SKILLS, PROFESSIONAL QUALITIES, ORGANIZATIONAL SKILLS, JUDGMENT AND DECISIONS, COMMUNICATION SKILLS, AND PHYSICAL FITNESS	<p>Enter an "X" in the appropriate box.</p> <p>All seven performance factors are consolidated in this block. Specific performance factors are listed on the reverse side of the form. (See Notes 8 and 9).</p>	

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION III. PERFORMANCE FACTORS (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
14	FITNESS EXEMPTION	Drop down menu choices are either blank or “Yes.” Select “Yes” only for those who are exempt from all four components of the fitness assessment. (See Note 9)	

SECTION IV. RATER OVERALL ASSESSMENT (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
15	RATER OVERALL ASSESSMENT	This section allows evaluators to comment on the ratee’s overall performance and performance-based potential as compared to others in the same grade known by the evaluators. Must use bullet format. If “Rater is also the reviewer” comment is required in Section VI, the rater will digitally sign the rater, additional rater, and reviewer signature blocks; leave Section V comments area blank. (See Notes 8 and 9. For disagreements: See Note 16. For referrals: See Note 17.)	<ul style="list-style-type: none"> - Capt Smith..... - Performed..... - Led.....
16	LAST PERFORMANCE FEEDBACK DATE	Raters certify performance feedback in this area by entering the date the most recent feedback was provided. Enter date as DD MMM YYYY. If feedback was not accomplished, state reason why. There is no excuse for not completing this requirement. If feedback was not required, enter “N/A.” Do not use the date feedback was provided in conjunction with completion of the evaluation. (See AFI 36-2406, paragraph 3.6.8. and See Note 10)	<p>15 Jan 2006</p> <p>Or</p> <p>Feedback was not accomplished due to</p>

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION IV. RATER OVERALL ASSESSMENT Continued (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
17	RATER'S NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	Enter Rater's signature block as of the close-out date. (See Notes 12 and 15)	NANCY J. SMITH, Lt Col, USAF 20th Mission Support Squadron (ACC) Shaw AFB SC MERLE C. BUSCH, YC-02, DAF 50th Space Wing (AFSPC) Schriever AFB CO
18	DUTY TITLE	Enter duty title in upper/lower case letters as of the close out date of the OPR.	Commander
19	DATE AND SIGNATURE	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite the date. Do not sign blank forms or sign before the close-out date (only on or after). Rater assessment and feedback block will be locked and additional rater signature capability unlocked with rater digital signature. (See Note 18)	All digital or all wet signatures. A combination of both is not authorized.

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION V. ADDITIONAL RATER OVERALL ASSESSMENT (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
20	SSN	Enter the last four digits of the social security number. (See Note 12)	5959
21	CONCUR/ NON-CONCUR	Place an “X” in the appropriate box indicating concurrence/non-concurrence of the rater’s assessment. If non-concurring, comments are required. (See Note 16)	
22	ADDITIONAL RATER OVERALL ASSESSMENT	Use this section to support rating decision and allow evaluators to comment on the ratee’s overall performance and performance-based potential as compared to others in the same grade known by the evaluators. Use bullet format to provide comments that add meaning and are compatible with ratings in Section IV. Do not repeat comments provided in previous section. Additional rater must be rater’s rater unless additional rater does not meet grade requirements. If additional rater does not meet grade requirements, the first official in rating chain that meets requirements endorses the report. See definition of rating chain in AFI 36-2406, Attachment 1 and paragraph 3.2.5.4. for exceptions. Additional raters may be no higher in the organization than the senior rater. See AFI 36-2406, paragraph 3.7 for inappropriate comments. This area is limited to 4 lines. (See Notes 8 and 9. For disagreements: See note 16. For referrals: See Note 17.)	<ul style="list-style-type: none"> - Capt Smith..... - Better than others..... - Led.....

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION V. ADDITIONAL RATER OVERALL ASSESSMENT Continued. (Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
23	ADDITIONAL RATER NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	Enter the Additional Rater's information. Additional Raters assigned on or prior to close-out date, enter information as of the close-out date; Additional Raters assigned after the close-out date, enter the information as of the date signed. Multiple general officers serving as evaluators are prohibited. (See AFI 36-2406, paragraph 3.1.3.) See Note 18.d. for exception. (See Notes 12 and 15)	WILLIAM R. REED, JR., Col, USAF 20th Mission Support Group (ACC) Shaw AFB SC JAYMES E. JONES, YC-02, DAF 35th Maintenance Squadron (PACAF) Misawa AB, Japan
24	DUTY TITLE	Enter duty title in upper/lower case letters as of the close-out date of the OPR.	Commander

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION V. ADDITIONAL RATER OVERALL ASSESSMENT Continued. (Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
25	DATE AND SIGNATURE	<p>The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite the date. DO NOT: sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee’s endorsement to a referral letter.</p> <p>Additional Rater assessment block will be locked and reviewer signature capability unlocked with the additional rater’s digital signature.</p> <p>(See Note 12 and Note 18)</p>	
26	SSN	Enter the last four digits of the social security number. (See Note 12)	1234

SECTION VI. REVIEWER (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
27	CONCUR/ NON-CONCUR	<p>The Reviewer will place an “X” in the appropriate box indicating concurrence or non-concurrence of the additional rater’s assessment.</p> <p>(See Note 16.)</p>	

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION VI. REVIEWER (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
28	REVIEWER COMMENTS	<p>Only mandatory comments are authorized in this block.</p> <p>The reviewer is the primary quality control level and guards against inaccuracy and exaggeration.</p> <p>See Note 11 for circumstances where the reviewer may add comments.</p> <p>When mandatory comments are used, the last rating official will digitally sign in the signature block.</p>	<p>“THE ADDITIONAL RATER IS ALSO THE REVIEWER”</p> <p>“I have carefully considered (ratee’s name) comments to the referral memo of (date)”</p> <p>“Comments from the ratee were requested but were not received within the required period”</p> <p>“Ratee elected not to provide comments to the referral Memo of (date)”</p>
29	REVIEWER’S NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	<p>Enter Reviewer’s signature block. Reviewers assigned on or prior to close-out date, enter information as of the close-out date; if assigned after the close-out date, enter the information as of the date signed. Multiple general officers serving as evaluators are prohibited (See AFI 36-2406, paragraph 3.1.3.). See Note 18.d. for exception. (See Notes 12, 15 and 18)</p>	<p>JOHN H. BROWN, Col, USAF 20th Fighter Wing (ACC) Shaw AFB SC</p>

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION VI. REVIEWER Continued (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
30	DUTY TITLE	Enter the duty title in upper/lower case letters as of the close-out date of the OPR.	Commander
31	DATE AND SIGNATURE	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite the date. DO NOT: sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. Reviewer's assessment block will be locked with reviewer digital signature. (See Note 18)	
32	SSN	Enter the last four digits of the social security number. (See Note 12)	2345

SECTION VII. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
33	FUNCTIONAL EXAMINER OR AF ADVISOR	When applicable, place an "X" in the appropriate box. See AFI 36-2406, paragraphs 3.10 and 3.11. (See Note 13)	
34	NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	Enter Advisor/Examiner's information as of the close-out date. (See Note 12)	JACK C. HALLIGAN, Col, USAF 20th Fighter Wing (ACC) Shaw AFB SC

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION VII. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
35	DATE AND SIGNATURE	Digital signatures will auto date. Non-digital: Handwrite date. DO NOT: sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. (See Note 12 and Note 18)	
36	DUTY TITLE	Enter Advisor/Examiner's duty title.	Command Financial Manager
37	SSN	Enter Advisor/Examiner's last four. (See Note 12)	1122

SECTION VIII. RATEE'S ACKNOWLEDGEMENT (Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
38	RATEE ACKNOWLEDGEMENT	Ratee will place an "X" in the appropriate "Yes" or "No" box indicating that feedback was or was not accomplished in conjunction with acknowledging receipt of the report. (See Note 14)	

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION VIII. RATEE'S ACKNOWLEDGEMENT (Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
39	DATE AND SIGNATURE	<p>The Ratee must acknowledge receipt prior to the report becoming a matter of record by signing in this block. Signing the report does not imply concurrence, but acknowledgement. If ratee non-concurs with the report, they may submit an appeal IAW AFI 36-2401.</p> <p>Non-digital: Handwrite date. Sign on or after the close-out date.</p> <p>Select appropriate choice from drop down menu: Blank – member concurs and digitally signs report “Member unable to sign” – use when member is incapacitated or unavailable to sign; rater (digitally) signs. “Member declined to sign” – use when member refuses to sign the form; rater (digitally) signs. (See Note 14)</p>	

SECTION IX: PERFORMANCE FACTORS (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
40	JOB KNOWLEDGE	<p>If ratee meets standards, leave blank.</p> <p>If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Job Knowledge. (See Notes 8 and 17)</p>	

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION IX: PERFORMANCE FACTORS Continued. (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
41	LEADERSHIP SKILLS	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Leadership Skills. (See Notes 8 and 17)	
42	PROFESSIONAL QUALITIES	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Professional Qualities. (See Note 8 and Note 17)	
43	ORGANIZATIONAL SKILLS	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Organizational Skills. (See Notes 8 and 17)	
44	JUDGMENT AND DECISIONS	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Judgment and Decisions. (See Notes 8 and 17)	
45	COMMUNICATION SKILLS	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Communication Skills. (See Notes 8 and 17)	

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION IX: PERFORMANCE FACTORS Continued. (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
46	PHYSICAL FITNESS	If ratee's composite score is 75 or greater or if ratee is exempt from fitness testing, leave blank. If ratee's composite score is less than 75, place an "X" in the "Does Not Meet Standards" block for Physical Fitness. (See Notes 8, 9 and 17)	

SECTION X: REMARKS (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
47	ACRONYMS	Due to limited space on the front of the form, evaluators may spell out acronyms in this block.	Personnel Support for Contingency Operations (PERSCO); Manpower and Personnel System-Base Level (MANPER-B)
48	APPROVED CLOSE-OUT EXTENSIONS	If the commander has obtained an approved extension of the close-out date IAW AFI 36-2406, paragraph 3.7.5 , enter the following statement: "Close-out date was extended IAW AFI 36-2406, para 3.7.5." (See Note 6d.)	"Close-out date was extended IAW AFI 36-2406, para 3.7.5."
49	DG OR TG AWARD	If ratee was awarded a DG or TG from a training course for which no TR was required, the rater may enter the criteria for the award in Section X, Remarks.	- Top 10%, awarded DG . . .

Table 3.1. Detailed Instructions for Completing AF Form 707 (Continued).

SECTION X: REMARKS (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
50	OTHER COMMENTS	There will be instances where AFI 36-2406 requires additional remarks. The placement of comments not specified in this MPFM, may be placed here. Contact AFPC/ DPPPEP for clarification.	i.e. Para 3.2.2.3, when rater died, MIA, POW, incapacitated, formally relieved from duty, the additional rater becomes the rater.

SECTION XI: REFERRAL REPORT (See Note 1)			
I T E M	A	B	C
	Heading	Instructions	Example
51	REFERRAL REPORT	Complete this section for referral reports only. (See Notes 8 and 17) Applicable procedures in AFI 36-2406, paragraph 3.9 still apply, however, this section replaces the referral memorandum.	Specifically..... Or “See Attached” (See Note 17)

NOTES:

1. General Information. (See AFI 36-2406, **paragraph 3.12.**)

- a. Do not enter classified information in any section of the form.
- b. Digital signatures will be used except in the following cases: referral reports, at least one evaluator does not have a CAC, at least one evaluator does not have access to a CAC enabled computer. They will be printed and signed with “wet” signatures and handwritten dates. Digital signatures on referral reports are not authorized.
- c. See OPR notice for ratee identification data. If any data is incorrect, notify the CSS for correction. Abbreviations may be expanded for clarity.
- d. Uncommon acronyms do not have to be spelled out in this section, but will be spelled out in Section X, Remarks, on the reverse of the form.

- e. Bullet format is mandatory. Bullets are limited to two lines per bullet.
- f. Form will be typed using “Times New Roman” font and in 12-pitch.
- g. When the form is printed, it will include the front and back side, head-to-foot and will not be altered other than for authorized administrative corrections.
- h. If digital signature feature is not used, sign in reproducible black or blue ink.
- i. Do not sign before the close-out date. Sign on or after the close-out date. Digital signatures will auto-generate the date signed. Forms that are not digitally signed will require the date to be handwritten.
- j. Each evaluator’s digital signature will lock their comments and ratings and will unlock the digital signature feature for the next evaluator. AF Advisor/Functional Examiner and Ratee digital signature capability are independent of evaluator signatures.
- k. **Table 3.1.** of this MPFM will replace **Table 3.1.** in the next revision of AFI 36-2406.
- l. A marking of “Does Not Meet” and/or referral remarks constitute a referral report and requires an explanation. (See AFI 36-2406, paragraph **3.9.1.1** and **Note 17** for further specific requirements in this section). The “Does Not Meet Standards” block in Section III will be marked for either derogatory remarks or a marking of “Does Not Meet” in Section IX.
- m. For routing procedures, see **Notes 19 and 20.**
- n. Correcting evaluations prior to them becoming a matter of record. Once a digital signature is applied, the comments and ratings are locked and cannot be changed, in addition, the digital signatures cannot be deleted. If a correction needs to be made after the form has been digitally signed, then the rater will need to reaccomplish the form. They will be able to copy the text areas from the erroneous form and paste them into the new form. The corrections can be made and the form resigned. The form will reflect the date of the new signatures.
- o. Adding AF Form 77 as a continuation sheet. Raters who do not concur with a previous evaluator’s comments/ratings, or Functional Examiners/AF Advisors who wish to add comments, submit their comments on an AF Form 77. In the case where digital signatures are being used on the evaluation, the AF Form 77 will be prepared, signed with a wet signature, scanned and saved in PDF format, and electronically forwarded along with the electronic evaluation.

2. Grade Info. Use the drop down menu to select the appropriate grade entry. Even if an officer has been “frocked,” you must enter his or her actual grade, regardless of the billet being filled.

3. DAFSC.

- a. The DAFSC is based on the unit manning document (UMD) authorization or the unit manpower roster (UMPR) position the officer is approved for (by HQ AFPC), and assigned against, as of the “Thru” date of the report (as reflected on the OPR notice). This is not to be confused with an officer’s awarded AFSCs (PAFSC, 2AFSC, etc.). If the DAFSC listed on the OPR notice is incorrect, initiate corrective action immediately, annotate the correct DAFSC on the notice, and attach a copy of the documentation reflecting the requested change to the OPR notice. MPF/CSS personnel must confirm the requested change was approved and that the effective date of the change was on or before the report “Thru” date before forwarding the report to HQ AFPC/HQ ARPC. If the requested change has not been approved by the date the report is ready to send to HQ AFPC/HQ ARPC, MPF/CSS personnel must change the DAFSC on the report to match the DAFSC approved in the MilPDS (and should advise the unit of the change).
- b. For indeterminate (365-day) deployments use the DAFSC the officer is assigned to in the deployed location.

4. Organization. Enter ratee's organizational information as of the close-out date using the guidance below.

- a. Enter the organizational designation, MAJCOM (if applicable), location and component. If classified, refer to AFI 36-2406, **paragraph 3.8.6**. For example: 341st Security Forces Squadron (AFSPC), Malmstrom AFB MT (AD)
- b. If the command of assignment is an integral part of the organization name, such as "HQ AMC/A1," it's unnecessary to repeat the command (AMC) within parentheses.
- c. Identify the component in parentheses after the location. Use “AD” for active duty personnel and reserve personnel on active duty orders, “Non-EAD” for technician or drill status ANG officers except when on EAD as defined by AFI 36-2008, *Voluntary Extended Active Duty (EAD) for Air Reserve Commissioned Officers*, “AGR” for AGR Program personnel, and “LEAD” for personnel on Limited Active Duty orders.
- d. On EAD (active duty and reserve), enter organizational designation, MAJCOM (if applicable), location and component. Example: 341st Mission Support Squadron (AFSPC), Malmstrom AFB MT (AD).
- e. On EAD (active duty and reserve) and performed duty in an organization other than his or her assigned PAS code, enter the assigned information, followed by **"with duty at . . ."** to indicate the organization where the officer actually performed duty and then the component. This includes personnel on indeterminate (365-day) deployment billets. Example: 341st Security Forces Squadron (AFSPC), Malmstrom AFB MT, with duty at 447 ESFS (USCENTAF), Baghdad International Airport, Baghdad, Iraq (AD). **NOTE:** Do not use this section to enter a second organization if the officer is filling a dual-hatted role. Mention it in the job description or elsewhere in the report.

f. An AGR Program officer under **Title 10, U.S.C., Sections 8033, 10211, 10305, 12310 and 12402 or Title 32, U.S.C., Section 708 (Property and Fiscal Officers)**, enter organizational designation, MAJCOM (if applicable), state affiliation, location, and component. Example: 190th Air Refueling Group (AMC), Forbes Field, Topeka, Kansas, KS ANG (AGR).

g. A Non-EAD ANG officer, enter organizational designation, MAJCOM (if applicable), state affiliation, location, and component. Example: 190th Air Refueling Group (AMC), Forbes Field, Topeka, Kansas, KS ANG (Non-EAD).

h. A Non-EAD USAFR officer, enter organizational designation, MAJCOM (if applicable), location, and (if applicable) organization and location of attachment, followed by the component. Example: 9019th ARS (ARPC), 6760 East Irvington Place, Denver CO 80280 w/Atch unit at 12 FTW, Randolph AFB TX (Non-EAD).

i. A Limited EAD program officer on EAD under **Title 10, U.S.C. Section 12301(d)**, enter organizational designation, MAJCOM (if applicable), location, and (if applicable) organization and location of attachment, followed by the component. Example: 9019th ARS (ARPC), 6760 East Irvington Place, Denver CO 80280 w/Atch unit at 12 FTW, Randolph AFB TX (LEAD).

5. "FROM" Dates. Use the "From" date on the OPR notice, but if different or incorrect, use the information below to establish the "FROM" date. If the officer is:

a. On EAD, and it is the first OPR, use the EAD date; or the day following the close-out date of a TR from a school that is 20 weeks or more.

b. An ANG officer not on EAD and it is an initial report, use the effective date of federal recognition in ANG or the day following the close-out of a TR from a school of 20 weeks or more. (Request ARPC use AF Form 77 to cover any gap from the officer's entry into non-EAD status to the "FROM" date of the first report received in non-EAD status in accordance with [IAW] AFI 36-2608.)

c. An ANG officer not on EAD, and was assigned to an ANG unit from ARPC (ISLRS, NARS, ORS, or RRPS), use the date of latest federal recognition (ARPC will complete an AF Form 77 to cover a gap caused by insufficient supervision).

d. An ANG officer not on EAD and was assigned to an ANG unit from another state, use the date of latest federal recognition (the losing state will request ARPC complete an AF Form 77 to cover a gap caused by insufficient supervision).

e. A USAFR officer not on EAD and it is an initial report, use the date of assignment to the USAFR status held as of the close-out date. (Use AF Form 77 to cover any gap from the officer's entry into non-EAD status to the "FROM" date of the first report received in non-EAD status IAW AFI 36-2608.)

f. A USAFR officer not on EAD and has been reassigned or attached to a unit from ARPC, use the effective date of attachment or change of strength accountability or transfer effective date (TED) of reassignment. This applies only to the first report in non-EAD status. (Use AF Form 77 to cover any gap from the officer's entry into non-EAD status to the "FROM" date of the first report received in non-EAD status IAW AFI 36-2608.)

g. A USAFR officer not on EAD, but previously on EAD and concurrently assigned to training category A, B, or E on release from AD, use the day following the close-out of the last report received while on EAD. (Applies only to the first non-EAD-status report.)

h. An USAFR officer not on EAD but previously on AD as RegAF and did not accept a USAFR commission concurrently with release from AD, use the effective date of appointment in non-EAD status. (Applies only to the first non-EAD-status report. Use AF Form 77 to cover any gap from the officer's entry into non-EAD status to the "FROM" date of the first report received in non-EAD status IAW AFI 36-2608.)

6. "THRU" Dates. Use the information below to establish the "THRU" date. If the reason for the report is:

a. Annual, use the date one year from the close-out of previous OPR or TR from a school of 20 weeks or more, or:

(1) If needed, adjust close-out to date on which the rater receives 120 days of supervision (for EAD and ANG not on EAD).

(2) If one year has already passed and a CRO is processed before the rater achieves the minimum 120 days of supervision, use the date prior to the CRO effective date, provided the rater has at least 60 days supervision.

(3) If this is the first report, use the date one year minus one day from entry onto active duty (officer's EAD date).

(4) If the report is on a non-EAD category A USAFR officer assigned to HQ AFRC or a subordinate unit, adjust the close-out date to the date on which the officer has earned 16 points and accrued 180 days of supervision under the rater.

(5) For officers in other USAFR training categories, use adjusted date based on when the officer earned 12 points under the rater.

(6) The date approved by the appropriate waiver authority per a request for an extension of the close-out date on an annual report. Note: For ARPC, the waiver authority is HQ ARPC/DPBR.

b. CRO (includes events of emergency or no-notice departure), then use the day before the effective date of change, or if:

(1) The report is mandatory as a result of a pending separation, retirement, or PCS of the either the rater or the ratee, then the close-out date will be 30 calendar days before the projected departure date, or:

(a) If the 30-day rule will cause a ratee to be ineligible for a report due to lack of supervision, adjust the close-out to the date within the 30-day window on which 120 days of supervision is achieved.

(b) If the ratee is an AGR/LEAD or a Non-EAD Category A Officer, adjust the close-out date within the 30-day window to the date the ratee completes the minimum 16-point, and 180 days of supervision requirement. (Not applicable to the ANG).

(c) If the ratee is in other than Category A USAFR training categories, adjust the close-out date within the 30-day window to the date the ratee completes the minimum 12-points. (Not applicable to the ANG).

(d) To record significant events, the adjusted date (within the 30-day window) approved by the commander. Significant events are things such as AF-level awards or derogatory information resulting in a referral report, not simply additional daily achievements.

c. Directed by (HQ USAF or Commander [MAJCOM, wing, group, or squadron], as appropriate), then use the date:

(1) As specified in the message directing the report.

(2) The ratee was placed in missing-in-action (MIA), captured, or detained in captive status.

(3) One day before being placed on the control roster if the report is directed as a result of placement on the control roster.

(4) One day before removal from control roster if the report is directed upon completing a control roster observation period.

(5) As otherwise directed by the commander.

d. **AFI 36-2406, paragraph 3.7.5.** currently allows commanders to request OPR close-out extensions of up to 59 days to ensure resolution of any administrative or other significant issues. Approved extensions should be documented by placing the following statement in Section X, "Close out date was extended IAW AFI 36-2406, para. 3.7.5." Other than for fitness testing, extensions are granted only to allow evaluators to document

negative behavior, i.e. court-martial actions, investigations, etc. Extensions are not granted to document awards or achievements. Unit commanders may request an extension when officers are required to fitness test immediately preceding the OPR close-out date and fail to meet fitness standards. This option can be used to re-test the officer at the 43d day after scoring below 75 on the fitness assessment. NOTE: This is the earliest period an officer can re-test after scoring below 75 on the fitness assessment test. Use the procedures outlined AFI 36-2406, **paragraph 3.7.5.** to obtain approval. Extensions beyond this period are not allowed.

NOTE: Never close out a report on or after the actual departure, retirement, or separation date of the rater or ratee. If a departure, separation, or retirement date changes after establishment of the “THRU” date of a report, it is not necessary to adjust the close-out date if it is no more than 40 days before the actual departure date, unless the change causes the number of days supervision to meet or exceed specifications in AFI 36-2406, **Table 3.4.** and **Table 3.5.** Reports prepared and accepted for file under the CRO rule remain valid even if the condition is later cancelled.

7. Number of Days Supervision. Enter the number of days the rater supervised the ratee during the reporting period.

a. On EAD and OPR is being written by the rater’s rater per AFI 36-2406, **paragraph 3.2.2.3.**, then enter number of days for which the evaluator had personal or written knowledge of the ratee's duty performance during the reporting period.

b. A Non-EAD ANG officer and OPR is being written by another rater per AFI 36-2406, **paragraph 3.2.2.3.** then enter number of days the evaluator had personal or written knowledge of the ratee’s duty performance during the reporting period. The number of days of supervision for a ratee assigned to a rater for a calendar year is 365, not the sum of unit training assembly and field training days.

c. A Non-EAD USAFR officer, then enter the number of days of supervision under the rater during the reporting period. Deduct from the period of supervision tours of AD under other than the designated rater for which there is an LOE. For example, if preparing an OPR to cover the period from 1 July to 31 December, and the rater was first so designated on 1 September and served in this capacity without a break to 31 December, and the ratee reported for training and duty for a total of 27 days between 1 September and 31 December, then the period of supervision is 121 days, not 27 days. The rater is responsible for the accuracy of the number of days of supervision entry.

NOTE: For EAD officers, do not deduct TDY periods if the ratee normally performs TDY in order to fulfill duties, such as for cable installers, inspector general team members, combat communications personnel, etc. Unit commanders are in the best position to determine if their unit members meet this criterion.

8. Performance Factors (Section III, Section IX), Rater/Additional Rater Overall Assessment, (Sections IV and V, comments block).

- a. The rater completes sections III and IX; however, the additional evaluators will review reports to ensure ratings accurately describe performance and comments are compatible with/support the ratings. They must return reports with unsupported statements for additional information or reconsideration of ratings, however, no evaluator may coerce another into changing their comments or ratings unless they are unauthorized or inappropriate IAW AFI 36-2406. **Also see Note 16.**
- b. The rater completes Section III by placing an “X” in the appropriate box.
 - (1) If an officer fails to meet standards in any one of the listed performance factors in Section IX, the overall report is then a “Does Not Meet Standards” report, and is a referral OPR.
 - (2) If an evaluator makes derogatory comments, with or without marking a performance factor as “Does Not Meet,” the overall report is then a “Does Not Meet Standards” report, and is a referral OPR.
 - (3) The referring evaluator must include appropriate comments in the referring evaluator’s assessment, as required by AFI 36-2406, **paragraph 3.9.** (Sections IV - rater, V - additional rater, or VI - reviewer’s assessment blocks, respectively). Utilize the referral memo located on the reverse of the form.
 - (4) Process the form without digital signatures. **See Note 17** for referral reports.
- c. Select “Yes” from the Fitness Exempt drop down menu only if the ratee is exempt from all components of the fitness assessment, otherwise leave blank.
- d. The Rater will enter the appropriate comments in Section IV, Rater Overall Assessment.
- e. The Additional Rater will place an “X” in the concur or non-concur block and enters the appropriate comments in Section V, Additional Rater Overall Assessment. If the additional rater non-concurs with the rater, **see Note 16** for disagreements.
- f. All evaluators will review reports to ensure ratings accurately describe the officer’s performance, and that the comments are compatible with, and support the ratings. They must return reports with unsupported or inappropriate statements for additional information or reconsideration of ratings. No evaluator may coerce another into changing their comments or ratings, however, comments that are inappropriate or unauthorized IAW AFI 36-2406, including any changes, are prohibited and will be returned for correction before being made a matter of record. **See Note 16** for disagreements.

- g. Comments based on performance are mandatory in Sections IV-Rater's Overall Assessment, and Section V, Additional Rater's Overall Assessment. **See Note 11.c. (4)** for exception.
- h. Bullet format is mandatory. Use bullet format to provide information about ratee's performance. Limit bullet length to two lines.
- i. Comments must convey accomplishments related to unit mission, potential based on performance, and other explanations and recommendations.
- j. Be specific. When referring to adverse actions, state the behavior and results, i.e., "Capt Jones drove under the influence for which he received an Article 15." Comments on awards such as "Distinguished Graduate" or "Top Graduate" from PME or other training courses are appropriate and may be made by any evaluator on the report. Comments on the award of "Outstanding Graduate" from the Air War College non-resident program are appropriate.
- k. Base comments on overall performance and performance-based potential as compared to others in the same grade known by the evaluator.
- l. Uncommon acronyms do not have to be spelled out in this section, but will be spelled out in Section X, Remarks on the reverse of the form.
- m. Do not base comments on other considerations, such as PME, duty history, academic education and such.
- n. Remarks about community involvement and additional duties are appropriate, as are recommendations to select for continuation, indefinite reserve status, future job assignments, or the next level of PME.
- o. Do not make prohibited and or inappropriate comments. See AFI 36-2406, **paragraph 3.7.** for prohibited considerations and comments. Ensure you review any applicable changes or messages addressing inappropriate considerations and/or comments as well.
- p. Limit comments to the space provided unless referred or evaluator does not concur with the evaluation. See AFI 36-2406, **paragraph 3.6.** for mandatory comments for each section. See **Note 16** of this MPFM for disagreements.
- q. Additional comments are mandatory when:
- (1) The report is a referral and the Additional Rater is named in Section XI. Enter the appropriate comment IAW AFI 36-2406, **paragraph 3.9.7.**

(a) “I have carefully considered (ratee’s name) comments to the referral memo of (date)”

(b) “Comments from the ratee were requested but were not received within the required period”

(c) “Ratee elected not to provide comments to the referral memo of (date)”

(2) The additional rater marks the non-concur block and shows disagreement with a "Performance Factor" rating or disagrees with the rater's overall narrative assessment. In this case, the additional rater must provide specific comments to explain the disagreement. The additional rater may attach an AF Form 77 if more room is needed to describe the disagreement. **See Note 16** for disagreements.

(3) If the rater is also the reviewer, leave Section V blank and place the following statement in Section VI, the reviewer’s comments block: “THE RATER IS ALSO THE REVIEWER.” The rater digitally signs the rater, additional rater, and reviewer blocks. **(See AFI 36-2406, paragraph 3.6.3.)**

(4) If the additional rater is also the reviewer, enter the additional rater comments in Section V, Additional Rater Overall Assessment, and place the following statement in Section VI, the reviewer’s comments block: “THE ADDITIONAL RATER IS ALSO THE REVIEWER.” The additional rater signs both the additional rater and the reviewer block. **(See AFI 36-2406, paragraph 3.6.3.)**

NOTE: The mandatory comments for referral reports and disagreements are in addition to the required comments a rater/additional rater must write. Raters/additional raters must include at least one additional bullet, as well as the mandatory bullet(s). This additional statement may be duty related or can even be as simple as “I concur with the performance assessment of the rater.” However, be cautious when adding an additional comment that may be considered referral; if the additional statement does not mirror the previous referral comment, it might cause the evaluation to be referred again to the next evaluator in the chain. For other mandatory comments see AFI 36-2406, **paragraphs 3.6. and 3.9.**

r. Digital signature cannot be applied to additional rater/final reviewer block until the previous rater signs the form and unlocks the next rater’s signature block on the form.

Note: Does not apply for referral reports. **See Note 17.**

9. Fitness.

a. The ratee is fitness exempt only if exempt from all four components of the fitness assessment. Ratee’s with limited duty restriction waivers from specific components of the assessment are not considered exempt, but will be marked based on the adjusted calculation of their fitness assessment score.

- b. “Meets Standards” is defined as having a composite **fitness score greater than or equal to 75**.
- c. “Does Not Meet Standards” is defined as having a composite **fitness score less than 75**. Place an “X” in the “Does Not Meet Standards” block in Section III and for Physical Fitness in Section IX. A score of less than 75 requires the evaluation to be referred. Evaluators must comment on a ratee who does not meet standards. Only in this case can the evaluator comment on the ratee’s fitness score, behavior associated with the fitness program, and progress in the Fitness Improvement Program.
- d. Documentation of fitness will be based on the most recent (current) fitness test, including those preceding the start date of the OPR. While comments regarding performance outside of the reporting period are normally not allowed, consideration of the fitness score outside of the reporting period is authorized when the fitness test is current (within the past 12 months, for those scoring “Good” or “Excellent”).
- e. Comments on medical issues are prohibited and cannot be included in the OPR narrative.
- f. Comments regarding unit fitness achievements are allowed for individuals who are Physical Training Leaders (PTLs) or Unit Fitness Program Managers (UFPM) since these are significant additional duties.
- g. **AFI 36-2406, paragraph 3.7.5.** currently allows commanders to request OPR close-out extensions of up to 59 days to ensure resolution of any administrative or other significant issues. Approved extensions should be documented by placing the following statement in Section X, “Close out date was extended IAW AFI 36-2406, para. 3.7.5.” Other than for fitness testing, extensions are granted only to allow evaluators to document negative behavior, i.e. court-martial actions, investigations, etc. Extensions are not granted to document awards or achievements. Unit commanders may request an extension when officers are required to fitness test immediately preceding the OPR close-out date and fails to meet fitness standards. This option can be used to re-test the officer at the 43d day after scoring below 75 on the fitness assessment. NOTE: This is the earliest period an officer can re-test after scoring “Poor” on the fitness assessment test. Use the procedures outlined AFI 36-2406, **paragraph 3.7.5.** to obtain approval. Extensions beyond this period are not allowed.

10. Feedback.

- a. In Section IV, rater certifies performance feedback in this area by entering the date the most recent feedback was provided during the rating period, this included midterm feedback or any subsequent feedback requested by the ratee. If feedback was not performed, an explanation must be provided. If feedback was not required, enter “N/A”. Either a date or “NA” with comments must be entered or the rater will not be able to digitally sign the form.

- b. **See Note 14** for ratee's responsibilities in Section VIII, Ratee's Acknowledgement.
- c. Feedback will be accomplished IAW AFI 36-2406, **Chapter 2** and **paragraph 8** of this MPFM's program guidance.

11. Reviewer Comments (Section VI).

- a. Reviewer/Final Evaluator/Senior Rater. The Reviewer/Senior Rater/Final Evaluator is the highest level endorser in the ratee's rating chain. The senior rater must be in the grade of at least a colonel or civilian equivalent, (GS-15/Supervisory Pay Band 3), or higher, serving as a wing commander or equivalent and designated by the Management Level.
- b. The reviewer will place an "X" in the concur or non-concur block. Do not enter any comments in the reviewers block. **See Note 16** for disagreements.
- c. Reviewers may comment *only under the following circumstances*:
 - (1) If the reviewer disagrees with the evaluation. The rater and additional rater are first given an opportunity to change the evaluation; however, they *will not* change their evaluation just to satisfy the reviewer. If the evaluation remains unchanged and the reviewer still disagrees, the reviewer marks the non-concur block and specifically states why he or she disagrees in the space provided. An AF Form 77 can be added if additional space is required. **See Note 16** for disagreements.
 - (2) The report is referral and the reviewer is the evaluator named in Section XI, or the reviewer refers the report. **See Notes 8q and 17** for referral reports.
 - (3) The ratee is colonel/selectee. When the reviewer is *not* also the rater or additional rater, he or she may make, if desired and appropriate, command and/or assignment recommendations in Section VI, reviewer's comments block, without Non-concurring with the report. Promotion recommendations and other comments are *not* allowed.
 - (4) If the reviewer is also the rater or additional rater, see **Note 8q**.

12. Evaluator Information. Use the following guidelines when entering identification data:

- a. Enter only the last four digits of the SSN. If the evaluator is a civilian or a member of a foreign service no entry is required.
- b. When the evaluator is an Air Reserve Technician (ART) or ANG Military Technician use the military grade and duty title.

c. If the rater is performing an additional duty and prepares the report based on that duty, enter the additional duty title on the OPR. Note: The rater still must be the individual's official "updated in the system" rater. This is not applicable to an "Acting" rater who fills in when the official rater is unavailable, or to "Acting" commanders on G-series orders.

13. Functional/Functional Examiner or Air Force Advisor (Section VII).

a. Functional Examiner/AF Advisor may attach an AF Form 77, *Letter of Evaluation*, if they desire to make comments, up to five lines, to clarify duties with regards to AF Standards in a joint environment, or functional related considerations. If the evaluation is digitally signed, a scanned copy of the "wet" signed AF Form 77 will be submitted electronically with the evaluation.

b. See AFI 36-2406, **paragraphs 3.10. and 3.11.** on the Air Force Advisor and Acquisition Examiner Programs.

c. The digital signature feature of this block is independent of other digital signatures on the form.

14. Ratee's Acknowledgement (Section VIII).

a. The rater is required to conduct face-to-face feedback in conjunction with issuing the evaluation. The OPR serves as the feedback form. Do not use a performance feedback worksheet. Electronic routing of the form does not excuse the rater from providing face-to-face feedback. Only in situations where face-to-face feedback is not feasible, will feedback be conducted either by telephone or electronically. The rater should first attempt to call the ratee and conduct the feedback via telephone. If that option is not available, the rater may provide clear, detailed feedback to the ratee via e-mail, using a read receipt to verify the feedback was received and read.

b. In Section VIII, ratee indicates that feedback was or was not accomplished in conjunction with acknowledging receipt of the report by placing an "X" in the appropriate box.

c. Feedback will occur and the ratee's signature will be obtained after the reviewer has signed. In cases where an Air Force Advisor or Acquisition/Functional Examiner signature is required, the feedback and ratee acknowledgment will occur after the advisor or examiner review.

d. The ratee must acknowledge receipt of the report in Section VIII prior to the report becoming a matter of record. The ratee will review and verify all dates, markings and comments on the form. Significant discrepancies and administrative errors can be addressed at this time, and corrected if agreed by all parties, before the report becomes a matter of record. This is not to be interpreted to mean the ratee can refuse to sign if they disagree with the report. This is an acknowledgement of the report vice concurrence. If a

rater does not agree to change the report and the ratee wishes to dispute it, they should pursue the established appeal/correction avenues available to them in AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*, once the report is a matter of record.

e. The rater will suspense the ratee three (3) duty days (30 calendar days for Reserve/ANG), after feedback is provided, to sign the report.

f. In cases where the ratee refuses to sign, the rater will select “Member declined to sign” from the drop down menu in the ratee’s acknowledgment block. Rater will sign the block.

g. In cases where the ratee is unable to sign, the rater will select “Member unable to sign” from the drop down menu in the ratee’s acknowledgment block. Rater will sign the block. Member is unable to sign if they do not have access to a CAC-enabled computer (i.e. convalescent leave, TDY to a contractor facility without government computer access, in AWOL or deserter status, etc.).

h. Upon receiving the ratee’s endorsement or expiration of the suspense to receive the signed evaluation, the rater will place the report in official channels.

i. The digital signature feature of this block is independent of other digital signatures on the form.

15. Evaluator Changes: Normally, when an evaluator other than the rater changes after a report closes out, but before it is ready for endorsement, the *new* evaluator endorses the report using his or her duty information as of the signature date. This is a general rule that may be modified to suit unique circumstances. For example, a *new* evaluator may not be available if a departed evaluator has not been replaced when the report is ready for endorsement. Additionally, if the organizational structure changes in conjunction with an evaluator change, the *new* evaluator may not *qualify* to endorse the report (due to position or grade requirements). In these cases, it may be more appropriate (or necessary) to have the departed evaluator endorse the report (using his or her duty information as of the report close-out date), or it may be necessary to identify another individual to endorse the report. Judgment must be applied to determine which option is in the best interests of the Air Force and will result in the most accurate and meaningful report. If any doubt exists as to the appropriateness of the exception chosen or guidance is necessary, evaluators should contact their servicing CSS or MPF who will contact HQ AFPC/DPPPEP or HQ ARPC/DPBR for guidance. See AFI 36-2406, **paragraph 3.1.5., paragraph 3.2.2.3. and paragraph 3.2.5.4.** for additional information regarding rater changes.

16. Disagreements. Show any disagreements with the rating(s) by making specific comments regarding the exact standard(s) and or comment(s) with which there is disagreement. Comments to support disagreement are required. (Example: Disagree with rater’s assessment of Job Knowledge--Capt Doe was unable to answer critical questions concerning the operation of his flight leading to an ORI rating of “Unsatisfactory” for his squadron) Evaluators should discuss disagreements when preparing reports. Prior evaluators are first given an opportunity to change the evaluation; however, they will not change their evaluation just to satisfy the evaluator who

disagrees. If, after discussion, the disagreement remains, the disagreeing evaluator marks the non-concur block, and provides specific comments to explain each item in disagreement. The evaluator who non-concurs with the report may attach an AF Form 77 if more space is required to explain the disagreement.

17. Referral Report (Section XI).

- a. Referral reports will be accomplished with wet (hand written) signatures only. Dates will be handwritten.
- b. The referring evaluator can fill in the specifics in the blank lines provided. When typing information into the form, you will have to end typing at the end of each line and manually place the cursor on the next line to continue typing. The text does not wrap around automatically. If the specific details are too long for the space allotted the referring evaluator can attach a separate memorandum (under the current process IAW AFI 36-2406, **paragraph 3.9.5.**) and annotates “See Attachment” in the lines provided in this block.
- c. Ensure the name of the next evaluator is included in the space provided in Section XI.
- d. For referral procedures see AFI 36-2406, **paragraph 3.9.** See **Note 9** for referral reports involving fitness.
- e. If an officer fails to meet standards in any one of the listed performance factors, the overall report will be a “Does Not Meet Standards” report and is a referral OPR.
- f. If the OPR includes derogatory comments, the overall report will be a “Does Not Meet Standards” report the OPR is a referral.
- g. If the evaluator refers the report or is named in the referral memorandum, enter the applicable comment IAW AFI 36-2406, **paragraph 3.9.7.**
 - (1) “I have carefully considered (ratee’s name) comments to the referral memo of (date)”
 - (2) “Comments from the ratee were requested but were not received within the required period”
 - (3) “Ratee elected not to provide comments to the referral memo of (date)”
- h. Procedures if evaluator is deployed when report is due. All signatures must be “wet” signatures. The rater who is deployed and is referring a home station report will sign the referral memo and OPR. They will then scan in the evaluation and letter and e-mail them to the next evaluator in the rating chain. The evaluation and memo can also be faxed to the next evaluator if a scanner is unavailable. The next evaluator in the chain will act on behalf of the evaluator who is deployed and issue the letter and evaluation to the ratee.

Upon receipt of the ratee's comments or at the expiration of the ratee's 10 day (30 day Non-EAD) window to respond, the evaluators will add the mandatory comments from the evaluator named in the referral memo, ensuring the date signed by the referring evaluator does not change. The evaluator who is deployed can re-sign the form, scan and e-mail/fax the form to the next evaluator. All signatures, except the evaluator who is deployed, must be original.

18. Evaluators' Signatures and Dates.

a. Digital Signatures. Digital signatures must be used for all evaluators and reviewers. If one evaluator or reviewer is unable to access digital signature, all evaluators and reviewers must hand sign and date the report. The form is enabled with digital signature and auto date capability. Forms will be auto-dated only when digital signature is applied, otherwise the date will be handwritten. This feature allows for the fully electronic routing of the evaluation form. Forms must be digitally signed with a Common Access Card (CAC). Once a digital signature has been applied, it cannot be deleted. In the few instances where CACs or CAC reader access is not available, or if a report is a referral, wet ink signatures on the hard copy of the report will be required. "Wet" ink signatures will be required on all referral reports. To digitally sign:

- (1) Click on gray box in signature block
- (2) Digital signature dialogue box should open
- (3) Click "Sign" button
- (4) Select certificate and click "Okay"
- (5) Enter PIN for CAC
- (6) Click "Okay"

b. Enter "Brig Gen (S)" for brigadier general selectees who have been confirmed by the U. S. Senate and designated as Senior Rater by the Management Level (ML). Enter "Major Gen (S)" for major general selectees who have been confirmed by the U. S. Senate. When a supervisor is a Brig Gen (S), confirmed by the Senate and frocked, but not a senior rater, then they should not be a rater in order to avoid the prohibition against two general officers signing an evaluation.

c. An evaluator must be a colonel (or equivalent) to close out report as a single evaluator. If the rater is a senior rater, the report must close out at this level unless it is a referral report. Only one general officer may sign the report as an evaluator.

d. **EXCEPTION to one general officer rule.** For indeterminate (365-day) deployments only:

(1) When both the deployed rater and the home station senior rater are General Officer's, place the following statement in the feedback comment area of Section IV: **“Two general officers authorized IAW AF/DP policy message 042019Z JAN 06”**

(2) If the grade of the home station senior rater is lower than the deployed rater, (i.e. deployed rater is an O7 and the home station senior rater is an O6), enter the following statement in the feedback comment area of Section IV: **“Reviewer's grade may be lower than the additional rater IAW AF/DP policy message 042019Z JAN 06.”**

e. Do not delay signing a report due to pending personnel changes, promotions, approval of a more prestigious duty title, and so forth.

f. Rater. Do not sign and date before the close-out date of the report. Sign on or after the close-out date. Rater's digital signature will unlock the digital signature feature in the additional rater's block.

g. Additional Rater. Do not sign or date before the close-out. Sign on or after the close-out date. Do not sign before previous evaluators. Additional rater cannot sign before the rater due to security features associated with digital signature capability. If applicable, do not sign earlier than the date of a ratee's endorsement to a referral letter. Additional rater's digital signature will unlock the digital signature feature in the reviewer's block.

h. Reviewer. Do not sign or date before the close-out. Sign on or after the close-out date. Do not sign before previous evaluators. Reviewer cannot sign before the additional rater due to security features associated with digital signature capability. If applicable, do not sign earlier than the date of a ratee's endorsement to a referral letter.

i. Functional Examiner/Air Force Advisor. Do not sign or date before the close-out. Sign on or after the close-out date. If applicable, do not sign earlier than the date of a ratee's endorsement to a referral letter. Do not sign before previous evaluators. Digital signature feature is independent of other digital signatures. If an evaluator is also a functional examiner, then they sign in both blocks.

j. Ratee. (See Note 14)

k. Do not “back date” the signature. *EXCEPTION:* If, after referring a report to the ratee, the report is reprinted for the purpose of including all evaluator comments or for making minor administrative corrections that don't require an additional referral to the ratee, all signature dates, up to and including the referring official(s), should be back dated to the date it was originally signed. This is necessary to show the dates each referral action actually occurred to ensure the report was properly processed. All evaluators, subsequent to the (last) referring official may use either original signature dates or current signature dates.

19. Digital Routing Procedures.

a. Routing procedures will only be specified for routing the form after the final signature is supplied by the ratee. Local procedures will be developed for internal routing of the evaluations, ensuring Privacy Act restrictions are in place. AFPC or ARPC must receive the completed evaluation via CMS from the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or via vPC-GR from the MPF/CSS (All ANG officers, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists).

b. If using Outlook for local routing, follow the instructions below to forward evaluations:

(1) All e-mails containing evaluations will meet the following three criteria:

(a) be encrypted with a CAC by the sender,

(b) contain the letters "FOUO" at the beginning of the subject line, and

(c) include the following text at the beginning of the e-mail,
"This electronic transmission contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under Privacy Act of 1974 and AFI 33-332. Do not release outside of DoD channels without the consent of the originator's office. If you received this message in error, please notify the sender by reply e-mail and delete all copies of the message."

(2) File must be saved prior to forwarding to next recipient via e-mail from within the Pure Edge program, with the form open.

(3) To send an evaluation via Outlook from within the Pure Edge program, use the e-mail (envelope) button in the upper left tool bar (5th button from left, next to the printer button).

c. The following standard file naming convention will be used on all evaluations:
FORMNAMELASTNAMEFIRSTINITIALLASTFOURSSNCLOSEOUTDATE.XFDL
Example: AF707JONESM1111071205.XFDL.

d. Ratee forwards digitally signed report back to the rater.

e. Rater sends digitally signed report to the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG officers, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists). The CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG officers, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will upload and transfer the evaluation via the appropriate system.

f. The CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG officers, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will track the report status in the appropriate system. When the case indicates the evaluation was up loaded in ARMS, the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG officers, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will print the evaluation and close the case. The CSS will forward the hard-copy evaluation to the MPF to be filed in the officer's ROP. If the ratee has departed PCS to another base, the CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG officers, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) will notify the gaining MPF that the form is available to print from ARMS.

g. Performance report suspenses are set such that the evaluation should be closed out prior to evaluators or the ratee departing. It is the unit commander's responsibility to ensure reports are completed within the suspense, especially for those separating/retiring or PCSing.

20. Hard Copy Routing Procedures. CSS (Active Duty, Reserve HQ AGRs, IMAs, PIRR, and LEAD personnel) or MPF/CSS (All ANG officers, unit assigned Reserve AGRs, ARTS and Unit Assigned Reservists) should use the guidance provided in AFI 36-2406, Tables 3.5 and 3.6 to distribute hard copy reports to the proper offices.

Attachment 1
Forms

OFFICER PERFORMANCE REPORT (Lt thru Col)						
I. RATEE IDENTIFICATION DATA (Read AFI 36-2406 carefully before filling in any item)						
1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC	5. REASON FOR REPORT	6. PAS CODE	
7. ORGANIZATION, COMMAND, LOCATION, AND COMPONENT			8. PERIOD OF REPORT THRU		9. NO. DAYS SUPV.	
II. JOB DESCRIPTION (Limit text to 4 lines) DUTY TITLE					10. SRID	
III. PERFORMANCE FACTORS						
Job Knowledge, Leadership Skills, Professional Qualities, Organizational Skills, Judgment and Decisions, Communication Skills, and Physical Fitness (see reverse if marked Does Not Meet Standards)						
			DOES NOT MEET STANDARDS	MEETS STANDARDS	FITNESS EXEMPTION	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IV. RATER OVERALL ASSESSMENT (Limit text to 6 lines)						
Last performance feedback was accomplished on: _____ (IAW AFI 36-2406) (If not accomplished, state the reason)						
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION		DUTY TITLE			DATE	
		SSN	SIGNATURE			
V. ADDITIONAL RATER OVERALL ASSESSMENT (Limit text to 4 lines)						
			<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR		
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION		DUTY TITLE			DATE	
		SSN	SIGNATURE			
VI. REVIEWER (If required, limit text to 4 lines)						
			<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR		
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION		DUTY TITLE			DATE	
		SSN	SIGNATURE			
VII. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Indicate applicable review by marking the appropriate box)						
			<input type="checkbox"/> FUNCTIONAL EXAMINER	<input type="checkbox"/> AIR FORCE ADVISOR		
NAME, GRADE, BR OF SVC, ORGN, COMMAND & LOCATION		DUTY TITLE			DATE	
		SSN	SIGNATURE			
VIII. RATEE'S ACKNOWLEDGMENT						
I understand my signature does not constitute agreement or disagreement. I acknowledge all required feedback was accomplished during the reporting period and upon receipt of this report.				Yes No <input type="checkbox"/> <input type="checkbox"/>	SIGNATURE	DATE

RATEE NAME:	
IX. PERFORMANCE FACTORS (If Section III is marked Does Not Meet Standards, fill in applicable block(s))	DOES NOT MEET STANDARDS
1. Job Knowledge. Has knowledge required to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle non-routine situations.	<input type="checkbox"/>
2. Leadership Skills. Sets and enforces standards. Works well with others. Fosters teamwork. Displays initiative. Self-confident. Motivates subordinates. Has respect and confidence of subordinates. Fair and consistent in evaluation of subordinates.	<input type="checkbox"/>
3. Professional Qualities. Exhibits loyalty, discipline, dedication, integrity, honesty, and officership. Adheres to Air Force standards. Accepts personal responsibility. Is fair and objective.	<input type="checkbox"/>
4. Organizational Skills. Plans, coordinates, schedules and uses resources effectively. Meets suspenses. Schedules work for self and others equitably and effectively. Anticipates and solves problems.	<input type="checkbox"/>
5. Judgment and Decisions. Makes timely and accurate decisions. Emphasizes logic in decision making. Retains composure in stressful situations. Recognizes opportunities. Adheres to safety and occupational health requirements. Acts to take advantage of opportunities.	<input type="checkbox"/>
6. Communication Skills. Listens, speaks, and writes effectively.	<input type="checkbox"/>
7. Physical Fitness. Maintains Air Force physical fitness standards.	<input type="checkbox"/>
X. REMARKS (use this section to spell out acronyms from the front)	
XI. REFERRAL REPORT (Complete only if report contains referral comments or the overall standards block is marked as does not meet standards)	
I am referring this OPR to you according to AFI 36-2406, para 3.9. It contains comment(s)/rating(s) that make(s) the report a referral as defined in AFI 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 AFI 36-2401, Correction of Officer and Enlisted Evaluation Reports, once the report becomes a matter of record as defined in AFI 36-2406, Attachment 1.	
NAME, GRADE, BR OF SVC OF REFERRING EVALUATOR	DUTY TITLE
	DATE
	SIGNATURE
SIGNATURE OF RATEE	DATE
INSTRUCTIONS	
ALL: Recommendations must be based on performance and the potential based on that performance. Promotion recommendations are prohibited. Do not comment on completion of or enrollment in Developmental Education, advanced education, previous or anticipated promotion recommendations on AF Form 709, OPR endorsement levels, family activities, marital status, race, sex, ethnic origin, age, or religion. Evaluators enter only the last four numbers of SSN.	
RATER: Focus your evaluation in Section IV on what the officer did, how well he or she did it, and how the officer contributed to mission accomplishment. Write in concise "bullet" format. Your comments in Section IV may include recommendations for assignment. Provide a copy of the report to the ratee prior to the report becoming a matter of record and provide follow-up feedback to let the ratee know how their performance resulted in this final product.	
ADDITIONAL RATER: Carefully review the rater's evaluation to ensure it is accurate, unbiased and uninflated. If you disagree, you may ask the rater to review his or her evaluation. You may not direct a change in the evaluation. If you still disagree with the rater, mark "NON-CONCUR" and explain. You may include recommendations for assignment.	
REVIEWER: Carefully review the rater's and additional rater's ratings and comments. If their evaluations are accurate, unbiased and uninflated, mark "CONCUR" and sign the form. If you disagree with previous evaluators, you may ask them to review their evaluations. You may not direct them to change their appraisals. If you still disagree with the additional rater, mark "NON-CONCUR" and explain in Section VI. Do not use "NON-CONCUR" simply to provide comments on the report.	
RATEE: Your signature is merely an acknowledgement of receipt of this report. It does not constitute concurrence. If you disagree with the content, you may file an evaluation appeal through the Evaluation Reports Appeals Board IAW AFI 26-2401 (Correcting Officer and Enlisted Evaluation Reports), or through the Air Force Board for Correction of Military Records IAW AFI 36-2603 (Air Force Board for Correction of Military Records) and AFPAM 36-2607 (Applicants' Guide to the Air Force Board for Correction of Military Records (AFBCMR)).	
PRIVACY ACT STATEMENT	
AUTHORITY: Title 10 United States Code, Section 8013 and Secretary of the Air Force and Executive Order 9397, 22 November 1943.	
PURPOSE: Information is needed for verification of the individual's name and Social Security Number (SSN) as captured on the form at the time of rating.	
ROUTINE USES: None. RATIONALE: This information will not be disclosed outside DoD channels.	
DISCLOSURE: Disclosure is mandatory; SSN is used for positive identification.	

PERFORMANCE FEEDBACK WORKSHEET (Lt thru Col)

I. PERSONAL INFORMATION

NAME	GRADE	UNIT
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II. TYPES OF INITIAL MID-TERM RATEE REQUESTED RATER DIRECTED

III. PRIMARY DUTIES

IV. PERFORMANCE FEEDBACK

1. Job Knowledge. Has knowledge required to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle non-routine situations.

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

2. Leadership Skills. Sets and enforces standards. Works well with others. Fosters teamwork. Displays initiative. Self-confident. Motivates subordinates. Has respect and confidence of subordinates. Fair and consistent in evaluation of subordinates.

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

3. Professional Qualities. Exhibits loyalty, discipline, dedication, integrity, honesty, and officership. Adheres to Air Force standards. Accepts personal responsibility. Is fair and objective.

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

4. Organizational Skills. Plans, coordinates, schedules and uses resources effectively. Meets suspenses. Schedules work for self and others equitably and effectively. Anticipates and solves problems.

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

5. Judgment and Decisions. Makes timely and accurate decisions. Emphasizes logic in decision making. Retains composure in stressful situations. Recognizes opportunities. Adheres to safety and occupational health requirements. Acts to take advantage of opportunities.

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

6. Communication Skills. Listens, speaks, and writes effectively.

N/A Initial Feedback Does Not Meet Meets Above Average Clearly Exceeds

7. Physical Fitness. Maintains Air Force physical fitness standards.

Does Not Meet Meets Exempt

V. PROFESSIONAL DEVELOPMENT		
STRENGTHS		
SUGGESTED GOALS		
ACADEMIC/PROFESSIONAL EDUCATION		
DE (BDE, IDE, SDE RESIDENCE/SEMINAR/CORRESPONDENCE)		
NEXT/FUTURE ASSIGNMENTS (BASE LEVEL, STAFF, JOINT, CONUS, OVERSEAS)		
VI. ADDITIONAL COMMENTS		
PRIVACY ACT STATEMENT		
<p><i>AUTHORITY: Title 10, United States Code, Section 8013 and Executive Order 9397, 22 November 1943.</i></p> <p><i>PURPOSE: Information is needed for verification of the individual's name and Social Security Number (SSN) as captured on the form at the time of the rating.</i></p> <p><i>ROUTINE USES: None. RATIONALE: This information will not be disclosed outside DoD channels.</i></p> <p><i>DISCLOSURE: Disclosure is mandatory; SSN is used for positive identification.</i></p>		
RATEE SIGNATURE	RATER SIGNATURE	DATE