

Enlisted Evaluation System

READING FOCUS

Cognitive Lesson Objective: Know elements of the Enlisted Evaluation System (EES).

Cognitive Samples of Behavior:

1. State the objective of Enlisted Performance Reports (EPR).
2. Identify who is required to receive an EPR.
3. Identify when an EPR is required.
4. Describe the promotion methods for enlisted personnel.
5. State an officer's responsibilities to subordinates in the career progression system.

Affective Lesson Objective: Value the enlisted evaluation system.

Affective Sample of Behavior: Interject appreciation for the EES during discussion.

There are few things that contribute more to maintain a quality enlisted corps than the clear and correct documentation of individual performance. The EPR is the primary vehicle for doing this; it is the tool used to promote the right people and assign them where they'll help us the most. Writing effective EPRs comes down to using words which paint an accurate picture of the ratee's performance to the reader. With EPRs, that means helping the reader "see" the performance of the individual you're writing about. The more animated and distinct words you use, the better chance the ratee has of "coming to life" in the mind of the reader. EPRs are read by personnel managers, supervisors, and commanders, as well as reviewed by Senior NCO promotion board members. With this in mind, it pays to carefully construct EPRs so they communicate effectively to a varied audience over time. Well-written EPRs make clear exactly what the ratee did to make the organization better--a powerful statement of one individual's impact on mission accomplishment.

Enlisted Performance Report

The objective of the EPR is to provide an official record of performance as viewed by officials in the rating chain who are closest to the actual work environment. EPRs are required for all enlisted grades from SrA to CMSgt. EPRs are only required for members below the rank of SrA (AB-A1C) if

the individual has 20 months or more of Total Active Military Service (TAFMS). An EPR is required for an A1C that is eligible for SrA below the zone, and has not had an EPR previously. Normally, an EPR is completed on an individual annually (once a year). However, changes during the EPR reporting period can require an EPR to be completed before the end of the year cycle. A change in reporting official (CRO) is simply a change in the individual's direct supervisor that writes the EPR. A permanent change of station could also generate an EPR, as well as a permanent change of assignment. All of these changes require the supervisor to have at least 120 days supervision of the individual being rated to generate a requirement for an EPR. The Air Force currently uses two EPR forms. The AF Form 910 (Figures 1 and 2) is used to evaluate the performance of all enlisted members in the ranks of AB-TSgt. The AF Form 911 (Figures 3 and 4) is used to evaluate senior NCOs, MSgt-CMSgt. The forms are similar in appearance but evaluate different aspects of the military profession.

The EPR process officially begins with a computer generated EPR notification to the ratee's supervisor. This document, commonly referred to as a "shell," advises the rater an EPR is due and provides the information required to complete section I of the EPR. Once the notification is received, the rater begins building the EPR. The rater is required to review the ratee's personnel information file. This file contains pertinent information the supervisor can use when writing the EPR. The rater can also use the performance feedback worksheets completed during the rating period to identify improvements or weak areas during the reporting period. Also, if the supervisor has kept good records of the ratee's accomplishments during the rating period, these can be used to build the report. Finally, the rater can request information from the ratee on what he or she did during the rating period. Once the rater has gathered this information, it's time to begin constructing the EPR.

The forms utilize digital signature technology. This technology allows evaluations to be forwarded, signed, and filed electronically. The digital signature will be applied using a CAC, so a rater will have to be at a CAC enabled computer to sign the final evaluation. Once applied, the digital signature locks the comments and ratings of the evaluator and autodates the form.

To better understand the form requirements, let's look at some of the sections of an EPR.

Section I: Ratee Identification Data

This section is self-explanatory. This is the section containing personal information on the individual being evaluated. The "shell" contains all this information, and you should review it to make sure its accurate. If you find incorrect information on the "shell," notify your unit Commander Support Staff (CSS) or MPF to correct the information.

Section II: Job Description

A strong report is built upon an understandable duty title and a strong job description. The strong job description sets the tone for the rest of the report and portrays the complete scope of the job. AFM 36-2108, Airman Classification, is a good starting reference to use in developing a job description. This regulation will give you an expanded job description, allowing you to tailor the

description to the duties the ratee is required to perform. Don't rely on a standard job description for everyone in the unit. Avoid using highly technical terms, acronyms, and abbreviations. The job description area has four lines and must be in bullet format. In this space, raters need to communicate the nature or level of responsibilities and the uniqueness of each job. Raters need to be specific – include such things as number of people supervised and dollar value of resources or projects managed. If the job description is written in highly technical terms and is heavy on abbreviations and acronyms, there's a good chance the people objectively reviewing the EPR won't have a clear picture as to what the ratee does. Put yourself in the position of those who will read the report--if you knew nothing about the job, would the description provided make it clear? Remember, in a job description, you're telling the world what the ratee does, and the people reading the description should understand it at the first reading, regardless of their career field. The key to an effective job description is to clearly state what the ratee does, not how.

Section III: Performance Assessment

Immediate rater's comments are aligned to the specific performance assessment area on the front side of the form. This allows immediate raters to address performance on the standards and competencies we value. The AF Form 910 has five standards and the AF Form 911 has six standards. Both forms also have an additional block for other comments (Figures 1 & 3). The rater must indicate the level of performance of the ratee by marking one of the four choices: "Does Not Meet" "Meets" "Above Average" or "Clearly Exceeds." Any marking of "Does Not Meet" requires specific comments on how the ratee is not meeting the standard and makes the report a referral. Marking "Meets" means the ratee has performed in a manner meeting expectations established by the rater. "Above Average" will be marked when the ratee consistently performs above expectations. "Clearly exceeds" should be reserved for those Airmen who clearly perform significantly above expectations, showing initiative, going above and beyond at all times.

Section IV: Rater Information

Self-explanatory. On forms that are digitally signed, the date will automatically fill in. For evaluations requiring pen and ink signatures, the date will be hand written.

Section V: Overall Performance Assessment

The overall rating is a performance assessment rating. The overall rating scale is from 1 to 5 and point values are used to calculate promotion points.

While a controlled rating system is not implemented, supervisors at all levels must use caution to reduce and preclude overinflation of ratings. EPR ratings impact selections for promotion, CJRs, retraining, reenlistment and assignments. Overinflating EPR ratings eliminates performance as a discriminator and results in a disservice to all Airmen.

Numerical Rating

- 1.
- 2.
- 3.
- 4.
- 5.

Overall Performance Assessment

POOR
NEEDS IMPROVEMENT
AVERAGE
ABOVE AVERAGE
TRULY AMONG THE BEST

When deciding the overall performance rating, evaluators should compare the ratee to their peers in the same grade. While there are many thousands of outstanding and exceptional performers, not every Airman is or should be considered as “Truly Among the Best,” a rating of 5. There must be differentiation to ensure performance counts. Markings of either “Poor” or “Needs Improvement,” or any negative comments, cause the evaluation to be a referral report. A rating of 3 is appropriate for Airmen who meet standards and perform in an acceptable manner when compared to their peers, they are in the median. A rating of 4 is for those Airmen who outperform the majority of their peers. Finally, a rating of 5 must be reserved for those exceptional performers who are head and shoulders above and always outperform their peers.

The feedback block under the overall performance assessment captures the date the last formal feedback session was conducted. A date or N/A with comments must be entered, or the rater will not be able to digitally sign the form. This date cannot be the date the Airman acknowledged receiving the evaluation. Unfortunately, we still have Airmen who are not receiving feedback. There is no excuse for not providing feedback and supervisors at all levels must be involved to ensure feedback is conducted.

Section VI : Additional Raters Comments

This section is for the additional rater’s comment and signature.

Explanation of Ratee Acknowledgment Block

All ratees will acknowledge their evaluation and receive feedback BEFORE the report is made a matter of record. If the rater and ratee are geographically separated, the feedback will be accomplished by phone or e-mail. The purpose of ratee acknowledgement is to reduce administrative errors and to improve quality of follow-on feedback by using the completed performance report.

The ratee will sign the form after feedback has been received and after they review the form for accuracy. This gives the member the opportunity to ensure their personal data is correct and to identify any omissions or inaccuracies they perceive. The rater, however, will determine if the requested changes will be made. This should prevent the need to correct administrative errors after the report is made a matter of record.

The rater is required to document the date the last feedback session was accomplished in the feedback block of the evaluation (section V on the EPRs). This refers to the feedback session during the rating period. The rater WILL NOT enter the date of the follow-on feedback accomplished upon acknowledging the report.

After receiving feedback, the ratee will need to access a CAC enabled computer, sign the form and send it back to their rater. They will be given three duty days (30 for reserve and guard) to return the signed evaluation to their rater.

The signature block offers three options. Selecting the blank line from the available drop down menu, which is the default, indicates the ratee signs the evaluation. There may be instances where the ratee cannot sign the report – when they do not have access to a CAC enabled computer. Some examples include convalescent leave or deployed to a forward operating base. In this case, the rater will select “Member unable to sign” from the drop down menu and will sign the form. Disagreeing with the content of the report is not a reason for the ratee to refuse to sign the report. Refusal to sign will be documented in the ratee’s signature block and will be validated by the rater signing that block. In this case, the rater will select “Member refused to sign” from the drop down menu and will sign the form. This final signature in the ratee’s block locks the entire form.

Please refer to AFI 36-2406 for additional information on completing sections I thru VI and further instructions on completing Sections VII thru IX (AF Form 910) and VII thru XII (AF Form 911).

Referral EPRs

When an individual doesn’t meet established standards, the EPR should be written to reflect this substandard performance. It may be necessary to write a referral EPR. A referral EPR means the EPR is referred, or shown, to the ratee to allow them an opportunity to comment on the ratings before the EPR is placed in their record. For an EPR to be a referral it must meet one of the following criteria:

- A “Does Not Meet” on any performance standard.
- An overall assessment of “Poor (1)” or “Needs Improvement (2).”
- Comments referring to behavior not meeting minimal acceptable standards of performance, personal conduct, character, or integrity.

Referral procedures give the ratee an opportunity to comment on the one or more ratings or comments that cause the report to be a referral. The evaluator whose ratings or comments cause a report to be a referral, or any subsequent evaluator who causes a report to be a referral, refers the report to the ratee. Once you refer a report, additional referral isn’t required unless later evaluators give additional referral ratings. If a subsequent evaluator gives an additional referral rating, referral to the ratee is again necessary. Once referred, subsequent evaluators will not sign the EPR until the ratee has had the opportunity to submit comments concerning the EPR.

Enlisted Career Progression System

For the individual Airman, the career progression system is probably the most significant part of the personnel plan. It establishes promotion opportunities for advancement to each grade by fixed promotion zones.

The system provides visibility through specific areas of consideration and reasonable promotion opportunity. The chart below shows the promotion flow for an enlisted person through grades over a 30-year career.

Enlisted Promotion Opportunity

Lack of planning for the flow of people through the career field is probably the single most important factor contributing to past promotion stagnation problems. Until June 1972, promotions were made only when there were vacancies in a given grade and Air Force Specialty Code (AFSC).

Because the percentage of authorizations in each grade differs between AFSCs and retention also varies from one career field to another, some AFSCs had a better promotion opportunity to a given grade than others did. The USAF Personnel Plan establishes equal selection opportunities for each AFSC.

Career Progression System				
	Promotion To	Time-In-Grade (Note)	Low Year Of Tenure (TAFMS)	High Year Of Tenure
1	CMSgt	21 months	14 years	30 years
2	SMSgt	24 months	11 years	28 years
3	MSgt	24 months	8 years	26 years
4	TSgt	18 months	5 years	24 years
5	SSgt	6 months	3 years	20 years

NOTE: Minimum eligibility requirements.

This equal selection opportunity greatly reduced promotion stagnation, but over time it produced grade overages and shortages in many skills. There was a concern in the Air Force about the impact of NCO shortages on force readiness.

Effective with the staff sergeant cycle in January 1982, the Air Force modified the equal selection opportunity policy for promotion to SSgt, TSgt, and MSgt for a minimum of three years. For the

purpose of encouraging retention in critical shortage skills and encouraging other Airmen to retrain into those skills, the USAF Chief of Staff approved the temporary use of two selection rates instead of one for promotion to these NCO grades. This created a two-tier system with higher selection rate for the eligibles in those AFSCs where critical shortages of NCOs could seriously affect mission readiness. Under this modification, the critical AFSC rate is 1.2 times the normal selection rate. For example, if the promotion selection rate was 25 percent, the Air Force could increase the promotion selection rate to 30 percent for critical shortage skills.

High Year of Tenure (HYT) Program

The upper limit for service in a particular grade is a very important aspect of the USAF Personnel Plan. A policy of limited force attrition is necessary to ensure opportunities for advancement. The Air Force accomplishes this through the HYT program. The HYT program enables a continuous flow of people necessary to sustain the career force and reduces the possibility of promotion stagnation. To better illustrate this concept, let's take a look at the promotion program during the 1950s. This was the period of time the United States was involved in a deployment of military personnel in Korea. Air Force people were permitted to stay on active duty as long as 30 years, with no restriction as to their grade or skill level. As the upper grades filled up, reaching the top six ceiling, promotions to all grades slowed.

When the Air Force implemented the HYT program, it relieved a large part of the promotion stagnation problem. As people in the upper grades left the Air Force, people at the lower grades were able to move up. Under certain circumstances people may remain in the Air Force beyond their HYT date if they receive a waiver. However, the Air Force grants one HYT waiver per individual when in the best interest of the Air Force.

Airman Promotion Systems

Airman in grades E-1 (Airman basic) through E-4 (senior Airman) are promoted on a fully qualified basis as follows:

Promotion To Airman (AMN). The requirements for promotion to Airman are completion of 6 months of active service as an Airman basic and the commander's recommendation.

Promotion to Airman First Class (A1C). Promotion to A1C occurs when the commander approves the promotion upon completion of the 10 months time in grade (TIG) requirement. Promotions are made on a fully qualified basis, and all recommended eligibles are promoted. Personnel who initially enlist in the Air Force for a period of 6 years are promoted to A1C upon completion of basic military training (BMT). The normal time in grade (TIG) requirement for promotion to A1C is 10 months.

Promotion To Senior Airman (SRA). Promotion to SRA occurs upon completion of 36 months TIS and 20 months TIG or 28 months TIG (whichever occurs first), and the unit commander's approval. Eligibles must also have achieved the required skill proficiency level for their career field. Additionally, the SRA Below-The-Zone (BTZ) Promotion Program was established to provide early advancement on a competitive basis for outstanding Airmen first class. Airmen selected are promoted to SRA six months early.

Weighted Airman Promotion System (WAPS)

The WAPS selects Airmen for promotion to grades E-5 through E-7, using standard weighted criteria; provides each Airman with a promotion score notice; increases the “visibility” of selection factors; answers the questions: “Why was I not promoted?” and “What can I do to improve my chances for promotion?” gives Airmen a better understanding of the promotion system; and insures a more equitable method of selection for promotion, since all Airmen in a given AFSC and grade will compete with each other worldwide.

Basically, WAPS selects Airmen for promotion based on total score made on certain weighted factors. The factors and their maximum points are as follows:

Specialty Knowledge Test (SKT) Score	100
Professional Development Guide(PDG) Score	100
Time in service (TIS)	40
Time in grade (TIG)	60
Decorations	25
Enlisted Performance Reports (EPRs)	<u>135</u>
Total Points:	460

The SKT is a written test of job knowledge within the individual's career field. The PFE is a written test of general military knowledge.

Under WAPS, all eligible Airmen compete worldwide with all other Airmen in the same grade and AFSC. The number of vacancies determines how many Airmen in each grade and AFSC will be promoted within each promotion cycle.

After promotion lists are released, a “report card” is given to each Airman considered. The report card shows the overall point total and the necessary score for promotion. In addition, the report indicates how the Airman scored on SKT and PFE in terms of percentile and percentage correct. This “visibility” factor lets each Airman see where individual shortcomings are and indicates where improvement is needed. This information is particularly valuable for those persons who weren't selected as they prepare themselves for the next promotion cycle.

With the exception of the EPR, all WAPS weighted factors are objective in nature. While the objective factors yield very valuable information concerning promotion potential, they don't tell the whole story. A glance at Section III of AF Forms 910 and 911 quickly reveals that the EPR measures important behaviors which don't readily yield to objective measurements. Because behaviors reflected on the EPR are so critical to effective performance, the 135-point maximum allowed for EPRs makes up one-fourth of the total WAPS possible score.

Stripes for Exceptional Performers (STEP) Program

The Step Program was established in 1980 to promote a small number of truly unique individuals whose performance and potential set them far above their peers. Under STEP, commanders of MAJCOMs and field operating agencies and senior officers in organizations with large enlisted populations may select a limited number of Airmen with exceptional potential for promotion to the grades of SSgt through MSgt. Each MAJCOM determines its own procedures and STEP selection levels.

The commander or senior Air Force officer of an organization nominates an individual for STEP promotion consideration (the STEP program is designed to meet those unique circumstances which, in the commander's judgment, promotion is warranted). The commander must ensure the individual nominated has at least 3 years' TIS for promotion to SSgt, 5 years' TIS for promotion to TSgt, and 8 years' TIS for promotion to MSgt. There are no TIG requirements; however, an individual may not receive more than one promotion under any program within a 12-month period. Exception: A SrA must serve 6 months' TIG before being promoted to SSgt.

Senior NCO Promotion Program

The Senior NCO Promotion Program uses the “whole person” concept. It insures visibility (feedback) in the senior NCO selection process by quantifying, where possible, the factors which contribute to promotion. A pure WAPS-type system for Senior and Chief Master Sergeant promotions isn't possible, since the management factors and assessment of potential - so vital to selection for our top NCOs - cannot be quantified objectively. Therefore, the system combines the best features of assessment of managerial ability and potential. The selection system is a two-phase process. In one phase, the system involves factors that can be quantified and weighted as follows:

Factor	Weight	Maximum
Supervisory Exam	Administered annually (scored by percent right method as in WAPS)	100 points
EPRs	Utilizing WAPS formula (the last 5 years or a maximum of the last 10 APRs/EPRs)	135 points
Central	Board Score (mentioned later)	450 points

TIG	1/2 point per month	60 points
TIS	1/12 point per month (up to 25 years)	25 points
Decorations	Same as WAPS	<u>25 points</u>
	Total:	795 points

The other phase involves board evaluation and scoring of each eligible's record (selection folder) under the "whole person" concept. Selection folders contain Enlisted Performance Reports and documents pertaining to military decorations. Folders also contain a promotion brief which shows information such as: Unit, Name, SSAN, Grade, DOR, Duty Title, Duty AFSC, PAFSC, CAFSC, Promotion AFSC, TAFMSD, whether or not there's a projected retirement date, the High Year of Tenure date, type and number of decorations, Professional Military Education (Senior NCO Academy, NCO Academy, Airmen Leadership Schools) and academic education. Each NCO has the opportunity to review his/her Data Verification Record which contains the same information included in the promotion brief. The rank of CMSGT and SMSGT are limited to a total combined of 3 percent of the enlisted force.

Selective Reenlistment Program (SRP)

The enlisted force is basically divided into two major components based on years of completed active service. In order to achieve an optimum balance between these components and in keeping with USAF Personnel Plan objectives, a Selective Reenlistment Program (SRP) has been established.

The SRP is the process by which commanders and supervisors evaluate the reenlistment potential of all categories of Airmen. As a rule, the Air Force retains only those individuals who consistently demonstrate the qualities necessary for continued service. The quality of the overall enlisted force depends on the degree of reenlistment selectivity supervisors and commanders apply.

The objective of the program is to reenlist, in the numbers and skills required, only those Airmen who:

- are most likely to succeed in their career field or in other fields in which the Air Force has requirements.
- possess capabilities that are adaptable to future Air Force mission requirements.
- demonstrate qualities of the character and temperament acceptable in the Air Force environment.

Qualitative selection is not sacrificed to achieve numerical objectives. By maintaining a qualitative, optimum balance between first-term and career Airmen, the Air Force will:

- provide all Airmen with improved career progression and promotion opportunities.
- provide the Air Force a high level of experienced personnel.
- facilitate economical use of personnel resources.

If an Airman is not selected for a SRP, he/she has the right to appeal SRP non-selection decisions. The specific appeal authority is based on an Airman's TAFMS. The base commander is the SRP appeal authority for first-term Airmen and retirement-eligible career Airmen. The parent MAJCOM is the appeal authority for Airmen with less than 16 years of TAFMS. The Secretary of the Air Force is the appeal authority for "lengthy service" Airmen--those Airmen who have completed at least 16 years of TAFMS, but fewer than 19 years of TAFMS.

Officer's Responsibility

The Air Force can only fulfill its national security obligations by maintaining a viable force of dedicated, productive enlisted personnel. In accordance with AFPAM 36-2611, *Officer Professional Development*, each supervisor has the following duties and responsibilities to his or her subordinates.

- Counsel subordinates on career objectives, progression patterns, job opportunities, and career-broadening programs.
- Provide other counseling as required for professional development.
- Advise immediate supervisor what training would further enhance the subordinate's capabilities to perform future duties of increasing complexity and scope.
- Seek out additional duties for a subordinate when proficiency in primary duties permits.
- Provide the subordinate sufficient opportunity and time for self-development in his or her chosen utilization field and as a professional military member. This could mean PME, formal training, or time off to attend civilian classes.
- Assess each subordinate's potential and develop it to the maximum by using effective leadership and counsel.
- Give timely counsel regarding performance deficiencies and ways for correction; recognize outstanding contributions and achievements.

Enlisted Air Force Specialty Code (AFSC) System

This includes classification, assignment, and professional development. One important concept in the classification of Airmen is the use of “skill levels.” These are represented by the fourth number in the AFSC, which is a numerical identifier of a specific career field. The following chart shows a break down of the 5-digit code known as the enlisted AFSC.

Enlisted AFSC

1	2	3	4	5
Career Group	Career Field	Career Field Subdivision	Skill Level	Specific AFSC

Character	Identifier (see notes)
1st character	Career Group 1-Operations 2-Logistics 3-Support 4-Medical or Dental 5-Legal or Chaplain 6-Acquisition or Finance 7-Special Investigation 8-Special Duty Identifier 9-Reporting Identifier
2d character combined with 1st character	Career Field Example: 1N - Operations, Intelligence
3d character combined with 1st and 2d character	Career Field Subdivision Example: 1N3 - Operations, Intelligence, Cryptologic Linguist
4th character	Skill Level 1-Helper 3-apprentice 5-journeyman 7-craftsman 9-superintendent 0-Chief Enlisted Manager Example: 1N37 - Operations, Intelligence, Cryptologic Linguist, Craftsman
5th character combined with other four characters (numeric)	Specific AFSC Example: 1N371 - Operations Intelligence, Cryptologic Linguist, Craftsman, Germanic
Alpha Prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC Example: T - Formal Training Instructor
Alpha Suffix (Shredout)	Position associated with particular equipment or functions within a single specialty. Example: 1N371B - Operations, Intelligence, Cryptologic Linguist, Craftsman, Germanic, Dutch dialect

Summary

It's imperative all raters ensure each enlisted member receives accurate, well written performance reports. The EPRs we write today on our Airmen and junior NCOs are the same EPRs reviewed, in the future, when they're eligible for promotion to the senior NCO ranks. Therefore, the quality of each report is paramount. Your understanding of the Enlisted Evaluation System is crucial--it can make the difference in your people getting promoted or not.

At evaluation report time, the EES provides clear performance standards and specific verbal rating anchors to assist you in properly describing individual duty performance. The five-point promotion recommendation scale offers specific choices to describe each ratee's potential. The EES ensures "performance counts" in both the evaluation and promotion systems. As the former CMSAF (Ret) James C. Binnicker stated, "we're relying on YOUR integrity to make the system work."

Bibliography:

1. AFP 36-2241 Vol 1, *Promotion Fitness Examination Study Guide*, 1 Jul 05.
2. AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 15 April 05.

V. OVERALL PERFORMANCE ASSESSMENT Overall Performance During Reporting Period			RATEE NAME:		
ASSESSMENT	POOR (1)	NEEDS IMPROVEMENT (2)	AVERAGE (3)	ABOVE AVERAGE (4)	TRULY AMONG THE BEST (5)
RATER'S ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL RATER'S ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last feedback was performed on: _____ If feedback was not accomplished in accordance with AFI 36-2406, state the reason.					
VI. ADDITIONAL RATER'S COMMENTS (Limit text to 3 lines) <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND 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 AND LOCATION		DUTY TITLE		DATE	
SSN		SIGNATURE			
VIII. UNIT COMMANDER/CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION		DUTY TITLE		DATE	
SSN		SIGNATURE			
IX. RATEE'S ACKNOWLEDGEMENT					
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.					
SIGNATURE			DATE		
INSTRUCTIONS					
Complete this report IAW AFI 36-2406. Reports written by Colonels or civilians (GS-15 or higher, or Supervisory Pay Band 3), do not require an additional rater; however, endorsement by the rater's rater is permitted unless the report is written by a senior rater or the Chief Master Sergeant of the Air Force. When the rater's rater is not at least a MSgt or civilian (GS-07 or higher, or Supervisory Pay Band 1), the additional rater is the next official in the rating chain meeting grade requirements. An overall rating of 2 or negative comments require the EPR to be referred IAW AFI 36-2406. Rationale for any additional evaluator nonconcurring with an overall rating must be included. Section VIII Reviewer nonconurrence must be included on an AF Form 77, Letter of Evaluation. If ratee is deployed, provide copy and feedback via e-mail/telecon.					
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.					

AF FORM 910, 20070625

PREVIOUS EDITIONS ARE OBSOLETE

PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.

Figure 2. Air Force Form 910, Enlisted Performance Report, AB thru TSgt – Back

V. OVERALL PERFORMANCE ASSESSMENT Overall Performance During Reporting Period			RATEE NAME:		
ASSESSMENT	POOR (1)	NEEDS IMPROVEMENT (2)	AVERAGE (3)	ABOVE AVERAGE (4)	TRULY AMONG THE BEST (5)
RATER'S ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL RATER'S ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last feedback was performed on: _____ If feedback was not accomplished in accordance with AFI 36-2406, state the reason.					
VI. ADDITIONAL RATER'S COMMENTS (Limit text to 3 lines) <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
VII. REVIEWER'S COMMENTS (Limit text to 3 lines) <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
VIII. FINAL EVALUATORS POSITION <input type="checkbox"/> SENIOR RATER <input type="checkbox"/> SENIOR RATER'S DEPUTY <input type="checkbox"/> INTERMEDIATE LEVEL <input type="checkbox"/> LOWER LEVEL			IX. TIME-IN-GRADE ELIGIBLE N/A for CMSgt or CMSgt Selectee <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO		
X. 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 AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
XI. UNIT COMMANDER/CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
NAME, GRADE, BR OF SVC, ORGN, COMMAND AND LOCATION			DUTY TITLE		DATE
			SSN	SIGNATURE	
XII. RATEE'S ACKNOWLEDGEMENT					
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.					
SIGNATURE				DATE	
PRIVACY ACT STATEMENT					
AUTHORITY: Title 10, United States Code, Section 8013 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 the rating.					
ROUTINE USES: None. RATIONALE: This information will not be disclosed outside DoD channels.					
DISCLOSURE: Disclosure is mandatory; SSN is used for positive identification.					

Figure 4. Air Force Form 911, Enlisted Performance Report, MSgt thru CMSgt - Back