

Officer Evaluation System

READING FOCUS

Cognitive Lesson Objective: Know the Air Force Officer Evaluation System (OES).

Cognitive Samples of Behavior:

1. Describe the three steps of the evaluation process.
2. Describe the different types of performance reports and uses for each.
3. State when performance reports are prepared.
4. Identify inappropriate comments for performance reports.
5. Describe “best” qualified and “fully” qualified promotions for officer personnel.

Affective Lesson Objective: Respond to the importance of the Officer Evaluation System.

Affective Sample of Behavior: Openly discuss the importance of Officer Performance Reports in class.

The Officer Evaluation System (OES) and specifically, the Officer Performance Report (OPR), has the most impact of any factor involving your future as an officer. Why? Because we already know the most valuable thing you can do for the Air Force is your job; and your job is documented through use of the Officer Evaluation System. As with any system that impacts you personally, you must have an understanding of that system.

Background

The exact origin of military effectiveness evaluations is not known. Examples of informal reports are found in the Bible, Caesar’s Gaelic Wars, and in the memories and reports of almost every military commander. Napoleon made many such reports about his subordinates to the French authorities during his campaigns. It wasn’t until after World War I that a standard form and regular procedures were implemented for use in the United States Army.

Army rating procedures provided the historical precedent for the Air Force. Understandably, use of the Army form was continued by the Air Force when it became a separate service in 1947. The Air Force stopped using the Army system in 1949 and devised a unique system of its own. The Air Force system evaluated officers and enlisted personnel on “character” and “efficiency” only. Each command devised its own rating forms according to its own directives. In 1954, the first Enlisted Performance Report (EPR) form was adopted, and the officers retained the previous form as an OPR.

Performance Reports

Education/Training Report

Throughout your professional development, you'll receive various types of training. When the education/training lasts 8 weeks or more, an AF Form 475, Education/Training Report, is used to document the time you attended the course, and how well you performed in that course. Such courses include, but are not limited to: Developmental Education (DE), degree granting academic education programs such as the Air Force Institute of Technology (AFIT), and initial training in a utilization field such as Undergraduate Pilot Training (UPT), Undergraduate Navigator Training (UNT), and Aircraft Maintenance Officer Course, just to name a few. Whatever the course may be, the person ultimately responsible for ensuring this report gets into your personnel records is—YOU. You'll find a sample of this form attached at the end of this lesson.

Officer Performance Report (OPR)

OPRs are governed by AFI 36-2406, *Officer & Enlisted Evaluation System*. The purpose of the OPR is to record an officer's performance over a specific period. The OPR provides a brief description of the unit mission, your job description, and a short narrative to document your most significant achievements and the impact of these accomplishments on the unit mission. In addition, several performance factors will be rated on a two-block scale: "Meets Standards" or "Does Not Meet Standards."

Performance reports make up the cumulative record of your performance. They'll weigh heavily both in the promotion board's deliberations and in the senior rater's recommendation for promotion.

Letter of Evaluation (LOE)

The LOE (AF Form 77, Letter of Evaluation) cover periods of your performance too short to require an OPR, or periods of time (less than 120 days) when you're under the supervision of someone other than your designated rater. In either case, LOEs are optional for officers. Officials who've been in a position to directly observe your duty performance or personal qualities prepare LOEs. Although LOEs are optional, it's highly recommended the observing official completes one to cover significant information that may help your rater in accomplishing your OPR. You'll find a sample of this form attached at the end of this lesson.

Uses of Performance Reports

There are many uses of performance reports. As mentioned earlier, the promotion board uses these reports to determine an individual's potential based on his/her past performance. The best source of information the promotion board members have for learning what you've done and how well you've done it, is your performance record. After all, when it's time to be promoted, you don't go and sit in front of the promotion board for review--your record does.

Performance reports assist assignment personnel at the AFPC in choosing the right person for the right job. Performance reports provide information on your breadth of experience, training, level of responsibilities, and prior assignments.

A third use of performance reports is for investigations. What better place to start than with a review of your personnel record? When investigators review your record, they usually look at your performance reports. Investigators may use performance reports for determining an individual's security level and for criminal investigations.

Finally, performance reports are useful in helping commanders make decisions when determining disciplinary action. For example, if a person commits a minor offense and has an outstanding personnel record, as substantiated by his/her performance reports, the deciding official may take outstanding past performance into consideration when determining a method of corrective action.

Performance reports are NOT used as a counseling tool. In addition, performance feedback sessions are NOT used as counseling sessions. If counseling is required, then conduct a private counseling session. If the counseling session needs to be documented, then document the session on AF Form 174, "Letter of Counseling."

Inappropriate Comments for Performance Reports

Certain material is inappropriate and must not be considered in the performance evaluation process or included in comments on any OPR form unless specifically authorized by AFI 36-2406. This regulation states you should not consider or refer to:

- Recommendations for promotion, except on AF Form 709, Promotion Recommendation Form (PRF).
- Completion of, or enrollment in Developmental Education (DE), advanced academic education, or failure to obtain such.
- Charges/investigations not completed.

- Acquittals or failures to implement an intended personnel action.
- Recommendation for decoration (ribbon/medal).
 - Include only those decorations actually approved or presented during the period covered by the report.
 - Nominations for honors or awards such as “Outstanding Maintenance Officer” may be mentioned.
- Race, ethnic origin, gender, age, or religion of the ratee. Do not refer to these items in any report when such references could be interpreted as reflecting favorably or unfavorably on the person. You may use the pronouns reflecting gender (e.g., he, she, him, her, his, and hers).
- Drug or alcohol abuse rehabilitation programs.
 - Report on behavior, conduct, or performance resulting from alcohol or drug use as opposed to the actual consumption of alcohol or drugs.
- Family activities or marital status.
- Previous reports or ratings.

NOTE: For examples of appropriate/inappropriate comments, see AFI 36-2406.

Referral Reports

A referral report means that the report MUST be referred to the ratee. The ratee is given an opportunity to comment on items that cause a report to be referred before it becomes a matter of record. A matter of record simply means officially posting the report in your personnel record. An OPR becomes a referral report when either of the following occurs:

1. Any performance factor in Section V, Performance Factors, is marked “Does Not Meet Standards.”
2. Any comments in the OPR, or the attachments, referring to behavior incompatible with minimum standards of personal conduct, character, or integrity.

Items that cause a report to be referred include mention of such things as:

- Omissions or misrepresentation of facts in official statements or documents.
- Serious financial irresponsibility.
- Serious mismanagement of personal or government affairs.
- Unsatisfactory progress in the Fitness Improvement Training (FIT) Program.
- Confirmed incidents of discrimination or mistreatment.
- Possession or illegal use of drugs.
- Absent Without Leave (AWOL).

If there's any question whether the report is referral, it should be referred. In this case, the final decision of whether or not to refer the OPR will be a concerted decision between the ratee's evaluator and unit commander. This applies to EPRs as well.

NOTE: The ratee, (officer or enlisted) has 10 calendar days (30 calendar days for non-active duty personnel) from the date of receipt of the referral letter to provide comments to the evaluator named in the referral letter.

Appealing Performance Reports

AFI 36-2401, Correcting Officer and Enlisted Evaluation Reports, states:

“You must provide convincing documentation for your appeal. The willingness of evaluators to change a report is not enough. You must offer *clear* evidence that the original report was *unjust* or *wrong*.”

You can file an appeal to correct or remove an evaluation report from your records if you believe the report is incorrect or unjust. You must:

- clearly and concisely state what you want,
- make sure that no rule in AFI 36-2401 prohibits your request, and
- supply clear evidence to support your application.

Consult your servicing MPF, EPR/OPR Section, for assistance; they'll help you prepare an appeal package. The MPF is responsible for ensuring your appeal package is complete and properly documented.

After the package is completed, the MPF forwards the package to the AFPC, Randolph AFB, TX for final disposition. You have up to three years to contest a report.

NOTE: Since performance feedback sessions are private between the rater and ratee and represent the rater's personal assessment of the ratee, the results of those sessions are not subject to appeal.

Access to Performance Reports

Handle all reports as "For Official Use Only." They may be read only by persons whose official duties require access. Only the rater and ratee review performance feedback worksheets (PFW). We strongly recommend you visit your local MPF to review your personnel record at least every 6 months. Definitely review your record about two months before your promotion board meets. You'll want to make sure all the necessary documents that should be in your folder are there, and those documents that shouldn't be there are removed. Don't forget, you're allowed one permissive TDY per year to review your record at AFPC, Randolph AFB, TX.

Promotion Recommendation Form

One of the goals of the OES is to identify and recommend for advancement the best qualified officers based on performance and performance-based potential. One part of the promotion process is the AF Form 709. It's a separate form used by the senior rater to make a promotion recommendation to the central selection board.

Your senior rater knows you. The senior rater, the person who prepares the promotion recommendation, is in the best position in the organization to understand an officer's long-term record of performance.

He or she has personal knowledge, or access to personal knowledge, of both your most recent performance and cumulative performance. For captain through major, unless the officer works directly for a general officer, the senior rater is a colonel or equivalent in a wing commander or equivalent position. The senior rater for active duty lieutenant colonels is the first general officer or equivalent in the rating chain. The senior rater for Reserve Air Force lieutenant colonels and below is the same as the active duty senior rater for majors and below. The senior rater is also the reviewer on the OPR. The same person who reviews and concurs/nonconcurr with each officer's performance report (and is aware of performance strengths and weaknesses) makes the promotion recommendation.

An eligible officer's senior rater completes the PRF no earlier than 60 days prior to the selection board for which the officer is promotion eligible (PRF Cutoff Date) and awards one of three recommendations:

1. A "Definitely Promote" recommendation says the strength of the ratee's performance, and performance-based potential alone warrants promotion.
2. A "Promote" recommendation says the ratee is qualified for promotion and should compete on the basis of performance, performance-based potential, and broader considerations such as duty history, PME, etc.
3. A "Do Not Promote This Board" recommendation says the ratee does not warrant promotion at the central selection board for which the PRF is being prepared.

Evaluators must review unfavorable information files (UIF) and any adverse information in the personnel information files (PIF) prior to completing a PRF. Evaluators must also consider making comments on the PRF if an officer receives adverse actions such as Article 15, Letter of Reprimand, Admonishment, or Counseling. Comments are mandatory when an officer is convicted by court martial, and when an officer receives a "Do Not Promote This Board" recommendation.

Career Progression System

There are two methods used in selecting officers for promotion to the next higher grade. The first method is called the "fully qualified" method and is used for promoting officers to captain. If the commander determines an officer is fully qualified for promotion, that officer will be promoted. This method is not competitive.

The other method, used by HQ USAF promotion boards, is called the "best qualified" method. This method is used when considering officers for promotion to the grades of O-4 (major) through O-6 (colonel). Each officer's records are screened by a promotion board, and the officers who are best qualified for promotion are promoted. This method is highly competitive. All personnel will not be promoted.

Finally according to AFI 36-2611, each officer is charged with the following responsibilities and is obligated to:

- plan his/her career realistically. The officer has the major responsibility for achieving professional and technical competence, level of performance, and leadership abilities.
- seek additional duty responsibilities, which expand qualification and competency to assume more complex duties.

- take advantage of all professional development opportunities.
- actively seek advice on duty performance and career objectives from supervisors.
- accurately communicate professional development plans to higher echelons by explaining your current career preferences.
- devote sufficient off-duty time to enriching technical and professional military knowledge.
- ensure that basic personnel records are accurate at all times, so personnel officers at all echelons will have adequate information for making proper career decisions.

Officer Air Force Specialty Code (AFSC) System. To understand more fully the job you will be performing in the Air Force, you must be able to understand the officer classification system of the AFSC. This system identifies abilities with respect to education, training, experience, aptitudes, and interests.

The system makes it possible to match the right person to the right job with the weapon and support system being used at present. It facilitates the transition of personnel to operate new weapon and support systems.

The classification system has the following objectives: to provide for the effective use of Air Force personnel by designing skills in terms of Air Force requirements; to furnish a basis for assigning personnel so they'll use either their present skills or their aptitudes for learning new skills; to provide a method for showing the current inventory of Air Force skills; and to allow for uniform personnel action so that everyone has a chance for fair treatment in assignment, promotion, and training.

All Air Force officer specialties are represented in the classification structure according to similarity and transferability of skills and knowledge. An officer's AFSC consists of four digits. The first and second numbers identify the career group and career field. The third digit, in combination with the first two, identifies the specific functional category. The last digit serves two purposes: it identifies whether the individual is fully qualified in his or her job or whether he or she is at the entry level, and it serves to show the highest officer grade that normally performs in that specialty.

A table explaining the AFSC system can be found immediately following the bibliography in this lesson.

Bibliography:

1. AFI 36-2101, *Classifying Military Personnel (Officers and Enlisted)*, 07 March 2007.
2. AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 15 April 2005.
3. AFI 36-2611, *Officer Professional Development*, 01 April 1996.
4. AFPC Officer Promotion Web Site, <http://www.af.pc.randolph.af.mil/offprom/>.

Officer AFSC

1	2	3	4
Career	Utilization	Functional	Qualification
Group	Field	Area	Level

Character	Identifier (see notes)
1st character (numerical)	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 (numeric)	Utilization Field Example: 11 - Operations, Pilot
3d character combined with 1st and 2d character (alpha)	Career Field Functional Area Example: 11A - Operations, Pilot, Airlift
4th character (numeric)	Qualification Level 0-Qualified Commander (when used in conjunction with “C” in 3d position) 1-Entry (any AFSC) 2-Intermediate (only used for pilots, bomber navigators, and missile launch officers) 3-Qualified (any AFSC) 4-Staff (Note: Designation of “staff level” relates only to the level of functional responsibility and is restricted to positions above the wing level. It does not denote additional specialty qualifications.) Example: 11A3 - Operations, Pilot, Airlift, Qualified Example: 11A4 - Operations, Pilot, Airlift, Qualified and serving in a staff position above the wing level
Alpha Prefix	An ability, skill, special qualification, or system designator not restricted to a single AFSC Example: B - Squadron Operations Officer

LETTER OF EVALUATION (Continued)		RATEE NAME:	
VI. REFERRAL REPORT (Completed ONLY if report contains referral comments or member received negative deployed commander assessment.)			
My negative assessment of your performance constitutes this report being referred to you for comment. I have specifically indicated in my comments why I believe you did not meet my expectations. Acknowledge receipt by signing in ink below. Your signature merely acknowledges this referral report; it does not imply agreement with. Once signed, you will be provided a copy of this report. You may submit rebuttal comments. Send your comments to:			
not later than 10 calendar days from your date below. If you need additional time, you may request an extension from the individual named above. You may submit attachments (limited to 10 pages), but they must directly relate to the reason this report was referred. Copies of previous reports, etc., submitted as attachments will be removed prior to filing since these documents are already filed in your records. Rebuttal comments/attachments may not contain any reflection on the character, conduct, integrity, or motives of the evaluator unless you can fully substantiate/document them. Once the report becomes a matter of record, you may appeal to the Evaluation Reports Appeal Board (ERAB).			
SIGNATURE OF RATEE		DATE	
ADDITIONAL RATER'S COMMENTS (To be completed only if referral. Use bullet format. May be typed or handwritten.)			
Ratee <input type="checkbox"/> DID <input type="checkbox"/> DID NOT submit comments for my consideration. I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT concur with the Rater's assessment.			
VII. ADDITIONAL RATER'S IDENTIFICATION DATA (To be completed only if referral)			
NAME (First, Middle Initial, Last), GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND, LOCATION		DUTY TITLE	DATE
		SSN	SIGNATURE
REFERRAL INSTRUCTIONS:			
If ratee received referral comments or a negative deployed commander assessment, the report must be referred and specific comments must be provided addressing each.			
a. Ratee must acknowledge receipt in Section VI and may provide a rebuttal to additional rater as outlined above. If necessary, provide for additional mailing time. NOTE: The additional rater is defined as the rater's rater for the deployed location.			
b. Additional rater completes Sections VI and VII. If concur, comments are optional; if nonconcur, comments are mandatory.			
VIII. ACQUISITION OR FUNCTIONAL EXAMINER/AIR FORCE ADVISOR REVIEW (Indicate review by marking the appropriate box(es), if applicable.)			
<input type="checkbox"/> ACQUISITION EXAMINER <input type="checkbox"/> FUNCTIONAL EXAMINER <input type="checkbox"/> AIR FORCE ADVISOR			
COMMENTS (Use bullet format. May be typed or handwritten.)			
NAME (First, Middle Initial, Last), GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND, LOCATION		SIGNATURE	DATE
ACQUISITION OR FUNCTIONAL EXAMINER/AF ADVISOR REVIEW INSTRUCTIONS:			
1. The acquisition examination is completed for certified acquisition members only when the member is filling a designated acquisition position. Comments are not mandatory and only required for clarification about acquisition-related considerations. The comments will not be used to include additional comments, accolades, etc. If used, comments are limited to five lines.			
2. The Functional Examiner Review is for AF cryptologic units and allows DIRNSA and AIA/CC to sign specific officer reports. Comments are not mandatory and only required for clarification about intelligence-related considerations. The comments will not be used to include additional comments, accolades, etc. If used, comments are limited to five lines.			
3. When the evaluator on a mandatory deployed CC LOE is not an AF officer or DAF official, an AF Advisor will be designated by the MAJCOM Combatant Command or Component Command. Comments are not mandatory and only required to provide clarification and ensure the report is written in accordance with AF standards, not to list additional accomplishments/voice disagreement. If used, comments are limited to five lines.			
4. When this IMT is used in other than a deployed environment, refer to AFI 36-2406 for detailed information.			

I. IDENTIFICATION DATA <i>(Read AF 36-2406 carefully before filling in any item)</i>			
1. NAME <i>(Last, First, Middle Initial)</i>	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, AND LOCATION			
6. PERIOD OF REPORT FROM: _____ THRU: _____	7. LENGTH OF COURSE	8. REASON FOR REPORT <input type="checkbox"/> ANNUAL <input type="checkbox"/> FINAL <input type="checkbox"/> DIRECTED	
9. NAME AND LOCATION OF SCHOOL OR INSTITUTION			
10. NAME OR TITLE OF COURSE			
II. REPORT DATA <i>(Complete as applicable for final report)</i>			
1. AFSC/AERO RATING/DEGREE AWARDED	2. <input type="checkbox"/> COURSE NOT COMPLETED <i>(List reason in Item 4 below)</i>		
3. DISTINGUISHED GRADUATE <input type="checkbox"/> YES <i>(List criteria in Item 4 below)</i>	<input type="checkbox"/> NO DG PROGRAM		
4. DG AWARD CRITERIA/COURSE NONCOMPLETION REASON			
III. COMMENTS <i>(Mandatory)</i>			
ACADEMIC/TRAINING ACCOMPLISHMENTS			
PROFESSIONAL QUALITIES <i>(Bearing, appearance, conduct, fitness)</i>			
OTHER COMMENTS <i>(Optional)</i>			
IV. EVALUATOR			
NAME, GRADE, BR OF SVC, ORGN, COMD, LOCATION	DUTY TITLE		DATE
	SSN	SIGNATURE	

AF FORM 475, 20000601 (EF-V1)

PREVIOUS EDITION IS OBSOLETE
FOR OFFICIAL USE ONLY *(When filled in)*

EDUCATION/TRAINING REPORT

AF Form 475, Education/Training Report.

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 <input type="checkbox"/>	MEETS STANDARDS <input type="checkbox"/>	FITNESS EXEMPTION <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						
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						
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 <input type="checkbox"/> No <input type="checkbox"/>	SIGNATURE			DATE

AF FORM 707, 20070625

PREVIOUS EDITIONS ARE OBSOLETE (707A and 707B)

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

AF Form 707, Officer Performance Report (Front).

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.		

PROMOTION RECOMMENDATION			
I. RATEE IDENTIFICATION DATA <i>(Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)</i>			
1. NAME <i>(Last, First, Middle Initial)</i>	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, LOCATION			6. PAS CODE
II. UNIT MISSION DESCRIPTION			
III. JOB DESCRIPTION			
1. DUTY TITLE:			
2. KEY DUTIES, TASKS, RESPONSIBILITIES:			
IV. PROMOTION RECOMMENDATION			
V. PROMOTION ZONE		VI. GROUP SIZE	VII. BOARD
BPZ <input type="checkbox"/> I/APZ <input type="checkbox"/>			
VIII. SENIOR RATER ID			
IX. OVERALL RECOMMENDATION		X. SENIOR RATER	
DEFINITELY PROMOTE <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	
PROMOTE <input type="checkbox"/>		DUTY TITLE	
DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		SSN	SIGNATURE
Instructions			
<p>Senior Rater: Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. May consider other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN. Provide an accurate unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status. Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.</p> <p>Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference 36-2406, chapter 8). Per DOD Directive 1320.11, <i>Special Selection Boards</i>, paragraph 4.3., a supplemental promotion board "shall not consider any officer who might, by maintaining reasonably careful records, have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."</p>			