

ENLISTED PERFORMANCE REPORT (AB thru TSGT)

I. RATEE IDENTIFICATION DATA (Read AFI 36-2406 carefully before completing any item.)

1. (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, AND LOCATION		6a. PAS	6b. SRID
7. PERIOD OF REPORT From: _____ Thru: _____	8. NO. DAYS SUPERVISION	9. REASON FOR REPORT	

II. JOB DESCRIPTION

1. DUTY TITLE

2. KEY DUTIES, TASKS, AND RESPONSIBILITIES

III. EVALUATION OF PERFORMANCE

1. HOW WELL DOES RATEE PERFORM ASSIGNED DUTIES? (Consider quality, quantity, and timeliness of duties performed)

<input type="checkbox"/> Inefficient. An unprofessional performer.	<input type="checkbox"/> Good performer. Performs routine duties satisfactorily.	<input type="checkbox"/> Excellent performer. Consistently produces high quality work.	<input type="checkbox"/> The exception. Absolutely superior
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2. HOW MUCH DOES RATEE KNOW ABOUT PRIMARY DUTIES? (Consider whether ratee has technical expertise and is able to apply the knowledge)

<input type="checkbox"/> Does not have the basic knowledge necessary to perform duties.	<input type="checkbox"/> Has adequate technical knowledge to satisfactorily perform duties.	<input type="checkbox"/> Extensive knowledge of all primary duties and	<input type="checkbox"/> Excels in knowledge of all related positions. Masters all duties.
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3. HOW WELL DOES RATEE COMPLY WITH STANDARDS? (Consider dress and appearance, weight and fitness, customs, and courtesies)

<input type="checkbox"/> Fails to meet minimum standards.	<input type="checkbox"/> Meets Air Force standards.	<input type="checkbox"/> Sets the example for others to follow.	<input type="checkbox"/> Exemplifies top military standards.
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4. HOW IS RATEE'S CONDUCT ON/OFF DUTY? (Consider financial responsibility, respect for authority, support for organizational activities, and maintenance of government facilities)

<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Sets the example for others.	<input type="checkbox"/> Exemplifies the standard of conduct.
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5. HOW WELL DOES RATEE SUPERVISE/LEAD? (Consider how well member sets and enforces standards, displays initiative and self-confidence, provides guidance and feedback, and fosters teamwork)

<input type="checkbox"/> Ineffective	<input type="checkbox"/> Effective. Obtains satisfactory	<input type="checkbox"/> Highly	<input type="checkbox"/> Exceptionally effective leader.
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6. HOW WELL DOES RATEE COMPLY WITH INDIVIDUAL TRAINING REQUIREMENTS? (Consider upgrade training, professional military education, proficiency/qualification, and contingency)

<input type="checkbox"/> Does not comply with minimum training requirements.	<input type="checkbox"/> Complies with most training requirements.	<input type="checkbox"/> Complies with all training requirements.	<input type="checkbox"/> Consistently exceeds all training requirements.
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7. HOW WELL DOES RATEE COMMUNICATE WITH OTHERS? (Consider ratee's verbal and written skills)

<input type="checkbox"/> Unable to express thoughts clearly. Lacks organization.	<input type="checkbox"/> Organizes and expresses thoughts satisfactorily.	<input type="checkbox"/> Consistently able to organize and express ideas clearly and concisely.	<input type="checkbox"/> Highly skilled writer and communicator.
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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

IV. PROMOTION RECOMMENDATION <i>(Compare this ratee with others of the same grade and AFS)</i>			RATEE NAME:		
RECOMMENDATION	NOT RECOMMENDED	NOT RECOMMENDED THIS TIME	CONSIDER	READY	IMMEDIATE PROMOTION
RATER'S RECOMMENDATION	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
ADDITIONAL RATER'S RECOMMENDATION	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

V. RATER'S COMMENTS

Last performance feedback was accomplished on: *(Consistent with the direction in AFI 36-2406. If not accomplished, state the reason.)*

NAME, GRADE, BR OF SVC, ORGN, COMD &	DUTY		DATE
	SSN	SIGNATUR	

VI. ADDITIONAL RATER'S COMMENTS CONCUR NONCONCUR

NAME, GRADE, BR OF SVC, ORGN, COMD &	DUTY TITLE		DATE
	SSN	SIGNATUR	

INSTRUCTIONS

Reports written by a senior rater or the Chief Master Sergeant of the Air Force (CMSAF) will not be endorsed.

Reports written by colonels or civilians (GS-15 or higher) do not require an additional rater; however, endorsement is permitted unless prohibited by the Instruction above.

When the rater's rater is not at least a MSgt or civilian (GS-07 or higher), the additional rater is the next official in the rating chain serving in the grade of MSgt or higher, or a civilian in the grade of GS-07 or higher.

When the final evaluator (rater or additional rater) is not an Air Force officer, enlisted, or DAF civilian, an Air Force advisor review is required.

All evaluators enter only last four numbers of SSN.

VII. COMMANDER'S REVIEW

<input type="checkbox"/> CONCUR	<input type="checkbox"/> NONCONCUR <i>(Attach AF Form 77)</i>	SIGNATUR
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