

**BY ORDER OF THE COMMANDER
940TH WING**

940TH WING INSTRUCTION 36-2401

27 MARCH 2012



Personnel

PERFORMANCE REPORT PROCESSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-24, *Military Evaluations* and Air Force Instruction (AFI) 36-2106, *Officer and Enlisted Evaluation Systems*. It provides guidance and procedures for the processing of Enlisted Performance Reports (EPR) and Officer Performance Reports (OPR). It applies to all assigned unit members within the 940th Wing who prepare, manage, review, certify, approve and coordinate performance reports. New instructions are required due to the implementation of the virtual Personnel Center for the Guard and Reserve (vPC-GR). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed in its entirety.

1. Purpose. This instruction is intended to provide guidance to all units in the 940th Wing in order to complete processing of EPRs and OPRs in a timely and consistent manner.

2. Responsibilities.

2.1. The Wing Commander (940 WG/CC) will:

2.1.1. Take appropriate action to ensure all commanders assigned under the 940th Wing are implementing and processing performance reports timely to strive for a “zero” late rate. Draft performance reports will be routed ready for final signatures on the close out date of the report. Performance reports are late for 940th Wing at thirty (30) days after the close out date.

2.2. Personnel Systems Management (940 FSS/FSMPJ) will:

2.2.1. Create individual Military Personnel Data System (MilPDS) accounts for all Commander Support Staff (CSS) personnel.

2.2.2. Assign CSS vPC-GR role to CSS personnel and EPR/OPR monitors.

2.2.3. Install MilPDS on CSS computers and provide an overview of the system.

2.2.4. Act as the point of contact for CSS personnel whose accounts are locked out.

2.2.5. Provide all necessary rosters (rater, verification, and overdue performance report) to Force Management not later than 10 days prior to each Unit Training assembly (UTA).

2.3. Force Management (940 FSS/FSMPM) will:

2.3.1. Email all necessary rosters (rater, verification, overdue) to unit CSS organizational boxes not later than 4 days prior to each UTA. The following rosters will be used:

2.3.1.1. Rater roster – used to ensure that raters are correct in the system.

2.3.1.2. Verification roster – used to track closeout dates.

2.3.1.3. Overdue roster – used for follow-up.

2.3.2. Train all CSS and EPR/OPR monitors on the following:

2.3.2.1. MilPDS.

2.3.2.1.1. How to complete the updates necessary to change a rater.

2.3.2.1.2. How to complete the updates necessary to correct a closeout date.

2.3.2.1.3. How to order an EPR/OPR shell.

2.3.2.2. vPC-GR.

2.3.2.2.1. How to initiate a performance report action (load the shell).

2.3.2.2.2. How to coordinate performance report processing.

2.3.2.2.3. How to track the progress of each report.

2.3.2.2.4. How to request deletion of duplicate actions.

2.3.2.3. Performance reports.

2.3.2.3.1. How to audit performance reports for proper formatting.

2.3.3. Provide step-by-step instructions and examples to assist CSS and monitors with performing their tasks.

2.3.4. Review all rosters and take any follow-up action as needed to ensure that the process is working.

2.4. Force Management (940 FSS/FSMPM) will:

2.4.1. Email a duty title roster to unit CSS organizational boxes each quarter.

2.4.2. Provide training to unit CSS personnel on how to update duty titles in MilPDS.

2.5. Unit Commanders will:

2.5.1. Review all rosters on a monthly basis.

2.5.2. Provide monthly, an explanation for all overdue performance reports to the Group Commander.

2.5.3. Unit Commanders/raters are responsible for ensuring members are current/noncurrent or exempt from fitness prior to submitting OPRs through GP/CCs.

2.5.4. Inform Personnel Systems Management in writing of any changes in CSS personnel.

2.5.5. Inform Force Management in writing of any changes to EPR/OPR monitors.

2.6. Unit Commander Support Staff will:

2.6.1. Request an organizational email box with the following people having access:

2.6.1.1. Unit commander.

2.6.1.2. First Sergeant.

2.6.1.3. CSS personnel.

2.6.1.4. EPR and OPR monitors.

2.6.2. Attend all training sessions provided by Force Management.

2.6.3. Notify Career Enhancement of all unusual circumstances that require attention.

2.6.4. Review all rosters prior to the UTA and take the following actions:

2.6.4.1. Verify that all raters are accurate and make corrections to those that are not.

2.6.4.2. Verify that all duty titles are accurate and make corrections to those that are not.

KEVIN G. CAVANAGH, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-24, *Military Evaluations*, 11 June 1993

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 17 February 2009

MPFM0744, *Instructions and Processing Procedures - EPRs*, 11 July 2007

MPFM0745, *Instructions and Processing Procedures - OPRs*, 11 July 2007

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

ARPC—Air Reserve Personnel Center

CSS—Command Support Staff

EPR—Enlisted Performance Report

MilPDS—Military Personnel Data System

OPR—Officer Performance Report

PR—Performance Report

PRDA—Personnel Records Data Automation

RDS—Records Disposition Schedule

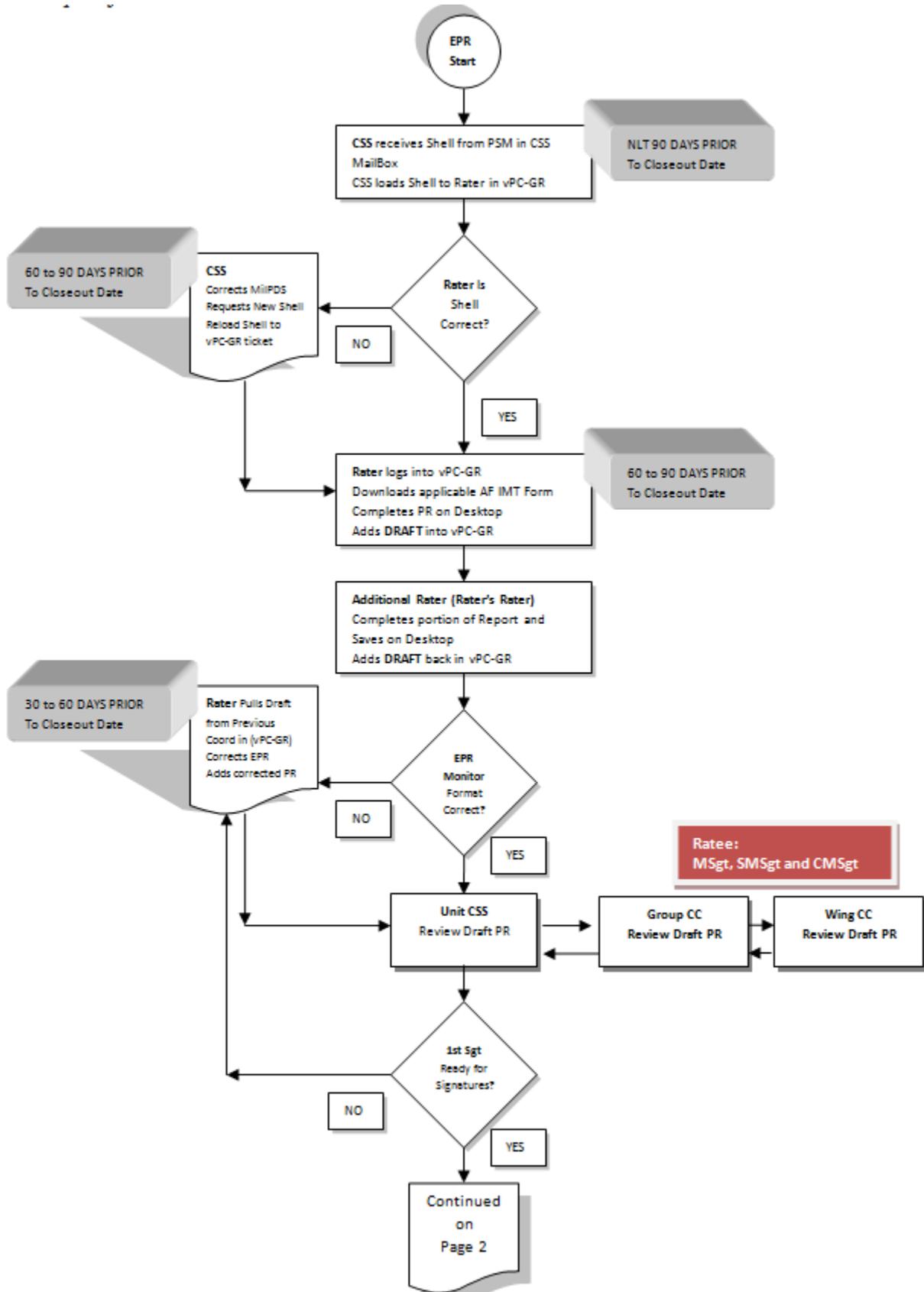
UTA—Unit Training Assembly

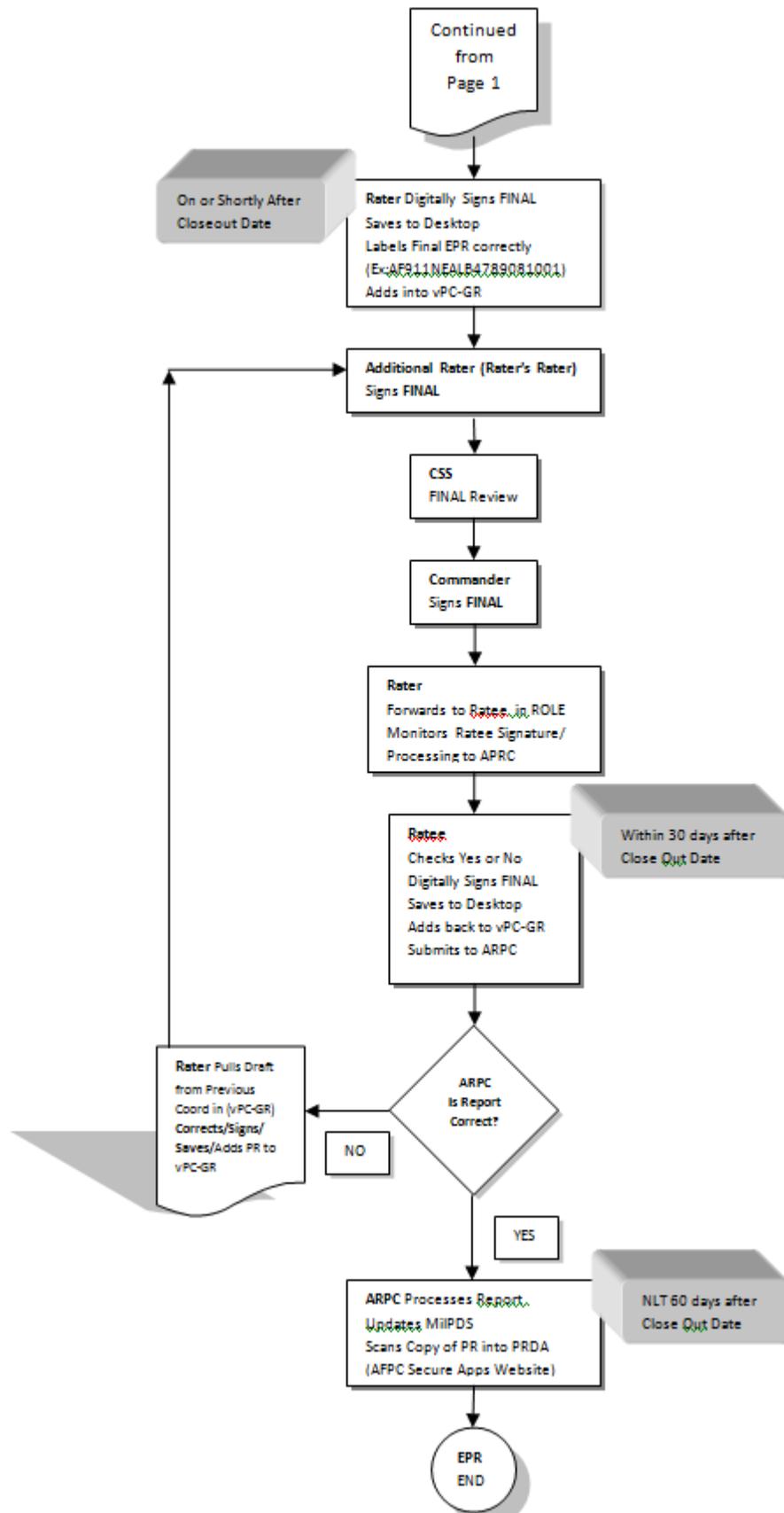
vPC- GR—Virtual Personnel Center for the Guard and Reserve

Attachment 2

EXAMPLE OF EPR vPC-GR PROCESS FLOW

Figure A2.1. Example of EPR vPC-GR Process Flow.





Attachment 3

EXAMPLE OF OPR vPC-GR PROCESS FLOW

Figure A3.1. Example of OPR vPC-GR Process Flow.

