

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 36-24

12 MARCH 2014

Personnel

MILITARY EVALUATIONS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directive establishes policies for evaluators to provide performance feedback to help individuals improve their performance and to provide performance evaluations for the Air Force to use in personnel actions. It applies to all Regular Air Force (RegAF), Air National Guard (ANG), and Air Force Reserve (AFR) personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for Military Evaluations Programs. This directive may not be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

1. Overview. The Air Force has a continuing need to make sure its members perform at a high level and that those who demonstrate the greatest potential advance to positions of greater responsibility. The evaluation process is an essential part of this effort. This directive establishes policies for evaluators to provide performance feedback to help individuals improve their performance and to provide performance evaluations for the Air Force to use in personnel actions.

2. Policy. The Air Force will have an evaluation program that ensures timely and accurate performance reporting and feedback so ratees know what is expected of them regarding duty performance. Specifically, the Air Force will:

2.1. Ensure appropriate performance feedback is conducted to tell ratees what duty performance is expected, how ratees are doing at meeting performance expectations and what they can do to improve. In addition, ensure that raters tell ratees how they did in meeting expectations.

2.2. Ensure periodic performance evaluations are conducted to assess performance, conduct, and potential. Performance evaluations will provide a long term record of performance for use in making personnel management decisions.

2.3. Provide evaluations based on performance to assess promotion potential.

3. Responsibilities.

3.1. The Secretary of the Air Force is responsible for policy oversight and advocacy of the Air Force's evaluation programs. On behalf of the Secretary of the Air Force, the Assistant Secretary of the Air Force for Manpower, Reserve Affairs (SAF/MR) will interface with the Office of Secretary of Defense staff concerning development of the Department of Defense (DoD) policy.

3.2. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) develops, coordinates, and executes personnel policy and essential procedural guidance for managing military evaluation programs in collaboration with Chief, Air Force Reserves and the Director of the Air National Guard.

Deborah Lee James
Secretary of the Air Force

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

- AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*, 10 Mar 2006
- AFI 36-2406, *Officer and Enlisted Evaluation System*, 02 Jan 2013
- AFI 36-2501, *Officer Promotions and Selective Continuation*, 16 July 2004
- AFI 36-2502, *Airman Promotion and Demotion Programs*, 31 Dec 2009
- AFI 36-2603, *Air Force Board for Correction of Military Records*, 5 Mar 2012
- AFI 36-2608, *Military Personnel Records Systems*, 30 Aug 2006
- AFI 36-2610, *Appointing Regular Air Force Officers and Obtaining Conditional Reserve Status*, 30 Apr 2003
- AFI 36-2301, *Developmental Education*, 16 July 2010
- AFI 36-2905, *Fitness Program*, 1 July 2010
- AFI 36-2907, *Unfavorable Information File Program*, 9 Jul 2004
- AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004
- AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004
- AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 Apr 2005

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*