

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

**DEPARTMENT OF THE AIR FORCE
POLICY DIRECTIVE 36-24**



7 OCTOBER 2022

Personnel

MILITARY EVALUATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: SAF/MR
(Mr. Alex Wagner)
(Mr. Todd Remington)

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This directive establishes policy on Department of the Air Force member evaluations. This directive has been approved in collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), the Deputy Chief of Space Operations for Personnel (SF/S1), and the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1). It applies to all Regular Air Force, United States Space Force, Air National Guard, and Air Force Reserve personnel. This directive may not be supplemented. Refer recommended changes and questions about this publication to the office of primary responsibility using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This directive was reviewed in accordance with Secretary of the Air Force guidance and has been updated to a Department of the Air Force directive to be inclusive of the United States Space Force.

1. Overview. This directive establishes policies for Department of the Air Force member performance evaluation tools and processes.

2. Policy. The Department of the Air Force will:

- 2.1. Develop and administer a Department of the Air Force member evaluation program that:
 - 2.1.1. Conducts member performance evaluations to assess performance and conduct;
 - 2.1.2. Identifies means of improving individual member performance;
 - 2.1.3. Encourages members to achieve and maintain high performance levels; and
 - 2.1.4. Maintains documentation of performance evaluations for use in relevant personnel talent management decisions.
- 2.2. Provide appropriate performance feedback to Department of the Air Force members. This feedback will clarify duty performance expectations, provide formal or informal performance evaluations, and offer performance improvement suggestions.

3. Roles and Responsibilities.

- 3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) oversees implementation of Department of the Air Force member evaluation policies, to ensure alignment with applicable Department of Defense guidance and advocates for changes to the same, as appropriate.
- 3.2. The Deputy Chief of Staff, Manpower Personnel and Services (AF/A1) develops, coordinates, and executes military personnel evaluation processes, procedures, and standards for Air Force personnel in collaboration with the Chief of Air Force Reserve (AF/RE), and the Director of the Air National Guard (NGB/CF).
- 3.3. The Deputy Chief of Space Operations for Human Capital (SF/S1) develops, coordinates, and executes military personnel evaluation processes, procedures, and standards for Space Force personnel.

FRANK KENDALL
Secretary of the Air Force

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1)

AF/RE—Chief of Air Force Reserve

NGB/CF—Director of the Air National Guard

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SF/S1—Deputy Chief of Space Operations for Personnel