



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

SPFI36-2401\_SPFGM2026-01  
22 April 2026

MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FLDCOMs/FOAs/DRUs

FROM: SAF/MR  
1040 Air Force Pentagon  
Washington, DC 20330-1040

SUBJECT: Space Force Guidance Memorandum to Space Force Instruction 36-2401, *Guardian Evaluations Systems*

By Order of the Secretary of the Air Force, this Guidance Memorandum immediately implements changes to Space Force Instruction (SPFI) 36-2401, *Guardian Evaluations Systems*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force publications, the information herein prevails in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*.

The attachment to this memorandum implements the Secretary of War directive requiring the documentation of physical fitness assessment scores on officer and enlisted evaluations, realigns paragraphs on documenting and waiving convictions, updates adverse information language, and reissues previously approved guidance from SPFGM2025-01.

Ensure all records generated as a result of processes prescribed in this publication are maintained in accordance with 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 Management System.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an interim change, or rewrite of SPFI 36-2401, whichever is earlier.

RICHARD L. ANDERSON  
Assistant Secretary of the Air Force for  
Manpower and Reserve Affairs

Attachment:  
Guidance Changes to SPFI 36-2401

## Attachment

### SPFI36-2401\_SPFGM2026-01

**(Delete)** 1.4.1.

**(Replace)** 1.4.10. Human Performance Assessments (HPA) and Body Composition Assessments (BCA). The HPA and BCA must be documented on all general officer evaluations (DAF Form 78), officer performance reports (DAF Form 707), and enlisted performance reports (DAF Forms 910, 911, and 912). **(T-0)** Document the HPA and BCA on education and training reports (DAF Form 475) when the formal education or training course is 20 weeks or more and the close-out date is within 120 days of the SCOD. The HPA and BCA are not required to be documented on the Letter of Evaluation (DAF Form 77).

**(Replace)** 1.4.10.1. The rater will document the ratee's most recent official HPA and BCA on file as of the evaluation close-out date. Assessments taken after the evaluation close out date cannot be included on the evaluation.

**(Replace)** 1.4.10.2. The HPA and BCA will be documented utilizing a standardized mandatory fitness comment that will include the type of test, the score achieved, the category, and any component exemptions in the following format: HPA: Score [# / 100], Category, Exemptions: [# / 3]; BCA: Score, Category. **Examples:** (1) HPA: 98/100, Fit to Fight, Exemptions: 0/3; BCA: 0.43, Fit to Fight; (2) HPA: 91.2/100, Pass, Exemptions: 2/3; BCA: 0.5, Health Maintenance; (3) HPA: 83.8/100, Pass, Exemptions: 1/3; BCA: 30%, Pass. Reference SPFMAN 36-2905, *Human Performance and Readiness*, for HPA and BCA score and category information.

**(New)** 1.4.10.2.1. Exemptions. For the HPA, enter the total number of HPA component exemptions in the numerator, and the number "3" (i.e., total HPA components) in the denominator (e.g., "Exemptions: 1/3"). When a Guardian is not exempt from any HPA components, enter the number "0" in the numerator (e.g., "Exemptions: 0/3"). When a Guardian is exempt from one or two components, enter "Pass" or "Health Concern" for the category (as applicable based on the Guardian's score), and enter the number "1" or "2" (as applicable) in the numerator (e.g., HPA: 88/100, Pass, Exemptions: 1/3). When a Guardian is exempt from all HPA components, enter "Exempt" for the score and category and enter "3" in the numerator (e.g., HPA: Exempt, Exemptions: 3/3"). For the BCA, when a Guardian is exempt from the BCA, enter "Exempt" for the score and category (e.g., BCA: Exempt). **Examples:** (1) HPA: 85.8/100, Pass, Exemptions: 1/3; BCA: Exempt; (2) HPA: Exempt, Exemptions: 3/3; BCA: Exempt.

**(New)** 1.4.10.2.2. Not-Current. Guardians are required to be current on their HPA and BCA as defined in SPFMAN 36-2905. If, as of the evaluation close-out date, the Guardian is not current on their HPA and/or BCA, the rater will enter "Not-Current" for the score and category (e.g., HPA: Not-Current). **Examples:** (1) HPA: 87.3/100, Pass, Exemptions: 1/3; BCA: Not-Current; (2) HPA: Not-Current; BCA: 0.51, Health Maintenance.

**(New)** 1.4.10.2.3. BCA Tier 1 (Waist to Height Ratio) and Tier 2 (Body Fat Assessment). The evaluation will document the BCA Tier 1 assessment unless the Guardian is further evaluated utilizing the BCA Tier 2 assessment. In these cases, replace the Waist to Height Ratio score and category with the Body Fat Assessment percentage and category as outlined in SPFMAN 36-2905. **Examples:** (1) HPA: 96.4/100, Fit to Fight, Exemptions: 0/3; BCA: 25%, Pass; (2) HPA: 81/100, Pass, Exemptions: 2/3; BCA: 37%, Does not meet standard.

**(Replace)** 1.4.10.3. Enter the mandatory fitness comment as the first entry on the first line in the “Remarks” block of the DAF Forms 910, 911, 912, and 707, the “Professional Qualities” block of the DAF Form 475, and the “Fitness” block of the DAF Form 78. **(T-1)** If the “Remarks” section will also be utilized to spell out uncommon acronyms, begin the acronyms on the second line.

**(Replace)** 1.4.10.4. Evaluators will not include any fitness-related comments beyond the standardized mandatory fitness comment elsewhere in the evaluation. **Exceptions:**

**(New)** 1.4.10.4.1. Evaluators may document fitness-related conduct, behavior, attitude, or performance that impacts readiness or mission execution. In such cases, comments must be specific, objective, and fact-based. **(T-1)**

**(New)** 1.4.10.4.2. Comments regarding unit fitness achievements are authorized for Guardians who have a key role in the success of the human performance and readiness program. Comments may include performance by delta fitness managers, unit fitness cells (unit fitness cell managers, peer fitness leaders, and human performance assessment administrators), first sergeants, superintendents, senior enlisted leaders (SELs), section commanders, flight chiefs, commanders, and other Guardians deemed integral to a particular organization's successful human performance and readiness program.

**(New)** 1.4.10.5. Referral evaluations due to fitness. Evaluations must be referred when:

**(New)** 1.4.10.5.1. The HPA and BCA scores are both “not-current” and/or a “health concern/does not meet standard” rating. **(T-1) Examples:** (1) HPA: 73/100, Health Concern, Exemptions: 1/3; BCA: 0.61, Health Concern; (2) HPA: Not-Current; BCA: 0.61, Health Concern

**(New)** 1.4.10.5.2. The HPA and/or BCA score represent the second (or more) consecutive “not-current” or “health concern/does not meet standard” rating for the respective assessment. **(T-1) Example:** HPA: 68/100, Health Concern, Exemptions: 0/3; BCA: 0.53, Health Maintenance. In this case, if the ratee’s previous HPA was also a “health concern” rating or “not-current”, the evaluation is referred.

**(New)** 1.4.10.5.3. Evaluators and commanders maintain discretion to refer any evaluation for fitness-related actions and/or behavior that routinely or significantly fails to adhere to USSF standards and expectations. Reference **paragraphs 1.8, 1.10**, and SPFMAN 36-2905 for additional information.

**(Replace)** 1.5.2.1. The rater will be: (1) a service member of the U.S. or foreign military, or a civilian; and (2) in the grade of Sgt or above; and (3) of equal or higher rank or grade than the ratee; and (4) in a position higher in the rating chain than the ratee. **(T-1)**

**(Delete)** 1.5.2.1.1.

**(Delete)** 1.5.2.1.2.

**(Delete)** 1.6.12.3.

**(Delete)** 1.7.1.5.2.

**(Replace)** 1.8.1. Convictions. Any conviction for a violation of criminal law of the U.S. or of any other country must be reported, in writing, by all officers and enlisted Guardians. **(T-1)** Guardians will report a conviction to their rater within 15 days of the date of the conviction. **(T-0)**

**(Replace)** 1.8.1.1. Comments are required on Guardians who have been convicted of a civilian offense that: 1) is a sexual offense that is the same as, or closely related to, sex-related offenses punishable under the Uniform Code of Military Justice (UCMJ), or attempts to commit any of those offenses, 2) carries a possible sentence of confinement for more than one year or death, or 3) results in a sentence that includes unsuspended confinement. **(T-0)** For further guidance, supervisors and commanders will contact an attorney in the servicing office of the staff judge Advocate.

**(New)** 1.8.1.1.1. Waiver Requests. In extraordinary cases, raters may request a waiver of the mandatory requirement to document civilian convictions for good cause.

**(New)** 1.8.1.1.1.1. Waiver requests will route from the rater, through any required additional rater and the ratee's commander, to the ratee's senior rater. The senior rater may either deny the request or endorse and forward to the FLDCOM/CC or equivalent (delegable no lower than the FLDCOM/CC's deputy or equivalent level).

**(New)** 1.8.1.1.1.2. If the senior rater denies the waiver request, the decision is final and may not be appealed or considered further. **(T-1)** This does not prevent an individual from challenging any completed evaluation in any other appropriate forums (e.g., ERAB or the AFBCMR).

**(New)** 1.8.1.1.1.3. If the senior rater endorses the waiver request, they will then forward it to the FLDCOM/CC or equivalent (or as delegated), who will either approve or deny the request. **(T-1)**

**(New)** 1.8.1.1.1.3.1. The decision of the approval authority is the final decision for such waiver requests and may not be appealed or considered further. **(T-1)** This does not prevent an individual from challenging any completed report in any other appropriate forums, e.g., ERAB or the AFBCMR.

**(New)** 1.8.1.1.3.2. In order to approve any waiver requests, the approval authority must issue a written finding that the mandatory comments for the specific criminal conviction are not in the best interests of the Space Force and that the inclusion of any such comments would unduly harm the ratee. Upon final decision, forward the waiver documentation to AFPC/DPMSPE and the AFPC Military Records Section (AFPC/DPSORM) via email. Written waiver approvals will be filed in the Guardian's MPerRGp for the sole purpose of documenting the final approval. **(T-1)**

**(New)** 1.8.1.2. Comments are required if a member has been convicted of any offense by a court-martial.

**(New)** 1.8.1.3. A rater is not required to comment on any conviction in a current report if the misconduct or event that ultimately resulted in a conviction was addressed on a previous evaluation. For example, if a member is arrested and charged with an offense by off-base officials who decline to waive jurisdiction, and the member ultimately receives a letter of reprimand that is commented on in an evaluation, but later, the off-base prosecution results in a conviction, then the rater is not required to comment on the conviction because the underlying misconduct that led to the conviction was addressed in a previous evaluation.

**(New)** 1.8.1.4. For purposes of this policy, the term "conviction" includes a plea or finding of guilty, a plea of *nolo contendere* (no contest), and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of charges.

**(New)** 1.8.1.5. For purposes of this policy, a criminal law of the U.S. includes any military, federal, state, district, commonwealth, territory/equivalent, county, parish, municipality, city, township, local subdivision, or foreign criminal law or ordinance.

**(Replace)** 1.8.7. Adverse Information.

**(Replace)** 1.8.7.1. For Enlisted. If a Guardian has been convicted by a court-martial, received an Article 15, or if the senior rater decides to file adverse information in the member's senior non-commissioned officer selection record, comments relating to the ratee's adverse conduct are mandatory on the next enlisted evaluation, if not already documented on a previous evaluation; the evaluation becomes a referral. **(T-1)**

**(Replace)** 1.8.7.2. For Officers.

**(New)** 1.8.7.2.1. If a member has adverse information filed in their officer selection record, comments relating to the ratee's adverse conduct are mandatory on the next officer evaluation or TR, if not already documented on a previous evaluation or TR; the evaluation becomes a referral. **(T-1)**

**(New)** 1.8.7.2.2. Adverse information includes, but is not limited to, all letters of admonishment or higher and letters of counseling (LOCs) related to a substantiated finding or conclusion from an officially documented investigation or inquiry. LOCs unrelated to a substantiated finding or

conclusion from an officially documented investigation or inquiry (referred to as “standalone” LOCs) are not considered adverse information and are not required to be commented on in an evaluation or TR. See DAFI 36-2907, *Adverse Administrative Actions*, for further guidance.

**Exception:** When a commander (or equivalent) decides not to issue written command action to an officially documented investigation or inquiry that concludes with a substantiated finding, evaluators are not required to comment on the adverse information summary issued and filed in an officer selection record in the evaluation.

**(Delete)** 1.8.8.

**(New)** 1.10.3.4. Failure to meet fitness requirements and standards in accordance with **paragraph 1.4.10.5.**

**(Replace)** 1.12.2.1. Race, Ethnic Origin, Sex, Age, Religion, Sexual Orientation or Political Affiliation of the Ratee. Do not refer to these items in a manner intended to reflect favorably or unfavorably on the person.

**(Replace)** 1.12.9. Matrices, fact sheets, background sheets or other documents unless specifically authorized in this instruction. Evaluators will use performance- and duty-related information from official source documents in the assessment of performance and potential. Demographic information identifying inherent or socially defined personal characteristics such as age, race/ethnicity, religion, sex, socioeconomic status, family status, disability, and geographic origin will not be considered.

**(Replace)** **Table 2.2. Preparing AF Form 931, Airman Comprehensive Assessment (ACA) (Spcl thru TSgt).**

<b>NOTE:</b> Terminology on the AF Form 931 applies to the equivalent Space Force terminology (e.g., Airman applies to Guardian, Duty Air Force Specialty Code applies to Duty Space Force Specialty Code, etc.).		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>SECTION I. RATEE IDENTIFICATION DATA (to be completed by rater)</b>		
<b>1</b>	Name	In all upper case, enter last name, first name, middle initial, and any suffix (i.e. JR., SR, III). If there is no middle initial, the use of No Middle Name “NMI” is optional.
<b>2</b>	Rank	Self-explanatory
<b>3</b>	Unit	Enter information as of the ACA completion date. The goal is an accurate description of what unit the ratee belongs.
<b>SECTION II. TYPE OF ASSESSMENT (to be completed by rater)</b>		

4	Type of Assessment	<p>Indicate whether the assessment is initial, midterm, follow-up, ratee requested, or rater directed. Sections VI, VII and VIII will not be completed during initial feedback sessions.</p> <p>Once Section II is completed the rater forwards the ACA form to the ratee for a self-assessment. The information captured during the self-assessment will assist the rater when accomplishing the remaining areas of the overall assessment.</p>
<b>SECTION III. SELF-ASSESSMENT (to be completed by ratee)</b>		
5	Responsibility, Accountability, Air Force Culture, and Self	<p>Ratee will place a “Y” in the block indicating they understand the importance of the self-assessment area or a “N” to indicate they need more information from the rater in order to make a self-assessment in that area.</p> <p>After the ratee completes the self-assessment they will return the ACA form to the rater.</p>
<b>SECTION IV. AIRMAN’S CRITICAL ROLE IN SUPPORT OF THE MISSION (to be completed by rater)</b>		
6	Airman’s Critical Role in Support of the Mission	Completed by the rater to identify the ratee’s critical role in achieving mission success.
<b>SECTION V. INDIVIDUAL READINESS INDEX (to be completed by rater)</b>		
7	Individual Readiness Index	<p>Rater consults the unit deployment manager to identify the ratee’s current deployment status and AEF indicator.</p> <p>Rater will place an “R” in the first box indicating the ratee’s readiness status as currently not deployable or “G” if the ratee’s current readiness status is deployable.</p>
8	AEF Indicator	Rater will identify the AEF indicator in the second box.
<b>SECTION VI. PERFORMANCE: LEADERSHIP/PRIMARY DUTIES/FOLLOWERSHIP/TRAINING (to be completed by rater)</b>		
9	Task Knowledge/Proficiency	Consider the quality, quantity, results, and impact of the Guardian’s knowledge and ability to accomplish tasks. See <b>Note</b> .
10	Initiative/Motivation	Describes the degree of willingness to execute duties, motivate team members, and develop innovative new processes. See <b>Note</b> .
11	Skill Level Upgrade Training	Consider skill level awarding course, CDC timeliness and/or completion, course exam results, and completion of core task training. Mark “N/A” for Guardians who possess required skill level/training. See <b>Note</b> .

12	Duty Position Requirements, qualifications, and certifications	Consider duty position qualifications, career field certifications (if applicable), and readiness requirements. Mark “N/A” for Guardians who possess training commensurate with grade prior to reporting period. See <b>Note</b> .
13	Training of others	Consider the Guardian’s effort and impact made by training others. Mark “N/A” for Guardians who have no valid opportunity to train. See <b>Note</b> .
14	Comments	Provide specific comments tailored to those areas assessed in Section VI.
<b>SECTION VII. FOLLOWERSHIP/LEADERSHIP (to be completed by rater)</b>		
15	Resource utilization (e.g., time management, equipment, manpower and budget)	Consider how effectively the Guardian utilizes resources to accomplish the mission. See <b>Note</b> .
16	Comply with/enforce standards	Consider personal adherence and enforcement of fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. See <b>Note</b> .
17	Communication skills	Describes how well the Guardian receives and relays information, thoughts, and ideas up and down the chain of command (includes listening, reading, speaking, and writing skills); fosters an environment for open dialogue. See <b>Note</b> .
18	Caring, respectful and dignified environment (teamwork)	Rate how well the Guardian selflessly considers others and sets the stage for an environment of dignity and respect, to include promoting a healthy organizational climate. See <b>Note</b> .
19	Comments	Provide specific comments tailored to those areas assessed in Section VII.
<b>SECTION VIII. WHOLE AIRMAN CONCEPT (to be completed by rater)</b>		
20	Air Force Core Values	Consider how well the Guardian adopts, internalizes and demonstrates the Space Force core values. See <b>Note</b> .
21	Personal and Professional Development	Consider the amount of effort the Guardian devoted to improve themselves and their work center/unit through education and involvement. See <b>Note</b> .
22	Esprit de corps and community relations	Consider how well the Guardian promotes camaraderie, embraces esprit de corps, and acts as a Space Force ambassador. See <b>Note</b> .
23	Comments	Provide specific comments tailored to those areas assessed in Section VIII.
<b>SECTION IX. KNOWING YOUR AIRMAN (to be completed during formal feedback between rater and ratee)</b>		

24	Questions 1-7	Completed during the ACA session discussion. Provides questions designed to facilitate open communication between the ratee/rater and may trigger areas and/or specific items which need to be probed in more depth. These questions are not intended to be all encompassing. The purpose is to help start the conversation on the particular item, not make it an interrogation. Items 6 and 7 are designed to receive feedback from the ratee and to set specific expectations for the ratee's growth.
25	Ratee/Rater Signature and Date	In the instance where digital signatures are not used, sign in reproducible blue or black ink and handwrite or date stamp the date. Do not sign blank forms or sign before the ACA completion date (only on the date of completion). The forms have digital capability; the use of digital signatures is optional.
<b>NOTE:</b> Use the appropriate word picture/rating assigned to each area on the performance assessment when filling out the ACA.		

**(Replace) Table 2.3. Preparing AF Form 932 (MSgt - CMSgt) Airman Comprehensive Assessment.**

<b>NOTE:</b> Terminology on the AF Form 932 applies to the equivalent Space Force terminology (e.g., Airman applies to Guardian, Duty Air Force Specialty Code applies to Duty Space Force Specialty Code, etc.).		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>SECTION I. RATEE IDENTIFICATION DATA (to be completed by rater)</b>		
1	Name	In all upper case, enter last name, first name, middle initial, and any suffix (i.e. JR., SR, III). If there is no middle initial, the use of "NMI" is optional.
2	Grade (Rank)	Self-explanatory
3	Unit	Enter information as of the performance feedback assessment completion date. The goal is an accurate description of what unit the ratee belongs.  Information will be in all upper/lower case.
<b>SECTION II. TYPE OF ASSESSMENT (to be completed by rater)</b>		

4	Type of Assessment	<p>Indicate whether the assessment is initial, mid-term, ratee requested, or rater directed (Sections VI and VII will not be completed during initial feedback sessions).</p> <p>Once Section II is completed the rater forwards the ACA to the ratee for a self-assessment. The information captured during the self-assessment will assist the rater when accomplishing the remaining areas of the overall assessment.</p>
<b>SECTION III. SELF ASSESSMENT (to be completed by ratee)</b>		
5	Responsibility, Accountability, Air Force Culture, and Self	<p>Ratee will place a “Y” in the block indicating they understand the importance of the self-assessment area, or a “N” to indicate they need more information from the rater in order to make a self-assessment in that area.</p> <p>After the ratee completes the self- assessment they will return the ACA to the rater.</p>
<b>SECTION IV. AIRMAN’S CRITICAL ROLE IN SUPPORT OF THE MISSION (to be completed by rater)</b>		
6	Airman’s Critical Role in Support of the Mission	Completed by the rater to identify the ratee’s critical role in achieving mission success.
<b>SECTION V. INDIVIDUAL READINESS INDEX (to be completed by rater)</b>		
7	Individual Readiness Index	<p>Rater consults the unit deployment manager to identify ratee’s current deployment status and AEF indicator.</p> <p>Rater will place an “R” in the first box indicating the ratee’s readiness status as currently non-deployable or “G” if the ratee’s current readiness status is deployable.</p>
8	AEF Indicator	Rater will identify the AEF indicator in the second box.
<b>SECTION VI. PERFORMANCE: LEADERSHIP/PRIMARY DUTIES/ FOLLOWERSHIP/TRAINING (to be completed by rater)</b>		
9	Mission Accomplishment	Consider the Guardian’s ability to lead and produce timely, high quality/quantity, mission-oriented results. See <b>Note</b> .
10	Resource Utilization (e.g., time management, equipment, manpower and budget)	Consider how effectively the Guardian leads their team to utilize their resources to accomplish the mission. See <b>Note</b> .
11	Collaboration	Consider the amount of innovation, initiative and motivation displayed by the Guardian and their subordinates. See <b>Note</b> .
12	Mentorship	Consider how well the Guardian knows their subordinates, accepts personal responsibility for them, and is accountable for their professional development. See <b>Note</b> .

<b>13</b>	Communication Skills	Describes how well the Guardian communicates (includes listening, reading, speaking and writing skills) in various mediums, translates superiors' direction into specific tasks and responsibilities, fosters an environment for open dialogue and enhances communication skills of subordinates. See <b>Note</b> .
<b>14</b>	Complies with/enforces standards	Consider personal adherence and how the Guardian fosters an environment where everyone enforces fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. See <b>Note</b> .
<b>15</b>	Duty Environments	Rate how well the Guardian establishes and maintains caring, respectful, and dignified environments, to include promoting a healthy organizational climate. See <b>Note</b> .
<b>16</b>	Training	Describes how well the Guardian and the Guardian's team complies with upgrade, duty position, and certification requirements. See <b>Note</b> .
<b>17</b>	Comments	Provide specific comments tailored to those areas assessed in Section VI.
<b>SECTION VII. WHOLE AIRMAN CONCEPT (to be completed by rater)</b>		
<b>18</b>	Air Force Core Values	Consider how well the Guardian adopts, internalizes, demonstrates and insists on adherence of our Space Force Core Values. See <b>Note</b> .
<b>19</b>	Personal and Professional Development	Consider the effort the Guardian devoted to improve their subordinates, their work center/unit and themselves. See <b>Note</b> .
<b>20</b>	Esprit de corps and community relations	Consider how well the Guardian promotes camaraderie, enhances esprit de corps, and develops Space Force ambassadors. See <b>Note</b> .
<b>21</b>	Comments	Provide specific comments tailored to those areas assessed in Section VII.
<b>SECTION VIII. KNOWING YOUR AIRMAN (to be completed during formal feedback)</b>		
<b>22</b>	Questions 1-7	Completed during the ACA session discussion. Provides questions designed to facilitate open communication between the ratee and rater and may trigger areas and/or specific items which need to be probed in more depth. These questions are not intended to be all encompassing. The purpose is to help start the conversation on the item, not make it an interrogation. Items 6 and 7 are designed to receive feedback from the ratee and to set specific expectations for the ratee's growth.

23	Ratee/Rater Signature and Date	In the instance where digital signatures are not used, sign in reproducible blue or black ink and handwrite or date stamp the date. Do not sign blank forms or sign before the ACA completion date (only on the date of completion). The forms have digital capability; the use of digital signatures is optional.
<b>NOTE:</b> Use the appropriate word picture/rating assigned to each area on the performance assessment when filling out the ACA.		

**(Replace)** 3.6.3. Inter-Service Transfer (IST) Accessions. The first evaluation will be required at the next SCOD for their respective grade, given there are at least 120 days between the EAD and the SCOD. If less than 120 days have elapsed between the EAD date and the SCOD, the OPR closeout date will be extended to the following SCOD the next year. **(T-1)** For officers who receive an AF Form 475, see **paragraph 3.4.9**.

**(Replace)** 3.15.4.4. Stratification statements for second lieutenants (O-1), colonels (O-6) and colonel selects are prohibited. **(T-1)** While this quantitative comparison against a peer group is prohibited, evaluators should provide these officers with clear feedback regarding their performance in relation to Space Force standards.

**(Replace)** 3.16.3.4.1. Evaluators determine the appropriate level recommendation by considering the highest level of in-residence OPME the officer has already completed along with the eligibility criteria for each level of in-residence professional military education.

**(Replace) Table 3.1. Instructions for Preparing DAF Form 707, Officer Performance Report.**

I T E M	A	B	C
	Heading	Instructions	Example
<b>SECTION I. RATEE IDENTIFICATION DATA</b>			
1	Name	Enter Last Name, First Name, Middle Initial and any suffix (e.g., JR., SR., III). If there is no middle initial, the use of "NMI" is optional. Name will be in all upper case.	DOE, JOHN E. JR.
2	SSN	Enter full social security number.	123-45-6789
3	Grade (Rank)	Enter appropriate grade. See <b>paragraph 1.4.9</b> .	2LT, 1LT, Capt (S), Capt, Maj (S), Maj, Lt Col (S), Lt Col, Col (S), Col
4	DAFSC	Enter the DSFSC held as of the "THRU" date of the evaluation, including prefix and suffix, if applicable, or in the event of PCS or PCA, information as of the accounting date. 365-day extended deployments will use the TDY DSFSC. See <b>paragraph 1.4.8</b> .	13S4
5	Reason for Report	Enter reason for report from officer evaluation	Annual, Dir by HQ

		notice and as determined by <b>Table 3.2.</b>	USAF, Dir by Commander
6	PAS Code	Enter PAS code of ratee's unit of assignment as of the "THRU" date or in the event of PCS or PCA, information as of the accounting date. Those assigned to a 365-day extended deployment billet, use the home station PAS code.	LU6FFSM8
7	Organization, Command, Location	Enter information as of the "THRU" date or in the event of PCS or PCA, information as of the accounting date. Nomenclature does not necessarily duplicate what is on the officer evaluation notice. The goal is an accurate description of where and to whom the ratee belongs. Command will be listed inside parentheses.  365-day extended deployments will use the home station unit, "with duty at . . ."	13th Space Warning Squadron (CFC), Clear SFS AK  Headquarters Space Systems Command (SSC), Los Angeles AFB CA  Space Delta 7 (CFC), Peterson SFB CO, with duty at 442 ECS (USAFCENT), Baghdad International Airport, Baghdad, Iraq
8	Period of Report	FROM Date: Enter the day following the last evaluation's close-out date. See <b>paragraph 3.9.</b>  THRU Date: Use the date on the OPR notice or see <b>paragraph 3.10</b> to determine the close-out date.	1 Dec 2022 thru 30 Nov 2023
9	Number Days Supervision and Number of Days Non-Rated	Enter number of days ratee was supervised by rater during the reporting period. See <b>paragraph 3.11.</b>  Enter number of days non-rated (if applicable) in accordance with <b>paragraph 1.4.11.</b>	365  118
10	SRID	Enter the SRID for the ratee's unit of assignment as of the "THRU" date or in the event of PCS or PCA, information as of the accounting date.  365-day extended deployments will use the home station SRID.	KA341  See <b>paragraph 1.3.2</b> for classified locations
<b>SECTION II. JOB DESCRIPTION</b>			
11	Duty Title	In upper/lower case, enter the approved duty title as of the "THRU" date or in the event of PCS or PCA, information as of the accounting date.	Flight Commander

		<p>For colonels and colonel selects, include the Guardian’s Assignment Tier in parenthesis after the duty title</p> <p>For Guardians on a 365-day extended deployment, use the deployed duty title.</p> <p>If the duty title on the notice is abbreviated and entries are not clear, spell them out. If wrong, enter the correct duty title and take appropriate actions to update the personnel data system. Corrective actions should be initiated upon receipt of the officer evaluation notice.</p> <p>Ensure the duty title is commensurate with the ratee’s grade, SFSC, and responsibility.</p>	<p>Director, Colonel Talent Management (Tier 1)</p> <p>Communications Mentor</p>
12	Job Description	<p>Comments in bullet format are mandatory. Limit text to four lines. Enter information about the position the ratee held in the unit and the nature or level of job responsibilities. The rater develops the information for this section.</p> <p>This description must reflect the uniqueness of each ratee’s job. Be specific – include level of responsibility, number of people supervised, dollar value of resources accountable for/projects managed, etc. Make it clear; use plain English. Avoid jargon, acronyms, and topical references—they obscure rather than clarify meaning. Previous jobs held during the reporting period may be mentioned only if it impacts the evaluation.</p> <p>365-day extended deployments will use the TDY job description. For deployments that do not warrant an evaluation, reserve the final bullet for significant additional duties.</p> <p>Commander’s job description will include the total assigned. A short one-line description of the unit’s mission may be included in the job description if it is necessary to better explain the ratee’s duties.</p>	<ul style="list-style-type: none"> <li>- Commands, directs and leads 50 operators across 5 mission crews...</li> <li>- Responsible for...</li> <li>- Supervises 9 NCOs...</li> <li>- 89 USSF, 20 USAF...</li> </ul>
<b>SECTION III. PERFORMANCE FACTORS</b>			
13	Job Knowledge, Leadership Skills, Professional Qualities	<p>Enter an “X” in the appropriate box.</p> <p>All six performance factors are</p>	X

	(includes adherence to standards), Organizational Skills, Judgment & Decisions, and Communication Skills	consolidated in this block. Specific performance factors are listed on the reverse side of the form.  Organizational Climate: See <b>paragraph 1.8.9.</b>	
<b>14</b>	Does Not Meet/Meets Standards	Enter an “X in the appropriate box.  One of the two blocks must be marked.	X
<b>SECTION IV. RATER OVERALL ASSESSMENT</b>			
<b>15</b>	Rater Overall Assessment	Comments are mandatory; must use bullet format and include at least one bullet. This section allows evaluators to comment on the ratee’s overall performance and performance-based potential as compared to others in the same grade known by the evaluators. If “THE RATER IS ALSO THE REVIEWER” comment is required in Section VI, the rater will digitally sign the rater, additional rater, and reviewer signature blocks; leave Section V comments area blank.  Organizational Climate: See <b>paragraph 1.8.9.</b>  Oversight of Housing: See <b>paragraph 1.8.10.</b>	- Executed... - Performed... - Led...
<b>16</b>	Last Performance Feedback Date	Raters certify performance feedback in this area by entering the date the most recent feedback was provided. Enter date as DD MMM YYYY. If feedback was not accomplished, state reason why. There is no excuse for not completing this requirement. If feedback was not required, enter “N/A.” Do not use the date feedback was provided in conjunction with completion of the evaluation. See <b>Chapter 2.</b>	15 Jun 2022  Or  Feedback was not accomplished due to...
<b>17</b>	Rater’s Name, Grade, Branch of Service, Organization, Command & Location	Enter Rater’s signature block as of the close-out date. See <b>paragraph 1.4.12.</b>	SUE J. DOE, Col, USSF Space Delta 1 (STARCOM) Vandenberg SFB CA  JOE C. BUSCH, NH-III, DAF HQ Space Operations Command (CFC) Peterson SFB CO
<b>18</b>	Duty Title	Enter duty title in upper/lower case letters as	Commander

		of the close-out date of the officer evaluation.	
19	SSN	Enter the last four digits of the social security number.	1234
20	Date & Signature	<p>The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date.</p> <p>Do not sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. Additional rater assessment block will be locked and reviewer signature capability unlocked with the additional rater's digital signature. See <b>paragraph 1.4.12.</b></p>	Digital or wet signatures. A combination of both is authorized.
<b>SECTION V. ADDITIONAL RATER OVERALL ASSESSMENT</b>			
21	Concur/Non- Concur	Place an "X" in the appropriate box indicating concurrence/non-concurrence of the rater's assessment. If non-concurring, comments are required. See <b>paragraph 1.9</b> for disagreements.	X
22	Additional Rater Overall Assessment	<p>Comments are mandatory. Must contain at least 1 bullet, a maximum of 4 lines. Must be in bullet format.</p> <p>Use this section to support rating decision and allow evaluators to comment on the ratee's overall performance and performance-based potential as compared to others in the same grade known by the evaluators. See <b>paragraph 1.12</b> for inappropriate comments. See <b>paragraph 1.9</b> for disagreements. See <b>paragraph 1.10</b> for referrals.</p> <p>Organizational Climate: See <b>paragraph 1.8.9.</b></p> <p>Oversight of Housing: See <b>paragraph 1.8.10.</b></p>	<ul style="list-style-type: none"> <li>- Spearheaded...</li> <li>- Integrated...</li> <li>- Enabled...</li> </ul>
23	Additional Rater Name, Grade, Branch of Service, Organization, Command & Location	<p>Enter the additional rater's information. Additional raters assigned on or prior to close-out date, enter information as of the close-out date; additional raters assigned after the close-out date, enter the information as of the date signed.</p> <p>Multiple general officers serving as evaluators are prohibited, see <b>paragraph</b></p>	<p>BILL R. REED, JR., Col, USSF Space Rapid Capabilities Office (HQ USSF) Kirtland AFB NM</p> <p>JAYMES E. JONES, NH-IV, DAF</p>

		1.7. for exceptions.	Space Trng & Readiness Cmd (STARCOM) Peterson SFB CO
24	Duty Title	Enter duty title as of the close-out date of the officer evaluation.	Commander
25	SSN	Enter the last four digits of the social security number.	1234
26	Date & Signature	<p>The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date.</p> <p>Do not sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. Additional rater assessment block will be locked and reviewer signature capability unlocked with the additional rater's digital signature. See <b>paragraph 1.4.12.</b></p>	Digital or wet signatures. A combination of both is authorized.
<b>SECTION VI. REVIEWER</b>			
27	Concur/Non- Concur	The reviewer will place an "X" in the appropriate box indicating concurrence or non-concurrence of the additional rater's assessment. See <b>paragraph 1.9</b> for disagreements.	X
28	Reviewer Comments	The reviewer is the primary qualitycontrol level and guards against inaccuracy and exaggeration.	"THE ADDITIONAL RATER IS ALSO THE REVIEWER"
29	Reviewer's Name, Grade, Branch of Service, Organization, Command & Location	<p>Enter reviewer's signature block. Reviewers assigned on or prior to close-out date, enter information as of the close- out date; if assigned after the close-out date, enter the information as of the date signed.</p> <p>Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7.</b> for exceptions.</p>	<p>JOHN H. DOE, Col, USSF Space Launch Delta 45 (SSC) Patrick SFB FL</p> <p>JACOB M. FREER, SES, DAF Headquarters United States Space Force(USSF) Pentagon, Washington DC</p>
30	Duty Title	Enter the duty title as of the close-out date of the OPR.	Commander
31	SSN	Enter the last four digits of the social security number.	2345
32	Date & Signature	The forms have digital signature and auto-date	Digital or wet

		<p>capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date.</p> <p>Do not sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. Additional rater assessment block will be locked and reviewer signature capability unlocked with the additional rater's digital signature. See <b>paragraph 1.4.12.</b></p>	<p>signatures. A combination of both is authorized.</p>
<b>SECTION VII. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR</b>			
<b>33</b>	Functional Examiner or Air Force Advisor	When applicable, place an "X" in the appropriate box. See <b>paragraph 1.6.8.</b>	X
<b>34</b>	Name, Grade, Branch of Service, Organization & Location	Enter Space Force Advisor/Functional Examiner's information as of the close-out date. See <b>paragraph 1.4.12.</b>	JACK C. SMITH, Col, USSF Space Systems Command (SSC) Los Angeles AFB CA
<b>35</b>	Duty Title	Enter Space Force Advisor/Examiner's duty title.	Deputy Director
<b>36</b>	SSN	Enter the last four digits of the social security number.	1122
<b>37</b>	Date & Signature	<p>The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date.</p> <p>Do not sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. Additional rater assessment block will be locked and reviewer signature capability unlocked with the additional rater's digital signature. See <b>paragraph 1.4.12.</b></p>	<p>Digital or wet signatures. A combination of both is authorized.</p>
<b>SECTION VIII. RATEE'S ACKNOWLEDGEMENT</b>			
<b>38</b>	Ratee Acknowledgement	After reviewing the evaluation, the ratee will read the acknowledgement statement and place an "X" in the appropriate box indicating Yes or No.	X
<b>39</b>	Date & Signature	The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by	Digital or wet signatures. A

		<p>signing in this block. Signing the evaluation does not imply concurrence, but acknowledgement and review of personal information on the form. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with <b>Chapter 9</b>.</p> <p>The rater will suspense the ratee three duty days to sign the evaluation.</p> <p>Non-digital: Handwrite, date stamp or type the date. Sign on or after the close-out date. Select the appropriate choice from drop down menu:</p> <p>Blank – member concurs and digitally signs evaluation</p> <p>“Member unable to sign” – use when member is incapacitated or unavailable to sign; rater or any higher evaluator on the form in the chain (digitally) signs.</p> <p>“Member declined to sign” – use when member refuses to sign the form; rater or any higher evaluator on the form in the chain (digitally) signs. See <b>paragraph 1.4.12</b>.</p>	<p>combination of both is authorized.</p>
--	--	---	---

**SECTION IX. PERFORMANCE FACTORS**

<b>40</b>	Job Knowledge	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Job Knowledge. See <b>paragraph 1.10</b> for referrals.	X or leave blank
<b>41</b>	Leadership Skills	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Leadership Skills. See <b>paragraph 1.10</b> for referrals.	X or leave blank
<b>42</b>	Professional Qualities	If ratee meets standards (including fitness), leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Professional Qualities. See <b>paragraph 1.10</b> for referrals.	X or leave blank
<b>43</b>	Organizational Skills	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Organizational Skills. See <b>paragraph 1.10</b> for referrals. Organizational Climate: See <b>paragraph 1.8.9</b>	X or leave blank

44	Judgment And Decisions	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Judgment and Decisions. See <b>paragraph 1.10</b> for referrals.	X or leave blank
45	Communication Skills	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Communication Skills. See <b>paragraph 1.10</b> for referrals.	X or leave blank
<b>SECTION X. REMARKS</b>			
46	Mandatory Fitness Comment	Raters must document the ratee’s HPA and BCA as the first entry on the first line in this block. Enter the standardized mandatory fitness comment that includes the type of test, the score achieved, and any component exemptions in the following format: HPA: Score [#/100], Category, Exemptions: [#/3]; BCA: Score, Category. See <b>paragraph 1.4.10</b> .	HPA: 92.8/100, Fit to Fight, Exemptions: 0/3; BCA: 0.5, Health Maintenance
47	Acronyms	Due to limited space on the front of the form, evaluators may spell out acronyms in this block. They will be listed alphabetically and separated by a semicolon (;).	Crew Mission Ready (CMR); Program Executive Officer (PEO)
48	DG or TG Award	If ratee was awarded a DG or TG from a training course for which no TR was required, the rater may enter the criteria for the award in Section X, Remarks.	- Top 10%, awarded DG . . .
49	Other Comments	There will be instances where SPFI 36-2401 requires additional remarks. The placement of comments not specified in this SPFI may be placed here. Contact AFPC/DPMSPE for clarification.	e.g., <b>paragraph 1.7</b> , when rater died, MIA, Prisoner of War, incapacitated, formally relieved from duty, the additional rater becomes the rater.
50	Mandatory Statements	Enter mandatory statement(s) prior to listing the acronyms.	e.g., “REVIEWER’S GRADE IS LOWER THAN THE PREVIOUS RATER”; “TWO GENERAL OFFICERS AUTHORIZED IAW SPFI 36-2401”
<b>SECTION XI. REFERRAL EVALUATIONS</b>			
51	Referral Report	Complete this section for referral evaluations only.	See <b>paragraph 1.10</b>

**(Replace)** 4.6.1. Has a previous Space Force evaluation on file, use the day after the close-out date of the previous evaluation.

**(Replace)** 4.6.2. Does not have a previous Space Force evaluation on file, use the total active federal military service date for non-prior service Guardians, and use the EAD date for prior service Guardians (e.g., inter-service transfers). **Note:** for prior service Guardians, if there is a gap between the close-out date of the last evaluation from the previous service and the EAD date, prepare an Administrative LOE in accordance with **Table 5.1, Note 5**.

**(Delete)** 4.11.

**(Delete)** 4.12.4.3.

**(Delete)** 4.18.

**(Delete)** Table 4.3.

**(Delete)** Table 4.4.

**(Delete)** Table 4.5.

**(Replace)** Table 4.6. **Instructions for DAF Form 910, Enlisted Performance Report (Sp1-TSgt).**

I T E M	A	B	C
	Heading	Instructions	Example
<b>SECTION I. RATEE IDENTIFICATION DATA</b>			
1	Name	Enter Last Name, First Name Middle Initial, and any suffix (e.g., JR., SR., III). If there is no middle initial, the use of “NMI” is optional. Name will be in all upper case (see example).	DOE, JANE L.
2	SSN	Enter full social security number.	123-45-6789
3	Grade	Enter appropriate grade.	Specialist 1 – 4, Sgt Select, Sgt, TSgt Select, TSgt
4	DAFSC	Enter DSFSC held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable, or in the event of PCS or PCA, information as of the accounting date. 365-day extended deployments will use the TDY DSFSC.	5C051N

5	Organization, Command and Location	<p>Enter information as of the SCOD or in the event of PCS or PCA, information as of the accounting date. Nomenclature does not necessarily duplicate what is on the enlisted evaluation notice. The goal is an accurate description of what unit, location and command the ratee belongs.</p> <p>Command will be listed inside parentheses. 365-day extended deployments will use the home station unit, “with duty at ...”</p>	<p>13th Space Warning Squadron (CFC), Clear SFS AK</p> <p>Space Delta 7 (CFC), Peterson SFB CO, with duty at 442 ECS (USAFCENT), Baghdad International Airport, Baghdad, Iraq</p>
6	PAS Code	Enter PAS code for ratee’s unit of assignment as of the SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to 365-day extended deployment billet, use the home station PAS code.	EP6FFSQL
7	FDID	Enter Force Distributor ID (FDID) for ratee’s unit of assignment (PAS code) as of the SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to a 365-day extended deployment, use the home station FDID.	DP11MFN99
8	Period of Report	FROM DATE: See <b>paragraph 4.6</b>	01 Feb 2023
		THRU DATE: This is the SCOD for the appropriate grade, with the exception of 20-month Initial EPRs not closing on the Spc4 SCOD. See <b>paragraph 4.7</b> for variations.	31 Jan 2024
9	Number of Days Non-Rated	Enter the number of days non-rated from the authorized documentation, if applicable. See <b>paragraph 1.4.11</b> for guidance on what circumstances qualify for non-rated.	115
10	Number of Days Supervision	Enter the number of days of supervision. See <b>paragraph 4.8</b>	365 (deduct only the authorized number of days “non-rated”)
11	Reason for Report	Select the reason for evaluation.	Annual

**SECTION II. JOB DESCRIPTION**

12	Duty Title	<p>Enter the approved duty title from the Military Personnel Data System (MilPDS) as of the SCOD or in the event of PCS or PCA, information as of the accounting date.</p> <p>If the duty title is abbreviated and entries are not clear text, spell them out. Consult with your CSS/MPF for any corrective actions. Ensure the duty title is commensurate with the ratee's grade, SFSC, and responsibility. Refer to <i>Enlisted Force Structure</i> for guidance pertaining to duty titles.</p> <p>(use format in example)</p> <p>For personnel on a 365-day extended deployment, use the deployed duty title.</p>	Crew Chief
13	Key Duties, Tasks and Responsibilities	<p>Comments in bullet format are mandatory. Limit text to four lines. Enter information about the position the ratee held in the unit as of the SCOD or in the event of a PCS or PCA, information as of the accounting date and the nature or level of job responsibilities. The rater develops the information for this section.</p> <p>This description must reflect the uniqueness of each ratee's job. Be specific – include level of responsibility, number of people supervised, dollar value of resources accountable for, projects managed, etc. Make it clear; use plain English. Avoid jargon, acronyms, and topical references— they obscure rather than clarify meaning. Previous jobs held during the reporting period may be mentioned only if it impacts the evaluation.</p>	<ul style="list-style-type: none"> <li>- Oversees trng pipeline</li> <li>- Conducts semi-annual compliance inspections</li> <li>- Supervises 2 Guardians ...</li> </ul>

**SECTION III. PERFORMANCE IN PRIMARY DUTIES/TRAINING REQUIREMENTS**  
**SECTION IV. FOLLOWERSHIP/LEADERSHIP**  
**SECTION V. WHOLE AIRMAN/GUARDIAN CONCEPT.**

14	Assessment Areas Listed on DAF Form 910	<p>Select the block that accurately describes the ratee's performance during the assessment period.</p> <p><b>Not-Rated:</b> See <b>paragraph 1.4.11</b></p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p> <p><b>Met some but not all expectations:</b> Performs below established SF standards and expectations, requires improvement. Routine or significant unacceptable performance, actions that are incompatible with, and personnel who have failed to adhere to established standards and expectations.</p> <p>Performs routinely or significantly at an unacceptable level. Routinely means a repeated inability to meet standards that would render the aggregated performance assessment over the entire reporting period as below SF standards or expectations. Significantly means a single instance where failure to meet standards is either egregious in nature or so far short of a standard that it impacts the overall aggregated performance assessment.</p> <p><b>Met all expectations:</b> Meets established SF standards and expectations.</p> <p><b>Exceeded some, but not all expectations:</b> Performs beyond most established SF standards and expectations.</p> <p><b>Exceed most, if not all expectations:</b> Performs at a higher level than peers, far exceeds SF standards and expectations, unique performer.</p>	<p>The Rater (and subsequent evaluators) will not consider, nor comment on, the Guardian's performance during an approved non-rated period (in accordance with <b>paragraph 1.4.11</b>).</p> <p><b>(T-1)</b></p>
15	Comments	<p>Comments are mandatory (minimum of one line), must be in bullet format, must support the assessment, and in Section III comments are limited to 6 lines and Section IV and V comments are limited to 2 lines. May use "THIS LINE INTENTIONALLY LEFT BLANK" as a mandatory line.</p>	

**SECTION VI. OVERALL PERFORMANCE ASSESSMENT**

16	Rater's Overall Performance Assessment	<p>Select the block that accurately describes the ratee's performance during the assessment period.</p> <p>See item 14 of this table for definitions of performance assessment markings.</p> <p><b>Not-Rated:</b> See <b>paragraph 1.4.11</b></p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p>	<p>The Rater (and subsequent evaluators) will not consider, nor comment on, the Guardian's performance during an approved non-rated period (in accordance with <b>paragraph 1.4.11). (T-1)</b></p>
<b>SECTION VII. RATER INFORMATION</b>			
17	Rater's Name, Grade, Branch of Service, Organization, Command, and Location	Enter Rater's signature block as of the SCOD.	JOHN J. DOE, SMSgt, USSF 1st Delta Operations Squadron (STARCOM) Vandenberg SFB CA
18	Duty Title	Enter rater's duty title as of the SCOD.	Operations Flight Chief
19	SSN	Enter the last four digits of the social security number.	6789
20	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION VIII. ADDITIONAL RATER'S COMMENTS</b>			
21	Concur/non-concur	Place an "X" in only one of the blocks.	X

22	Comments	<p>Must be in bullet format. A comment is mandatory when the report is a referral; otherwise, comments are optional. If comments are not used, insert, "THIS LINE INTENTIONALLY LEFT BLANK." Limited to two lines. If comments are not authorized state: "RATER IS ALSO THE ADDITIONAL RATER". <b>(T-1)</b></p> <p>Organizational Climate: See <b>paragraph 1.8.9.</b></p>	- Restructured Enlisted Force Policy...
23	Additional Rater's Name, Grade, Branch of Service, Organization, Command, and Location	<p>Additional raters assigned on or prior to SCOD, enter information as of the SCOD; additional raters assigned after the SCOD, enter the information as of the date signed.</p> <p>Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7.</b> for exceptions. <b>(T-1)</b>.</p>	JOHN J. DOE, Capt, USSF Space Launch Delta 30 (SSC) Vandenberg SFB CA
24	Duty Title	Enter Additional Rater's Duty Title (refer to item 23).	Operations Flight Commander
25	SSN	Enter the last four digits of the social security number.	9876
26	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION IX. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER'S COMMENTS</b>			
27	Concur/non-concur	Place an "X" in only one of the blocks.	X
28	Comments	<p>Must be in bullet format. A comment is mandatory when the report is a referral; otherwise, comments are optional. If comments are not used, insert, "THIS LINE INTENTIONALLY LEFT BLANK." Limited to one line.</p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p>	- Led revamp of training curriculum

29	Future Roles (Optional)	<p>Recommend up to three roles and/or assignments that best serve the Space Force and continue the Guardian's development. Future roles may not serve as veiled promotion statements, i.e., you may only recommend personnel for a future role that they are eligible for based on current or projected grade and/or the grade that they are TIG/TIS eligible for promotion to, as of the evaluation SCOD.</p> <p><b>Example:</b> A Sgt may not be recommended for First Sergeant duties as that constitutes a veiled promotion statement to MSgt.</p>	<ol style="list-style-type: none"> <li>1. Flight NCOIC</li> <li>2. Senior Evaluator</li> <li>3. Staff Instructor</li> </ol>
30	TIG/TIS Promotion Eligible	<p>As of the SCOD of the evaluation, indicate whether the ratee is TIG/TIS promotion eligible. See <b>paragraph 4.10.</b></p>	<p>Yes or No (drop down block)</p>
31	This is a Referral Report	<p>Indicate whether the report contains negative comments or derogatory information.</p>	<p>Yes or No (drop down block)</p>
32	Quality Force Review	<p>Indicates the ratee's personnel record has been reviewed for quality force indicators during the reporting period.</p>	<p>Yes or No (drop down block)</p>

33	Promotion Recommendation	<p>This section is to be completed only when the Guardian is eligible for a promotion recommendation.</p> <p>Utilize the promotion recommendations of “Not Ready Now” or “Promote” for all promotion eligible Spc4s, Sgts, and TSgts.</p> <p><b>Not Ready Now (NRN):</b> Not considered ready for promotion at this time based on the need for additional grooming in the current grade, or where personnel may require specific attention with regard to performance of established SF standards and expectations. “NRN” evaluations do not necessarily constitute a referral, provided the report contains no negative comments, or derogatory information.</p> <p><b>Promote (P):</b> Recommended for promotion based on performance at or above established SF standards and expectations.</p> <p>Utilization of “Must Promote” and “Promote Now” promotion recommendations are not authorized.</p>	X
34	Unit Commander Name, Grade, Branch of Service, Organization, Command, and Location	Enter appropriate signature block as of the SCOD.	JOHN J. DOE, Lt Col, USSF 392d Combat Training Squadron (STARCOM) Schriever SFB CO
35	Duty Title	Enter Duty Title as of the SCOD.	Staff Instructor
36	SSN	Enter the last four digits of the social security number.	1111
37	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION X. FUNCTIONAL EXAMINER/AIR/SPACE FORCE ADVISOR</b>			

38	Functional Examiner or Space Force Advisor	When applicable, place an “X” in the appropriate box.	X
39	Name, Grade, Branch of Service, Organization, Command & Location	Enter Functional Examiner or Space Force Advisor signature block as of the SCOD.	JACK C. SMITH, Col, USSF Space Systems Command (SSC) Los Angeles AFB CA
40	Duty Title	Enter Functional Examiner or Space Force Advisor’s duty title as of the SCOD.	Deputy Director
41	SSN	Enter the last four digits of the social security number.	0001
42	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION XI. REMARKS</b>			
43	Mandatory Fitness Comment	Raters must document the ratee’s HPA and BCA as the first entry on the first line in this block. Enter the standardized mandatory fitness comment that includes the type of test, the score achieved, and any component exemptions in the following format: HPA: Score [#/100], Category, Exemptions: [#/3]; BCA: Score, Category. <b>See paragraph 1.4.10.</b>	HPA: 92.8/100, Fit to Fight, Exemptions: 0/3; BCA: 0.5, Health Maintenance
44	Acronyms	Use this section to spell out uncommon acronyms in alphabetical order. Separate acronyms with a semicolon.	Cyber Security Liaison (CSL); Defensive Cyber Ops (DCO)
<b>SECTION XII. RATEE’S ACKNOWLEDGEMENT</b>			

45	Ratee's Acknowledgement and Date & Signature	<p>The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by signing in this block. Signing the evaluation does not imply concurrence, but acknowledgement. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with <b>Chapter 9</b>. Non-digital: Handwrite, date stamp or type the date. Sign after the SCOD. Select appropriate choice from drop down menu:</p> <p>Blank – Guardian concurs and signs evaluation.</p> <p>“Not available to sign” – use when Guardian is incapacitated or unavailable to sign; rater or any higher evaluator in the rating chain signs.</p> <p>“Ratee refused to sign” – use when Guardian refuses to sign the form; rater or any higher evaluator in the assessment chain signs.</p>	Digital or wet signatures. A combination of both is authorized.
----	--	--	---

**(Replace) Table 4.7. Instructions for DAF Form 911, Enlisted Performance Report (MSgt-SMSgt).**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>SECTION I. RATEE IDENTIFICATION DATA</b>			
<b>1</b>	Name	Enter Last Name, First Name Middle Initial, and any suffix (e.g., JR., SR., III). If there is no middle initial, the use of “NMI” is optional. Name will be in all upper case.	DOE, JOHN D.
<b>2</b>	SSN	Enter full social security number.	123-45-6789
<b>3</b>	Grade	Enter appropriate grade.	MSgt Select, MSgt, SMSgt Select, SMSgt
<b>4</b>	DAFSC/DSFSC	Enter DSFSC held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable or in the event of PCS or PCA, information as of the accounting date. 365-day extended deployments will use the TDY DSFSC.	5I071
<b>5</b>	Organization, Command, and Location	Enter information as of the SCOD or in the event of PCS or PCA, information as of the accounting date. Nomenclature does not necessarily duplicate what is on the notice. The goal is an accurate description of what unit, location and command the ratee belongs. Command will be listed inside parentheses. 365-day extended deployments will use the home station unit, “with duty at ...”	13th Space Warning Squadron (CFC), Clear SFS AK  Space Delta 7 (CFC), Peterson SFB CO, with duty at 442 ECS (USAFCENT), Baghdad International Airport, Baghdad, Iraq
<b>6</b>	PAS Code	Enter PAS code for ratee’s unit of assignment as of the SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to 365-day extended deployment billet, use the home station PAS code.	EP6FFSQL

7	SRID	Enter SRID for ratee's unit of assignment (PAS code) as of SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to a 365-day extended deployment, use the home station SRID.	KCD01
8	Period of Report	FROM date: See <b>paragraph 4.6</b>	1 Aug 2015
		THRU date: This is the SCOD for the appropriate grade. See <b>paragraph 4.7</b> for variations.	31 Jul 2016
9	Number of Days Non-Rated	Enter the number of days non-rated. See <b>paragraph 1.4.11.</b>	96
10	Number of Days Supervision	Enter the number of days of supervision. See <b>paragraph 1.4.11.</b>	365 (deduct only the authorized number of days "non-rated" in accordance with <b>paragraph 1.4.11.</b> )
11	Reason for Report	Select the reason for evaluation.	Annual
<b>SECTION II. JOB DESCRIPTION</b>			
12	Duty Title	<p>Enter the approved duty title from MilPDS as of the SCOD or in the event of PCS or PCA, information as of the accounting date.</p> <p>If the duty title is abbreviated and entries are not clear text, spell them out. Consult with your CSS/MPF for any corrective actions. Ensure the duty title is commensurate with the ratee's grade, SFSC, and responsibility. Refer to <i>The Enlisted Force Structure</i> for guidance pertaining to duty titles.</p> <p>For personnel on a 365-day extended deployment, use the deployed duty title.</p> <p>(use format in example)</p>	Operations Flight Chief

13	Key Duties, Tasks and Responsibilities	<p>Comments in bullet format are mandatory. Limit text to four lines. Enter information about the position the ratee held in the unit as of the SCOD or in the event of PCS or PCA to a new PAS code, information as of the accounting date and the nature or level of job responsibilities. The rater develops the information for this section.</p> <p>This description must reflect the uniqueness of each ratee's job. Be specific – include level of responsibility, number of people supervised, dollar value of resources accountable for, projects managed, etc. Make it clear; use plain English.</p> <p>Avoid jargon, acronyms, and topical references as they obscure rather than clarify meaning. Previous jobs held during the reporting period may be mentioned only if it impacts the evaluation.</p>	<ul style="list-style-type: none"> <li>- Overseas training pipeline</li> <li>- Develops unit's mission planning and debrief processes</li> <li>- Supervises 6 Guardians ...</li> </ul>
<p><b>SECTION III. PERFORMANCE IN LEADERSHIP/PRIMARY DUTIES/FOLLOWERSHIP/TRAINING REQUIREMENTS</b>  <b>SECTION IV. WHOLE AIRMAN/GUARDIAN CONCEPT.</b></p>			

14	Assessment Areas Listed on AF Form 911	<p>Select the block that accurately describes the ratee’s performance during the assessment period.</p> <p><b>Not-Rated:</b> See <b>paragraph 1.4.11.</b></p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p> <p><b>Met some but not all expectations:</b> Performs below established SF standards and expectations, requires improvement. Routine or significant unacceptable performance, actions that are incompatible with, and personnel who have failed to adhere to established standards and expectations.</p> <p>Performs routinely or significantly at an unacceptable level. Routinely means a repeated inability to meet standards that would render the aggregated performance assessment over the entire reporting period as below SF standards or expectations. Significantly means a single instance where failure to meet standards is either egregious in nature or so far short of a standard that it impacts the overall aggregated performance assessment.</p> <p><b>Met all expectations:</b> Meets established SF standards and expectations.</p> <p><b>Exceeded some, but not all expectations:</b> Performs beyond most established SF standards and expectations.</p> <p><b>Exceed most, if not all expectations:</b> Performs at a higher level than peers, far exceeds SF standards and expectations, unique performer.</p>	<p>The rater (and subsequent evaluators) will not consider, nor comment on, the Guardian’s performance during an approved non- rated period (in accordance with <b>paragraph 1.4.11) (T-1)</b></p>
15	Comments	<p>Comments are mandatory (minimum of one line), must be in bullet format, must support the assessment, and in Section III comments are limited to 8 lines and Section IV comments are limited to 2 lines. May use “THIS LINE INTENTIONALLY LEFT BLANK” as a mandatory line.</p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p>	

**SECTION V. OVERALL PERFORMANCE ASSESSMENT**

<b>16</b>	Rater's Overall Performance Assessment	Select the block that accurately describes the ratee's performance during the assessment period.  The rater (and subsequent evaluators) will not consider, nor comment on, the Guardian's performance during an approved non-rated period (in accordance with <b>paragraph 1.4.11 (T-1)</b> )  Organizational Climate: See <b>paragraph 1.8.9</b>	See definitions of performance assessments in item 14 of this table.
-----------	--	---	--

**SECTION VI. RATER INFORMATION**

<b>17</b>	Rater's Name, Grade, Branch of Service, Organization, Command, and Location	Enter rater's signature block as of the SCOD.	JOHN J. DOE, SMSgt, USSF 21st Communications Squadron (CFC) Peterson SFB CO
<b>18</b>	Duty Title	Enter rater's duty title as of the SCOD.	Senior Enlisted Leader
<b>19</b>	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after). Rater assessment and feedback block will be locked and additional rater signature capability unlocked with rater digital signature.	Digital or wet signatures. A combination of both is authorized.

**SECTION VII. ADDITIONAL RATER'S COMMENTS**

<b>20</b>	Concur/non-concur	Place an "X" in only one of the blocks	X
<b>21</b>	Comments	Must be in bullet format. A comment is mandatory when the report is a referral; otherwise they are optional. If comments are not used insert "THIS LINE INTENTIONALLY LEFT BLANK". Limited to two lines. If comments are not authorized state: "RATER IS ALSO THE ADDITIONAL RATER".  Organizational Climate: See <b>paragraph 1.8.9</b>	- Resolved optical sensor degradation

22	Additional Rater's Name, Grade, Branch of Service, Organization, Command, and Location	Additional raters assigned on or prior to SCOD, enter information as of the SCOD; additional raters assigned after the SCOD, enter the information as of the date signed.  Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7</b> for exceptions. <b>(T-1)</b> .	JOHN J. DOE, Capt, USAF 328th Weapons Squadron (STARCOM) Nellis AFB NV
23	Duty Title	Enter additional rater's duty title (refer to item 23).	Operations Flight Commander
24	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after). Rater assessment and feedback block will be locked and additional rater signature capability unlocked with rater digital signature.	Digital or wet signatures. A combination of both is authorized.

**SECTION VIII. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER'S COMMENTS**

25	Concur/non-concur	Place an "X" in only one of the blocks	X
26	Comments	Must be in bullet format. A comment is mandatory when the report is a referral; otherwise they are optional. If comments are not used insert "THIS LINE INTENTIONALLY LEFT BLANK". Limited to one line.  Organizational Climate: See <b>paragraph 1.8.9</b>	- Led C2 Ops Floor refurbish
27	Future Roles (Optional)	Recommend up to three roles that best serve the Space Force and continues the Guardian's development. Future roles may not serve as veiled promotion statements, i.e., you may only recommend a Guardian for a future role that they are eligible for based on current or projected grade, as of the evaluation SCOD. However, for TIG/TIS eligible you may recommend a future role for the next grade. <b>Example:</b> A MSgt may not be recommended for command senior enlisted leader duties as that constitutes a veiled promotion statement to CMSgt.	1. Section Chief 2. Flight Chief 3. Instructor

28	TIG/TIS Promotion Eligible	As of the SCOD of the evaluation, indicate whether the ratee is TIG/TIS promotion eligible.	Yes or No (drop down block)
29	This Is A Referral Report	Indicate whether the report contains negative comments or derogatory information.	Yes or No (drop down block)
30	Quality Force Review	Indicates the ratee's personnel record has been reviewed for quality force indicators during the reporting period.	Yes or No (drop down block)
31	Unit Commander / Military or Civilian Director / Other Authorized Reviewer Name, Grade, Branch of Service, Organization, Command, and Location.	Enter appropriate signature block as of the SCOD.	SUE J. DOE, Col, USSF Space Delta 1 (STARCOM) Vandenberg SFB CA
32	Duty Title	Enter duty title as of the SCOD.	Commander
33	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.

**SECTION IX. FINAL EVALUATOR'S COMMENTS**

34	Concur/non-concur	Place an "X" in only one of the blocks.	X
35	Final Evaluator's Comments	Completed by authorized final evaluator as of the close-out date. Limit to one line. If comments are not provided state: "THIS LINE INTENTIONALLY LEFT BLANK".	- Outstanding leader and mentor...
36	Final Evaluator Endorsement Level	This is the final evaluator's position (see <b>paragraph 4.12</b> )	Senior Rater
37	Final Evaluator's Name, Grade, Branch of Service, Organization, Command & Location	Enter appropriate signature block as of the SCOD.	JOHN H. DOE, Col, USSF Space Launch Delta 45 (SSC) Patrick SFB FL

38	Duty Title	Enter duty title as of the SCOD.	Commander
39	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after). Rater assessment and feedback block will be locked and additional rater signature capability unlocked with rater digital signature.	Digital or wet signatures. A combination of both is authorized.
<b>SECTION X. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR</b>			
40	Functional Examiner/Air Force/Space Force Advisor	When applicable, place an "X" in the appropriate box.	X
41	Name, Grade, Branch of Service, Organization, Command & Location	Enter Functional Examiner or Space Force Advisor's signature block as of the SCOD.	JACK C. SMITH, Col, USSF Space Systems Command (SSC) Los Angeles AFB CA
42	Duty Title	Enter Functional Examiner or Space Force Advisor's duty title as of the SCOD.	Deputy Director
43	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION XI. REMARKS</b>			
44	Mandatory Fitness Comment	Raters must document the ratee's HPA and BCA as the first entry on the first line in this block. Enter the standardized mandatory fitness comment that includes the type of test, the score achieved, and any component exemptions in the following format: HPA: Score [#/100], Category, Exemptions: [#/3]; BCA: Score, Category. <b>See paragraph 1.4.10.</b>	HPA: 92.8/100, Fit to Fight, Exemptions: 0/3; BCA: 0.5, Health Maintenance

45	Acronyms	Use this section to spell out uncommon acronyms alphabetically. Separate acronyms with a semicolon.	Common Operating Picture (COP); Incident Management Team (IMT)
----	----------	---	--

**SECTION XII. RATEE'S ACKNOWLEDGEMENT**

46	Ratee's Acknowledgement and Date & Signature	<p>The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by signing this block. Signing does not imply concurrence, but acknowledgement. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with <b>Chapter 9</b>. Non-digital: Sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign before the SCOD (only on or after). Select appropriate choice from drop down menu:</p> <p>Blank – ratee concurs and digitally signs evaluation.</p> <p>“Ratee not available to sign” – use when the ratee is incapacitated or unavailable to sign; rater or any higher evaluator in the rating chain (digitally) signs.</p> <p>“Ratee refused to sign” – use when Guardian refuses to sign the form; rater or any higher evaluator in the rating chain (digitally) signs.</p>	
----	--	---	--

**(Replace) Table 4.9. Instructions for DAF Form 912, Enlisted Performance Report (CMSgt).**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>SECTION I. RATEE IDENTIFICATION DATA</b>			
<b>1</b>	Name	Enter Last Name, First Name Middle Initial, and any suffix (e.g., JR., SR., III). If there is no middle initial, the use of “NMI” is optional. Name will be in all upper case.	DOE, JOHN L.
<b>2</b>	SSN	Enter full social security number.	5864
<b>3</b>	Grade	Enter appropriate grade.	CMSgt Select, CMSgt
<b>4</b>	DAFSC/DSFSC	Enter DSFSC held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable or in the event of PCS or PCA, information as of the accounting date. 365-day extended deployments will use the TDY DSFSC.	5Z900
<b>5</b>	Organization, Command, and Location	Enter information as of the SCOD or in the event of PCS or PCA, information as of the accounting date. Nomenclature does not necessarily duplicate what is on the enlisted evaluation notice. The goal is an accurate description of what unit, location and command the ratee belongs. Command will be listed inside parentheses. 365-day extended deployments will use home station unit, “with duty at ...”	13th Space Warning Squadron (CFC), Clear SFS AK  Space Delta 7 (CFC), Peterson SFB CO, with duty at 442 ECS (USAFCENT), Baghdad International Airport, Baghdad, Iraq  Headquarters Space Systems Command (SSC), Los Angeles AFB CA
<b>6</b>	PAS Code	Enter PAS code for ratee’s unit of assignment as of the SCOD or in the event of PCS or	HH4FFWGN

		PCA, information as of the accounting date. For those assigned to a 365-day extended deployment billet, use the home station PAS code.	
7	SRID	Enter SRID for ratee's unit of assignment as of the SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to a 365-day extended deployment, use the home station SRID.	K41CC
8	Reason for Report	Select the reason for evaluation.	Annual, Directed By Commander, or Directed by Headquarters
9	TAFMSD (RegAF/USSF) / Pay Date (ARC)	The date the Guardian entered military service. Use date format in example.	4 Dec 2006
10	Period of Report	FROM: See <b>paragraph 4.6</b>  THRU: 31 May of current year. This is the SCOD for the appropriate grade. See <b>paragraph 4.7</b> for variations.	See <b>paragraph 4.7</b> for variations.
11	Number of Days Supervision	Enter the number of days of supervision. See <b>paragraph 4.8</b> .	365 (deduct only the authorized number of days "non-rated" in accordance with <b>paragraphs 1.4.11 and 4.8</b> )
12	HYT	Use date format in example.	1 Jan 2027
13	Duty Title	Enter the approved duty title from MilPDS as of the SCOD or in the event of PCS or PCA, information as of the accounting date.  If the duty title is abbreviated and entries are not clear text, spell them out. Consult with your CSS/MPF for any corrective actions. Ensure the duty title is commensurate with the ratee's grade, SFSC, and responsibility. Refer to <i>The Enlisted Force Structure</i> for guidance pertaining to duty titles.  (use format in example)  For personnel on a 365-day extended deployment, use the deployed duty title.	Senior Enlisted Leader

<b>SECTION II. RATER'S PERFORMANCE ASSESSMENT</b>			
<b>14</b>	Comments	Minimum 1 line; if a referral, minimum 2 lines. Must be bullet format. May use "THIS LINE INTENTIONALLY LEFT BLANK" as mandatory line.  Organizational Climate: See <b>paragraph 1.8.9</b> .	- Spearheaded rewrite of CONOPS
<b>SECTION III. RATER INFORMATION</b>			
<b>15</b>	Rater's Name, Grade, Branch of Service, Organization, Command and Location	Enter Rater's signature block as of the SCOD.  (use format in example)  Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7</b> for exceptions. <b>(T-1)</b>	SUE J. DOE, Col, USSF Space Delta 1 (STARCOM) Vandenberg SFB CA
<b>16</b>	Duty Title	Enter rater's duty title as of the SCOD.  (use format in example)	Commander
<b>17</b>	SSN	Enter the last four digits of the social security number.	2678
<b>18</b>	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION IV. SENIOR RATER'S PERFORMANCE ASSESSMENT</b>			
<b>19</b>	Concur/non-concur	Place an "X" in only one of the blocks.	X
<b>20</b>	Comments	Must be bullet format. Comments are mandatory when the report is a referral or "Do Not Retain" recommendation; otherwise they are optional. If comments are not used insert "THIS LINE INTENTIONALLY LEFT BLANK."  Organizational Climate: See <b>paragraph 1.8.9</b>	- Restructured work order schedule...
<b>21</b>	Consider for Higher Responsibility	Select the block that accurately describes the ratee's next level of responsibility:  <b>READY NOW</b> - Select this category when CMSgts are ready to immediately assume greater responsibility in a more challenging position than currently held.	Use drop down function to select level of responsibility.

		<p><b>ON-TRACK</b> - Select this category when CMSgts are excelling in their current position, demonstrating growth potential, and are ready to transition to a position in a related specialty, or at a different organizational level, at the first available opportunity.</p> <p><b>CURRENT ASSIGNMENT</b> - Select this category when CMSgts should remain in their current assignment for one or some of the following reasons: are not forecasted to be moved in the near-term; have not been evaluated as a CMSgt in their current position; may have a specific expertise required in-place; be in pre-defined tour lengths; or be in nominative positions.</p> <p><b>GROOM</b> - Select this category when CMSgts require additional grooming in their duty position or as a CMSgt prior to being placed in a position with greater responsibilities. These CMSgts may be ready for increased responsibilities in the future.</p> <p><b>DO NOT RETAIN</b> – Select this category when CMSgts are not recommended for retention. Do not retain recommendations constitute a referral evaluation and therefore require senior rater comments in Section II, part 1. Comments that exceed one line will require the use of a DAF Form 77.</p>	
22	Recommended Future Roles (Optional)	<p>If the senior rater marks either “Ready Now, On-Track, Current Assignment, or Groom” then select the block that accurately describes the ideal future roles (no more than two roles; first recommendation or “primary vector” has highest precedence).</p> <p><b>NOTE:</b> Senior raters may not recommend future roles for those ratees considered “Do Not Retain” for higher responsibility.</p>	Use drop down functions to select future roles.
23	Senior Rater’s Name, Grade, Branch of Service, Organization, Command, and Location	<p>Enter senior rater’s signature block as of the SCOD.</p> <p>(use format in example)</p> <p>Multiple general officers serving as</p>	<p>JACOB M. FREER, SES, DAF Headquarters United States Space Force</p>

		evaluators are prohibited, see <b>paragraph 1.7</b> for exceptions. <b>(T-1)</b>	(USSF) Pentagon, Washington DC
<b>24</b>	Duty Title	Enter senior rater's duty title as of the SCOD.  (use format in example)	Commander
<b>25</b>	SSN	Enter the last four digits of the social security number.	1111
<b>26</b>	Date & Signature	The forms have digital signature and auto- date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION V. FUNCTIONAL EXAMINER/AIR FORCE/SPACE FORCE ADVISOR</b>			
<b>27</b>	Functional Examiner/Air Force/Space Force Advisor	When applicable, place an "X" in the appropriate box.	X
<b>28</b>	Name, Grade, Branch of Service, Organization, Command & Location	Enter Functional Examiner or Space Force Advisor's signature block as of the SCOD. (use format in example)	JACK C. SMITH, Col, USSF Space Systems Command (SSC)
<b>29</b>	Duty Title	Enter Functional Examiner or Space Force Advisor's duty title as of the SCOD. (use format in example)	Deputy Director
<b>30</b>	SSN	Enter the last four digits of the social security number.	0002
<b>31</b>	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION VI. RATEE'S ACKNOWLEDGEMENT</b>			
<b>32</b>	Date & Signature	The forms have digital signature and auto- date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION VII. REMARKS</b>			

33	Mandatory Fitness Comment	Raters must document the ratee’s HPA and BCA as the first entry on the first line in this block. Enter the standardized mandatory fitness comment that includes the type of test, the score achieved, and any component exemptions in the following format: HPA: Score [#/100], Category, Exemptions: [#/3]; BCA: Score, Category. <b>See paragraph 1.4.10.</b>	HPA: 92.8/100, Fit to Fight, Exemptions: 0/3; BCA: 0.5, Health Maintenance
34	Acronyms	Use this section to spell out uncommon acronyms alphabetically. Separate acronyms with semicolons.	Common Operating Picture (COP); Incident Management Team (IMT))
<b>SECTION VIII. REFERRAL REPORT</b>			
35	Referral Report	Complete this section for referral evaluations only. <b>See paragraph 1.10</b>	
36	Name, Grade, Branch of Service of Referring Evaluator	Enter: Name, Grade, Branch of Service of referring evaluator.	JOHN H. DOE, Col, USSF Space Launch Delta 45 (SSC) Patrick SFB FL
37	Duty Title	Enter referring evaluator duty title.	Commander
38	Signature	Signature will be “wet” signature.	
39	Date	Date will be handwritten/stamped/typed in day, month and full year format.	12 Dec 2023
40	Signature of Ratee	Signature will be “wet” signature.	

**(Delete)** 5.2.1.7.2.5.

**(New)** 5.2.1.7.4. (Enlisted only) Administrative LOEs are used to establish the evaluation date for promotion eligible new accessions. Guardians who assess into Space Force (e.g., inter-service transfer, constructive service credit, etc.), and are promotion eligible in accordance with SPFI 36-2502, *Enlisted Guardian Promotion and Demotion Programs*, require a Space Force evaluation on the SCOD for their respective grade as part of the eligibility requirements for their projected promotion board. In cases where a Guardian’s respective SCOD will not occur between their EAD date and their projected promotion board convening date, prepare an administrative LOE. The LOE “FROM” date and the “THRU” date is the established SCOD for the respective grade that occurred prior to EAD. In Section IV, Comments, enter the mandatory comment “Guardian’s Extended Active Duty (EAD) date is after the SCOD. This LOE establishes the evaluation date for promotion eligibility.” No other comments are authorized in the LOE. **Examples:**

**(New)** 5.2.1.7.4.1. TSgt Jacobs transferred from the Army to the Space Force with an EAD date of 15 Feb 23. He is eligible for promotion in accordance with SPFI 36-2502 and his projected promotion board convening date is 1 Jun 23. TSgt Jacobs requires an administrative LOE because his respective SCOD (31 Jan) will not occur prior to the projected promotion board convening date. The “FROM” date and the “THRU” date of the administrative LOE is 31 Jan 23.

**(New)** 5.2.1.7.4.2. SMSgt Pool transferred from the Air Force Reserve to the Space Force with an EAD date of 1 Jan 24. She is eligible for promotion in accordance with SPFI 36-2502 and her projected promotion board convening date is 30 Nov 24. SMSgt Pool does not require an administrative LOE because her respective SCOD (31 Jul) will occur prior to the projected promotion board convening date.

**(Replace)** 6.1.1.1. Upon completion or interruption of, or elimination from formal training or education when the scheduled course length is eight weeks or more or as authorized in this chapter when the specific course is less than eight weeks (Captains Leadership Course and Commissioned Officer Training). **NOTE:** Only training of 20 weeks or more will be updated in MilPDS and restart the next evaluation inclusive dates. **(T-3)**

**(Replace) Table 6.1. Instructions for Completing DAF Form 475, Training Report (Officers Only).**

<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>SECTION I. Identification Data (See Notes 1 and 2)</b>		
<b>1</b>	Name	Enter Last Name, First Name Middle Initial, and Jr., Sr., etc. Use of “NMI” when there is no middle initial is not mandatory. The name will be in all upper case.
<b>2</b>	Social Security Number	Enter social security number.
<b>3</b>	Grade	Select grade
<b>4</b>	Duty AFSC/SFSC	Enter DSFSC held as of the “THRU” date of the TR. Include prefix and suffix.
<b>5</b>	Organization, Command, and Location	Enter organization data. For Captains Leadership Course students and Officer Training Students enter the organizational data for Captains Leadership Course and Officer Training School.
<b>6</b>	Period of Report	See <b>Table 6.2.</b>
<b>7</b>	Length of Course	For all formal training or education, enter number of weeks (rounded down to the nearest whole week and followed by the word “weeks”) of the scheduled training or education. Use scheduled length of training even if the officer completes a self- paced course early, course completion is delayed, the officer is temporarily held beyond the actual course/training completion date, or the officer is

		eliminated from training. See <b>NOTE 7</b> .
<b>8</b>	Reason for Report	Place an "X" in the appropriate box. See <b>NOTE 3</b> .
<b>9</b>	Name and Location of School or Institution	Enter required information.
<b>10</b>	Name or Title of Course	Enter title of major subject or problems presented or discussed.
<b>SECTION II. Report Data.</b> Complete only the applicable items in this section; leave non-applicable items blank.		
<b>11</b>	AFSC/SFSC/Aero Rating/Degree Awarded	Enter SFSC or degree awarded.
<b>12</b>	Completion	Place an "X" in the box, if applicable.
<b>13</b>	Distinguished Graduate (DG)	Place an "X," if appropriate, in the "Yes" or "No DG Program" block on final TR. Leave item blank if DG program exists and ratee did not receive such a designation.
<b>14</b>	DG Award Criteria/Course Non-completion Reason	Enter DG Award Criteria or Course Non-completion Reason. For a student designated as a DG in item 3, provide the criteria ( <b>Example:</b> Top 10 percent of class or grade point average above 3.5). See <b>NOTE 4</b> .
<b>SECTION III. Comments</b>		
<b>15</b>	Academic/Training Accomplishments	Do include comments if the ratee received recognition for specific or above average achievement, such as designation as a DG. Do not make promotion/developmental education recommendations. See <b>Notes 5 and 6</b> .
<b>16</b>	Professional Qualities	Comments are mandatory concerning general attitude, military bearing, appearance, conduct, and fitness (see <b>paragraph 1.4.10</b> for fitness requirements). When an evaluator cannot observe professional qualities due to geographic separation (e.g., civilian institution AFIT students), include the statement, "Ratee is geographically separated from evaluator," in the "Professional Qualities" block of section III. Do not make promotion/developmental education recommendations. See <b>Notes 5 and 6</b> .
<b>17</b>	Other Comments	Section may be used to clearly identify uncommon acronyms or other information outside the training environment (e.g., performance during the inclusive periods).
<b>SECTION IV - Evaluator</b>		
<b>18</b>	Evaluator Data	Enter information required and command of assignment for evaluator in the spaces provided. Sign the original (copies: sign, initial, or stamp SIGNED). Do not sign or date an evaluation before the close-out date. The grade and duty title must coincide with those held on the close-out date of the evaluation. Enter only the last four digits of the social security number. If the evaluator is a civilian or a Guardian of a foreign service the social security number is not required.

**Notes:**

1. See TR notice for ratee identification data. If any data is incorrect, notify the MPF or CSS/HR specialist for correction.
2. See **Table 6.2** for FROM and THRU areas.
3. Use the following guidelines in determining the reason for the TR:
  - a. Final. On completion of, interruption by official orders of, or elimination for any reason from scheduled course/training program, or when released by the training organization.
  - b. Annual. At the end of each academic year, except for final year, for officers in extended programs. When the graduation date is within four calendar months of the annual evaluation, submit a final TR in place of the annual TR.
  - c. Directed. When directed by headquarters or an appropriate commander. TRs will reflect "Directed."
4. If the student has failed to complete the course of training, use one of the following phrases and indicate whether the elimination was due to factors over which the student did or did not have control (if derogatory comments are used, the TR must be referred):
  - a. Withdrawn without prejudice for the needs of the Space Force (only used for those in training for 10 duty days (or more) and training was interrupted or the officer was eliminated due to no fault of their own).
  - b. Withdrawn for humanitarian reasons (only used for those in training for 10 duty days (or more) and training was interrupted or the officer was eliminated due to no fault of their own).
  - c. Eliminated for academic deficiency.
  - d. Eliminated for physical reasons.
  - e. Eliminated for manifestation of apprehension.
  - f. Eliminated for instructor non-adaptability.
  - g. Eliminated for skill or aptitude deficiency.
  - h. Voluntary self-elimination.
  - i. Physical fitness failure.
  - j. Thesis or dissertation not completed during AFIT tour.
  - k. If none of the above reasons apply, state the reason. To explain further, also enter "See Comments," and explain in the appropriate comment section.
5. The following entries are mandatory when applicable:
  - a. Comments regarding court-martial convictions.
  - b. Comments regarding elimination or interruption of training by official orders, citing specific reason when possible.
6. Comments are standardized on TRs prepared by AFIT/RRE.
7. Hold evaluations for students who complete a course early (**Example:** Self-paced course) until the course supervisor determines whether the student is a distinguished or outstanding graduate. The THRU date on the TR is the date the officer completes the course, not the date the school determines the officer is a distinguished or outstanding graduate.

**(Replace) Table 7.1. Instructions for Completing DAF Form 78, Department of the Air Force General Officer Promotion Recommendation**

A	B	C
To Complete		Instructions
Block	Item	
1	Name	Self-Explanatory.
2	Social Security Number	
3	Grade	Enter the appropriate grade and include the status if the ratee is a selectee frocked. For example, Brig Gen (Sel) or Brig Gen.
4	Duty Title	Self-Explanatory.
5	Organization	
6	Total Active Federal Military Service (TAFSC) / Total Years' Service Date (TYSD)	
7	Mandatory Retirement Date (MRD) / Mandatory Separation Date (MSD) / Date of Separation (DOS)	
8	Reason	
9	Fitness	
10	"FROM" Date	Guardians selected to brigadier general and publicly announced by SF/S1L as confirmed: The report opens on the day following the close-out of the colonel's previous report. Subsequent general officer reports will open the day following the close-out date of the previous report.
	"THRU" Date	Brigadier general reports (includes brigadier general selectees and those frocked to brigadier general) will close-out 31 July unless a CRO or DBH report is necessary.

<b>11</b>	Comments	Comments will be typed in plain language (narrative) format in Times New Roman, 12 point font and limited to 350 characters. Include comments concerning the ratee's personal and professional characteristics with emphasis on the ratee's potential to assume a higher grade or increased responsibilities. Also, consider ratee's success in contributing to a healthy organizational climate, or command climate (if ratee is a commander). As supporting rationale, identify specific jobs where the ratee could be used in a higher grade. If not being recommended for promotion, but is being recommended for further service in the ratee's current grade, identify options for future use. If an officer is the subject of a substantiated allegation, complaint, or investigation, or if the officer was removed from duty for cause, use this section to address the issue(s). Do not consider or comment on marital status or the employment, educational activities, or volunteer service activities of the ratee's spouse. As applicable, include comments on achievements in implementing the recommendations of the Secretary of Defense's Report to the President on Defense Management of July 1989.
<b>12</b>	Rater's ID (name, grade, and duty title)	Major general selectees may, once confirmed by the Senate, sign the DAF Form 78 as a selectee. Do not date or sign prior to the THRU date.
<b>13</b>	Signature	Digital Signature.
<b>14</b>	Date	Date of signature will auto populate.
<b>15a</b>	Promotion Recommendation	Block 15a will be completed on all brigadier generals and brigadier general selectees. 10 U.S.C § 619, <i>Eligibility for Consideration for Promotion: Time in Grade and Other Requirements</i> requires that all officers have at least one year time in grade to be considered for promotion. If the brigadier general or brigadier general select will have one year time-in-grade as of the board convening date mark "ELIGIBLE FOR PROMOTION THIS CYCLE." If the brigadier general or brigadier general select will not have one year time-in-grade as a brigadier general as of the board convening date mark "NOT ELIGIBLE FOR PROMOTION THIS CYCLE." If the brigadier general has an approved retirement on file mark "RETIREMENT." Contact SF/S1L for any questions regarding the board convening date.
<b>15b</b>	Numerical Grade	Complete this block for brigadier generals only if "Eligible For Promotion This Cycle" is checked in block 15a. The exception to this rule is for officers who are approved for retirement. 10 U.S.C § 619: Time in Grade and Other Requirements "requires officers who have an approved date of separation 90 or more days from the date the board convenes

		are eligible for promotion consideration.” If an officer has a date of separation within 90 days of the board convening date, do not complete this block. If the date of separation is 90 or more days from the convening date the officer must be considered and block 15b must be completed.
16	Comments	See instructions for block 11 (this table). Comments will be typed in plain language (narrative) format in Times New Roman, 12 point font and limited to 250 characters. If the rater is also the management level, use block 11 to enter comments or type “The rater is also the endorsing official,” in block 16.
17	Endorser’s ID (name, grade, and duty title)	Do not sign or date prior to the “TO” date. This block will still be completed if marked “The rater is also the endorsing official.”
18	Signature	Digital Signature.
19	Date	Date of signature will auto populate.

### **References**

(New) DAFI 36-2907, *Adverse Administrative Actions*, 14 October 2022

(New) SPFI 36-2502, *Enlisted Guardian Promotion and Demotion Programs*, 11 September 2024

(New) SPFMAN 36-2905, *Human Performance and Readiness*, 26 September 2025

### **Abbreviations and Acronyms**

(New) **BCA**—Body Composition Assessment

(New) **CFC**—Combat Forces Command

(Delete) **EFDP**—Enlisted Forced Distribution Panel

(New) **HPA**—Human Performance Assessment

(New) **SPFMAN**—Space Force Manual

### **Terms**

(New) **Accounting Date**—Accounting dates are approximately 120 calendar days prior to each SCOD and established as the third day of the month for consistency. The accounting date is solely for establishing the unit that will complete the evaluation on the SCOD; the ratee’s assigned unit [i.e., assigned organizational PAS code] and rating chain, from rater to reviewer, as of the accounting date, will be responsible for preparing and signing the SCOD evaluation. In cases of a PCS, the date arrived station (DAS) establishes the assigned unit on the accounting date. In cases of a PCA, the effective duty date (EDD) establishes the assigned unit on the accounting date. In cases where a Guardian’s EAD is after the accounting date, the ratee’s assigned unit on the EAD date is responsible for preparing and signing the SCOD evaluation.

(Replace) **Management Level**—DoD organizations where the senior official is (1) evaluated directly by the POTUS, VPOTUS, SecDef, SecAF, CJCS, or CSO; and (2) is in the grade of brigadier general/SES/equivalent (or higher). Only the CSO may approve exceptions; however, the SF/S1 may exercise similar authority in cases involving the management levels of general officers. For Guardians in the grade of colonel and below who are assigned to:

- a. POTUS, VPOTUS, SecDef, CJCS, SecAF, and CSO – for purposes of the SPFI, these units are also known as management levels.
- b. Air Force Research Laboratory – SSC is the management level.
- c. all other Air Force units, other military departments, and organizations outside the DoD – CFC is the management level.
- d. Space Force-level students – STARCOM is the management level.

**(Replace) Rater**—The official, usually the ratee’s immediate supervisor, designated by the unit commander (or equivalent), who is responsible for directing, assessing, and documenting the ratee’s performance. The rater will be: (1) a service member of the U.S. or foreign military, or a civilian; and (2) in the grade of Sgt or above; and (3) of equal or higher rank or grade than the ratee; and (4) in a position higher in the rating chain than the ratee.

**(Replace) Static Close-Out Date (SCOD)**—The date that all evaluations will close-out for a specific grade.

**(Replace) A2.6.1.** The Board carefully evaluates Retention Recommendation Form appeals and obtaining the support outlined below does not guarantee approval, but is the minimum required for the Board to reach a fair decision.

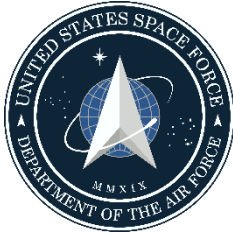
**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**SPACE FORCE INSTRUCTION 36-2401**

**17 JANUARY 2024**

**Personnel**

**GUARDIAN EVALUATIONS SYSTEMS**



---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: AFPC

Certified by: SAF/MR  
Pages: 221

---

This publication implements Department of the Air Force Policy Directive (DAFPD) 36-24, *Military Evaluations*. It provides guidance and procedures for implementing Space Force Officer and Enlisted Evaluations Systems. It also describes how to prepare, submit, and manage forms. This instruction has been developed in collaboration with the Deputy Chief of Space Operations for Human Capital (SF/S1). This instruction applies to uniformed members of the United States Space Force (USSF). This instruction does not apply to the United States Air Force. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. § 9013, *Secretary of the Air Force*, and E.O. 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, as amended. The applicable System of Records Notices (SORN) F036 AF PC A, *Effectiveness/Performance Reporting Systems* and F036 AFPC T, *Officer Performance Report (OPR)/Enlisted Performance Report (EPR) Appeal Case Files* are available at <http://dpcl.d.defense.gov/Privacy/SORNs/>. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 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. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*: route DAF Forms 847 from the field through Air Force Personnel Center Promotions, Evaluations and Recognitions Policy Branch (AFPC/DP3SP), 550 C, JBSA-Randolph, TX 78150 or [afpc.dp3sp.workflow@us.af.mil](mailto:afpc.dp3sp.workflow@us.af.mil). Field agencies will not publish supplements that change basic policies and procedures or merely duplicate the text of this instruction. Supplements initiated at Field Command (FLDCOM)-level or below require Military Force Management Division (SF/S1PP) and AFPC/DP3SP approval before publication. Send

published copies of approved supplements to SF/S1PP and HQ AFPC/DP3SP. Field agencies must get SF/S1PP and AFPC/DP3SP approval before using a locally created version of the DAF, SF and AF Forms prescribed by this instruction. The authorities to waive delta/unit level requirements in this publication are identified with a tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority; for non-tiered items AFPC/DP3SP is the approval authority.

<b>Chapter 1—GENERAL CONSIDERATIONS</b>	<b>7</b>
1.1. Purpose. ....	7
1.2. Forms - Purpose and Utilization. ....	7
1.3. General Guidelines. ....	8
1.4. Preparing and Processing Evaluations. ....	9
1.5. Evaluator Requirements. ....	16
1.6. Roles and Responsibilities. ....	18
1.7. Rating Chain Deviations and Evaluator Changes. ....	25
1.8. Evaluator’s Mandatory Considerations. ....	28
1.9. Disagreements. ....	31
1.10. Referral Evaluations. ....	31
1.11. Mandatory Comments. ....	38
1.12. General Prohibited Evaluator Considerations and Comments. ....	38
1.13. Policy Deviations and Waiver Requests. ....	42
1.14. Missing, Late and Removed Performance Evaluations. ....	43
1.15. Wartime or National Emergency Provisions. ....	43
Figure 1.1. Example Referral Memorandum. ....	44
Figure 1.2. Example Referral Memorandum (Continued). ....	45
Figure 1.3. Example Non-rated Period Memorandum. ....	46
Table 1.1. Mailing Addresses for Correspondence. ....	47
Table 1.2. Missing and Late Evaluations (See Notes 1 and 2). ....	48
<b>Chapter 2—PERFORMANCE FEEDBACK PROCESS</b>	<b>49</b>
2.1. Purpose. ....	49
2.2. Responsibilities. ....	49
2.3. Who Requires a Performance Feedback Assessment. ....	50

	2.4.	Guidance for Conducting Performance Feedback Sessions. ....	51
	2.5.	When to Conduct Documented Performance Feedback Sessions.....	51
	2.6.	The Performance Feedback Assessment Notice. ....	51
	2.7.	Performance Feedback Assessment Forms.....	51
	2.8.	Preparing the Performance Feedback Assessment.....	51
	2.9.	Disposition and Access. ....	51
	2.10.	Failure to Conduct or Document a Performance Feedback Assessment. ....	52
	2.11.	Tracking Performance Feedback Assessment.....	52
Table	2.1.	Performance Feedback Assessment Requirements.....	52
Table	2.2.	Preparing AF Form 931, Airman Comprehensive Assessment (ACA) (Sp1 thru TSgt). ....	54
Table	2.3.	Preparing AF Form 932 (MSgt - CMSgt) Airman Comprehensive Assessment. ....	58
Table	2.4.	Preparing AF Form 724 (Lt thru Col) Airman Comprehensive Assessment.....	62

**Chapter 3—OFFICER PERFORMANCE EVALUATIONS 65**

	3.1.	General Guidelines. ....	65
	3.2.	Purpose. ....	65
	3.3.	Who Requires an Officer Evaluation. ....	65
	3.4.	Who is Not Authorized an Officer Evaluation (unless stated below).....	65
	3.5.	When to Submit an Officer Evaluation.....	67
	3.6.	Annual Reports. ....	67
	3.7.	Directed by Headquarters or Commander (FLDCOM, delta, or squadron, as appropriate).....	67
	3.8.	365-day Extended Deployment Officer Evaluations. ....	68
	3.9.	“FROM” Dates. ....	71
	3.10.	“THRU” Dates. ....	71
	3.11.	Number of Days of Supervision. ....	71
	3.12.	Performance Feedback.....	72
	3.13.	Reviewer. ....	72
	3.14.	Ratee’s Acknowledgement. ....	73
	3.15.	Stratifications. ....	74
	3.16.	Unauthorized Evaluator Considerations and Comments. ....	77
	3.17.	Extensions of Close-out Dates. ....	79
Table	3.1.	Instructions for Preparing AF Form 707, Officer Performance Report. ....	80

Table 3.2.	When to Prepare Officer Evaluations (Lieutenant thru Colonel).....	91
Table 3.3.	Accounting Dates and Static Close-out Dates for Officer Evaluations. ....	92
<b>Chapter 4—ENLISTED EVALUATIONS</b>		<b>93</b>
4.1.	General Guidelines. ....	93
4.2.	Enlisted Evaluation Forms.....	93
4.3.	When to Accomplish an Enlisted Evaluation. ....	93
4.4.	Evaluations not Authorized.....	94
4.5.	When to Submit an Enlisted Evaluation. ....	95
4.6.	“FROM” Dates. ....	95
4.7.	“THRU” Dates.....	95
4.8.	Number of Days of Supervision. ....	97
4.9.	Completing Evaluations.....	98
4.10.	Promotion Time-In-Grade (TIG)/Time-In-Service (TIS) eligibility (DAF Form 910 only).....	98
4.11.	Time-In-Grade (TIG)/Senior Rater Stratification/Endorsement Eligibility (AF Form 911 only). ....	98
4.12.	Final Evaluator’s Position and Single Evaluators.....	101
4.13.	Performance Feedback Assessment.....	103
4.14.	Forced Distributor, (Section IX, DAF Form 910) Unit Commander/Military or Civilian Director/Other Authorized Reviewer, (Section VIII, AF Form 911).....	103
4.15.	Evaluator Considerations and Comments.....	104
4.16.	Inappropriate Comments Referring to Separation/Retirement, Civilian Employment, and Professional Military Education. ....	105
4.17.	Ratee’s Acknowledgement. ....	105
4.18.	Forced Distribution (DAF Form 910 only).....	106
Table 4.1.	When to Submit Enlisted Evaluations. ....	115
Table 4.2.	Accounting Dates and Static Close-out Dates for Enlisted Evaluations.....	116
Table 4.3.	Enlisted Forced Distribution Panel Scale. ....	117
Table 4.4.	Forced Distribution Allocation Table (Sp4).....	117
Table 4.5.	Forced Distribution Allocation Table (Sgt and TSgt).....	118
Table 4.6.	Instructions for DAF Form 910, Enlisted Performance Report (Sp1-TSgt). ....	119
Table 4.7.	Instructions for AF Form 911, Enlisted Performance Report (MSgt-SMSGt).....	129
Table 4.8.	Time-in-Grade (TIG) Senior Rater Eligibility Chart. ....	139
Table 4.9.	Instructions for AF Form 912, Enlisted Performance Reports (CMSgt). ....	141

<b>Chapter 5—DAF FORM 77, LETTER OF EVALUATION</b>	<b>150</b>
5.1. Purpose.....	150
5.2. Types of LOEs.....	150
5.3. Who Can Prepare.....	152
5.4. Administrative Practices.....	153
5.5. Completing DAF Form 77, Letter of Evaluation.....	153
5.6. Routing, Updating and Disposition Responsibilities.....	153
5.7. MPF, CSS/HR Specialist, and PERSCO Team Responsibilities.....	153
Table 5.1. Instructions for Completing the DAF Form 77, Letter of Evaluation.....	156
Table 5.2. When to submit a Letter of Evaluation.....	163
<b>Chapter 6—AF FORM 475, EDUCATION/TRAINING REPORT</b>	<b>164</b>
6.1. When to Use Training Reports (TRs).....	164
6.2. Who Prepares Training Reports.....	165
6.3. Referral Training Reports.....	166
6.4. Routing and Responsibilities.....	166
Table 6.1. Instructions for Completing AF Form 475, Training Report (Officers Only).....	167
Table 6.2. When to Prepare AF Form 475, Training Report. (T-1).....	171
<b>Chapter 7—GENERAL OFFICER EVALUATIONS</b>	<b>174</b>
7.1. Overview.....	174
7.2. Forms Used.....	174
7.3. Reasons for Reports.....	174
7.4. General Instructions.....	174
7.5. Processing General Officer Evaluations.....	176
7.6. Extensions of Close-out Dates.....	177
Table 7.1. Instructions for Completing DAF Form 78, Department of the Air Force General Officer Promotion Recommendation.....	177
Table 7.2. Instructions for DAF Form 77 for General Officers.....	180
<b>Chapter 8—AF FORM 3538, RETENTION RECOMMENDATION FORM</b>	<b>183</b>
8.1. When to Use the AF Form 3538, Retention Recommendation Form (RRF).....	183
8.2. Responsibilities.....	183
8.3. Retention Recommendation Form Submission.....	184
8.4. Space Force Advisor Examination.....	184
8.5. Correction of a Retention Recommendation Form (Stop File process).....	184

Figure 8.1.	Officer's Right to Submit a Memorandum to the Central Selection Board.....	185
Table 8.1.	Instructions for Completing AF Form 3538, Retention Recommendation Form. ...	186
<b>Chapter 9—CORRECTING OFFICER AND ENLISTED EVALUATIONS</b>		<b>188</b>
9.1.	Purpose. ....	188
9.2.	Program Elements.....	188
9.3.	Correcting Evaluations. ....	191
9.4.	Responsibilities.....	192
9.5.	Meeting Time Limits and Expedited Requests. ....	194
9.6.	Using Classified, Privacy Act, and Restricted Release Information.....	195
9.7.	Requesting Special Selection Board (SSB) or Supplemental Promotion Consideration. ....	195
9.8.	Resubmitting an Appeal.....	196
Table 9.1.	How to Submit Requests for Correction. ....	196
Table 9.2.	Correcting Minor Errors on Evaluations.....	197
Table 9.3.	Minor Corrections – Offices Authorized to Make Corrections and Disposition. ....	199
Table 9.4.	Board Directed Corrections - Correcting and Disposition of Documents. ....	200
Table 9.5.	Instructions For AF Form 948, Application for Correction/Removal of Evaluation Reports (See paragraph 9.4.4 before completing). ....	202
Figure 9.1.	Sample, AF Form 948, Application for Correction/Removal of Evaluation Reports.....	204
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>205</b>
<b>Attachment 2—APPEAL GUIDANCE FOR APPLICANTS</b>		<b>217</b>

## Chapter 1

### GENERAL CONSIDERATIONS

**1.1. Purpose.** The Guardian Officer and Enlisted Evaluation Systems have several purposes. The first is to effectively communicate performance standards and expectations and provide meaningful feedback on how those standards and expectations are being upheld. The second is to establish a reliable, long-term, cumulative record of performance and promotion potential based on that performance. The third is to provide sound information to assist in making talent management decisions.

1.1.1. To accomplish these purposes, the evaluation system focuses on performance. How well a Guardian does their job and the qualities the individual brings to the job are of paramount importance to the Space Force. It is also important for development of skills and leadership abilities and in determining who will be selected for advancement through assignments, promotions, and other personnel actions. The evaluation systems emphasizes the importance of performance in several ways, using periodic performance feedback as the basis for formal evaluations.

1.1.2. Unless stated otherwise, the general guidelines outlined in this chapter apply to all officer evaluations, enlisted evaluations, training reports (TRs), letters of evaluation (LOEs), and retention recommendation forms (RRFs).

### 1.2. Forms - Purpose and Utilization.

1.2.1. DAF Form 77, *Letter of Evaluation* (LOE), is a multipurpose evaluation form.

1.2.2. DAF Form 78, *Department of the Air Force General Officer Promotion Recommendation*. Use to document performance and promotion recommendations for general officers.

1.2.3. AF Form 475, *Education/Training Report* (TR). Use to document performance during education or formal training.

1.2.4. AF Form 707, *Officer Performance Report* (OPR) (*Lt thru Col*); DAF Form 910, *Enlisted Performance Report* (EPR) (*AB/Sp1 thru TSgt*); AF Form 911, *Enlisted Performance Report* (*MSgt thru SMSgt*); or AF Form 912, *Enlisted Performance Report* (*CMSgt*). Use to document performance as well as provide information for making talent management decisions.

1.2.5. AF Form 724, *Airman Comprehensive Assessment Worksheet* (*2Lt thru Col*), AF Form 931, *Airman Comprehensive Assessment Worksheet* (*AB thru TSgt*), and AF Form 932, *Airman Comprehensive Assessment Worksheet* (*MSgt thru CMSgt*). Use to document formal feedback.

1.2.6. AF Form 948, *Application for Correction/Removal of Evaluation Reports*. Use to substitute, correct or remove an evaluation when an applicant does not have access to the Virtual Military Personnel Flight (vMPF).

1.2.7. DAF Form 709, *Promotion Recommendation*, is no longer authorized for Guardian officer promotion boards.

### 1.3. General Guidelines.

1.3.1. Access. Evaluations are “Controlled Unclassified Information” and must be marked, protected, and accessed accordingly. The office with custodial responsibility is responsible for determining if a requestor’s official duties require access. See [Chapter 2](#) for access to the performance feedback assessment worksheets.

1.3.2. Classified Information and Security Classification. Do not enter classified information in any section of the evaluation; this includes attachments to evaluations, referral documents, and endorsements to referral documents. If an entry would result in the release of classified information, use the word "Data Masked" in place of that entry. In cases where the evaluator is assigned to a classified organization or location, enter "Data Masked" for organization nomenclature and nothing more.

1.3.3. Format. Use bullet format as specified in the appropriate table for the evaluation being accomplished. Limit bullets to a maximum of two lines per bullet and white space is authorized. Main bullets shall begin at the left margin with one space after the “-”.

1.3.4. Special Formatting. Do not underline, capitalize, or use bold print, unusual fonts or characters, multiple exclamation marks, or headings to emphasize comments, except as required to identify proper names or publication titles.

1.3.5. Type and Font.

1.3.5.1. Type forms using “Times New Roman” and 12-point font.

1.3.5.2. Handwrite evaluations when no other means are available and authorized by AFPC Promotions, Evaluations and Recognitions Policy Branch (AFPC/DP3SP). The President and Vice President of the United States may handwrite evaluations.

1.3.6. Nicknames and Acronyms.

1.3.6.1. Nicknames that are a form of the ratee’s name, to include middle names, are permitted (e.g., Bill/Will for William, Jim for James, Chris for Christopher/Christine). Call signs and code names are not authorized.

1.3.6.2. Common acronyms and abbreviations such as CGO, NCO, CONUS, TDY, org, and wg, are not required to be spelled out. Uncommon acronyms are not required to be spelled out in the evaluator’s comment sections; they must be spelled out in the “Remarks” section. **(T-2)** Creating a continuation sheet solely to record acronyms is not authorized.

1.3.7. Waivers and Deviations. Send requests for deviations or waivers through the delta commander or the comparative level to AFPC/DP3SP who, in turn, will forward the request to the appropriate office of primary responsibility listed in [Table 1.1](#). Finalized approved Tier 2, 3 and non-tiered waivers are forwarded to the Office of the Chief of Space Operations (OCSO – informally referred to as the Space Staff), Directorate of Military Policy and Management (SF/S1P) in accordance with DAFMAN 90-161.

1.3.7.1. Waiver Process. Waivers are processed in accordance with DAFMAN 90-161, except as noted below.

1.3.7.1.1. Tier 0 waiver: the appropriate FLDCOM/S1 submits the package to AFPC/DP3SP. AFPC/DP3SP submits the package to SF/S1P for submission to the appropriate external agency/non-Space Force authority for approval. Package results are provided to AFPC/DP3SP and then forwarded to the appropriate FLDCOM/S1.

1.3.7.1.2. Tier 1 waiver: The appropriate FLDCOM/S1 submits the package to AFPC/DP3SP. AFPC/DP3SP processes/submits the package to SF/S1P for final approval by SF/S1. Package results are provided to the appropriate FLDCOM/S1.

1.3.7.2. Waivers and the Management Internal Control Toolset (MICT). The requesting commander/director will ensure appropriate waiver information is entered in MICT within 7 calendar days of waiver approval notification. **(T-3)**

#### **1.4. Preparing and Processing Evaluations.**

1.4.1. Career Briefs. Evaluators are permitted to review a Guardian's career brief when writing an evaluation. For officers, the brief will be used to aid in making recommendations for command, assignments, and officer professional military education (OPME). For enlisted, the brief may be used as an aid in determining senior noncommissioned officer (SNCO) stratification/endorsement level eligibility or junior enlisted forced distribution promotion recommendation. **NOTE:** Do not utilize senior rater stratification/endorsement or forced distribution processes unless authorized by SF/S1. See paragraphs [4.11.1](#) and [4.18.1](#).

1.4.2. Suspenses.

1.4.2.1. The commander's support staff (CSS) and servicing military personnel flight (MPF) work together to manage the evaluation system and monitor suspenses. Established suspenses should allow for the evaluation to be filed in the Guardian's official record no later than 60 calendar days after the close-out date. Evaluations will not be signed prior to the close-out date. **(T-1) NOTE:** This does not preclude a draft copy being routed earlier.

1.4.2.2. Officer and Enlisted Evaluations.

1.4.2.2.1. Due to the MPF no later than 30 calendar days after close-out. **(T-1)**

1.4.2.2.2. Due to Air Force Personnel Center (AFPC) or office of record no later than 45 calendar days after close-out. **(T-1)** This suspense is to allow for any corrections that may be needed at the lower level.

1.4.2.2.3. Filed in the Automated Records Management System (ARMS) and Personnel Records Display Application (PRDA) no later than 60 calendar days after the close-out. **(T-1)**

1.4.2.3. Evaluations directed by Headquarters United States Space Force (DBH) are due to the respective office by the suspense date established in the directing letter or message. **(T-1)**

1.4.2.4. Complete referral evaluations in accordance with [paragraph 1.10](#) and file in ARMS and PRDA no later than 60 calendar days after the close-out date of the evaluation. **(T-1)**

1.4.3. When an Evaluation Becomes a Matter of Record.

1.4.3.1. An evaluation is considered complete when all applicable signature elements are signed or completed. Completed evaluations become a matter of record once they are uploaded into ARMS and PRDA. Evaluations are considered “working copies” until they are made a matter of record.

1.4.3.2. Evaluation correction requests made after an evaluation becomes a matter of record must be submitted through the Evaluation Reports Appeal Board (ERAB) in accordance with [Chapter 9](#).

1.4.4. Attachments to Evaluations. Attachments are considered to be part of the evaluation. Acceptable attachments are referral memorandums, rebuttals to referrals (which could include DAF Forms 77 that are not part of the official record), and endorsement memorandums. **(T-1)**

1.4.5. Copying and Printing Evaluations.

1.4.5.1. Printing. Do not alter the form (e.g., reduce or enlarge), other than for authorized administrative corrections (e.g., white out on a date change for “wet” signed evaluations). **(T-1)** Both sides of the form will be printed whether used or not. **(T-1)**

1.4.5.1.1. Do not reproduce copies for purposes other than those noted below without the approval of AFPC/DP3SP for lieutenant colonels and below or SF/S1L, Senior Leader Management, for general officers and colonels.

1.4.5.1.1.1. For official actions such as courts-martial, awards and decoration recommendations, promotion or demotion processing, discharge actions, appeal processing, and appropriate assignment actions, authorized personnel will provide copies. **(T-1)**

1.4.5.1.1.2. As authorized by AFI 33-332, *Air Force Privacy and Civil Liberties Program*, when requested by the ratee or their designated legal representative.

1.4.5.1.1.3. As required, provide copies for file in ARMS and PRDA, the officer selection record or SNCO selection record. **(T-1)**

1.4.5.1.1.4. To replace missing or lost documents in the Master Personnel Records Group (MPerRGp). Forms not digitally signed must be certified as a true copy. **(T-1)**

1.4.5.2. Corrected Copies. A corrected copy may be either a copy or an original document which contains changes from the original document. Corrections authorized by the Air Force Board for Correction of Military Records (AFBCMR) or Evaluation Reports Appeal Board (ERAB) on “wet signature” evaluations may require a corrected copy annotation. In these cases, the following statement will be entered on the reverse bottom margin: “Corrected Copy, AFPC/DPMSPE, XX XXX XX [date correction made], and certifying official’s typed signature block and signature.” **(T-1)**

1.4.5.3. Legibility. The CSS, MPF, and AFPC/DPMSPE, Headquarters Air Force Personnel Center Evaluations and Recognition Operations Section, will return copies that are difficult to read or do not comply with [paragraph 1.4.5](#). **(T-1)**

1.4.6. Showing and/or providing copies to the ratee. Unless the evaluation is a referral, evaluators are not required to show or provide a copy of the evaluation to the ratee until the “Ratee’s Acknowledgement” is ready for completion. **(T-1)**

1.4.7. Inactivated Organizations. If a unit inactivates on or after the accounting date for any evaluation static close-out date (SCOD), the inactivated unit will accomplish the evaluations. If the unit inactivates before the accounting date, the gaining unit (the unit as of the accounting date) will accomplish all evaluation-related matters. All affected units will coordinate with AFPC/DPMSPE on all actions associated with inactivating units. **(T-1)**

1.4.8. Duty Space Force Specialty Code (DSFSC). The DSFSC is based on the unit manpower document authorization.

1.4.8.1. Use the DSFSC assigned against and approved by AFPC as of the established SCOD (see **Table 3.3**), as reflected within the Military Personnel Data System (MilPDS); however, if the Guardian has a permanent change of station (PCS) or permanent change of assignment (PCA), or departs from a 365-day extended deployment on or after the accounting date, use the DSFSC as of the established accounting date (see **Table 3.3**).

1.4.8.2. If the DSFSC is incorrect, initiate corrective action immediately, annotate the correct DSFSC on the evaluation, and attach a copy of the documentation reflecting the correction. MPF/CSS personnel must confirm the requested change was approved and that the effective date of the change was on or before the close-out date of the evaluation before forwarding the evaluation to AFPC. **(T-1)** If the requested change has not been approved by the date the evaluation is ready to send to AFPC, the DSFSC on the evaluation will be changed to match the DSFSC approved by the respective AFPC officer assignment manager in MilPDS. **(T-1)**

1.4.8.3. For a 365-day extended deployment billet, use the DSFSC assigned to the position and/or billet that the ratee is officially filling in the deployed location.

1.4.9. Grade Data.

1.4.9.1. The grade will be the actual grade the ratee will hold as of the established SCOD, unless the ratee has been selected to the next higher grade, then use the selected grade (e.g., Lt Col (S) or TSgt-select). **(T-1)** The use of the select status for Field Grade Officer (FGO) evaluations corresponds to the public release date of promotion to the next higher grade or once an officer's promotion nomination has been transmitted to the White House. The use of the select status for First Lieutenants selected to Captain corresponds to the date of AFPC public release of the promotion list or once the Secretary of Defense (SecDef) approves the promotion lists. The use of "select" is not utilized for lieutenant evaluations.

1.4.9.2. Frocking is the practice of authorizing Guardians who are selected for promotion to wear the higher grade before the actual promotion date.

1.4.9.2.1. If an officer has been frocked, select the officer's selected grade (e.g., Col-select).

1.4.9.2.2. If a CMSgt has been frocked, the grade must be the actual grade as of the close-out date of the evaluation.

1.4.10. Fitness Assessments.

1.4.10.1. It is the commander's discretion to annotate a non-current or failed fitness assessment and/or body composition assessment within the reporting period on an evaluation. Additionally, it is the commander's discretion to document the evaluation as a referral for a non-current or failed fitness assessment and/or body composition assessment as of the close-out date.

1.4.10.2. Comments regarding unit fitness achievements are authorized for Guardians who have a key role in the success of unit physical training programs. Comments may include performance by physical training leaders, unit fitness program managers, first sergeants, superintendents, Senior Enlisted Leaders (SEs), section commanders, flight chiefs, commanders, and other Guardians deemed integral to a particular organization's successful fitness program.

1.4.10.3. Do not include fitness scores or fitness categories on an evaluation, unless the individual did not meet fitness standards (see [paragraph 1.4.10.1](#)). This does not prevent an evaluator from documenting referral comments in other areas outside of the fitness area when a Guardian displays a negative attitude or has not demonstrated fitness improvement. In those cases, the referral comments will address the behavior. **(T-1)**

1.4.10.4. Do not comment on an exemption or the reason for exemption. **(T-1)**

1.4.11. Non-Rated Periods. In particular circumstances, non-rated periods may be authorized. The documentation and/or approval authority required will vary depending on the nature of the circumstances. Likewise, the duration of authorized non-rated periods may also vary depending on the circumstances and other factors. Therefore, non-rated periods must be considered individually as each Guardian's circumstance and response are unique. Being TDY or deployed is not an example of a non-rated period. The following areas may warrant a non-rated period:

1.4.11.1. Medical (physical, physiological, and/or psychological conditions; hospitalization, and/or convalescence in excess of 80 calendar days, including, but not limited to, Guardians in-patient status). The Guardian's provider will initiate the recommendation for a non-rated period to the Guardian's unit commander using AF Form 469, *Duty Limiting Condition Report*.

1.4.11.1.1. Unit Commander (or equivalent) Duties and Considerations. The presumption will be in favor of the Guardian requesting the non-rated period. Counsel Guardians directly to ensure they are fully informed regarding the reasonably foreseeable career impacts (and re-accomplish counseling prior to 60-day extensions, if applicable).

1.4.11.1.2. Approval Authority. The unit commander or equivalent is the approval authority. If the approval authority recommends disapproval, they must provide justification and forward the request to the Guardian's delta commander or equivalent (delegable no lower than the vice delta commander or equivalent) for final approval or disapproval. **(T-1)** This may be accomplished on the AF Form 469 or a separate memorandum.

1.4.11.2. Sexual Assault (unrestricted reports only). The Guardian, or their Victims' Counsel, will submit the request using memorandum format (see example in [Figure 1.3](#)) to his/her unit commander/equivalent for approval. The unit commander or director will determine the non-rated period. It is prohibited to include comments on any correspondence relating to or regarding the Guardian's filing of a report of sexual assault, receiving support services, and/or participating in the investigative process and/or judicial proceedings.

1.4.11.2.1. Unit Commander (or equivalent) Duties and Considerations. The presumption will be in favor of the Guardian requesting the non-rated period. Counsel Guardians directly to ensure they are fully informed regarding the reasonably foreseeable career impacts (and re-accomplish counseling prior to 60-day extensions, if applicable).

1.4.11.2.2. Approval Authority. The unit commander or equivalent is the approval authority. If the approval authority recommends disapproval, they must provide justification and forward the request to the Guardian's delta commander or equivalent (delegable no lower than the vice delta commander or equivalent) for final approval or disapproval.

1.4.11.3. Military or Civilian Confinement. Non-rated periods of supervision, regardless of the number of days served, may be considered for Guardians in confinement during the reporting period. The ratee's unit commander or equivalent will subtract periods of confinement using the total days documented on DAF Form 2098, *Duty Status Change*, from the total number days of supervision, with the exception of Directed by Commander (DBC) reports. DBC reports accomplished to capture the egregious event(s) that resulted in confinement will not subtract days of confinement from the total number of days supervision.

1.4.11.4. Lengthy Initial Skills and Advanced Training Courses (enlisted only). Non-rated periods are considered only for initial skills or advanced training courses in excess of 20 continuous weeks. The following training courses do not qualify for use of non-rated period: initial skills and advanced training courses that are under 20 continuous weeks; all other 3-, 5-, or 7-level training courses; or other specific skills-training courses (e.g., field detachment training, pre-deployment training) for which the ratee travels TDY.

1.4.11.4.1. Approval Authority. AFPC/DP3SP serves as the approval authority for courses requesting consideration for non-rated periods of supervision. All requests must be signed/submitted by the applicable training course's Administrative Control (ADCON) delta commander/senior rater. For AETC courses of instruction, requests will be routed through 2 AF/A1, 2nd Air Force, Manpower, Personnel, and Services Directorate, who will review, consolidate, provide a recommendation and then forward to AFPC/DP3SP for final approval.

- 1.4.11.4.2. A minimum of one bullet is required in Sections III and IV of the AF Form 911, and Sections III, IV and V of the DAF Form 910. Comments are optional in the remaining sections of both forms. When comments are not included, enter the statement “THIS SECTION NOT USED.” **EXCEPTION:** Referral evaluations will require the applicable referral comments in Section VII, VIII and/or Section IX of the AF Form 911, and Section VIII and/or Section IX of the DAF Form 910. **NOTE:** Training squadrons are prohibited from replicating bullets for use across multiple enlisted evaluations. Comments must be unique to each trainee’s accomplishments and level of performance.
- 1.4.11.5. Personal Hardships. Unit Commanders (or equivalent) may designate periods as non-rated if they determine a Guardian is undergoing or has undergone personal hardships greater than that usually experienced by other military members during the reporting period.
- 1.4.11.6. Notification. Once the non-rated period is approved, notify the Guardian’s rater and annotate the evaluation accordingly. If additional non-rated periods are deemed necessary, notification will follow in the same manner.
- 1.4.11.7. Reporting. The rater will not consider nor comment on the Guardian’s performance during a non-rated period. However, the rater may include significant accomplishments if requested by the ratee. For enlisted, if the non-rated period covers the entire reporting period, enter the statement: “Guardian is not rated for this period: (date) through (date). No comments authorized in accordance with SpFI 36-2401” in Sections III, IV, and V in the DAF Form 910; in Sections III and IV in the AF Form 911. Enter “THIS SECTION NOT USED” in sections VIII and IX of DAF Form 910 or sections VII, VIII or IX of the AF Form 911. For officers, enter the statement: “Guardian is not rated for this period: (date) through (date). No comments authorized in accordance with SpFI 36-2401”.
- 1.4.12. Signatures, Signature Elements and Dates.
- 1.4.12.1. General Signature and Date Guidelines.
- 1.4.12.1.1. Do not sign or date before the close-out or “THRU” date. Sign on or after. **(T-1)**
- 1.4.12.1.2. Do not sign blank forms or forms that do not contain ratings. **(T-1)**
- 1.4.12.1.3. Do not sign on behalf of another person, such as the use of “auto-signature” pens or delegated Common Access Card/digital signatures. **(T-1)**
- 1.4.12.1.4. Do not delay signing an evaluation due to pending personnel changes, promotions, or approval of a more prestigious duty title. **(T-1)**

1.4.12.1.5. Do not “back date” the signature. **EXCEPTION:** If, after referring an evaluation to the ratee, the evaluation is reprinted for the purpose of including all evaluator comments or for making minor administrative corrections that do not require an additional referral to the ratee, all signature dates, up to and including the referring official(s), should reflect the date it was originally signed. This is necessary to show the dates each referral action actually occurred to ensure the evaluation was properly processed. All evaluators, subsequent to the (last) referring official will use either original signature dates or current signature dates. **(T-1)**

1.4.12.1.6. If an evaluator is the Functional/Acquisition Examiner and the Space Force Advisor, identify both positions by placing an “X” in both the Examiner and the Space Force Advisor blocks.

#### 1.4.12.2. Digital Signatures and Dates.

1.4.12.2.1. Evaluators (raters and additional raters) and reviewers will use digital signatures to the maximum extent possible. **(T-1)** However, if unable to utilize digital signature, the rating chain may use a combination of a digital, a “wet” signature, or a typed signature. For the typed signature, the rating chain may use the approved typed signature in the “Signature” block located below the “Duty Title” and “Date” blocks. The approved typed signature must include: two backslashes at the front and two backslashes at the end, the word “signed,” the signatory’s initials, DoD identification (ID) number, and date of the typed signature. **(T-1)** The typed signature format is: `\\signed, xxx, DoD ID #, DD MMM YY\\`. **NOTE:** When “wet” signed, print Forms 707, 708, 910, 911, and 912, head to foot and handwrite or stamp the dates.

1.4.12.2.1.1. If a signature cannot be obtained, AFPC/DP3SP will assist Guardians in completing the evaluation before the next level rater/reviewer signs and forwards the evaluation to AFPC. **(T-2)** If using the typed signature with the DoD ID number, signatories have the option to include or exclude the last four digits of their Social Security number in the “SSN” block.

1.4.12.2.1.2. In all instances, the rater is responsible to provide the ratee an opportunity to view the final version of the evaluation even if the ratee is unable to sign the evaluation. **(T-2)**

1.4.12.2.1.3. In the event the mitigations above are unsuccessful, AFPC/DP3SP will assist Guardians in completing the evaluation. **(T-2)**

1.4.12.2.2. Evaluation forms are enabled with digital signature and auto date capability. Forms will auto-date only when a digital signature is applied.

1.4.12.2.2.1. Subsequent evaluators are unable to sign before the previous evaluator due to the security features associated with the digital signature capability.

1.4.12.2.2.2. Each evaluator’s digital signature will lock their comments and ratings; additionally, it will unlock the digital signature feature for the next evaluator.

1.4.12.2.2.3. The Space Force Advisor/Functional Examiner and forced distributor or unit commander/military or civilian director/other authorized reviewer digital signature capabilities are not locked and are independent of other evaluator signatures.

1.4.12.3. For Brigadier General (Brig Gen) and Major General (Maj Gen):

1.4.12.3.1. For Brig Gen Selects and Maj Gen Selects. Upon Senate confirmation, selects may sign all evaluations as “Brig Gen (Sel)” or “Maj Gen (Sel)”, only when serving in a senior rater/ reviewer position or assigned to an authorized Brig Gen/Maj Gen position.

1.4.12.3.2. Frocked. For all evaluations, sign as “Brig Gen” or “Maj Gen”.

1.4.12.3.3. Upon Senate confirmation, for a Brig Gen-select who is already the designated senior rater for the lieutenants through majors in an organization, the management level must realign their senior rater identifications (SRIDs) and re-designate the selectee as the senior rater for the colonels and lieutenant colonels of the organization.

1.4.12.3.4. There can only be one senior rater on a report; see [paragraph 1.7.1.7](#) for exceptions.

1.4.12.3.4.1. Only one general officer or equivalent will sign an evaluation as an evaluator/reviewer.

1.4.12.3.4.2. Senior Executive Service (SES) and General Officer Equivalents. SES employees are typically general officer equivalents and, for some, senior rater positions. On evaluations, if an SES employee is a senior rater, then a general officer cannot sign the report. However, if an SES employee is not a senior rater and falls under a general officer who is a senior rater, then both the SES employee and general officer signatures may sign the report. There can be two SES employee signatures on an evaluation report as long as only one of them is designated by the management level as a senior rater and a general officer who is not a senior rater is not signing the report. An SES employee is only required to use the term “Senior Executive Service” and the level is optional in the signature element.

## 1.5. Evaluator Requirements.

1.5.1. Number of Evaluators.

1.5.1.1. Officer evaluations will have three evaluators unless the rater or additional rater is also the reviewer/senior rater. **(T-1)**

1.5.1.2. Enlisted evaluations will have at least two evaluators, unless the rater qualifies as a single evaluator. **(T-1)**

1.5.1.3. DAF Form 78 and AF Form 3538, *Retention Recommendation*, will have two evaluators unless one evaluator qualifies as a single evaluator. **(T-1)**

1.5.1.4. Training reports (TRs) will have only one evaluator unless there is a disagreement ([paragraph 1.9](#)); or the evaluation is referred, and the commander is not the evaluator named in the referral document as referral reviewer ([paragraph 1.10](#)); or the reviewer is senior to the commander and refers the evaluation.

## 1.5.2. Grade Requirement for Raters and Evaluators.

### 1.5.2.1. Raters.

1.5.2.1.1. For officers. The rater will be an officer of the U.S. or foreign military, or a civilian of equal or higher rank or grade than the ratee. **(T-1)**

1.5.2.1.2. For enlisted. The rater will be an officer, another enlisted Guardian of equal or higher rank or grade than the ratee, or a civilian at least GS-5/NH-II/equivalent or higher and in a position higher in the rating chain than the ratee. A Specialist 4 (Sp4) must complete Airman Leadership School or equivalent prior to assuming or being assigned rater responsibilities. **(T-1)**

### 1.5.2.2. Additional Raters.

1.5.2.2.1. For officers. The additional rater will be an officer in the U.S. or foreign military or a civilian serving in a grade equal to or higher than the rater, and in a grade higher than the ratee. **EXCEPTION:** An O-6 of the U.S. or a foreign military service may be the additional rater for an O-6. **(T-1)**

1.5.2.2.2. For enlisted. The additional rater will be an officer or E-7 or above in the U.S. or foreign military or a civilian serving in a grade equal to or higher than the rater. When the rater's rater does not meet the grade requirements below, the additional rater will be the next evaluator in the rating chain that meets the requirements. **(T-1)** For TSgt and below, a civilian additional rater must be at least a GS-7/NH-II/equivalent; for MSgt through CMSgt, a civilian additional rater must be at least a GS-11/NH-II/equivalent. **(T-2)**

### 1.5.2.3. Senior Rater.

1.5.2.3.1. Senior raters are assigned to and identified by the senior rater position designated by the management level for the ratee's assigned organizational personal accounting symbol (PAS) code. **(T-2)** One senior rater may be assigned to two separate senior rater positions at the same time. However, a head of management level may not serve as head of two separate management levels.

1.5.2.3.2. The head of management level, normally the FLDCOM/CC, designates all senior rater positions. Appointment of command (G-series orders) does not automatically authorize senior rater status.

1.5.2.4. Reviewer/Final Evaluator. The reviewer must be the ratee's senior rater and will be the final evaluator on the officer evaluation. **(T-1) EXCEPTION:** When the rater is also the senior rater, the officer evaluation will close out at this level. See **Table 3.1** and **Table 3.3**.

1.5.2.4.1. For Colonels and Lieutenant Colonels. The reviewer is the first general officer/senior executive service (SES) employee/equivalent, including selects, in the rating chain designated as a senior rater management level. **(T-1)**

1.5.2.4.2. For Majors and below. The reviewer is the first colonel/GS-15/NH-IV/equivalent in a delta commander, senior materiel leader (SML)-upper, FLDCOM director, or equivalent position designated as a senior rater. **(T-1)**

## 1.6. Roles and Responsibilities.

### 1.6.1. Commander.

1.6.1.1. The commander of an organization must review the records of all personnel, regardless of grade, assigned/attached under their command, to ensure the knowledge of and familiarization of the Guardian's history, to include any sex-related offenses, nonjudicial punishment, or other administrative action. **(T-2)** Sex-related offenses may include violations or attempted violations of the Uniform Code of Military Justice (UCMJ), Articles 93a, 120, 120b, 120c, 130, certain offenses under 134, or equivalent state offenses.

1.6.1.2. Commanders will ensure supervisors are properly trained and educated on how to write a performance evaluation. **(T-3)**

1.6.2. General Evaluator/Reviewer Responsibilities. All evaluators and reviewers are responsible for performing an administrative review of all evaluations and, if necessary, return them for correction/completion before forwarding to the next level to ensure:

1.6.2.1. All applicable blocks are completed (marked, dated, and signed). **(T-1)**

1.6.2.2. Evaluations contain accurate information (particularly in the ratee identification and job description sections). **(T-1)**

1.6.2.3. Evaluations do not contain inappropriate comments or recommendations. **(T-1)**

1.6.2.4. Evaluations are properly referred, when necessary. **(T-1)**

1.6.2.5. Evaluators (except civilian and foreign-service evaluators) must provide the last four numbers of SSN. **(T-1)**

### 1.6.3. Rater.

1.6.3.1. For officer evaluations, the required minimum number of days of supervision ranges from 60 to 120 calendar days for each grade until the first SCOD for that grade is implemented (see [Table 3.3](#)); at the first SCOD for each grade, there will be no minimum days of supervision to prepare an evaluation. **(T-1)** For enlisted evaluations, there is no minimum days of supervision to prepare an evaluation. **(T-1)**

1.6.3.2. Ensures the ratee is aware of who is in their rating chain. **(T-1)**

1.6.3.3. Provides a performance feedback assessment in accordance with [Chapter 2](#). If geographically separated, assessments can be performed electronically or telephonically.

1.6.3.4. Considers the contents of any Unfavorable Information File (UIF) and/or Personal Information File (PIF), if applicable, before preparing the performance evaluation. **(T-1)**

1.6.3.5. Assesses and documents the ratee's performance, what the ratee did, how well he or she did it, and the ratee's potential based on that performance, throughout the rating period. The rater differentiates through an evaluation of performance. **(T-1)**

1.6.3.6. Receives meaningful information from the ratee and as many sources as possible (e.g., letters of evaluation (LOEs) from those who previously supervised the ratee during the reporting period, the first sergeant, senior enlisted leader, etc.), especially when the rater cannot observe the ratee personally. The ratee is encouraged to provide the rater with inputs on specific accomplishments; however, the ratee will not be directed to write or draft any portion of their own performance report.

1.6.3.7. Considers the significance and frequency of incidents (including isolated instances of poor or outstanding performance) when assessing total performance.

1.6.3.8. Differentiates between ratees with similar performance records, especially when making promotion, stratification, assignment, professional military education and retention recommendations when not prohibited by this instruction or other special program specific guidance.

1.6.3.9. Records the ratee's performance for the rating period on the applicable form.

1.6.3.10. A rater's failure to perform one or more of the above responsibilities alone will not form the basis for a successful appeal.

#### 1.6.4. Additional Rater.

1.6.4.1. There is no minimum number of days supervision required.

1.6.4.2. Reviews the content of any UIF and/or PIF, if applicable, and returns evaluations to raters for reconsideration, if appropriate, to ensure an accurate, unbiased, and an uninflated evaluation.

1.6.4.3. Completes Section VIII of the DAF Form 910, and Section VII of the AF Form 911 by concurring or non-concurring with the rater and making comments.

1.6.4.4. Assumes the responsibilities of the rater when **paragraph 1.7** applies. **NOTE:** This does not include PCS, PCA, separation, or retirement of the rater.

#### 1.6.5. Reviewer/Senior Rater/Final Evaluator.

1.6.5.1. There is no minimum number of days supervision required.

1.6.5.2. Reviews the content of any UIF and/or PIF, if applicable, and returns the evaluation to the rater for reconsideration, if appropriate, to ensure an accurate, unbiased, and uninflated evaluation.

1.6.5.3. Obtains additional information, if necessary, from competent sources such as the ratee's second- and third-line supervisor.

1.6.5.4. Non-concurs with previous evaluators and makes comments, when applicable.

1.6.5.5. Directs the additional rater to assume rater's responsibilities when **paragraph 1.7** applies. **(T-2)**

1.6.5.6. Completes performance evaluations as required. See applicable chapters and/or references/documents cited in **paragraph 1.2**. **(T-2)**

#### 1.6.6. First Sergeant.

1.6.6.1. Will not assume rater/additional rater responsibilities. **(T-2)**

1.6.6.2. Will be aware of the contents of the UIF and/or PIF, if applicable, on all enlisted evaluations and returns the evaluation to the rater for reconsideration, if appropriate, to ensure an accurate, unbiased, and an uninflated evaluation. **(T-2)**

1.6.6.3. Will review all enlisted evaluations before the commander's review and advise the commander of any quality force indicators. **(T-2)**

1.6.6.4. Senior Enlisted Leaders or other SNCOs will only be designated for organizations for which no 8F000/first sergeant authorization exists. **(T-2)** Additional duty first sergeants will not complete evaluation reviews in-lieu of an organization's 8F000/first sergeant. **EXCEPTION:** Interim first sergeants, additional duty first sergeants, senior enlisted leaders, or designated SNCOs may complete evaluation reviews when the organization's 8F000/first sergeant is unavailable due to extended absence (e.g., deployment, lengthy training, or lengthy convalescent leave).

1.6.7. Unit Commander/Military or Civilian Director/Other Authorized Reviewer Designated in Writing.

1.6.7.1. Conducts the commander's review on enlisted evaluations. **(T-2)**

1.6.7.2. Reviews the content of any UIF and/or PIF, if applicable, and returns the evaluation to the rater for reconsideration, if appropriate, to ensure an accurate, unbiased, and an uninflated evaluation. **(T-2)**

1.6.7.3. The review is performed by the commander, director, or other delegated officer/official on G-series orders. Delegated Guardians will use their assigned duty title on the enlisted evaluation-- not "Commander" or "Director." **(T-2)** The unit commander/military or civilian director/other authorized reviewer's review will be accomplished by the home station commander for all individuals assigned to 365-day extended deployment, regardless of the grade of the deployed rater and additional rater. **(T-2)**

1.6.7.4. Flight commanders are not authorized to sign in this area.

1.6.7.5. Commandants for the Senior Noncommissioned Officer Academy (SNCOA) and Noncommissioned Officer Academy (NCOA) designated in writing by the commander complete the unit commander/military or civilian director/other authorized reviewer's review on the MSgt thru SMSgt enlisted evaluation only. **(T-2)** Additionally, the SNCOA Commandant is designated as the final evaluator when the AF Form 911 is not endorsed/stratified by the senior rater or the SNCO is non-promotion eligible. The SNCOA Commandant is also authorized to sign Section IX of DAF Form 910 for non-promotion eligible Guardians and when enlisted force distribution is not authorized (see [paragraph 4.18.1](#)) or not warranted. Furthermore, if a ratee is not promotion eligible and when senior rater endorsement and/or stratification is not authorized (see [paragraph 4.11.1](#)) or not warranted, the SNCOA Commandant may act as the final evaluator on MSgt and SMSgt enlisted evaluations within their direct rating chain and/or scope of responsibility.

1.6.7.6. Manages the performance evaluation program for the organization.

1.6.7.7. Ensures all evaluations accurately describe performance and make realistic recommendations for advancement.

1.6.7.8. Determines the rating chain for assigned personnel based on Space Force and management level policy.

1.6.7.8.1. The ratee's parent management level must approve rating chains that involve evaluators from other management levels.

1.6.7.8.2. For rating chain deviations see [paragraph 1.7](#).

1.6.7.9. Ensures that no one in the rating chain is related to the Guardian. **(T-0)**

1.6.7.10. Ensures the first sergeant or senior enlisted leader (or additional duty first sergeant/designated SNCO) conducts a quality force review on all enlisted evaluations before conducting the commander's review. **(T-1)**

1.6.8. Functional Examiner, Acquisition Examiner and Space Force Advisor.

1.6.8.1. Functional/Acquisition Examiner or Space Force Advisor Block.

1.6.8.1.1. For enlisted evaluations that do not include an Examiner and/or Space Force Advisor block, a DAF Form 77 may be completed.

1.6.8.1.1.1. Functional/Acquisition Examiners or Space Force Advisors who desire to make comments may attach a DAF Form 77 for enlisted and officer evaluations.

1.6.8.1.1.2. Comments are not mandatory; however, if used, the intent of these comments are to provide clarification and ensure the evaluation is written in accordance with Space Force policy and standards in a joint environment or to clarify functional or acquisition-related considerations; not to list additional accomplishments or voice disagreement with an evaluator's assessment. Comments are limited to five lines.

1.6.8.1.1.3. The DAF Form 77 will be prepared and electronically forwarded along with the electronic evaluation. **(T-1)**

1.6.8.1.2. Functional/Acquisition Examiners or Space Force Advisors will not change any statement or rating on the evaluation. **(T-1)**

1.6.8.1.3. If the Functional/Acquisition Examiner and the Space Force Advisor are the same person, both positions will be indicated; both the Examiner and Space Force Advisor blocks will be marked on the evaluation. For evaluations that do not include the Examiner and/or Space Force Advisor block (i.e., TRs), the Examiner and/or Space Force Advisor will indicate both positions on the DAF Form 77. **(T-1)**

1.6.8.1.4. When the Examiner and Space Force Advisor are two different people on an evaluation, the person who receives the evaluation first will complete the Examiner/Space Force Advisor block on the evaluation, and the next person will complete a DAF Form 77. For evaluations that do not include the Examiner and/or Space Force Advisor block, a DAF Form 77 will be prepared for each. **(T-1)**

1.6.8.2. Space Force Advisor Program.

1.6.8.2.1. When the final evaluator on an evaluation or TR is not a Space Force military Guardian or Department of the Air Force civilian employee, a Space Force Advisor will be designated to advise raters on matters pertaining to Space Force evaluations. **(T-2)**

1.6.8.2.1.1. The senior Space Force military Guardian on duty with the activity/agency assumes this position. The management level may designate any Space Force Guardian or Department of the Air Force official meeting the grade requirement with the activity/agency to serve as the Space Force Advisor. For **paragraph 1.6.8.2** only, a Department of the Air Force civilian employee who possesses the requisite knowledge of and experience with USSF talent management may serve as a Space Force Advisor. Direct questions to SF/S1P on advisor qualifications.

1.6.8.2.1.1.1. For officers, the Space Force Advisor will be a colonel/GS-15/NH-IV/equivalent or above. **(T-2)**

1.6.8.2.1.1.2. For SNCOs, the Space Force Advisor will be a major/GS-13/NH-II/equivalent or above. **(T-2)**

1.6.8.2.1.1.3. For noncommissioned officers (NCOs), the Space Force Advisor will be a master sergeant or above. **(T-2)**

1.6.8.2.1.2. When an agency (e.g., DoD departments, non-Space Force schools/units) has only one Space Force Guardian assigned, the management level for that activity appoints an advisor.

1.6.8.2.1.3. If the commander or designated Space Force officer/senior official who completes the "commander's review" is senior/equal to the last evaluator (or is also the unit's designated advisor) and meets the Space Force Advisor grade requirement, the Space Force Advisor statement does not need to be completed.

1.6.8.2.2. The Space Force Advisor signs prior to the final evaluator regardless of grade.

1.6.8.2.3. A Space Force Advisor will have, or be able to obtain, knowledge of the ratee, be higher in grade than the ratee and, when feasible, be equal to or higher in grade than the reviewer (officers) or final evaluator (enlisted). Additionally, an O-6 cannot sign on another O-6. **(T-1)**

1.6.8.3. Functional Examiner. Designated to ensure functional oversight is provided for individuals in specific career fields. The Examiner accomplishes the examination after the entire rating chain has completed the performance evaluation. If a Space Force Advisor review is also required, the Examiner forwards the evaluation to the advisor. Otherwise, the Examiner forwards the evaluation to the rater to finalize the evaluation. **NOTE:** The Examiner will not change any statement or rating on an evaluation, nor will any comments be used for accolades or recommendations. If comments are used, the Examiner is limited to five lines placed on DAF Form 77. **(T-2)**

1.6.8.4. Acquisition Examiner.

1.6.8.4.1. In accordance with 10 U.S.C. § 1722(g), provide an opportunity for review and inclusion of comments on any performance evaluation of a person serving in an acquisition position by a person serving in an acquisition position in the same acquisition career field. In most instances, this opportunity is inherent in the completion of the performance evaluation by acquisition officers in the rating chain. However, in the event neither the rater, additional rater, nor reviewer are on acquisition-coded positions in the same acquisition position category, the ratee may request that the performance evaluation be examined by a qualified acquisition officer from outside the rating chain (i.e., an Acquisition Examiner).

1.6.8.4.2. Review by an Acquisition Examiner is completed only when the ratee requests a review and is filling an acquisition-coded position; and neither the rater, additional rater nor reviewer are on a coded position in the same acquisition position category.

1.6.8.4.3. Acquisition positions are identified on the unit manpower document and are also identified on the evaluation notice generated when an evaluation is required.

1.6.8.4.4. The Acquisition Examiner must be a person in an acquisition-coded position within the same acquisition position category as the ratee. If the management level does not have anyone who meets the criteria herein, the management level can forward the evaluation to the Space Staff functional to identify an Acquisition Examiner. The minimum grade of the Examiner will be:

1.6.8.4.4.1. Colonel or civilian equivalent on a critical acquisition position (for officers).

1.6.8.4.4.2. Major or civilian equivalent (for enlisted).

1.6.8.4.5. The Acquisition Examiner accomplishes the Acquisition Examination after the entire rating chain has completed the performance evaluation. **(T-3)**

1.6.8.4.6. Comments are not mandatory, but if desired for clarification about acquisition-related considerations, the Examiner prepares a DAF Form 77 according to **Table 5.1** for attachment to the enlisted evaluation. The Examiner will not change any statement or rating on the evaluation, nor will a DAF Form 77 be used simply to include additional comments, accolades, recommendations, etc. If used, comments are limited to five lines. **(T-3)**

#### 1.6.9. Ratee.

1.6.9.1. The ratee is responsible for knowing the rating chain and ensuring they receive a performance feedback assessment in accordance with **Chapter 2**.

1.6.9.2. For officer and enlisted evaluation responsibilities see Chapters **3** and **4**.

1.6.9.3. For appeals see **Chapter 9**.

1.6.9.4. Ratee Review. Ratees will review their evaluation prior to signing. Ratees are encouraged to check for typos, spelling, and inaccurate data and to bring any discrepancies to the rater's attention. **NOTE:** A Performance Feedback worksheet is not required upon completion of the evaluation. The evaluation serves as official documentation of the feedback provided to the ratee.

1.6.10. Military Personnel Flight (MPF) and Commander's Support Staff (CSS).

1.6.10.1. The MPF and CSS will work together in managing the Officer and Enlisted Evaluation Systems for organizations under their purview, to include geographically separated units. Managing includes reviewing all evaluations for administrative accuracy and policy compliance and updating the MilPDS. **(T-2)**

1.6.10.2. Provides technical assistance to the commander and evaluators.

1.6.10.3. Evaluations will be transmitted to AFPC via the Case Management System (CMS). **(T-1)**

1.6.10.4. Coordinates referral reports with appropriate work centers in the MPF to ensure MilPDS updates are accomplished. **(T-2)**

1.6.10.5. MPFs will return evaluations to be re-accomplished when they do not conform to the requirements of this instruction. **(T-2)**

1.6.11. Field Commands (FLDCOMs). The management level and their servicing personnel activity:

1.6.11.1. Designate senior rater positions and determine civilian equivalency for senior rater designations. **NOTE:** If the vice commander is assuming commander responsibilities and the management level wants them to have senior rater responsibilities, the management level must appoint the vice commander senior rater responsibilities in writing.

1.6.11.2. Manage the performance evaluation program for their activity.

1.6.11.3. Print copies of digitally signed evaluations from ARMS and PRDA.

1.6.11.4. Approve evaluators to be from a different management level than that of the ratee in accordance with management level policy.

1.6.11.5. Appoint Space Force Advisors in writing and ensure these individuals are current on evaluation policies and procedures.

1.6.11.6. Appoint Acquisition Examiners and establish officer evaluation routing procedures when the examination cannot be accomplished within the existing rating chain.

1.6.12. The Space Staff.

1.6.12.1. SF/S1 develops policy regarding Space Force Officer and Enlisted Evaluations Systems.

1.6.12.2. SF/S1P develops plans and programs to implement policy on Space Force Officer and Enlisted Evaluations System.

1.6.12.3. Prior to each accounting date, SF/S1 will announce if the USSF will utilize the Enlisted Forced Distribution Panel (EFDP) process for Guardians. If utilized, SF/S1P approves the USSF EFDP formal board charge.

1.6.13. Air Force Personnel Center (AFPC).

1.6.13.1. AFPC/DP3SP implements and oversees execution of the Space Force Officer and Enlisted Evaluation System program. **(T-1)**

1.6.13.2. AFPC receives all evaluations via CMS.

1.6.13.3. AFPC may review a random sampling of evaluations for compliance with policy directives and this instruction.

1.6.13.4. AFPC forwards all evaluations to ARMS and PRDA via CMS. **(T-1)**

**1.7. Rating Chain Deviations and Evaluator Changes.** This paragraph does not apply to rater changes due to PCS, PCA, separation, or retirement of the rater. **(T-1)**

1.7.1. Rating Chain Deviations.

1.7.1.1. The commander determines the rating chain for assigned personnel based on Space Force and management level policy. Commanders may deviate from the normal (supervisory) rating chain when necessary to meet grade requirements or to accommodate unique organizational structures and situations where personnel are temporarily assigned to other activities outside the ratee's assigned PAS code.

1.7.1.1.1. The ratee's parent management level must approve rating chains that involve evaluators from other management levels; however, both management levels (the parent and the temporary management level) must formally agree in writing to the rating chain deviation. **(T-2)**

1.7.1.1.2. A rating chain deviation must be in effect for at least 12 months or longer, for the temporary management level to be able to sign reports. **(T-2)** If there is a rating chain deviation for less than 12 months, then the parent management level must sign all reports. **(T-1)**

1.7.1.1.3. Upon rating chain deviation approval, the temporary management level will be responsible for writing the Guardian's officer evaluation, LOEs, decoration, etc. until the Guardian is placed back under their parent management level. **(T-1)**  
**Example:** A major is on loan from a delta to the FLDCOM commander to fill an executive officer position for 12 months. Through agreement with the parent management level and temporary management level, the parent management level can approve a rating chain deviation. Once approved, the FLDCOM commander will sign the officer's evaluation, LOE, decoration, etc.

1.7.1.1.4. It is prohibited to make rating chain deviations (such as skipping an evaluator) solely for reasons of convenience. **(T-1)** **Example:** Do not skip a rater's rater who is temporarily unavailable (on leave, TDY, etc.). Do not skip a rater's rater for the sole purpose of affording another official in the supervisory chain (e.g., the rater's rater or the senior rater) the opportunity to endorse or comment in an evaluation.

1.7.1.1.5. If a Guardian is performing duty in an organization other than their assigned PAS code, enter the assigned information, followed by "with duty at . . ." to indicate the organization where the ratee actually performed duty. This includes personnel on 365-day extended deployment billets. **Example:** 16th Electronic Warfare Squadron (SpOC), Peterson SFB CO, with duty at United States Air Forces Central Command (ACC), Al Udeid AB, Qatar. **NOTE:** Do not use this to enter a second organization if the ratee is filling a dual-hatted role. **(T-1)** Instead, mention the dual-hatted role in the job description or elsewhere in the evaluation.

1.7.1.2. Flight Commander/Flight Chief Rating Chains. For flight commander and flight chief rating chains, when an officer leads a flight, the position is flight commander and is rated by the squadron commander. When an enlisted person or civilian leads a flight, the position is a flight chief. Applicable to both the operational and the functional communities.

1.7.1.3. Senior Defense Official/Defense Attaché (SDO/DATT) Program.

1.7.1.3.1. SDO/DATT personnel will be rated by Defense Intelligence Agency.

1.7.1.3.2. SDO/DATT personnel will be additionally rated by their respective combatant commands (CCMD).

1.7.1.3.3. For individuals assigned or attached to a CCMD, normal processing procedures apply. The reviewer statement will read “THE RATER IS ALSO THE REVIEWER,” and/or “THE ADDITIONAL RATER IS ALSO THE REVIEWER.”

1.7.1.3.4. For Guardians assigned or attached to the Defense Intelligence Agency, reviewer statement will read “THE RATER IS ALSO THE REVIEWER” and/or “THE ADDITIONAL RATER IS ALSO THE REVIEWER” and comments will still be allowed in the additional rater block by CCMD.

1.7.1.4. If the grade of the home station senior rater is lower than the deployed rater, enter the required statement “REVIEWER’S GRADE is lower than the Previous Rater.”

1.7.1.5. This instruction prohibits multiple general officers from serving as evaluators on performance evaluations (see [paragraph 1.4.12.3.4.1](#)) except as follows:

1.7.1.5.1. For Guardians assigned to SDO/DATT or an authorized 365-day deployment billet, multiple general officers are authorized. When applicable, enter “TWO GENERAL OFFICERS AUTHORIZED IAW SpFI 36-2401”.

1.7.1.5.2. For enlisted Guardians at home station only (AF Form 911), multiple general officer endorsements are authorized when the rater is a general officer but not a senior rater, and the ratee has been selected for senior rater stratification/endorsement. **(T-2)** In such cases the rater will complete AF Form 911, Sections III through VII. Comments are only authorized in Sections III through IV. Section VII will include the mandatory statement “THIS SECTION NOT USED” and the applicable rater’s signature element and signature. The senior rater will complete Section IX, to include the applicable senior rater stratification drop-down. The officer designated as the unit commander will complete Section VIII. **(T-1)**

1.7.1.6. In cases where the rater is a general officer (single evaluator) on an evaluation written on an individual filling an authorized 365-day deployment billet, enter the required statement “THE RATER IS ALSO THE REVIEWER” and/or “THE ADDITIONAL RATER IS ALSO THE REVIEWER.” **(T-1)**

1.7.1.7. General officers signing referral reports. If the senior rater is a general officer, and is the evaluator who refers the evaluation, the referral document will be the senior rater’s rater regardless of rank or grade. Enter the required statement “TWO GENERAL OFFICERS AUTHORIZED IAW SpFI 36-2401”. **(T-1)**

1.7.2. Removal of Evaluator from Rating Chain. Evaluators are not removed from the rating chain based solely on a rating disagreement; nor are they removed from their evaluator responsibilities automatically. However, evaluators who are subject to a complaint of harassment or assault are prohibited from evaluating the complainant and will be removed from the complainant's rating chain. **(T-1)** Cases involving threats of reprisal or retaliation are serious allegations and have the potential to impede trust and readiness. Therefore, removing an evaluator from a rating chain for either of these reasons will be at the commander's discretion. **(T-1)**

1.7.2.1. If it is determined that removal from evaluator responsibilities is necessary, the removing official must provide written notification of the action to the evaluator being removed, with information copies to the removed evaluator's immediate subordinate(s) and any other evaluators in the rating chain, through and including the senior rater. **(T-1)** This action must be accomplished, and the evaluator being removed must acknowledge receipt within 30 calendar days from the date, or the date of discovery, of the incident that led to the removal from evaluator responsibilities. **(T-1)**

1.7.2.2. If the rater has died, is missing-in-action, captured or detained in captive status, incapacitated, or when directed by the reviewer/senior rater (officers) or commander (enlisted) because the rater is formally relieved from duties as an evaluator or relieved from duty for cause, the additional rater assumes the responsibilities and acquires the number of days supervision (for AF Form 707 only) dates of the original rater. When this occurs, a statement explaining why the rater did not prepare the evaluation must be included in the remarks section of the evaluation. **(T-1)**

1.7.2.2.1. Evaluations already prepared by a rater under these circumstances are working copies and may be re-accomplished unless they have become a matter of record. **(T-1)**

1.7.2.2.2. When the additional rater has insufficient knowledge to prepare the evaluation for the required period of supervision, they must gather knowledge of the ratee's duty performance from all available, reliable sources (first sergeant, senior enlisted leader, former supervisors). **(T-1)**

1.7.2.3. In some instances, it may be more practical or desirable for another individual who has current knowledge of the ratee to assume the rater's responsibilities (**Example:** When the additional rater is physically/geographically separated from the ratee). In this case, the unit commander submits the request through the CSS/MPF to the senior rater for approval. **(T-3)**

1.7.2.4. If a rater cannot obtain sufficient knowledge of a ratee, AFPC/DP3SP or SF/S1L (for CMSgts and Colonels and above) authorizes filing a DAF Form 77 in the ratee's records stating why an evaluation could not be prepared for the period. **(T-1)**

1.7.2.5. The next evaluator in the rating chain (the additional rater's rater) assumes the responsibilities of the additional rater when the additional rater is unable to perform evaluator duties. See paragraphs **1.7.1** and **1.7.2** for applicable reasons. **(T-1)** When the additional rater's rater is also the reviewer/final evaluator, they complete the additional rater's comments section and reviewer/final evaluator's comments of the applicable form and closes the evaluation. **(T-1)**

## 1.8. Evaluator's Mandatory Considerations.

1.8.1. Convictions. Any conviction for a violation of criminal law of the U.S. or of any other country must be reported, in writing, by all officers and enlisted Guardians. **(T-1)** Guardians will report a conviction to their rater within 72 hours of the date of the conviction. For Individual Ready Reserve, members will report the conviction to the Air Reserve Personnel Center within 30 calendar days of the date of the conviction. **(T-0)** See FY2006 National Defense Authorization Act and Public Law 109-163, §554, 119 Stat. 3136, 3264-65.

1.8.1.1. For purposes of this policy, the term "conviction" includes a plea or finding of guilty, a plea of *nolo contendere* (no contest), and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of charges.

1.8.1.2. For purposes of this policy, a criminal law of the U.S. includes any military, federal, state, district, commonwealth, territory/equivalent, county, parish, municipality, city, township, local subdivision, or foreign criminal law or ordinance.

1.8.2. Sex-related Offenses. Document substantiated offenses in the permanent record. **(T-1)** This includes any substantiated allegation of a sex-related offense that results in conviction by court-martial, nonjudicial punishment, or other administrative action (e.g., letter of reprimand). Documenting sex-related offenses in an evaluation does not limit or prohibit the Guardian from challenging the placement or appealing for removal.

1.8.3. Equal Opportunity and Treatment. Unlawful discrimination and sexual harassment violate the very premise of what it means to be a Guardian. Evaluators must ensure compliance with DoD and Department of the Air Force directives prohibiting such behavior and document deviations on evaluations as prescribed in DAFI 36-2710, *Equal Opportunity Program*. **(T-0)**

1.8.4. Prohibited Activities. Guardians are prohibited from actively advocating supremacist, extremist, or criminal gang doctrine, ideology, or causes, including those that advance, encourage, or advocate illegal discrimination or deprive others of their civil rights. Such behavior is incompatible with military service. Evaluators must consider a ratee's membership in these types of groups and document prohibited activity by the ratee as prescribed in DAFI 51-508, *Political Activities, Free Speech and Freedom of Assembly of Air Force Personnel*.

1.8.5. Occupational Safety and Health. Consider how commanders, managers, and supervisors discharge their responsibilities under the Air Force Occupational and Environmental Safety, Fire Protection, and Health Program.

1.8.6. Security of Classified Information. Consider how well ratees who handle or have access to classified information discharge security responsibilities. When appropriate, comment on any action, behavior, or condition that is reportable under security regulations.

1.8.7. When to Document.

1.8.7.1. If a Guardian has been convicted by a court-martial or received an Article 15 (**NOTE:** applicable to both officers and enlisted) or if the senior rater decides to file adverse information in a Guardian's SNCO selection record, comments relating to the ratee's behavior are mandatory on the next OPR, EPR or TR, if not already documented. **(T-1)** The evaluation becomes a referral. Comments are also required on Guardians who have been convicted of a reportable civilian offense that: 1) is a sexual offense that is the

same as, or closely related to, sex-related offenses punishable under the Uniform Code of Military Justice (UCMJ), or attempts to commit any of those offenses, 2) carries a possible sentence of confinement for more than one year or death, or 3) results in a sentence that includes unsuspended confinement. **(T-1)** For further guidance, supervisors and commanders will contact an attorney in the servicing Office of the Staff Judge Advocate. **(T-2)**

1.8.7.2. A rater is not required to comment on a conviction in a current report if the misconduct or event that ultimately resulted in a conviction was addressed on a previous evaluation. **(T-1) Example:** if a Guardian is arrested and charged with driving under the influence (DUI) by off-base officials who decline to waive jurisdiction, and the Guardian ultimately receives a letter of reprimand that is commented on in the next evaluation, but later (different reporting period), the downtown prosecution results in a conviction, then the rater is not required to comment on the DUI conviction because the underlying misconduct that led to the conviction was addressed in a previous evaluation.

#### 1.8.8. Waiver Requests.

1.8.8.1. In extraordinary cases, raters may request a waiver of the mandatory requirement to document civilian convictions for good cause. The waiver request will route from the rater, through any required additional rater and the ratee's commander, to the ratee's senior rater. The senior rater may either deny the request or endorse and forward to the FLDCOM/CC. In the case of reports within the Air Force District of Washington, United States Air Force Academy, or any Direct Reporting Unit or Field Operating Agency reporting to an activity on the Space Staff, requests will be forwarded to the Vice Chief of Space Operations of the Space Force (VCSO).

1.8.8.2. If the senior rater denies the waiver request, the decision is final and may not be appealed or considered further. **(T-1)** This does not prevent an individual from challenging any completed report in any other appropriate forums, e.g., ERAB or the AFBCMR.

1.8.8.3. When the senior rater endorses the waiver request, they will then forward it to the FLDCOM/CC or VCSO for decision. The final approval authority will either approve or deny the request. **(T-1)**

1.8.8.3.1. The FLDCOM/CC may delegate to the FLDCOM/CV or, in the case of the VCSO, to the Director of Staff (SF/DS). The decision of the approval authority is the final decision for such waiver requests and may not be appealed or considered further. This does not prevent an individual from challenging any completed report in any other appropriate forums, e.g., ERAB or the AFBCMR.

1.8.8.3.2. In order to approve any waiver requests, the approval authority must issue a written finding that the mandatory comments for the specific criminal conviction are not in the best interests of the Space Force and that the inclusion of any such comments would unduly harm the ratee. Upon final decision, forward the waiver documentation to AFPC/DPMSPE and the AFPC Military Records section (AFPC/DP1ORM) via email. Written waiver approvals will be filed in the Guardian's MPerRGp for the sole purpose of documenting the final approval. **(T-1)**

#### 1.8.9. Organizational Climate.

1.8.9.1. Organizational climate is defined as the way in which Guardians in a unit perceive and characterize their unit environment. All Guardians are responsible for creating an organizational climate in which every Guardian is treated with dignity and respect, and one that does not tolerate unlawful discrimination, sexual harassment, or sexual assault in any form. NCOs and officers are not only responsible for creating this environment but are also accountable for it. NCOs and officers will build a healthy organizational climate by: communicating clear direction at all levels of supervision; adhering to and enforcing standards; not tolerating and, when necessary, appropriately responding to any form of sexual harassment, sexual assault, hazing, unlawful discrimination, or any other conduct harmful to the good order and discipline of the unit; being accountable for their actions; and cultivating an environment where teamwork, unity and cohesiveness are the standard practice. All evaluators will assess their ratee(s) on what the Guardian did to ensure a healthy organizational climate. **(T-0)**

1.8.9.2. Commanders at every level have an even greater responsibility to create a healthy climate in their command. Additionally, they are responsible for ensuring adherence to sexual assault prevention and response (SAPR) program directives. Command climate, just like organizational climate, is the perception of a unit's environment by its Guardians. Commanders are ultimately responsible for the good order and discipline in their unit and have unique responsibility and authority to ensure good order and discipline. Therefore, evaluators must take this special responsibility and authority into consideration when evaluating a commander's effectiveness in ensuring a healthy command climate. **(T-0)** A commander's evaluation shall require a statement regarding whether the commander has conducted the required command climate assessments and provided the results with remedy plan to the rater. A commander's evaluation shall also indicate the extent to which the commanding officer has or has not established a command climate in which:

1.8.9.2.1. Allegations of sexual assault are properly managed and fairly evaluated. **(T-0)**

1.8.9.2.2. A victim of criminal activity, including sexual assault, can report criminal activity without fear of retaliation, including ostracism and group pressure from other Guardians within the command. **(T-0)**

1.8.9.3. A commander's evaluation will require a mandatory statement stating that the supervisor received the commander's annual climate assessment results and conducted the appropriate review and/or took the appropriate accountability measures with the subordinate commander after reviewing the results. **(T-1)** Place the mandatory statement in section IV or section V (if authorized, see **Table 3.1**) of the AF Form 707.

1.8.10. Command Oversight of Housing. The installation/delta commander and command chief will be evaluated and assessed on the extent to which they have or have not exercised effective oversight and leadership in (1) maintaining and/or improving positive conditions of military privatized housing. **(T-0)**, (2) addressing concerns of members of the Armed Forces and their families who reside in military privatized housing on the installation. **(T-0)** Place the mandatory statement in section IV or section V (if authorized, see **Table 3.1**) of the AF Form 707.

## 1.9. Disagreements.

1.9.1. A disagreement is when a subsequent evaluator changes any rating or makes any statement that indicates obvious difference with a previous evaluator. Disagreements are a difference in perspective and should not be viewed negatively. When disagreements occur, they must be explained. On “wet signature” evaluations, the subsequent rater marks the non-concur block and initials the rating block that corresponds with their rating and/or provides specific comments to explain the disagreement. Digitally signed forms do not allow an evaluator to initial in a different rating block; therefore, the evaluator who disagrees must specifically state the performance factor in disagreement, the reason for the disagreement and their rating. **(T-1)**

1.9.2. Comments to support disagreements are required. **(T-1) Example:** Disagree with rater’s assessment of Job Knowledge—TSgt Smith was unable to provide correct operating procedures during monthly evaluation; or Capt Rogers committed a critical error on the operations floor leading to mission failure.

1.9.3. Evaluators should discuss disagreements when preparing evaluations. Evaluators are first given an opportunity to change their rating/comment; however, they will not do so just to satisfy the disagreement. If, after discussion, the disagreement remains, the evaluator who non-concurs should limit the comments to the space provided but can attach a DAF Form 77 if more space is required.

1.9.4. If the forced distributor/unit commander/military or civilian director/other authorized reviewer is junior in grade to the rater/additional rater/Reviewer/Final Evaluator, they must discuss any non-concurrence with the rater/additional rater/reviewer/final evaluator prior to signing the evaluation.

1.9.5. Updating the Personnel Data System. When an evaluation contains different overall ratings, the final reviewer/evaluator’s rating will be updated in the personnel data system. For example, on the DAF Form 910, if the additional rater disagrees with and changes the rater’s overall rating, and the commander concurs with the change, the additional rater’s rating will be updated. However, if the commander concurs with the rater’s rating, the rater’s rating will be updated.

## 1.10. Referral Evaluations.

1.10.1. Purpose. Referral procedures are established to allow the ratee due process by giving the ratee an opportunity to respond and/or rebut any negative ratings or comments before it becomes a matter of record. Additionally, it allows evaluators to consider all the facts, including any they may not have been aware of, prior to the evaluation becoming a matter of record.

1.10.2. General Information.

1.10.2.1. Vague Comments. Do not make vague comments about the Guardian's behavior or performance. **Example:** "Due to a recent off-duty incident, Lt Jackson's potential is limited" does not state what occurred. Vague comments do not fully explain the incident or behavior, nor do they justify the referral. When doubt arises as to whether a comment is a referral comment or not, refer the evaluation. This will afford the Guardian an opportunity to respond. It is better to afford the ratee due process in the current evaluation period instead of potentially addressing the matter later with the ERAB or AFBCMR.

1.10.2.2. Any evaluator whose ratings or comments causes an evaluation to become a referral evaluation must give the ratee the opportunity to comment on the evaluation. **(T-1)**

1.10.2.3. A referral evaluation can be detrimental to a Guardian's career; therefore, face-to-face interaction is required between the rater and ratee.

1.10.2.4. An evaluation will be referred more than once when a subsequent evaluator gives additional referral ratings or comments. **(T-1) NOTE:** Comments regarding the same incident or behavior will not require the evaluation to be referred more than once.

1.10.2.5. If, after the evaluation has been referred to the ratee, updates are made to the evaluation that add information or change the content (excluding administrative corrections such as spelling or punctuation), the ratee must be given an opportunity to respond to the updates. **(T-1)** Refer the evaluation again and allow 3 duty days for a response (30 calendar days for non-extended active duty). **(T-1)** The date of the new referral memo must be on or after the date the updated evaluation is signed. The ratee can submit a new rebuttal or attach the previously submitted rebuttal.

1.10.2.6. Although an evaluation may be referred several times during processing, any one evaluator will not normally refer the evaluation more than once. However, this does not include evaluations referred again in accordance with [paragraph 1.10.4.4](#) and [paragraph 1.10.4.5](#).

1.10.2.7. Ensure the name of the next evaluator is included on the evaluation or in the referral memorandum ([Figure 1.1](#)) when referral procedures are not included on the form itself.

1.10.2.8. The evaluator who refers the evaluation and any subsequent evaluators may continue comments on the DAF Form 77 to explain non-concurrence or the behavior that led to the referral. **(T-1)** Comments are limited to the space on the front of the form (Section IV). Each evaluator will use a separate form.

1.10.2.9. All original documents will remain attached to the original evaluation. **(T-1)**

1.10.2.10. In organizations where the rating chain crosses FLDCOM lines (for instance, when there is a "dual-hatted" senior rater), the evaluator named in the referral document (referral reviewer) is next official in the chain of command from the FLDCOM that controls the ratee's organization of assignment, even if the senior rater's rater belongs to the other FLDCOM.

1.10.2.11. Guardians whose most recent or final PCS performance evaluation is or will be a referral are ineligible for PCS unless the commander submits a request to the MPF to change the assignment availability code. Requests to update the assignment availability code can be made any time after 120 calendar days have passed since the close out of the evaluation.

1.10.3. When to Refer a Performance Evaluation. Performance evaluations must be referred when:

1.10.3.1. Comments in any officer or enlisted evaluation, LOE, or TR (to include attachments), regardless of the ratings, that are derogatory in nature, imply or refer to behavior incompatible with or not meeting Space Force standards, and/or refer to disciplinary actions. **(T-1)** When considering the Guardian's ability to meet standards, consider unacceptable performance as actions that are incompatible with, and/or Guardians who have routinely (a repeated inability to meet standards that would render the aggregated performance assessment over the entire reporting period as below Space Force standards and expectations) and/or significantly (a single instance where failure to meet standards is either egregious in nature or so far short of a standard that it impacts overall aggregated performance assessment) failed to adhere to established Space Force standards and expectations. **(T-1)**

1.10.3.2. When an officer fails to meet standards in any one of the listed performance factors, in Section III or Section IX of the AF Form 707, the overall evaluation will be a "Does Not Meet Standards" and must be referred. **NOTE:** If the evaluation is marked "Does Not Meet Standards," there must be a comment pertaining to the behavior in the referring evaluator's assessment block. Comments in the referral memorandum do not meet this requirement. **(T-1)**

1.10.3.3. An evaluator marks "Do Not Retain" in Section IV of AF Form 912. **(T-1)**

1.10.4. How to Determine Who Refers a Performance Evaluation.

1.10.4.1. Any evaluator whose rating(s) or comment(s) causes the evaluation to be a referral will refer the evaluation to the ratee. **(T-1)**

1.10.4.2. If a previous evaluator did not refer an evaluation and a subsequent evaluator determines the evaluation should be referred, return the evaluation to the previous evaluator and discuss the rating and/or comment. The previous evaluator may change the rating and/or comment or the subsequent evaluator may refer the evaluation. **(T-1)**

1.10.4.3. If there is a disagreement as to whether or not to refer an evaluation, the additional evaluator may refer the evaluation.

1.10.4.4. In cases where the referring evaluator is a FLDCOM, or unified commander, the evaluator named in the referral document will be the VCSO who will sign a DAF Form 77. **(T-1)** However, in situations where the rater is a senior rater who has caused the evaluation to be referred and there is an existing evaluator within the rater's organizational chain (to include FLDCOM), forward the evaluation to that evaluator for appropriate action. See [paragraph 1.7](#).

1.10.4.5. On enlisted evaluations, when the additional rater refers the evaluation, the forced distributor or unit commander/director/other authorized reviewer is the individual named in the referral document who will review the ratee's comments. **(T-1)** The forced distributor or unit commander/director/other authorized reviewer completes their review and may place additional comments on a DAF Form 77.

1.10.4.6. When the forced distributor or unit commander/military or civilian director/other authorized reviewer refers the evaluation, the forced distributor or unit commander/military or civilian/other authorized reviewer's rater is the individual named in the referral document. **(T-1)**

#### 1.10.5. Responsibilities.

##### 1.10.5.1. The Referring Evaluator Responsibilities.

1.10.5.1.1. Prepares the referral document in accordance with **Figure 1.1.**, **Table 4.6.**, **Table 4.7** and **Table 4.9** (Enlisted), **Table 3.1** (Officers), **paragraph 1.10.6.4** (Training Reports) or **Table 5.1** (Letter of Evaluation), whichever is applicable. **NOTE:** The date the rater signs the evaluation, and the date of the referral memorandum must be the same date.

1.10.5.1.2. On or after the close-out date of the evaluation, deliver the referral memorandum to the ratee, discuss the content of the memorandum with the ratee, provide counseling (if needed), and obtain the ratee's signature and the date acknowledging receipt. **(T-1)** After the ratee signs the memorandum, provide a copy to the ratee and forward the original to the evaluator named in the referral document. Do not include subsequent evaluator comments on the referral evaluation until after the rebuttal is received or rebuttal period has passed. **(T-1)**

1.10.5.1.3. If the ratee is geographically separated (including those who have passed their date of separation), send a copy of the referral document to the evaluator named in the referral document and send the original referral document to the ratee via secured electronic communications with a read/download receipt, or by certified mail - return receipt requested. **(T-3)**

1.10.5.1.4. Upon receipt of the evaluation, provide feedback to the ratee and obtain the ratee's signature. Next, forward the evaluation to the ratee's servicing MPF.

##### 1.10.5.2. Ratee Responsibilities.

1.10.5.2.1. The ratee acknowledges receipt of the referral memorandum by signing and dating. **(T-1)** The signature only acknowledges and verifies receipt of the referral memorandum on the date indicated; it does not signify concurrence with the evaluation or indicate whether or not the ratee will provide rebuttal remarks.

1.10.5.2.2. If the ratee is geographically separated, they will sign the referral memorandum to acknowledge receipt and then forward the original to the evaluator named in the referral memorandum. **(T-1)**

1.10.5.2.3. The ratee will provide rebuttal comments to the referral reviewer within 3 duty days from the date of receipt (if mailed from the date of delivery), regardless if the ratee is still on active duty. **(T-1)** The ratee may use secure electronic communication, or certified or registered mail if geographically separated. **(T-1)** The ratee may request more time from the evaluator named in the referral document not to exceed 45 calendar days from acknowledgement. **(T-1)** Additionally, the ratee:

1.10.5.2.3.1. May ask the Area Defense Counsel or local personnel advisor to provide guidance/assistance in preparing rebuttal comments.

1.10.5.2.3.2. Must limit comments, including any pertinent attachments, to a total of 10 single-sided pages or 5 double-sided pages. **(T-1)** These will not reflect on the character, conduct, integrity, or motives of an evaluator unless fully substantiated and documented. All pertinent attachments become part of the evaluation filed in the personnel record; however, items that are already part of the permanent record, such as copies of previous evaluations, will be removed from the referral package prior to filing. **(T-1)**

1.10.5.2.3.3. May have another individual prepare comments on their behalf (such as an attorney). However, when this is done, the ratee must include a statement confirming the document is to be considered as the ratee's response. **(T-1)** This statement will appear somewhere on the rebuttal document or be attached as a separate statement. **(T-1) NOTE:** If the ratee's statement is provided as a separate attachment, it will be considered part of the 10-page restriction. **(Example:** If the attorney submits 5 pages, the ratee can submit 5; if the attorney submits 9 pages, then the ratee can only submit 1 page and vice versa).

1.10.5.2.4. May choose not to comment on the referral evaluation. Once the time limit has elapsed, the evaluator named in the referral document (referral reviewer) completes the evaluation and continues normal processing (see [paragraph 1.10.5.3.](#)). Failure to provide comments does not prevent the ratee from later appealing the evaluation in accordance with the procedures in [Chapter 9](#) once the evaluation becomes a matter of record.

#### 1.10.5.3. The Referral Reviewer. (The Evaluator Named in the Referral Document.)

1.10.5.3.1. Must allow the ratee 3 duty days to submit a rebuttal. **(T-1)** If the ratee needs additional time, e.g., due to the non-availability of an Area Defense Counsel or the referral reviewer has returned the rebuttal because it is more than 10 pages, the referral reviewer may grant an extension. However, the referral reviewer will not review the evaluation until the 3 duty days have passed, even if the ratee has indicated that they will not submit comments. **(T-1)**

1.10.5.3.2. After 3 duty days have passed, the referral reviewer will:

1.10.5.3.2.1. Review and consider the ratee's comments, if provided.

1.10.5.3.2.2. Place the applicable mandatory statement in the evaluator's comment block of the appropriate evaluation.

1.10.5.3.2.2.1. If the ratee provided comments, enter the statement: "I have carefully considered (ratee's name) comments to the referral document of (date)." Ensure this date is the date of the referral memorandum, not the evaluation close-out date or the date of the ratee's rebuttal. Subsequent evaluators do not enter this statement.

1.10.5.3.2.2.2. If the ratee does not forward comments within 3 duty days (plus mailing time and any approved extensions), prepare an endorsement to the evaluation and include the statement: "Comments from the ratee were requested but were not received within the required period." **(T-1)** Then forward the evaluation for normal processing.

1.10.5.3.3. Forward the evaluation with all attachments to the next evaluator. If the referral reviewer is the final evaluator, forward the evaluation to the rater so the rater can provide feedback and obtain the ratee's acknowledgement of the completed evaluation.

#### 1.10.5.4. Additional/Subsequent Evaluators.

1.10.5.4.1. Send the evaluation to the next evaluator in the rating chain for additional endorsement when an endorser is senior to the commander or when a commander who is senior to the endorser refers the evaluation. See paragraphs [1.10.4.4](#) and [1.10.4.5](#).

1.10.5.4.2. Prepare the endorsement on DAF Form 77. Prepare an endorsement in the referral comment section provided on the evaluation.

1.10.5.4.3. Check the "supplemental sheet" block on DAF Form 77, Section IIA and enter appropriate comments in Section IV.

1.10.5.4.4. If the evaluator on the DAF Form 77 or in the referral comments section is not a Space Force officer or Space Force NCO, obtain a Space Force Advisor review.

1.10.5.4.5. An additional rater or final evaluator/reviewer who decides to refer an evaluation due to a performance assessment rating or comment made by a previous evaluator refers it to the ratee before completing their portion of the evaluation. The referral document will instruct the ratee to direct and return any rebuttal comments back to them. **(T-1)** Upon receipt of the ratee's rebuttal, or when 3 duty days have elapsed, the evaluator completes their portion of the evaluation.

1.10.5.4.6. If, after referral, a subsequent evaluator upgrades the ratings and/or invalidates the referral comments so the conditions defined in [paragraph 1.10.3](#) no longer apply, the non-concur block is marked and comments are made in support of the disagreement in the ratings or comments. The evaluation is no longer considered referral; however, retain all original referral documents and/or correspondence with the evaluation.

1.10.5.4.7. If, after referral, a subsequent evaluator upgrades ratings or comments but the conditions defined in [paragraph 1.10.3](#) still exist, the non-concur block is marked and comments are made in support of the disagreement in the ratings or comments. The evaluation remains a referral. Retain original referral correspondence with the evaluation.

1.10.5.4.8. When the last evaluator on the evaluation has caused the evaluation to be referred, the next evaluator in the rating chain (as named in the referral document) will, upon receipt of the ratee's comments, prepare an endorsement to the evaluation on a DAF Form 77 if no comment area exists on the applicable evaluation form. If the evaluator named in the referral document does not concur with the comments or ratings of the previous evaluator, their endorsement will, in addition to the mandatory referral comments, describe the disagreement (on the first line in the comments area on the applicable evaluation or may continue comments on a DAF Form 77).

1.10.5.5. Deployed Evaluators. If the referring evaluator is deployed and is referring a home station evaluation, the referring evaluator will sign the referral memorandum and officer or enlisted evaluation and forward the evaluation and referral documents to the next evaluator in the rating chain. The next evaluator in the chain (the referral reviewer) will act on behalf of the referring evaluator who is deployed and issue the evaluation and referral documents to the ratee. Upon receipt of the ratee's comments, or at the expiration of the ratee's 3-duty-day-window to respond, the referral reviewer processes the evaluation and all referral documents in accordance with [paragraph 1.10.5.3](#).

#### 1.10.6. Referral Procedures.

1.10.6.1. Referral Officer Evaluations. The referring evaluator will use the referral section of the evaluation and can fill in the specifics in the blank lines provided. If the specific details are too long for the space allotted, the referring evaluator can attach a separate DAF Form 77 (see [paragraph 1.10.2.8](#)) and annotate "See Attachment" in the lines provided in this block. Refer to [Table 3.1](#) for procedures on preparing the DAF Form 707.

1.10.6.2. Referral EPRs or Education/Training Reports. Prepare a referral memorandum (DAF Forms 910/911 only) in accordance with [Figure 1.1](#). All evaluators and reviewers must wet sign and date. **(T-1)**

1.10.6.3. Referral Letter of Evaluation. The referral process is accomplished on the form itself.

1.10.6.3.1. Deployed Commander Letter of Evaluation. Complete a DAF Form 77 in accordance with [Table 5.1](#) and [paragraph 5.2.1.2.1](#).

1.10.6.3.2. All Other Letters of Evaluation.

1.10.6.3.2.1. Designated Rater (Officer Only). If a LOE prepared by the officially designated rater contains referral comments, the rater prepares an officer evaluation in accordance with [paragraph 1.10.6.1](#). The reason for the evaluation will be DBH. At least 60-calendar days of supervision is required, unless the waiver authority extends the requirement.

1.10.6.3.2.2. Other than Designated Rater. Complete Sections I, II, IV, V and VII in accordance with [Table 5.1](#). The referral process itself is not accomplished on the DAF Form 77. **EXCEPTION:** Deployed Commander Letters of Evaluation. If someone other than the officially designated rater prepares a LOE with referral comments, forward the letter along with any rebuttal comments the ratee may want to add to the officially designated rater. **(T-1)** The rater will review the documents and decide whether or not permanent recording is warranted. If so, the letter of

evaluation becomes a referral document attached to the evaluation. If the rater decides not to permanently record, they will return the LOE and any rebuttal comments to the ratee.

1.10.6.4. Referral Training Report (TR) (AF Form 475). Refer the TR to the ratee using the same procedures outlined in paragraphs [1.10.6.1](#) and [1.10.6.2](#). Name the commander of the Space Force school or unit of assignment as the next evaluator (determined by which organization is preparing the TR). The evaluator reviews the ratee's comments, if provided; adds the applicable mandatory comments in accordance with paragraphs [1.10.5.3.2.2.1](#) or [1.10.5.3.2.2.2](#); and endorses the TR on a DAF Form 77 using the first evaluator's block.

**1.11. Mandatory Comments.** Specific comments or entries mandated by this instruction are identified by the instruction to "enter" or "include the statement" followed by the specific comment placed within quotation marks and must be documented on the evaluation as stated.

1.11.1. Referral Reviewer. For a referral LOE, officer or enlisted evaluation, or TR, the evaluator named in the referral document must comment as required by [paragraph 1.10.5.3.2.2](#).

1.11.2. If the rater died, became incapacitated, or was relieved from duties as an evaluator, state the reason in the feedback sections of the officer evaluation (see [paragraph 1.7.2.2](#)) or in the remarks section of the enlisted evaluation. **(T-1)**

1.11.3. If a Guardian has been convicted by a court-martial, comments relating to the ratee's behavior are mandatory on the ratee's next officer or enlisted evaluation, or TR. Additionally, comments on individuals who have been found guilty, pled guilty or *nolo contendere* (no contest) of a reportable civilian offense are mandatory (see [paragraph 1.8.1.2](#)).

1.11.4. If performance feedback was not accomplished, state the reason why it was not accomplished. Rationale must be placed in the Performance Feedback Certification block for officers and the "Remarks Section" for enlisted. **(T-1)** The reason must be honest, plausible, and specific, such as "Midterm performance feedback assessment not conducted due to only 58 calendar days supervision between the initial performance feedback assessment and the evaluation close-out date," or "Rater was unable to conduct a performance feedback assessment (state specific reason)." Non-receipt of a feedback notice and "administrative oversight" are not acceptable reasons.

1.11.5. If a Guardian has been assigned to serve as a voting assistance officer, a comment relating to the performance of the Guardian in these duties is required. **(T-0)** See 10 U.S.C. § 1566.

**1.12. General Prohibited Evaluator Considerations and Comments.** Certain items are prohibited for consideration and will not be commented upon on any officer evaluation system or enlisted evaluation system form. Except as authorized in this instruction, do not consider, refer to, or include comments regarding:

1.12.1. Sensitive Information.

1.12.1.1. Classified Information. Do not enter classified information in any section of the form. **(T-1)**

1.12.1.2. Confidential Statements. Confidential statements, testimony, or data obtained by, or presented to, boards under DAFI 91-204, *Safety Investigations and Reports*.

1.12.1.3. Appeal Agencies Outside Rating Chain. Actions taken by an individual outside the normal chain of command that represent guaranteed rights of appeal. **Example:** Inspector general, AFBCMR, equal opportunity and treatment/military equal opportunity complaints, congressional inquiries.

1.12.1.4. Drug or Alcohol Abuse Rehabilitation Programs. Focus on the behavior, conduct, or performance resulting from alcohol or drug use versus the actual consumption of alcohol or drugs or participation in a rehabilitation program. Only competent medical authorities can diagnose alcoholism or drug addiction, and the diagnosis is prohibited on evaluations.

1.12.1.5. Temporary or Permanent Disqualification under DoDM5210.42\_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*. The behavior of the ratee that resulted in the action may be referenced; however, it may not be mentioned that the ratee was disqualified.

1.12.1.6. Medical Information. Only authorized medical officials are in a position to make comments on medical conditions. Evaluators must focus evaluation comments on the behavior and duty performance of the individual. Comments pertaining to the medical condition, treatment, or diagnosis are prohibited.

#### 1.12.2. Potential Discriminatory Factors and/or Information.

1.12.2.1. Race, Ethnic Origin, Gender, Age, Religion, Sexual Orientation or Political Affiliation of the Ratee. Do not refer to these items in such a way that others could interpret the comments as reflecting favorably or unfavorably on the person. This is not meant to prohibit evaluators from commenting on involvement in cultural or church activities, but cautions against the use of specific religious denominations, etc. **Example:** “Capt Doe is the first female space operator selected for USAF weapons school”, is an inappropriate reference to gender. Pronouns reflecting gender (e.g., he, she, him, her, his, they, their, etc.) may be used. “Delta Point of Contact for African American Heritage Committee” or “Arranged a blood drive at the Baptist Memorial Hospital” are acceptable comments.

1.12.2.2. Family Activities or Marital Status. Do not consider or include information (either positive or negative) regarding the Guardian’s marital status or the employment, education, or volunteer service activities (on or off the military installation) of the Guardian's family. **(T-1)**

1.12.2.3. Officer/Enlisted Club Membership. Comments regarding a ratee’s club membership is prohibited. **(T-1)**

1.12.2.4. Court-Martial Panel Membership. Do not consider performance as a member of a court-martial panel, or render a less than favorable evaluation because of the zeal in which the ratee served as a defense or respondent's counsel (see Article 37, UCMJ). **(T-1)** This is not intended to inhibit an accurate portrayal of a counsel's competence in the representation of clients.

#### 1.12.3. Duty History or Performance Outside the Reporting Period.

1.12.3.1. Do not comment on duty history or performance outside the current reporting period, except as permitted by [paragraph 1.12.4.1](#). **(T-1)**.

1.12.3.2. Previous Evaluations or Ratings. Comments from previous evaluations or ratings are prohibited (e.g., do not include comments from an AF Form 475 on an AF Form 707), except in conjunction with performance feedback sessions. **(T-1) NOTE:** Evaluators may review previous evaluations to prevent repeating prior accomplishments and making inappropriate recommendations.

1.12.3.3. Prior Events. Events that occurred in a previous reporting period that add significantly to the evaluation, were not known to and considered by the previous evaluators, and were not already reflected in a previous evaluation in the permanent record (this includes officer and enlisted evaluations, LOEs, and TRs) can be included in a subsequent evaluation. **(T-1) Example:** An event (positive or negative) which came to light after an evaluation became a matter of record, but which occurred during the period of that evaluation, could be mentioned in the ratee's next evaluation because the incident was not previously reported. In rare cases, serious offenses (such as those punishable by courts-martial) may not come to light or be substantiated for several years. In such cases, inclusion of that information may be appropriate even though the incident and/or behavior occurred prior to the last reporting period. Additionally, negative incidents from previous reporting periods involving the character, conduct, or integrity of the ratee that continue to influence the performance or utilization of the ratee may be commented upon in that context only. Commanders and senior raters make the determination of what constitutes a significant addition. If a commander has considered and made a decision not to comment on a known adverse action, an incumbent commander may not overturn a previous commander's decision by requesting the adverse action be added after the evaluation has been made a matter of record, nor may the incumbent commander include it in the next evaluation. **(T-1)** However, if the behavior has continued into the next rating period, an evaluator may comment on the specific behavior for that rating period.

#### 1.12.4. Derogatory Information and Disciplinary Actions.

##### 1.12.4.1. Conduct Based on Unreliable Information.

1.12.4.1.1. Raters must ensure that information used to document performance, especially derogatory information relating to unsatisfactory behavior or misconduct, is reliable and supported by a preponderance of the evidence. **(T-1)**

1.12.4.1.2. The rater should consult with the servicing Staff Judge Advocate whenever there are questions as to whether this standard has been met.

1.12.4.1.3. Raters should be particularly cautious about referring to charges preferred, investigations, or boards of inquiry (such as Operations Review Boards); or using information obtained from those sources, or any similar actions related to a Guardian, that are not complete as of the close-out date of the evaluation.

1.12.4.1.4. When it is determined that such conduct is appropriate for comment, refer to the underlying performance, behavior or misconduct itself and not merely to the fact that the conduct may have resulted in a punitive or administrative action taken against the Guardian (such as a letter of reprimand, Article 15, court-martial conviction). **Example:** An evaluator should say: "TSgt Johnson engaged in drunk and disorderly conduct and drove while intoxicated," rather than "TSgt Johnson got an Article 15 for violations of Articles 92 and 134."

#### 1.12.4.2. Acquittals or Similar Results.

1.12.4.2.1. Do not reference any criminal action against an individual that resulted in acquittal or recommended personnel action that was denied by the approval authority. **(T-1)**. For example, an evaluator cannot say: "Sgt Johnson was acquitted of assault charges," or "Spc4 Smith's involuntary separation action was unsuccessful."

1.12.4.2.2. Evaluators may mention the underlying conduct that formed the basis for the action.

1.12.4.2.3. Do not reference any punitive or administrative action taken against the individual in response to the conduct for which the Guardian was acquitted or where the action was not actually taken.

1.12.4.3. Punishment. Punishment received as a result of administrative or judicial action is prohibited. Restrict comments to the conduct and/or behavior that resulted in the punishment, and the type of administrative or judicial action taken (e.g., Article 15, letter of reprimand, letter of counseling, etc.).

1.12.4.3.1. Acceptable statements: "Drove while intoxicated, received an Article 15" and "Failed to report to duty, received a Letter of Reprimand," etc.

1.12.4.3.2. Prohibited statements: "Sentenced to 6 months confinement," "Reduced to the grade of", "Forfeiture of pay", "5 days extra duty".

#### 1.12.4.4. Disciplinary Actions.

1.12.4.4.1. Must be reasonably specific, clearly outlining the event and/or behavior. Comments such as "conduct unbecoming" or "an error in judgment led to an off-duty incident" are too vague.

1.12.4.4.2. Advise ratees specifically on why they are considered substandard in order to avoid speculation and assist them in responding appropriately. **(T-1)**

1.12.4.4.3. An evaluation should not simply contain the comment that "MSgt Smith received an Article 15 during this period." Instead, the underlying conduct should be specifically cited with the resulting action included, such as: "During this reporting period, Lieutenant Jones sexually harassed a female subordinate for which he received an Article 15," or "MSgt Jones drove while under the influence, for which he received an Article 15."

1.12.4.4.4. In any case, the focus of the comment should be on the conduct or behavior. Evaluators should consult the servicing Staff Judge Advocate or local personnel advisors for questions regarding the appropriateness of including comments about misconduct and/or the resulting actions on a performance evaluation.

1.12.5. A Recommendation for Decoration. Only include those decorations actually approved or presented during the reporting period. The term “decorations,” as used here, applies to those in which a medal is awarded and worn on the Space Force uniform, such as an Air and Space Achievement Medal. Other awards or nominations for honors and awards which fall under the Special Trophies and Awards portfolio, may be mentioned.

1.12.6. Meeting Goals for/Results of the Combined Federal Campaign. Comments pertaining to met/exceeded goals or collected dollar amount (**Example:** 100% contact, \$15K raised, 500 contacted) are prohibited.

1.12.7. Weighted Airman Promotion System Data. Score data on the Weighted Airman Promotion System Data score notice or SNCO promotion score notice, board scores, test scores, relative standings among peers etc. are prohibited.

1.12.8. Performance Feedback Assessment. Evaluators do not refer to performance feedback sessions in any area of the performance evaluation except in the performance feedback certification block or the remarks section of Forms 910/911/912.

1.12.9. Matrices, fact sheets, background sheets or other documents unless specifically authorized in this instruction. Evaluators will use performance- and duty-related information from official source documents in the assessment of performance and potential. Demographic diversity information identifying inherent or socially defined personal characteristics such as age, race/ethnicity, religion, gender, socioeconomic status, family status, disability, and geographic origin will not be considered. **(T-1)**

1.12.10. Do not establish panels or boards to review and collectively score, rate, rank, or tally records and/or generate a priority list for determining promotion recommendations, level of endorsement or stratification, except as authorized in this instruction. **(T-1)**

1.12.11. Awards are recognitions based on a given set of criteria and are standalone achievements. Accordingly, stratification statements based on awards are not authorized.

**1.13. Policy Deviations and Waiver Requests.** See **Table 1.1** for the offices of primary responsibility mailing addresses. Send requests for deviations or waivers through the delta commander or the comparative level to AFPC/DPMSPE who, in turn, will forward the request to appropriate office of primary responsibility.

1.13.1. Requests will be in memorandum format with all the appropriate endorsements and detail the reason for the request with full justification. If the request is applicable to a specific organization or individual, it must include the name of the unit or the name and grade of the individual.

1.13.2. All deviation requests pertaining to SRID issues require coordination through the respective management level and must be signed by the head of the management level. **(T-1)**

1.13.3. Signed requests will be mailed or emailed to the AFPC/DPMSPE or appropriate office stated in **Table 1.1**.

**1.14. Missing, Late and Removed Performance Evaluations.** When an evaluation is missing and all attempts to locate are exhausted and unsuccessful, consider re-accomplishing the report. However, before doing so, evaluators should consider such things as: how long it has been since the report closed out; are all the evaluators readily available; is there a draft of the original still available; does the ratee or any of the evaluators have a copy of the original report; can the evaluators now give a fair and accurate report based on the timeframe? (See [Table 1.2.](#)). **NOTE:** Do not re-accomplish evaluations more than 18 months past the close-out date.

1.14.1. Missing Evaluations on Officers and Senior Noncommissioned Officers. The CSS, MPF, and/or AFPC initiates action to try and locate the missing report.

1.14.1.1. If the report is located or is able to be re-accomplished (must be the original evaluators at the time of the close-out), place the original evaluation in the permanent record or send the original to SF/S1L for colonels, colonel selects, CMSgts, and CMSgt selects, and forward a copy to AFPC/DP1ORM for file into ARMS and PRDA.

1.14.1.2. If the report is not located, or cannot be re-accomplished, the CSS, MPF, or AFPC will prepare a DAF Form 77 according to [Table 5.1](#) and insert the original into the officer selection record/National Security Agency, or send the original to SF/S1L for colonels, colonel selects, CMSgts, and CMSgt selects, and forward a copy to AFPC/DP1ORM for file in ARMS and PRDA.

1.14.2. Missing Evaluations on enlisted TSgts and Below. The MPF, initiates action to locate the missing report.

1.14.2.1. If the report is located, forward the original evaluation to AFPC/DP1SSP for file in ARMS and PRDA.

1.14.2.2. If a report is not located or cannot be re-accomplished, the MPF prepares a DAF Form 77 in accordance with [Table 5.1](#) and forwards to AFPC/DP1ORM for file in ARMS and PRDA.

1.14.3. Evaluations removed from records under [Chapter 9](#) or under DAFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*. Prepare a DAF Form 77 in accordance with [Table 5.1](#).

### **1.15. Wartime or National Emergency Provisions.**

1.15.1. During wartime or a national emergency, Space Staff, AFPC, or FLDCOMs, when delegated, may make changes to evaluation policies and procedures to reduce the associated workload while ensuring performance is documented. FLDCOMs may implement these procedures totally or in part depending on the nature and scope of the situation. In implementing wartime provisions, a FLDCOM may implement Space Staff/AFPC procedures totally or in part. When implementing in part, FLDCOMs must provide specific instructions regarding completing and routing evaluations. **(T-1)**

1.15.2. In implementing wartime provisions, AFPC/DP3SP will provide specific instructions regarding completion of evaluations, routing evaluations once completed, and any other appropriate actions. SF/S1PP and AFPC/DP3SP will determine whether to restrict provisions for the performance evaluations to certain theaters or organizations and whether to implement them in part, totally, or incrementally. They may make performance feedbacks optional. Commands must implement the provisions outlined below or as AFPC/DP3SP directs.

## 1.15.3. When to Submit Performance Evaluations.

## 1.15.3.1. Evaluations due prior to deployment.

## 1.15.3.2. Deployment does not change the requirement to prepare annual evaluations.

**Figure 1.1. Example Referral Memorandum.**

(date)

MEMORANDUM FOR SGT JOHN A. SMITH, 123 SWS/XX *Ratee's Grade, Name, Unit/Office Symbol*

FROM: 123 SWS/CC  
1122 Main Street  
Any base SFB ST 77777-7777 *Referring evaluator's unit address*

SUBJECT: Referral Enlisted Performance Report

1. This enlisted evaluation is being referred to you in accordance with SpFI 36-2401, paragraph 1.10 because it contains negative comment(s)/derogatory information. Specifically, the following comment(s): *(insert exact bullet(s) that make the report a referral)* cause(s) this evaluation to be referred.

2. Acknowledge receipt of this memorandum by signing and dating in reproducible blue or black ink. Be advised that your signature does not imply acceptance of or agreement with the ratings or comments on the evaluation. Once this memo is signed, you will receive a copy. To rebut the evaluation or address any concerns, submit your rebuttal package to *(name and address of next evaluator)* no later than 3 duty days from the date of this memorandum. If you need additional time, request an extension from *(name of next evaluator)*. Your rebuttal package is limited to a total of 10 single-sided or 5 double-sided pages and must directly relate to the reason the evaluation is referred. Documents included in your rebuttal package that are not maintained elsewhere in your official records will remain attached to the referral report for filing in your official records. Copies of previous evaluations or fitness reports will be removed prior to filing the referral report since these documents are maintained elsewhere in your official records. Rebuttal packages that contain any reflection on the character, conduct, integrity, or motives of the evaluator must be fully substantiated and documented. Contact your supervisor, First Sergeant, Senior Enlisted Leader, Commander Support Staff, or MPF if you need assistance with preparing your rebuttal.

3. It is important for you to be aware that receiving a referral report may affect your eligibility for personnel related actions (e.g., assignments, promotion). In addition, if you are eligible for promotion, a referral report will result in a promotion recommendation of "Not Ready Now" or "Do Not Promote". Consult those in your rating chain, starting with your supervisor, for more information on the subject. If you believe this report is inaccurate, unjust, or unfairly prejudicial to your career, you may apply for a review IAW SpFI 36-2401, Chapter 9, *Correcting Officer and Enlisted Evaluations*, once the report becomes a matter of record.

*Signature of referring evaluator*  
JAMES J. JONES, MSgt, USSF  
Flight Chief

**Figure 1.2. Example Referral Memorandum (Continued).**

Attachment:  
DAF Form 910, 31 Jan 23 *DAF Form 910/AF Form 911, as appropriate, close-out date*

Cc: CMSGt Kerry Brown, 123 SWS/SEL *Next evaluator's Grade, Name, Unit/Office Symbol*

1st Ind, Sgt John A. Smith *Ratee's Grade, Name*

MEMORANDUM FOR CMSGT KERRY BROWN, 123 SWS/SEL

Receipt acknowledged at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

*Signature of ratee*  
JOHN A. SMITH, Sgt, USSF

Figure 1.3. Example Non-rated Period Memorandum.

	(date)
MEMORANDUM FOR XX SQ/CC	
FROM: GRADE, LAST NAME, FIRST NAME, MI OF REQUESTING GUARDIAN (LAST 4 of SSN)	
SUBJECT: Non-rated Period(s) on (Enlisted/Officer) Performance Report	
<ol style="list-style-type: none"> <li>1. I am requesting a non-rated period on my next performance report in accordance with SpFI 36-2401, paragraph 1.4.11.</li> <li>2. We met on DD/MM/YYYY and discussed any reasonably foreseeable career impacts with this request.</li> <li>3. I am requesting a non-rated period to start on DD/MM/YYYY and end on DD/MM/YYYY. (First request will not exceed 80 calendar days; any extensions will require an additional letter and will not exceed 60-day increments)</li> <li>4. If you have questions, please contact me at (requesting Guardian's contact information).</li> </ol>	
	Requesting Guardian's Signature Block
1st Ind, XX SQ/CC	(date)
MEMORANDUM FOR XX SQ/CSS (Evaluations Monitor)	
I have considered (grade/name of requesting Guardian)'s request and approve/recommend disapproval the non-rated period from DD/MM/YYYY to DD/MM/YYYY.	
If recommending disapproval, CC must provide justification for the recommendation and forward to the requesting Guardian's delta commander/equivalent for final approval/disapproval (may be delegated no further than vice commander/equivalent). This may be accomplished on this memo or under a separate attachment.	
Once signed, a copy will be provided to the requesting Guardian and delta CVS office.	
	Unit/CC Signature Block

**Table 1.1. Mailing Addresses for Correspondence.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>Address</b>	<b>OPR</b>
<b>1</b>	AFPC/DP3SP 550 C Street West Joint Base San Antonio- Randolph TX 78150 <b>(NOTE:</b> All processing of evaluations is completed by AFPC/DP1SSP via CMS or myEval).	Manages the Guardian Evaluation Systems, including evaluation appeals, for all specialist 1 through lieutenant colonel following direction provided by SF/S1P.
<b>2</b>	AFPC/DPMSPE 550 C Street West Joint Base San Antonio- Randolph TX 78150	Evaluation Appeals. Administers the Evaluation Reports Appeal Board (ERAB). Training reports.
<b>3</b>	SF/S1L (4D284) 2020 Air Force Pentagon Washington DC 20330-2020	Space Force Senior Leader Management Office. Manages officer evaluation system for, and maintains all evaluations on, USSF general officers (to include brigadier general selects), colonels, and colonel selects. <b>NOTE:</b> All wet signature evaluations are sent to this address. See <b>NOTES 1 and 2.</b>
<b>4</b>	AFPC/DP1ORM 550 C Street West Joint Base San Antonio-Randolph TX 78150	Maintains the ARMS and PRDA on all Guardians.
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All digitally signed evaluations (colonels and below) must be submitted through CMS. <b>(T-1).</b></li> <li>2. All digitally signed GO evaluations must be submitted through Right Now Technology.</li> </ol>		

**Table 1.2. Missing and Late Evaluations (See Notes 1 and 2).**

<b>R</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>U L E</b>	<b>The report was located or successfully re-accomplishment:</b>	<b>and the system contains the overall rating and close-out date:</b>	<b>Then:</b>
<b>1</b>	No	Yes	When authorized by AFPC the CSS/MPF/HR specialist who discovers the discrepancy prepares DAF Form 77. See <b>Table 5.1</b> .
<b>2</b>		No	When authorized by AFPC the CSS/MPF/HR specialist prepares DAF Form 77. See <b>Table 5.1</b> .
<b>3</b>	Yes		File form according to <b>paragraph 1.14.1.1</b> . and update the system, if appropriate.
<p><b>Notes:</b></p> <p>1. The gaining CSS/MPF/HR specialist tracks missing or late evaluations. Do not re-accomplish evaluations more than 18 months past the close-out date. DAF Forms 77 are prepared by the CSS/MPF/HR specialist.</p> <p>2. When all attempts to find the missing evaluation fail, the HR specialist sends an inquiry to AFPC/DPMSPE requesting that AFPC/DPMSPE search the history files for the enlisted evaluation rating. Include in the request:</p> <p>a. All known information that may assist in identifying the missing evaluation.</p> <p>b. An account of all actions taken to find the missing evaluation. For personnel with prior service, do not send a request to AFPC/DPMSPE for missing evaluations earlier than 120 calendar days after the date the ratee reentered to duty. The CSS/MPF/HR specialist provides this information when requesting a search for missing evaluations on personnel with prior service:</p> <p>Name, grade, social security number, grade at separation, date of separation, whether an DAF Form 1613, <i>Statement of Service</i>, might exist.</p> <p><b>NOTE:</b> If AFPC/DPMSPE finds the rating in the history files, complete a DAF Form 77 according to <b>Table 5.1</b>. When more than one evaluation is involved, the MPF/CSS/HR specialist may prepare one DAF Form 77 according to <b>Table 5.1</b>, if no gaps exist in the period of the missing evaluations. However, if the MPF/CSS/HR specialist later receives one or more of the missing evaluations, the MPF/CSS/HR specialist prepares one or more DAF Forms 77, as required, so that periods of time in the performance record remain consecutive. If the rating is not available, comply with <b>Table 5.1</b>.</p>			

## Chapter 2

### PERFORMANCE FEEDBACK PROCESS

**2.1. Purpose.** A performance feedback assessment is a formal, two-way communication between a rater and ratee to discuss standards, responsibilities, expectations, and goals. Raters document the feedback session to assess or discuss the objectives, standards, behavior, and performance with the ratee. Providing this information helps an individual improve communication and performance, while growing professionally. The following information applies to all military personnel.

#### **2.2. Responsibilities.**

##### 2.2.1. The ratee will:

2.2.1.1. Know when formal feedback sessions are due. **(T-3)**

2.2.1.2. When needed, request a “Ratee Requested” feedback session from the rater. If a ratee requests a feedback session, the rater will provide one within 30 calendar days of the request. **(T-3)**

2.2.1.3. Provide timely notification to the rater and, if necessary, the rater’s rater, when required or requested feedback did not take place. **(T-3)**

2.2.1.4. Complete Section III on their own and review Section VII (AF Form 724), Section IX (AF Form 931), or VIII (AF Form 932) in preparation for the feedback session. **(T-3)**

2.2.1.5. Sign the feedback indicating the date the supervisor conducted the feedback. **(T-3)**

##### 2.2.2. The rater will:

2.2.2.1. Know when formal feedbacks are due and provide them, at a minimum, as required by this instruction. **(T-3)**

2.2.2.2. Use this instruction to assist in preparing for, scheduling, and conducting feedback sessions. See Tables [2.1](#), [2.2](#), [2.3](#), and [2.4](#). **(T-3)**

2.2.2.3. Understand, demonstrate, and communicate Space Force standards and expectations such as those outlined in the Space Force Handbook 1-1, *Guardian Spirit* (available on e-publishing) when providing feedback assessments to personnel. **(T-3)**

2.2.2.4. Provide effective assessments by being realistic, honest, and timely. This will help the ratee improve performance and grow professionally and personally. Effective assessments may differ for each Guardian but can include in-depth discussions with the ratee and written comments on the assessment. **(T-3)**

2.2.2.5. Use their best judgement when determining the proficiency level of their ratee, bearing in mind that each definition should be relative to the ratee’s specific grade, SFSC, and assigned duties.

2.2.2.6. Provide the original completed and signed assessment to the ratee. **(T-3)**

2.2.2.7. Retain a copy of the signed and dated assessment. The midterm formal feedback is required to be routed with the evaluation but will not be part the official record. See [paragraph 2.9.3](#) for individuals authorized to view the assessment. **EXCEPTION:** Extremely rare circumstances may exist where a documented midterm assessment is not available to be routed with the evaluation (e.g., the rater has been removed from supervisory/rater duties). **(T-3)**

2.2.2.8. Raters are responsible for maintaining copies of formal feedbacks on their assigned ratees.

2.2.2.9. Feedback sessions are a communication tool and are not to be used to discover or document behavior which may result in administrative or judicial action. **(T-3)** Document behavior that deviates from USSF standards through a letter of reprimand, letter of counseling, letter of admonishment, or memorandum for record. **(T-3)**

2.2.2.10. Provide the ratee the most current “Benefits Fact Sheet” (available on AF Portal). **(T-3)**

2.2.2.11. Include expectations to ratees for contributing to a healthy organizational climate for Guardians up to the grade of Spc4. **(T-1)** Raters will also ensure that NCOs and officers are accountable for creating a healthy organizational climate. **(T-1)** Raters will ensure that every commander knows they are responsible for, and will be held accountable for, ensuring their unit has a healthy command climate. **(T-0)**

2.2.3. The additional rater will:

2.2.3.1. Ensure raters properly conduct timely feedback sessions. **(T-3)**

2.2.3.2. Conduct feedback sessions when the rater is not available due to unusual circumstances or when officially assuming the rater’s responsibilities. **(T-3)**

2.2.4. The unit commander will:

2.2.4.1. Oversee the performance feedback program. **(T-2)**

2.2.4.2. Consider disciplining and removing supervisory responsibilities for raters who fail to conduct proper and timely feedback sessions. **(T-2)**

2.2.5. The Military Personnel Flight (MPF) will:

2.2.5.1. Provide guidance on the performance feedback program and assist CSSs when needed. **(T-3)**

2.2.5.2. Not be required to maintain a repository for performance feedback assessments for personnel assigned.

**2.3. Who Requires a Performance Feedback Assessment.** Performance feedback assessments are mandatory for all Guardians, specialist 1 through colonel. Performance feedback assessments are not prepared when a ratee is a captive, patient, prisoner, deserter, absent without leave, or on appellate leave. For officers receiving an AF Form 475 and enlisted in approved initial or advanced skills training courses, performance feedback assessments may be completed at the discretion of the commander of the school. For performance evaluations completed on non-rated initial skills training or advanced skills training course students, academic progress reports will serve in lieu of the mandatory mid-term performance feedback session. **(T-3)**

**2.4. Guidance for Conducting Performance Feedback Sessions.** Conduct sessions face-to-face (may include video conferencing). **(T-3)**. **EXCEPTION:** When this is not feasible, sessions may be conducted by telephone. In these cases, after the performance feedback session is complete, the rater will forward the finalized form to the ratee within 10 calendar days. **(T-3)**

**2.5. When to Conduct Documented Performance Feedback Sessions.** See [Table 2.1](#).

**2.6. The Performance Feedback Assessment Notice.**

2.6.1. The rater should receive a computer-generated notice 30 calendar days after supervision begins and again halfway between the time supervision began and the projected performance report close-out date. The notice serves to remind the rater that a performance feedback session is due. However, failing to receive a notice does not justify failing to or negate the rater's responsibility to conduct a required session.

2.6.2. Since the ratee shares the responsibility to ensure performance feedback sessions are conducted, the notice is also sent to the ratee, 30 calendar days after sending the notice to the rater (for officers) or concurrently with the notice sent to the rater (for enlisted).

**2.7. Performance Feedback Assessment Forms.**

2.7.1. For second lieutenant through colonel, use AF Form 724. See [Table 2.4](#) for instructions.

2.7.2. For MSgt (including selects) through CMSgt, use AF Form 932. See [Table 2.3](#) for instructions.

2.7.3. For Spc1 through TSgt, use AF Form 931. See [Table 2.2](#) for instructions.

**2.8. Preparing the Performance Feedback Assessment.**

2.8.1. The performance feedback assessment should outline the issues discussed during the feedback session; however, it is primarily a guide for conducting the feedback session, not a transcript. Therefore, omission of an issue from the form does not, by itself, constitute proof that the issue was not discussed.

2.8.2. The assessment may be handwritten or typed by the rater providing the assessment.

**2.9. Disposition and Access.**

2.9.1. Do not make the performance feedback assessment an official part of any personnel record (including personal information files) or use it in any personnel action with the exception of [paragraph 2.9.3](#). **(T-1)** **NOTE:** At a minimum, the rater will maintain a copy of the feedback assessment until the evaluation becomes a matter of record. **(T-3)**

2.9.2. The ratee may grant access to the completed forms at their discretion.

2.9.3. The forms will not be reviewed by anyone other than the rater, ratee and authorized personnel as outlined in the following paragraphs, specifically for the purposes of completing performance evaluations. **(T-1)** Neither form will be introduced in any other personnel action unless the ratee first introduces them, or alleges either a performance feedback session was not conducted or the sessions were inadequate. **(T-1)**

2.9.3.1. For enlisted, the additional rater, rater's rater (when the additional rater is not also the rater's rater), CSS, first sergeant, squadron, delta senior enlisted leaders or equivalent, squadron/delta commanders or equivalent, forced distributor, MPF personnel, command chief, final evaluator, and Functional Examiner/Space Force Advisor (when applicable) are authorized access to the performance feedback assessment specifically for the purpose of completing and processing performance evaluations. **(T-1)**

2.9.3.2. For officers, the CSS, first sergeant, squadron/delta commanders or equivalent, reviewer, Functional Examiner/Space Force Advisor (when applicable), and MPF personnel are authorized access to the performance feedback assessment specifically for the purpose of completing and processing performance evaluations. **(T-1)**

2.9.4. Temporary Duty (TDY) supervisors may conduct assessments and complete a feedback. However, it will not be sent to the home station rater. **(T-1)**. A memo will be sent to the home station rater if there are any issues the temporary supervisor may wish to address. **(T-1)**  
**EXCEPTION:** If the TDY rater has been officially designated as the ratee's reporting official, a feedback is required.

**2.10. Failure to Conduct or Document a Performance Feedback Assessment.** While documented feedback sessions are required by this instruction, they do not replace informal day-to-day communication and feedback. A rater's failure to conduct a required or requested feedback session or failure to document the session, will not, in and of itself, invalidate any subsequent evaluation.

**2.11. Tracking Performance Feedback Assessment.** Unit commanders may establish procedures beyond those provided in this instruction to validate feedback completion compliance provided those procedures do not violate [paragraph 2.9.3](#).

**Table 2.1. Performance Feedback Assessment Requirements.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the ratee is</b>	<b>then the ratee requires the following feedback</b>
<b>1</b>	a CMSgt or a Col	Initial (See <b>NOTE 1</b> )
<b>2</b>	a MSgt or SMSgt, Maj or Lt Col	Initial (See <b>NOTE 1</b> ) Midterm (See <b>NOTE 2</b> ) End-of-reporting period (See <b>NOTE 3</b> )
<b>3</b>	a Spc1, Spc2, or Spc3 (who has already received an enlisted evaluation), a Spc4 through TSgt, a Lt through Capt (see <b>NOTE 5</b> )	Initial (See <b>NOTE 1</b> ) Midterm (See <b>NOTE 2</b> ) End-of-reporting period (See <b>NOTE 3</b> )
<b>4</b>	a Spc1, Spc2, or Spc3 (with less than 20 months total active federal military service)	Initial (See <b>NOTE 1</b> ) Midterm (See <b>NOTE 4</b> )
<b>5</b>	a Spc1 through Col	Requested by Ratee (See <b>NOTE 6</b> )
<b>6</b>	a Spc1 through Col	When determined necessary by the rater

**Notes:**

1. The rater must conduct the initial feedback session within the first 60 calendar days they initially begin supervision. This will be the ratee's only initial feedback until they have a change of reporting official. For CMSgts and Cols, this is the only feedback required.
2. The rater must conduct the midterm feedback session midway between the date supervision begins and the projected close-out date of the next evaluation.
3. The rater conducts an end-of reporting period feedback session when an evaluation has been accomplished. This session must be conducted within 60 calendar days of the close-out of the evaluation and serves two distinct purposes. The first purpose is to review and discuss with the ratee the previous reporting period and resulting evaluation. The second purpose is to establish expectations for the new reporting period. This feedback may be accomplished using an evaluation that just closed or a new AF Form 724 or AF Form 931.
4. After the initial feedback session is conducted, conduct a (midterm) feedback session every 180 calendar days until the rater writes an enlisted evaluation or a change of reporting official occurs.
5. If the ratee is due an annual evaluation and the period of supervision is less than 150 days, the rater conducts the feedback session approximately 60 calendar days before the projected evaluation close-out date.
6. When a ratee requests a feedback session, the rater must conduct a session within 30 calendar days of the ratee's request if at least 60 calendar days have passed (at the rater's discretion) since the last feedback session.

**Table 2.2. Preparing AF Form 931, Airman Comprehensive Assessment (ACA) (Sp1 thru TSgt).**

<b>NOTE:</b> Air Force terminology on the AF Form 931 applies to the equivalent Space Force term (Specialty Code applies to Duty Space Force Specialty Code).		
<b>SECTION I. RATEE IDENTIFICATION DATA (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>1</b>	Name	In all upper case, enter last name, first name, middle initial, and any suffix (i.e., JR., SR, III). If there is no middle initial, the use of No Middle Name “NMI” is optional.
<b>2</b>	Rank	Self-explanatory
<b>3</b>	Unit	Enter information as of the ACA completion date. The goal is an accurate description of what unit the ratee belongs.
<b>SECTION II. TYPE OF ASSESSMENT (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>4</b>	Type of Assessment	Indicate whether the assessment is initial, midterm, follow-up, ratee requested, or rater directed. Sections VI, VII and VIII will not be completed during initial feedback sessions.  Once Section II is completed the rater forwards the ACA form to the ratee for a self-assessment. The information captured during the self-assessment will assist the rater when accomplishing the remaining areas of the overall assessment.
<b>SECTION III. SELF-ASSESSMENT (to be completed by ratee)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>5</b>	Responsibility, Accountability, Air Force Culture, and Self	Ratee will place a “Y” in the block indicating they understand the importance of the self-assessment area or a “N” to indicate they need more information from the rater in order to make a self-assessment in that area.  After the ratee completes the self-assessment they will return the ACA form to the rater.

	<b>SECTION IV. AIRMAN’S CRITICAL ROLE IN SUPPORT OF THE MISSION (to be completed by rater)</b>	
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>6</b> Airman’s Critical Role in Support of the Mission	Completed by the rater to identify the ratee’s critical role in achieving mission success.
	<b>SECTION V. INDIVIDUAL READINESS INDEX (to be completed by rater)</b>	
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>7</b> Individual Readiness Index	Rater consults the unit deployment manager to identify the ratee’s current deployment status and AEF indicator.  Rater will place an “R” in the first box indicating the ratee’s readiness status as currently not deployable or “G” if the ratee’s current readiness status is deployable.
<b>8</b>	AEF Indicator	Rater will identify the AEF indicator in the second box.
	<b>SECTION VI. PERFORMANCE: LEADERSHIP/PRIMARY DUTIES/FOLLOWERSHIP/TRAINING (to be completed by rater)</b>	
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>9</b> Task Knowledge/Proficiency	Consider the quality, quantity, results, and impact of the Guardian’s knowledge and ability to accomplish tasks. See <b>NOTE</b> .
<b>10</b>	Initiative/Motivation	Describes the degree of willingness to execute duties, motivate team members, and develop innovative new processes. See <b>NOTE</b> .
<b>11</b>	Skill Level Upgrade Training	Consider skill level awarding course, CDC timeliness and/or completion, course exam results, and completion of core task training. Mark “N/A” for Guardians who possess required skill level/training. See <b>NOTE</b> .

<b>12</b>	Duty Position Requirements, qualifications, and certifications	Consider duty position qualifications, career field certifications (if applicable), and readiness requirements. Mark "N/A" for Guardians who possess training commensurate with grade prior to reporting period. See <b>NOTE</b> .
<b>13</b>	Training of others	Consider the Guardian's effort and impact made by training others. Mark "N/A" for Guardians who have no valid opportunity to train. See <b>NOTE</b> .
<b>14</b>	Comments	Provide specific comments tailored to those areas assessed in Section VI.
<b>SECTION VII. FOLLOWERSHIP/LEADERSHIP (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>15</b>	Resource utilization (e.g., time management, equipment, manpower and budget)	Consider how effectively the Guardian utilizes resources to accomplish the mission. See <b>NOTE</b> .
<b>16</b>	Comply with/enforce standards	Consider personal adherence and enforcement of fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. See <b>NOTE</b> .
<b>17</b>	Communication skills	Describes how well the Guardian receives and relays information, thoughts, and ideas up and down the chain of command (includes listening, reading, speaking, and writing skills); fosters an environment for open dialogue. See <b>NOTE</b> .
<b>18</b>	Caring, respectful and dignified environment (teamwork)	Rate how well the Guardian selflessly considers others, values diversity, and sets the stage for an environment of dignity and respect, to include promoting a healthy organizational climate. See <b>NOTE</b> .
<b>19</b>	Comments	Provide specific comments tailored to those areas assessed in Section VII.

<b>SECTION VIII. WHOLE AIRMAN CONCEPT (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>20</b>	Air Force Core Values	Consider how well the Guardian adopts, internalizes and demonstrates the Space Force core values. See <b>NOTE</b> .
<b>21</b>	Personal and Professional Development	Consider the amount of effort the Guardian devoted to improve themselves and their work center/unit through education and involvement. See <b>NOTE</b> .
<b>22</b>	Esprit de corps and community relations	Consider how well Guardian promotes camaraderie, embraces esprit de corps, and acts as a Space Force ambassador. See <b>NOTE</b> .
<b>23</b>	Comments	Provide specific comments tailored to those areas assessed in Section VIII.
<b>SECTION IX. KNOWING YOUR AIRMAN (to be completed during formal feedback between rater and ratee)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>24</b>	Questions 1-7	Completed during the ACA session discussion. Provides questions designed to facilitate open communication between the ratee/rater and may trigger areas and/or specific items which need to be probed in more depth. These questions are not intended to be all encompassing. The purpose is to help start the conversation on the particular item, not make it an interrogation. Items 6 and 7 are designed to receive feedback from the ratee and to set specific expectations for the ratee's growth.
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>25</b>	Ratee/Rater Signature and Date	In the instance where digital signatures are not used, sign in reproducible blue or black ink and handwrite or date stamp the date. Do not sign blank forms or sign before the ACA completion date (only on the date of completion). The forms have digital capability; the use of digital signatures is optional.
<b>NOTE:</b> Use the appropriate word picture/rating assigned to each area on the performance assessment when filling out the ACA.		

**Table 2.3. Preparing AF Form 932 (MSgt - CMSgt) Airman Comprehensive Assessment.**

<b>NOTE:</b> Air Force terminology on the AF Form 932 applies to the equivalent Space Force terminology (e.g., Airman applies to Guardian, Duty Air Force Specialty Code applies to Duty Space Force Specialty Code).		
<b>SECTION I. RATEE IDENTIFICATION DATA (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>1</b>	Name	In all upper case, enter last name, first name, middle initial, and any suffix (i.e., JR., SR, III). If there is no middle initial, the use of "NMI" is optional.
<b>2</b>	Grade (Rank)	Self-explanatory
<b>3</b>	Unit	Enter information as of the performance feedback assessment completion date. The goal is an accurate description of what unit the ratee belongs.  Information will be in all upper/lower case.
<b>SECTION II. TYPE OF ASSESSMENT (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>4</b>	Type of Assessment	Indicate whether the assessment is initial, mid-term, ratee requested, or rater directed (Sections VI and VII will not be completed during initial feedback sessions).  Once Section II is completed the rater forwards the ACA to the ratee for a self-assessment. The information captured during the self-assessment will assist the rater when accomplishing the remaining areas of the overall assessment.

<b>SECTION III. SELF ASSESSMENT (to be completed by ratee)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>5</b> Responsibility, Accountability, Air Force Culture, and Self	Ratee will place a “Y” in the block indicating they understand the importance of the self-assessment area, or a “N” to indicate they need more information from the rater in order to make a self-assessment in that area.  After the ratee completes the self- assessment they will return the ACA to the rater.
<b>SECTION IV. AIRMAN’S CRITICAL ROLE IN SUPPORT OF THE MISSION (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>6</b> Airman’s Critical Role in Support of the Mission	Completed by the rater to identify the ratee’s critical role in achieving mission success.
<b>SECTION V. INDIVIDUAL READINESS INDEX (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>7</b> Individual Readiness Index	Rater consults the unit deployment manager to identify ratee’s current deployment status and AEF indicator.  Rater will place an “R” in the first box indicating the ratee’s readiness status as currently non-deployable or “G” if the ratee’s current readiness status is deployable.
<b>8</b> AEF Indicator	Rater will identify the AEF indicator in the second box.	
<b>SECTION VI. PERFORMANCE: LEADERSHIP/PRIMARY DUTIES/ FOLLOWERSHIP/TRAINING (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>9</b> Mission Accomplishment	Consider the Guardian’s ability to lead and produce timely, high quality/quantity, mission-oriented results. See <b>NOTE</b> .

10	Resource Utilization (e.g., time management, equipment, manpower and budget)	Consider how effectively the Guardian leads their team to utilize their resources to accomplish the mission. See <b>NOTE</b> .	
11	Team Building	Consider the amount of innovation, initiative and motivation displayed by the Guardian and their subordinates (collaboration). See <b>NOTE</b> .	
12	Mentorship	Consider how well the Guardian knows their subordinates, accepts personal responsibility for them, and is accountable for their professional development. See <b>NOTE</b> .	
13	Communication Skills	Describes how well the Guardian communicates (includes listening, reading, speaking and writing skills) in various mediums, translates superiors' direction into specific tasks and responsibilities, fosters an environment for open dialogue and enhances communication skills of subordinates. See <b>NOTE</b> .	
14	Complies with/enforces standards	Consider personal adherence and how the Guardian fosters an environment where everyone enforces fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. See <b>NOTE</b> .	
15	Duty Environments	Rate how well the Guardian establishes and maintains caring, respectful, and dignified environments while valuing diversity, to include promoting a healthy organizational climate. See <b>NOTE</b> .	
16	Training	Describes how well the Guardian and the Guardian's team complies with upgrade, duty position, and certification requirements. See <b>NOTE</b> .	
17	Comments	Provide specific comments tailored to those areas assessed in Section VI.	
<b>SECTION VII. WHOLE AIRMAN CONCEPT (to be completed by rater)</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	
	<b>Heading</b>	<b>Instructions</b>	
	18	Air Force Core Values	Consider how well the Guardian adopts, internalizes, demonstrates and insists on adherence of our Space Force Core Values. See <b>NOTE</b> .
	19	Personal and Professional Development	Consider the effort the Guardian devoted to improve their subordinates, their work center/unit and themselves. See <b>NOTE</b> .
	20	Esprit de corps and community relations	Consider how well the Guardian promotes camaraderie, enhances esprit de corps, and develops Space Force ambassadors. See <b>NOTE</b> .

21	Comments	Provide specific comments tailored to those areas assessed in Section VII.
<b>SECTION VIII. KNOWING YOUR AIRMAN (to be completed during formal feedback)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
22	Questions 1-7	Completed during the ACA session discussion. Provides questions designed to facilitate open communication between the ratee and rater and may trigger areas and/or specific items which need to be probed in more depth. These questions are not intended to be all encompassing. The purpose is to help start the conversation on the particular item, not make it an interrogation. Items 6 and 7 are designed to receive feedback from the ratee and to set specific expectations for the ratee’s growth.
23	Ratee/Rater Signature and Date	In the instance where digital signatures are not used, sign in reproducible blue or black ink and handwrite or date stamp the date. Do not sign blank forms or sign before the ACA completion date (only on the date of completion). The forms have digital capability; the use of digital signatures is optional.
<b>NOTE:</b> Use the appropriate word picture/rating assigned to each area on the performance assessment when filling out the ACA.		

**Table 2.4. Preparing AF Form 724 (Lt thru Col) Airman Comprehensive Assessment.**

<b>NOTE:</b> Air Force terminology on the AF Form 724 applies to the equivalent Space Force terminology (e.g., Airman applies to Guardian, Duty Air Force Specialty Code applies to Duty Space Force Specialty Code).		
<b>SECTION I. RATEE IDENTIFICATION DATA (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>1</b>	Name	In all upper case, enter last name, first name, middle initial, and any suffix (i.e., JR., SR, III). If there is no middle initial, the use of “NMI” is optional.
<b>2</b>	Rank	Self-explanatory
<b>3</b>	Unit	Enter information as of ACA completion date. The goal is an accurate description of what unit the ratee belongs.
<b>SECTION II. TYPE OF ASSESSMENT (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>4</b>	Type of Assessment	Indicate whether the assessment is initial, mid-term, follow-up, ratee requested, or rater directed (Section VI and will not be completed during initial feedback sessions).  Once Section II is complete the rater forwards the ACA to the ratee for a self-assessment. The information captured during the self-assessment will assist the rater when accomplishing the remaining areas of the overall assessment.
<b>SECTION III. SELF ASSESSMENT (to be completed by ratee)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
<b>5</b>	Responsibility, Accountability, Air Force Culture, and Self	Ratee will place a “Y” in the block indicating they understand the importance of the self-assessment area, or a “N” to indicate they need more information from the rater in order to make a self-assessment in that area.  After the ratee completes the self- assessment they will return the ACA to the rater.

<b>SECTION IV. AIRMAN’S CRITICAL ROLE IN SUPPORT OF THE MISSION (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>6</b> Airman’s Critical Role in Support of the Mission	Completed by the rater to identify the ratee’s critical role in achieving mission success.
<b>SECTION V. INDIVIDUAL READINESS INDEX (to be completed by rater)</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>7</b> Individual Readiness Index	Rater consults the unit deployment manager to identify ratee’s current deployment status and AEF indicator. Rater will place an “R” in the first box indicating the ratee’s readiness status as currently non-deployable or “G” if the ratee’s current readiness status is deployable.
<b>8</b>	AEF Indicator	Rater will identify the AEF indicator in the second box.
<b>SECTION VI. PERFORMANCE FEEDBACK (to be completed by rater): Self-explanatory</b>		
<b>SECTION VII. KNOWING YOUR AIRMAN (to be completed during formal feedback between rater and ratee)</b>		
<b>I T</b>	<b>A</b>	<b>B</b>
	<b>Heading</b>	<b>Instructions</b>
	<b>9</b> Questions 1 – 7	Completed during an ACA session discussion. Provides questions designed to facilitate open communication between the ratee and rater and may trigger areas and/or specific items which need to be probed in more depth. These questions are not intended to be all encompassing. The purpose is to help start the conversation on the particular item, not make it an interrogation. Items 6 and 7 are designed to receive feedback from the ratee and to set specific expectations for the ratee’s growth.

10	Ratee/Rater Signature and Date	In the instance where digital signatures are not used, sign in reproducible blue or black ink and handwrite or date stamp the date. Do not sign blank forms or sign before the ACA completion date (only on the date of completion). The forms have digital capability; the use of digital signatures is optional.
<b>NOTE:</b> Use the appropriate word picture/rating assigned to each area on the performance assessment when filling out the ACA.		

## Chapter 3

### OFFICER PERFORMANCE EVALUATIONS

**3.1. General Guidelines.** See [Chapter 1](#) for general processing guidance applicable to all evaluations.

**3.2. Purpose.**

3.2.1. Evaluation ratings are used to document performance and potential as well as provide information for making a promotion selection, or propriety action; selective continuation; involuntary separation; selective early retirement; assignment; professional military education and advanced degree nomination and selection; and other talent management decisions. Therefore, evaluators at all levels must use caution to prevent inflation; it is important to distinguish performance among peers and is a disservice to all officers when evaluation ratings are inflated. **NOTE:** Commanders are held responsible for the command climate (refer to [paragraph 1.8.9.2](#)) and overall readiness of their unit and are ultimately accountable for its performance. As such, overall command climate, readiness and performance shall be a major contributing factor when assessing a commander's performance. **(T-0)**

3.2.2. Marking Ratings (wet signatures only). When electronic ratings are not used, enter hand-marked ratings after signing the evaluation to prevent erroneous entry of ratings by other personnel. When hand-marking, use only reproducible dark blue or black ink.

**3.3. Who Requires an Officer Evaluation.**

3.3.1. All colonels (except brigadier general selects) and below not being evaluated using an AF Form 475 (see [paragraph 6.1](#)), or as specified in [paragraph 3.4](#) will receive an evaluation as of the established SCOD for their current or select grade (see [Table 3.3](#)). **(T-1)** If the rater PCSs/PCAs before the SCOD, the rater will complete a draft evaluation, and the rating chain from the unit as of the accounting date will complete the evaluation.

3.3.2. Any officer being separated from Space Force to transfer to a Sister Service's regular or reserve component if there have been 60 calendar days or more since the close out of the last officer evaluation. Reason for the report is DBH.

3.3.3. Officers placed in prisoner status, appellate leave, or who are in absent without leave status.

3.3.4. Officers whose separation or retirement is withdrawn. An evaluation is due if the officer's separation or retirement is withdrawn or cancelled. If the original SCOD has not passed, then it will remain the same. **(T-1)** If the original SCOD has passed, an evaluation must be accomplished within 60 days of when the withdrawn or cancelled action is complete. **(T-1)** The SCOD remains the same and the reason will remain annual. **(T-1)**

**3.4. Who is Not Authorized an Officer Evaluation (unless stated below).**

3.4.1. Deployed commanders. Use a DAF Form 77.

3.4.2. Brigadier General selects. See [Chapter 7](#).

3.4.3. Officers who are in full-time student (functional category: L) or patient status.

3.4.4. Officers in the Wounded Warrior or Career Intermission Programs.

3.4.5. Individuals who died on active duty; however, if the death occurred on or after the close-out date of an evaluation that was already being processed, it becomes an optional evaluation.

3.4.6. Separation or Retirement.

3.4.6.1. Annual evaluations are optional for officers with an approved separation or retirement date that is within one year after the SCOD. If an officer is promotion eligible (in-the-promotion zone (IPZ) and first time above-the-promotion zone (APZ)), or is transferring to a Sister Service, then an evaluation is required. **(T-1)**

3.4.6.2. Supervisors will consult with separating or retiring officers regarding the option to complete a final evaluation. **(T-3)** Leadership shall consider the Guardian's preference when deciding whether to accomplish their final evaluation. **(T-3)** After consulting with the individual, and the individual opts not to complete a final evaluation, the supervisor will annotate the evaluation with "FINAL REPORT NOT REQUIRED OR RENDERED" in section IV of the AF Form 707; process the evaluation to the lowest level commander for signature. **(T-1)** Guardians are encouraged to complete a final evaluation for future purposes (e.g., employment, transfer to a Sister Service's regular or reserve component). An evaluation will not be accomplished after a Guardian has officially separated or retired. **(T-1)**

3.4.7. Officers with an approved retirement date, provided all the following criteria below are met:

3.4.7.1. The approved retirement date is within one year of the projected SCOD. **Example:** If the approved retirement date is 1 Jun 22, and if the close-out date is 1 Jun 21 or later, no evaluation is required. However, if the close-out date is 31 May 21 or earlier, then an evaluation is required.

3.4.7.2. The retirement application was approved prior to the projected SCOD. **Example:** If the close-out date is 30 Nov 22, and the retirement application was approved on 30 Nov 22 or earlier, no evaluation is required. However, if the retirement application was not approved until 1 Dec 22 or later, then an evaluation is required.

3.4.7.3. The officer will not be considered for promotion, selective continuation, or selective early retirement by a central selection board before retirement.

3.4.8. Officers with an approved separation date, provided the following criteria below are met:

3.4.8.1. The officer voluntarily resigns their commission, has fulfilled their military service obligation, and is not transferring to a Sister Service.

3.4.8.2. The officer voluntarily resigns their commission and is granted release from service in lieu of action under DAFI 36-3211, *Military Separations*, or court-martial. **NOTE:** The evaluation is mandatory following court-martial conviction.

3.4.8.3. The officer is involuntarily discharged or released from service under DAFI 36-3211 unless transferring to another service, e.g., Force Management.

3.4.9. Officers attending formal education and training, provided one of the following criteria is met:

3.4.9.1. An officer who receives an AF Form 475 from a formal education or training course that was 20 weeks or more, and the form “THRU” date is within 120 days of the SCOD. The officer will not receive an evaluation at the upcoming SCOD, but will receive an evaluation on the next year’s SCOD for the appropriate grade. **Example:** Maj Jones attended USAF weapons school and received an AF Form 475 with a “THRU” date of 1 Sep 23. Maj Jones’ next SCOD report will be on 30 Nov 24.

3.4.9.2. Officers permanently assigned to a formal education or training course on the SCOD accounting date will receive a report at the next SCOD for the appropriate grade. **Example:** Maj Smith attended Air Command and Staff College and received an AF Form 475 with a “THRU” date of 30 Jun 23. However, Maj Smith did not arrive at his next assignment until 15 Aug 23. Because he was assigned to Air Command and Staff College on the SCOD accounting date, Maj Smith’s next SCOD report will be on 30 Nov 24.

3.4.9.3. Officers attending formal education or training over 20 weeks at the SCOD for the officer’s grade. The AF Form 475 will be completed at course completion and an evaluation will be required at the next year’s SCOD.

### 3.5. When to Submit an Officer Evaluation.

3.5.1. For lieutenant through colonel evaluations, see [Table 3.3](#).

3.5.2. For general officer evaluations (including Senate-confirmed brigadier general selects), see [Chapter 7](#).

### 3.6. Annual Reports.

3.6.1. Officers’ reports will close out on the appropriate SCOD for the officers’ grades. **(T-1)**.

3.6.2. Newly Commissioned Officer Accessions (non-Inter-Service transfer). The first evaluation will be required at the next SCOD for their respective grade, given there are at least 180 days between the Extended Active Duty (EAD) date and the SCOD. If less than 180 days have elapsed between the EAD date and the SCOD, the OPR closeout date will be extended to the following SCOD the next year. **(T-1)** For officers who receive an AF Form 475, see [paragraph 3.4.9](#).

3.6.3. Inter-Service Transfer (IST) Accessions from Sister-Services outside the DAF. The first evaluation will be required at the next SCOD for their respective grade, given there are at least 120 days between the EAD and the SCOD. If less than 120 days have elapsed between the EAD date and the SCOD, the OPR closeout date will be extended to the following SCOD the next year. **(T-1)** For officers who receive an AF Form 475, see [paragraph 3.4.9](#).

### 3.7. Directed by Headquarters or Commander (FLDCOM, delta, or squadron, as appropriate).

3.7.1. Message-Directed. Use the date specified in the message directing the evaluation.

3.7.2. Missing-in-Action/Captured/Detained. Use the date the ratee was placed in missing-in-action, captured, or detained in captive status.

3.7.3. Control Roster Placement. Use one day before being placed on the control roster if the evaluation is directed as a result of placement on the control roster.

3.7.4. Control Roster Removal. Use one day before expiration and/or removal from the control roster if directed as a result of being removed or upon completion of the control roster observation period.

3.7.5. Otherwise Directed. Use the date as otherwise directed by the commander. See Tables 3.2 and 3.3.

3.7.6. Directed by Commander (DBC). The close-out date will be established by the unit commander that directed the evaluation. (T-1) DBC evaluations provide flexibility to commanders to document substandard performance between SCODs and will only contain comments and/or ratings regarding the reason(s) for the evaluation. (T-1) All other comments, specifically those that are positive, and promotion recommendations are not authorized and will be documented on the next SCOD evaluation. (T-1)

**3.8. 365-day Extended Deployment Officer Evaluations. NOTE:** These instructions apply only to Guardians selected to fill an official Extended Deployment requirement. Do not use these instructions for Guardians filling other requirements, even though they may be extended to or beyond 365 calendar days.

3.8.1. A change of reporting official to the deployment location will occur. (T-1) The deployed rating chain will complete evaluations on their ratees at the SCOD if the ratee is assigned to the deployed location as of the established accounting date. (T-1) See [paragraph 3.8.4.3](#). **NOTE:** The senior rater matched to the ratee's home station PAS code must perform senior rater duties.

3.8.2. Home Station Rating Chain Responsibilities:

3.8.2.1. Prior to Departure:

3.8.2.1.1. The home station rater should provide input to the deployed rater on the ratee's performance at home station during the reporting period prior to the ratee's departure. The deployed rater may use the information when preparing the annual evaluation, but it is not required.

3.8.2.1.2. If the deployed rater is known prior to departure, the CSS/HR specialist will update the deployed rater. (T-1) When the rater is unknown, use the home station commander as a temporary rater. This will facilitate a direct line of communication between home station and deployed commanders to ensure the rating chain is established. **Example:** If the data is not updated immediately, a feedback notification will generate within 30 calendar days and that should remind the commander that the deployed data needs to be updated. (T-1)

3.8.2.2. Upon Arrival in the Area of Responsibility. The home station CSS/HR specialist will coordinate with the deployed Personnel Support for Contingency Operations (PERSCO) team and update MilPDS to reflect the Guardian's deployed duty title and DSFSC effective the date the Guardian arrives in the area of responsibility. (T-1) They will also update the deployed rater if the rater was unknown prior to departure. (T-1)

3.8.2.2.1. Duty Title Format. All extended deployment personnel duty titles will be standardized to reflect the extended deployment “duty title/country” assigned. **(T-1)** If space allows, include the unit assigned. **Example:** “Space Force Liaison to the Combined Forces Air Component Commander/Qatar” or “Comm Mentor, Geographically Separated Unit/Afghanistan.”

3.8.2.2.2. When determining the deployed rating chain, the rater should be the person who directly supervises the Guardian’s day-to-day activities. The unit that owns the unit line number will determine the rating chain. **(T-3)** Raters may be in any United States or foreign military service or a civilian in a supervisory position and must be in a grade equal to or higher than the ratee. **(T-1)** The Secretary of the Air Force (SecAF) is responsible for the ADCON and support of DAF forces assigned or attached to combatant commands. **(T-0)** ADCON is the authority necessary to fulfill SecAF’s statutory responsibilities for administration and support. In joint environments, a Space Force unit will be designated to have ADCON responsibilities over Guardians. **(T-1)** ADCON responsibility does not necessarily extend to writing the evaluations on those attached to the Space Force unit for ADCON purposes.

3.8.2.3. Senior Rater Responsibilities. The home station senior rater will complete the commander’s review/reviewer’s (senior rater) portion of all evaluations, including those completed by the deployed rating chain. **(T-1)**

3.8.3. PERSCO Team Responsibilities. The owning PERSCO team will be responsible for tracking the evaluations on all deployed personnel filling extended deployment billets. **(T-1)**

3.8.4. Deployed Rating Chain Responsibilities.

3.8.4.1. MilPDS Updates. Ensure the home station has updated MilPDS to reflect DSFSC, duty title and deployed rater.

3.8.4.2. Performance Feedback. Perform initial and mid-term feedback in accordance with [Chapter 2](#).

3.8.4.3. Evaluations. The deployed rater (and subsequent evaluator[s]) will render an evaluation on the ratee’s established SCOD if the Guardian is assigned to the deployed location as of the SCOD accounting date.

3.8.4.4. Evaluation Form. For instructions on completing the AF Form 707, see [Table 3.1](#).

3.8.4.4.1. The deployed rating chain completes the evaluation through the additional rater. Provide recommended comments for the reviewer (senior rater) when applicable.

3.8.4.4.2. Forward the evaluation to the home station rating chain for completion.

3.8.4.5. Two General Officers in Rating Chain. This instruction prohibits multiple general officers from serving as evaluators on performance evaluations. See [paragraph 1.4.12.3.4.1](#). For exceptions, see [paragraph 1.7.1.7](#).

3.8.4.5.1. Deployed General Officer Raters. Evaluation will qualify for a single evaluator, and no additional rater will be required. **(T-1)** Complete rater block and forward evaluation to the home station senior rater.

3.8.4.5.2. Home Station Rating Chain. If one of the following situations apply, enter the applicable mandatory statement in the feedback comment section of the evaluation.

3.8.4.5.2.1. Evaluations signed by a deployed general officer and the home station senior rater is a general officer. See [paragraph 1.7.1.7](#).

3.8.4.5.2.2. Evaluations signed by a deployed officer who outranks the home station senior rater. See [paragraph 1.7.1.6](#).

3.8.4.5.3. Deployed General Officer Additional Raters. Complete the additional rater block and forward to the home station rating chain. Provide recommended comments for the reviewer (senior rater) when applicable.

### 3.8.5. Evaluator Requirements and Procedures for Officer Evaluations.

3.8.5.1. Minimum grade requirements for senior raters and reviewers remain unchanged. See [paragraph 1.5](#).

3.8.5.2. Rater. See [paragraph 1.5](#). The rater cannot be substituted for any reason other than those outlined in [paragraph 1.7](#).

3.8.5.3. Single Evaluator. If the rater is also the reviewer, leave Section V, Additional Rater's Overall Assessment, blank and include the following statement in Section VI, Reviewer's comments block: "THE RATER IS ALSO THE REVIEWER." The rater digitally signs the rater, additional rater, and reviewer blocks (signature elements are optional). If the officer evaluation additional rater is also the reviewer, enter the additional rater's comments in Section V, Additional Rater Overall Assessment, and include the following statement in Section VI, Reviewer's comments block: "THE ADDITIONAL RATER IS ALSO THE REVIEWER." The additional rater signs both the additional rater and reviewer block.

#### 3.8.5.4. "In-place" Additional Rater.

3.8.5.4.1. Commanders may authorize the next evaluator in the rating chain (the additional rater's rater) or "in-place" additional rater to assume the responsibilities of the additional rater when the additional rater is unable to perform evaluator duties due to deployment. When this occurs, Section V must include a statement explaining why the original additional rater did not prepare the evaluation (**Example:** additional rater deployed as of close-out date). **(T-1) NOTE:** The "in-place" additional rater is defined as the person responsible for the original additional rater's normal day-to-day duties. To endorse the evaluation, this individual must still meet additional rater grade requirements as defined in [paragraph 1.5.2.2](#). **(T-1)**

3.8.5.4.2. When the squadron commander is deployed and is the additional rater or completes the commander review, the temporary commander (on G-series orders) may serve as the additional rater or complete the commander review. An officer cannot serve as an "acting commander" and/or be identified or described as an "acting commander" on an evaluation. Either the officer is a commander on G-Series orders or the officer is not a commander (whether by title or description). In order to document an officer filling the position in the commander's absence, use examples such as "served as commander for three separate weeks" or "assumed commander duties for 6 months" or "filled in as commander five separate weeks."

3.8.5.5. For deployed senior raters. Vice delta commanders may assume the responsibilities of a deployed senior rater/delta commander for Officer Evaluation System forms only when placed on G-series orders and designated by the management level as the senior rater.

3.8.5.6. Comments are mandatory when there is significant disagreement with the previous evaluator. Evaluators must make specific comments to justify referral ratings.

3.8.6. Referral Evaluation Procedures. Use referral procedures in [paragraph 1.10](#). When the ratee is deployed in support of a contingency operation, ratee comments on the referral evaluation must reach the next evaluator no later than 30 calendar days after receipt of the referral letter. **(T-1)** Type, handwrite, or print referral correspondence in dark blue or black ink.

3.8.7. Routing Evaluations.

3.8.7.1. Performance evaluations are due to the servicing MPF or personnel activity 30 calendar days after close-out, and to the office of record 60 calendar days after close-out.

3.8.7.2. Forward evaluations directed under [Table 3.2](#) to arrive at HQ AFPC by the suspense date provided in the directing letter.

3.8.7.3. Forward evaluations in a sealed envelope clearly marked, OFFICER PERFORMANCE EVALUATION DATA–TO BE OPENED BY ADDRESSEE ONLY.

3.8.7.4. Alternate routing procedures. Some crisis conditions may result in temporary changes to routing procedures. If this occurs, units will receive specific instructions. **(T-1)**

3.8.8. Quality Control Review. Quality control of the appearance of performance evaluations may relax, but the content and data contained must be accurate. **(T-1)** Evaluations prepared under wartime provisions may be handwritten.

3.8.9. Evaluations rendered in the combat zone or at noncombat ports and MPFs. All provisions of this instruction remain in effect.

**3.9. “FROM” Dates.** Use the “FROM” date on the evaluation notice, but if different or incorrect, use the information below to establish the “FROM” date.

3.9.1. It is the first evaluation: use the extended active duty date; or the day following the close-out date of a TR from a school that is 20 weeks or more.

3.9.2. The officer has a previous evaluation on file: use the day after the close-out date of the previous evaluation.

3.9.3. The officer received a TR for a school that is 20 weeks or more: use the day following the close-out day of the TR. This may result in an evaluation over 12 months.

**3.10. “THRU” Dates.** The “THRU” date will be the appropriate SCOD unless the reason for the report falls under [paragraph 3.7](#). **(T-1)**

**3.11. Number of Days of Supervision.**

3.11.1. Enter the number of days the rater supervised the ratee during the reporting period. To compute, use the “supervision began date” through the “close-out date” to determine the number of days of supervision.

3.11.2. Deduct the number of days during non-rated periods authorized in accordance with [paragraph 1.4.11](#). Do not deduct any periods of leave, TDY, absences or periods loaned out to other organizations unless they occur during an unauthorized non-rated period.

3.11.3. If an officer evaluation is being written by the rater's rater per [paragraph 1.7](#), then enter the number of days that the evaluator had personal or written knowledge of the ratee's duty performance during the reporting period.

### **3.12. Performance Feedback.**

3.12.1. Performance Feedback will be accomplished in accordance with [Chapter 2](#).

3.12.2. The rater certifies the performance feedback assessment in Section III of the AF Form 707 by entering the date the performance feedback assessment was provided during the rating period. This includes the midterm feedback, or any subsequent feedback sessions requested by the ratee. If the performance feedback assessment was not accomplished, an explanation must be provided on the AF Form 707.

### **3.13. Reviewer.**

3.13.1. The reviewer is the highest-level endorser in the ratee's rating chain. The senior rater must be in the grade of at least a colonel/GS-15/NH-IV or equivalent, serving as a delta commander, SML-upper, FLDCOM director, or equivalent position and designated by the management level.

3.13.2. The reviewer will concur or non-concur by selecting the appropriate block. See [paragraph 1.9](#) for disagreements.

3.13.3. The reviewer may comment only under the following circumstances:

3.13.3.1. If the reviewer disagrees with the evaluation. The rater and additional rater are first given an opportunity to change the evaluation; however, they will not change their evaluation just to satisfy the reviewer. If the evaluation remains unchanged and the reviewer still disagrees, the reviewer marks the non-concur block and provides rationale in the space provided. A DAF Form 77 can be added if additional space is required. See [paragraph 1.9](#).

3.13.3.2. If the evaluation is a referral, and the reviewer is the evaluator named in Section XI of the AF Form 707, or the reviewer refers the evaluation. See [paragraph 1.10](#).

3.13.3.3. If the ratee is a colonel or colonel select. When the reviewer is not also the rater or additional rater, they may make, if desired and appropriate, command and/or assignment recommendations in Section VI, Reviewer's Comments Block, without non-concurring with the evaluation. Promotion recommendations and other comments are not allowed.

3.13.4. Single Evaluator.

3.13.4.1. To be a single evaluator, an evaluator must be a colonel or GS-15/NH-IV (or equivalent). If the rater is a senior rater, the evaluation must close-out at this level unless it is a referral evaluation. The evaluator must meet both grade requirements and evaluator requirements for each section of the applicable evaluation form.

3.13.4.2. If the rater is also the reviewer, leave Section V, Additional Rater's Overall Assessment, blank and include the following statement in Section VI, Reviewer's comments block: "THE RATER IS ALSO THE REVIEWER." The rater digitally signs the rater, additional rater, and reviewer blocks (signature elements are optional). If the officer evaluation additional rater is also the reviewer, enter the additional rater's comments in Section V, Additional Rater Overall Assessment, and include the following statement in Section VI, Reviewer's comments block: "THE ADDITIONAL RATER IS ALSO THE REVIEWER." The additional rater signs both the additional rater and reviewer block.

### **3.14. Ratee's Acknowledgement.**

3.14.1. The rater is required to conduct face-to-face (end-of-reporting period) feedback in conjunction with presenting the evaluation to the ratee. The officer evaluation serves as the feedback form. A performance feedback assessment form is not required. Electronic routing of the form does not excuse the rater from providing face-to-face feedback. Only in situations where face-to-face feedback is not feasible will feedback be conducted either by telephone or electronically. The rater should first attempt to call the ratee and conduct the feedback via telephone. If that option is not available, the rater may provide clear, detailed feedback to the ratee via email, using a read receipt to verify the feedback was received and read.

3.14.2. The ratee's signature in the acknowledgment block does not constitute concurrence or non-concurrence of the content and/or rating of the evaluation. The signature is to acknowledge receipt of the evaluation and to certify the ratee reviewed the personal information on the form.

3.14.3. The ratee's signature will be obtained after the reviewer has signed. In cases where a Space Force Advisor or Acquisition/Functional Examiner signature is required, ratee acknowledgment will occur after the Space Force Advisor or Acquisition/Functional Examiner review.

3.14.4. The ratee must acknowledge receipt of the evaluation prior to the evaluation becoming a matter of record unless the ratee refuses or is unable to sign. The ratee will review and verify all dates, markings, and comments on the form. Significant discrepancies and administrative errors can be addressed at this time, and corrected if agreed by all parties before the evaluation becomes a matter of record. This is not to be interpreted to mean the ratee can refuse to sign if they disagree with the evaluation. This is an acknowledgement of the evaluation not concurrence. If evaluators do not agree to change the evaluation and the ratee wishes to dispute it, the ratee should pursue the established appeal/correction avenues available to them as outlined in [Chapter 9](#) once the evaluation is a matter of record.

3.14.5. The rater will suspense the ratee three duty days to sign the evaluation. **(T-1)**

3.14.6. In cases where the ratee refuses to sign, any evaluator signing the evaluation is authorized to select "Member declined to sign" from the drop-down menu in the ratee's acknowledgment and sign the evaluation in the ratee's acknowledgment block.

3.14.7. In cases where the ratee is unable to sign, any evaluator will select "Member unable to sign" from the drop-down menu in the ratee's acknowledgment block and sign the evaluation in the ratee's acknowledgment block.

3.14.8. For the purpose of signing evaluations, the term “Member unable to sign” indicates that the member does not have access to a common access card-enabled computer (e.g., convalescent leave, TDY to a contractor facility without government computer access, deployed to a location without computer access, no longer have digital signature capability, in absent without leave or deserter status, etc.).

3.14.9. “Wet Signature Evaluations Only.” Evaluators can type, handwrite or use the drop-down option to annotate the evaluation when the ratee is unable or declines to sign.

**3.15. Stratifications.** Stratifications serve to provide clear feedback to ratees on their overall performance in relation to a relevant peer group with similar knowledge, skills, experience, and scope of work and responsibility, and to document that performance assessment for future unit-level and enterprise-level talent management decisions (e.g., special application boards, hiring authorities, development teams, promotion boards).

3.15.1. Stratification Accountability. It is the responsibility of evaluators at all levels to maintain integrity and keep intact the purpose, clarity, and validity of officer stratifications.

3.15.2. Statements outside the Scope of Responsibility. Stratification and broad statements outside the scope of the evaluator’s responsibility or knowledge are prohibited. **(T-1)** A broad statement is one which implies knowledge of Guardians not in the chain of accountability, both mission and personal. Evaluators can only stratify personnel within the confines of their direct rating chain and/or scope of rating responsibility (e.g., within the SRID). As an example of inappropriate and prohibited scope, an evaluator may not include in their stratification pools (denominators) personnel who provide mission support via a cross-functional team, or are on temporary duty status supporting a mission, but are permanently assigned to another unit (PASCODE) since these personnel do not officially report in the evaluator’s chain.

3.15.3. Stratification statements, when authorized, are not mandatory and are limited to the scope of the rating period (start date to end date). Accordingly, evaluators may review past evaluations; however, evaluators may not reference past evaluations in any way, and also may not use past evaluations as context or determinant for any current rating period stratification(s). The omission of stratifications does not constitute an error or injustice. **NOTE:** An evaluator may remove or change a stratification at any point during the process of an evaluation.

3.15.4. Unauthorized Stratifications.

3.15.4.1. Company Grade Officers (CGOs) and/or Field Grade Officers (FGOs) are not authorized peer groups for primary or secondary stratification purposes. **(T-1)**

3.15.4.2. Veiled stratifications are not authorized. These are statements which imply a stratification but do not conform to the guidance within paragraphs **3.15** and **3.16** (e.g., “#1 CAG Advisor...” This is an inappropriate evaluator comment because it is a veiled stratification with no denominator).

3.15.4.3. Stratification statements based on awards are not authorized, as awards are recognition based on a given set of criteria (e.g., “#1/50 as Sq CGO of the Quarter” is prohibited). **(T-1)**

3.15.4.4. Stratification statements for second lieutenants (O-1s) and colonels (O-6s) are prohibited. **(T-1)** While this quantitative comparison against a peer group is prohibited, evaluators should provide these officers with clear feedback regarding their performance in relation to Space Force standards.

3.15.4.5. Stratification Quotes. The use of stratification statements from anyone other than the evaluator is prohibited. **(T-1) EXCEPTIONS:** (1) Senior rater/senior leader stratification may be quoted if they are a signatory on the officer evaluation and do not have a requirement to provide comments (e.g., reviewer), (2) an evaluator (must be a signatory) may stratify at a level below, as long as it is within their scope of rating responsibility, (3) stratification from a deployed wing or delta commander/equivalent or higher level evaluator who is not a signatory on the evaluation and the evaluation is signed by the deployed rater, additional rater, and home station senior rater is authorized, and (4), optional deployed LOE stratifications may be quoted in future evaluations as long as stratification meets the criteria described in this guidance and is not previously documented in the permanent record.

3.15.4.6. When stratifying officers on officer evaluations, evaluators will not consider completion/non-completion of non-resident officer professional military education (OPME) if the officer is on the school select list or select/candidate status (because the ratee will attend in-residence). Relative ranking among officers rated by the rating chain should be based on overall performance. This paragraph does not preclude raters from making appropriate assignment and OPME recommendations on officer evaluations and retention recommendation forms. See [paragraph 3.16.3](#).

3.15.5. Authorized Stratifications. When used, stratification statements must be written in whole number quantitative terms (numerator over denominator) based on authorized peer groups and must remain within the evaluator's scope of authority. **(T-1)** Use of percentages in the numerator are prohibited (e.g., cannot use "Top 5%/50"). Authorized peer groups are limited to the following categories:

3.15.5.1. Primary Stratification. Evaluators may stratify officers by grade. Grade stratifications will only include officers in the same grade (e.g., first lieutenants, captains, majors, and lieutenant colonels). **(T-1)** Do not stratify officers against civilian grades or include civilian "equivalents" in the denominator pool. **(T-1)** Primary stratifications must include all military officers in that grade under the evaluator's scope of rating responsibility and may not include officers who are assigned within another reviewer's scope of rating responsibility.

3.15.5.1.1. United States Space Force Officers. The primary stratification for an officer assigned to a position in which only USSF officers are within an evaluator's scope of rating authority will simply have the grade as the descriptor (e.g., "#2/25 Lt Cols"). **(T-1)**

3.15.5.1.2. DAF Officers. The primary stratification for an officer assigned to a unit in which both, and only, USSF and USAF officers of the same grade are within an evaluator's scope of rating authority must have "DAF" with the grade as the descriptor (e.g., "#1/7 DAF Lt Cols"). **(T-1)** "Joint" as a stratification category is not authorized among only USSF and USAF officers. **(T-1)**

- 3.15.5.1.3. Joint Officers. The primary stratification for an officer permanently assigned to a position on a joint manning document in which at least one other non-DAF officer is within an evaluator's scope of rating authority must have "Joint" with the grade as the descriptor (e.g., "#1/5 Joint Majs"). (T-1) Raters with USSF officers and other sister service officers in the same grade, except those from USAF, are not authorized to use any other stratification category than "Joint" as a primary stratification (e.g., not authorized to state, "#1/4 USSF Lt Cols" to stratify just Space Force), or to specify specific services (e.g., not authorized to state, "#1/6 USSF/DA Lt Cols" to stratify just Space Force and Army, or "#2/5 USSF/USMC Majs" to stratify just Space Force and Marines) even if there is only one other sister service represented in addition to the USSF officers.
- 3.15.5.1.4. Promotion "Selects." Once an officer is selected for promotion, they will only be stratified against others selected for promotion to the same grade (e.g., a major select will only be stratified against other major selects). (T-1)
- 3.15.5.1.5. Frocked Officers. Frocked or temporarily promoted officers will be stratified amongst the officers in the grade they have been frocked or temporarily promoted to (e.g., a major that has been temporarily promoted to lieutenant colonel will only be stratified amongst other lieutenant colonels). (T-1)
- 3.15.5.2. Secondary Stratification. In order to use a secondary stratification, the officer must first be given a primary stratification to ground the secondary stratification statement and communicate the clearest depiction of where an officer stands for all future evaluation readers. Tertiary stratifications and beyond are not authorized. An evaluator may use one of the following peer groups as a secondary stratification:
- 3.15.5.2.1. Developmental Category. This refers to the officer's developmental category for promotion. Raters may use a developmental category stratification as a secondary stratification to any primary grade stratification and must be used among officers in the same grade (e.g., "#3/17 Capts, #1/12 LSF-O Capts"; "#5/16 Majs, #2/8 LSF-F Majs").
- 3.15.5.2.2. United States Space Force Grade. Raters may use a USSF grade stratification as a secondary stratification to a Joint or DAF primary stratification and must be used among officers in the same grade (e.g., "#2/14 Joint Majs, #1/6 USSF Majs"; or "#3/16 DAF Lt Cols, #1/4 USSF Lt Cols").
- 3.15.5.2.3. Duty Position. Duty position refers to the officer's duty position type, level, and scope of responsibility (e.g., commander, delta commander, section chiefs, flight commanders, operations officers, branch chiefs, action officers, analysts, instructors, etc.). Officers may be stratified against civilian personnel in equivalent duty positions (e.g., "#1/1 Capts, #1/40 Analysts"; "#2/6 Majs, #3/41 Flt CCs"). Duty position stratifications by grade are not authorized (e.g., "#1/20 Maj Flt CCs"), except for command position stratifications. Command position stratifications by grade are authorized, if desired (e.g., "#2/6 Maj Sq/CCs"; "#1/3 Lt Col Sq/CCs"). (T-1) "Non-" duty position stratifications and overly broad categorizations that obscure the differences in grade and duty positions inherent within the stratification are not authorized (e.g., "#1/6 non-command Lt Cols"; "#1/136 officers"). (T-1)

**3.16. Unauthorized Evaluator Considerations and Comments.** Certain items are prohibited for consideration in the performance evaluation process and will not be commented upon on any Officer Evaluation System form. Refer to [3.14.4](#) for unauthorized stratifications.

3.16.1. Promotion statements, reference to grades and/or positions higher than the ratee holds, or promotion statements that are pushes to the next higher grade are prohibited. **EXCEPTION:** Statements of fact (e.g., "filled a Lt Col billet") are authorized if the ratee was assigned to the UMD position.

3.16.1.1. Any reference, direct or indirect, to an officer's order of merit, line number, position sequence, etc. on any boarded selection is unauthorized. **EXCEPTION:** Statements acknowledging an officer's selection for promotion during the reporting period are acceptable.

3.16.1.2. The term "Senior" on officer evaluations is prohibited. This term is commonly understood as a euphemism for colonels and above, or to refer to members holding a higher grade than the ratee, and therefore constitutes an implied promotion statement and is prohibited.

3.16.2. Comments on officer evaluations regarding completion of, or enrollment in, Officer Professional Military Education (OPME) and advanced academic degrees are prohibited.

3.16.2.1. Performance and special recognition comments on officers attending in-residence education and/or training will be documented appropriately on the AF Form 475 (see [Chapter 6](#)). **EXCEPTION:** When preparing officer evaluations, evaluators may comment on Air War College non-residential program Outstanding Graduates; unlike resident students, non-resident students do not receive a training report to document this achievement.

3.16.2.2. Evaluators will not comment on an officer's status on the school's list, selection for OPME, and/or specific schools (e.g., ACSC, AWC, Joint) but will limit their remarks to "PLE", "ILE", or "SLE" only.) **NOTE:** An assignment recommendation for Air Force Institute of Technology Masters or Doctoral degree program is authorized.

3.16.2.3. Evaluators may comment on an officer's competitive assignment selection to programs that fall outside of the USSF Intermediate Level Education (ILE) and Senior Level Education (SLE) Board to include but not limited to Olmstead, Fulbright, Rhodes, School of Advanced Air and Space Studies, and the School of Advanced Warfighting Studies.

3.16.3. Assignment and OPME Recommendations. Assignment and OPME recommendations on officer evaluations that are inconsistent with an officer's current grade are prohibited. The intent and philosophy of the Officer Evaluation System is to recommend an officer for assignments or positions and resident level of OPME that reflect the ratee's potential.

3.16.3.1. There is a fine line between an assignment recommendation and an overt, implied or veiled promotion statement. When making an assignment recommendation on an officer evaluation, there will be no reference to a higher grade, and it must be consistent with the officer's appropriate progression of their professional development.

3.16.3.2. Evaluators may make one or more assignment recommendations in an officer's evaluation provided the recommendations are both appropriate and realistically achievable for the officer's current grade or current grade plus one. The assignment recommendation may involve the current grade plus one if the officer has completed or is currently completing the last reasonable career development for the current grade. **Example:** "Highly recommend for Air Force Institute of Technology—then Joint Duty." **NOTE:** Air Force Institute of Technology can be used for an assignment push, however, it cannot be used as an OPME push.

3.16.3.3. The intent is to focus on what job or OPME assignment the officer should be doing immediately after their current assignment. Anything beyond the next assignment would be mapping out a career or making an implied promotion statement. Both instances are contrary to the spirit and intent of the Officer Evaluation System.

3.16.3.4. In addition to assignment recommendations, evaluators may also make recommendations for the appropriate level of in-residence OPME on officer evaluations and LOEs. OPME pushes are not authorized on training reports.

3.16.3.4.1. Evaluators determine the appropriate level recommendation by considering the highest level of in-residence OPME the officer has already completed along with the eligibility criteria for each level of in-residence professional military education. (Squadron Officer School is the appropriate level of primary level education (PLE) for Space Force officers).

3.16.3.4.2. For lieutenant through captain, a PLE recommendation is appropriate until the officer has completed PLE in-residence.

3.16.3.4.3. For a captain, once the officer completes PLE, an ILE recommendation is appropriate.

3.16.3.4.4. For a major, if as of the close-out date of the evaluation, the officer has not already completed ILE in-residence and is still eligible for consideration, an ILE recommendation is appropriate. However, once the major completes ILE in-residence or when the officer is no longer eligible for consideration, then a SLE recommendation is appropriate.

3.16.3.4.5. Raters cannot recommend officers for specific schools, including "Joint." Only the terms "PLE," "ILE," and "SLE" are authorized. The appropriate venue for a specific school recommendation is through the annual OPME process.

3.16.3.5. Example of acceptable assignment and OPME recommendations:

3.16.3.5.1. "Make Capt Cousins a Crew Commander." (Appropriate next level of progression).

3.16.3.5.2. "Send Major Smith to ILE." (Appropriate OPME progression).

3.16.3.5.3. On a Lt Col OPR, "Make him a Division Chief." (Appropriate next level of progression).

3.16.3.5.4. "After ILE, assign to Space Staff." (Appropriate OPME with follow-on assignment).

3.16.3.5.5. For a major who has completed Air Command & Staff College in-residence, or who is out of the eligibility window, recommendations for SLE would be appropriate, “Send to SLE.”

3.16.3.5.6. For a captain who has completed PLE in-residence, or who is beyond the window of eligibility, an appropriate recommendation would be “In-resident ILE a must.”

3.16.3.6. Prohibited examples:

3.16.3.6.1. “Make Lt Triska a Director of Operations”. (Inappropriate next level of progression).

3.16.3.6.2. “Send Capt Brown to ILE after selection to major.” (Reference to ILE is appropriate, but the comment “after selection to major” is an implied promotion statement).

3.16.3.6.3. “ILE in 2023, Sq/CC in 2025, and Del/CC in 2031.” (Goes beyond the scope of the next assignment).

3.16.3.6.4. “Capt Phelps is ready to be a Sq/CC” and “Make Maj Kinsley a Del/CC.” (In both cases, the recommendations are clearly beyond the officer’s next assignment and are viewed as veiled promotion statements).

3.16.4. Officer Bonuses. Comments on an officer's decision to accept or decline retention bonus pay (e.g., officer retention bonus) is prohibited.

3.16.5. Separation, Transfer, or Retirement Status. Comments referring to separation, transfer to a sister service, or retirement are prohibited. However, comments may be warranted when an officer displays a reluctance to accept responsibility, a negative attitude toward the job, and/or exhibits a decrease in performance that can be reasonably attributed to a pending separation, transfer, or retirement. Comments are limited to the behavior and not the fact the Guardian is separating, transferring, or retiring. **NOTE:** Although comments are mandatory, an evaluator may use the minimum bullets required in accordance with [Table 3.1](#).

3.16.6. Civilian Employment. Comments about civil service jobs or other civilian occupations are prohibited unless it directly relates to the military position and their military performance. Recommendations for civilian employment are prohibited.

**3.17. Extensions of Close-out Dates.** Extensions of close-out dates are not authorized for colonel and below evaluations.

**Table 3.1. Instructions for Preparing AF Form 707, Officer Performance Report.**

<b>NOTE:</b> Air Force terminology on the AF Form 707 applies to the equivalent Space Force terminology (e.g., Airman applies to Guardian, Duty Air Force Specialty Code applies to Duty Space Force Specialty Code).			
<b>SECTION I. RATEE IDENTIFICATION DATA</b>			
<b>I T E M</b>	<b>A Heading</b>	<b>B Instructions</b>	<b>C Example</b>
<b>1</b>	Name	Enter Last Name, First Name, Middle Initial and any suffix (e.g., JR., SR., III). If there is no middle initial, the use of “NMI” is optional. Name will be in all upper case.	DOE, JOHN E. JR.
<b>2</b>	SSN	Enter full social security number.	123-45-6789
<b>3</b>	Grade (Rank)	Enter appropriate grade. See <b>paragraph 1.4.9</b> .	2LT, 1LT, Capt (S), Capt, Maj (S), Maj, Lt Col (S), Lt Col, Col (S), Col
<b>4</b>	DAFSC	Enter the DSFSC held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable. 365-day extended deployments will use the TDY DSFSC. See <b>paragraph 1.4.8</b> .	13S4
<b>5</b>	Reason for Report	Enter reason for report from officer evaluation notice and as determined by <b>Table 3.2</b> .	Annual, Dir by HQ USAF, Dir by Commander
<b>6</b>	PAS Code	Enter PAS code of ratee’s unit of assignment as of the close-out date. Those assigned to a 365-day extended deployment billet, use the home station PAS code.	LU6FFSM8
<b>7</b>	Organization, Command, Location	Enter information as of close-out date. Nomenclature does not necessarily duplicate what is on the officer evaluation notice. The goal is an accurate description of where and to whom the ratee belongs. Command will be listed inside parentheses. 365-day extended deployments will use the home station unit, “with duty at . . .”	13th Space Warning Squadron (SpOC), Clear SFS AK  Headquarters Space Systems Command (SSC), Los Angeles AFB CA  Space Delta 7 (SpOC), Peterson SFB CO, with duty

			at 442 ECS (USAFCENT), Baghdad International Airport, Baghdad, Iraq
8	Period of Report	<p>FROM Date: Enter the day following the last evaluation’s close-out date. See <b>paragraph 3.9</b>.</p> <p>THRU Date: Use the date on the OPR notice or see <b>paragraph 3.10</b> to determine the close-out date.</p>	1 Dec 2022 thru 30 Nov 2023
9	Number Days Supervision and Number of Days Non-Rated	<p>Enter number of days ratee was supervised by rater during the reporting period. See <b>paragraph 3.11</b>.</p> <p>Enter number of days non-rated (if applicable) in accordance with <b>paragraph 1.4.11</b>.</p>	<p>365</p> <p>118</p>
10	SRID	<p>Enter the SRID for the ratee’s unit of assignment as of the close-out date.</p> <p>365-day extended deployments will use the home station SRID.</p>	<p>KA341</p> <p>See <b>paragraph 1.3.2</b> for classified locations</p>
<b>SECTION II. JOB DESCRIPTION</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
11	Duty Title	<p>Enter the approved duty title as of the close-out date in upper/lower case. If the duty title on the notice is abbreviated and entries are not clear, spell them out. If wrong, enter the correct duty title and take appropriate actions to update the personnel data system.</p> <p>Corrective actions should be initiated upon receipt of the officer evaluation notice. Ensure the duty title is commensurate with the ratee’s grade, SFSC, and responsibility.</p> <p>365-day extended deployments will use the deployed duty title.</p>	Flight Commander

12	Job Description	<p>Comments in bullet format are mandatory. Limit text to four lines. Enter information about the position the ratee held in the unit and the nature or level of job responsibilities. The rater develops the information for this section.</p> <p>This description must reflect the uniqueness of each ratee’s job. Be specific—include level of responsibility, number of people supervised, dollar value of resources accountable for/projects managed, etc. Make it clear; use plain English. Avoid jargon, acronyms, and topical references—they obscure rather than clarify meaning. Previous jobs held during the reporting period may be mentioned only if it impacts the evaluation.</p> <p>365-day extended deployments will use the TDY job description. For deployments that do not warrant an evaluation, reserve the final bullet for significant additional duties.</p> <p>Commander’s job description will include the total assigned. A short one-line description of the unit’s mission may be included in the job description if it is necessary to better explain the ratee’s duties.</p>	<p>- Commands, directs and leads 50 operators across 5 mission crews...</p> <p>- Responsible for...</p> <p>- Supervises 9 NCOs...</p> <p>- 89 USSF, 20 USAF...</p>
<b>SECTION III. PERFORMANCE FACTORS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
13	Job Knowledge, Leadership Skills, Professional Qualities (includes adherence to standards), Organizational Skills, Judgment & Decisions, and Communication Skills	<p>Enter an “X” in the appropriate box.</p> <p>All six performance factors are consolidated in this block. Specific performance factors are listed on the reverse side of the form.</p> <p>Organizational Climate: See <b>paragraph 1.8.9.</b></p>	X

14	Does Not Meet/Meets Standards	Enter an “X in the appropriate box.  One of the two blocks must be marked.	X
<b>SECTION IV. RATER OVERALL ASSESSMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
15	Rater Overall Assessment	<p>Comments are mandatory; must use bullet format and include at least one bullet. This section allows evaluators to comment on the ratee’s overall performance and performance-based potential as compared to others in the same grade known by the evaluators. If “THE RATER IS ALSO THE REVIEWER” comment is required in Section VI, the rater will digitally sign the rater, additional rater, and reviewer signature blocks; leave Section V comments area blank.</p> <p>Organizational Climate: See <b>paragraph 1.8.9.</b></p> <p>Oversight of Housing: See <b>paragraph 1.8.10.</b></p>	<p>- Executed... - Performed... - Led...</p>
16	Last Performance Feedback Date	<p>Raters certify performance feedback in this area by entering the date the most recent feedback was provided. Enter date as DD MMM YYYY. If feedback was not accomplished, state reason why. There is no excuse for not completing this requirement. If feedback was not required, enter “N/A.” Do not use the date feedback was provided in conjunction with completion of the evaluation. See <b>Chapter 2.</b></p>	<p>15 Jun 2022</p> <p>Or</p> <p>Feedback was not accomplished due to...</p>
17	Rater’s Name, Grade, Branch of Service, Organization, Command & Location	<p>Enter Rater’s signature block as of the close-out date. See <b>paragraph 1.4.12.</b></p>	<p>SUE J. DOE, Col, USSF Space Delta 1 (STARCOM) Vandenberg SFB CA</p>

			JOE C. BUSCH, NH-III, DAF HQ Space Operations Command (SpOC) Peterson SFB CO
18	Duty Title	Enter duty title in upper/lower case letters as of the close-out date of the officer evaluation.	Commander
19	SSN	Enter the last four digits of the social security number.	1234
20	Date & Signature	<p>The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date.</p> <p>Do not sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. Additional rater assessment block will be locked and reviewer signature capability unlocked with the additional rater's digital signature. See <b>paragraph 1.4.12</b>.</p>	Digital or wet signatures. A combination of both is authorized.
<b>SECTION V. ADDITIONAL RATER OVERALL ASSESSMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
21	Concur/Non- Concur	Place an "X" in the appropriate box indicating concurrence/non-concurrence of the rater's assessment. If non-concurring, comments are required. See <b>paragraph 1.9</b> for disagreements.	X
22	Additional Rater Overall Assessment	<p>Comments are mandatory. Must contain at least 1 bullet, a maximum of 4 lines. Must be in bullet format.</p> <p>Use this section to support rating decision and allow evaluators to comment on the ratee's overall</p>	<ul style="list-style-type: none"> <li>- Spearheaded...</li> <li>- Integrated...</li> <li>- Enabled...</li> </ul>

		<p>performance and performance-based potential as compared to others in the same grade known by the evaluators. See <b>paragraph 1.12</b> for inappropriate comments. See <b>paragraph 1.9</b> for disagreements. See <b>paragraph 1.10</b> for referrals.</p> <p>Organizational Climate: See <b>paragraph 1.8.9.</b></p> <p>Oversight of Housing: See <b>paragraph 1.8.10.</b></p>	
<b>23</b>	Additional Rater Name, Grade, Branch of Service, Organization, Command & Location	<p>Enter the additional rater's information. Additional raters assigned on or prior to close-out date, enter information as of the close-out date; additional raters assigned after the close-out date, enter the information as of the date signed.</p> <p>Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7.</b> for exceptions.</p>	<p>BILL R. REED, JR., Col, USSF Space Rapid Capabilities Office (HQ USSF) Kirtland AFB NM</p> <p>JAYMES E. JONES, NH-IV, DAF Space Trng &amp; Readiness Cmd (STARCOM) Peterson SFB CO</p>
<b>24</b>	Duty Title	<p>Enter duty title as of the close-out date of the officer evaluation.</p> <p>(use format in example)</p>	Commander
<b>25</b>	SSN	Enter the last four digits of the social security number.	1234
<b>26</b>	Date & Signature	<p>The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date.</p> <p>Do not sign blank forms that do not contain ratings, sign before the close-out</p>	Digital or wet signatures. A combination of both is authorized.

		date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee's endorsement to a referral letter. Additional rater assessment block will be locked and reviewer signature capability unlocked with the additional rater's digital signature. See <b>paragraph 1.4.12</b> .	
<b>SECTION VI. REVIEWER</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>27</b>	Concur/Non- Concur	The reviewer will place an "X" in the appropriate box indicating concurrence or non-concurrence of the additional rater's assessment. See <b>paragraph 1.9</b> for disagreements.	X
<b>28</b>	Reviewer Comments	The reviewer is the primary quality control level and guards against inaccuracy and exaggeration.	"THE ADDITIONAL RATER IS ALSO THE REVIEWER"
<b>29</b>	Reviewer's Name, Grade, Branch of Service, Organization, Command & Location	Enter reviewer's signature block. Reviewers assigned on or prior to close-out date, enter information as of the close-out date; if assigned after the close-out date, enter the information as of the date signed.  Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7</b> . for exceptions.	JOHN H. DOE, Col, USSF Space Launch Delta 45 (SSC) Patrick SFB FL  JACOB M. FREER, SES, DAF Headquarters United States Space Force (USSF) Pentagon, Washington DC
<b>30</b>	Duty Title	Enter the duty title as of the close-out date of the OPR. (use format in example)	Commander
<b>31</b>	SSN	Enter the last four digits of the social security number.	2345
<b>32</b>	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used,	Digital or wet signatures. A

		<p>sign in reproducible blue or black ink and handwrite, stamp or type the date.</p> <p>Do not sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee’s endorsement to a referral letter. Additional rater assessment block will be locked and reviewer signature capability unlocked with the additional rater’s digital signature. See <b>paragraph 1.4.12.</b></p>	<p>combination of both is authorized.</p>
<b>SECTION VII. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>33</b>	Functional Examiner or Air Force Advisor	When applicable, place an “X” in the appropriate box. See <b>paragraph 1.6.8.</b>	X
<b>34</b>	Name, Grade, Branch of Service, Organization & Location	Enter Space Force Advisor/Functional Examiner’s information as of the close- out date. See <b>paragraph 1.4.12.</b>	JACK C. SMITH, Col, USSF Space Systems Command (SSC) Los Angeles AFB CA
<b>35</b>	Duty Title	Enter Space Force Advisor/Examiner’s duty title.  (use format in example)	Deputy Director
<b>36</b>	SSN	Enter the last four digits of the social security number.	1122
<b>37</b>	Date & Signature	<p>The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date.</p> <p>Do not sign blank forms that do not contain ratings, sign before the close-out date (only on or after), or date before the date the rater signed it or earlier than the date of the ratee’s endorsement to a referral letter. Additional rater</p>	<p>Digital or wet signatures. A combination of both is authorized.</p>

		assessment block will be locked and reviewer signature capability unlocked with the additional rater's digital signature. See <b>paragraph 1.4.12</b> .	
<b>SECTION VIII. RATEE'S ACKNOWLEDGEMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>38</b>	<p>Ratee Acknowledgement.</p> <p>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.</p>	<p>After reviewing evaluation, the ratee will read the acknowledgement statement and place an "X" in the appropriate box indicating Yes or No.</p>	X
<b>39</b>	Date & Signature	<p>The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by signing in this block. Signing the evaluation does not imply concurrence, but acknowledgement and review of personal information on the form. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with <b>Chapter 9</b>.</p> <p>The rater will suspense the ratee three duty days to sign the evaluation.</p> <p>Non-digital: Handwrite, date stamp or type the date. Sign on or after the close-out date. Select the appropriate choice from drop down menu:  Blank – member concurs and digitally signs evaluation  "Member unable to sign" – use when member is incapacitated or unavailable to sign; rater or any higher evaluator on the form in the chain (digitally) signs.</p>	Digital or wet signatures. A combination of both is authorized.

		“Member declined to sign” – use when member refuses to sign the form; rater or any higher evaluator on the form in the chain (digitally) signs. See <b>paragraph 1.4.12.</b>	
<b>SECTION IX. PERFORMANCE FACTORS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>40</b>	Job Knowledge	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Job Knowledge. See <b>paragraph 1.10</b> for referrals.	X or leave blank
<b>41</b>	Leadership Skills	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Leadership Skills. See <b>paragraph 1.10</b> for referrals.	X or leave blank
<b>42</b>	Professional Qualities	If ratee meets standards (including fitness), leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Professional Qualities. See <b>paragraph 1.10</b> for referrals.	X or leave blank
<b>43</b>	Organizational Skills	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Organizational Skills. See <b>paragraph 1.10</b> for referrals.  Organizational Climate: See <b>paragraph 1.8.9</b>	X or leave blank
<b>44</b>	Judgment And Decisions	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Judgment and Decisions. See <b>paragraph 1.10</b> for referrals.	X or leave blank

45	Communication Skills	If ratee meets standards, leave blank. If ratee does not meet standards in any of the listed areas, place an “X” in the “Does Not Meet Standards” block for Communication Skills. See <b>paragraph 1.10</b> for referrals.	X or leave blank
<b>SECTION X. REMARKS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
46	Acronyms	Due to limited space on the front of the form, evaluators may spell out acronyms in this block. They will be listed alphabetically and separated by a semicolon (;).	Crew Mission Ready (CMR); Program Executive Officer (PEO)
47	DG or TG Award	If ratee was awarded a DG or TG from a training course for which no TR was required, the rater may enter the criteria for the award in Section X, Remarks.	- Top 10%, awarded DG . . .
48	Other Comments	There will be instances where SpFI 36-2401 requires additional remarks. The placement of comments not specified in this SpFI may be placed here. Contact AFPC/DPMSPE for clarification.	e.g., <b>paragraph 1.7</b> , when rater died, MIA, Prisoner of War, incapacitated, formally relieved from duty, the additional rater becomes the rater.
49	Mandatory Statements	Enter mandatory statement(s) prior to listing the acronyms.	e.g., “REVIEWER’S GRADE IS LOWER THAN THE PREVIOUS RATER”; “TWO GENERAL OFFICERS AUTHORIZED IAW SPFI 36-2401”
<b>SECTION XI. REFERRAL EVALUATIONS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
50	Referral Report	Complete this section for referral evaluations only.	See <b>paragraph 1.10</b>

**Table 3.2. When to Prepare Officer Evaluations (Lieutenant thru Colonel).**

<b>R U L E</b>	<b>A</b> <b>If</b> <b>(See NOTES 1 and 2)</b>	<b>B</b> <b>Then write evaluation</b> <b>and enter reason as</b>
<b>1</b>	subsequent evaluations will close out on the SCOD (based on grade). <b>(T-1)</b> . See <b>Notes 3 and 4</b> .	Annual
<b>2</b>	the ratee’s performance or conduct is unsatisfactory or marginal and a special evaluation is appropriate and the supervision period was 60 calendar days. See <b>NOTE 5</b> .	DBC
<b>3</b>	the ratee has been declared missing-in-action, captured, or detained in captive status. See <b>NOTE 6</b> .	DBH
<b>4</b>	a special evaluation is directed by headquarters. See <b>NOTE 7</b> .	DBH
<b>5</b>	the ratee is placed into record status 6, deserter. See <b>NOTE 8</b> .	DBC
<b>6</b>	any sentence of confinement as the result of a court-martial.	DBC
<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. Colonels selected for promotion to brigadier general receive evaluations IAW <b>Chapter 7</b>.</li> <li>2. If the officer evaluation is already a matter of record, and the event or circumstances that brought about the evaluation changes or no longer exists, take no action. The officer evaluation is a valid evaluation and remains in the ratee’s records.</li> <li>3. See <b>Table 3.3</b> for appropriate SCODs. Evaluations for officers selected for promotion will have a close-out date on the SCOD of the projected grade. <b>(T-1)</b></li> <li>4. For an officer who enters active duty:             <ol style="list-style-type: none"> <li>a. Newly Commissioned Officer Accessions (non-Inter-Service transfer). The first evaluation will be required at the next SCOD for their respective grade, given there are at least 180 days between the EAD and the SCOD. If less than 180 days have elapsed between the EAD date and the SCOD, the OPR closeout date will be extended to the following SCOD the next year. <b>(T-1)</b> For officers who receive an AF Form 475, see <b>paragraph 3.4.9</b>.</li> <li>b. Inter-Service Transfer (ISTs) Accessions from Sister-Services outside the DAF. The first evaluation will be required at the next SCOD for their respective grade, given there are at least 120 days between the EAD and the SCOD. If less than 120 days have elapsed between the EAD date and the SCOD, the OPR closeout date will be extended to the following SCOD the next year. <b>(T-1)</b> For officers who receive an AF Form 475, see <b>paragraph 3.4.9</b>.</li> </ol> </li> <li>5. This includes placement on or removal from the control roster (FLDCOM, delta, squadron).</li> <li>6. Do not prepare evaluations for periods of missing-in-action, captured, or detained in captive status of less than 15 calendar days. If the ratee remains in one of these categories for 15 calendar days or more, prepare an evaluation under this rule without regard to the number of days of supervision. Close the evaluation on the day the ratee was placed in missing-in-action, captured, or detained in captive status. These evaluations are as directed by AFPC/DP3SP.</li> <li>7. AFPC/DP3SP, AFPC/DPMSP, and SF/S1L retain the authority to direct evaluations under this rule. Special evaluations covering outstanding duty performance are not permitted under this rule.</li> <li>8. The close-out date of the evaluation is the effective date the ratee is placed in record status 6, deserter, and may only comment on the negative behavior.</li> </ol>		

**Table 3.3. Accounting Dates and Static Close-out Dates for Officer Evaluations.**

<b>Grade (includes selectees)</b>	<b>Static Close-out Date</b>	<b>Accounting Date</b>
2d Lt and 1st Lt	31 Oct	3 Jul
Capt, Maj, and Lt Col	30 Nov	3 Aug
Col	30 Apr	3 Jan
<b>NOTE:</b> Accounting dates are approximately 120 calendar days prior to each SCOD and are established as the 3rd of the month for consistency.		

## Chapter 4

### ENLISTED EVALUATIONS

#### 4.1. General Guidelines.

4.1.1. See [Chapter 1](#) for general processing guidance applicable to all evaluations.

4.1.2. Evaluations are used to determine selections for promotions, job and school recommendations, career job reservations, reenlistments, retraining, and assignments. Therefore, evaluators at all levels must use caution to prevent inflation. It is important to distinguish performance among peers and is a disservice when ratings are inflated or inaccurate.

4.1.3. Marking Ratings on Wet Signature Evaluations. When electronic ratings are not used, do not enter hand-marked ratings until signing the evaluation to prevent erroneous entry of ratings by other personnel. When hand-marking, use only reproducible dark blue or black ink.

#### 4.2. Enlisted Evaluation Forms.

4.2.1. For Spc1 through TSgt, use DAF Form 910. See [Table 4.6](#).

4.2.2. For MSgt (including selects) through SMSgt, use AF Form 911. See [Table 4.7](#).

4.2.3. For CMSgt (including selects), use AF Form 912. See [Table 4.9](#).

#### 4.3. When to Accomplish an Enlisted Evaluation.

4.3.1. All enlisted personnel in the rank of Spc4 through CMSgt will receive an evaluation as of the appropriate SCOD for their rank. Spc1, Spc2 and Spc3s will receive an evaluation upon completing a minimum of 36 months time in service (TIS) as of the Spc4 SCOD, 31 January. If the rater PCSs/PCAs before the SCOD, the rater will complete a draft evaluation, and the rating chain from the unit as of the accounting date will complete the evaluation.

4.3.2. The Chief of Space Operations (CSO) retains discretionary authority to render evaluations on an optional basis on the Chief Master Sergeant of the Space Force.

4.3.3. Military/Civilian Confinement. AFPC will complete a DAF Form 77 for Guardians who choose to remain in the Space Force following overturn of a sentence adjudged at a court-martial by a subsequent appeals court. The inclusive dates will be the day after the close-out date of the ratee's last evaluation through the day the ratee was returned to present for duty status or the date the sentence is overturned, whichever is earlier. The unit to which the Guardian transfers following the return to present for duty status will assume performance evaluation responsibilities, beginning the day following DAF Form 77 completion through to the applicable annual SCOD.

4.3.4. Separation/Retirement. Annual evaluations are optional for Guardians with an approved separation or retirement date that is within 1 year after the SCOD. If a Guardian is promotion eligible, then a report is required. **(T-1)** Supervisors will consult with separating or retiring Guardians regarding the option to complete a final evaluation. **(T-3)** Leadership shall consider the Guardian's preference when deciding whether or not to accomplish their final evaluation. **(T-3)** After consulting with the individual, and the individual opts not to complete a final evaluation, the supervisor will annotate the DAF Form 910, AF Form 911 and AF Form 912 accordingly and process the evaluation to the lowest level commander for signature. **(T-1)** Guardians are encouraged to complete a final evaluation for future purposes (e.g., employment, transfer to a sister service). An evaluation will not be accomplished after a Guardian has officially separated/retired. **(T-1)**

4.3.4.1. Complete a final evaluation when requested by the ratee, decided by the rater, commander, or senior rater, or mandated in accordance with [paragraph 1.8](#). Supervisors and commanders are responsible for completing mandatory evaluations no earlier than 30 calendar days before the ratee final out-processes or officially separates/retires. **(T-1)**

4.3.4.2. When a final report will not be rendered, for administrative and tracking purposes, complete the appropriate evaluation form and include "FINAL REPORT NOT REQUIRED AND/OR IS NOT MANDATED TO BE RENDERED IN ACCORDANCE WITH SPFI 36-2401, PARA 1.8" in Sections III, IV, and V of DAF Form 910, Sections III and IV of AF Form 911, and Section II of AF Form 912. Performance assessment ratings are not required.

**4.4. Evaluations not Authorized.** Performance evaluations will not be accomplished on the following:

4.4.1. Guardians in the grade of Spc1-Spc3 with less than 36 months total active federal military service as of the Spc4 SCOD.

4.4.2. Guardians who die while on active duty. **EXCEPTION:** If the death occurred on or after the close-out date of an evaluation that was already being processed, it becomes an optional evaluation.

4.4.3. Commissioning Program. Guardians who are enrolled in a commissioning program as of the SCOD. **NOTE:** If a Guardian does not complete a program and is returned to enlisted service, complete a DBH enlisted evaluation, effective the date of removal by the commissioning program, documenting the performance that resulted in removal from the program.

4.4.4. Guardians in a prisoner or confinement status, housed at either a military or civilian confinement facility. **NOTE:** Guardians awaiting publication of a sentence adjudged at a court-martial will remain the administrative responsibility of the losing unit commander/director until such time as the sentence adjudged at a court-martial is published and the Guardian is officially transferred to a confinement facility. These Guardians will still require SCOD evaluations (as applicable), completed by the losing commander/director.

4.4.5. Guardians undergoing appellate review leave and awaiting an appeals court decision and still permanently assigned to an Air Force Security Forces Center-managed confinement facility.

**4.5. When to Submit an Enlisted Evaluation.** See [Table 4.1](#).**4.6. “FROM” Dates.** Establish the “FROM” date if the Guardian:

- 4.6.1. Has a previous evaluation on file, use the day after the close-out date of the previous evaluation.
- 4.6.2. For Guardians who have not had a previous evaluation, the FROM date equals the total active federal military service date.
- 4.6.3. For United States Air Force Academy Guardians removed from cadet status and returned to enlisted grade the FROM date equals the extended active duty date.

**4.7. “THRU” Dates.**

- 4.7.1. Initial Reports. The close-out date will be the first SCOD after the Guardian attains the grade of E-4 or reaches 36 months time in service as of the SCOD (whichever occurs first).
- 4.7.2. Annual Reports. Reports will close-out on the next appropriate SCOD unless selected for promotion. Those on a select list will have their evaluation close-out on the appropriate SCOD for their promotion selected grade. **Example:** The TSgt SCOD is 31 Jan; therefore, TSgt evaluations will close-out on that date. However, MSgt selects (TSgts with a line number) will have their evaluations close-out on the MSgt SCOD on 31 Jul.
- 4.7.3. For Directed by Headquarters or Commander (FLDCOM, delta, or squadron, as appropriate) reports, the “THRU” date will be established by the following:
  - 4.7.3.1. Message Directed. Use the date specified in the message directing the evaluation.
    - 4.7.3.1.1. Missing-in-Action/Captured/Detained. Use the date the ratee was placed in missing-in-action, captured, or detained in captive status.
    - 4.7.3.1.2. Supplemental promotions. If a Guardian is selected for supplemental promotion to the next higher grade and if completing an evaluation on the next SCOD in the new grade will create a reporting period of longer than one year, then a DBH enlisted evaluation must be completed with a close-out date effective the date which the results of the supplemental were released. **Examples:**
      - 4.7.3.1.2.1. TSgt McDaniel was selected for supplemental promotion to MSgt on 15 Apr 23 and TSgt McDaniel had an enlisted evaluation on the TSgt SCOD date of 31 Jan 23, then no enlisted evaluation is required as MSgt (or MSgt select) McDaniel will receive an EPR on 31 Jul 23 (MSgt SCOD).
      - 4.7.3.1.2.2. TSgt Snowden was selected for supplemental promotion to MSgt on 15 Aug 23. MSgt (or MSgt select) Snowden’s last evaluation was completed on the 31 Jan 23 (TSgt SCOD) and the next projected enlisted evaluation is the 31 Jul 24 (MSgt SCOD). Since this creates a rating period of longer than one year, a DBH enlisted evaluation is required with a close-out date effective 15 Aug 23, the date of the supplemental release.

4.7.3.1.3. If a Guardian is demoted after the SCOD of the grade held prior to demotion, an enlisted evaluation will be completed as of the previous grade's SCOD and, subsequently, as of the SCOD of the new grade. **EXAMPLE:** MSgt Smith is demoted to TSgt effective 5 Oct 23. The now-TSgt Smith received an evaluation on the MSgt SCOD of 31 Jul 23 and, subsequently, will receive an evaluation on the TSgt SCOD of 31 Jan 24.

4.7.3.1.4. Directed by Commander (DBC). The close-out date will be established by the unit commander that directed the evaluation. **(T-1)** DBC evaluations provide flexibility to commanders to document substandard performance between SCODs and will only contain comments and ratings regarding the reason(s) for the evaluation. **(T-1)** All other comments, specifically those that are positive, and promotion recommendations are not authorized and will be documented on the next SCOD evaluation. **(T-1) NOTE:** Spc3 or below with less than 36 months total active federal military service do not receive a DBC enlisted evaluation unless the Guardian has a minimum of 20 months TIS.

4.7.4. 365-day Extended Deployment Enlisted Evaluations. **NOTE:** These instructions apply only to those individuals who are actually selected to fill an official extended deployment requirement. **(T-1)** These instructions will not be used for individuals filling other requirements, even though they may be extended to, or beyond 365-days. **(T-1)**

4.7.4.1. Home Station Rating Chain Responsibilities Prior to Departure. If the deployed rater is known prior to departure, the CSS/HR specialist will update the deployed rater. **(T-1)** In most cases, however, the deployed rater will not be known until the Guardian arrives to the deployed location. **(T-1)** In that case, use the home station commander as a temporary rater. This will facilitate home station and deployed commander's direct line of communication to ensure the rating chain is established and updated in a timely manner. **Example:** If the data is not updated immediately, a feedback notification report on individual personnel will produce within 30 days, and that alone should act as a reminder to the commander that the deployed data needs to be updated. **(T-1)**

4.7.4.2. Upon Arrival in the Area of Responsibility (AOR). The home station CSS/HR specialist will coordinate with the deployed PERSCO team and update MilPDS to reflect the Guardian's deployed duty title and DSFSC effective the date the Guardian arrives in the AOR. **(T-1)** They will also update the deployed rater if the rater was unknown prior to departure. **(T-1)** All updates should be completed as soon as possible but no later than 30 days after the Guardian arrives in the AOR.

4.7.4.2.1. Duty Title format. All extended deployment personnel duty titles will be standardized to reflect the extended deployment "duty title/country" assigned. **(T-1)** If space allows, include the unit assigned. **Example:** "Superintendent, 442 ECS/Iraq" or "Comm Specialist, GSU/Afghanistan."

- 4.7.4.2.2. When determining the deployed rating chain, the rater should typically be the person who directly supervises the individual's day-to-day activities. The unit that owns the unit line number will determine the rating chain. **(T-1)** Raters may be in any United States or foreign military service or a civilian in a supervisory position and must be in a grade equal to or higher than the ratee. **(T-1)** SecAF is responsible for the ADCON and support of DAF forces assigned or attached to combatant commands. **(T-0)** ADCON is the authority necessary to fulfill SecAF's statutory responsibilities for administration and support. In joint environments, a Space Force unit will be designated to have ADCON responsibilities over Guardians. **(T-1)** ADCON responsibilities include personnel management. With regard to evaluations, this involves managing the evaluation program, ensuring evaluations are accomplished on individuals on extended deployments as well as decorations and informal LOEs processed per local and air component command or FLDCOM direction. ADCON responsibility does not necessarily extend to writing the evaluations on those attached to the Space Force unit for ADCON purposes.
- 4.7.4.3. Upon Return from the AOR:
- 4.7.4.3.1. The home station CSS/HR specialist will change the Guardian's rater, DSFSC, and duty title in MilPDS to reflect home station (post-deployment) information. **(T-1)**
- 4.7.4.3.2. The home station forced distributor will continue to complete the commander's review/reviewer's (senior rater) portion of all evaluations, including those completed by the deployed rating chain. **(T-1)**
- 4.7.4.4. Forced Distributor/Senior Rater Responsibilities. The forced distributor/senior rater matched to the ratee's home station PAS code must perform forced distributor/senior rater duties (enlisted personnel will be on the home station forced distributor/senior rater's Master Eligibility Listing (MEL)). **(T-1)**

#### **4.8. Number of Days of Supervision.**

- 4.8.1. Enter the number of days the rater supervised the ratee during the reporting period. To compute, use the "supervision began date" through the "close-out date" to determine the number of days of supervision.
- 4.8.2. Do not deduct any periods of leave, TDY, absences or periods loaned out to other organizations. **EXCEPTION:** Non-rated periods authorized in accordance with [paragraph 1.4.11](#).
- 4.8.3. On an enlisted evaluation being written by the rater's rater per [paragraph 1.7](#), enter number of days for which the evaluator had personal or written knowledge of the ratee's duty performance during the reporting period.

**4.9. Completing Evaluations.** The rater will evaluate how well the ratee performed during the rating period by completing this section of Forms 910/911/912; however, the additional evaluators will review evaluations to ensure ratings accurately describe performance and comments are compatible with/support the performance assessment rating. They must return evaluations with unsupported statements for additional information or reconsideration of ratings (see [paragraph 1.9](#) for disagreements); however, no evaluator may coerce another into changing their comments or ratings unless they are missing mandatory comments ([paragraph 1.11](#)) or the evaluation includes prohibited comments ([paragraph 1.12](#)). (T-1)

**4.10. Promotion Time-In-Grade (TIG)/Time-In-Service (TIS) eligibility (DAF Form 910 only).**

4.10.1. This block is based on TIG/TIS eligibility not promotion eligibility.

4.10.2. TIG/TIS is based on promotion requirements as of the SCOD. The rater completes this portion of the DAF Form 910 and marks the block “YES” or “NO” based on eligibility.

4.10.3. Stratification statements are prohibited on DAF Form 910.

**4.11. Time-In-Grade (TIG)/Senior Rater Stratification/Endorsement Eligibility (AF Form 911 only).**

4.11.1. Do not utilize senior rater stratification/endorsement unless authorized by SF/S1. SF/S1 will notify senior raters prior to the accounting date if the Space Force will utilize the senior rater stratification/endorsement process and procedures.

4.11.2. If senior rater stratification/endorsement is authorized by SF/S1, the following procedures apply:

4.11.2.1. Senior rater stratification/endorsement is not automatic or mandatory. The decision to forward the evaluation for senior rater stratification/endorsement is determined by the evaluator who is eligible to close-out the evaluation and each level thereafter, without necessarily going to the senior rater.

4.11.2.1.1. The commander or director of the organization in which the ratee is assigned, who meets the grade requirements to close-out the report, determines if a report will be forwarded for stratification consideration. If the report is not forwarded to the senior rater for stratification, the commander or director will close out (sign) the report.

4.11.2.1.2. When a senior rater determines senior rater stratification is warranted, they will close out the report by completing Section IX. Numerical indications of how an individual Guardian compares to their peers (typically known as “stratification statements,” e.g., #1/10) may be included in Section VIII, but are not required. If senior rater endorsement/stratification is not warranted, the report will be returned for close-out (sign) by a major or GS-12/NH-III or higher. (T-1)

4.11.2.1.3. Stratification statements by anyone other than the senior rater are prohibited, to include all lower level stratification on evaluations endorsed by the senior rater. Stratification statements based on percentage, career field, or functional community are prohibited. **Example:** It is not appropriate to use “#1 SNCO” or “#1 Instructor.”

4.11.2.2. Senior raters can stratify up to 10% of TIG/TIS-eligible MSgts and up to 20% of TIG/TIS-eligible SMSgts within their SRID and by component. **NOTE:** Guardians with an approved high year of tenure retirement date prior to the first day of the month promotion increments begin will not be factored into senior rater allocations. When determining the quota, normal rounding rules apply (.49 rounds down to the whole number and .50 rounds up to the whole number). The ratee must meet all of the following minimum requirements as of the close-out date of the evaluation (except as authorized by [paragraph 4.12.4.3](#) due to forced endorsements):

4.11.2.2.1. Meet the TIG eligibility requirements outlined in [Table 4.8](#).

4.11.2.2.2. Successfully completed an Associate's or higher-level degree from a nationally or regionally accredited academic institution in any discipline or specialty. The degree must be conferred (awarded) as of the close-out date of the evaluation. Completing the last required course, College Level Examination Program, or Defense Activity for Non-Traditional Education Services is not sufficient. **NOTE:** This requirement is temporarily waived through 31 December 2024. Effective 1 January 2025 and beyond, Guardians must meet the education requirements outlined in [paragraph 4.11.2.2.2](#) to be considered for stratification.

4.11.2.3. On the AF Form 911, if a senior rater is stratifying a SNCO as the top 10% of promotion eligible MSgts or top 20% of promotion eligible SMSgts, Block B, then they may include a written stratification statement in Section IX, *Final Evaluator's Comments*.

4.11.2.3.1. When a stratification statement is used, it must include a numerator and denominator designation stating where the SNCO falls (numerator) within the senior rater's pool of TIG/TIS promotion eligible SNCOs (denominator), by grade. Example: "My #1/25 MSgts." In joint organizations, the stratification statement may include joint members of the same grade. If a senior rater does not provide a stratification in Section IX, Block B, they may not provide a stratification statement. **(T-3)**

4.11.2.3.2. If used, joint stratification statements must reference the joint population. **Example:** #1/20 joint E-7s or #2/10 joint E-8s. When a rater has both, and only, USAF and USSF SNCOs of the same grade subordinate to them, the use of "DAF" in lieu of "Joint" as a stratification category is authorized since Joint is not permissible among only USAF and USSF personnel. However, "DAF" may not be used as a stratification category if there are any other sister service SNCOs in the same grade and subordinate to the same rater.

4.11.2.3.3. Raters with USAF and USSF SNCOs in the same grade as other sister services are not authorized to use "DAF" to stratify just the USAF and USSF SNCOs of the same grade within their scope of supervision. These raters may only use "Joint" as a stratification category and must include all SNCOs in the same grade from all sister services under their scope of supervision. **(T-1)** See [paragraph 1.12](#) for prohibited evaluator considerations and comments.

4.11.2.4. A senior rater will endorse a non-TIG/TIS-eligible evaluation only when one of the following apply:

4.11.2.4.1. When the senior rater is the rater. In this case, the senior rater will mark the "Forced Endorsement" box on the AF Form 911. **(T-2)**

- 4.11.2.4.2. When the senior rater is the evaluator named in a referral memorandum. **(T-2)**
- 4.11.2.5. If the Guardian is not TIG/TIS-eligible for a senior rater stratification/endorsement, the commander/director or major or GS-12/NH-III or higher will close out (sign) the report.
- 4.11.2.6. Determine TIG/TIS eligibility for senior rater stratification/endorsement using the formulas below. See the TIG Eligibility Chart, **Table 4.8**.
- 4.11.2.6.1. For MSgt ratees.
- 4.11.2.6.1.1. If the close-out date is on or before 31 Jul, determine the number of months TIG from date of rank to 1 Jan of the next year following the evaluation close-out date. If less than 20 months, then TIG eligibility is “NO.” If greater than or equal to 20 months, then TIG eligibility is “YES.” All Guardians meeting a promotion board are required to have an enlisted evaluation on file closed out within 12 months of the promotion eligibility cutoff date.
- 4.11.2.6.1.2. If the close-out date is after 31 Jul, determine the number of months TIG from the date of rank to 1 Mar two years following the evaluation close-out date. If less than 20 months, TIG eligibility is “NO.” If greater than or equal to 20 months, TIG eligibility is “YES.” All Guardians meeting a promotion board are required to have an enlisted evaluation on file closed out within 12 months of the promotion eligibility cutoff date.
- 4.11.2.6.2. For SMSgt Ratees.
- 4.11.2.6.2.1. If the close-out date is on or before 31 Jul, determine the number of months TIG from the date of rank to 1 Dec. If less than 21 months, then promotion TIG/TIS eligibility is “NO.” If greater than or equal to 21 months, then promotion TIG/TIS eligibility is “YES.”
- 4.11.2.6.2.2. If the close-out date is after 31 Jul, determine the number of months TIG from the date of rank to 1 Dec of the year following the evaluation close-out date. If less than 21 months, promotion TIG/TIS eligibility is “NO.” If greater than or equal to 21 months, promotion TIG/TIS eligibility is “YES.” All Guardians meeting a promotion board are required to have an enlisted evaluation on file closed out within 12 months of the promotion eligibility cutoff date. **(T-1)**
- 4.11.2.6.3. For SMSgt promotion selects. Promotion TIG/TIS eligibility is based upon the SCOD of the enlisted evaluation. If the SCOD falls on the day of or day after the promotion public release date (to include supplemental promotions), individuals on the selectee list are not eligible for senior rater endorsement on that evaluation. Conversely, if the SCOD enlisted evaluation closed out prior to the promotion public release date, the Guardian is eligible for senior rater endorsement because they were still a MSgt as of the SCOD and not officially a SMSgt promotion selectee.
- 4.11.2.6.4. Senior raters must either use the following approved panel process (**paragraph 4.11.2.6.4.1**) to determine senior rater stratification/endorsement or develop and disseminate their own guidance within their organization no later than the accounting date of each evaluation cycle. **(T-1)**

4.11.2.6.4.1. Review the last five evaluations, all awards and decorations, the current myFitness Individual Report, and Career Data Brief (CDB). **(T-1)** Panel members will include the senior raters' command chief or senior enlisted advisor, as well as the commander/director who submitted the evaluation for senior rater stratification/endorsement consideration. **(T-1)**

4.11.2.6.4.2. Guardians with an approved high year of tenure retirement date prior to the first day of the month promotion increments begin are no longer considered eligible for senior rater endorsement and will not be factored into senior rater endorsement allocations. **(T-1)**

4.11.2.6.5. CMSgt and CMSgt-selects. The senior rater must endorse all AF Forms 912. **(T-2)**

#### **4.12. Final Evaluator's Position and Single Evaluators.**

4.12.1. The minimum grade of a final evaluator must be an O-4 or GS-12/NH-III or higher, but no higher in organization than the senior rater. **(T-1)** When the report has a single evaluator, then the final evaluator must be the senior rater and may not be delegated to a lower-level evaluator. **(T-1) EXCEPTION:** The SNCOA Commandant is designated as the final evaluator when the AF Form 911 is not endorsed/stratified by the senior rater or the SNCO is non-promotion eligible. The SNCOA Commandant is also authorized to sign Section IX of DAF Form 910 for non-promotion eligible Guardians or if an enlisted force distribution is not authorized (see [paragraph 4.18.1](#)) or not warranted. Furthermore, if a ratee is not promotion eligible, senior rater endorsement and/or stratification is not authorized (see [paragraph 4.11.1](#)) or not warranted, the SNCOA Commandant may act as the final evaluator on MSgt and SMSgt enlisted evaluations within their direct rating chain and/or scope of responsibility. If there is no full-time unit commander, the final endorser will be the senior full-time officer serving in the grade of O-4/GS-12/NH-III or higher, but no higher in organization than the senior rater. **(T-1)** For reviewers assigned on or prior to the close-out date, enter information as of the close-out date; if assigned after the close-out date, enter the information as of the date signed. **EXCEPTION:** The CMSSF may endorse enlisted evaluations as a senior rater and may also serve as the final evaluator.

4.12.2. Single Evaluator Only. An evaluator must be an O-6 or GS-15/NH-IV/equivalent. **(T-1)** If the rater is a senior rater, the evaluation must close out at this level unless it is a referral evaluation. **(T-1)** The evaluator must meet both grade and evaluator requirements for each section of the applicable evaluation form and must be a commander/director/other authorized reviewer. **(T-1)** An O-6/equivalent may serve as a final/deputy evaluator on the AF Form 911, and/or as a final evaluator/senior rater on the AF Forms 911 and 912, if they are designated as a senior rater. They must also meet the necessary requirements as a commander/director/other authorized reviewer to sign the entire evaluation as a single evaluator. **(T-1)** Single evaluators will enter "THIS SECTION NOT USED" in the additional rater comment section and sign each section.

4.12.3. An additional rater who meets the minimum grade requirement may close out the evaluation. However, an official higher in the rating chain than the additional rater may serve as the reviewer/final evaluator, if authorized. The reviewer/final evaluator may not be higher in the organizational structure than the senior rater. **(T-1)**

#### 4.12.4. Determining the Final Evaluator:

4.12.4.1. Commander/Director. The individual in the ratee's rating chain who meets the grade requirement to complete the final endorsement on the enlisted evaluation. For MSgt – SMSgt, a civilian final evaluator must be at least a GS-12/NH-III. **(T-1) Example:** Unit Commanders not in the grade of O-6/GS-15/NH-IV/equivalent; FLDCOM section chiefs below the division which are not in the grade of O-6/GS-15/NH-IV/equivalent. The SNCOA Commandant is designated as the final evaluator when the AF Form 911 is not endorsed/stratified by the senior rater or the SNCO is non-promotion eligible. The SNCOA Commandant is also authorized to sign Section IX of DAF Form 910 for non-promotion eligible Guardians or if an enlisted force distribution is not authorized (see [paragraph 4.18.1](#)) or not warranted. Furthermore, if a ratee is not promotion eligible, or if a senior rater endorsement and/or stratification is not authorized (see [paragraph 4.11.1](#)) or not warranted, the SNCOA Commandant may act as the final evaluator on MSgt and SMSgt evaluations within their direct rating chain and/or scope of responsibility.

4.12.4.1.1. When the rater, additional rater, and/or unit commander/military or civilian director/other authorized reviewer is also the final evaluator, or qualifies as a final evaluator, and closes out the evaluation, they will complete Section VIII, Unit Commander/Military or Civilian Director/Other Authorized Reviewer's Comments, and Section IX, Final Evaluator's Comments, to include allowing placement of the optional bullet, in each corresponding section if they decide not to include performance comments.

4.12.4.1.2. When the rater is the unit commander/equivalent, does not qualify as a single evaluator, and works directly for the senior rater, they will complete both the rater's and commander's areas. The senior rater will complete the additional rater's and final evaluator's areas.

4.12.4.2. Senior Rater. Used when the final evaluator is the highest level endorser in the ratee's rating chain. The senior rater must be at least an O-6/GS-15/NH-IV or higher, serving as a delta commander or equivalent, and designated by the management level.

4.12.4.3. Senior Rater Forced Endorsement. This block will be marked when the senior rater must complete Section IX, Final Evaluator's Comments, of the AF Form 911, whether or not the ratee is TIG/TIS promotion-eligible or, when authorized, has completed the minimum requirements for senior rater stratification/endorsement, due to rating chain or final evaluator requirements.

4.12.5. The final evaluator ensures the correct final evaluator's position block is marked prior to signing the enlisted evaluation. **(T-1)**

4.12.6. Evaluators with Dual or Multiple Roles. When an evaluator serves in multiple roles on Forms 910, 911, or 912, or when the additional rater is also the commander/director, consider each section of the evaluation independently. The evaluator may include written comments in each separate section of the evaluation. When an evaluator chooses not to include performance comments in a section, they will enter “THIS SECTION NOT USED” in the applicable section and sign. **(T-1)** Signature elements, to include the signature, are required in all sections of the evaluation regardless of whether there are performance comments included, or the evaluator has entered “THIS SECTION NOT USED.” **NOTE:** For single evaluators, refer to [paragraph 4.12.2](#).

#### 4.13. Performance Feedback Assessment.

4.13.1. Performance feedback assessments will be accomplished in accordance with [Chapter 2](#).

4.13.2. In Section VII (DAF Form 910), Section VI (AF Form 911), and Section III (AF Form 912) the rater certifies that the required performance feedback assessment was conducted during the reporting period by signing. If the feedback assessment was not accomplished, an explanation must be provided in the remarks block (Forms 910/911/912).

#### 4.14. Forced Distributor, (Section IX, DAF Form 910) Unit Commander/Military or Civilian Director/Other Authorized Reviewer, (Section VIII, AF Form 911).

4.14.1. The review is performed by the commander/director of the organization. In the commander’s/director’s absence, the officer on G-series orders or a senior official within the commander’s jurisdiction, may review. Members designated to complete this section may not use the title “Commander” or “Director.” They will use their assigned duty title on the enlisted evaluation. Home station commanders will complete this section for Guardians on a 365-day extended deployment, regardless of the grade of the deployed rater and additional rater. Additionally, forced distributors may delegate, in writing, the final signature authority to the operations officer or squadron section commander (equivalents) for Guardians who are not TIG/TIS eligible for promotion during the current evaluation cycle.

4.14.1.1. The forced distributor as of the SCOD will sign all DAF Forms 910 assigned to their Forced Distributor Identification for TIG/TIS eligible Guardians (see [paragraph 4.12.1](#) and [paragraph 4.12.4.1](#) for exceptions regarding SNCOA commandants). If the forced distributor appointed another officer/civilian to represent them at the Enlisted Forced Distribution Panel, the signature authority is still the forced distributor. **EXCEPTION:** In joint agencies, the Air Force Element Commander (AFELM/CC) (or equivalent) on G-series orders is authorized to sign DAF Form 910s in lieu of the forced distributor when the forced distributor signs the MEL.

4.14.2. The commander reviews evaluations to ensure ratings accurately describe performance and comments and are compatible with and support ratings. They must return evaluations with unsupported statements for additional information or reconsideration of ratings. **(T-1)** However, commanders may not coerce an evaluator to make changes.

4.14.3. The commander or designated representative will mark the “concur” or “non-concur” block. See [paragraph 1.9](#) for disagreements.

4.14.4. Forced Distributors or Commanders/Directors may have multiple roles. The two signatures serve separate purposes: one as an evaluator regarding duty performance, and one as a commander regarding quality review. If the forced distributor/unit commander/director qualifies as a single evaluator, enter “THIS SECTION NOT USED” in the additional rater comment section. Signature elements, to include the signature, are required in all sections of the evaluation regardless of whether there are performance comments included, or the evaluator has entered “THIS SECTION NOT USED”. **(T-1)**

**4.15. Evaluator Considerations and Comments.** Certain items are prohibited for consideration in the performance evaluation process and will not be commented upon on any Enlisted Evaluation System form. Except as authorized in the following paragraphs, do not consider, refer to, or include comments regarding:

4.15.1. **AF Form 911.** Promotion Statements and Assignment Recommendations. Promotion statements are only allowed when a senior noncommissioned officer is TIG/TIS promotion-eligible and may only be made by the final evaluator in Section IX, *Final Evaluator’s Comments*. **(T-1)** When the rater qualifies as a single evaluator, they may include a promotion statement in Section IX, *Final Evaluator’s Comments*. Promotion statements on promotion selectee evaluations are prohibited. **(T-1)** Promotion statements must refer to the ratee’s next higher grade. Assignment recommendations are authorized regardless of TIG/TIS eligibility. Authorized examples include:

4.15.1.1. For a TIG/TIS promotion eligible MSgt, the final evaluator may state, “promote to SMSgt, then select for Flight Chief” as it states the next eligible grade and assignment.

4.15.1.2. For a MSgt not TIG/TIS promotion eligible, the final evaluator may not state, “promote to SMSgt, future Command Chief,” as the ratee is not TIG/TIS eligible and the assignment recommendation is a CMSgt position. **(T-1)**

4.15.1.3. Final evaluators may also provide assignment recommendations in their comments. Similar to promotion statements, assignment recommendations may only be made by the final evaluator and may only refer to the positions in the ratee’s current grade if not promotion eligible. **(T-1)** If the ratee is promotion eligible or a selectee, assignment recommendations may be made for positions in the current and selected grade.

4.15.2. **DAF Form 910.** Promotion Statements in Section IX, Item 1, that are statements of fact (e.g., “selected for promotion Below-the-Promotion Zone” or “STEP promoted to TSgt”) are authorized. Additionally, recommendations of “pushes” to commissioning sources are also authorized (e.g., Selected for Officer Training School). **NOTE:** Promotion pushes to the next higher grade are prohibited.

4.15.3. Performance comments regarding a Guardian serving in a ceremonial/event-related position that has a “title” higher than the grade the Guardian currently holds is acceptable. **EXAMPLES:** An Honor Guard Spc4 serving as Noncommissioned Officer-in-Charge, Firing Team or Noncommissioned Officer-in-Charge, Colors during a ceremony. A Sgt serving as the First Sergeant of the Mess at a formal Order of the Sword Ceremony.

#### **4.16. Inappropriate Comments Referring to Separation/Retirement, Civilian Employment, and Professional Military Education.**

4.16.1. Separation or retirement status. Comments referring to separation, retirement, or transfer to reserve status are prohibited. **(T-1)** However, comments may be warranted when a Guardian displays a reluctance to accept responsibility, a negative attitude toward the job, and/or exhibits a decrease in performance that can be reasonably attributed to a pending separation or retirement. Comments are limited to the behavior and not the fact the Guardian is separating, retiring or transferring to a reserve status. **NOTE:** Although comments are mandatory, the minimum bullets required in accordance with Tables 4.6, 4.7, or 4.9 may be used.

4.16.2. Civilian Employment. Comments about civil service jobs or other civilian occupations are prohibited unless it directly relates to the military position and their military performance. Recommendations for civilian employment are prohibited. **(T-1)**

4.16.3. Enlisted Professional Military Education Comments in Enlisted Evaluations. The only permissible professional military education comments in enlisted evaluations will be those referencing selections for an official professional military education award or completion of Senior Enlisted Joint Professional Military Education I/II web based courses. All other comments, to include recommendation for any other professional military education and selection for any other professional military education attendance are prohibited. Comments referencing Space Force prerequisite professional military education (or sister service equivalent) selection, attendance and/or completion are prohibited, to include implied comments.

#### **4.17. Ratee's Acknowledgement.**

4.17.1. The rater is required to conduct face-to-face (end-of-reporting period) feedback in conjunction with presenting the evaluation to the ratee. **(T-1)** The enlisted evaluation serves as the feedback form. A performance feedback assessment form is not required. Electronic routing of the form does not excuse the rater from providing face-to-face feedback. Only in situations where face-to-face feedback is not feasible will feedback be conducted either by telephone or electronically. **(T-2)** The rater should first attempt to call the ratee and conduct the feedback via telephone. If that option is not available, the rater may provide clear, detailed feedback to the ratee via email, using a read receipt to verify the feedback was received and read.

4.17.2. The ratee's signature in the acknowledgment block does not constitute concurrence or non-concurrence of the content and/or rating of the evaluation. The signature is to acknowledge receipt of the evaluation and to certify the ratee reviewed the personal information on the form.

4.17.3. The ratee will sign after all other evaluators have signed. In cases where a Space Force Advisor or Acquisition/Functional Examiner is required to sign, the ratee's acknowledgment will occur after the Space Force Advisor or Examiner review.

4.17.4. The ratee must acknowledge receipt of the evaluation prior to the evaluation becoming a matter of record unless the ratee refuses or is unable to sign. The ratee will review and verify all dates, markings and comments on the form. Significant discrepancies and administrative errors can be addressed at this time, and corrected if agreed by all parties before the evaluation becomes a matter of record. This is not to be interpreted to mean the ratee can refuse to sign if they disagree with the evaluation. If evaluators do not agree to change the evaluation and the ratee wishes to dispute it, the ratee should pursue the established appeal/correction avenues available to them as outlined in [Chapter 9](#) once the evaluation is a matter of record.

4.17.5. The rater will suspense the ratee three duty days to sign the evaluation. **(T-1)**

4.17.6. In cases where the ratee refuses to sign, any evaluator signing the evaluation is authorized to select “Ratee refused” from the drop-down menu in the ratee’s acknowledgment and sign the evaluation in the ratee’s acknowledgement block.

4.17.7. In cases where the ratee is unable to sign, any evaluator will select “Not available” from the drop-down menu in the ratee’s acknowledgment block and sign the evaluation in the ratee’s acknowledgement block.

4.17.8. For the purpose of signing evaluations, the terms “Unavailable” or “Unable to Sign” indicate that the Guardian does not have access to a common access card-enabled computer (e.g., convalescent leave, TDY to a contractor facility without government computer access, deployed to a location without computer access, no longer have digital signature capability, in absent without leave or deserter status, etc.).

4.17.9. “Wet Signature Evaluations Only.” Evaluators can type, handwrite or use the drop-down option to annotate the evaluation when the ratee is unable or declines to sign.

#### **4.18. Forced Distribution (DAF Form 910 only).**

4.18.1. Do not utilize forced distribution unless authorized by SF/S1. SF/S1 will notify senior raters prior to the accounting date if the Space Force will utilize the forced distribution process and procedures.

4.18.1.1. Guardians will utilize the promotion recommendations of “Not Ready Now” or “Promote” on the DAF Form 910 for promotion eligible Spc4s, Sgts, and TSgts.

4.18.1.2. Utilization of the top two promotion recommendation, “Promote Now” and “Must Promote,” are not authorized unless forced distribution is authorized by SF/S1.

4.18.2. If forced distribution is authorized by SF/S1, the following procedures apply:

4.18.2.1. Terms and Definitions.

4.18.2.1.1. Forced Distribution. The allocation of the top two promotion recommendations, “Promote Now” and “Must Promote,” from a force distributor on DAF Form 910 for promotion eligible Spc4s, Sgts, and TSgts.

4.18.2.1.2. Forced Distributor (FD). For delta/squadron-level organizational structures, the FD will be the G-series orders commander or civilian director (delegable to section commander or equivalent only for non-TIG/TIS eligibles). For deltas, the FD is the vice commander, delegable to the director of staff. Within FLDCOMs, CCMDs, FOAs, DRUs, and Centers, the FD will be the military or civilian director. For FLDCOM and CCMD commanders, the FD will be the vice commander.

4.18.2.1.3. Forced Distributor Identification (FDID). A nine digit code annotated on the DAF Form 910. It is assigned to a position/PAS codes and identifies the FD.

4.18.2.1.4. Enlisted Forced Distribution Panel (EFDP). The EFDP is comprised of the EFDP president, command chief or senior enlisted leader (SEL), FDs of small units (flight chiefs/designated representatives for large units), and recorder.

4.18.2.1.5. Master Eligibility List (MEL). Identifies all Guardians with an enlisted evaluation scheduled to close out on the applicable SCOD as well as Guardians who are and are not TIG/TIS-eligible. The listing also reflects the number of promotion allocations earned.

4.18.2.1.6. Accounting Date. The date approximately 120 calendar days before the SCOD. This date is used as a file freeze in order to account for the actual number of eligible TIG/TIS promotion-eligible Guardians for each FD's PAS code(s). No changes will be made to the number of allocations on or after the SCOD unless specifically authorized by AFPC/DP3SP as an exception. (T-1) See [Table 4.2](#).

4.18.2.1.7. Static Close-out Date (SCOD). This is the fixed annual date that all enlisted evaluations will close out for a specific grade. It is used to determine the final TIG/TIS-eligible pool for forced distribution allocations. Enlisted evaluations cannot be signed before this date. (T-1) See [Tables 4.4](#) and [4.5](#).

4.18.2.1.8. Large Unit. Any organizational structure with 11 or more TIG/TIS-eligible Guardians (by grade) as of the SCOD.

4.18.2.1.9. Small Unit. Any organizational structure with 10 or less TIG/TIS-eligible Guardians (by grade) as of the SCOD.

4.18.2.1.9.1. Under a delta-level construct, squadrons and delta staff agencies could be classified as small units. Under a DRU or FOA level construct, squadrons and directorates could be classified as small units.

4.18.2.1.9.2. Under a SAF/OCSO/CCMD/FLDCOM management level construct, subordinate directorates with military or civilian directors that are senior raters could be classified as small units.

#### 4.18.2.2. EFDP Member Roles and Responsibilities.

4.18.2.2.1. Panel President. A voting and scoring panel member. They must be the senior rater assigned to the SRID or management level (assigned as the head of the management level); for CCMDs this will be the Space Force element commander (the Space Force officer designated by the CCMD/CC as the AFELM/CC (or equivalent).

4.18.2.2.1.1. Responsibilities. Design and document procedures for their respective EFDP and perform administrative duties in connection with the proceedings.

4.18.2.2.1.2. Ensures all Guardians understand discussions regarding individual records or award recommendations. Discussions between panel members are not to be shared outside of the panel process. However, at the completion of the panel process and the release of the promotion recommendations, panel members will out brief eligible Guardians to provide feedback and increased transparency of the panel process.

4.18.2.2.1.3. Ensure the consideration of all Guardians nominated to the EFDP without prejudice or partiality in a consistent, fair, and equitable manner.

4.18.2.2.1.4. Administer EFDP charge to all panel members prior to board convening. When presiding over a USAF EFDP, USSF panel Presidents will administer the USAF EFDP charges.

4.18.2.2.2. Command Chief or Senior Enlisted Leader. Serves as an advisor to the panel. **(T-3)**

4.18.2.2.3. Forced Distributors. A voting and scoring panel member. Forced distributors represent Guardians nominated from their particular small unit.

4.18.2.2.4. Recorders. A non-voting and non-scoring member. Recorders will not serve on a panel for which they are being considered. They will also not assume the role or responsibilities of a voter, scorer, or advisor for the same panel.

4.18.2.2.4.1. Assists the EFDP president with ensuring panel proceedings meet all requirements.

4.18.2.2.4.2. Advises all panel members on the EFDP process and other administrative matters.

4.18.2.3. Delegation of Roles and Responsibilities.

4.18.2.3.1. EFDP President. Only under extraordinary circumstances may EFDP president responsibilities be delegated to the next senior Space Force officer/civilian (normally the vice commander). If applicable, the vice commander, etc., will delegate the FD authority for the small unit to the next senior Space Force officer/civilian. **(T-2)**  
**Example:** If the FLDCOM/CV is appointed EFDP President by FLDCOM/CC, the next senior Space Force officer/civilian will be appointed FD for the FLDCOM's small unit FD.

4.18.2.3.1.1. Delta/Center/Direct Reporting Unit/Field Operating Agency: The vice delta commander, field operating agency or direct reporting unit vice commander or director of staff, will serve as the "small unit commander" only when there are eligible Guardians assigned to those respective staff agencies, under the direct authority of the commander (senior rater). Senior raters will not serve in a dual-hatted capacity, where they act as both the small unit commander and EFDP president. **(T-1)** Allowing the vice delta commander or director of staff to represent eligible staff agency Guardians at the EFDP as a panel member gives the senior rater impartiality as the EFDP president.

4.18.2.3.1.2. If the vice commander or director of staff has been appointed as the EFDP president, they cannot be dual-hatted and also serve as a panel member. **(T-1)** The next senior Space Force officer/civilian will serve as the FD (panel member).

4.18.2.3.1.3. Centers will hold EFDPs at the center level and not roll up to the management level. The center commander/director acts as the president (unless delegated).

4.18.2.3.1.4. Space Staff/Field Commands (FLDCOM). Management level commanders may delegate management level EFDP president responsibilities no lower than the vice commander/deputy. **(T-1)** When EFDP president responsibilities are delegated, the next senior Space Force officer/civilian (e.g., director of staff) will serve as the “small unit commander” when there are eligible Guardians assigned. Management levels or appointees, when management level EFDP president responsibilities have been delegated, will not serve in a dual-hatted capacity. Allowing the vice commander or appointee to represent promotion eligible Guardians at the EFDP gives the management level impartiality as the EFDP president. **EXCEPTION:** If the vice commander is unavailable due to deployment or TDY, EFDP president responsibilities may be further delegated to the next highest ranking Space Force officer or civilian equivalent (no lower than colonel/GS-15/NH-IV/equivalent).

4.18.2.3.1.5. Combatant Commands (CCMDs). The AFELM/CC (or equivalent) will assume EFDP president responsibilities with a CCMD, unless the CCMD’s commander is Space Force and requests to chair the EFDP proceedings. **(T-1)**. If the AFELM/CC (or equivalent) is unavailable due to a prolonged deployment or TDY, EFDP president responsibilities may be delegated to the next highest senior Space Force officer. This delegation will be for the current EFDP only, not on a permanent basis. Short absences (leave, routine TDY) do not qualify as a reason to delegate responsibilities below the AFELM/CC (or equivalent).

4.18.2.3.1.6. For joint organizations, such as United States Military Entrance Processing Command, which may not have a Space Force general officer or Space Force colonel assigned, an exception to policy may be submitted to AFPC/DP3SP. The request must include the organizations proposed EFDP process.

4.18.2.3.1.7. For joint organizations, the FD can request to designate the next senior Space Force officer/civilian (no lower than Lt Col/civilian equivalent) to attend the EFDP. This request must be approved by the EFDP president and documented in writing. **(T-1)**

4.18.2.3.2. Command Chief and SELs. When circumstances warrant, the interim command chief or SEL will serve as the advisor for the EFDP.

- 4.18.2.3.3. Force Distributor (FD) Authorities. When circumstances warrant, requests can be made to the EFDP president to designate the next senior Space Force officer/civilian (no lower than major or civilian equivalent) to represent them on the panel. **(T-3)** If the next senior officer/civilian does not meet the grade requirement, another FD within the senior rater's purview (e.g., another squadron commander) may represent the organization. All requests must be approved by the EFDP president and documented in writing. The FD authority will maintain all other responsibilities such as signing enlisted evaluations and MELs.
- 4.18.2.4. Allocations and Notification.
- 4.18.2.4.1. Allocations. SF/S1 determines forced distribution promotion allocations.
- 4.18.2.4.2. Allocations are based on 5% of the total TIG/TIS promotion-eligible Spc4, Sgt and TSgt population for "Promote Now" allocations, 10% of the total TIG/TIS promotion-eligible Sgt and TSgt population for "Must Promote" allocations, and 15% of the total TIG/TIS promotion-eligible Spc4 population for "Must Promote" allocations. In accordance with the aforementioned allocation rates, AFPC provides the actual number of "Promote Now" and "Must Promote" allocations to each FD authority via the final MEL. See Tables 4.4 and 4.5. The tables are subject to change, therefore FDs and EFDPs will utilize the allocations provided on the final MEL.
- 4.18.2.4.2.1. Large units (11 or more TIG/TIS eligible Guardians) will receive their own forced distribution promotion allocations, and large unit FD authorities will award their allocations at the unit level. **(T-1)** Large unit commanders (forced distributor authorities) cannot exceed the promotion allocations listed on the final MEL.
- 4.18.2.4.2.2. Small units (10 or less TIG/TIS eligible Guardians) roll-up, compete at and receive promotion recommendation allocations via the senior rater or management level (whichever is applicable) EFDP. **(T-1)**
- 4.18.2.4.3. In cases where after aggregation there are not enough eligible Guardians from the small units to earn "Promote Now" and "Must Promote" promotion allocations, the senior rater or management level EFDP (whichever is applicable) will receive an outright allocation of 1 "Promote Now" and 1 "Must Promote." **(T-1)**
- 4.18.2.4.4. When there is only 1 eligible out of the senior rater or management level's total promotion eligible population, the senior rater or management level (whichever is applicable) will receive an outright allocation of 1 "Promote Now" and 1 "Must Promote." **(T-1)** The senior rater or management level (whichever is applicable) will determine if the promotion-eligible Guardian's record of performance warrants allocation of either a "Promote Now" or "Must Promote" promotion recommendation and will award the appropriate promotion recommendation.
- 4.18.2.4.5. Allocations Not Used. Management levels, senior raters, and forced distributors are not required to use all allocations if they believe the performance quality and promotion potential of Guardians in their unit does not warrant the full share of allocations. Additionally, redistribution or carry-over of allocations is strictly prohibited. **(T-1)**

4.18.2.4.6. Forced Distribution of Students or Patients. FDs have a separate FDID for in-utilization permanent party students. FDs will receive a separate allocation for their TIG/TIS promotion-eligible student or patient populations. See [paragraph 4.18.2.6.1](#). **(T-1) NOTE:** Guardians TDY to school less than 20 weeks will fall under their home station FDID.

#### 4.18.2.5. Identifying and Notifying Organizations.

4.18.2.5.1. Identifying Organizations. AFPC will provide MELs identifying TIG/TIS-eligible and non-TIG/TIS-eligible Guardians assigned as of the accounting date. **(T-1)** The MEL identifies all Guardians with an enlisted evaluation scheduled to close out on the applicable SCOD, regardless of a Guardian's promotion ineligibility condition(s) (e.g., on the control roster, primary SFSC skill level too low, undergoing Article 15 suspended reduction). See [Table 4.2](#) for accounting dates.

4.18.2.5.2. Notifying Organizations. Organizations will receive an initial MEL identifying if they are a large or small unit no later than the accounting date associated with each grade's SCOD. A final MEL will be forwarded following the applicable SCOD. Units should adjudicate each MEL to ensure all unit promotion-eligible Guardians are accurately captured. **(T-1)**

#### 4.18.2.6. Eligibility and Nominations.

4.18.2.6.1. Verifying Eligibility. Using the organization's MEL, FD authorities verify the eligibility of each Guardian to ensure they meets the TIG/TIS requirements for promotion. Only verify the TIG/TIS requirements and do not consider normal individual promotion ineligibility conditions. **(T-1)** This will ensure only those meeting the TIG/TIS requirements are considered and the FD authority receives the correct number of forced distribution promotion allocations. **NOTE:** FD authorities with Spc4, Sgt, or TSgt promotion-eligible students (student squadrons) or patients (patient squadrons) will receive forced distribution promotion allocations for their TIG/TIS promotion-eligible student or patient populations separate from the forced distribution allocations for their TIG/TIS promotion-eligible Spc4, Sgt, or TSgt permanent party populations.

4.18.2.6.2. Nominations. Large or small unit FDs are responsible for considering all individuals appearing on the unit's final MEL. **(T-1)** FDs will consider all individuals meeting TIG/TIS requirements.

4.18.2.6.2.1. Small unit promotion-eligible Guardians are nominated by the unit FD authority to compete for award of a forced distribution promotion allocation at the senior rater or management level EFDP (whichever is applicable). The maximum number of "Promote Now" and "Must Promote" allocations the EFDP may award is based on the combined total number of TIG/TIS promotion-eligible Guardians from each small unit, by grade.

4.18.2.6.2.2. Each unit may nominate up to the maximum number of available allocations. **EXAMPLE:** If the total combined number of Sgt promotion eligible Guardians from all small units is 28, the total promotion allocations the EFDP may award is 4 (1 “Promote Now” allocation and 3 “Must Promote” allocations) based on a 5% “Promote Now” allocation and 10% “Must Promote” allocation. Therefore, a small unit FD may nominate no more than 4 eligible Sgts.

4.18.2.6.2.3. If a small unit does not nominate an eligible Guardian, the FD will annotate the MEL accordingly and sign.

#### 4.18.2.7. EFDP Nomination Folders.

4.18.2.7.1. To assist in ensuring the information being considered for all promotion-eligible Guardians nominated to the EFDP is consistent, fair, and equitable, the nomination folder will only include the Guardian’s: career brief, decorations, and last three enlisted evaluations (this includes the enlisted evaluation being considered for forced distribution). Commanders may also submit a push-note when the panel proceedings are held virtually or when nominee packages will be sent to panel members in advance of the physical panel. Push-notes will only convey the nominee’s relative standing amongst all other Guardians nominated by the commander.

4.18.2.7.2. Enlisted evaluations being considered for forced distribution must be signed by the rater and additional rater prior to the EFDP proceedings. **(T-1)** Additionally, enlisted evaluations meeting the EFDP cannot be awarded “Promote Now” or “Must Promote” allocations or be signed by the FD prior to the panel. **(T-1)**

4.18.2.7.3. Performance assessment changes made after panel proceedings are limited to significant quality force indicators negative or positive, that were not previously known. **(T-1)**

#### 4.18.2.8. EFDP Procedures.

4.18.2.8.1. EFDP proceedings may not commence and promotion allocation selections may not be made any earlier than the day following each applicable grade’s SCOD. **(T-1)** Any and all notional or pre-forced distribution proceedings, ahead of the completion of each grade’s entire reporting period (e.g., prior to 1159 hours on the applicable grade’s SCOD) are prohibited. **(T-1)**

4.18.2.8.2. Physical or virtual panel. It is up to the EFDP president to determine how to hold the EFDP based upon the nature of the organization’s structure. When the EFDP president chooses to hold a physical panel (i.e., in person), nominee records may be provided for review in advance of the physical proceedings. In such cases, the EFDP recorder will ensure all records are available to all panel members to allow ample time to review prior to the physical panel.

- 4.18.2.8.3. Small units. Small unit TIG/TIS promotion eligible Guardians aggregate up to compete at the senior rater or management level EFDP. SAF/OCSO/CCMD/FLDCOM FDs with 10 or less TIG/TIS eligible Guardians aggregate from the senior rater up to the management level EFDP. When a commander has promotion authority over two or more units, the eligible Guardians are not combined. Each unit will comply with the large or small unit. Small unit FDs nominate eligible Guardians to compete at the EFDP. Nomination folders will include the Guardian's career brief, decorations, and last 3 enlisted evaluations (this includes the enlisted evaluation being considered for forced distribution). A push-note may also be included.
- 4.18.2.8.4. Large units. Large unit FDs are authorized to utilize the small unit EFDP process (but not participate in small unit panels) or develop their own process. If the large unit develops a process, the FD must disseminate the forced distribution procedures within their organization that will be utilized no later than the accounting date for each applicable evaluation cycle. **(T-1)**
- 4.18.2.8.5. Once selections are made, the FDID authority annotates and signs the applicable MEL, identifying those selected to receive "Promote Now" and "Must Promote" allocations. The FDID authority will then return all evaluations to the owning small unit FD for application of the awarded allocation as well as enlisted evaluation signature by the responsible unit commander/director/other authorized reviewer. Individual senior raters/FDID authorities or management levels will not sign evaluations in-lieu of the FD.
- 4.18.2.8.6. If an egregious event or negative information transpires and is substantiated during the reporting period and is discovered after the SCOD and after promotion recommendations are allocated, the FDID authority, senior rater, or management level (whichever is applicable), may remove or downgrade the promotion recommendation from the ratee's evaluation. **(T-3)** In such a case, the applicable forced distribution promotion allocation will not be reallocated. **(T-1)**
- 4.18.2.9. Scoring.
- 4.18.2.9.1. Records are scored on a best-qualified basis. EFDP members will ensure that Guardians selected to receive forced distribution promotion allocations are fully qualified to assume the next higher grade.
- 4.18.2.9.2. The senior rater or management level (whichever is applicable) may use either:
- 4.18.2.9.2.1. A "rack-n-stack" process by which each panel member rank orders all records from highest to lowest and all rankings are combined to develop an order of merit.
- 4.18.2.9.2.2. A panel or MLR scoring process by which EFDP records are scored in 6-to-10 point increments.
- 4.18.2.9.3. Scoring is based on documents in each eligible's EFDP nomination folder only. **(T-1)**

- 4.18.2.9.4. Panel members will assign each eligible a score (6-to-10 point) or ranking, reflecting their assessment of relative performance, leadership/followership, and the potential to serve at the next higher grade.
- 4.18.2.9.5. Panel members may score nomination folders in advance on the EFDP when authorized by the EFDP president.
- 4.18.2.9.6. If a panel member identifies a record-based matter that causes concern, they will bring the matter to the other panel members, the panel recorder, or directly with the panel president, so that the matter has the attention of the other panel members.
- 4.18.2.9.7. Panel members are encouraged to discuss their own knowledge and evaluation of the professional qualifications of their respective promotion-eligible Guardian.
- 4.18.2.9.8. Panel members may not discuss or disclose the opinion of any person not a member of the panel concerning the Guardian.
- 4.18.2.9.9. Scoring Scale. See [Table 4.3](#).
- 4.18.2.9.9.1. Defining “Splits.” A “split” is a significant disagreement between EFDP members about the score of a record. A “split” is considered a difference in a score of 2 or more points between any two panel members.
- 4.18.2.9.9.2. Resolving “Splits.” All scoring stops and all voting EFDP members must be present (physically or virtually) to discuss the records involved in a “split.” Only EFDP members with split scores may change their scores in the process of resolving a split. A “split” is resolved when there is a difference in a score of 1.5 or less points between any two panel members.
- 4.18.2.9.9.3. Resolving “Ties.” If two or more records tie, and there are insufficient numbers of “Promote Now”/”Must Promote” recommendations to award one to each, the EFDP president will determine an appropriate method for breaking the tie. **(T-1)**
- 4.18.2.10. EFDP Report.
- 4.18.2.10.1. The panel report should contain a list of panel members, panel recorder, order of merit (identifying total score, if/when applicable), and forced distribution promotion recommendation status based on the available number of “Promote Now” and “Must Promote” allocations, and cut-off score.
- 4.18.2.10.2. The report should be approved and signed by the senior rater or management level as the panel president and by the panel recorder.
- 4.18.2.10.3. Supplemental EFDP consideration will not be given for the following reasons:
- 4.18.2.10.3.1. Incorrect data reflected on the career brief.
- 4.18.2.10.3.2. Denied EFDP nomination due to incorrect data reflected on the FDID output products or in the career brief.
- 4.18.2.10.3.3. MELs not returned to the MPF or individual was “overlooked” on the listing.

4.18.2.10.3.4. EFDP nomination packages not completed/turned in/approved in time to meet the board.

**Table 4.1. When to Submit Enlisted Evaluations.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If</b>	<b>then the reason for the evaluation is</b>
<b>1</b>	The ratee is a Spc4 as of the 31 January SCOD.	Initial
<b>2</b>	The ratee is a Spc3 or below, with 36 or more months total active federal military service as of the 31 January SCOD.	Initial
<b>3</b>	Subsequent evaluations will close-out on the SCOD (based on grade). See <b>NOTE 1</b> .	Annual
<b>4</b>	The ratee requires an enlisted evaluation due to placement on a control roster. See <b>Notes 2 and 9</b> .	Directed by Commander (DBC)
<b>5</b>	An evaluation is necessary to document substandard performance or conduct. See <b>NOTE 9</b> .	DBC
<b>6</b>	The ratee is placed into record status 6, deserter. See <b>Notes 2, 3, and 9</b> .	DBC
<b>7</b>	The Guardian needs an evaluation following a discharge action per DAFI 36-3211. See <b>NOTE 4</b> .	DBH
<b>8</b>	Authorities place the ratee in evaluating identifier 9A100 or 9A000. See <b>Notes 5 and 6</b> .	DBH
<b>9</b>	Personnel have declared the ratee missing-in-action, captured, or detained in captive status. See <b>NOTE 6</b> .	DBH
<b>10</b>	Headquarters directs a special evaluation. See <b>NOTE 7</b> .	DBH
<b>11</b>	The ratee is a CMSgt.	Annual
<b>12</b>	Spc3 who enlisted under the National Call to Service program. See <b>NOTE 8</b> .	Initial
<b>13</b>	Any sentence of confinement as the result of a court-martial.	DBC

**NOTES:**

1. The close-out date is on the SCOD for the applicable grade (for example, a Sgt will have their evaluation close out on 31 Jan (Sgt SCOD)). **(T-1) EXCEPTION:** Guardians selected for promotion or Guardians who are demoted will have their evaluation close out on the SCOD of their projected or received grade and in some cases, may exceed a year. **(T-1) Example:** A TSgt selected for MSgt will now have their evaluation close out on 31 Jul. A MSgt demoted to TSgt will have their evaluation close out on 31 Jan. **(T-1)**
2. The close-out date of the evaluation prepared when placing a Guardian on a control roster is the day before the date of placement on the control roster.
3. The close-out date is the effective date the ratee is placed in record status 6, deserter.
4. When a Guardian is undergoing an involuntary separation due to substandard performance, a commander will complete a DBC evaluation and may only comment on the negative behavior. **(T-1)** This applies to TSgts and below and the commander will close out the evaluation one day before the written notice of the proposed action to the Guardian. **(T-1)**. If a Guardian is being involuntarily separated for reasons other than substandard performance, then a DBC evaluation is not required
5. The evaluation's close-out date is the day before the date that authorities place the ratee in reporting identifier 9A100 or 9A000.
6. Do not prepare enlisted evaluations for periods of missing-in-action, captured, or interned status of less than 15 calendar days. For 15 calendar days or more, prepare an enlisted evaluation as AFPC/DP3SP directs.
7. AFPC/DP3SP (or AFPC/DPMS if the evaluation is necessary for promotion consideration) directs evaluations under this rule.
8. Spc3 who enlisted under the National Call to Service program will receive their initial enlisted evaluation upon completion of 16 months total active federal military service minus 1 day. **(T-1)**
9. Spc3 or below with less than 36 months total active federal military service do not receive an enlisted evaluation unless the member has a minimum of 20 months TIS.

**Table 4.2. Accounting Dates and Static Close-out Dates for Enlisted Evaluations.**

<b>Grade (includes selectees)</b>	<b>Static Close-out Date</b>	<b>Accounting Date</b>
Spc4 & below, Sgt, and TSgt	31 Jan	3 Oct
MSgt and SMSgt	31 Jul	3 Apr
CMSgt	31 May	3 Feb
<b>NOTE:</b> Accounting dates are approximately 120 calendar days prior to each static close-out date and are established as the 3rd of the month for consistency.		

**Table 4.3. Enlisted Forced Distribution Panel Scale.**

<b>NOTE: See paragraph 4.18.1.</b>	
<b>Score</b>	<b>Potential</b>
10.0	Absolutely superior
9.5	Outstanding
9.0	Few could be better
8.5	Strong
8.0	Slightly above average
7.5	Average
7.0	Slightly below average
6.5	Well below average
6.0	Lowest

**Table 4.4. Forced Distribution Allocation Table (Sp4).**

<b>NOTE: See paragraph 4.18.1.</b>								
<b>Total Eligible</b>	<b>Total PN</b>	<b>Total MP</b>	<b>Total Eligible</b>	<b>Total PN</b>	<b>Total MP</b>	<b>Total Eligible</b>	<b>Total PN</b>	<b>Total MP</b>
11 – 12	1	1	178 – 182	9	27	343 – 347	17	52
13 – 17	1	2	183 – 187	9	28	348 – 349	17	53
18 – 22	1	3	188 – 189	9	29	350 – 357	18	53
23 – 27	1	4	190 – 197	10	29	358 – 362	18	54
28 – 29	1	5	198 – 202	10	30	363 – 369	18	56
30 – 37	2	5	203 – 207	10	31	370 – 377	19	56
38 – 42	2	6	208 – 209	10	32	378 – 382	19	57
43 – 47	2	7	210 – 217	11	32	383 – 387	19	58
48 – 49	2	8	218 – 222	11	33	388 – 389	19	59
50 – 57	3	8	223 – 227	11	34	390 – 397	20	59
58 – 62	3	9	228 – 229	11	35	398 – 402	20	60
63 – 67	3	10	230 – 237	12	35	403 – 407	20	61
68 – 69	3	11	238 – 242	12	36	408 – 409	20	62
70 – 77	4	11	243 – 247	12	37	410 – 417	21	62
78 – 82	4	12	248 – 249	12	38	418 – 422	21	63
83 – 87	4	13	250 – 257	13	38	423 – 427	21	64
88 – 89	4	14	258 – 262	13	39	428 – 429	21	65
90 – 97	5	14	263 – 267	13	40	430 – 437	22	65
98 – 102	5	15	268 – 269	13	41	438 – 442	22	66
103 – 107	5	16	270 – 277	14	41	443 – 447	22	67
108 – 109	5	17	278 – 282	14	42	448 – 449	22	68
110 – 117	6	17	283 – 287	14	43	450 – 457	23	68
118 – 122	6	18	288 – 289	14	44	458 – 462	23	69
123 – 127	6	19	290 – 297	15	44	463 – 467	23	70
128 – 129	6	20	298 – 302	15	45	468 – 469	23	71
130 – 137	7	20	303 – 307	15	46	470 – 477	24	71

138 – 142	7	21	308 – 309	15	47	478 – 482	24	72
143 – 147	7	22	310 – 317	16	47	483 – 487	24	73
148 – 149	7	23	318 – 322	16	48	488 – 489	24	74
150 – 157	8	23	323 – 327	16	49	490 – 497	25	74
158 – 162	8	24	328 – 329	16	50	498 – 500	25	75
163 – 167	8	25	330 – 337	17	50			
168 – 177	9	26	338 – 342	17	51			

**NOTE:** Table is subject to change. Utilize allocations on the final MEL(s).

**Table 4.5. Forced Distribution Allocation Table (Sgt and TSgt).**

<b>NOTE: See paragraph 4.18.1.</b>								
<b>Total Eligible</b>	<b>Total PN</b>	<b>Total MP</b>	<b>Total Eligible</b>	<b>Total PN</b>	<b>Total MP</b>	<b>Total Eligible</b>	<b>Total PN</b>	<b>Total MP</b>
11 – 16	1	1	177 – 183	9	18	344 – 349	17	35
17 – 23	1	2	184 – 189	9	19	350 – 356	18	35
24 – 29	1	3	190 – 196	10	19	357 – 363	18	36
30 – 36	2	3	197 – 203	10	20	364 – 369	18	37
37 – 43	2	4	204 – 209	10	21	370 – 376	19	37
44 – 49	2	5	210 – 216	11	21	377 – 383	19	38
50 – 56	3	5	217 – 223	11	22	384 – 389	19	39
57 – 63	3	6	224 – 229	11	23	390 – 396	20	39
64 – 69	3	7	230 – 236	12	23	397 – 403	20	40
70 – 76	4	7	237 – 243	12	24	404 – 409	20	41
77 – 83	4	8	244 – 249	12	25	410 – 416	21	41
84 – 89	4	9	250 – 256	13	25	417 – 423	21	42
90 – 96	5	9	257 – 263	13	26	424 – 429	21	43
97 – 103	5	10	264 – 269	13	27	430 – 436	22	43
104 – 109	5	11	270 – 276	14	27	437 – 443	22	44
110 – 116	6	11	277 – 283	14	28	444 – 449	22	45
117 – 123	6	12	284 – 289	14	29	450 – 456	23	45
124 – 129	6	13	290 – 296	15	29	457 – 463	23	46
130 – 136	7	13	297 – 303	15	30	464 – 469	23	47
137 – 143	7	14	304 – 309	15	31	470 – 476	24	47
144 – 149	7	15	310 – 316	16	31	477 – 483	24	48
150 – 156	8	15	317 – 323	16	32	484 – 489	24	49
157 – 163	8	16	324 – 329	16	33	490 – 496	25	49
164 – 169	8	17	330 – 336	17	33	497 – 500	25	50
170 – 176	9	17	337 – 343	17	34			

**NOTE:** Table is subject to change. Utilize allocations on the final MEL(s).

**Table 4.6. Instructions for DAF Form 910, Enlisted Performance Report (Sp1-TSgt).**

<b>SECTION I. RATEE IDENTIFICATION DATA</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>1</b>	Name	Enter Last Name, First Name Middle Initial, and any suffix (e.g., JR., SR., III). If there is no middle initial, the use of “NMI” is optional. Name will be in all upper case (see example).	DOE, JANE L.
<b>2</b>	SSN	Enter full social security number.	123-45-6789
<b>3</b>	Grade	Enter appropriate grade.	Specialist 1 – 4, Sgt Select, Sgt, TSgt Select, TSgt
<b>4</b>	DAFSC	Enter DSFSC held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable, or in the event of PCS or PCA, information as of the accounting date. 365-day extended deployments will use the TDY DSFSC.	5C051N
<b>5</b>	Organization, Command and Location	Enter information as of the SCOD or in the event of PCS or PCA, information as of the accounting date. Nomenclature does not necessarily duplicate what is on the enlisted evaluation notice. The goal is an accurate description of what unit, location and command the ratee belongs.  Command will be listed inside parentheses. 365-day extended deployments will use the home station unit, “with duty at ...”  (use format in example)	13th Space Warning Squadron (SpOC), Clear SFS AK  Space Delta 7 (SpOC), Peterson SFB CO, with duty at 442 ECS (USAFCENT), Baghdad International Airport, Baghdad, Iraq
<b>6</b>	PAS Code	Enter PAS code for ratee’s unit of assignment as of the SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to 365-day extended deployment billet, use the home station PAS code.	EP6FFSQL

7	FDID	Enter Force Distributor ID (FDID) for ratee's unit of assignment (PAS code) as of the SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to a 365-day extended deployment, use the home station FDID.	DP11MFN99
8	Period of Report	FROM DATE: See <b>paragraph 4.6</b>	01 Feb 2023
		THRU DATE: This is the SCOD for the appropriate grade, with the exception of 20-month Initial EPRs not closing on the Spc4 SCOD. See <b>paragraph 4.7</b> for variations.	31 Jan 2024
9	Number of Days Non-Rated	Enter the number of days non-rated from the authorized documentation, if applicable. See <b>paragraph 1.4.11</b> for guidance on what circumstances qualify for non-rated.	115
10	Number of Days Supervision	Enter the number of days of supervision. See <b>paragraph 4.8</b>	365 (deduct only the authorized number of days "non-rated")
11	Reason for Report	Select the reason for evaluation.	Annual
<b>SECTION II. JOB DESCRIPTION</b>			
I T E M	A	B	C
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
12	Duty Title	<p>Enter the approved duty title from the Military Personnel Data System (MilPDS) as of the SCOD or in the event of PCS or PCA, information as of the accounting date.</p> <p>If the duty title is abbreviated and entries are not clear text, spell them out. Consult with your CSS/MPF for any corrective actions. Ensure the duty title is commensurate with the ratee's grade, SFSC, and responsibility. Refer to <i>Enlisted Force Structure</i> for guidance pertaining to duty titles.</p> <p>(use format in example)</p> <p>For personnel on a 365-day extended deployment, use the deployed duty title.</p>	Crew Chief

<p>13</p>	<p>Key Duties, Tasks and Responsibilities</p>	<p>Comments in bullet format are mandatory. Limit text to four lines. Enter information about the position the ratee held in the unit as of the SCOD or in the event of a PCS or PCA, information as of the accounting date and the nature or level of job responsibilities. The rater develops the information for this section.</p> <p>This description must reflect the uniqueness of each ratee’s job. Be specific—include level of responsibility, number of people supervised, dollar value of resources accountable for, projects managed, etc. Make it clear; use plain English. Avoid jargon, acronyms, and topical references—they obscure rather than clarify meaning. Previous jobs held during the reporting period may be mentioned only if it impacts the evaluation.</p>	<ul style="list-style-type: none"> <li>- Oversees trng pipeline</li> <li>- Conducts semi-annual compliance inspections</li> <li>- Supervises 2 Guardians ...</li> </ul>
-----------	---	--	---

SECTION III. PERFORMANCE IN PRIMARY DUTIES/TRAINING REQUIREMENTS SECTION IV. FOLLOWERSHIP/LEADERSHIP SECTION V. WHOLE AIRMAN/GUARDIAN CONCEPT.			
I T E M	A	B	C
	Heading	Instructions	Example
14	Assessment Areas Listed on DAF Form 910	<p>Select the block that accurately describes the ratee's performance during the assessment period.</p> <p><b>Not-Rated:</b> See <b>paragraph 1.4.11</b></p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p> <p><b>Met some but not all expectations:</b> Performs below established SF standards and expectations, requires improvement. Routine or significant unacceptable performance, actions that are incompatible with, and personnel who have failed to adhere to established standards and expectations.</p> <p>Performs routinely or significantly at an unacceptable level. Routinely means a repeated inability to meet standards that would render the aggregated performance assessment over the entire reporting period as below SF standards or expectations. Significantly means a single instance where failure to meet standards is either egregious in nature or so far short of a standard that it impacts the overall aggregated performance assessment.</p> <p><b>Met all expectations:</b> Meets established SF standards and expectations.</p> <p><b>Exceeded some, but not all expectations:</b> Performs beyond most established SF standards and expectations.</p> <p><b>Exceed most, if not all expectations:</b> Performs at a higher level than peers, far exceeds SF standards and expectations, unique performer.</p>	<p>The Rater (and subsequent evaluators) will not consider, nor comment on, the Guardian's performance during an approved non-rated period (in accordance with <b>paragraph 1.4.11</b>). <b>(T-1)</b></p>

15	Comments	Comments are mandatory (minimum of one line), must be in bullet format, must support the assessment, and in Section III comments are limited to 6 lines and Section IV and V comments are limited to 2 lines. May use "THIS LINE INTENTIONALLY LEFT BLANK" as a mandatory line.	
<b>SECTION VI. OVERALL PERFORMANCE ASSESSMENT</b>			
I T E M	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
16	Rater's Overall Performance Assessment	<p>Select the block that accurately describes the ratee's performance during the assessment period.</p> <p>See item 14 of this table for definitions of performance assessment markings.</p> <p><b>Not-Rated:</b> See <b>paragraph 1.4.11</b></p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p>	The Rater (and subsequent evaluators) will not consider, nor comment on, the Guardian's performance during an approved non-rated period (in accordance with <b>paragraph 1.4.11</b> ). (T-1)
<b>SECTION VII. RATER INFORMATION</b>			
I T E M	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
17	Rater's Name, Grade, Branch of Service, Organization, Command, and Location	Enter Rater's signature block as of the SCOD.  (use format in example)	JOHN J. DOE, SMSgt, USSF 1st Delta Operations Squadron (STARCOM) Vandenberg SFB CA
18	Duty Title	Enter rater's duty title as of the SCOD.  (use format in example)	Operations Flight Chief

19	SSN	Enter the last four digits of the social security number.	6789
20	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION VIII. ADDITIONAL RATER'S COMMENTS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
21	Concur/non-concur	Place an "X" in only one of the blocks.	X
22	Comments	<p>Must be in bullet format. A comment is mandatory when the report is a referral; otherwise, comments are optional. If comments are not used, insert, "THIS LINE INTENTIONALLY LEFT BLANK."  Limited to two lines. If comments are not authorized state: "RATER IS ALSO THE ADDITIONAL RATER". <b>(T-1)</b></p> <p>Organizational Climate: See <b>paragraph 1.8.9.</b></p>	- Restructured Enlisted Force Policy...
23	Additional Rater's Name, Grade, Branch of Service, Organization, Command, and Location	<p>Additional raters assigned on or prior to SCOD, enter information as of the SCOD; additional raters assigned after the SCOD, enter the information as of the date signed.</p> <p>Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7.</b> for exceptions. <b>(T-1)</b>.</p> <p>(use format in example)</p>	JOHN J. DOE, Capt, USSF Space Launch Delta 30 (SSC) Vandenberg SFB CA
24	Duty Title	<p>Enter Additional Rater's Duty Title (refer to item 23).</p> <p>(use format in example)</p>	Operations Flight Commander
25	SSN	Enter the last four digits of the social security number.	9876

26	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION IX. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER'S COMMENTS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
27	Concur/non-concur	Place an "X" in only one of the blocks.	X
28	Comments	<p>Must be in bullet format. A comment is mandatory when the report is a referral; otherwise, comments are optional. If comments are not used, insert, "THIS LINE INTENTIONALLY LEFT BLANK." Limited to one line.</p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p>	- Led revamp of training curriculum
29	Future Roles (Optional)	<p>Recommend up to three roles and/or assignments that best serve the Space Force and continue the Guardian's development. Future roles may not serve as veiled promotion statements, i.e., you may only recommend personnel for a future role that they are eligible for based on current or projected grade and/or the grade that they are TIG/TIS eligible for promotion to, as of the evaluation SCOD.</p> <p><b>Example:</b> A Sgt may not be recommended for First Sergeant duties as that constitutes a veiled promotion statement to MSgt.</p>	<ol style="list-style-type: none"> <li>1. Flight NCOIC</li> <li>2. Senior Evaluator</li> <li>3. Staff Instructor</li> </ol>
30	Promotion Eligibility	As of the SCOD of the evaluation, indicate whether the ratee is TIG/TIS promotion eligible. See <b>paragraph 4.10</b>	Yes or No (drop down block)
31	This is a Referral Report	Indicate whether the report contains negative comments or derogatory information.	Yes or No (drop down block)
32	Quality Force Review	Indicates the ratee's personnel record has been reviewed for quality force indicators during the reporting period.	Yes or No (drop down block)

33	Promotion Recommendation	<p>This section is to be completed only when the Guardian is eligible for a promotion recommendation.</p> <p>Utilize the promotion recommendations of “Not Ready Now” or “Promote” for all promotion eligible Spc4s, Sgts, and TSgts. See <b>paragraph 4.18.1.1.</b></p> <p><b>Not Ready Now (NRN):</b> Not considered ready for promotion at this time based on the need for additional grooming in the current grade, or where personnel may require specific attention with regard to performance of established SF standards and expectations. “NRN” evaluations do not necessarily constitute a referral, provided the report contains no negative comments, or derogatory information.</p> <p><b>Promote (P):</b> Recommended for promotion based on performance at or above established SF standards and expectations. If forced distribution is authorized by SF/S1, a “P” recommendation signifies a Guardian who performs with the majority of personnel and at a level commensurate with peers.</p> <p>Utilization of “Must Promote” and “Promote Now” promotion recommendations are not authorized unless forced distribution is authorized by SF/S1. See <b>paragraph 4.18.1.2.</b></p> <p><b>Must Promote (MP):</b> Recommended for accelerated promotion based on stellar performance well above established SF standards and expectations. Designated for outstanding performers who perform at a level higher than their peers. Guardians receiving a “MP” receive a distinct promotion advantage over their peers.</p> <p><b>Promote Now (PN):</b> Recommended for immediate promotion based on exemplary performance that far exceeds established SF standards and expectations. Reserved for elite performers who perform well above other personnel in their peer group. Guardians receiving a “PN” receive a significant promotion advantage over their peers.</p>	X
----	--------------------------	--	---

<b>34</b>	Unit Commander Name, Grade, Branch of Service, Organization, Command, and Location	Enter appropriate signature block as of the SCOD.  (use format in example)	JOHN J. DOE, Lt Col, USSF 392d Combat Training Squadron (STARCOM) Schriever SFB CO
<b>35</b>	Duty Title	Enter Duty Title as of the SCOD.  (use format in example)	Staff Instructor
<b>36</b>	SSN	Enter the last four digits of the social security number.	1111
<b>37</b>	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION X. FUNCTIONAL EXAMINER/AIR/SPACE FORCE ADVISOR</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>38</b>	Functional Examiner or Space Force Advisor	When applicable, place an “X” in the appropriate box.	X
<b>39</b>	Name, Grade, Branch of Service, Organization, Command & Location	Enter Functional Examiner or Space Force Advisor signature block as of the SCOD.  (use format in example)	JACK C. SMITH, Col, USSF Space Systems Command (SSC) Los Angeles AFB CA
<b>40</b>	Duty Title	Enter Functional Examiner or Space Force Advisor’s duty title as of the SCOD.  (use format in example)	Deputy Director
<b>41</b>	SSN	Enter the last four digits of the social security number.	0001

42	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION XI. REMARKS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
43	Acronyms	Use this section to spell out uncommon acronyms in alphabetical order. Separate acronyms with a semicolon.	Cyber Security Liaison (CSL); Defensive Cyber Ops (DCO)
<b>SECTION XII. RATEE'S ACKNOWLEDGEMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
44	Ratee's Acknowledgement and Date & Signature	The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by signing in this block. Signing the evaluation does not imply concurrence, but acknowledgement. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with <b>Chapter 9</b> . Non-digital: Handwrite, date stamp or type the date. Sign after the SCOD. Select appropriate choice from drop down menu: Blank – Guardian concurs and signs evaluation. “Not available to sign” – use when Guardian is incapacitated or unavailable to sign; rater or any higher evaluator in the rating chain signs. “Ratee refused to sign” – use when Guardian refuses to sign the form; rater or any higher evaluator in the assessment chain signs.	Digital or wet signatures. A combination of both is authorized.

**Table 4.7. Instructions for AF Form 911, Enlisted Performance Report (MSgt-SMSGt).**

<b>NOTE:</b> Air Force terminology on the AF Form 911 applies to the equivalent Space Force terminology (e.g., Airman applies to Guardian, Duty Air Force Specialty Code applies to Duty Space Force Specialty Code).			
<b>SECTION I. RATEE IDENTIFICATION DATA</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>1</b>	Name	Enter Last Name, First Name Middle Initial, and any suffix (e.g., JR., SR., III). If there is no middle initial, the use of “NMI” is optional. Name will be in all upper case.	DOE, JOHN D.
<b>2</b>	SSN	Enter full social security number.	123-45-6789
<b>3</b>	Grade	Enter appropriate grade.	MSgt Select, MSgt, SMSGt Select, SMSGt
<b>4</b>	DAFSC	Enter DSFSC held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable or in the event of PCS or PCA, information as of the accounting date. 365-day extended deployments will use the TDY DSFSC.	5I071
<b>5</b>	Organization, Command, Location, and Component	Enter information as of the SCOD or in the event of PCS or PCA, information as of the accounting date. Nomenclature does not necessarily duplicate what is on the notice. The goal is an accurate description of what unit, location and command the ratee belongs. Command will be listed inside parentheses. 365-day extended deployments will use the home station unit, “with duty at ...”  (use format in example)	13th Space Warning Squadron (SpOC), Clear SFS AK  Space Delta 7 (SpOC), Peterson SFB CO, with duty at 442 ECS (USAFCENT), Baghdad International Airport, Baghdad, Iraq
<b>6</b>	PAS Code	Enter PAS code for ratee’s unit of assignment as of the SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to 365-day extended deployment billet, use the home station PAS code.	EP6FFSQL

7	SRID	Enter SRID for ratee's unit of assignment (PAS code) as of SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to a 365-day extended deployment, use the home station SRID.	KCD01
8	Period of Report	FROM date: See <b>paragraph 4.6</b>	1 Aug 2015
		THRU date: This is the SCOD for the appropriate grade. See <b>paragraph 4.7</b> for variations.	31 Jul 2016
9	Number of Days Non-Rated	Enter the number of days non-rated. See <b>paragraph 1.4.11.</b>	96
10	Number of Days Supervision	Enter the number of days of supervision. See <b>paragraph 1.4.11.</b>	365 (deduct only the authorized number of days "non-rated" in accordance with <b>paragraph 1.4.11.</b> )
11	Reason for Report	Select the reason for evaluation.	Annual
<b>SECTION II. JOB DESCRIPTION</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
12	Duty Title	<p>Enter the approved duty title from MilPDS as of the SCOD or in the event of PCS or PCA, information as of the accounting date.</p> <p>If the duty title is abbreviated and entries are not clear text, spell them out. Consult with your CSS/MPF for any corrective actions. Ensure the duty title is commensurate with the ratee's grade, SFSC, and responsibility. Refer to <i>The Enlisted Force Structure</i> for guidance pertaining to duty titles.</p> <p>For personnel on a 365-day extended deployment, use the deployed duty title.</p> <p>(use format in example)</p>	Operations Flight Chief

<p><b>13</b></p>	<p>Key Duties, Tasks and Responsibilities</p>	<p>Comments in bullet format are mandatory. Limit text to four lines. Enter information about the position the ratee held in the unit as of the SCOD or in the event of PCS or PCA to a new PAS code, information as of the accounting date and the nature or level of job responsibilities. The rater develops the information for this section.</p> <p>This description must reflect the uniqueness of each ratee’s job. Be specific—include level of responsibility, number of people supervised, dollar value of resources accountable for, projects managed, etc. Make it clear; use plain English.</p> <p>Avoid jargon, acronyms, and topical references as they obscure rather than clarify meaning. Previous jobs held during the reporting period may be mentioned only if it impacts the evaluation.</p>	<ul style="list-style-type: none"> <li>- Overseas training pipeline</li>   <li>- Develops unit’s mission planning and debrief processes</li>   <li>- Supervises 6 Guardians</li> </ul>
------------------	---	--	--

SECTION III. PERFORMANCE IN LEADERSHIP/PRIMARY DUTIES/FOLLOWERSHIP/TRAINING REQUIREMENTS SECTION IV. WHOLE AIRMAN CONCEPT.			
I T E M	A	B	C
	Heading	Instructions	Example
14	Assessment Areas Listed on AF Form 911	<p>Select the block that accurately describes the ratee's performance during the assessment period.</p> <p><b>Not-Rated:</b> See <b>paragraph 1.4.11.</b></p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p> <p><b>Met some but not all expectations:</b> Performs below established SF standards and expectations, requires improvement. Routine or significant unacceptable performance, actions that are incompatible with, and personnel who have failed to adhere to established standards and expectations.</p> <p>Performs routinely or significantly at an unacceptable level. Routinely means a repeated inability to meet standards that would render the aggregated performance assessment over the entire reporting period as below SF standards or expectations. Significantly means a single instance where failure to meet standards is either egregious in nature or so far short of a standard that it impacts the overall aggregated performance assessment.</p> <p><b>Met all expectations:</b> Meets established SF standards and expectations.</p> <p><b>Exceeded some, but not all expectations:</b> Performs beyond most established SF standards and expectations.</p> <p><b>Exceed most, if not all expectations:</b> Performs at a higher level than peers, far exceeds SF standards and expectations, unique performer.</p>	<p>The rater (and subsequent evaluators) will not consider, nor comment on, the Guardian's performance during an approved non-rated period (in accordance with <b>paragraph 1.4.11) (T-1)</b></p>

15	Comments	<p>Comments are mandatory (minimum of one line), must be in bullet format, must support the assessment, and in Section III comments are limited to 8 lines and Section IV comments are limited to 2 lines. May use “THIS LINE INTENTIONALLY LEFT BLANK” as a mandatory line.</p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p>	
<b>SECTION V. OVERALL PERFORMANCE ASSESSMENT</b>			
I T E M	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
16	Rater’s Overall Performance Assessment	<p>Select the block that accurately describes the ratee’s performance during the assessment period.</p> <p>The rater (and subsequent evaluators) will not consider, nor comment on, the Guardian’s performance during an approved non-rated period (in accordance with <b>paragraph 1.4.11</b>) <b>(T-1)</b></p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p>	See definitions of performance assessments in item 14 of this table.
<b>SECTION VI. RATER INFORMATION</b>			
I T E M	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
17	Rater’s Name, Grade, Branch of Service, Organization, Command, and Location	Enter rater’s signature block as of the SCOD.  (use format in example)	JOHN J. DOE, SMSgt, USSF 21st Communications Squadron (SpOC) Peterson SFB CO
18	Duty Title	Enter rater’s duty title as of the SCOD.  (use format in example)	Senior Enlisted Leader
19	SSN	Enter the last four digits of the social security number.	6789

20	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after). Rater assessment and feedback block will be locked and additional rater signature capability unlocked with rater digital signature.	Digital or wet signatures. A combination of both is authorized.
<b>SECTION VII. ADDITIONAL RATER'S COMMENTS</b>			
I T E M	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
21	Concur/non-concur	Place an "X" in only one of the blocks	X
22	Comments	Must be in bullet format. A comment is mandatory when the report is a referral; otherwise they are optional. If comments are not used insert "THIS LINE INTENTIONALLY LEFT BLANK". Limited to two lines. If comments are not authorized state: "RATER IS ALSO THE ADDITIONAL RATER".  Organizational Climate: See <b>paragraph 1.8.9</b>	- Resolved optical sensor degradation
23	Additional Rater's Name, Grade, Branch of Service, Organization, Command, and Location	Additional raters assigned on or prior to SCOD, enter information as of the SCOD; additional raters assigned after the SCOD, enter the information as of the date signed.  Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7</b> for exceptions. <b>(T-1)</b> .  (use format in example)	JOHN J. DOE, Capt, USAF 328th Weapons Squadron (STARCOM) Nellis AFB NV
24	Duty Title	Enter additional rater's duty title (refer to item 23).  (use format in example)	Operations Flight Commander
25	SSN	Enter the last four digits of the social security number.	9876

26	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after). Rater assessment and feedback block will be locked and additional rater signature capability unlocked with rater digital signature.	Digital or wet signatures. A combination of both is authorized.
<b>SECTION VIII. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER'S COMMENTS</b>			
I T E M	A	B	C
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
27	Concur/non-concur	Place an "X" in only one of the blocks	X
28	Comments	Must be in bullet format. A comment is mandatory when the report is a referral; otherwise they are optional. If comments are not used insert "THIS LINE INTENTIONALLY LEFT BLANK". Limited to one line.  Organizational Climate: See <b>paragraph 1.8.9</b>	- Piloted C2 Ops Floor refurbish
29	Future Roles (Optional)	Recommend up to three roles that best serve the Space Force and continues the Guardian's development. Future roles may not serve as veiled promotion statements, i.e., you may only recommend a Guardian for a future role that they are eligible for based on current or projected grade, as of the evaluation SCOD. However, for TIG/TIS eligible you may recommend a future role for the next grade. <b>Example:</b> A MSgt may not be recommended for command chief duties as that constitutes a veiled promotion statement to CMSgt.	1. Section Chief 2. Flight Chief 3. Instructor

30	Education	As of the SCOD of the evaluation, indicate whether the ratee has had a CCAF completed and conferred (Yes or No) in any discipline/specialty. Also indicate whether the ratee completed professional military education (SNCOA or equivalent sister-service academy, via in-residence or correspondence). See <b>paragraph 4.11.2.2.2</b> .	Yes or No (drop down block)
31	Promotion Eligibility	As of the SCOD of the evaluation, indicate whether the ratee is TIG/TIS promotion eligible. See <b>paragraph 4.11</b>	Yes or No (drop down block)
32	This Is A Referral Report	Indicate whether the report contains negative comments or derogatory information.	Yes or No (drop down block)
33	Quality Force Review	Indicates the ratee's personnel record has been reviewed for quality force indicators during the reporting period.	Yes or No (drop down block)
34	Unit Commander / Military or Civilian Director / Other Authorized Reviewer Name, Grade, Branch of Service, Organization, Command, and Location.	Enter appropriate signature block as of the SCOD.  (use format in example)	SUE J. DOE, Col, USSF Space Delta 1 (STARCOM) Vandenberg SFB CA
35	Duty Title	Enter duty title as of the SCOD.  (use format in example)	Commander
36	SSN	Enter the last four digits of the social security number.	0001
37	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.

<b>SECTION IX. FINAL EVALUATOR’S COMMENTS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>38</b>	Concur/non-concur	Place an “X” in only one of the blocks.	X
<b>39</b>	Final Evaluator’s Comments	Completed by authorized final evaluator as of the close-out date. Limit to one line. If comments are not provided state: “THIS LINE INTENTIONALLY LEFT BLANK”.	- Outstanding leader and mentor...
<b>40</b>	Final Evaluator Position	This is the final evaluator’s position (see <b>paragraph 4.12</b> )	Senior Rater
<b>41</b>	Senior Rater Stratification	This is the senior rater stratification and is limited to the senior rater’s top 10% TIG/TIS promotion eligible MSgts and the top 20% of TIG/TIS promotion eligible SMSgt as of the SCOD. See <b>paragraph 4.11.1</b> .	Top 10% of MSgts; Top 20% of SMSgts
<b>42</b>	Final Evaluator’s Name, Grade, Branch of Service, Organization, Command & Location	Enter appropriate signature block as of the SCOD.  (use format in example)	JOHN H. DOE, Col, USSF Space Launch Delta 45 (SSC) Patrick SFB FL
<b>43</b>	Duty Title	Enter duty title as of the SCOD.  (use format in example)	Commander
<b>44</b>	SSN	Enter the last four digits of the social security number.	1111
<b>45</b>	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after). Rater assessment and feedback block will be locked and additional rater signature capability unlocked with rater digital signature.	Digital or wet signatures. A combination of both is authorized.

<b>SECTION X. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>46</b>	Functional Examiner or Air Force	When applicable, place an “X” in the appropriate box.	X
<b>47</b>	Name, Grade, Branch of Service, Organization, Command & Location	Enter Functional Examiner or Space Force Advisor’s signature block as of the SCOD.  (use format in example)	JACK C. SMITH, Col, USSF Space Systems Command (SSC) Los Angeles AFB CA
<b>48</b>	Duty Title	Enter Functional Examiner or Space Force Advisor’s duty title as of the SCOD.  (use format in example)	Deputy Director
<b>49</b>	SSN	Enter the last four digits of the social security number.	1111
<b>50</b>	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION XI. REMARKS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>51</b>	Acronyms	Use this section to spell out uncommon acronyms alphabetically. Separate acronyms with a semicolon.	Common Operating Picture (COP); Incident Management Team (IMT)
<b>SECTION XII. RATEE’S ACKNOWLEDGEMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>

52	Ratee's Acknowledgement and Date & Signature	<p>The ratee must acknowledge receipt prior to the evaluation becoming a matter of record by signing this block. Signing does not imply concurrence, but acknowledgement. If ratee non-concurs with the evaluation, they may submit an appeal in accordance with <b>Chapter 9</b>. Non-digital: Sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign before the SCOD (only on or after). Select appropriate choice from drop down menu:                  Blank – ratee concurs and digitally signs evaluation.                  “Not Available to Sign” – use when the ratee is incapacitated or unavailable to sign; rater or any higher evaluator in the rating chain (digitally) signs.                  “Ratee Refused to Sign” – use when Guardian refuses to sign the form; rater or any higher evaluator in the rating chain (digitally) signs.</p>	
----	--	---	--

**Table 4.8. Time-in-Grade (TIG) Senior Rater Eligibility Chart.**

MSGT CHART			
If ratee is:	and EPR c/o date is:	and date of rank is:	TIG Eligible
MSgt	1 Jan 22 – 30 Sep 22	prior to or equal to 1 Jul 21	YES
MSgt	1 Jan 22 – 30 Sep 22	after 1 Jul 21	NO
MSgt	1 Oct 22 – 31 Dec 22	prior to or equal to 1 Jul 22	YES
MSgt	1 Oct 22 – 31 Dec 22	after 1 Jul 22	NO
MSgt	1 Jan 23 – 30 Sep 23	prior to or equal to 1 Jul 22	YES
MSgt	1 Jan 23 – 30 Sep 23	after 1 Jul 22	NO
MSgt	1 Oct 23 – 31 Dec 23	prior to or equal to 1 Jul 23	YES
MSgt	1 Oct 23 – 31 Dec 23	after 1 Jul 23	NO
MSgt	1 Jan 24 – 30 Sep 24	prior to or equal to 1 Jul 23	YES
MSgt	1 Jan 24 – 30 Sep 24	after 1 Jul 23	NO
MSgt	1 Oct 24 – 31 Dec 24	prior to or equal to 1 Jul 24	YES
MSgt	1 Oct 24 – 31 Dec 24	after 1 Jul 24	NO
MSgt	1 Jan 25 – 30 Sep 25	prior to or equal to 1 Jul 24	YES
MSgt	1 Jan 25 – 30 Sep 25	after 1 Jul 24	NO
MSgt	1 Oct 25 – 31 Dec 25	prior to or equal to 1 Jul 25	YES
MSgt	1 Oct 25 – 31 Dec 25	after 1 Jul 25	NO
MSgt	1 Jan 26 – 30 Sep 26	prior to or equal to 1 Jul 25	YES
MSgt	1 Jan 26 – 30 Sep 26	after 1 Jul 25	NO
MSgt	1 Oct 25 – 31 Dec 26	prior to or equal to 1 Jul 26	YES
MSgt	1 Oct 25 – 31 Dec 26	after 1 Jul 26	NO

MSgt	1 Jan 26 – 30 Sep 27	prior to or equal to 1 Jul 26	YES
MSgt	1 Jan 26 – 30 Sep 27	after 1 Jul 26	NO
MSgt	1 Oct 25 – 31 Dec 27	prior to or equal to 1 Jul 27	YES
MSgt	1 Oct 25 – 31 Dec 27	after 1 Jul 27	NO
MSgt	1 Jan 26 – 30 Sep 28	prior to or equal to 1 Jul 27	YES
MSgt	1 Jan 26 – 30 Sep 28	after 1 Jul 27	NO
MSgt	1 Oct 25 – 31 Dec 28	prior to or equal to 1 Jul 28	YES
MSgt	1 Oct 25 – 31 Dec 28	after 1 Jul 28	NO

**SMSGT CHART**

<b>If ratee is:</b>	<b>and EPR c/o date is:</b>	<b>and date of rank is:</b>	<b>TIG Eligible</b>
SMSGt	1 Jan 22 – 31 Jul 22	prior to or equal to 1 Mar 21	YES
SMSGt	1 Jan 22 – 31 Jul 22	after 1 Mar 21	NO
SMSGt	1 Aug 22 – 31 Dec 22	prior to or equal to 1 Mar 22	YES
SMSGt	1 Aug 22 – 31 Dec 22	after 1 Mar 22	NO
SMSGt	1 Jan 23 – 31 Jul 23	prior to or equal to 1 Mar 22	YES
SMSGt	1 Jan 23 – 31 Jul 23	after 1 Mar 22	NO
SMSGt	1 Aug 23 – 31 Dec 23	prior to or equal to 1 Mar 23	YES
SMSGt	1 Aug 23 – 31 Dec 23	after 1 Mar 23	NO
SMSGt	1 Jan 24 – 31 Jul 24	prior to or equal to 1 Mar 23	YES
SMSGt	1 Jan 24 – 31 Jul 24	after 1 Mar 23	NO
SMSGt	1 Aug 24 – 31 Dec 24	prior to or equal to 1 Mar 24	YES
SMSGt	1 Aug 24 – 31 Dec 24	after 1 Mar 24	NO
SMSGt	1 Jan 25 – 31 Jul 25	prior to or equal to 1 Mar 24	YES
SMSGt	1 Jan 25 – 31 Jul 25	after 1 Mar 24	NO
SMSGt	1 Aug 25 – 31 Dec 25	prior to or equal to 1 Mar 25	YES
SMSGt	1 Aug 25 – 31 Dec 25	after 1 Mar 25	NO
SMSGt	1 Jan 25 – 31 Jul 26	prior to or equal to 1 Mar 25	YES
SMSGt	1 Jan 25 – 31 Jul 26	after 1 Mar 25	NO
SMSGt	1 Aug 25 – 31 Dec 26	prior to or equal to 1 Mar 26	YES
SMSGt	1 Aug 25 – 31 Dec 26	after 1 Mar 26	NO
SMSGt	1 Jan 25 – 31 Jul 27	prior to or equal to 1 Mar 26	YES
SMSGt	1 Jan 25 – 31 Jul 27	after 1 Mar 26	NO
SMSGt	1 Aug 25 – 31 Dec 27	prior to or equal to 1 Mar 27	YES
SMSGt	1 Aug 25 – 31 Dec 27	after 1 Mar 27	NO
SMSGt	1 Jan 25 – 31 Jul 28	prior to or equal to 1 Mar 27	YES
SMSGt	1 Jan 25 – 31 Jul 28	after 1 Mar 27	NO
SMSGt	1 Aug 25 – 31 Dec 28	prior to or equal to 1 Mar 28	YES
SMSGt	1 Aug 25 – 31 Dec 28	after 1 Mar 28	NO

**NOTE:** This table is used for static close-out date and out-of-cycle EPRs such as Directed by Headquarters (DBH), Directed by Commander (DBC), etc.

**Table 4.9. Instructions for AF Form 912, Enlisted Performance Reports (CMSgt).**

<b>NOTE:</b> Air Force terminology on the AF Form 912 applies to the equivalent Space Force terminology (e.g., Airman applies to Guardian, Duty Air Force Specialty Code applies to Duty Space Force Specialty Code).			
<b>SECTION I. RATEE IDENTIFICATION DATA</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>1</b>	Name	Enter Last Name, First Name Middle Initial, and any suffix (e.g., JR., SR., III). If there is no middle initial, the use of “NMI” is optional. Name will be in all upper case.	DOE, JOHN L.
<b>2</b>	SSN	Enter full social security number.	5864
<b>3</b>	Grade	Enter appropriate grade.	CMSgt Select, CMSgt
<b>4</b>	DAFSC	Enter DSFSC held as of the “THRU” date of the evaluation, including prefix and suffix, if applicable or in the event of PCS or PCA, information as of the accounting date. 365-day extended deployments will use the TDY DSFSC.	5Z900

5	Organization, Command and Location	Enter information as of the SCOD or in the event of PCS or PCA, information as of the accounting date. Nomenclature does not necessarily duplicate what is on the enlisted evaluation notice. The goal is an accurate description of what unit, location and command the ratee belongs. Command will be listed inside parentheses. 365-day extended deployments will use home station unit, "with duty at ..."	13th Space Warning Squadron (SpOC), Clear SFS AK  Space Delta 7 (SpOC), Peterson SFB CO, with duty at 442 ECS (USAFCENT), Baghdad International Airport, Baghdad, Iraq  Headquarters Space Systems Command (SSC), Los Angeles AFB CA
6	PAS Code	Enter PAS code for ratee's unit of assignment as of the SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to a 365-day extended deployment billet, use the home station PAS code.	HH4FFWGN
7	SRID	Enter SRID for ratee's unit of assignment as of the SCOD or in the event of PCS or PCA, information as of the accounting date. For those assigned to a 365-day extended deployment, use the home station SRID.	K41CC
8	Reason for Report	Select the reason for evaluation.	Annual, Directed By Commander, or Directed by Headquarters
9	TAFMSD (RegAF) / Pay Date (ARC)	The date the Guardian entered military service. Use date format in example.	4 Dec 2006

10	Period of Report	<p>FROM DATE: See <b>paragraph 4.6</b></p> <p>THRU DATE: 31 May of current year. This is the SCOD for the appropriate grade. See <b>paragraph 4.7</b> for variations.</p>	See <b>paragraph 4.7</b> for variations.
11	Number of Days Supervision	Enter the number of days of supervision. See <b>paragraph 4.8</b> .	365 (deduct only the authorized number of days “non-rated” in accordance with <b>paragraphs 1.4.11</b> and <b>4.8</b> )
12	HYT	Use date format in example.	1 Jan 2027
13	Duty Title	<p>Enter the approved duty title from MilPDS as of the SCOD or in the event of PCS or PCA, information as of the accounting date.</p> <p>If the duty title is abbreviated and entries are not clear text, spell them out. Consult with your CSS/MPF for any corrective actions. Ensure the duty title is commensurate with the ratee’s grade, SFSC, and responsibility. Refer to <i>The Enlisted Force Structure</i> for guidance pertaining to duty titles.</p> <p>(use format in example)</p> <p>For personnel on a 365-day extended deployment, use the deployed duty title.</p>	Senior Enlisted Leader

<b>SECTION II. RATER'S PERFORMANCE ASSESSMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>14</b>	Comments	<p>Minimum 1 line; if a referral, minimum 2 lines. Must be bullet format. Four lines highly encouraged when making current year Command Chief Master Sergeant (CCM) recommendation. May use "THIS LINE INTENTIONALLY LEFT BLANK" as mandatory line.</p> <p>Organizational Climate: See <b>paragraph 1.8.9</b>.</p>	- Spearheaded rewrite of CONOPS
<b>SECTION III. RATER INFORMATION</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>15</b>	Rater's Name, Grade, Branch of Service, Organization, Command and Location	<p>Enter Rater's signature block as of the SCOD.</p> <p>(use format in example)</p> <p>Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7</b> for exceptions. <b>(T-1)</b></p>	SUE J. DOE, Col, USSF Space Delta 1 (STARCOM) Vandenberg SFB CA
<b>16</b>	Duty Title	<p>Enter rater's duty title as of the SCOD.</p> <p>(use format in example)</p>	Commander
<b>17</b>	SSN	Enter the last four digits of the social security number.	2678
<b>18</b>	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.

<b>SECTION IV. SENIOR RATER'S PERFORMANCE ASSESSMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>19</b>	Concur/non-concur	Place an "X" in only one of the blocks.	X
<b>20</b>	Comments	<p>Must be bullet format. Comments are mandatory when the report is a referral or "Do Not Retain" recommendation; otherwise they are optional if comments are not used insert "THIS LINE INTENTIONALLY LEFT BLANK," but highly encouraged when making current year Command Chief Master Sergeant nomination.</p> <p>Organizational Climate: See <b>paragraph 1.8.9</b></p>	- Restructured work order schedule...

21	Consider for Higher Responsibility	<p>Select the block that accurately describes the ratee's next level of responsibility:</p> <p><b>READY NOW</b> - Select this category when CMSgts are ready to immediately assume greater responsibility in a more challenging position than currently held.</p> <p><b>ON-TRACK</b> - Select this category when CMSgts are excelling in their current position, demonstrating growth potential, and are ready to transition to a position in a related specialty, or at a different organizational level, at the first available opportunity.</p> <p><b>CURRENT ASSIGNMENT</b> - Select this category when CMSgts should remain in their current assignment for one or some of the following reasons: are not forecasted to be moved in the near-term; have not been evaluated as a CMSgt in their current position; may have a specific expertise required in-place; be in pre-defined tour lengths; or be in nominative positions.</p> <p><b>GROOM</b> - Select this category when CMSgts require additional grooming in their duty position or as a CMSgt prior to being placed in a position with greater responsibilities. These CMSgts may be ready for increased responsibilities in the future.</p> <p><b>DO NOT RETAIN</b> – Select this category when CMSgts are not recommended for retention. Do not retain recommendations constitute a referral evaluation and therefore require senior rater comments in Section II, part 1. Comments that exceed one line will require the use of a DAF Form 77.</p>	Use drop down function to select level of responsibility.
----	------------------------------------	---	---

<p>22</p>	<p>Recommended Future Roles (Optional)</p>	<p>If the senior rater marks either “Ready Now, On-Track, Current Assignment, or Groom” then select the block that accurately describes the ideal future roles (no more than two roles; first recommendation or “primary vector” has highest precedence).</p> <p><b>NOTE:</b> Senior raters may not recommend future roles for those ratees considered “Do Not Retain” for higher responsibility.</p> <p><b>NOTE:</b> Senior raters will stratify all CMSgts receiving a primary vector for the current year’s Command Chief Screening Board. (T-1) CMSgts being nominated will be stratified against all CMSgts under the senior rater’s purview, not just those CMSgts eligible for or nominated for CCM duty. (T-1) CMSgt selects may not to be included in the total number of CMSgts under the senior rater’s purview.</p> <p>Stratification is prohibited for those CMSgts not receiving nomination for the current year’s Command Chief Screening Board. CCM nominations must be accompanied by a “Ready Now” recommendation. CMSgts not receiving a “Ready Now” recommendation for higher responsibility are not eligible for a primary vector CCM duty nomination.</p> <p>CMSgt ratees may only be nominated for CCM duty provided they meet the minimum CCM TIG requirements established by SF/S1L for the applicable year’s Command Chief Screening Board.</p>	<p>Use drop down functions to select future roles.</p>
<p>23</p>	<p>Senior Rater’s Name, Grade, Branch of Service, Organization, Command, and Location</p>	<p>Enter senior rater’s signature block as of the SCOD.</p> <p>(use format in example)</p> <p>Multiple general officers serving as evaluators are prohibited, see <b>paragraph 1.7</b> for exceptions. (T-1)</p>	<p>JACOB M. FREER, SES, DAF Headquarters United States Space Force (USSF) Pentagon, Washington DC</p>

24	Duty Title	Enter senior rater's duty title as of the SCOD.  (use format in example)	Commander
25	SSN	Enter the last four digits of the social security number.	1111
26	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION V. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
27	Functional Examiner or Air Force	When applicable, place an "X" in the appropriate box.	X
28	Name, Grade, Branch of Service, Organization, Command & Location	Enter Functional Examiner or Space Force Advisor's signature block as of the SCOD.  (use format in example)	JACK C. SMITH, Col, USSF Space Systems Command (SSC)
29	Duty Title	Enter Functional Examiner or Space Force Advisor's duty title as of the SCOD.  (use format in example)	Deputy Director
30	SSN	Enter the last four digits of the social security number.	0002
31	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.

<b>SECTION VI. RATEE’S ACKNOWLEDGEMENT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>32</b>	Date & Signature	The forms have digital signature and auto-date capability. In the rare instance where digital signatures cannot be used, sign in reproducible blue or black ink and handwrite, stamp or type the date. Do not sign blank forms or sign before the SCOD (only on or after).	Digital or wet signatures. A combination of both is authorized.
<b>SECTION VII. REMARKS</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>33</b>	Remarks	Use this section to spell out uncommon acronyms alphabetically. Separate acronyms with semicolons.	Common Operating Picture (COP); Incident Management Team (IMT))
<b>SECTION VIII. REFERRAL REPORT</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Heading</b>	<b>Instructions</b>	<b>Example</b>
<b>34</b>	Referral Report	Complete this section for referral evaluations only. See <b>paragraph 1.10</b>	
<b>35</b>	Name, Grade, Branch of Service of Referring Evaluator	Enter: Name, Grade, Branch of Service of referring evaluator.	JOHN H. DOE, Col, USSF Space Launch Delta 45 (SSC) Patrick SFB FL
<b>36</b>	Duty Title	Enter referring evaluator duty title.	Commander
<b>37</b>	Signature	Signature will be “wet” signature.	
<b>38</b>	Date	Date will be handwritten/stamped/typed in day, month and full year format.	12 Dec 2023
<b>39</b>	Signature of Ratee	Signature will be “wet” signature.	

## Chapter 5

### DAF FORM 77, LETTER OF EVALUATION

**5.1. Purpose.** Letters of Evaluation (LOEs) assist raters in preparing officer and enlisted evaluations and are most often used when the ratee is under the supervision of someone other than the official rater. Raters may request LOEs from deployed/TDY supervisors or former supervisors with less than 120 calendar days of supervision during the evaluation reporting period.

#### **5.2. Types of LOEs.**

5.2.1. Mandatory LOEs. Mandatory LOEs are completed for the following:

5.2.1.1. Deployed Commander. Documents performance of deployed officers through the grade of colonel appointed on G-series orders to fill detachment, squadron, and delta commander positions for at least 45 calendar days. These LOEs are mandatory and are filed in the Guardian's official records (ARMS and PRDA). They do not restart the officer evaluation "clock" regardless of the TDY tour length. They are considered "embedded" evaluations. Further, there is no required minimum or maximum number of days of supervision. Officers filling 365-day deployments as the detachment, squadron, or delta commander will receive an officer evaluation in accordance with [paragraph 3.8](#).

5.2.1.1.1. A negative assessment or comments will make the LOE a referral and require additional rater comments. If the evaluation is a referral, the reverse side of the form (Section VIII) is also completed. There is no minimum number of days required for completion of a referral LOE. **NOTE:** A non-concur does not necessarily make the report a referral.

5.2.1.1.2. Two evaluators, the rater and additional rater, will complete the DAF Form 77. **(T-1)** However, if the rater is a general officer, then the rater is considered a single evaluator and an additional rater is not required unless the report is a referral.

5.2.1.1.3. The form may be typed or handwritten and completed no later than 7 calendar days after ratee relinquishes command. The goal is to ensure that the LOE is completed before returning to home station. The FROM and THRU dates are determined by the date assumed/relinquished command.

5.2.1.1.4. LOEs will be accepted directly from individual officers. However, they will not be processed until the PERSCO team or Air Force Forward (AFFOR) A1 (or equivalent) verifies the eligibility of the officer. **(T-1)** The officer should contact their PERSCO team or AFFOR A1 (or equivalent) to route the LOE through the appropriate channels.

5.2.1.2. Deployment/Contingency Operations. Document performance for deployed personnel not assigned to a deployed commander's billet when there are 60 or more days of supervision. While an LOE is mandatory, it will not be filed in the Guardian's official record. **NOTE:** When the home station rater is also the deployed rater, an LOE is not required.

- 5.2.1.2.1. There are no official means to track LOEs in a deployed/contingency operation environment. The rater and ratee are responsible for accomplishing the LOE and ensuring it is forwarded to the ratee's home station rater. Contact the PERSCO team for local procedures.
- 5.2.1.2.2. An LOE may be accomplished for periods shorter than 60 days. There is no maximum number of days of supervision.
- 5.2.1.2.3. Complete LOEs no later than 7 calendar days from departure. When circumstances preclude a rater from accomplishing a LOE at the time of departure, every effort should be made to complete and provide a LOE to the home station when feasible.
- 5.2.1.2.4. Failure to receive a LOE is not grounds to appeal a future evaluation based on the absence or lack of deployment information in an evaluation.
- 5.2.1.3. PCS/PCA Departures. Document periods for ratees who will PCS/PCA prior to the SCOD. In cases where the rater departs, complete a draft evaluation to fulfill this requirement. While an LOE is mandatory, it will not be filed in the Guardian's official record.
- 5.2.1.4. Period of Supervision. To document periods of supervision of at least 60 calendar days when a change of reporting official (CRO) occurs.
- 5.2.1.5. Separation.
- 5.2.1.5.1. For Spc3s and below with less than 36 months total active federal military service, an LOE is required for separation cases involving parenthood, conditions that interfere with military service, unsatisfactory performance, or failure in the fitness program.
- 5.2.1.5.2. For Spc1 through Col, an LOE is required when the ratee is separating to transfer to another branch of service (regular or reserve component) and there have been 60 calendar days or more since the close out date of the last evaluation. See [Table 5.1](#).
- 5.2.1.6. Supplemental LOEs. Supplemental LOEs are filed in the Guardian's official records (ARMS and PRDA), attached to the evaluation they are supplementing. Types of Supplemental LOEs include:
- 5.2.1.6.1. Continuation sheet for referral evaluations.
- 5.2.1.6.2. Continuation sheet for evaluator disagreements.
- 5.2.1.6.3. Continuation sheet for the Space Force Advisor.
- 5.2.1.6.4. Continuation sheet for the Functional/Acquisition Examiner.
- 5.2.1.7. Administrative LOEs. Administrative LOEs are filed in the Guardian's official records (ARMS and PRDA) to document missing, lost, removed, or voided evaluations.
- 5.2.1.7.1. Administrative LOEs are not derogatory in nature.
- 5.2.1.7.2. Administrative LOEs are used to justify legitimate gaps between evaluations such as:

5.2.1.7.2.1. To document a break in service or gaps in ratings due to transfer to the Space Force from another service. See [Table 5.1](#).

5.2.1.7.2.2. To document extended periods of lost time, including prisoner status and appellate leave. Upon release, a DAF Form 77 will be accomplished by the servicing MPF or CSS. The start date will be the day after the close-out of the last evaluation and the end date will be the day the Guardian is released from confinement. The next evaluation will begin the day after the close-out date of the LOE. See [Table 5.1](#).

5.2.1.7.2.3. To document educational leaves of absence; e.g., Bootstrap and/or educational leave to a civilian institution. See [Table 5.1](#).

5.2.1.7.2.4. To document a legitimate gap when the ratee was on the temporary disability retired list and later removed and returned to duty. See [Table 5.1](#).

5.2.1.7.2.5. **Enlisted only.** Enlisted Guardians who transfer to the USSF from the Army, Navy, and Marine Corps require an administrative LOE to align with the appropriate SCOD.

5.2.1.7.3. Administrative LOEs are used to substitute lost, missing or removed evaluations such as those:

5.2.1.7.3.1. Ordered removed by the AFBCMR, in accordance with DAFI 36-2603. See [Table 5.1](#).

5.2.1.7.3.2. Ordered removed by the ERAB in accordance with [Chapter 9](#). See [Table 5.1](#).

5.2.1.7.3.3. Lost and/or missing evaluations in which all actions to locate lost and/or missing evaluations have failed. See [paragraph 1.14](#) for procedures and [Table 5.1](#) for preparation of the DAF Form 77.

5.2.1.7.3.4. The use of administrative LOEs must be approved by AFPC prior to filing them into the Guardian's official records (ARMS and PRDA).

5.2.2. Optional LOEs. Optional LOEs are not mandatory but may be completed at the discretion of the rater. When information from optional LOEs is used, it may be paraphrased or directly quoted from the LOE.

### 5.3. Who Can Prepare.

5.3.1. Raters or any evaluators. Do not skip evaluators who are temporarily unavailable or to afford a higher level evaluator the opportunity to endorse or comment on the LOE.

5.3.2. Personnel responsible for observing a ratee's performance when the ratee is not under the direct supervision of the designated rater.

5.3.3. Personnel directed to do so by the AFBCMR or ERAB.

5.3.4. MPF or CSS/HR specialist personnel as authorized.

#### **5.4. Administrative Practices.**

- 5.4.1. LOEs will cover the period from the first day of supervision (or the day following the close-out date of the last officer evaluation, enlisted evaluation, or TR, whichever is later) through the last day of supervision.
- 5.4.2. DAF Form 77 may be typed or handwritten.
- 5.4.3. Limit comments to space provided on formal LOEs. If additional space is required on informal or supplemental LOEs, continue comments on second DAF Form 77 and attach it to the LOE.
- 5.4.4. Correct minor errors using a pen or correction fluid. Corrections and/or erasures that change the meaning of a sentence must be initialed. Re-accomplish forms with excessive corrections and/or erasures. Do not use self-adhesive correction tape.
- 5.4.5. Prepare LOEs in one copy.
- 5.4.6. Prepare LOEs using bullet format only.
- 5.4.7. Prohibited Comments. See [paragraph 1.12](#) for prohibited comments.
- 5.4.8. Raters may show a DAF Form 77 to the ratee.

#### **5.5. Completing DAF Form 77, *Letter of Evaluation*.**

- 5.5.1. See [Table 5.1](#) for step-by-step procedures on completing all LOEs.
- 5.5.2. Mandatory LOEs. See [paragraph 5.2.1](#).
- 5.5.3. Deployed Commander LOEs. See [paragraph 5.2.1.1](#).
- 5.5.4. General Officer (to include selects) LOEs. See [Chapter 7](#).

#### **5.6. Routing, Updating and Disposition Responsibilities.**

- 5.6.1. Optional LOEs will not be placed in the MPerRGp. The rater/supervisor forwards the completed form to the MPF, CSS/HR specialist, or PERSCO team who will, in turn, forward to the ratee's new and/or designated rater.
- 5.6.2. Supplemental LOEs are required to be attached to the evaluation they are supplementing and will be made a matter of record. They will be placed in the officer selection record/SNCO selection record attached to the documents they are supplementing. A copy will be forwarded to ARMS and PRDA. (T-1)
- 5.6.3. Administrative LOEs are required to be placed in the officer selection record or SNCO selection record, ARMS and PRDA to substitute a missing evaluation or explain a gap between evaluations. The preparing agency forwards the original to the officer selection record or SNCO selection record, ARMS, and PRDA. Perform any updates if required.
- 5.6.4. For all other LOEs not listed above, contact AFPC/DPMSPE for procedures and/or further guidance.

#### **5.7. MPF, CSS/HR Specialist, and PERSCO Team Responsibilities.**

- 5.7.1. Quality review LOEs and take corrective action if appropriate.

5.7.2. When applicable, make appropriate updates and forward the LOE to the rater pending the next evaluation.

5.7.3. Provide LOEs to the Guardian's rater for use in preparing the next performance evaluation or training report. LOEs closing during the period of the performance evaluation will accompany the evaluation notice through the rating chain and remain with the notice and evaluation until received by the MPF.

5.7.4. Forward LOEs to the Guardian's gaining MPF or CSS/HR specialist when the Guardian departs PCS and no evaluation was required prior to departure.

5.7.5. Give the LOE to the Guardian upon separation, retirement, or completion of the next performance evaluation. **NOTE:** LOEs closing during the period of the performance evaluation will accompany the evaluation notice through the rating chain and remain with the notice and evaluation until received by the MPF or CSS/HR specialist. Once the MPF or CSS/HR specialist determines the evaluation is acceptable for processing to file, they return the LOE to the ratee.

5.7.6. PERSCO Team Specific Responsibilities.

5.7.6.1. Identifies raters' and ratees' projected departure dates to AFFOR/A1 (or equivalent), works with AFFOR/A1 (or equivalent) to review and validate the list of commanders they service on G-series orders, and establish tracking and suspense control for all deployed commander LOEs at the deployed location. See [paragraph 5.6](#) for disposition of completed LOEs.

5.7.6.2. Provide the deployed rating chain the G-series order number and date for LOE preparation.

5.7.6.3. Upon receipt of final LOEs from deployed rating chain, verify if a Space Force Advisor is required and forward to the Space Force Advisor if required.

5.7.6.4. Final disposition of completed deployed commander LOEs.

5.7.6.4.1. Digitally signed LOEs: Upload the completed DAF Form 77 according to the Personnel Services Delivery Guide and submit to AFPC for transmission to ARMS and PRDA.

5.7.6.4.2. Wet signature LOEs. PERSCO teams upload the completed DAF Form 77 according to the Personnel Services Delivery Guide. PERSCO teams without system access will mail the completed DAF Form 77 to AFPC/DPMSPE, 550 C Street West Suite 7, Joint Base San Antonio-Randolph, TX 78150. When the servicing PERSCO team is not collocated with the rater, the rater will mail the form to AFPC/DPMSPE. If in a location where there is no mailing capability, PERSCO teams will place the completed form in a pre-addressed envelope and seal it. The ratee, rater, PERSCO team member, or trusted agent will be allowed to hand-carry and mail the form at first opportunity.

5.7.7. Additional Processing Responsibilities.

5.7.7.1. AFPC/DPMSPE.

5.7.7.1.1. Upon receipt of the DAF Form 77, AFPC/DPMSPE will validate the form and update MilPDS for officers and send to ARMS and PRDA.

- 5.7.7.1.2. If it is determined that the officer is not eligible at any time in the process, then the LOE will be changed to “Optional” and forwarded to Guardian’s home unit rater.
- 5.7.7.1.3. For officers, AFPC/DPMSPE forwards original, digitally signed LOEs to ARMS and PRDA. For colonels, AFPC/DPMSPE sends “wet” signed LOEs to ARMS and PRDA, SF/S1L, and either mails or emails a scanned copy to the respective FLDCOM and MPF, if applicable.
- 5.7.7.2. SF/S1L.
- 5.7.7.2.1. Will coordinate with AFPC/DPMSPE to identify officers meeting upcoming promotion boards.
- 5.7.7.2.2. Will conduct a quality control review of all deployed commander LOEs, process through ARMS and PRDA, and file the LOE in the officer’s selection record.
- 5.7.7.3. ARMS. Once a deployed commander LOE is received, it will be stored in ARMS.
- 5.7.7.4. FLDCOM or Combatant/Component Command. Responsible for designating the Space Force Advisor (must be a colonel or above) when the final evaluator for a deployed commander LOE is not a SF officer or Department of the Air Force official.

**Table 5.1. Instructions for Completing the DAF Form 77, Letter of Evaluation.**

<b>See NOTE 5.</b>	
<b>SECTION I. RATEE IDENTIFICATION DATA</b>	
<b>Item/Description</b>	<b>Instructions</b>
1. Name	Enter Last Name, First Name, Middle Initial and JR., SR., III, etc. Use of "NMI" (no middle initial) is optional. The name will be in all upper case.
2. Social Security Number	Enter the Social Security Number.
3. Grade	Drop Down Menu. Select the appropriate grade. See <b>NOTE 1.</b>
4. DAFSC/DSFSC	Enter the Duty Space Force Specialty Code held as of the <i>THRU</i> date of the evaluation to include prefix and suffix.
5. Duty Title or Title of Additional Duty	Enter the approved duty title as of the <i>THRU</i> date of the evaluation.
6. Deployed Location or Name Operation	Deployed CC LOE only. If applicable, enter the operation/contingency name ratee was deployed in support of. (e.g., Operation ENDURING FREEDOM).
<b>SECTION II. GENERAL INSTRUCTIONS</b>	
<b>Item/Description</b>	<b>Instructions</b>
<b>PART A - Type of Report</b>	Drop Down Menu. For formal/informal LOEs, enter: Letter of Evaluation  For supplemental sheets, enter: Supplemental Sheet  <b>For Acquisition Examiner, Functional Examiner, Air Force/Space Force Advisor, enter: Acquisition Examiner, Functional Examiner, Air Force/Space Force Advisor</b>  For administrative LOE: leave blank.
<b>SECTION II. GENERAL INSTRUCTIONS</b>	
<b>Item/Description</b>	<b>Instructions</b>
<b>PART B</b>	
1. FROM THRU See <b>NOTE 2</b>	FROM Date: Enter the date supervision began THRU Date: Enter the date supervision ended
2. Report Is	Drop Down Menu. Select either Mandatory or Optional. See <b>Table 5.2.</b>
3. Level of Deployed Commander Duties Performed	Deployed CC LOE Only. Drop Down Menu. Select either, Detachment CC, Squadron CC, Group CC, Wing CC, or Delta CC.
4. Number of Days in Commander Position	Deployed CC LOE Only. Enter the number of consecutive days served in the deployed commander position, on G-series orders.

5. G-Series Order Number	Deployed CC LOE Only. Enter the G-series order number.
Date of Order	Deployed CC LOE Only. Enter the date of the G-series order.
<b>SECTION III. DEPLOYED COMMANDER ASSESSMENT (For Deployed CCs Only)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Officer Satisfactorily Completed Their Deployed Command Tour	Deployed CC LOE Only. Select “Yes” if the officer satisfactorily completed their deployed commander tour. Select “No” if completion was unsatisfactory. If “No,” the report must be referred.
<b>SECTION IV. COMMENTS/ IMPACT ON MISSION ACCOMPLISHMENT</b>	
<b>Item/Description</b>	<b>Instructions</b>
Comments Area	This section is prepared by the deployed rater and the focus of the evaluation should be on what the officer did and on the officer’s leadership, team building, and problem solving abilities in accomplishing the mission. Limit comments to space provided on formal LOEs. If additional space is required on informal or supplemental LOEs, continue comments on a second DAF Form 77 and attach it to the LOE. Comments must be in bullet format. See <b>paragraph 1.12</b> for prohibited comments; <b>paragraph 1.11</b> and <b>NOTE 5</b> for mandatory comments; and <b>paragraph 1.10</b> for referral procedures.
<b>SECTION V. RATER IDENTIFICATION DATA (See NOTE 3)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Name, Grade, Branch of Service, Organization, Command, Location	Enter evaluator identification as of the close-out date.
Duty Title	Enter authorized deployed duty title.
Date	Digital signatures will auto-date form. If not available handwrite, type or stamp. Do not date before close-out date.
Social Security Number	Enter last four of the evaluator’s social security number
Signature	Digitally Sign. If digital capability is unavailable, wet sign in reproducible blue or black ink. Do not sign before the close-out date.
<b>SECTION VI. ADDITIONAL RATER (Deployed CC Letter of Evaluation Only)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Concur/Non-concur Boxes	Place an “X” in the appropriate box. If non-concur is marked, explain the reason for the non-concurrence in the comments area.
Comments Area	Insert comments only if referral or to document non-concurrence. Referral LOEs must contain the applicable mandatory statement in accordance with <b>paragraph 1.10.5.3.2.2</b> .
Name, Grade, Branch of Service, Organization, Command, Location	Enter the name in all uppercase. Enter evaluator identification in upper/lower or all upper case. All information will be as of the close-out date. See <b>NOTE 3</b> .
Duty Title	Enter the duty title as of the close-out.

Date	Digital signatures will auto-date form. If not available handwrite, type or stamp. Do not date before close-out date.
Social Security Number	Enter last four of the evaluator's social security number
Signature	Digitally Sign. If digital capability is unavailable, wet sign in reproducible blue or black ink. Do not sign before the close- out date.
<b>SECTION VII. RATEE'S ACKNOWLEDGEMENT</b>	
<b>Item/Description</b>	<b>Instructions</b>
I understand my signature does not constitute agreement or disagreement	Drop Down Menu. If ratee is unavailable or refuses to sign, select the applicable statement, "Ratee Unavailable to Sign" and "Ratee Declined to Sign." In this case the rater or additional rater in the rating chain may sign for the ratee.
Signature	Digitally Sign. If digital capability is unavailable or the LOE is a referral, wet sign in in reproducible blue or black ink. Do not sign before the close-out date.
Date	Digital signatures will auto-date form. If not available handwrite, type or stamp. Do not date before close-out date.
<b>SECTION VIII. REFERRAL REPORT (Deployed CC LOE Only) (All other referral LOEs must use the same procedures as outlined in Chapter 5. The DAF Form 77 is designed to include the referral memorandum directly on the form.)</b>	
<b>Item/Description</b>	<b>Instructions</b>
I am referring.	State specifically what comments make the LOE a referral.
Send Comments to	Enter the grade and name of the referring evaluator's deployed rater.
Name, Grade, Br of Svc of Referring Evaluator	Enter evaluator identification as of the close-out date. See <b>NOTE 3.</b> If the evaluator named in this section is the additional rater, Section VI will be completed in accordance with <b>paragraph 1.10.</b>
Duty Title	Enter the duty title as of the close-out date.
Date	Dates will be handwritten, typed or stamped. Do not date before the close-out date. The ratee has 3 duty days to submit comments and the rebuttal. All supporting documentation is limited to a total of 10 pages, 5 pages front and back.
Signature	Wet sign in reproducible blue or black ink. Do not sign before the close-out date.
<b>SECTION VIII. REFERRAL REPORT (Deployed CC LOE Only)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Signature of Ratee	Signature is for acknowledging receipt. It does not constitute agreement or disagreement. Wet sign in reproducible blue or black ink. Do not sign before the close-out date.
Date	Date may be handwritten, typed or stamped. Do not date before close-out date.

<b>SECTION IX. REFERRAL REVIEWER (Deployed CC Letter of Evaluation Only. Used Only if Additional Rater Refers the letter of evaluation or as authorized by AFPC/DP3SP)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Ratee Did/Did Not Submit Comments	Place an "X" in the appropriate box.
I Do/Do Not Concur With Assessment	Place an "X" in the appropriate box.
Comments Area	Insert comments for non-concurrence only.
Name, Grade, Branch of Service, Organization, Command, Location	Enter evaluator identification as of close-out. See <b>NOTE 3</b> .
Duty Title	Enter the duty title as of the close-out date.
Date	Date may be handwritten, typed or stamped. Do not date before close-out date.
Social Security Number	Enter only the last four of the evaluator's social security number
Signature	Wet sign in reproducible blue or black ink. Do not sign before the close-out date.
<b>SECTION X. ACQUISITION OR FUNCTIONAL EXAMINER/SPACE FORCE ADVISOR REVIEW (Used only as applicable)</b>	
<b>Item/Description</b>	<b>Instructions</b>
Acquisition Examiner	Place an "X" in the applicable box.
Functional Examiner	Place an "X" in the applicable box.
Air Force/Space Force Advisor	See <b>NOTE 4</b> .
Name, Grade, Branch of Service, Organization, Command, Location	Enter evaluator identification as of close-out. See <b>NOTE 3</b> .
Signature	Digitally Sign. If digital capability is unavailable or if LOE is a referral, wet sign in reproducible blue or black ink. Do not sign before the close-out date.
Date	Digital signatures will auto-date form. If not available or referral handwritten, type or stamp. Do not date before close-out date.
<b>Notes:</b>	
<p>1. Grade Data. Use the information below to determine the appropriate grade entry. For officers, enter the grade in which serving on the close-out date. If the ratee has been frocked, enter actual grade, not the grade the Guardian is wearing.</p> <p>2. FROM and THRU Dates. Use the criteria below to establish the correct date to use:</p> <p>a. On all LOEs, the FROM date is the first day of supervision or observation; the day following the close-out of the last evaluation or TR whichever is later; or if there is not previous evaluation, the extended active duty or total active federal military service date.</p> <p>b. On optional LOEs, the THRU date is the last day of supervision or observation.</p> <p>c. On mandatory LOEs, the THRU date is the day before the effective date (departure date) of the PCS, PCA, temporary duty action, separation for transfer to a sister-service, or the day</p>	

before the commander's written notice of a planned separation in accordance with DAFI 36-3211.

3. Signatures and Dates.

a. Sign and date the original form. Do not sign or date before the close-out date. Enter only the last four digits of the evaluator's social security number. If the evaluator is a civilian or a member of a foreign service the social security number is not required.

b. Upon Senate confirmation, colonels on the brigadier general select list are permitted to sign all Officer Evaluation System forms as "Brig Gen (Sel)" provided they are either designated by their respective management level as a senior rater or they are assigned to an authorized, funded or unfunded, brigadier general officer position, frocked or not.

c. Upon Senate confirmation, brigadier generals on the major general select list are permitted to sign all Officer Evaluation System forms as "Maj Gen (Sel)" provided that they are either evaluating other general officers or are assigned to an authorized, funded or unfunded, major general officer position, frocked or not.

d. Upon Senate confirmation, all general officer selects, assigned to joint billets or unified commands, may sign all Officer Evaluation System forms as "NAME, Brig Gen (Sel), USSF".

e. Any LOE closing out prior to the senate confirmation date will not reflect the "Select (Sel)" and, if necessary, be forwarded up the chain for endorsement. In addition, all frocked general officers are authorized to sign all Officer Evaluation System forms in their frocked grade without designating their frocked status (e.g., major general vice major general "frocked").

4. The Examiner/Space Force Advisor may provide clarification about the ratee's duty performance or elaborate on types of functions ratee performs (Advisor), or clarify acquisition-related considerations (Examiner), and explain any uncommon phrases or terms. Limit comments to the space provided. See **paragraph 1.6.8** to determine when an Examiner or Space Force Advisor is required.

5. Gaps and Unrated Periods between Evaluations. See DAFI 36-2608, *Military Personnel Records Systems*.

a. For Guardians with Prior Service with Previous Evaluations.

(1) For Guardians without a break in service (ex: individuals who transfer to the Space Force from another service), prepare a DAF Form 77 to cover the period between the close-out date of the ratee's last performance evaluation in the other service and the date prior to entry into the Space Force. For Guardians with a break in service, prepare a DAF Form 77 to cover gaps in ratings due to the breaks in military service.

(2) Enter the statement "Prior-service enlistee (or officer) not rated for the above period," in Section IV of the DAF Form 77.

(3) The FROM date is the day after the close-out date of the last evaluation prepared.

(4) The THRU date is the day prior to the extended active duty date in the system.

(5) The servicing MPF prepares the DAF Form 77 and forwards a copy to the custodian of the SNCO selection record, officer command selection record group, officer selection record, and ARMS and PRDA. The servicing MPF informs the Guardian of the preparation and filing of the DAF Form 77.

(6) For enlisted, project the evaluation to the next static close-out date unless the ratee does not have at least 20 months total active federal military service on the extended active duty date; in this case, close-out the evaluation when the ratee completes 20 months total active

federal military service, as an initial evaluation. **EXCEPTION:** A DBH evaluation is required for promotion consideration.

(7) For officers, project the annual evaluation to the next static close-out date. If the officer is a new accession, to include an Inter-Service Transfer from a Sister-Service outside the DAF, see **paragraph 3.6. EXCEPTION:** A DBH evaluation is required for promotion consideration.

b. For Guardians with Prior Service without Previous Evaluations.

(1) When a Guardian with prior service has no evaluations reports on file, prepare a DAF Form 77 to cover the gaps in ratings.

(2) Enter the statement "Prior-service enlistee (or officer) not rated for the above period," in Section IV of the DAF Form 77.

(3) The FROM date is the ratee's total active federal military service date (Enlisted) or extended active duty date (Officers).

(4) The THRU date is the day prior to the reentry to extended active duty which is reflected in the system.

(5) The servicing MPF prepares the DAF Form 77 and forwards a copy to the custodian of the SNCO selection record, officer command selection record group, officer selection record, and ARMS and PRDA. The servicing MPF informs the Guardian of the preparation and filing of the DAF Form 77.

(6) For enlisted, update the system with rating code "PB" (Not rated (break in service)) and the close-out date. For officers, forward the DAF Form 77 to the MPerRGp custodian, for routing and distribution.

(7) For enlisted, project the evaluation to the next static close-out date unless the ratee does not have at least 20 months total active federal military service on the extended active duty date; in this case, close-out the evaluation when the ratee completes 20 months total active federal military service, as an initial evaluation.

(8) For officers, project the annual evaluation one year from their extended active duty date.

c. Restored to Active Duty. A release from active duty that has been voided by the Board for Correction of Military Records and the ratee has been ordered back to active duty.

AFPC/DPMSP will prepare the DAF Form 77. Enter the statement: "No evaluation available for the period (date) through (date). Officer restored to active duty by direction of the Secretary of the Air Force," in Section IV of the DAF Form 77.

d. Lost Time, Confinement or Prisoner Status, or Appellate Leave. To document extended periods of lost time, including military and/or civilian confinement, prisoner status and appellate leave, the Guardian's servicing MPF or CSS will prepare the DAF Form 77. Enter the statement: "No evaluation available for the period (date) through (date). No evaluation required in accordance with SpFI 36-2401," in Section IV of the DAF Form 77.

e. Hospitalizations/Convalescent and/or Casual/Patient Status. To document unrated periods on individuals who are in full-time student (functional category "L") or, hospitalizations, periods of convalescent and/or casual/patient status, enter the statement: "No evaluation available for the period (date) through (date). No evaluation required in accordance with SpFI 36-2401," in Section IV of the DAF Form 77.

f. Educational Leave of Absences. To document unrated periods on individuals who are on an educational leave of absences (e.g., Bootstrap and/or educational leave to a civilian institution), the period will be from the time the individual started the educational program through when the Guardian returned to the unit (subtracting any ordinary leave). Section II A

will have marked "Supplemental Sheet." No other areas will be marked on the DAF Form 77. The DAF Form 77 will be signed ("wet") by no lower than the unit commander of the Guardians' assigned unit. Enter the statement: "Educational Leave of Absence from (date) through (date). No evaluation required in accordance with SpFI 36-2401" in Section IV of the DAF Form 77. The next evaluation period will start the day after the THRU date on the DAF Form 77.

g. Temporary Disability Retired List. To document an unrated period when the ratee was on the Temporary Disability Retired List; then removed and returned to active duty (Temporary Disability Retired List removal and return to active duty is prepared by AFPC/DPSDD) enter the statement: "No evaluation for the period (date) through (date). Officer not rated due to placement on the Temporary Disability Retired List," in Section IV of the DAF Form 77.

h. AFBCMR Directed. Board actions taken by the AFBCMR under DAFI 36-2603, will enter the statement: "Not rated for the above period. Evaluation removed by the order of the SecAF," in Section IV of the DAF Form 77.

i. ERAB Directed. Board actions taken by the ERAB in accordance with **Chapter 9** will enter the statement: "Not rated for the above period. Evaluation removed by order of the Chief of Space Operations, USSF," in Section IV of the DAF Form 77.

j. Lost and/or Missing Evaluations. See **paragraph 1.14** for procedures. For lost and/or missing evaluations in which all actions to find/recover have failed, use the DAF Form 77 as a substitute for a missing evaluation. Complete the name, social security number, and grade blocks in section I. Mark the "Supplemental Sheet" block and complete the FROM and THRU blocks in section II. Enter the statement: "No evaluation available for the period (date) through (date) for administrative reasons which were not the fault of the Guardian. The system [reflects an overall rating of "X"] / [does not reflect an overall rating] in Section IV of the DAF Form 77.

6. When a DAF Form 77 is used for other than performance evaluations, the HR specialist enters their information in the signature block and signs in Section IV.

**Table 5.2. When to submit a Letter of Evaluation.**

<b>R U L E</b>	<b>When to Prepare a Letter of Evaluation</b>	<b>Type</b>	<b>File in MPerRGp Yes/No</b>
<b>1</b>	Deployed Commander. See <b>NOTE 1</b> .	Mandatory	Yes
<b>2</b>	Deployment/Contingency Operations (for Guardians filling non-Commander positions). See <b>NOTE 2</b> .		No
<b>3</b>	CRO due to the PCS/PCA of the ratee or rater. See <b>NOTE 2</b> .		No
<b>4</b>	CRO due to the PCS/PCA of the ratee or rater and the ratee is an active duty Spc3 or below, with less than 20 months Total Active Federal Military Service. Only 16 months for those Guardians who enlisted under the National Call to Service program. See <b>NOTES 2 and 6</b> .		No
<b>5</b>	Separation. See <b>NOTE 3</b> .		Yes
<b>6</b>	Supplemental. See <b>NOTE 4</b> .		Yes
<b>7</b>	Administrative. See <b>NOTE 5</b> .		Yes
<b>8</b>	All Other Letters of Evaluation, (Lt Col and below), not covered above are optional; however, they are highly recommended	Optional	No

**Notes:**

1. Deployed Commander LOE. Prepare for officers (in the grade of colonel and below) deployed in support of contingency operations to fill detachment, squadron, and delta commander requirements. Tour length of deployment to fill commander requirement must be 45 calendar days or more. If a commander is forward deployed to fill another commander requirement at a different location, they may receive more than one LOE provided the minimum 45 calendar day requirement is met at each location. The commander must be designated on G-Series orders. **EXCEPTION:** Commanders filling 365-day extended deployment billets will have an officer evaluation accomplished if deployed at the commander’s respective SCOD.
2. Supervision Requirements. A minimum of 60 calendar days supervision is required. The close-out date will be one day prior to the Guardian’s departure date.
3. Prepare when required by DAFI 36-3211.
4. Supplemental LOEs are required to be attached to the document they are supplementing and will be filed in the MPerRGp with that document.
5. Administrative LOEs are filed in the MPerRGp for informational purposes, to explain gaps in records, missing evaluations, breaks in service, etc.
6. If the ratee has less than 20 months total active federal military service and comments in the LOE are referral in nature, only an informal LOE is authorized. The comments from this LOE may be included in the ratee’s initial evaluation.

## Chapter 6

### AF FORM 475, *EDUCATION/TRAINING REPORT*

#### 6.1. When to Use Training Reports (TRs).

6.1.1. Submissions are mandatory (See [Table 6.2.](#)):

6.1.1.1. Upon completion or interruption of, or elimination from formal training or education when the scheduled course length is eight weeks or more or as authorized in this chapter when the specific course is less than eight weeks (Squadron Officer School and Commissioned Officer Training). **NOTE:** Only training of 20 weeks or more will be updated in MilPDS and restart the next evaluation inclusive dates. **(T-3)**

6.1.1.1.1. If the interruption or elimination from training was of no fault of the officer, a TR will be completed if the officer was enrolled in training for 10 duty days or more to document performance. If the officer was enrolled in training for 9 duty days or less, a TR is not required. However, a memorandum for record will be produced by the training squadron commander stating the interruption or elimination was of no fault of the officer and they are eligible to attend the training, provided they continue to meet the requirements.

6.1.1.1.2. If the officer is at fault regarding the interruption or elimination from training, a TR is required regardless of length of time enrolled in training.

6.1.1.2. Enlisted. AF Form 475s are not authorized for enlisted Guardians.

6.1.1.3. For self-paced courses, when the prescribed course length is eight weeks or more, regardless of the time actually required to complete the course.

6.1.1.4. At the end of each academic year, unless the course completion date is within four months of the annual TR.

6.1.1.5. For personnel participating in the World Class Athlete Program, one year from beginning training, then annually until training is completed or Guardian is eliminated from training.

6.1.1.6. Guardian is assigned to a full-time degree program through the Air Force Institute of Technology (AFIT). Requirements are the same as in effect for officers in attendance. The rater on the TR is designated by the commandant of each Space Force school or the detachment commander. The designee must serve in a grade equal to or higher than the ratee.

6.1.2. Submission for Advanced Academic Degree Subsequent Completion.

6.1.2.1. Upon completion of advanced academic degrees, a Guardian who left full-time student status prior to completing thesis or dissertation degree requirements may request to have a TR filed in his or her record. The Guardian must meet the following eligibility criteria to reflect degree completion:

6.1.2.1.1. The Guardian was assigned to a full-time degree program through the AFIT. **(T-3)**

6.1.2.1.2. The Guardian completed all but the thesis or dissertation portion of the degree program. **(T-3)**

6.1.2.1.3. The Guardian has a previous AF Form 475 in the MPerRGp that clearly identifies the reason for non-completion as, "Thesis or dissertation not completed during an Air Force Institute of Technology tour," in accordance with **Table 6.1**. **(T-3)**

6.1.2.1.4. The Guardian completed the degree requirements of the AFIT program in which they were originally enrolled. **(T-3)**

6.1.2.1.5. The officer documented degree completion through AFIT channels (verified via a MilPDS inquiry). **(T-3)**

6.1.2.2. The Guardian who meets the above criteria is responsible for submitting an official transcript to AFIT/RRE requesting completion of a TR.

6.1.3. Directed Submission. When directed by headquarters, for courses 8 weeks or longer.

6.1.4. AFIT Master's Degree Students and Other Long School Students. Students will receive one final TR upon completion of a course 18 months or less. **EXCEPTION:** Above the promotion zone students will receive DBH TRs (as required) for their applicable central selection boards. AFIT PhD students will receive a mid-course and final training report. If a student is disenrolled for unsatisfactory progress or eliminated/withdrawn for other reasons, a TR is rendered when the Guardian is reassigned. In addition, consider DBC referral TRs if a student does not meet standards in an area other than training progress.

## **6.2. Who Prepares Training Reports.**

6.2.1. The officer designated by the commandant of each Space Force school. The designee must be serving in a grade equal to or higher than the ratee, except for TRs submitted under **paragraph 6.2.2**. **(T-1)**

6.2.2. In exceptional cases, the student's commander and a military training institution may mutually agree on an evaluator (civilian or military) not under the jurisdiction of the unit of assignment. An official of a civilian institution will not sign or submit a TR. **(T-1)**

6.2.3. The education services officer may complete a TR only when they are the rater.

6.2.4. Graduate School of Engineering and Management, AFIT, prepares TRs for officers participating in the PhD. program during both the academic and the research phases. During the research phase, sponsoring laboratory and research facility personnel may prepare an optional LOE and submit it to AFIT.

6.2.5. AFIT standardizes TRs that document completion of advanced academic degrees received after leaving AFIT full-time student status, if all the criteria listed in **paragraph 6.2.2** are met.

6.2.6. AFIT personnel prepare TRs on officers in graduate level study programs that are 26 weeks or longer. The evaluator may communicate directly with the institution to obtain the information required to prepare the evaluation. See **Table 6.1** for recording adverse actions.

6.2.7. Commissioned Officer Training School personnel prepare TRs for officers who complete Commissioned Officer Training School.

6.2.8. The Headquarters Air Force Services Agency Commander prepares TRs on Guardians participating in the World Class Athlete Program.

**6.3. Referral Training Reports.** See [paragraph 1.10.6.4](#).

**6.4. Routing and Responsibilities.**

6.4.1. For officers attending school in TDY status:

6.4.1.1. The school prepares the TR, performs a quality review, and forwards the original to AFPC/DPMSPE, who files the TR into the MperRGp and updates MilPDS.

6.4.1.2. TRs are due to AFPC 60 calendar days after evaluation close-out date. **(T-2)**

6.4.2. For officers attending school in PCS status:

6.4.2.1. The school prepares the TR and forwards the original to AFPC/DPMSPE, ATTN: Evaluations Operations, 550 C Street West, Joint Base San Antonio, TX 78150.

6.4.2.2. TRs are due to AFPC 60 calendar days after evaluation close-out date (120 calendar days for AFIT/civilian institution programs).

6.4.3. AFIT/RRE will forward the completed TR that documents subsequent completion of an advanced academic degree to all appropriate agencies for filing in the MperRGp. The TR will be filed based on the signature date of the AF Form 475, not with the original AF Form 475 that indicated non completion of the advanced academic degree.

**Table 6.1. Instructions for Completing AF Form 475, Training Report (Officers Only).**

<b>NOTE:</b> Air Force terminology on the AF Form 475 applies to the equivalent Space Force terminology (e.g., Airman applies to Guardian, Duty Air Force Specialty Code applies to Duty Space Force Specialty Code).			
<b>SECTION I. Identification Data (See Notes 1 and 2)</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	
	<b>Item To Complete</b>	<b>Instructions</b>	
	<b>1</b>	Name	Enter Last Name, First Name Middle Initial, and Jr., Sr., etc. Use of “NMI” when there is no middle initial is not mandatory. The name will be in all upper case.
	<b>2</b>	Social Security Number	Enter social security number.
	<b>3</b>	Grade	Select grade
	<b>4</b>	Duty AFSC	Enter DSFSC held as of the “THRU” date of the TR. Include prefix and suffix.
	<b>5</b>	Organization, Command, and Location	Enter organization data. For Squadron Officer School students and Officer Training Students enter the organizational data for Squadron Officer School and Officer Training School.
	<b>6</b>	Period of Report	See <b>Table 6.2</b> .
	<b>7</b>	Length of Course	For all formal training or education, enter number of weeks (rounded down to the nearest whole week and followed by the word “weeks”) of the scheduled training or education. Use scheduled length of training even if the officer completes a self-paced course early, course completion is delayed, the officer is temporarily held beyond the actual course/training completion date, or the officer is eliminated from training. See <b>NOTE 7</b> .
	<b>8</b>	Reason for Report	Place an “X” in the appropriate box. See <b>NOTE 3</b> .
<b>9</b>	Name and Location of School or Institution	Enter required information.	
<b>10</b>	Name or Title of Course	Enter title of major subject or problems presented or discussed.	
<b>SECTION II. Report Data</b>			
<b>I T E M</b>	<b>A</b>	<b>B</b>	
	<b>Item To Complete</b>	<b>Instructions</b>	
	Evaluation Report Data	Complete only the applicable items in this section; leave non-applicable items blank.	

<b>1</b>	AFSC/Aero Rating/Degree Awarded	Enter SFSC or degree awarded.
<b>2</b>	Completion	Place an "X" in the box, if applicable.
<b>3</b>	Distinguished Graduate (DG)	Place an "X," if appropriate, in the "Yes" or "No DG Program" block on final TR. Leave item blank if DG program exists and ratee did not receive such a designation.
<b>4</b>	DG Award Criteria/Course Non-completion Reason	Enter DG Award Criteria or Course Non-completion Reason. For a student designated as a DG in item 3, provide the criteria ( <b>Example:</b> Top 10 percent of class or grade point average above 3.5). See <b>NOTE 4</b> .
<b>SECTION III. Comments</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Item To Complete</b>	<b>Instructions</b>
<b>1</b>	Academic Training Accomplishments	Do include comments if the ratee received recognition for specific or above average achievement, such as designation as a DG. Do not make promotion/developmental education recommendations. See <b>Notes 5</b> and <b>6</b> .
<b>2</b>	Professional Qualities	Comments are mandatory concerning general attitude, military bearing, appearance, conduct, and fitness. When an evaluator cannot observe professional qualities due to geographic separation (e.g., civilian institution AFIT students), include the statement, "Ratee is geographically separated from evaluator," in the "Professional Qualities" block of section III. Do not make promotion/developmental education recommendations. See <b>Notes 5</b> and <b>6</b> .
<b>3</b>	Other Comments	Section may be used to clearly identify uncommon acronyms or other information outside the training environment (e.g., performance during the inclusive periods).

<b>SECTION IV - Evaluator</b>		
<b>I T E M</b>	<b>A</b>	<b>B</b>
	<b>Item To Complete</b>	<b>Instructions</b>
<b>1</b>	Evaluator Data	Enter information required and command of assignment for evaluator in the spaces provided. Sign the original (copies: sign, initial, or stamp SIGNED). Do not sign or date an evaluation before the close-out date. The grade and duty title must coincide with those held on the close-out date of the evaluation. Enter only the last four digits of the social security number. If the evaluator is a civilian or a Guardian of a foreign service the social security number is not required.

**Notes:**

1. See TR notice for ratee identification data. If any data is incorrect, notify the MPF or CSS/HR specialist for correction.
2. See **Table 6.2** for FROM and THRU areas.
3. Use the following guidelines in determining the reason for the TR:
  - a. Final. On completion of, interruption by official orders of, or elimination for any reason from scheduled course/training program, or when released by the training organization.
  - b. Annual. At the end of each academic year, except for final year, for officers in extended programs. When the graduation date is within four calendar months of the annual evaluation, submit a final TR in place of the annual TR.
  - c. Directed. When directed by headquarters or an appropriate commander. TRs will reflect "Directed."
4. If the student has failed to complete the course of training, use one of the following phrases and indicate whether the elimination was due to factors over which the student did or did not have control (if derogatory comments are used, the TR must be referred):
  - a. Withdrawn without prejudice for the needs of the Space Force (only used for those in training for 10 duty days (or more) and training was interrupted or the officer was eliminated due to no fault of their own).
  - b. Withdrawn for humanitarian reasons (only used for those in training for 10 duty days (or more) and training was interrupted or the officer was eliminated due to no fault of their own).
  - c. Eliminated for academic deficiency.
  - d. Eliminated for physical reasons.
  - e. Eliminated for manifestation of apprehension.
  - f. Eliminated for instructor non-adaptability.
  - g. Eliminated for skill or aptitude deficiency.
  - h. Voluntary self-elimination.
  - i. Physical fitness failure.
  - j. Thesis or dissertation not completed during AFIT tour.
  - k. If none of the above reasons apply, state the reason. To explain further, also enter "See Comments," and explain in the appropriate comment section.
5. The following entries are mandatory when applicable:
  - a. Comments regarding court-martial convictions.
  - b. Comments regarding elimination or interruption of training by official orders, citing specific reason when possible.
6. Comments are standardized on TRs prepared by AFIT/RRE.
7. Hold evaluations for students who complete a course early (**Example:** Self-paced course) until the course supervisor determines whether the student is a distinguished or outstanding graduate. The THRU date on the TR is the date the officer completes the course, not the date the school determines the officer is a distinguished or outstanding graduate.

**Table 6.2. When to Prepare AF Form 475, Training Report. (T-1).**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the Guardian is attending</b>	<b>and education or training is</b>	<b>then the Form is</b>
<b>1</b>	A degree granting academic education program through AFIT.	any length. See <b>Notes 1 and 2.</b>	filed in Officer Command Selection Record (OCSRG) and MPerRGp. See <b>NOTE 3.</b>
<b>2</b>	Officer Professional Military Education, In-Residence, Primary Level Education (PLE), Intermediate	8 weeks or more, but less than 20 weeks. See <b>Notes 4 and 5.</b>	
<b>3</b>	Level Education (ILE), Senior Level Education (SLE)	20 weeks or more. See <b>NOTE 1.</b>	
<b>4</b>	A course or series of courses considered initial training in a utilization field.	8 weeks or more, but less than 20 weeks. See <b>Notes 4 and 7.</b>	
<b>5</b>		20 weeks or more. See <b>Notes 1 and 7.</b>	
<b>6</b>	A direct commissioning program, such as Commissioned Officer Training. See <b>NOTE 6.</b>	8 weeks or less.	
<b>7</b>	The World Class Athlete Program. See <b>NOTE 9.</b>	any length. See <b>NOTE 1.</b>	
<b>8</b>	Training or education not covered above. See <b>NOTE 8.</b>	8 weeks or more but less Than 20 weeks. See <b>NOTEs 4 and 7.</b>	filed in OCSRG and MPerRGp. See <b>NOTE 3.</b>
<b>9</b>		20 weeks or more. See <b>Notes 1 and 7.</b>	

**Notes:**

1. TRs prepared under this rule begin the day following the THRU date of the student's last officer evaluation or TR unless it is an initial TR. For initial TRs, the FROM date is: the date of officer's entry on extended active duty. The THRU date is the date the training or course ends or when the officer is released by the training organization. **Example:** A student has an officer evaluation that closed out on 1 July 2023 and attends a course beginning on 6 August 2023. The course graduated on 5 August 2024. The period of evaluation should be 2 July 2023 to 5 August 2024. In the event the officer remains in casual status with the training organization, the period of the evaluation will be to the date the officer is released. **NOTE:** For course lengths, refer to the Space Force Education and Training Course Announcements at site <https://etca.randolph.af.mil>, or other appropriate directive.
2. Do not accomplish TRs on students in the Education Leave of Absence Program in TDY status unless course length is 26 weeks or more.
3. The OCSRG is not maintained on lieutenants or non-promotion eligible captains.
4. TRs prepared under this rule cover a period independent of the ratee's officer evaluation period. Therefore, it is not necessary to prepare an officer evaluation solely because the officer is going to school. Use the following period of report: FROM date is the course start date; and the THRU date is the date of completion, interruption, or elimination from formal training or education training. **Example:** A ratee had an officer evaluation that closed out on 1 Nov 2023 and attends a course from 1 January 2024 to 1 Apr 2024. The AF Form 475 covers the period from 1 January 2024 to 1 Apr 2024. The ratee's next officer evaluation will have a FROM date of 2 November 2023 and the time the officer is absent will be subtracted from the period of supervision on the next officer evaluation. **NOTE:** For course lengths, refer to the Space Force Education and Training Course Announcements at site <https://etca.randolph.af.mil>, or other appropriate directive.
5. Includes Undergraduate Space and Missile Training and other entry-level courses (as determined by the FLDCOM). Officials at FLDCOM HQs and Space Staff are responsible for the course content and curriculum and determine if the course is initial qualification. **NOTE:** Officers in the second year of AF/XO-sponsored Nuclear Technology Fellows Program, working in their primary specialty will have an officer evaluation versus a TR. AF/XO will determine the rating chain for the identified officers and in coordination with AFPC/DP3SP, will determine which positions will be designated senior rater for these officers. These nuclear technology fellows still remain students in training status.
6. Annual, Directed, and Final TRs, as appropriate, will be prepared at the end of each training phase.
  - a. Annual TRs will be prepared by the sponsoring organization for interns in Phase IIIA; they will close-out on 30 Jun.
  - b. Directed TRs will be prepared by the sponsoring organization for interns in Phase IIIB who opt to complete a master's degree or elect a third rotation; TRs will cover the period 1 Jul to 31 Dec.
  - c. Final TRs will be prepared by the sponsoring organization for interns who opt for a post-training assignment upon completion of Phase IIIB or who opt for and complete a third rotation.

7. For self-paced formal Space Force training courses when the prescribed course length is eight weeks or more, regardless of the time actually required to complete the course.
8. This is generally training designed to upgrade or enhance an officer's qualification in a utilization field. Includes initial qualification in a weapon system for officers qualified in that utilization field.
9. For members participating in the World Class Athlete Program, one year from beginning training, then annually until training is completed or member is eliminated from training.

## Chapter 7

### GENERAL OFFICER EVALUATIONS

**7.1. Overview.** This chapter covers procedures for completing DAF Form 78, *Department of the Air Force General Officer Promotion Recommendation*. It applies to all brigadier generals and major generals (to include selects).

#### 7.2. Forms Used.

7.2.1. For brigadier and major generals (to include Senate confirmed selects and frocked), use DAF Form 78. See [Table 7.1](#).

7.2.2. For all general officers, to include brigadier general selects, use DAF Form 77 to document performance and potential and to provide that information to the management level. See [Table 7.2](#). It is also used to document performance of general officers/selectees who are serving in a TDY status for more than 60 but less than 179 calendar days. General officers/selectees that are serving in a TDY status for more than 180 calendar days receive an DAF Form 78. See [Table 7.1](#).

#### 7.3. Reasons for Reports.

7.3.1. Annual Reports. Brigadier general (including Senate confirmed selects) reports close-out 31 July.

7.3.2. Change of Reporting Official Reports (CROs). In the event a CRO occurs, and there are at least 60 calendar days of supervision, a CRO report is optional if the CRO occurs outside 60 calendar days from the annual requirement with the approval of SF/S1L. A CRO is any close-out date other than the SCOD (31 July for brigadier generals and Senate confirmed selects).

7.3.3. Directed by Headquarters Reports. SF/S1L may direct general officer (GO) reports at any time, regardless of the days of supervision.

7.3.4. Officers Selected and Confirmed for Brigadier General. This report covers the period of supervision since the Guardian's last report as a colonel and transitions the Guardian to the brigadier general annual report cycle. Use an officer evaluation when the selected Guardian's report evaluation is due prior to Senate confirmation and prior to the brigadier general SCOD. This report will count for the entire calendar year. See [paragraph 7.4.8](#) for further details.

#### 7.4. General Instructions.

7.4.1. Who receives reports. Brigadier generals (including Senate confirmed selects) will receive at least one DAF Form 78 per calendar year. **(T-1)** If a CRO occurs between January and the general officer SCOD (31 July for brigadier generals and Senate confirmed selects) coordinate with SF/S1L to determine appropriate procedures.

7.4.2. General Officers selected for Major General. Once a GO is selected for promotion to major general, completion of the report is optional. Remove the GO from the Management Control Group.

7.4.3. General Officers Who Have Applied for Retirement. If the GO is a brigadier general and is eligible for promotion consideration to major general and the approved retirement date is more than 90 calendar days from the promotion board convening date, a report is mandatory. If the brigadier general is promotion eligible and the approved retirement date is within 90 calendar days of the major general board convening date, remove the GO from the management control group.

7.4.3.1. Write a report if a GO withdraws their retirement. The report will close-out on the appropriate current cycle performance report close-out date. **(T-1)**

7.4.3.2. Make a promotion recommendation on DAF Form 78, block 15, only if the Guardian withdraws their retirement within 90 calendar days prior to the annual cycle close-out date.

7.4.4. General officers with dual responsibilities in separate management levels. The ratee's management level of administrative assignment controls the promotion recommendation (or evaluation). However, any of the ratees' supervisors may submit appropriate communications to the management level for consideration.

7.4.4.1. Use the ratee's duty effective date and the annual cycle close-out date to determine the management level of administrative assignment.

7.4.4.2. Any member of the ratee's rating chain (in either management level) may submit appropriate communications to the endorsing official for consideration.

7.4.5. Officers Removed for Cause. Document the reason an officer was removed from duty for cause in the appropriate annual or CRO report. Contact SF/S1L.

7.4.6. General officers reassigned to a new management level during the evaluation process (includes command resignations). If the GO is reassigned to a new management level within 60 calendar days before or after the annual cycle close-out date, either the gaining or losing management level completes the endorser portion (block 16) on the DAF Form 78. Both management levels must agree on which management level will function as the endorsing official. **(T-1)** SF/S1 and SF/S1L must concur with the decision. **(T-1)** If a CRO occurs within the period 60 to 90 calendar days before the annual cycle closes out and the ratee changes management levels during this period, the losing management level completes the CRO report (do not complete block 15). Follow the directions in the next subparagraphs to determine who completes the final endorsement and/or promotion recommendation.

7.4.6.1. If the ratee worked directly for the losing management level, then the losing management level completes blocks 1-15 of the DAF Form 78. The gaining management level will complete the remaining portion, to include the final endorsement or promotion recommendation. **(T-1)**

7.4.6.2. If the ratee did not work directly for the losing management level, then the losing rater completes the rater portion of the DAF Form 78 (through block 15) and forwards it to the losing management level. The losing management level completes a mandatory DAF Form 77, attaches it to the DAF Form 78 and forwards both forms to the gaining management level for completion, to include the final endorsement or promotion recommendation.

7.4.7. General officers reassigned within the current management level during the evaluation process. If the GO moves within 90 days of the appropriate annual cycle close-out date and the officer's management level does not change, the rater completes a CRO report (minimum 90 calendar days supervision). This report will serve in place of the annual report. **(T-1)** Provide the report to the management level for completion of blocks 15 through 19 (on promotion-eligible officers) or blocks 16 through 19 (not promotion-eligible). The management level will complete the report upon the annual cycle close-out date along with other annual reports on officers in the same control group. **(T-1)** If a CRO occurs within the period 60 to 90 calendar days before the annual cycle closes out and the ratee does not change management levels during this period (e.g., rater departs PCS or ratee changes jobs within management level, the rater completes a CRO report and the management level holds the report until the end of the annual cycle. The CRO report will serve as the annual report. **(T-1)**

#### 7.4.8. Officers Selected and Confirmed for Brigadier General.

7.4.8.1. When promotion to brigadier general is publicly announced by SF/S1L as Senate confirmed, prepare a DAF Form 78.

7.4.8.2. If the Guardian's last performance report as a colonel closes out before the annual brigadier general cycle (31 Jul), the Guardian's next performance report will close-out 31 Jul unless a CRO or DBH report is required. **(T-1)** The Guardian's next report will comply with [paragraph 7.3](#). **(T-1)**

7.4.8.3. Prepare an AF Form 707 when the selected Guardian's evaluation is due prior to Senate confirmation and prior to the brigadier general SCOD. This report will count for the entire calendar year. **(T-1)**

7.4.8.4. Forward reports within 30 calendar days of the close-out to SF/S1L.

### 7.5. Processing General Officer Evaluations.

Email all digitally signed GO evaluations to SF/S1L for update in MilPDS and upload into the Guardian's ARMS and PRDA.

7.5.1. General Officers Assigned to a Space Force Activity. In activities with a director of human capital (S1) function (e.g., FLDCOMs), the S1 ensures evaluators complete all reports correctly and forwards them to SF/S1L within 30 calendar days of the report close-out date.

7.5.2. General Officers Assigned to the Office of the Secretary of the Air Force (Secretariat), the Office of the Chief of Space Operations (Space Staff), or Non-USSF Activities. For activities not serviced by a Space Force command's S1 office, SF/S1L assists executive officers with the preparation of the DAF Form 78.

7.5.3. When a Report Becomes A Matter of Record. Once the CSO reviews the report and SF/S1L accepts the report for file, the report becomes a matter of record.

7.5.4. Release of Reports to Ratees by Reporting, Reviewing, and Endorsing Officials. The management level should provide a copy of the completed report to the ratee. The rater, reviewing official or management level (at their discretion) should discuss its contents with the ratee. Ratees may access copies of their reports via ARMS and PRDA or request copies from SF/S1L. Advise ratees a report is not considered a matter of record until it is reviewed by the CSO and filed in the selection record.

7.5.5. SF/SIL maintains all performance reports with close-out dates on or after 1 February 1991. **NOTE:** AF Form 71s, DAF Form 77s, and DAF Form 78s that closed out on or before 31 January 1991 are not available for review. They were rendered under an express promise of confidentiality and are exempt from release under the Freedom of Information Act and Privacy Act.

**7.6. Extensions of Close-out Dates.** The authority to extend the close-out date for general officer evaluations is SF/SIL.

7.6.1. Events that occur after the close-out date. Extensions are only granted to allow evaluators to document negative behavior (e.g., court-martial actions, investigations, etc.). Extensions are not granted to document awards, achievements or completion/non-completion of any training. If an incident or event occurs that reflects a departure from standards or derogatory in nature between the time an annual evaluation closes out and the time it becomes a matter of record that is of such serious significance that inclusion in that evaluation is warranted, an extension of the close-out date may be requested by the unit commander. This includes completion of an investigation begun prior to the close-out date or confirmation of behavior that was only alleged as of the close-out date. Commanders may request officer evaluation close-out date extensions to ensure resolution of any pending administrative actions or other significant issues. Extensions will be granted to cover only the time necessary to complete actions, not to exceed 59 days.

7.6.2. Extensions must be requested prior to but no later than 30 calendar days after the close-out date of the evaluation. Extensions on DBH evaluations are not authorized.

7.6.3. When the approving authority grants an extension, only one extension, not to exceed 59 days will be granted. **(T-1)** If the action cannot be finalized by, or event occurs after, the extended close-out date, the evaluation will be completed using the original close-out date. **(T-1)**

**Table 7.1. Instructions for Completing DAF Form 78, Department of the Air Force General Officer Promotion Recommendation.**

A	B	C
<b>To Complete</b>		<b>Instructions</b>
<b>Block</b>	<b>Item</b>	
1	Name	Self-Explanatory.
2	Social Security Number	
3	Grade	Enter the appropriate grade and include the status if the ratee is a selectee frocked. For example, Brig Gen (Sel) or Brig Gen.
4	Duty Title	Self-Explanatory.
5	Organization	
6	Total Active Federal Military Service (TAFSC) /Total Years' Service Date (TYSD)	

<b>7</b>	Mandatory Retirement Date (MRD) / Mandatory Separation Date (MSD) / Date of Separation (DOS)	
<b>8</b>	Reason	
<b>9</b>	Fitness	Check the appropriate block regarding Guardian's most recent, current fitness assessment. Only mark the exempt block if the Guardian is exempt from all components of the fitness assessment.
<b>10</b>	"FROM" Date	Guardians selected to brigadier general and publicly announced by SF/S1L as confirmed: The report opens on the day following the close-out of the colonel's previous report. Subsequent general officer reports will open the day following the close-out date of the previous report.
	"THRU" Date	Brigadier general reports (includes brigadier general selectees and those frocked to brigadier general) will close-out 31 July unless a CRO or DBH report is necessary.
<b>11</b>	Comments	Comments will be typed in plain language (narrative) format in Times New Roman, 12 point font and limited to 350 characters. Include comments concerning the ratee's personal and professional characteristics with emphasis on the ratee's potential to assume a higher grade or increased responsibilities. Also, consider ratee's success in contributing to a healthy organizational climate, or command climate (if ratee is a commander). As supporting rationale, identify specific jobs where the ratee could be used in a higher grade. If not being recommended for promotion, but is being recommended for further service in the ratee's current grade, identify options for future use. If an officer is the subject of a substantiated allegation, complaint, or investigation, or if the officer was removed from duty for cause, use this section to address the issue(s). Do not consider or comment on marital status or the employment, educational activities, or volunteer service activities of the ratee's spouse. As applicable, include comments on achievements in implementing the recommendations of the Secretary of Defense's Report to the President on Defense Management of July 1989.
<b>12</b>	Rater's ID (name, grade, and duty title)	Major general selectees may, once confirmed by the Senate, sign the DAF Form 78 as a selectee. Do not date or sign prior to the THRU date.
<b>13</b>	Signature	Digital Signature.

<b>14</b>	Date	Date of signature will auto populate.
<b>15a</b>	Promotion Recommendation	Block 15a will be completed on all brigadier generals and brigadier general selects. 10 U.S.C § 619, <i>Eligibility for Consideration for Promotion: Time in Grade and Other Requirements</i> requires that all officers have at least one year time in grade to be considered for promotion. If the brigadier general or brigadier general select will have one year time-in-grade as of the board convening date mark “ELIGIBLE FOR PROMOTION THIS CYCLE.” If the brigadier general or brigadier general select will not have one year time-in-grade as a brigadier general as of the board convening date mark “NOT ELIGIBLE FOR PROMOTION THIS CYCLE.” If the brigadier general has an approved retirement on file mark “RETIREMENT.” Contact SF/SIL for any questions regarding the board convening date.
<b>15b</b>	Numerical Grade	Complete this block for brigadier generals only if “Eligible For Promotion This Cycle” is checked in block 15a. The exception to this rule is for officers who are approved for retirement. 10 U.S.C § 619: Time in Grade and Other Requirements “requires officers who have an approved date of separation 90 or more days from the date the board convenes are eligible for promotion consideration.” If an officer has a date of separation within 90 days of the board convening date, do not complete this block. If the date of separation is 90 or more days from the convening date the officer must be considered and block 15b must be completed.
<b>16</b>	Comments	See instructions for block 11 (this table). Comments will be typed in plain language (narrative) format in Times New Roman, 12 point font and limited to 250 characters. If the rater is also the management level, use block 11 to enter comments or type “The rater is also the endorsing official,” in block 16.
<b>17</b>	Endorser’s ID (name, grade, and duty title)	Do not sign or date prior to the “TO” date. This block will still be completed if marked “The rater is also the endorsing official.”
<b>18</b>	Signature	Digital Signature.
<b>19</b>	Date	Date of signature will auto populate.

**Table 7.2. Instructions for DAF Form 77 for General Officers.**

<b>A</b>	<b>B</b>	<b>C</b>
<b>To Complete</b>		<b>Instructions</b>
<b>Sec</b>	<b>Block</b>	
<b>I</b>	Name	In all upper case letters, enter last name, first name middle initial, and JR., SR., etc. Use of "NMI" when there is no middle initial is optional.
	Social Security	Enter social security number.
	Grade	Select the appropriate grade. See <b>Notes</b> .
	DAFSC/DSFSC	Enter "90G0."
	Duty Title or Title of Additional Duty	Enter the approved duty title as of the THRU date of the evaluation.
	Deployed Location or Named Operation	Deployed CC LOE only. If applicable, enter the operation/contingency name ratee was deployed in support of. (e.g., Operation ENDURING FREEDOM).
<b>IIA</b>	Type of Report	Drop Down Menu. For Formal/Informal LOEs, enter: Letter of Evaluation;  For Supplemental Sheets, enter: Supplemental Sheet;  For Acquisition Examiner, Functional Examiner, Air Force/Space Force Advisor, enter: Acquisition Examiner, Functional Examiner, Air Force/Space Force Advisor  For Administrative LOEs, leave blank.
<b>IIB</b>	Report Dates	Enter the dates as they appear on the DAF Form 78. If a TDY rating official is rendering a report because of the ratee's TDY of 90 days or more, enter the inclusive dates of the TDY.
	"Report is..."	Drop Down Menu. Select either "Mandatory" or "Optional." See <b>Table 5.2</b> . If the DAF Form 77 will be attached to the DAF Form 78, or is being rendered by a TDY rating official resulting from the ratee's TDY of 60 calendar days or more, mark the box entitled, "Mandatory." All other DAF Forms 77 are optional.

	Level of Deployed CC Duties Performed	Deployed Commander LOE only. Select the appropriate option from the drop down menu.
	Number of Days in CC Position	Deployed Commander LOE Only. Enter the number of consecutive days served in the deployed commander position, on G-series orders.
	G-Series Order Number/Date of Order	Deployed Commander LOE Only. Enter the G-Series Order Number.
		Deployed Commander LOE Only. Enter the date of the G-Series Order.
<b>III</b>	Deployed Commander Assessment	Deployed Commander LOE Only. Select “Yes” if the officer satisfactorily completed their deployed commander tour. Select “No” if completion was unsatisfactory. If “No,” the report must be referred.
<b>IV</b>	Comments	Hand-write comments in dark blue or black ink. Limit comments to the space provided. Include comments concerning personal and professional characteristics with emphasis on potential to assume a higher grade or increased responsibilities. Also, consider ratee’s success in contributing to a healthy organizational climate, or command climate (if ratee is a commander). As supporting rationale, identify specific jobs where the ratee could be used in a higher grade. If not being recommended for promotion but is being recommended for further service in the ratee’s current grade, identify options for future use. If an officer is the subject of a substantiated allegation, complaint, or investigation, or if the officer was removed from duty for cause, use this section to address the issue(s). Do not consider or comment on the marital status or the employment, educational activities, or volunteer service activities of the ratee’s spouse. As applicable, include comments on achievements in implementing the recommendations of the Secretary of Defense's Report to the President on Defense Management of July 1989.
<b>IV</b>	Evaluator Data	Information will be as of the THRU date of the report. Sign original on or after THRU date. Once the U.S. Senate confirms the promotion, major general selectees may sign the DAF Form 77 as a selectee. See <b>Notes</b> . Remaining blocks are self-explanatory.

**Notes:** (Brigadier and Major General “(Sel)”/“Frocked” signing Officer Evaluation System forms)

- a. Once Senate confirmed, colonels on the brigadier general select list are permitted to sign all Officer Evaluation System forms as “(Sel)” provided that they are either designated by their respective management level as a senior rater or they are assigned to an authorized brigadier general officer position.
- b. Once Senate confirmed, brigadier generals on the major general select list are permitted to sign all Officer Evaluation System forms as “(Sel)” provided that they are either evaluating other general officers or are assigned to an authorized Maj Gen officer position.
- c. Frocked general officers are authorized to sign all Officer Evaluation System forms in their frocked grade without designating their “Frocked” status (e.g., major general vice major general “Frocked”).
- d. Once Senate confirmed, all general officer selects assigned to joint billets or unified commands may sign all Officer Evaluation System forms as “(Sel)”.

## Chapter 8

### AF FORM 3538, RETENTION RECOMMENDATION FORM

**8.1. When to Use the AF Form 3538, *Retention Recommendation Form (RRF)*.** Use the AF Form 3538 to provide performance-based differentiation and retention recommendations to assist involuntary separation or retirement central selection boards such as force shaping, reduction in force, or selective early retirement boards.

#### **8.2. Responsibilities.**

##### 8.2.1. First Evaluator:

8.2.1.1. Reviews the ratee's officer's command selection records group, duty qualification history brief, and unfavorable information file before preparing the retention recommendation form. May consider other reliable information about duty performance and conduct except as prohibited by [paragraph 1.12](#) or other regulatory guidance.

8.2.1.2. Must be knowledgeable of the ratee's most recent performance. The first evaluator may request subordinate supervisors provide information on an officer's most recent duty performance and may ask for suggestions based upon the officer's duty performance.

8.2.1.3. Is responsible for evaluating each officer's command selection records group and duty qualification history brief and awarding one of three retention recommendations for eligible officers:

8.2.1.3.1. A "Definitely Retain" recommendation means the strength of the ratee's performance and performance based potential alone warrants retention.

8.2.1.3.2. A "Retain" recommendation means the strength of the ratee's performance warrants retention.

8.2.1.3.3. A "Do Not Retain" recommendation means the ratee does not warrant retention and should not be retained by the board for which the officer is eligible. The first evaluator must make comments explaining to the board why the officer should not be retained.

8.2.1.3.4. Evaluators may not base their retention recommendations on a Guardian's intention to separate or retire or a board's retention or separation quota. Recommendations must be based on the Guardian's record of performance and their potential for further service.

8.2.1.3.5. Comments are mandatory. Refer to [paragraph 1.12](#) for inappropriate comments. In addition, promotion recommendations are not permitted in the RRF.

8.2.1.3.6. For Colonel RRFs. Comments may be handwritten. Comments should only relate to the officer's record as a colonel.

##### 8.2.2. Second Evaluator.

8.2.2.1. Endorses the RRF no earlier than 60 calendar days before the central selection board (the RRF cut-off date).

8.2.2.2. Ensures no subordinate commander and/or supervisor asks, or allows, an officer to draft or prepare their own RRF.

8.2.2.3. Ensures there are no boards or panels of officers convened to collectively score, rate, rank, or tally the records and/or generate a priority list of eligible officers unless specifically authorized by this instruction. However, senior raters may request subordinate supervisors to provide their assessment of the rank order of officers within their direct chain of command.

8.2.2.4. Comments only if the second evaluator non-concurs with the first evaluator's recommendation. If the second evaluator non-concurs with the first evaluator's recommendation, then comments are mandatory explaining the decision. **NOTE:** AFPC may provide alternate guidance when appropriate.

8.2.2.5. Provides the ratee a copy of the RRF (hand-delivered or sent in a sealed envelope clearly marked, "To Be Opened By Addressee Only") approximately 30-45 calendar days prior to the board. The reason for this is two-fold: 1) to advise the ratee of the retention recommendation and 2) to provide the ratee an opportunity to point out any errors of fact so they may be corrected prior to the central selection board. **NOTE:** If the ratee is geographically separated, send it to the ratee via secure electronic communications, or by certified mail – return receipt requested.

8.2.2.6. Ensure the RRF remains a private matter with access being only between the evaluators, the ratee and the board. Subordinate evaluators or others may have access to comments or recommendation only on the RRF if permitted by the ratee.

8.2.2.7. Attach a memo telling the ratee who receives a RRF with a 'Separate/Retire' recommendation that they have the right to submit a letter to the board. See **Figure 8.1**.

### 8.2.3. The Ratee:

8.2.3.1. It is the ratee's responsibility to contact the second evaluator if they have not received a copy of the RRF no later than 15 calendar days prior to the board.

8.2.3.2. It is the ratee's responsibility to ensure their record is current and accurate.

**8.3. Retention Recommendation Form Submission.** Administrative processing for the RRF, to include processing procedures and responsibilities, will be published via guidance message.

**8.4. Space Force Advisor Examination.** When applicable, type, "USSF Advisor Review" on the left margin of the RRF and include the Space Force Advisor's name, grade, "USSF," date, and signature. See **paragraph 1.6.8** for more guidance.

**8.5. Correction of a Retention Recommendation Form (Stop File process).** A RRF is considered a working copy until the start of the board. If the RRF is not a matter of record, second evaluators have the flexibility to change RRFs no later than two weeks prior to the central selection board. However, in extreme circumstances and on a case-by-case basis, AFPC/DPMSPE may approve changes up to one duty day prior to the board. The request must be from an O-6/equivalent or above, who has justification as to why the correction was not discovered within the time limit.

8.5.1. Changes to the RRF will be made by the second evaluator. The second evaluator notifies the Management Level a change is required and forwards the corrected RRF to the Management Level.

8.5.2. The Management Level will notify AFPC/DPMSPE to place an immediate “Stop File” on the affected officer’s RRF with written communication, identifying the change, (fax, email, and letter) within 24 hours of initial notification.

8.5.3. The second evaluator provides a copy of the corrected RRF to the officer. If the change to the RRF serves to weaken the narrative portion, is a negative content change, or is a downgrade in the recommendation, the officer must be provided a copy of the re-accomplished RRF and a letter, similar to the letter provided to an officer who receives a “separate” recommendation, stating the officer’s right to write a letter to the central selection board.

8.5.4. The Management Level forwards the corrected RRF to AFPC/DPMSPE.

8.5.5. A RRF becomes a “matter of record” upon the convening date of the central selection board for which it was prepared.

**Figure 8.1. Officer's Right to Submit a Memorandum to the Central Selection Board.**

(date)
MEMORANDUM FOR (Ratee) (Ratee’s address)
FROM: (Senior rater’s functional office symbol) (Senior rater’s functional address)
SUBJECT: Officer’s Right to Submit a Memorandum to the Central Selection Board (CSB)
I have recently completed your AF Form 3538, <i>Retention Recommendation</i> . In this evaluation, I recommended to the CSB that you not be selected for retention at this time. Because of this recommendation, I am reminding you of your right to submit a memorandum to the CSB.
If you believe this evaluation is inaccurate, unjust, or unfairly prejudicial, you may write a memorandum to the CSB concerning these matters. In addition, you may apply for a review of the evaluation under Chapter 9 of SpFI 36-2401, <i>Guardian Evaluations Systems</i> , once the evaluation becomes a matter of record.
DAFI 36-2501, <i>Officer Promotions and Selective Continuation</i> , provides further instructions as to what is permissible in a memorandum to the CSB. If you require further information concerning your right to submit a memorandum to the board, the MPF is available to assist you.
(Signature) (Typed name, grade, branch of service)
Attachment: AF Form 3538

**Table 8.1. Instructions for Completing AF Form 3538, Retention Recommendation Form.**

I T E M	A	B	C
	To Complete		Instructions. See NOTE 1.
	Sec	Item	
1	I	<b>Ratee Identification Data</b>	See the RRF notice for ratee identification data. If any data is incorrect, notify the CSS/HR specialist and MPF for computer correction.
2		Name	Enter Last Name, First Name Middle Initial and Jr., Sr., etc. If the officer has no middle initial, the use of “NMI” is not mandatory. The name may be all upper case.
3		Social Security Number	Enter Social Security Number.
4		Grade	Enter appropriate grade (rank).
5		Duty Air Force Specialty Code/Core ID	Enter the DSFSC to include prefix and suffix or three-digit Core ID as of the date the RRF notice is generated, as directed in specific board guidance. See NOTE 2.
6		Organization	Enter organization, command, and location of assignment (with attachment if applicable).
7		PAS	Enter the PAS code as reflected on RRF notice. If the PAS code is incorrect, advise the CSS/HR specialist and MPF.
8	II	<b>Job Description</b>	Complete same as on a performance evaluation.
9		Duty Title	Enter the approved duty title. Pending or projected duty titles will not be used. For students, enter the student duty title. See NOTE 2.
10		Key Duties	List key duties.
11	III	<b>First Evaluator Comments</b>	Explain why the officer should or should not be retained. This section covers the entire record of performance and provides key performance factors from the officer's entire career, not just recent performance. Comments must be typed. Do not make prohibited comments. See <b>paragraph 1.12</b> . See NOTE3.
12	IV	<b>First Evaluator Recommendation</b>	The first evaluator marks one of three recommendations, as appropriate by electronically placing an “X” in the block.
13	V	<b>Board ID/Senior Rater ID</b>	Enter the board for which the senior rater prepared the RRF. The RRF notice includes the board ID. Enter the five-character code used to identify the position of the senior rater. Enter this code as shown on the RRF notice.

14	VI	<b>Second Evaluator</b>	The second evaluator indicates concurrence or nonconcurrence with the first evaluator's recommendation by placing an "X" in the appropriate box. See <b>NOTE 3</b> .
15	VII	<b>Second Evaluator Comments</b>	Comments are mandatory when the second evaluator marks the nonconcur block. The second evaluator must provide specific comments to explain the disagreement. Comments must be typed. Comments are not allowed if the second evaluator concurs.
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Some general guidelines: <ol style="list-style-type: none"> <li>a. Comments must be in narrative format.</li> <li>b. May include recommendations for professional military education and next assignment, but not promotion.</li> <li>c. <b>Paragraph 1.12</b> applies.</li> <li>d. Evaluators may consider and/or include information from other reliable sources (e.g., Reserve Officer Training Corps distinguished graduates, Officer Training Students distinguished graduates, etc.).</li> <li>e. Do not comment on rankings or recommendations from prior AF Forms 3538.</li> <li>f. Comments may be warranted if an officer displays a reluctance to accept responsibility, has a negative attitude towards the job, or performance has diminished. However, if an officer has a date of separation, an approved retirement date, intends to separate or retire, or is unsure about career intent, it should not be commented on in the RRF.</li> <li>g. Do not discuss classified information.</li> <li>h. Do consider including comments related to Article 15 actions or letters of reprimand, admonishment or counseling. It is strongly recommended that control roster actions be recorded. It is mandatory to record court-martial results unless actions resulted in acquittal.</li> </ol> </li> <li>2. If changes to DSFSC or duty title are approved after the RRF is a matter of record, a formal application for correction must be submitted in accordance with <b>Chapter 9</b>.</li> <li>3. Senior Rater (lieutenant colonels and below): <ol style="list-style-type: none"> <li>a. Enter name, grade, branch of service, social security number, organization, command of assignment, and location. Grade must be that in which the senior rater is serving. <b>EXCEPTION:</b> Enter "Brig Gen (S)" for brigadier general selectees. Retired grade is not authorized. If an officer has been "frocked," enter the actual grade unless the officer is serving in a funded billet and the ratee is a lieutenant colonel or above.</li> <li>b. Show social security number if the evaluator is a USSF officer (last four only). The social security number is optional, though encouraged, if the evaluator is a civilian or a member of another U.S. military service.</li> <li>c. Do not include command level, unless it is an integral part of the duty title, with the official duty title.</li> <li>d. Do not enter any classified information.</li> </ol> </li> </ol>			

## Chapter 9

### CORRECTING OFFICER AND ENLISTED EVALUATIONS

#### 9.1. Purpose.

9.1.1. The ERAB was established to provide Guardians with an avenue of relief for correcting errors or injustices in evaluations at the lowest possible level.

9.1.2. If an evaluation cannot be corrected under **Table 9.2**, an applicant's first avenue of relief for correcting an evaluation is through the ERAB, which is accessible via the vMPF.

9.1.3. An applicant's second and last avenue of relief is via the AFBCMR by submitting a DD Form 149, *Application for Correction of Military Records under the Provisions of Title 10, U.S. Code, Section 1552*, in accordance with DAFI 36-2603. **NOTE:** Applicants must exhaust all other avenues of relief (e.g., the ERAB) before submitting their request to the AFBCMR.

9.1.4. Retired or separated personnel are not eligible to apply for correction through the ERAB; therefore, they must submit a DD Form 149 to the AFBCMR.

#### 9.2. Program Elements.

9.2.1. Who Establishes the Board. The Commander, Headquarters Air Force Personnel Center (AFPC/CC) directs the business process owner of USSF Evaluation Programs to establish an ERAB to assess requests to correct evaluations and to correct substantiated errors or injustices for Guardians.

9.2.1.1. For officer appeals, the board president must be at minimum a Space Force commissioned officer or civilian in the grade of O-5/GS-12/NH-III and above. For enlisted appeals, the board president must be equal to or higher than the requester or at a minimum a Space Force senior noncommissioned officer or civilian in the grade of E-7/GS-9/NH-II.

9.2.1.2. Each board consists of two board members and a board president. A board member or president who was, or is, an evaluator for an applicant cannot consider that person's appeal.

9.2.1.3. Evaluations that have become a matter of record are presumed to be accurate and objective. Applicants filing an appeal must provide evidence that clearly demonstrate an error or injustice was made.

9.2.2. Who Administers the Appeal Process. The Evaluations Programs Section (AFPC/DPMSPE) manages the appeals process and executes board decisions. Following the board's decision, destroys all working papers, memoranda, worksheets, recommendations, and notes between the board members or between the board and the evaluation section which pertain to the case. The board does not create nor maintain formal records of proceedings.

9.2.3. How the Board Will Operate.

9.2.3.1. Board members review applications and make recommendations to the ERAB President.

9.2.3.2. The ERAB President.

9.2.3.2.1. Reviews the Guardian's request, considers each board member's recommendations, and makes the final decision for the appeal.

- 9.2.3.2.2. Acts for the full board on applications which involve administrative and technical corrections, or in cases that clearly lack the evidence necessary for presentation to the full board, or in cases that require waiving the time limit for an appeal.
- 9.2.3.3. The Board.
- 9.2.3.3.1. May be formal or informal.
- 9.2.3.3.2. Does not permit personal appearances. Neither applicants nor their representatives can appear before the ERAB.
- 9.2.3.3.3. Handles all appeals confidentially and does not normally disclose information to outside agencies.
- 9.2.3.3.4. Refers cases for action to appropriate agencies or individuals, such as Air Force Office of Special Investigations, unit commander, and so on, if documents or statements do not appear to be authentic. The *Manual for Courts-Martial* specifies penalties for creating false or forged official statements and documents. Civilian Department of the Air Force employees may be punished under federal law.
- 9.2.3.3.5. Reviews cases based on information supplied in the application. The ERAB is not an investigative body and does not solicit additional documentation in support of an application. However, if the board decides to consider information that was not available to the applicant, the ERAB will notify the applicant and allow them time to comment on the information. **EXCEPTION:** Information contained in MilPDS or the MPerRGp.
- 9.2.3.3.6. Directs removal, inclusion, substitution and/or corrections to evaluations. The ERAB is authorized to modify evaluations that differ from the applicant's request (e.g., the applicant requests the report be voided because the feedback date is incorrect; the ERAB may deny voiding the report and instead direct the feedback date be corrected).
- 9.2.4. Prohibited Requests. The board will not consider nor approve requests to:
- 9.2.4.1. Void an evaluation when the error or injustice can be corrected administratively.
- 9.2.4.2. Void an evaluation while keeping attachments to that evaluation.
- 9.2.4.3. Void an evaluator's section while keeping comments or ratings of subsequent evaluators.
- 9.2.4.4. Void an evaluator's comments, but keep the ratings (or vice versa).
- 9.2.4.5. Delete required information or add unauthorized information to an evaluation.
- 9.2.4.6. Change (except for deletions) an evaluator's ratings or comments if the evaluator does not support the change. When an evaluator supports changing ratings, all subsequent evaluators must also agree to the changes (including the commander on enlisted evaluations, the reviewer on officer evaluations. **(T-1)** Justification is required from the original evaluators. See [Attachment 2, paragraph A2.3](#).
- 9.2.4.7. Re-accomplish an evaluation without the applicant furnishing the new evaluation.

9.2.4.8. Void, correct, or change an evaluation that does not meet the 3-year time limit without a waiver. See [paragraph 9.5](#).

9.2.4.9. Correct or rewrite an evaluation post-board based solely on the omission of an optional statement, or to make the evaluation stronger (e.g., professional military educational, assignment recommendations, awards, deployment information, senior rater endorsements, and/or stratifications are not mandatory, therefore omission of any does not make the report inaccurate or unjust).

9.2.4.10. Void or correct an evaluation because an action, (e.g., unfavorable information file, control roster, Article 15, etc.), was removed:

9.2.4.10.1. Early or on the disposition date. Removal does not mean the action did not take place. If the corrective action existed on or before the close-out date of the evaluation, the evaluation is still valid.

9.2.4.10.2. Because the corrective action was “set aside.” If the corrective action (e.g., Article 15) was “set-aside,” but the behavior that led to the corrective action is still valid and the behavior existed on or before the close-out date of the report, the evaluation may still be valid if the report only reflects the behavior and not the corrective action that was “set aside.” If the action that was “set aside” is mentioned in the evaluation, the ERAB would only remove the reference to it; not the behavior that led to the action. **Examples:**

9.2.4.10.2.1. The ratee received an Article 15 for driving under the influence, and later the Article 15 was set aside for reasons other than innocence. However, the report only states “Used poor judgment—picked up for driving under the influence.” Since the ratee was picked up for driving under the influence, and the evaluation does not mention the Article 15, the evaluation is still a valid report.

9.2.4.10.2.2. The ratee received an Article 15 for driving under the influence, and later the Article 15 was set aside for reasons other than innocence. The report states “Used poor judgment—rcvd Art 15 for Driving Under the Influence.” In this case, the ERAB would not void the evaluation but would correct the evaluation to reflect “Used poor judgment— Driving Under the Influence”.

9.2.4.10.2.3. For the ERAB to decide favorably to void the evaluation, the applicant must prove by a preponderance of the evidence that the behavior did not take place and the corrected action taken was officially set aside and not just removed or expired.

9.2.5. Appeals based on Promotion/Career Opportunity. Although not prohibited, ERAB requests based solely on a willingness by evaluators to change evaluations after non-selection for promotion will not be favorably considered unless proven the evaluation was erroneous or unjust based on content. See [Attachment 2, paragraph A2.5.1](#).

### 9.3. Correcting Evaluations.

9.3.1. Prior to Becoming a Matter of Record. Once a digital signature is applied, the comments and ratings are locked and cannot be changed. In addition, the digital signatures cannot be deleted. If a correction needs to be made after the form has been digitally signed, then the rater will need to re-accomplish the form. The rater will be able to copy the text areas from the erroneous form and paste them into the new form. The corrections can be made and the form resigned. The form will reflect the date of the new signature.

9.3.2. Appealing Evaluations and Requesting Changes After Evaluations Have Become a Matter of Record. See [paragraph 1.4.3](#) to determine when an evaluation becomes a matter of record. Applicants must exhaust all avenues of relief before submitting their requests to the AFBCMR. The other avenues available are:

9.3.2.1. Administrative Correction. See [Table 9.2](#) to determine if the requested correction can be made through administrative procedures without referral to the ERAB or AFBCMR. Due to the electronic process, only AFPC/DPMSPE can make corrections to evaluations. In most cases, once an evaluation becomes a matter of record, even administrative corrections will require an applicant to submit an ERAB. An example of a case that would not require an ERAB or AFBCMR is when a report is not viewable in ARMS and PRDA or MilPDS is not updated.

9.3.2.2. When the correction cannot be corrected administratively, the next avenue of relief is through the ERAB. Procedures for appealing evaluations through the ERAB are prescribed in this chapter.

9.3.2.3. If the correction cannot be corrected administratively, the ERAB denies the appeal, or the requested action is not authorized by this chapter, the next avenue of relief would be through the AFBCMR Procedures and can be found in DAFI 36-2603.

9.3.2.4. Performance feedback assessment worksheets and sessions are not subject to appeal.

9.3.3. Any changes or corrections that substantially alter the content from the original version require original signatures from all evaluators. If an evaluator (other than the rater) is unavailable and all attempts to contact them have failed, the individual who replaced the missing evaluator will sign the evaluation. When correcting an administrative error prior to the evaluation becoming a matter of record and one or more of the evaluators are unavailable to sign the re-accomplished evaluation, any evaluator in the rating chain after the unavailable evaluator may sign.

9.3.4. Re-accomplish evaluations containing an excessive number of erasures, change sentence meaning, or requiring corrections to the ratings. Do not use paper correction tape. Do not correct ratings.

9.3.5. Evaluations will not be appealed under [Chapter 9](#) or DAFI 36-2603 before becoming a matter of record.

9.3.6. Corrected Copies of Digitally Signed Documents. See [paragraph 1.4.5.2](#).

#### 9.4. Responsibilities.

9.4.1. The Military Personnel Flight (MPF). Provide training and advise personnel on the ERAB process. Opens a case management system case when applicable.

9.4.2. The Commander's Support Staff (CSS). Provides guidance on the ERAB process and how to access the vMPF and/or myEval.

9.4.3. The Total Force Service Center (TFSC) Personnel.

9.4.3.1. Be knowledgeable of the appeals process, and familiar with the contents of this instruction.

9.4.3.2. Determine if the correction is minor or requires a formal application by the Guardian. Minor corrections will be processed by the applicable office of primary responsibility in accordance with **Table 9.2**. **NOTE:** Any and all corrections involving AF Forms 3538 will immediately be forwarded to AFPC/DPMSPE for correction.

9.4.3.3. Explains application procedures and documentation requirements via the vMPF and/or myEval. The addresses for sending original documents are: AFPC/DPMSPE, Attn: ERAB, 550 C Street West, Suite 7, Joint Base San Antonio-Randolph TX 78150-4709

9.4.3.4. Assist applicants in completing the on-line application through the vMPF/myEval. If applicant is other than the ratee, the TFSC refers the applicant to the MPF or CSS/HR specialist who will initiate a case management system case. If the applicant does not have access to the vMPF/myEval, the TFSC will refer the applicant to the MPF/HR specialist who will initiate a case management system case.

9.4.3.5. Provide the military addresses of personnel, and assists applicants in contacting retirees through the worldwide locator in accordance with AFI 33-332, *Air Force Privacy and Civil Liberties Program*. **NOTE:** The Privacy Act protects retirees' addresses.

9.4.3.6. Explain and emphasize expedited waiver procedures in accordance with **paragraph 9.5** and **Attachment 2, paragraph A2.4**. Advise Guardians that it takes approximately 30-90 calendar days to process a case, and if they are requesting a correction to be completed before a board to please plan accordingly. Expedited cases must reach AFPC/DPMSPE no later than 45 calendar days before the board convening date. **NOTE:** Although every attempt is made to get cases completed prior to a pending board, there is no guarantee that an application will be completed prior to the board.

9.4.3.7. The TFSC will provide a cadre of specialists to act as liaisons for, and provide guidance to, base level commanders and MPF personnel or CSS/HR specialists for any questions related to the ERAB process or to check on the status of an application.

9.4.4. The Guardian.

9.4.4.1. Submits request for correction, insertion or removal of evaluations via the vMPF/myEval.

9.4.4.1.1. If applicant does not have access to the vMPF/myEval, they may contact the servicing MPF or CSS who will open a CMS/myEval case.

- 9.4.4.1.2. If an applicant does not have access to the vMPF or the servicing MPF or CSS/HR specialist, then the applicant must obtain AFPC/DPMSPE approval. If approved, the applicant must submit an AF Form 948, *Application for Correction/Removal of Evaluation Report*. See [Table 9.5](#) for instructions. AF Form 948 will be authorized only on a case-by-case basis, and under extremely extenuating circumstances (e.g., someone who is in confinement and has absolutely no way to access to the vMPF). Non-availability waiver requests due to being out-of-the office, on leave, or TDY will not be approved.
- 9.4.4.2. Clearly and concisely state what the applicant wants (e.g., “Request my enlisted evaluation rendered for the period 1 Jun 22 – 31 May 23 be removed,” or “Correct the duty title in my enlisted evaluation that closed out on 31 May 23”).
- 9.4.4.3. Supply clear and credible evidence to support the application. See [Attachment 2](#).
- 9.4.4.3.1. Supporting statements are required when making changes to an evaluation and must have dates and signatures. These statements must relate specifically to the period of the contested report. When information is not firsthand, the author must identify the source. See [Attachment 2](#).
- 9.4.4.3.2. All documents can be processed through the vMPF. All documents will be scanned into the Personnel Processing Application of the vMPF with the application; however, all original documents must then be mailed to: AFPC/DPMSPE, Attn: ERAB, 550 C Street West, Joint Base San Antonio-Randolph, TX 78150-4709.
- 9.4.4.3.3. The applicant can obtain copies of the contested evaluations and or documents required for their appeal through the ARMS and PRDA access in vMPF/myEval.
- 9.4.4.4. Make sure that no rule in this instruction prohibits their request. See [paragraph 9.2.4](#) and [Attachment 2](#).
- 9.4.4.5. Applicants may contact the TFSC for guidance and application procedures.
- 9.4.4.6. Corrected Copies. See paragraphs [1.4.5.2](#) and [1.4.5.3](#).
- 9.4.5. Corrections Initiated by Someone Other than the Ratee. When someone other than the ratee finds an error in an evaluation, they:
- 9.4.5.1. Determine if the evaluation can be corrected administratively in accordance with [Table 9.2](#).
- 9.4.5.2. Take corrective action by contacting the MPF or CSS/HR specialist to initiate a vMPF/myEval case, or advise the ratee to take corrective action.
- 9.4.5.3. Provide a statement from the ratee, acknowledging they are aware of the pending action and concur/non-concur with the request. **NOTE:** The ratee does not have to concur to submit the request. This statement is for acknowledgement purposes only and gives the ratee an opportunity to dispute the action.

- 9.4.5.3.1. If the ratee disagrees, they may explain why the correction should not be approved and suggest an alternative within 10 calendar days from when the ratee was notified of the pending action. Reasonable extensions may be requested. The omission of any remarks will be considered as acceptance by the ratee.
- 9.4.5.3.2. If the ratee is unavailable to submit a statement, send a copy of the appeal to the Guardian with a memorandum explaining the error, and ask the Guardian to provide written comments within 10 calendar days from the date received. To ensure the Guardian has had an opportunity to review the appeal, have the Guardian acknowledge receipt on the statement or use certified mail to document the date of receipt.
- 9.4.5.3.3. Reasonable requests for an extension of the time limit should be approved.
- 9.4.5.3.4. When the Guardian provides written comments, submit the applicant's response and a copy of the memorandum with the application.
- 9.4.5.3.5. If the Guardian fails to respond, annotate the remarks section of the application with, "Comments from the ratee were requested but not received." Attach a copy of the memorandum and either the Guardian's acknowledgment or the certified mail receipt with the application.
- 9.4.6. AFPC/DPMSPE.
- 9.4.6.1. Review all ERAB applications for SpFI and DAFI compliance.
- 9.4.6.2. Process all applications that meet the requirements for submitting an ERAB.
- 9.4.6.3. Return all applications that do not meet the requirements for submitting an ERAB.
- 9.4.6.4. When applicable, make corrections to evaluations, update MilPDS, and forward the corrected evaluations to the appropriate offices.
- 9.4.6.5. Notify applicants of results via the vMPF/myEval or email.
- 9.4.6.6. Provide guidance to commanders, MPFs, and CSS/HR specialists as required.

## **9.5. Meeting Time Limits and Expedited Requests.**

- 9.5.1. Time Limits.
- 9.5.1.1. Submit appeals within three years following the date the evaluation became a matter of record. If the exact date is not known, add two months to the date the final evaluator signed the evaluation.
- 9.5.1.2. If the evaluation is more than three years old, submit a waiver of the time limit. See [Attachment 2](#), and [paragraph A2.4](#).
- 9.5.1.3. Normal processing time for appeal applications is 90-120 calendar days from a completed application. This does not include periods which applications are returned for corrections or missing documents.

9.5.1.4. Promotion boards are closed out (cut-off) 30 to 45 calendar days prior to the board convening date. In order to process an appeal in time, AFPC/DPMSPE must receive the appeal no later than 45 days before the cut-off date, (90 calendar days before the particular special selection board or supplemental board). Although every attempt is made to expedite these cases, there is no guarantee that the case will be worked in time to meet the particular board, even when the case is marked “Expedited.”

#### 9.5.2. Expedited Processing.

9.5.2.1. If an appeal must be resolved before a specific date or event, such as a pending promotion or special selection board, submit applications to AFPC/DPMSPE (no later than 90 calendar days before the specific date or event.

9.5.2.2. The only cases that will be accepted for expedited processing after the 90-day cut-off will be evaluations that have closed out within 90 calendar days of the board convening date.

### 9.6. Using Classified, Privacy Act, and Restricted Release Information.

9.6.1. Do not include classified information in the body of an appeal. When necessary, include classified information in attachments. The applicant ensures classified attachments are submitted in accordance with security directives establishing control and mailing rules.

9.6.2. When submitting documents on someone else (e.g., evaluations on other individuals, AF Forms 2096, *Classification/On-The-Job Training Action*, PCS orders, travel vouchers, etc., on supervisors or coworkers), submit a statement from the concerned individual granting permission to submit the particular document. Applications that do not comply will be returned without action. The applicant may then resubmit the application with the permission statement or remove the document from the application.

9.6.3. If the information in a restricted release file is essential to the case, request the releasing agency to forward the information directly to AFPC/DPMSPE. When submitting requests to the releasing agency, Guardians must waive, in writing, the right to review the information. Include a copy of this waiver with the appeal application. When the board has decided the appeal, AFPC/DPMSPE destroys the restricted file or returns it to the releasing agency.

### 9.7. Requesting Special Selection Board (SSB) or Supplemental Promotion Consideration.

9.7.1. Officers can, in conjunction with their appeal, request SSB consideration for promotion, appointment, in-resident professional military education, selective early retirement, or reduction-in-force separation boards.

9.7.2. Enlisted Guardians may request supplemental promotion consideration in conjunction with the appeal application. Such a request must be indicated on the appeal application; however, squadron commander’s concurrence is required when submitting the request. The commander must complete the endorsement on the personnel processing application by using the “HR Review” button in Case Management System; by submitting a statement for application submitted by someone other than the ratee; or by signing the AF Form 948 when the applicant does not have access to the vMPF or MPF or CSS/HR specialist. See [paragraph 9.4.4.1.2](#). The commander must indicate concurrence or non-concurrence and provide an explanation for non-concurrence.

**9.8. Resubmitting an Appeal.**

9.8.1. Applicants can resubmit an appeal only if they have substantial new evidence which the board did not initially consider.

9.8.1.1. Do not resubmit an application when the only documentation added to the case is a statement which simply rebuts the ERAB’s previous decision. The ERAB does not view a rebuttal statement as new evidence and will decline to reconsider the case. Statements from members of the rating chain which respond directly to questions or concerns posed in the previous decision memorandum are acceptable new evidence.

9.8.1.2. Include all previous documentation with the new application.

9.8.2. If dissatisfied with the decision of the ERAB submit an appeal to the AFBCMR. See [paragraph 9.1.3](#).

**Table 9.1. How to Submit Requests for Correction.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If</b>	<b>the desired action is</b>	<b>then submit the request</b>	<b>then forward to</b>
<b>1</b>	the ratee	allowed under this instruction. See <b>paragraph 9.4.4</b> .	To the ERAB via the vMPF using the Personnel Processing Application (PPA). See <b>paragraph 9.4.4.1.2</b> when the PPA is unavailable. See <b>Notes 1 and 2</b> .	AFPC/DPMSPE, Attn: ERAB 550 C Street West, Suite 7 (Bldg 499), Joint Base San Antonio- Randolph TX 78150-4709
<b>2</b>	not the ratee and have found an error in an evaluation	allowed under this instruction. See <b>paragraph 9.4.5</b> .	in accordance with <b>paragraph 9.4.5</b> and rules 1 or 2 above (as applicable).	the office shown in rule 1 above (as applicable).
<p><b>Notes:</b></p> <p>1. <b>Table 9.2</b> lists errors that are correctable without a formal application.</p> <p>2. Submit the original AF Form 948. See <b>paragraph 9.4.4.1.2</b>, with all supporting documents. Submit original AF Form 948. See <b>paragraph 9.4.4.</b>, or DD Form 149 (whichever is applicable) with all supporting documents.</p>				

**Table 9.2. Correcting Minor Errors on Evaluations.**

<b>R</b>	<b>Minor Errors</b>
<b>U</b>	<b>NOTE:</b> Once a digitally signed evaluation has been transmitted to AFPC, only AFPC is
<b>L</b>	authorized to make the correction. Submit an ERAB request via the vMPF/myEval.
<b>E</b>	<b>The error is considered minor if the request is to correct an error in:</b>
<b>1</b>	<p>The ratee's identification data:  Name, grade, social security number, service, organizational element, or the identification data of an evaluator who signed the evaluation.  Name, grade, social security, duty title, organizational element, date of signature, or final evaluator's position.  Education or promotion or TIG/TIS eligible blocks.</p> <p>See <b>Notes 1, 2, and 3.</b> Go to <b>Table 9.3.</b></p>
<b>2</b>	<p>The ratee's DSFSC, duty title, or level of duty.</p> <p>Enlisted: DSFSC must be reflected in the ratee's duty history.</p> <p>Officers: Not an administrative correction. Applicant must submit an ERAB request via the vMPF/myEval. The DSFSC authorization must be approved by the applicable ETMO assignment manager and reflected in the ratee's duty history.</p> <p><b>NOTE:</b> The MPF or CSS/HR specialist performs the duty history update once the duty title is approved.</p> <p>See <b>Notes 1, 4, and 8.</b> Go to <b>Table 9.3.</b></p>
<b>3</b>	<p>The FROM or THRU date of the evaluation, the number of days of supervision, or the reason for evaluation. See <b>Notes 1, 5 and 6.</b> Go to <b>Table 9.3.</b></p>
<b>4</b>	<p>The marking of a "concur" or "non-concur" box, or to add a missing rating.</p> <p>See <b>Notes 1 and 7.</b> Go to <b>Table 9.3.</b></p>
<b>5</b>	<p>Spelling, punctuation, or heading in an evaluator's comments.</p> <p>See <b>Notes 1, 9, and 10.</b> Go to <b>Table 9.3.</b></p>
<b>6</b>	<p>The ratee's name or grade in an evaluator's comments.</p> <p>See <b>Notes 1 and 9.</b> Go to <b>Table 9.3.</b></p>

**Notes:**

1. Do not make corrections using this table if any doubt exists about the appropriateness of the request. Instead, submit a formal application in accordance with **Table 9.1** with the questionable circumstances fully outlined. Any person who knows of an error that is correctable under **Table 9.2** should bring it to the attention of the MPF evaluations section or the records custodian responsible for maintaining the original evaluation.
2. Submit an application according to **Table 9.1** if the request is to change or add signatures, change or add signature dates on referral evaluations and supporting documents, and/or to substitute a re-accomplished evaluation. Changes to the final evaluator's position (AF Form 911) will be made only when the MPF evaluations section or the records custodian having custody of the original evaluation determines conclusively that an error exists. Do not correct TIG eligibility as an administrative correction; it must be corrected through the ERAB.
3. If a supplemental promotion board, or the AFBCMR has changed an individual's grade due to retroactive promotion resulting from a review, submit a request according to **Table 9.1**. In these cases, the evaluation will be annotated with a statement that reads "Guardian promoted to (grade) with a retroactive effective date prior to the date this evaluation was rendered."
4. The evaluation may be changed when approved documentation existed on or before the close-out date of the evaluation and a central selection board has not considered the evaluation. If approved documentation did not exist, was subsequently approved, or the contested evaluation has been considered by a central selection board, submit a request according to **Table 9.1**.
5. If a correction to either the period of the evaluation or the number of days of supervision would invalidate the requirement for that or any other evaluation on file, submit a request according to **Table 9.1**.
6. If changing the close-out date of an enlisted evaluation would result in the ratee receiving a supplemental promotion consideration, the rater must submit a request according to **Table 9.1**.
7. Caution. Take extreme care when adding missing ratings or correcting "concur" or "non-concur" boxes. Submit an application in accordance with **Table 9.1** any time the rater's or endorser's rating(s) are missing and the "non-concur" box is also marked, or neither box is marked. However, an unmarked or mismarked "concur" or "non-concur" box may be corrected when, after reviewing the evaluator's comments and ratings, there is no question as to which box should have been marked. If a rating is also missing or doubt exists, submit an application according to **Table 9.1**.
8. Submit a formal application according to **Table 9.1** to request changes to the unit mission description or the job description.
9. Do not change references such as "Guardian" or "sergeant" to reflect the person's actual grade.
10. Do not change words (other than misspellings), phrases, sentence structure, or grammar under this table.

**Table 9.3. Minor Corrections – Offices Authorized to Make Corrections and Disposition.**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If the correction is authorized in accordance with</b>	<b>NOTE:</b> Once the evaluation has been transmitted to AFPC, only AFPC is authorized to correct digitally signed evaluations and an ERAB case must be submitted via the vMPF/myEval.
<b>1</b>	All enlisted grades Spc1 - CMSgt	AFPC See <b>Notes 1 through 5.</b>
<b>2</b>	2Lts through Lt Cols	
<b>3</b>	All general officers and brigadier general selectees, colonels and colonel selects, CMSgts and CMSgt selectees	USSF Senior Leader Management Office SF/SIL 2020 Air Force Pentagon, Room 4D284 Washington DC 20330-2020
<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Do not change words (other than misspellings), phrases, sentence structure, or grammar under this table.</li> <li>2. If the request is invalid, incomplete, or questionable, return it through any previous processing levels to the correction initiator with appropriate instructions. The initiator must identify all required changes because changing an evaluation’s close-out date can change the number of days of supervision, the reason for evaluation, the signature dates, or the FROM date of the subsequent evaluation.</li> <li>3. If the correction is authorized, the office that maintains the original evaluation will make the correction to the original and forward copies to the appropriate offices.</li> <li>4. The ERAB and the AFBCMR have the authority to correct or direct correction and distribution of all evaluations.</li> <li>5. Disposition. Digitally signed via automated system. “Wet Signed” below. Original – AFPC/DP1ORM (ARMS/PRDA)</li> </ol>		

**Table 9.4. Board Directed Corrections - Correcting and Disposition of Documents.**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>If the action is a correction</b>	<b>that</b>	<b>then the agency authorized to make the correction is</b>	<b>who will</b>	<b>and</b>
<b>1</b>	directed by the ERAB	changes an evaluation	AFPC/DPMSPE SF/S1L	correct and initiate correction of the evaluation. See <b>Notes 1</b> and <b>2</b> . prepares a DAF Form 77 See <b>Notes 3</b> and <b>4</b> . annotates the document. See <b>NOTE 5</b> .	distributes copies of the corrected evaluation, DAF Form 77, or other documents to records custodians with appropriate instructions. See <b>NOTE 7</b> .
<b>2</b>	directed by the AFBCMR		AFPC/DPMSPE SF/S1L	correct and initiate correction of the evaluation as directed by the AFBCMR. See <b>NOTE 6</b> .	

**Notes:**

1. On the bottom, reverse margin, type "CC" (for corrected copy), followed by the date, authenticator's organization, office symbol, and signature, (**Example:** CC, 1 Jun 23, AFPC/DPMSPE). Align authenticator data in margin to allow adequate space for punched holes. The person signing the annotation must be a SSgt/GS-5/NH-II or above.
2. For evaluations being re-accomplished, annotate the signature blocks of evaluators not reasonably available ORIGINAL SIGNED. If used, the comments and ratings of the evaluators must be copied verbatim from the original evaluation. **NOTE:** All measures must be exhausted before this measure can be used.
3. For voided evaluations (excluding imbedded TRs), prepare a DAF Form 77 with the statement: "Not rated for the above period. Evaluation was removed by Order of the Chief of Space Operations, USSF." If voiding evaluations for two or more consecutive reporting periods, prepare one DAF Form 77 that shows the close-out dates of each evaluation.
4. For voided imbedded training reports, prepare a DAF Form 77 with the statement: "A TR for the above period was removed by Order of the Chief of Space Operations, USSF." For missing imbedded training reports, no action will be taken since there is no gap in the ratee's record. The best course of action is to obtain a certified true copy (see **paragraph 1.4.5.2.**) or a replacement TR and request it be included through the ERAB.
5. For documents that are attached to an evaluation, annotate documents with ACCEPTED FOR FILE--ATTACH TO (closing date) EVALUATION followed by the authenticator's data listed in **NOTE 2.**
6. Unless otherwise directed by the AFBCMR, annotate evaluations according to NOTE 2. For voided evaluations, prepare a DAF Form 77 according to **NOTE 4** except show the evaluation was removed "By Order of the Secretary of The Air Force."
7. Disposition. Digitally signed via automated system. "Wet Signed" below. Original – AFPC/DPMSPE, processing to AFPC/DP1ORM (ARMS and PRDA).

**Table 9.5. Instructions For AF Form 948, Application for Correction/Removal of Evaluation Reports (See paragraph 9.4.4 before completing).**

<b>I T E M</b>	<b>TITLE</b>	<b>INSTRUCTIONS</b>
<b>1</b>	Name	Self-explanatory.
<b>2</b>	Grade	Enter data pertaining to the ratee of the contested evaluation.
<b>3</b>	Social Security Number	If an appeal was previously submitted under another name (e.g., changed due to marriage, divorce, etc.), indicate the previous name in Item 12, Remarks.
<b>4</b>	Return Address	Provide current mailing address of applicant.
<b>5</b>	Office Phone	Enter DSN and Commercial.
<b>6</b>	Current Military Status	Place an “X” in the appropriate box.
<b>7</b>	Email Address	Enter a working email address in case of questions and/or to forward the decision memorandum.
<b>8</b>	Type of Evaluation(s) being appealed and the THRU date	List all evaluations being appealed by type of evaluation (e.g., officer or enlisted evaluation, TR, or LOE).  Identify officer or enlisted evaluations, TRs, and LOEs by their THRU (close-out) date.
<b>9</b>	Special Selection Board/Supplemental Promotion consideration for officers and active duty enlisted personnel	SSB consideration applies to central selection promotion boards; USSF boards; in-resident central developmental education boards; selective early retirement board, and report on individual personnel boards.  Clearly identify the board for reconsideration. <b>Example:</b> “Promotion to Major, F0423A” or “SMSgt, 23E8”. See <b>paragraph 9.5.</b> for expedited processing requirements
<b>10</b>	Commander’s Certification	Enlisted Only. The commander must recommend approval or disapproval for SSB consideration by placing an “X” in the appropriate box and signing and dating this section.

11	Action Requested	Clearly identify the action desired for each evaluation being appealed. <b>Example:</b> “Void 31 Dec 21 Officer Performance Report;” “Change Duty Space Force Specialty Code to reflect...;” “Add Senior Rater Deputy endorsement.” If a new evaluation is to be substituted, ask for substitution, not to void the original evaluation (e.g., “Substitute attached evaluation containing senior rater endorsement for evaluation currently on file”). Make sure the requested action is not prohibited by <b>paragraph 9.2.4</b> . For enlisted, indicate if supplemental promotion consideration is requested. The commander will complete Item 10 of the application.
12	Reasons to Support Requested Action	Completely describe the error or injustice. For ease of consideration, list each allegation that applies to the application sequentially. Then, as needed, fully address each allegation. If more space is needed, continue on plain bond paper. For extremely lengthy statements, enter “See Statement at Attachment” and attach full statement.
13	List of Attachments	List all attachments in chronological order and identify each. <b>Example:</b> TDY Travel Voucher 12 Mar 23 Contested Enlisted Performance Report C/O 14 May 23 Substitute 14 May 23 Enlisted Performance Report Statement MSgt Smith 13 Sep 23  If more room is needed, continue on plain bond paper. For numerous attachments, use tabs to make the case easier to review.
14	Signature/Date	Applicant will sign and date application. In cases where application is submitted by someone other than the ratee, refer to <b>paragraph 9.4.5</b> .

Figure 9.1. Sample, AF Form 948, Application for Correction/Removal of Evaluation Reports.

APPLICATION FOR CORRECTION/REMOVAL OF EVALUATION REPORTS <small>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)</small>			
<b>PRIVACY ACT STATEMENT</b>			
<small>AUTHORITY: 10 U.S.C. 8013.                      PRINCIPAL PURPOSE: To apply for correction of evaluation reports. Use of SSN is necessary to make identification of the individual and records.                      ROUTINE USES: None.                      DISCLOSURE IS VOLUNTARY: If information is not furnished, applicant may be denied relief sought.</small>			
<small>INSTRUCTIONS: Route your application per AFI 36-2401. Attach additional sheets of paper if more space is needed. When using additional sheets, list item continuation numbers.</small>			
1. NAME (Print Last, First, Middle Initial) BROWN, JOHN A.		2. GRADE MSGT	3. SOCIAL SECURITY NUMBER 123-45-6789
4. RETURN ADDRESS (address the appeal should be returned to) 1234 ANDERSON DRIVE SWEETWATER, TX 1234		5. OFFICE PHONE (DSN and Extension) 555-5555	6. CURRENT MILITARY STATUS ACTIVE DUTY <input checked="" type="checkbox"/> RESERVE <input type="checkbox"/> GUARD <input type="checkbox"/>
7. EMAIL ADDRESS (enter a working email address to contact you in case of an issue) JOHN.BROWN@US.AF.MIL			
8. LIST TYPE OF REPORT BEING APPEALED AND THE THRU DATE: APR, EPR, LOE, OER, OPR, PRF OR TR		9. SSB/Supplemental Promotion Consideration (See AFI 36-2401, AFI 36-2501, and AFI 36-2502.) Note: Enlisted Personnel must have CC approval in block 10 Not Applicable <input checked="" type="checkbox"/> Yes (Complete below information) <input type="checkbox"/>	
TYPE OF REPORT	THRU DATE (For PRF enter Board ID)	ENTER ALL APPLICABLE CYCLE/BOARD INFORMATION (ie. P0504B or 04ES)	
EPR	8 JUN 10		
10. COMMANDER'S CERTIFICATION FOR ENLISTED SUPPLEMENTAL PROMOTION CONSIDERATION			
RECOMMEND APPROVAL <input type="checkbox"/>	NAME AND GRADE OF COMMANDER		SIGNATURE
RECOMMEND DISAPPROVAL <input type="checkbox"/>			DATE
11. ACTION REQUESTED (Choose option)			
Void report <input type="checkbox"/> Substitute Report <input checked="" type="checkbox"/> Change Duty Information <input type="checkbox"/> Other (specify) <input type="checkbox"/>			
12. REASONS TO SUPPORT REQUESTED ACTION (Be brief and specific)			
- Request 8 Jun 10 EPR be substituted with attached reaccomplished EPR - Items listed in Sec III Block 5 were not accomplished by the member			
13. NUMERICAL LIST OF ATTACHMENTS (List each supporting document in the order attached.)			
1. Reaccomplished EPR with all original evaluators' signatures			
2. Letters from evaluators providing detailed justification for the situation			
I make the foregoing statements as a part of my application with full knowledge of the penalties involved for willfully making a false official statement. (U.S. Code, Title 18, sec 287, 1001, provides a penalty as follows; A maximum fine of \$10,000 or maximum imprisonment of 5 years or both.)			
14. SIGNATURE OF APPLICANT <i>John A. Brown</i>			DATE 2 Aug 10

AF IMT 948, 20051001, V1

PREVIOUS EDITIONS ARE OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

ALEX WAGNER  
 Assistant Secretary of the Air Force  
 (Manpower and Reserve Affairs)

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

- 10 U.S.C. § 619**, *Eligibility for Consideration for Promotion*
- 10 U.S.C. § 1566**, *Voting Assistance*
- 10 U.S.C. § 1722**, *Career Development*
- 10 U.S.C. § 9013**, *Secretary of the Air Force*
- Public Law 113-66**, *National Defense Authorization Act for Fiscal Year 2014*, 26 December 2013
- Public Law 113-291**, *Carl Levin and Howard P. "Buck" McKeon National Defense Authorization Act for Fiscal Year 2015*, 19 December 2014
- Executive Order 9397**, *Numbering System for Federal Accounts Relating to Individual Persons*
- Joint Publication 1**, *Doctrine for the Armed Forces of the United States*, 1 December 2020
- Joint Publication 1-2**, *Department of Defense Dictionary of Military and Associated Terms*, 8 November 2010
- DoDI 5400.11**, *DoD Privacy and Civil Liberties Programs*, 8 December 2020
- DoDM5210.42\_AFMAN 13-501**, *Nuclear Weapons Personnel Reliability Program (PRP)*, 19 September 2018
- SORN F036 AF PC C**, *Military Personnel Records Systems*
- SORN F036 AFPC J**, *Promotions Documents and Records Tracking Systems (PRODARTS)*
- SORN F036 AF PC Q**, *Personnel Data System (PDS)*
- SORN F036 AFPC S**, *Officer Promotion Proprietary Actions*
- DAFPD 36-24**, *Military Evaluations*, 7 October 2022
- AFI 33-322**, *Records Management and Information Governance Program*, 23 March 2020
- AFI 33-332**, *Air Force Privacy and Civil Liberties Program*, 10 March 2020
- AFI 36-3203**, *Service Retirements*, 29 January 2021
- DAFI 36-2603**, *Air Force Board for Correction of Military Records (AFBCMR)*, 4 October 2022
- DAFI 36-2608**, *Military Personnel Records Systems*, 16 April 2021
- DAFI 36-2710**, *Equal Opportunity Program*, 18 June 2020
- DAFI 36-3211**, *Military Separations*, 24 June 2022
- DAFI 36-3026V1**, *Identification Cards For Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 1 June 2023
- DAFI 51-508**, *Political Activities, Free Speech and Freedom of Assembly of Air Force Personnel*, 24 March 2023

**DAFI 51-509**, *Appointment to and Assumption of Command*, 14 January 2019

**DAFI 91-204**, *Safety Investigations and Reports*, 10 March 2021

**DAFMAN 90-161**, *Publishing Processes and Procedures*, 15 April 2022

**SPFH 1-1**, *Guardian Spirit*, 3 April 2023

### **Enlisted Force Structure**

**Secretary of Defense's Report to the President on Defense Management of July 1989**

### ***Prescribed Forms***

None

### ***Adopted Forms***

**DAF Form 77**, *Letter of Evaluation*

**DAF Form 78**, *Department of the Air Force General Officer Promotion Recommendation*

**DD Form 149**, *Application for Correction of Military Records Under the Provisions of Title 10, U.S. Code, Section 1552*

**AF Form 475**, *Education/Training Report*

**AF Form 469**, *Duty Limiting Condition Report*

**AF Form 707**, *Officer Performance Report (Lt thru Col)*

**AF Form 724**, *Airman Comprehensive Assessment Worksheet (2Lt thru Col)*

**DAF Form 847**, *Recommendation for Change of Publication*

**DAF Form 910**, *Enlisted Performance Report (AB/Spc1 thru TSgt)*

**AF Form 911**, *Enlisted Performance Report (MSgt thru SMSgt)*

**AF Form 912**, *Enlisted Performance Report (CMSgt)*

**AF Form 931**, *Airman Comprehensive Assessment Worksheet (AB thru TSgt)*

**AF Form 932**, *Airman Comprehensive Assessment Worksheet (MSgt thru CMSgt)*

**AF Form 948**, *Application for Correction/Removal of Evaluation Reports*

**DAF Form 1613**, *Statement of Service*

**DAF Form 2098**, *Duty Status Change*

**AF Form 3538**, *Retention Recommendation*

**AF Form 3538E**, *Enlisted Retention Recommendation*

**AETC Form 156**, *Student Training Report*

### ***Abbreviations and Acronyms***

**ACA**—Airman Comprehensive Assessment

**ADCON**—Administrative Control

**AFBCMR**—Air Force Board for Correction of Military Records

**AFELM**—Air Force Element Commander

**AFIT**—Air Force Institute of Technology

**AFPC**—Air Force Personnel Center

**AOR**—Area of Responsibility

**APZ**—Above-the-Promotion Zone

**ARMS**—Automated Records Management System

**CGO**—Company Grade Officer

**CCM**—Command Chief Master Sergeant

**CCMD**—Combatant Command

**CMS**—Case Management System

**CRO**—Change of Reporting Official

**CSB**—Command Screening Board

**CSO**—Chief of Space Operations

**CSS**—Commander Support Staff

**DAFI**—Department of the Air Force Instruction

**DATT**—Defense Attaché

**DBC**—Directed by Commander

**DBH**—Directed by Headquarters

**DG**—Distinguished Graduate

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**DSFSC**—Duty Space Force Specialty Code

**EAD**—Extended Active Duty

**EFDP**—Enlisted Forced Distribution Panel

**EPR**—Enlisted Performance Report

**ERAB**—Evaluation Reports Appeal Board

**FD**—Forced Distributor

**FDID**—Forced Distributor Identification

**FGO**—Field Grade Officer

**FLDCOM**—Field Command

**FOA**—Field Operating Agency

**GO**—General Officer  
**HQ**—Headquarters  
**HR**—Human Resource Specialist  
**ID**—Identification  
**ILE**—Intermediate Level Education  
**IPZ**—In-the-Promotion Zone  
**IST**—Inter-Service Transfer  
**LOE**—Letter of Evaluation  
**LSF**—Line of the Space Force  
**MEL**—Master Eligibility List  
**MICT**—Management Internal Control Toolset  
**MilPDS**—Military Personnel Data System  
**MPerRGp**—Master Personnel Records Group  
**MPF**—Military Personnel Flight  
**myEval**—My Evaluation  
**NCO**—Noncommissioned Officer  
**NCOA**—Noncommissioned Officer Academy  
**NCOIC**—Noncommissioned Officer-in-Charge  
**NMI**—No Middle Initial  
**OCSO**—Office of the Chief of Space Operations  
**OCSRG**—Officer Command Selection Record Group  
**OPME**—Officer Professional Military Education  
**OPR**—Officer Performance Report  
**OSR**—Officer Selection Record  
**PAS**—Personnel Accounting Symbol  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PERSCO**—Personnel Support for Contingency Operations  
**PIF**—Personal Information File  
**PLE**—Primary Level Education  
**PPA**—Personnel Processing Application  
**PRDA**—Personnel Records Display Application

**RRF**—Retention Recommendation Form  
**SAF**—Secretary of the Air Force  
**SAPR**—Sexual Assault Prevention and Response  
**SCOD**—Static Close-Out Date  
**SDO**—Senior Defense Official  
**SecAF**—Secretary of the Air Force  
**SecDef**—Secretary of Defense  
**SEL**—Senior Enlisted Leader  
**SES**—Senior Executive Service  
**SFB**—Space Force Base  
**SFSC**—Space Force Specialty Code  
**SLE**—Senior Level Education  
**SML**—Senior Materiel Leader  
**SNCO**—Senior Noncommissioned Officer  
**SNCOA**—Senior Noncommissioned Officer Academy  
**SpFI**—Space Force Instruction  
**SpOC**—Space Operations Command  
**SRID**—Senior Rater Identification  
**SSB**—Special Selection Board  
**SSC**—Space Systems Command  
**SSN**—Social Security Number  
**STARCOM**—Space Training and Readiness Command  
**STEP**—Stripes for Exceptional Performers  
**TDY**—Temporary Duty  
**TFSC**—Total Force Service Center  
**TIG**—Time in Grade  
**TIS**—Time in Service  
**TR**—Training Report  
**UCMJ**—Uniform Code of Military Justice  
**UIF**—Unfavorable Information File  
**USAF**—United States Air Force  
**USAFCENT**—United States Air Forces Central

**USSF**—United States Space Force

**U.S.C.**—United States Code

**vMPF**—Virtual Military Personnel Flight

### *Office Symbols*

**2 AF/A1**—2nd Air Force, Manpower, Personnel, and Services Directorate

**AFPC/CC**—Commander, Headquarters Air Force Personnel Center

**AFPC/DP1ORM**—Headquarters Air Force Personnel Center Military Records Section

**AFPC/DP1SSP**—Headquarters Air Force Personnel Center Military Recognition Branch

**AFPC/DP3SP**—Headquarters Air Force Personnel Center Promotions, Evaluations and Recognitions Branch

**AFPC/PB**—Selection Board Secretariat

**AFPC/DPMSPE**—Headquarters Air Force Personnel Center Evaluations and Recognition Operations Section

**CSO**—Chief of Space Operations

**SF/DS**—Director of Staff

**SF/S1**—Deputy Chief of Space Operations for Human Capital

**SF/S1L**—HQ Space Force, Senior Leader Management

**SF/S1P**—HQ Space Force, Directorate of Military Policy and Management

**SF/S1PP**—HQ Space Force, Military Force Management Division

**VCSO**—Vice Chief of Space Operations

### *Terms*

**Acquisition Examiner**—A person, either within the rating chain or appointed by the management level (minimum colonel/captain (USN) or civilian equivalent for officers; major or Navy lieutenant commander or an equivalent civilian for enlisted) serving in an acquisition position and in the same acquisition career field as the ratee who provides examination of evaluations for individuals serving in certain acquisition positions ([paragraph 1.6.8](#)). The Acquisition Examiner examines evaluations to ensure the evaluation reflects acquisition-related considerations.

**Additional Rater**—The second evaluator in the rating chain, after the rater, to endorse a performance evaluation. See [paragraph 1.6.4](#) for restrictions, requirements and exceptions.

**Civilian Director**—Civilians designated to lead units/organizations (PAS codes[s]), excluding Flight Commanders. Also see Other Authorized Reviewers.

**Commander**—The commander (or officer so designated) for administrative purposes (that is, control roster action, Article 15 jurisdiction, and so on) of the ratee's assigned organization. Also see Other Authorized Reviewers.

**Company Grade**—Officers in the grades of second lieutenant through captain.

**Combat Zone**—That area required by combat forces for the conduct of operations. The territory forward of the Army rear area boundary.

**Command Climate**—The perception of a unit's environment by its members. Commanders are ultimately responsible for the good order and discipline in their unit and have unique responsibility and authority to ensure good order and discipline.

**Commander's Review**—See Other Authorized Reviewer.

**Communications Zone**—Rear part of theater of operations (behind but contiguous to the combat zone) which contains the lines of communications, establishments for supply and evacuation, and other agencies required for the immediate support and maintenance of the field forces. See also combat zone; rear area.

**Department of the Air Force (DAF)**—Includes the United States Space Force, Regular Air Force, and the Air Reserve Component (Air Force Reserve and Air National Guard).

**Evaluations**—A general reference to the Airman Comprehensive Assessment (AF Forms 724, 931, and 932), OPR (AF Form 707), Education/Training Report (AF Form 475), Letter of Evaluation (DAF Form 77), and the General Officer Promotion Recommendation (DAF Form 78), and EPR (Forms 910, 911 and 912).

**Evaluator**—Any individual who signs a performance report in a rating capacity.

**Field Grade Officer**—Officers in the grade of major through colonel.

**Final Evaluator**—The evaluator in the rating chain who closes out an OPR or EPR (Officer) -- The senior rater will be the final evaluator (Exception: See [paragraph 1.6.5](#)). (Enlisted) -- For MSgt selects, MSgts, SMSgt selects and SMSgts, the last evaluator to endorse the AF Form 911 will be the final evaluator (Section IX). The Senior Noncommissioned Officer Academy (SNCOA) Commandant is designated as the Final Evaluator when the AF Form 911 is not endorsed/stratified by the Senior Rater or the SNCO is non-promotion eligible. The SNCOA Commandant is also authorized to sign Section IX of DAF Form 910 for non-promotion eligible Guardians or if an enlisted force distribution is not authorized (see [paragraph 4.18.1](#)) or not warranted. Furthermore, if a ratee is not promotion eligible, or if a Senior Rater endorsement and/or stratification is not authorized (see [paragraph 4.11.1](#)) or not warranted, the SNCOA Commandant may act as the final evaluator on MSgt and SMSgt EPRs within their direct rating chain and/or scope of responsibility. For CMSgts and CMSgt selects, the senior rater will be the final evaluator (AF Form 912). When the rater is an O-6 or above, or a civilian (GS-15/NH-IV or above) and qualifies as a single evaluator (see definition of single evaluator) and they may close out the evaluation at their level as a final evaluator, unless they refer the evaluation. When the rater/additional rater is a O-6 or civilian (GS-15/NH-IV or above) who works directly for the senior rater, and the ratee is not TIG eligible for senior rater endorsement, the EPR will be closed out by the rater/additional rater [deputy evaluator]. When the rater is a senior rater or the Chief Master Sergeant of the Space Force, the EPR will close-out at their level.

**Forced Distributor (FD) (also referred to as FDID authority)**—The evaluator designated to complete the Promotion Recommendation section of the DAF Form 910. For delta/squadron-level organizational structures, the FD will be the G-series orders commander or civilian director (delegable to section commander or equivalent only for non-TIG/TIS eligibles). For deltas, the FD is the vice commander, delegable to the Director of Staff. Within FLDCOMs, CCMDs, FOAs, DRUs, and Centers, the FD will be the military or civilian director. For FLDCOM and CCMD commanders, the FD will be the vice commander. When there is a subordinate organization/unit below the director and the subordinate organization's unit commander is on G-Series orders, the subordinate organization's commander will serve as the FD, not the parent organization commander/director. **NOTE:** If the officer in one of these positions is from a sister-service, they must be an O-5 or higher to serve as a FD.

**Forced Distributor Identification**—A nine digit code (first two digits is the Management ID; the third, fourth and fifth digits are the Senior Rater code; sixth, seventh, eighth and ninth digits are the last four of the unit PAS code) which will provide identification to the PAS codes just as with the Senior Rater IDs.

**Frock**—The practice of a commissioned or noncommissioned officer selected for promotion wearing the insignia of the higher grade before the official date of promotion pursuant to DoD and DAF guidance.

**Functional Examiner**—A person, either within the rating chain or appointed by the management level designated to ensure functional oversight is provided for individuals in specific career fields.

**Inappropriate Items**—Items that evaluators must not consider or refer to when recording performance.

**Last Duty Day**—The day before an individual's departure from his/her station for PCS, retirement, separation, terminal leave, leave in conjunction with PCS, or unit PCA.

**Management Level (ML)**—DoD organizations (i.e., FLDCOM) where the senior official evaluations directly to the SecDef, SecAF, Chairman Joint Chiefs of Staff, or Chief of Space Operations (CSO). Only the CSO may approve exceptions; however, the SF/S1 may exercise similar authority in cases involving the Management Levels of general officers. For Guardians in the grade of colonel and below who are assigned to the Air Force Research Laboratory, Space Systems Command is the management level. For Guardians assigned to Headquarters Air Force, AFPC/DPMSPE is the management level. For Guardians assigned to all other Air Force units, Space Operations Command is the management level. For Guardian assigned as Space Force-level students, Space Training and Readiness Command is the management level. As used in this instruction, Management Level also refers to the personnel activity that supports the senior official.

**Mandatory Comments**—Comments evaluators must include in EPRs, OPRs, and TRs (see [paragraph 1.11.](#)).

**Matter of Record**—Evaluations that have been completed, signed, and loaded into ARMS/PRDA. Evaluations are considered working copies until they become a matter of record.

**Military and Civilian Grade Equivalents**—For the purposes of this instruction, it is necessary to equate certain military grades with civilian grades. The appropriate authority, as listed below, determines equivalency based on the responsibilities and location of the civilian position in the rating chain (see DAFI 36-3026V1, Table A13.2 for grade comparison chart).

**a. For officer grades**—The Reviewer/Senior Rater determines equivalency for Raters and Additional Raters. The Management Level determines equivalency for Reviewer/Senior Rater designations.

**b. For CMSgts selects and CMSgts (AF Form 912)**—The Management Level determines equivalency for Senior Rater designations.

**c. For MSgt selects, MSgts, SMSgt selects and SMSgts (AF Form 911)**—The unit commander determines equivalency for all evaluators (except for the Final Evaluator when the Final Evaluator is also the Senior Rater— the Management Level determines Senior Rater designations).

**d. For Spc1 through TSgt (DAF Form 910)**—The unit commander determines equivalency for Raters. Additional Raters must meet the grade requirements in [paragraph 1.6.4](#). For civilian personnel in categories other than General Schedule or AcqDemo to endorse a DAF Form 910 as the additional Rater the unit commander must submit a request for an exception to policy to the installation commander (with information copy to the FLDCOM and AFPC). This request must clearly outline the desired additional rater’s responsibilities and position in the rating chain and verify he or she has been trained and is familiar with EES requirements and procedures. While the installation commander has initial approval/disapproval authority, AFPC has final disapproval authority. Unit commanders may appeal an AFPC disapproval by submitting additional justification to AFPC/DP3SP, with information copy to the installation commander and FLDCOM.

**Military Director**—The military director designated to lead a unit/organization. Also see Other Authorized Reviewers.

**Military Personnel Record Group (MPerRGp)**—Consists of Officer Selection Record Group, SNCO Selection Record, and Correspondence and Miscellaneous Record Group (officer and enlisted). The MPerRGp is maintained at AFPC.

**Noncombat Ports and MPFs**—All ports and MPFs not falling within either the combat zone or communications zone.

**Offices of Record**—The offices which maintain evaluations (original or copies).

**Organizational Climate**—The way in which Guardians in a unit perceive and characterize their unit environment.

**Other Authorized Reviewer**—The unit commander/military or civilian director may designate in writing a senior official within his/her unit to perform the unit commander’s/military or civilian director’s review. If a flag officer is an evaluator on the AF Form 911 (*only*), he/she *will* serve as an “*Other Authorized Reviewer*” in Section VIII, *Unit Commander/Military or Civilian Director/Other Authorized Reviewer*. DAF Form 910 *must* return to the Force Distributor for final endorsement and the AF Form 912 *must* return to the Senior Rater for final endorsement regardless of a flag officer endorsement within the evaluation. In FLDCOM/CCMD organizations the Management Level may designate in writing a senior Space Force official within subordinate elements of the staff to serve as a “other authorized reviewer” (e.g., Director of Staff, Director of Intelligence, etc.).

**Performance Feedback**—A progress evaluation from raters to ratees.

**Period of Report**—The length of time covered by an evaluation.

**Period of Supervision**—The period of time a Guardian is under the supervision of a rater.

**Intermediate Evaluator**—The commander or director of the unit/organization in which the ratee is assigned. Also see Commander, Civilian Director, and Military Director.

**Ratee**—The individual being rated.

**Rater (officer and enlisted)**—The official (usually the ratee's immediate supervisor) designated by management to provide a ratee periodic performance feedback and initiate performance evaluations. The rater may be an officer or Noncommissioned Officer (for enlisted ratees) of a United States or foreign military service serving in a grade equal to or higher than the ratee, or a civilian in a supervisory position that is higher than the ratee in the ratee's rating chain. Management may appoint raters serving in the same grade as ratees without regard to date of rank. (Enlisted)--A civilian rater must be at least a GS-7/NH-II or a comparable grade or higher. Guardians in the grade of Spc4 may serve as raters only if they have completed the Noncommissioned Officer Preparatory Course, the Airman Leadership Course, or equivalent.

**Rater's Rater (officer)**—The second official in the rating chain, after the rater, serving in a grade equal to or higher than the rater and in a grade higher than the ratee. See [paragraph 1.6.4](#) for other restrictions. **(Enlisted)** —The second official in the rating chain, after the rater, serving in a grade equal to or higher than the rater (for TSgts and below, at least the grade of MSgt or civilian equivalent).

**Rating Chain**—The succession of officials responsible for preparing evaluations. Evaluators other than the rater may be assigned after the close-out date. Commanders set up the rating chain within their organization. The rating chain is normally the same as the supervisory chain. **EXCEPTIONS:** An individual in the supervisory chain may not be an EPR evaluator when the ratee is a TSgt or below and the rater's rater does not meet the minimum grade requirement to be the additional rater. When the ratee is a MSgt or higher, the final evaluator (AF Form 911, Section IX) does not have to be the immediate supervisor of the additional rater. Flexibility in this case lets authorities better distinguish between individuals with similar performance records. When the senior rater identification designates more than one position as a senior rater within a common rating chain (**Example:** Headquarters Director of Staff, vice commander, and commander), the senior rater who signs the evaluation does not have to be the rater's rater, but must be the senior rater designated for the ratee's grade and assigned PAS code (only one senior rater may sign an evaluation).

**Record of Performance**—Consists of the following AF Forms (when filed in the Officer Selection Record (OSR): AF Forms 707; AF Forms 707A and AF Forms 707B; AF Forms 475; DAF Form 77. Evaluators may also use Letter of Evaluation (LOE) filed with the CSS/HR Specialist.

**Referral Evaluation**—A performance evaluation that contains any of the following is a referral:

**A**—Comments in any OPR, EPR, LOE or Training Report, regardless of the ratings if applicable, or the attachments to that evaluation, that are derogatory in nature, imply or refer to behavior incompatible with, or not meeting minimum acceptable standards of personal or professional conduct, character, judgment or integrity, and/or refer to disciplinary actions. This includes, but is not limited to, comments regarding omissions or misrepresentation of facts in official statements or documents, financial irresponsibility, mismanagement of personal or government affairs,

confirmed incidents of discrimination or mistreatment, illegal use or possession of drugs, Absent Without Leave, Article 15 actions, and conviction by court-martial.

**B**—An officer fails to meet standards in any one of the listed performance factors, in Section III or Section IX of the OPR, the overall evaluation will be a "Does Not Meet Standards" evaluation and the evaluation must be referred.

**Relieved From Supervisory Responsibility**—For evaluation purposes, this means an individual was removed from supervisory duties due to either personal or professional shortcomings or misconduct that, in the supervisor's view, made the Guardian incapable of handling, or unsuitable for holding, the position. Personnel removed from supervisory responsibility must be notified in writing and acknowledge understanding.

**Reviewer**—The third evaluator on an Officer Performance Report. See [paragraph 1.6.5](#).

**Reviewing Official**—Any intermediate-level supervisor above the rater, but below the Management Level.

**Routinely**—A repeated inability to meet established SF standards and/or expectations that would render the aggregated performance assessment over the entire reporting period as below standards.

**Senior Rater (Officer)**—The evaluator designated by the Management Level who serves as reviewer on the OPR. Senior raters must be in a position to have personal knowledge or access to personal knowledge of the ratee's performance. They must also have the scope of responsibility and breadth of experience to assess performance and its significance as it relates to potential for promotion. The same senior rater normally evaluates all officers in an organization in a particular grade and promotion zone. For all majors and below, the senior rater must be at least a colonel/GS-15/NH-IV/equivalent serving as a delta commander, senior materiel leader-upper, FLDCOM director, or equivalent position. For all lieutenant colonels and colonels, the senior rater must be a general officer/senior executive service employee (SES)/equivalent and will be the first general officer/SES/equivalent in the rating chain." AFPC/DPMSPE must approve exceptions.

**Senior Rater (Enlisted)**—Position that the FLDCOM, field operating agency, direct reporting unit, and other organizations with enlisted personnel designated to be the highest-level endorser in the ratee's rating chain. Senior raters must be at least a colonel or civilian equivalent (GS-15/NH-IV or higher), serving as a delta commander, senior materiel leader-upper, FLDCOM Director, or equivalent.

**Senior Rater Identification Code (SRID)**—A five-character code identifying a senior rater position as the FLDCOM or Management Level specifies.

**Significant Disagreement**—The disagreement by an evaluator with the previous evaluator that results in one of the following: A change of any Performance Factor rating in any of the performance assessments; or any statement anywhere in an OPR that indicates obvious disagreement with the previous evaluator.

**Significantly**—A single instance where failure to meet established SF standards and/or expectations is either egregious in nature or so far short of a standard that it impacts overall aggregated performance assessment.

**Single Evaluator**—An individual (colonel/O-6 or equivalent) who may close out an EPR with a single signature (also see the definition of *Final Evaluator*). Individual must meet both grade requirements and the evaluator requirements for each section of the applicable evaluation form (**Example:** must meet both grade requirements as an O-6 [or equivalent/higher grade] and must meet the definition of a “unit commander/military or civilian director/other authorized reviewer”). An O-6 or equivalent in and of themselves meet the grade requirement to serve as a final [deputy] evaluator on the AF Form 911, and/or as a final [senior rater] evaluator on the AF Form 911 and AF Form 912, provided they are designated as a senior rater by the management level; however, they must also meet the necessary requirements as a unit commander/military or civilian director/other authorized reviewer (see definition of unit commander/military or civilian director/other authorized reviewer) to sign the entire evaluation as a “single evaluator”.

**Space Force Advisor**—A USSF designated representative who provides a special review of evaluations when the final evaluator on an evaluation or TR is not a Guardian military member or qualified Department of the Air Force civilian employee. The advisor’s role is to ensure the Guardian’s evaluation is conducted in compliance with the provisions of this instruction.

**Static Close-Out Date (SCOD)**—The date that all evaluations will close-out for a specific grade. For enlisted only, also the date used to determine the final TIG/TIS eligible pool for senior rater endorsement/stratification and forced distribution allocations when authorized. See paragraphs [4.11.1](#) and [4.18.1](#).

**Stratification**—Quantitative comparison of an individual standing among peers within a definable group and within a specific evaluator’s scope of authority (i.e., direct rating chain).

**Total Force Service Center (TFSC)**—The Total Force Service Center provides 24/7 customer support to Department of the Air Force military, civilian, and retiree populations.

**Unit Commander/Military or Civilian Director**—The military service member designated as the director of, or in command of, a unit (PAS code[s]). A civilian equivalent, assigned to the position of director, or unit director, responsible for the unit (PAS code[s]). See [paragraph 1.6.7](#).

**Whole Guardian Concept**—Factors included in the whole person assessment include job performance, leadership, professional competence, breadth and depth of experience, job responsibility, academic and professional military education, and specific achievements.

## Attachment 2

### APPEAL GUIDANCE FOR APPLICANTS

**A2.1. Overview.** In this attachment, the term "evaluation" encompasses all versions of enlisted and officer performance reports, training reports, letters of evaluation, retention recommendation forms and any other forms used by Selective Early Retirement Board and Reduction in Force separation boards. Complying with the following guidelines does not guarantee a favorable decision; however, not complying may cause the board to delay its decision or return the application without action.

**A2.2. Documenting an Appeal.** Documentation must be relevant, accurate, and clear. Do not submit general documentation such as Letters of Appreciation or character reference statements. Also, quantity does not equate to quality. If the reason i a particular item of evidence is not obvious, attach an explanation of its relevancy to the item. If the application has multiple attachments, use tabs to separate them. Before submitting an appeal, review the documentation to ensure it is:

A2.2.1. From a credible source. Information from a person with firsthand or expert knowledge of the situation is an example.

A2.2.2. Relevant to the time and issue. Evaluations assess performance over a specific period of time and documentation must relate to that period.

A2.2.3. Factual. Perceived personality conflict or general character references are subjective, not factual. As much as possible, provide information that is objective.

**A2.3. Statements.** The most effective evidence are statements from the evaluator(s) who signed the contested evaluation. These statements should:

A2.3.1. Cite important facts or circumstances that were unknown when the evaluators signed the evaluation.

A2.3.2. Detail the error or injustice.

A2.3.3. Explain how and when it was discovered.

A2.3.4. Include the correct information.

A2.3.5. Relate to the contested reporting period.

A2.3.6. Address the allegations and substantially challenge or disprove comments or ratings in the evaluation.

**A2.4. Time Limit Waivers.** The applicant can request a waiver of the 3-year time limit by citing unusual circumstances that prevented filing the appeal in a timely manner. However, ratees are responsible for reviewing their records at least annually for accuracy and the board can consider the due diligence of the applicant to apply for correction. Applications that do not include a waiver will be returned without action. Grounds for a waiver do not include:

A2.4.1. Failing to understand the appeals process.

A2.4.2. Being discouraged from appealing by superiors, peers, or counselors.

A2.4.3. Failing to understand the career impact in later years.

**A2.5. Common Appeal Reasons and Related Documentation Requirements.** Some common reasons for appealing and types of documentation are outlined below. Complying with these guidelines does not guarantee approval of an appeal.

A2.5.1. Impact on Promotion or Career Opportunity. An evaluation is not erroneous or unfair because the applicant believes it contributed to a non-selection for promotion or may impact future promotion or career opportunities. The board will focus on the evaluation only. The simple willingness by evaluators to upgrade, rewrite, or void an evaluation is not a valid basis for doing so. **EXAMPLE:** Requests to add optional statements such as professional military education, assignment/job/command "push" recommendation, add an omitted award or stratification to an evaluation will normally not form the basis for a successful appeal. These statements are not mandatory for inclusion and their omission does not make the evaluation inaccurate. It must be proven the evaluation is erroneous or unjust based on its content.

A2.5.2. Ratings and Comments Inconsistent with Prior or Subsequent Evaluations. Ratings are not erroneous or unjust simply because they are inconsistent with previous ratings. An evaluation documents performance during a specific period and reflects performance, conduct, and potential at that time, in that position. An ability to function well in one position at a given time may change in another job at another time. Sometimes an individual can stay in the same job and a change in supervisors will produce a change in performance standards which, depending on how well the individual adapts, could cause a marked change in the next evaluation. The board will not approve requests to void evaluations simply because they are inconsistent with other evaluations.

A2.5.3. Comments Inconsistent with Assigned Ratings. Retrospective views of facts and circumstances, months or even years after the evaluation was written, will usually not overcome the board's presumption that the initial assessment remains valid.

A2.5.4. Deflationary Rating Programs. Evaluators must accurately assess personnel and control inflation. Therefore, to appeal on this basis must clearly establish that the evaluator did not use the Space Force evaluation policy in effect at the time.

A2.5.5. Personality Conflict. Provide firsthand evidence that clearly shows how the conflict prevented the evaluator from preparing a fair and accurate evaluation. If other evaluators support an appeal because they were unaware of a conflict at the time, they should provide specific information (and cite their sources) which leads them to believe the evaluation is not an objective assessment.

A2.5.6. Coercion by Superiors. The board seriously and carefully evaluates any allegation of coercion by superiors. The Space Force requires endorsers, reviewers, and commanders to review evaluations for quality and accuracy. These officials must reject poorly prepared evaluations and downgrade or reject inflated evaluations. Evaluators who change evaluations after talking with a superior have not necessarily been coerced. Clear evidence must exist proving that the superior violated the evaluators' rating rights. Supporting statements must identify the person who did the coercing, list the specific threats that were made, and identify any witnesses who can corroborate the incident.

A2.5.7. **Undue Emphasis on Isolated Incidents.** Evaluators should consider isolated incidents, their significance, and the frequency with which they occurred in assessing performance and potential. Retrospective statements from evaluators prepared several months (or even years) after the incident or following a period of improved performance do not carry as much weight as assessments made when the facts and circumstances were fresh in their minds. To convince the board, evaluators must provide specific information about the incident and why they now believe it was overly emphasized.

A2.5.8. **Lack of Counseling or Feedback.** The lack of counseling or feedback, by itself, is not sufficient to challenge the accuracy or validity of an evaluation. Documentation should provide specific information about how the lack of counseling or feedback resulted in the unfair evaluation so the board can make a reasoned judgment on the appeal. Finally, every Guardian should know the existing standards for indebtedness, weight, fitness. Lack of counseling in these areas provides no valid basis for voiding an evaluation.

A2.5.9. **Alleged Discrimination or Unfair Treatment.** Guardians must report any form of discrimination to their supervisors or commander. In cases involving discrimination, the best evidence is an official Equal Opportunity and Treatment investigation, reviewed and validated by appropriate officials. Statements from officials in the rating chain or other credible sources who have firsthand knowledge of the discrimination may also be used.

A2.5.10. **Evaluation Completed on Wrong Form.** The board does not void an evaluation because it was completed on the wrong form. The evaluation will either be re-accomplished or superimposed on the correct form.

A2.5.11. **Administrative Issues.** The board does not normally void evaluations because of administrative errors. Proof that the evaluation would have been substantially different without the error should be provided. Normal procedure is to correct the administrative error rather than void the evaluation.

A2.5.12. **Evaluation Inconsistent with Awards or Decorations Covering the Same Reporting Period.** Citations are not specific enough to offset the comments and ratings in an evaluation. Awards and decorations are usually submitted by members of the rating chain who are fully aware of the contested evaluation. Therefore, an approved award or decoration alone does not challenge the accuracy of an evaluation.

A2.5.13. **Personal Opinions and Unsupported Allegations.** Provide factual, specific, and substantiated information that is from credible officials and is based on firsthand observation or knowledge. Avoid submitting unsubstantiated statements or opinions about motives.

A2.5.14. **Mismarked Ratings.** The instructions governing the Officer and Enlisted Evaluation Systems clearly require evaluators (and no one else) to mark evaluations, and prohibit them from signing blank or unmarked forms. Statements from all evaluators who signed the evaluation are needed. These statements must fully explain how the error occurred and why the evaluators did not notice the error when they signed the evaluation. Sometimes the typist or administrative section is blamed for such errors, in which case a statement from them can help. If the unit has a policy which requires raters to sign blank forms, or prohibits them from marking their ratings, a statement from the unit commander (or other person that imposed and enforced the policy) will be needed. The Board usually directs the evaluation be corrected or re-accomplished rather than voided.

A2.5.15. Evaluation Not Endorsed by Mandatory Endorser. An evaluation not endorsed at the required level is normally corrected instead of voided. Identify the proper mandatory endorser and obtain the omitted endorsement. The evaluation may be re-accomplished, or the endorsement placed in the correct section of a blank form and signed. Include statements from the evaluators explaining the error.

A2.5.16. Lack of Observation. Applications based on the fact that evaluators were geographically separated, working on a different shift, or new to the job require conclusive documentation showing there was no valid basis on which to assess performance.

A2.5.17. Evaluation Not Written by Designated Rater. The Space Force does not require the designated rater to be the immediate supervisor. Inaccurate designations and failures to change raters can occur when personnel are reassigned, work centers reorganized, functional areas or units realigned. To prove a case, a Guardian will need statements from both the individuals who signed the evaluation and from the individuals who believe they should have written the evaluation. They should cite the *FROM* and *THRU* dates of supervision and explain what happened. The erroneous evaluator must clearly explain why they wrote and signed the evaluation when they were not the rater. Likewise, the actual evaluator must explain why they did not write the evaluation even though they were supposed to. Also helpful is a statement from the unit commander, if possible, providing specific information.

A2.5.18. Insufficient Supervision. The following is needed to appeal based on insufficient supervision:

A2.5.18.1. Computer-generated products or other documents that substantiate when supervision began and ended.

A2.5.18.2. Understand that OJT records, feedback notices, and performance feedback worksheets do not document the date supervision began. They document only that an OJT entry was made, a feedback notice produced, or a feedback session took place.

A2.5.18.3. Often, evaluators feel that days of supervision minimums are not sufficient time to evaluate a ratee. However, Space Force standards establish that the minimum days are adequate to be able to provide a valid assessment. This standard applies Space Force-wide and appeals based on the rater's belief that minimums are not enough time are not approved.

A2.5.19. Memorandum of Mitigation. A memorandum of mitigation may be attached to an evaluation from an evaluator who signed the original evaluation or from someone in the rating chain at the time of the original evaluation. The memorandum must present information that was not known at the time of the evaluation's preparation and must explain the comments or ratings. A memorandum of mitigation may not be used simply to add information to an evaluation when there was not enough space on the original evaluation to include it. The memorandum must be no more than a single, typed page. It must not discuss promotion status or potential or any other subject or material if this information was not allowed in the original evaluation. Do not emphasize comments by using bold type, underlines, unusual fonts, etc.

A2.5.20. Lack of Training. Provide supporting statements from rating chain officials who can give specific information about the training problem and its impact on the evaluation. Since failing to provide training and failing to document training are different problems, OJT records, reviews of OJT records, and OJT inspection reports do not prove training was not conducted, only that training was not documented.

A2.5.21. Forged Signature. Allegations of a forged signature on an evaluation must be confirmed by a notarized statement from the actual evaluator or by the results of an investigation.

A2.5.22. Fitness: Provide relevant justification as to why the fitness area/statement is incorrect. Any request without supporting documents will be returned or not favorably considered.

A2.5.23. Re-accomplishing an evaluation. Along with supporting documentations, furnish a substitute evaluation in the appeal case. The substitute evaluation must:

A2.5.23.1. Be signed by all the evaluators who signed the original evaluation (this includes the commander on EPRs). If an evaluator cannot be located, submit evidence of all attempts to locate the missing evaluator (i.e., certified mail receipt, emails, postal service). After all attempts have been exhausted, contact AFPC/DPMSPE for guidance.

A2.5.23.2. Be on the correct form not only for the grade, but also for the time the original evaluation was written. **Example:** If re-accomplishing an EPR which has a close-out date of Jan 95, the substitute must be on the Jan 93 edition of Forms 910/911, not the Jun 95 version.

## **A2.6. Special Information on Appealing AF Form 3538, Retention Recommendation Form (RRF).**

A2.6.1. The Board carefully evaluates Retention Recommendation Form appeals and obtaining the support outlined below does not guarantee approval, but is the minimum required for the Board to reach a fair and equitable decision.

A2.6.2. Voiding a Retention Recommendation Form. Evidence requirements are similar to evidence requirements for voiding other evaluation types. Provide substantiating evidence that the form contains an unjust or inaccurate assessment of potential for continued service.

A2.6.3. To change the narrative comments, or the retention recommendation, the support of the evaluators who signed the form is needed. The first evaluator is generally the primary person to substantiate the form is inaccurate. They detail the circumstances surrounding the error and explains why it should be corrected. The second evaluator reviews the circumstances and provides a recommendation. On occasion, the same person may be responsible for the first and second evaluators' portions of the form. If major changes are needed, fill out a new form and attach it to the request for correction.