

ENLISTED PERFORMANCE REPORT (AB thru TSgt)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force; AFI 36-2406, and Executive Order 9397 (SSN), as amended.
PURPOSE: Used to document effectiveness/duty performance history; promotion; school and assignment selection; reduction-in-force; control roster; reenlistment; separation; research and statistical analysis.
ROUTINE USES: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply.
DISCLOSURE: Voluntary. Not providing SSN may cause form to not be processed or to positively identify the person being evaluated
SORN: F036 AF PC A, Effectiveness/Performance Reporting Records

I. RATEE IDENTIFICATION DATA (Refer to AFI 36-2406 for instructions on completing this form)

1. NAME (Last, First, Middle Initial) KIRK, JAMES T		2. SSN 123-45-6789	3. RANK TSgt Select	4. DAFSC X0000
5. ORGANIZATION, COMMAND, AND LOCATION U.S.S. Enterprise NCC-1701-E Federation Starfleet			6. PAS CODE 12345678	7. FDID 91011
8. PERIOD OF REPORT (DD Mmm YYYY) From: 28 Feb 2020 Thru: 31 Jan 2021	9. NO. DAYS NON-RATED 0	10. NO. DAYS SUPERVISION 365	11. REASON FOR REPORT ANNUAL	

II. JOB DESCRIPTION

1. DUTY TITLE
Current Duty Title

2. KEY DUTIES, TASKS, AND RESPONSIBILITIES (Primary and Additional Duties) (Minimum of 1 line, but limited to 4 lines)

- Description of job w/in Org, key duties, task, responsibilities...DO NOT COPY & PASTE FROM PREVIOUS EPRS
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III. PERFORMANCE IN PRIMARY DUTIES/TRAINING REQUIREMENTS (Using AFI 36-2618. The Enlisted Force Structure, as the standard of performance expectations commensurate with the ratee's rank; assess to what degree the ratee complied with the following performance expectations.)

1. **Task Knowledge/Proficiency:** Consider the quality, quantity, results, and impact of the Airman's knowledge and ability to accomplish tasks. **Initiative/Motivation:** Describes the degree of willingness to execute duties, motivate colleagues, and develop innovative new processes. **Skill Level Upgrade Training:** Consider skill level awarding course, CDC timeliness completion, course exam results, and completion of core task training. **Duty Position Requirements, Qualifications, and Certifications:** Consider duty position qualifications, career field certifications (if applicable), and readiness requirements. **Training of Others:** Consider the impact the Airman made training others.

Not-Rated <input type="checkbox"/>	Met some but not all expectations <input type="checkbox"/>	Met all expectations <input type="checkbox"/>	Exceeded some, but not all expectations <input type="checkbox"/>	Exceed most, if not all expectations <input checked="" type="checkbox"/>
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2. COMMENTS (Minimum 1 line, but limited to 6 lines)

- #3 overall strongest duty bullet (leadership level).....
- #6 overall strongest duty bullet (management level).....
- #7 overall strongest duty bullet (management level).....
- #8 overall strongest duty bullet (management level).....
- #9 overall strongest duty bullet (management level).....
- #4 overall strongest duty bullet (management level).....

IV. FOLLOWERSHIP/LEADERSHIP

1. **Resource Utilization (e.g. Time Management, Equipment, Manpower, and Budget):** Consider how effectively the Airman utilizes resources to accomplish the mission. **Complies with/Enforces Standards:** Consider personal adherence and enforcement of fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. **Communication Skills:** Describes how well the Airman 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. **Caring, Respectful, and Dignified Environment (Teamwork):** Rate how well the Airman selflessly considers others, values diversity, and sets the stage for an environment of dignity and respect; to include promoting a healthy organizational climate.

Not-Rated <input type="checkbox"/>	Met some but not all expectations <input type="checkbox"/>	Met all expectations <input type="checkbox"/>	Exceeded some, but not all expectations <input type="checkbox"/>	Exceed most, if not all expectations <input checked="" type="checkbox"/>
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2. COMMENTS (Minimum 1 line, but limited to 2 lines)

- #10 overall strongest duty bullet (management level).....
- #5 overall strongest duty bullet (leadership level).....

V. WHOLE AIRMAN CONCEPT

1. **Air Force Core Values:** Consider how well the Airman adopts, internalizes, and demonstrates our Air Force Core Values of Integrity First, Service Before Self, and Excellence in All We Do. **Personal and Professional Development:** Consider the amount of effort the Airman devoted to improving themselves and their work center/unit through education and involvement. **Esprit De Corps and Community Relations:** Consider how well the Airman promotes camaraderie, embraces esprit de corps, and acts as an Air Force ambassador.

Not-Rated <input type="checkbox"/>	Met some but not all expectations <input type="checkbox"/>	Met all expectations <input type="checkbox"/>	Exceeded some, but not all expectations <input type="checkbox"/>	Exceed most, if not all expectations <input checked="" type="checkbox"/>
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2. COMMENTS (Minimum 1 line, but limited to 2 lines)

- #1 overall strongest education bullet (management level or higher).....
- #1 community/base involvement bullet (leadership level) Leading Base events, recognition/results, grooming, Amn....

VI. OVERALL PERFORMANCE ASSESSMENT <i>(Overall assessment of performance during rating period commensurate with Sections III-V.)</i>	RATEE NAME: KIRK, JAMES T
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Not-Rated <input type="checkbox"/>	Met some but not all expectations <input type="checkbox"/>	Met all expectations <input type="checkbox"/>	Exceeded some, but not all expectations <input type="checkbox"/>	Exceed most, if not all expectations <input checked="" type="checkbox"/>
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VII. RATER INFORMATION *(Signature signifies this is an unbiased assessment and all ACA feedback sessions were completed as required per AFI 36-2406)*

NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION WILLIAM T. RIKER, Captain, USAF U.S.S. Enterprise NCC-1701-E Federation Starfleet	DUTY TITLE Officer in Charge of Things & Stuff	SSN 1234	DATE
		SIGNATURE	




VIII. ADDITIONAL RATER'S COMMENTS CONCUR NON-CONCUR

1. COMMENTS *(Comments are optional unless required for Referral; if not used, state "This Section Not Used") (Minimum of 1 line, but maximum of 2 lines)*
 - #1 overall strongest internal/external mentoring bullet/volunteer (leadership level) ALS, NCOPE, FTAC, etc.....
 - #2 overall strongest bullet (management or leadership level).....

NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION JEAN-LUC PICARD, Capt, USAF U.S.S. Enterprise NCC-1701-E Federation Starfleet	DUTY TITLE Commander	SSN 1234	DATE
		SIGNATURE	

IX. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER'S COMMENTS CONCUR NON-CONCUR

1. COMMENTS *(Comments are optional with a maximum of 1 line, if not used, state "This Section Not Used".)*
 - #1 overall strongest duty bullet, include strat, awds, results, recognition, promote statement! (Leadership level).....

2. FUTURE ROLES *(Recommend up to three roles/assignments that best serve the Air Force and continues the Airman's development)*
 1.  2.  3. 

3. PROMOTION ELIGIBLE <i>(Promotion eligibility as-of closeout date)</i> YES	4. THIS IS A REFERRAL REPORT NO	5. QUALITY FORCE REVIEW <i>(Ratee's personnel record has been reviewed for quality force indicators during the reporting period)</i> YES
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6. PROMOTION RECOMMENDATION *(Completed by Forced Distribution Authority only when member is TIG/TIS promotion eligible on EPR closeout date)*

DO NOT PROMOTE <input type="checkbox"/>	NOT READY NOW <input type="checkbox"/>	PROMOTE <input type="checkbox"/>	MUST PROMOTE <input type="checkbox"/>	PROMOTE NOW <input checked="" type="checkbox"/>
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NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION GEORGE S. PATTON, Gen, USAF U.S.S. Enterprise NCC-1701-E Federation Starfleet	DUTY TITLE Commander	SSN 1234	DATE
		SIGNATURE	

X. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR *(Indicate applicable review by marking the appropriate box)* FUNCTIONAL EXAMINER AIR FORCE ADVISOR

NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION	DUTY TITLE	SSN	DATE
		SIGNATURE	

XI. REMARKS *(Only use this section to spell out uncommon acronyms or to place required comments IAW AFI 36-2406.)*



XII. RATEE'S ACKNOWLEDGEMENT *I acknowledge all required ACA feedback was accomplished during the reporting period and feedback was provided upon receipt of this report (unless otherwise stated above).*

SIGNATURE	DATE
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ENLISTED PERFORMANCE REPORT (MSgt thru SMSgt)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force; AFI 36-2406, and Executive Order 9397 (SSN), as amended.
PURPOSE: Used to document effectiveness/duty performance history; promotion; school and assignment selection; reduction-in-force; control roster; reenlistment; separation; research and statistical analysis.
ROUTINE USES: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply.
DISCLOSURE: Mandatory. Not providing SSN may cause form to not be processed or to positively identify the person being evaluated.
SORN: F036 AF PC A, Effectiveness/Performance Reporting Records

I. RATEE IDENTIFICATION DATA (Refer to AFI 36-2406 for instructions on completing this form)

1. NAME (Last, First, Middle Initial) PYLE, GOMER T	2. SSN 123-45-6789	3. RANK SMSgt Select	4. DAFSC X0000
5. ORGANIZATION, COMMAND, AND LOCATION U.S.S. Enterprise NCC-1701-E Federation Starfleet		6. PAS CODE 123456789	7. SRID 1011
8. PERIOD OF REPORT (DD Mmm YYYY) From: 01 Oct 2019 Thru: 30 Sep 2020	9. NO. DAYS NON-RATED 0	10. NO. DAYS SUPERVISION 365	11. REASON FOR REPORT ANNUAL

II. JOB DESCRIPTION

1. DUTY TITLE
Current Duty Title

2. KEY DUTIES, TASKS, AND RESPONSIBILITIES (Primary and Additional Duties) (Minimum of 1 line, but limited to 4 lines)

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III. PERFORMANCE IN LEADERSHIP/PRIMARY DUTIES/FOLLOWERSHIP/TRAINING (Using AFI 36-2618, The Enlisted Force Structure, as the standard of performance expectations commensurate with the ratee's rank; assess to what degree the ratee complied with the following performance expectations.)

1. **Mission Accomplishment:** Consider the Airman's ability to lead and produce timely, high quality/quantity, mission-oriented results. **Resource Utilization** (e.g. time, management, equipment, manpower and budget): Consider how effectively the Airman leads their team to utilize their resources to accomplish the mission. **Team Building:** Consider the amount of innovation, initiative, and motivation displayed by the Airman and their subordinates (collaboration). **Mentorship:** Consider how well the Airman knows their subordinates, accepts personal responsibility for them, and is accountable for their professional development. **Communication Skills:** Describe how well the Airman communicates (includes listening, reading, speaking, and writing skills) in various mediums, translates superior's direction into specific tasks and responsibilities, fosters an environment for open dialogue, and enhances communication skills of subordinates. **Comply with/Enforce Standards:** Consider personal adherence and how the Airman fosters an environment where everyone enforces fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. **Duty Environments:** Rate how well the Airman establishes and maintains caring, respectful, and dignified environments while valuing diversity; to include promoting a healthy organizational climate. **Training:** Describes how well the Airman and their team complies with upgrade, duty position, and certification requirements.

Not-Rated	Met some but not all expectations	Met all expectations	Exceeded some, but not all expectations	Exceed most, if not all expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. COMMENTS (Minimum 1 line, but limited to 8 lines)

#4 overall strongest duty bullet (leadership level).....

#6 overall strongest duty bullet (management level).....

#7 overall strongest duty bullet (management level).....

#8 overall strongest duty bullet (management level).....

#9 overall strongest duty bullet (management level).....

#10 overall strongest duty bullet (management level).....

#11 overall strongest duty bullet (management level).....

#5 overall strongest duty bullet (leadership level).....

IV. WHOLE AIRMAN CONCEPT

1. **Air Force Core Values:** Consider how well the Airman adopts, internalizes, demonstrates and insists on adherence of our Air Force Core Values of Integrity First, Service Before Self and Excellence in All We Do. **Personal and Professional Development:** Consider effort the Airman devoted to improve their subordinates, their work center/unit and themselves. **Esprit de corps and Community Relations:** Consider how well the Airman promotes camaraderie, enhances esprit de corps, and develops Air Force ambassadors.

Not-Rated	Met some but not all expectations	Met all expectations	Exceeded some, but not all expectations	Exceed most, if not all expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. COMMENTS (Minimum 1 line, but limited to 2 lines)

#1 overall strongest education bullet (management level or higher).....

#1 community/base involvement bullet (leadership level) Leading Base events, recognition/results, grooming, Airman..

V. OVERALL PERFORMANCE ASSESSMENT (Overall assessment of performance during rating period commensurate with Sections III-IV.)				RATEE NAME: PYLE, GOMER T	
Not-Rated <input type="checkbox"/>	Met some but not all expectations <input type="checkbox"/>	Met all expectations <input type="checkbox"/>	Exceeded some, but not all expectations <input type="checkbox"/>	Exceed most, if not all expectations <input checked="" type="checkbox"/>	
VI. RATER INFORMATION (Signature signifies this is an unbiased assessment and all ACA feedback sessions were completed as required per AFI 36-2406)					
NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION ROBIN OLDS, Lt Col, USAF U.S.S. Enterprise NCC-1701-E Federation Starfleet			DUTY TITLE Captain Awesome		SSN 1234
			Type of Signature Digital	SIGNATURE	
VII. ADDITIONAL RATER'S COMMENTS (Comments are optional unless required for Referral; if not used state "This Section Not Used") <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
1. COMMENTS (Comments are optional unless required for Referral; if not used, state "This Section Not Used") (Minimum of 1 line, but maximum of 2 lines) - #3 overall strongest duty bullet (leadership)..... - #1 overall strongest internal/external mentoring bullet/volunteer (leadership level) ALS, NCOPE, FTAC, etc.....					
NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION NATHAN R. JESSUP, Col, USAF U.S.S. Enterprise NCC-1701-E Federation Starfleet			DUTY TITLE Commander		SSN 1234
			Type of Signature Digital	SIGNATURE	
VIII. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER'S COMMENTS <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR (Comments are optional with a maximum of 1 line, if not used, state "This Section Not Used".)					
#2 overall strongest bullet (management or leadership level).....					
1. FULFILL ROLES (Recommend up to three roles/assignments that best serve the Air Force and continues the ratee's development)					
1.		2.		3.	
2. EDUCATION (as of closeout date) CCAF Conferred <input type="checkbox"/> PME Complete <input type="checkbox"/> YES YES		3. PROMOTION ELIGIBLE (Promotion eligibility as-of closeout date) YES		4. THIS IS A REFERRAL REPORT NO	
				5. QUALITY FORCE REVIEW (Ratee's personnel record has been reviewed for quality force indicators during the reporting period) YES	
NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION ROBIN OLDS, Lt Col, USAF U.S.S. Enterprise NCC-1701-E Federation Starfleet			DUTY TITLE Captain Awesome		SSN 1234
			Type of Signature Digital	SIGNATURE	
IX. FINAL EVALUATOR'S COMMENTS (Limit text to 1 optional line, if not used state "This Section Not Used") <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR					
- #1 overall strongest duty bullet, include strat, awds, results, recognition, promote statement! (Leadership level).....					
A. FINAL EVALUATOR POSITION SENIOR RATER			B. SENIOR RATER STRATIFICATION: (This section restricted to Senior Rater only) <input type="checkbox"/> FORCED ENDORSEMENT		
NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION JAMES N. MATTIS, Gen, USAF U.S.S. Enterprise NCC-1701-E Federation Starfleet			DUTY TITLE Commander		SSN 1234
			Type of Signature Digital	SIGNATURE	
X. FUNCTIONAL EXAMINER/AIR FORCE ADVISOR (Indicate applicable review by marking the appropriate box) <input type="checkbox"/> FUNCTIONAL EXAMINER <input type="checkbox"/> AIR FORCE ADVISOR					
NAME, RANK, BRANCH OF SERVICE, ORGN, CMD, AND LOCATION			DUTY TITLE		SSN
			Type of Signature Digital	SIGNATURE	
XI. REMARKS (Only use this section to spell out uncommon acronyms or to place required comments IAW AFI 36-2406.)					
XII. RATEE'S ACKNOWLEDGEMENT I acknowledge all required ACA feedback was accomplished during the reporting period and feedback was provided upon receipt of this report (unless otherwise stated above).					
Type of Signature Digital			SIGNATURE		DATE