

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 36-2406
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
20 APRIL 2004**

Personnel

**OFFICER AND ENLISTED EVALUATION
SYSTEMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-2406, 1 July 2000, is supplemented as follows:

This publication does not apply to Air National Guard and Air Force Reserve Command units. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule* (projected to be the Air Force Records Disposition Schedule [RDS]).

SUMMARY OF REVISIONS

This revision incorporates IC 2004-1. It deletes the reference to AF Form 393, **Individual Record for the Weight Management and Fitness Improvement (FIT) Programs**, which is now obsolete (paragraphs **8.4.4.** [Added] and **8.4.10.5. (Added)**) and deletes the reference to the Weight and Body Fat Management Program (WBFMP) (paragraph **8.4.6. (Added)**). Updates administrative information. See **Attachment 8 (Added)** for the complete IC. A bar (|) in the left margin indicates revision from the previous edition.

3.1.3.1.1. The AETC Vice Commander (AETC/CV) is the reviewer for lieutenant colonels and above at staff agencies where a colonel is the HQ AETC director or chief of special staff (CSS). The rater may use a memorandum or AETC Form 516, **OPR/PRF Routing Transmittal**, to facilitate officer performance report (OPR) processing and communication between the rater or additional rater and AETC/CV. **NOTE:** The following forms will be used for OPRs: AF Form 707A, **Field Grade Officer Performance Report (Maj Thru Col)**; and AF Form 707B, **Company Grade Officer Performance Report (2Lt Thru Capt)**.

3.2.5.9. (Added) In writing, appoints a unit monitor for OPRs; enlisted performance reports (EPR), to include AF Form 910, **Enlisted Performance Report (AB Thru TSgt)**; and AF Form 911, **Senior Enlisted Performance Report (MSgt Thru CMSgt)**; and training reports (TR) (AF Form 475, **Educa-**

tion/Training Report). Sends a copy of the appointment memorandum to the MPF career enhancement element, which maintains a current file of unit monitors.

3.2.7.6. (Added) Conduct quarterly OPR, EPR, and TR monitor meetings and publish minutes of the meeting.

3.8.4.2.3. (Added) If the OPR reviewer is a HQ AETC director or CSS and the ratee's servicing MPF is other than Randolph AFB, the reviewer will send the original and a copy of the OPR to HQ AETC/DPR and a copy of the OPR to the ratee's servicing MPF to expedite processing.

3.8.4.2.4. (Added) OPRs on officers to be considered by an AETC MLR or central selection board (CSB) will be placed on a separate transmittal (AF Form 330, **Records Transmittal/Request**). Where necessary, to expedite processing, annotate "Expedite for CY () Board" on both the form and the envelope.

3.8.5.12. (Added) For colonels and colonel selects: OPRs requiring AETC/CV review must be routed through HQ AETC/DPO no later than 40 calendar days after the OPR closeout date. HQ AETC directorate OPRs not requiring AETC/CC or CV review must be routed through HQ AETC/DPO no later than 45 days after the OPR closeout date. For all other OPRs, the MAJCOM copy must be sent to HQ AETC/DPO no later than 45 days after the OPR closeout date. (See Note 1A in Table 3.6 of the basic AFI.)

Table 3.1. Detailed Instructions for Completing AF Forms 707A and 707B.

Line 23, Column C. Reaccomplished OPRs should reflect the date the evaluators actually re-signed the report.

6.2.1.3. (Added) Students assigned to joint undergraduate navigator training (JUNT) will receive an annual TR 1 year from the date they begin aviation preflight indoctrination (API), unless the course completion date is within 4 months of the annual TR. Where the course completion date is within 4 months of the annual TR, students will receive a final TR on completion of training and/or receiving their wings.

Table 6.1. Instructions for Completing AF Form 475 (see notes 1 and 9).

Line 8, Column C. Final TRs that combine multicourse completions into a single TR must include the total length of all of the courses.

Line 11, Column C. TRs that combine multicourse completions into a single TR must list all of the courses and their respective lengths; for example, Fundamentals of Intelligence Officers Course (9 weeks), Intelligence Application Officer Course (18 weeks).

Line 15, Column C. For students who are distinguished graduates (DG) of courses combined into a single TR, list the course and the DG criteria and check the "Yes" block.

Line 16, Column C. For students who are DG of courses combined into a single TR, list the course and the DG criteria and check the "Yes" block.

Line 17, Column C. Do not refer to class standing or percentile relationships on TRs for undergraduate pilot training (UPT) or specialized undergraduate navigator training (SUNT). (This does not prevent references to DGs.) References may be made to class standing or percentile relationships on TRs initiated at training wings, but only if they are positive. **NOTE:** For this purpose, "positive" refers to the upper half (or 50 percentile) of a particular course.

Line 18, Column C. The squadron commander will sign TRs on all UPT and SUNT students.

8.1.4.1.7. HQ AETC/DPR will forward promotion recommendation forms (PRF) (that is, AF Form 709, **Promotion Recommendation**) to each SR approximately 7 days after completion of the HQ AETC MLR. This will ensure SRs can distribute PRFs to officers approximately 30 days prior to a CSB. For those officers recommended from the HQ AETC MLR to compete at the nonlinear Air Force MLR, the promotion recommendation will be left blank. A copy will still be forwarded to the member, explaining that a final promotion recommendation will be provided after HQ AFPC provides the results of the nonlinear Air Force MLR. The SR will maintain a file copy. Upon receipt of the nonlinear Air Force MLR results, HQ AETC/DPR will notify the SR of the final recommendation. He or she will mark Block IX of the PRF with the final promotion recommendation and arrange for the final PRF to be distributed to the officer.

8.1.4.2. The MPF Promotions Section is the primary POC for MLR and PRF actions, but the MPF Employments Element also has a significant role in this process. The element's responsibilities include verifying the date arrived station (DAS), ensuring current duty titles are updated in the Military Personnel Data System (MilPDS), ensuring the member is assigned to proper personnel accounting symbol (PAS) code, and ensuring his or her duty history (if applicable) is correct. Managing these areas will ensure all eligible officers are accounted for properly and are considered for promotion in the correct competitive category and senior rater identification code (SRID). Poor management in these areas can negatively affect the number of "definitely promotes (DP)" available to SRs. In addition, the element will monitor actions updated in the MilPDS by units with a training function and validate or take corrective action as necessary.

8.1.4.2.10. Starting on Day 150, the MPF Promotions Section will monitor:

8.1.4.2.10.1. (Added) PRISM transactions at least twice per week. The following reports must be closely monitored: Eligibles Serviced by Your Senior Rater, Eligibles Serviced by Your MPF, Eligibles Projected by Your Senior Rater, and Eligibles Projected by Your MPF.

8.1.4.2.10.2. (Added) PRISM reports for permanent party eligibles (0JXXX) and management level (ML) students (64XXX). The MPF will validate eligibles by reviewing a MilPDS BA517R/S "SURF" to ensure officers are accurately aligned under the correct SRID or PAS codes. Do not print the final MEL until the first duty day after Day 66 because the system can still generate changes. This final MEL must be forwarded to HQ AETC/DPR with SR-signed PRFs. MELs dated prior to Day 66 will not be accepted because changes could have been made in PRISM after the MEL was printed, but prior to Day 66.

8.2.3.1. AETC/CV is the SR for lieutenant colonels and above at staff agencies where a colonel is director or CSS. To facilitate PRF processing and ensure the director's or CSS's review, use AETC Form 516 (**Attachment 3 (Added)**). **NOTE:** AETC Form 516 may also be used for an OPR routing transmittal.

8.3.1.9. For in- or above-the-promotion zone (I/APZ) officers: SRs who earn a DP outright are only allowed to participate in the carryover process and compete the number of eligible officers that equals the total number of DPs to be awarded at the ML carryover process. For example, if the final allocation message (Day 66) states, "Four DPs will be awarded during carryover," each SR will be allowed to compete four officers. On the Day 66 message, HQ AETC/DPR will identify SRs participating in the carryover process. For LAF BPZ only, each Top-4 SR (AETC/CC, 19 AF/CC, 2 AF/CC, and AU/CC) will determine which four eligible officers will compete for the four ML carryover DPs.

8.3.1.10.1. For I/APZ officers: SRs who did not earn a DP outright are only allowed to compete the number of eligible officers that equals the total number of DPs to be awarded in the ML LAF aggregation process. For example, if the final allocation message (Day 66) states, "Three DPs will be awarded during

aggregation,” each SR who was not able to give a DP outright will be allowed to compete three officers. On the Day 66 message, HQ AETC/DPR will identify SRs participating in the aggregation process.

8.3.1.10.3. The following subparagraphs (**8.3.1.10.3.1. (Added)** through **8.3.1.10.3.3. (Added)**) contain further information about the BPZ SR process:

8.3.1.10.3.1. (Added) For LAF BPZ only: Each SR will aggregate to the Top-4 SRs (AETC/CV, 19 AF/CC, 2AF/CC, and AU/CC), forwarding carryover candidates via AETC Form 516. The Top-4 SRs will determine which candidates will compete for the carryover definitely promotes (CDP) at the AETC MLR. Because the ML cannot provide the specific number of DPs available in the LAF BPZ process until Day 66, records of those officers being strongly considered to compete for a DP at the MLR, along with officers being considered for an outright DP, should be reviewed prior to this date. The number of records an SR competes for a BPZ DP at the MLR cannot exceed the number of DPs available at the MLR. Each Top-4 SR staff will consolidate all BPZ eligibles (including promotion recommendations submitted by subordinate units) on their MEL to show their promotion recommendations. See **Attachment 4 (Added)** for a sample staff MEL.

8.3.1.10.3.2. (Added) SRs must properly annotate their MEL (**Attachment 5 (Added)**) to identify the desirable promotion recommendation; that is, DP - definitely promote, P - promote, ADP - compete for aggregate DP, or CDP - carryover DP competition. They will prepare an AETC Form 516, using the sample at **Attachment 5 (Added)**.

8.3.1.10.3.3. (Added) See **Attachment 6 (Added)** for a sample AETC/CV MEL for BPZ rollup process.

8.3.1.10.4. (Added) The Top-4 SRs (AETC/CV, 19 AF/CC, 2 AF/CC, and AU/CC) are the only voting members during the LAF BPZ process at the AETC MLR. The following subparagraphs (**8.3.1.10.4. (Added)** through **8.3.1.10.4.4. (Added)**) identify specific SR aggregations:

8.3.1.10.4.1. (Added) The following SRs aggregate to AETC/CV: AETC/CC; HQ AETC/CE, DO, DP, FM, HC, IG, JA, LG, PA, SC, SE, SF, SG, SV, and XP; HQ AFRS/CC; AFSAT; 59 MDW; and CNATRA. **NOTE:** NASC/CC, 4 TRW/CC, 5 TRW/CC, 6 CTW/CC, and VCNET/CC aggregate to CNATRA, who determines which eligible officers will compete for BPZ DPs.

8.3.1.10.4.2. (Added) The following SRs aggregate to 19 AF/CC: 12 FTW/CC, 14 FTW/CC, 47 FTW/CC, 56 FW/CC, 58 SOW/CC, 71 FTW/CC, 80 FTW/CC, 97 AMW/CC, 314 AW/CC, 325 FW/CC, 336 TRG/CC, and 479 FTG/CC.

8.3.1.10.4.3. (Added) The following SRs aggregate to 2 AF/CC: 17 TRW/CC, 37 TRW/CC, 81 TRW/CC, 81 MDG/CC, and 82 TRW/CC.

8.3.1.10.4.4. (Added) The following SRs aggregate to AU/CC: 42 ABW/CC, ACSC/CC, AFIT/CC, AFOATS/CC, AWC/CC, and SOC/CC.

8.3.1.10.5. (Added) For all subordinate SRs under AETC/CV, PRFs and AETC Forms 516 must be submitted to HQ AETC/DPR no later than 30 days prior to the AETC PRF suspense date shown on the AETC MLR schedule. SRs must ensure the Top-4 SRs receive the records of performance (ROP), PRFs, MELs, and AETC Forms 516 to complete their review, make a final decision, and meet the AETC PRF suspense date.

8.3.2.3. For each nonlinear competitive category (Chaplain, Dental Corps, Judge Advocate General, Medical Corps, Nurse Corps, Medical Service Corps, and Biomedical Science Corps), functional representatives must be designated in writing and approved by AETC/CV. Their responsibilities include: (1)

performing a quality review of each ROP and PRF for each eligible officer in their respective competitive category prior to MLR, (2) briefing SRs at the MLR on the career path for officers in their respective competitive category, (3) answering questions about their competitive category, and (4) participating in the scoring process of their respective competitive category.

8.3.2.3.2. SRs who do not compete their officers for an aggregate DP, carryover DP, or nomination to the Air Force do not attend the MLR. SRs who wish to compete their officers must attend. The AETC/CC or CV is the excusal authority for SRs and functional representatives unable to attend due to extraordinary circumstances. SRs unable to attend should provide written rationale as soon as possible, to include the name of his or her recommended representative (**Attachment 7 (Added)**). The replacement must meet SR grade requirements. For lieutenant colonels eligible for promotion to colonel, the SR must be at least a Senate-confirmed brigadier general selectee. (**NOTE:** See the term “Senior Rater” in the basic AFI.) Address excusal letters to AETC/CC, but send them to HQ AETC/DPR for staffing. Advise HQ AETC/DPR as soon as it is determined that an SR will be unable to attend.

8.3.2.3.3.1. The AETC MLR will quality review ROPs in stacks sorted by SR. Each SR stack will be reviewed by the owning SR plus two additional SRs.

8.3.2.3.3.3. (Added) HQ AETC/DPR will make initial billeting and local transportation arrangements for SRs attending the MLR. However, the SR staff is responsible for the following:

8.3.2.3.3.3.1. (Added) Informing HQ AETC/DPR as soon as possible of all travel plans, to include arrival and departure times and flight numbers.

8.3.2.3.3.3.2. (Added) Contacting the 12th Transportation Squadron (vehicle dispatch) regarding changes in transportation arrangements (and sending an info copy to HQ AETC/DPR). However, if the vehicle is a rental, work with the rental agency and send an info copy to HQ AETC/DPR.

8.3.2.3.3.3.3. (Added) Contacting the 12th Services Squadron (base lodging) regarding changes in lodging arrangements (and sending an info copy to HQ AETC/DPR).

8.3.2.4.2. AETC personnel may volunteer to participate as MLR assistants at MLRs. HQ AETC/DPR will request nominations from SRs so personnel can experience this process firsthand. Based on these nominations, usually five MLR assistants will be scheduled to assist each MLR. These MLR assistants must arrive approximately 1 week prior to the MLR. (All TDY costs will be unit funded.) Their responsibilities include: (1) maintaining accountability of ROPs, PRFs, and duty qualification history briefs (DQHB); (2) performing a quality review of records; (3) screening ROPs; (4) sorting records for review by SRs; (5) marshaling competing records to SRs during the MLR, and (6) performing setup and breakdown of the MLR.

8.3.5. Eligible officers who are considered students or in a training status as of Day 150 must be assigned to a PAS code separate from the permanent party members in that unit. If such a PAS code does not exist, one must be established with the local manpower office. Students assigned to a student PAS code must be given a duty title that includes “student” or “trainee” to distinguish them from eligible permanent party members. (**NOTE:** Once members have completed training, they should be immediately assigned to a permanent party PAS code and given a duty title that indicates they are no longer in a student or trainee status.) For PRF purposes, if a member is a student or trainee as of Day 150, the student or trainee duty title must appear on the PRF. (See paragraphs **8.3.5.1.** and **8.3.5.2.** of this supplement.)

8.3.5.1. The following are examples of ML student courses (or training) that should have a separate PAS code with SRID 64XXX: Instructor Pilot Training, Navigator Training, F-15/16 Pilot Training, and any follow-on, requalification, or upgrade training.

8.3.5.2. The following are examples of Air Force-level student courses (ST101): AFIT-sponsored courses, Professional Military Education (including Air War College, Air Command and Staff College, and Squadron Officer School), residency programs, and fellowship programs.

8.3.5.2.3. (Added) **Student Validation.** Each unit or MPF promotion section must begin student validation on Day 140. This validation requires a review of either an AMS (single-page) or a BA517S/R SURF for each eligible officer and verification of his or her status as of Day 150. If the officer is in student status, ensure he or she is assigned to a PAS code reserved for students. This will ensure the officer is assigned to the proper student SRID. In addition, ensure officers have “student” or “trainee” in their duty title. Each unit or MPF must also ensure all permanent party eligibles are not assigned to a student PAS code or have a student duty title. Before taking any actions on students, coordinate with HQ AETC/DPR via e-mail. Student validations must be completed no later than Day 110.

8.4.4. When the promotion opportunity is 100 percent, PRFs are not required unless the member receives a DNP or if he or she receives a P, but has derogatory information (Article 15, courts-martial, referral report, letter of reprimand [LOR], etc.) filed in his or her officer selection record (OSR). For LAF officers with less than 7 years of total active federal commissioned service (TAFCS) or nonline officers not yet promoted to captain, the ROP and all derogatory information (including LORs, unfavorable information files [UIF], and Article 15s) must be forwarded with the PRF.

8.4.6. (Added) **DELETED**

8.4.7. (Added) **Matching Information.** Duty information on the PRF must match the information in MilPDS according to the basic AFI, Table 8.1, Line 10, Column B. If a discrepancy exists, attach a MilPDS printout of the approved change to the PRF notice when preparing the PRF and forward to HQ AETC/DPR for PRF or MEL review. MPFs must follow up to ensure duty information is approved or updated by Headquarters Air Force Personnel Center (HQ AFPC) no later than 40 days before CSB. **NOTE:** HQ AFPC will require PRFs to be reaccomplished if duty information does not match the MilPDS system.

8.4.8. (Added) **Use of AF Form 709, Promotion Recommendation.** Save all SR PRF (AF Form 709) submissions on 3- by 5-inch disks or one zip disk. Do not submit them on a compact disk (CD-ROM). When saving PRFs, package and compress each form, using a computerized forms program (Form-Flow[®]). **NOTE:** In the very near future, all Air Force forms will be designed in Pure Edge[®] software, and a “form” will become an “information management tool (IMT).” For this reason, always go to the Air Force Publishing Web site (<http://www.e-publishing.af.mil>) and download the current version of the AF form or IMT.

8.4.9. (Added) **Section IX (Overall Recommendation).** Leave this section blank when competing officers for an aggregate or carryover DP or nominating a nonline officer to compete at the Air Force MLR. The number of individuals nominated to compete at the carryover process may not exceed the combined carryover DP total and available nonline Air Force nominations.

8.4.10. (Added) **Mailing PRFs.** When mailing PRFs, include the following items: (**NOTE:** Due to limited turnaround time, forward promotion-related documents via overnight mail to HQ AETC/DPR, 1850 First Street West, Suite 1, Randolph AFB TX 78150-4308.)

8.4.10.1. (Added) In the left pocket of a two-pocket folder, enclose the MEL annotated with the promotion recommendations for each eligible officer (that is, DP - definitely promote, P - promote, ADP - compete for aggregate DP, CDP - compete for carryover DP, NAF - nominate to Air Force MLR, or DNP - do not promote). Before including the SR's signature block, ensure the following SR accountability statement is included: "I certify that I have reviewed all PIFs and UIFs and considered any derogatory information." **NOTE:** Place AF Form 3227, **Privacy Act Cover Sheet**, on the front cover of the two-pocket folder.

8.4.10.2. (Added) Behind the MEL, enclose the PRFs in the same order as they appear on the MEL.

8.4.10.3. (Added) When forwarding disks and original PRFs (AF Form 709):

8.4.10.3.1. (Added) Use an adhesive disk holder and attach it to the left pocket of the folder. Do not send a separate folder or disk for each PRF. For maximum storage space, use one zip disk. Do not use a CD-ROM.

8.4.10.3.2. (Added) Once all PRFs are saved, virus-check the disk. On all disks, include a label with the SR's name, board ID, POC's name and DSN, and whether the file has been checked for viruses. To avoid unauthorized access, also ensure the label includes "Personal Data - Privacy Act of 1974."

8.4.10.3.3. (Added) Check the disk to ensure each PRF is on the disk and each PRF is completed on the latest version (and software) of AF Form (or IMT) 709. (**NOTE:** As of the date of this supplement, the current version of AF Form 709 is EF-V4.) If it is absolutely necessary to use multiple disks, place the PRFs on them in alphabetical order and indicate which PRFs are on each one (for example, Disk 1 of 2, Abrams - Madison; Disk 2 of 2, Nixon - Zepp).

8.4.10.4. (Added) In the right pocket of the folder, enclose one copy each of the PRF notices in the order they appear on the MEL. (A PRF notice must accompany all PRFs.) Behind the PRF notices, include a MilPDS printout, showing approved corrected information if it disagrees with the duty information on the PRF notice.

8.4.10.5. (Added) **DELETED**

8.5. Correction of Promotion Recommendation Forms (PRF) (ADL Officers). All PRF corrections within the 2-week window prior to the CSB must be requested by the SR. The request must be in official memorandum format and explain what the corrections are and why they are late. HQ AFPC will not accept last minute changes without an SR request or MAJCOM concurrence.

8.5.3. (Added) After PRFs are distributed to the eligible officers (approximately 30 days prior to CSB), necessary changes are authorized. HQ AETC/DPR must be notified immediately (within 14 days after distribution) of the member's name and the type of discrepancy. Once the correction has been made, the SR's staff will forward a copy of the corrected PRF via fax along with a memorandum from the SR to justify the change. Once the change has been verified by HQ AETC/DPR, the staff will forward the original PRF via overnight mail because of limited turnaround time. **NOTE:** Minor administrative corrections (typographical errors, misspelled words, etc.) do not require a justification memorandum unless the request is within 14 days before the CSB.

Table 8.1. Instructions for Completing AF Form 709 (PRF).

Line 12, Column C. Use AETC Form 516 when sending BPZ PRFs to AETC/CV for aggregate or carryover DP consideration. Also use AETC Form 516 for IPZ, APZ, and BPZ PRFs on lieutenant colonels and above at staff agencies with a colonel as director or CSS.

8.7. **Form Prescribed.** AETC Form 516, **OPR/PRF Routing Transmittal.**

8.8. (Added) **Forms Adopted:**

8.8.1. (Added) AF Form 330, **Records Transmittal/Request.**

8.8.2. (Added) **DELETED**

8.8.3. (Added) AF Form 709, **Promotion Recommendation.**

8.8.4. (Added) AF Form 3227, **Privacy Act Cover.**

8.8.5. (Added) AF Form 475, **Education/Training Report.**

8.8.6. (Added) AF Form 707A, **Field Grade Officer Performance Report (Maj Thru Col).**

8.8.7. (Added) AF Form 707B, **Company Grade Officer Performance Report (2Lt Thru Capt).**

8.8.8. (Added) AF Form 910, **Enlisted Performance Report (AB Thru TSgt).**

8.8.9. (Added) AF Form 911, **Senior Enlisted Performance Report (MSgt Thru CMSgt).**

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

LOR—letter of reprimand

MilPDS—Military Personnel Data System

Attachment 3 (Added)

SAMPLE AETC FORM 516 (PRF ROUTING TRANSMITTAL)

OPR/PRF ROUTING TRANSMITTAL <i>(Those requiring AETC/CV review/signature)</i>		<input type="checkbox"/> OFFICER PERFORMANCE REPORT		PERIOD OF REPORT <i>(From/Through)</i>
		<input checked="" type="checkbox"/> PROMOTION RECOMMENDATION		
<i>This form contains personal information protected by the Privacy Act of 1974. This form should be safeguarded from unauthorized disclosure and disposed of accordingly. AFI 33-332, Air Force Privacy Act Program, applies.</i>				
NAME <i>(Last, First, Middle Initial)</i>		GRADE	SSN	
WARMAN, ROBERT A.		LT COL	123-45-6789	
FROM	THROUGH	TO		
HQ AETC/DO	HQ AETC/DPR	AETC/CV		
COMMENTS Sir, I request you strongly consider Lt Col Warman for a Definitely Promote to colonel for the upcoming MLR. He has an outstanding record of accomplishments. He is a cut above all peers! Lt Col Warman is one of our workhorses we give the high impact tasks to. He has delivered with gusto at every opportunity. v/r				
DATE	SIGNATURE			
30 June 03				

AETC FORM 516, 19960401 (INT-V1)

PREVIOUS EDITIONS ARE OBSOLETE.

Attachment 4 (Added)

SAMPLE AETC STAFF MEL (BPZ ROLLUP PROCESS)

LT COL LAF BPZ

Name	GRADE	SSAN	SRID	ZONE	CC	SR-REC	FINALREC
ANDERSON, TONY L	4	000000000	OJ1CV	B	A	P	P
BAKER, MARK D	4	000000000	OJ1RS	B	A	P	P
BENNETT, JOHN D	4	000000000	OJ1DO	B	A	ADP	ADP
BROWNE, JACK S	4	000000000	OJ1IG	B	A	ADP	DP
DAVIS, MICHAEL W	4	000000000	OJ1XP	B	A	P	P
MARKS, CHRISTOPHER R	4	000000000	OJ1IG	B	A	ADP	P
MATTHEWS, LEROY M	4	000000000	OJ1CC	B	A	ADP	ADP
TAYLOR, DAVID E	4	000000000	OJ1CV	B	A	ADP	P

(NAME)

Lieutenant General, USAF

Vice Commander

Attachment 5 (Added)

SAMPLE HQ AETC/DP MEL WITH AETC FORM 516

AETC/DP
LINE OF THE AF(P06)
BPZ MASTER ELIGIBILITY LISTING (MEL)

CV REC	NAME	SSAN	P-ZONE	C- CAT	SRID	DIRECTORATE
	ESSEX, WILLIAM T.		BPZ	A	OJ1CV	DP
	DANIELSON, SHERI B.		BPZ	A	OJ1CV	DP

AETC/DP
SIGNATURE

OPR/PRF ROUTING TRANSMITTAL <i>(Those requiring AETC/CV review/signature)</i>	<input type="checkbox"/> OFFICER PERFORMANCE REPORT		PERIOD OF REPORT <i>(From/Through)</i>
	<input checked="" type="checkbox"/> PROMOTION RECOMMENDATION		
<i>This form contains personal information protected by the Privacy Act of 1974. This form should be safeguarded from unauthorized disclosure and disposed of accordingly. AFI 33-332, Air Force Privacy Act Program, applies.</i>			
NAME <i>(Last, First, Middle Initial)</i>		GRADE	SSN
FROM HQ AETC/DP	THROUGH HQ AETC/DPSP	TO HQ AETC/CV	
COMMENTS Sir, I recommend Lt Col Essex and Lt Col Danielson for BPZ Definitely Promote recommendations. I have provided their Records of Performance (ROP) and a proposed AF Form 709 for your signature. #1 - Lt Col Essex #2 - Lt Col Danielson			
DATE 16 June 03	SIGNATURE <i>Frederick C. Jones</i>		

Attachment 6 (Added)

SAMPLE AETC/CV MEL (BPZ ROLLUP PROCESS)

LT COL LAF BPZ

Name	GRADE	SSAN	SRID	ZONE	CC	SR-REC	FINALREC
ANDERSON, TONY L	4	000000000	0J1CV	B	A	P	
TAYLOR, DAVID E	4	000000000	0J1CV	B	A	ADP	

(NAME)

Lieutenant General, USAF

Vice Commander

Attachment 7 (Added)**SAMPLE SENIOR RATER (SR) EXCUSAL MEMORANDUM****DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

MEMORANDUM FOR AETC/CV

26 Feb 04

FROM: 12 FTW/CC
111 Harmon Drive, Ste 1
Randolph AFB TX 78150-5000

SUBJECT: Request for Release from CY03A Major Management Level Review (MLR)

1. Respectfully request excusal from the upcoming CY03A Major MLR scheduled to convene 20 Mar 04 because I will be attending the American College of Healthcare Executives Conference. This is an important meeting for 12 FTW, and I believe it is crucial that I be there.

2. I have one eligible officer meeting the majors board. I request that Colonel Smith represent me at the MLR.

//signed, 26 Feb 04//

JAMES L. JONES, Colonel, USAF
Commander

Attachment 8 (Added)

IC 2004-1

INTERIM CHANGE (IC) 2004-1 TO AFI 36-2406/AETC SUP 1, OFFICER AND ENLISTED EVALUATION SYSTEMS**20 APRIL 2004****SUMMARY OF REVISIONS**

This interim change (IC) deletes the reference to AF Form 393, **Individual Record for the Weight Management and Fitness Improvement (FIT) Programs**, which is now obsolete (paragraphs **8.4.4.** and **8.4.10.5. (Added)**) and deletes the reference to the Weight and Body Fat Management Program (WBFMP) (paragraph **8.4.6. (Added)**). Updates administrative information.

Approving Authority:

William M. Hudson, Colonel, USAF

Director of Personnel

3.1.3.1.1. The AETC Vice Commander (AETC/CV) is the reviewer for lieutenant colonels and above at staff agencies where a colonel is the HQ AETC director or chief of special staff (CSS). The rater may use a memorandum or AETC Form 516, **OPR/PRF Routing Transmittal**, to facilitate officer performance report (OPR) processing and communication between the rater or additional rater and AETC/CV. **NOTE:** The following forms will be used for OPRs: AF Form 707A, **Field Grade Officer Performance Report (Maj Thru Col)**; and AF Form 707B, **Company Grade Officer Performance Report (2Lt Thru Capt)**.

3.2.5.9. (Added) In writing, appoints a unit monitor for OPRs; enlisted performance reports (EPR), to include AF Form 910, **Enlisted Performance Report (AB Thru TSgt)**; and AF Form 911, **Senior Enlisted Performance Report (MSgt Thru CMSgt)**; and training reports (TR) (AF Form 475, **Education/Training Report**). Sends a copy of the appointment memorandum to the MPF career enhancement element, which maintains a current file of unit monitors.

3.2.7.6. (Added) Conduct quarterly OPR, EPR, and TR monitor meetings and publish minutes of the meeting.

8.4.4. When the promotion opportunity is 100 percent, PRFs are not required unless the member receives a DNP or if he or she receives a P, but has derogatory information (Article 15, courts-martial, referral report, letter of reprimand [LOR], etc.) filed in his or her officer selection record (OSR). For LAF officers with less than 7 years of total active federal commissioned service (TAFCS) or nonline officers not yet promoted to captain, the ROP and all derogatory information (including LORs, unfavorable information files [UIF], and Article 15s) must be forwarded with the PRF.

8.4.6. (Added) **DELETED**

8.4.10.5. (Added) **DELETED**

8.8.2. (Added) **DELETED**

8.8.5. (Added) AF Form 475, **Education/Training Report**.

- 8.8.6. (Added) AF Form 707A, **Field Grade Officer Performance Report (Maj Thru Col)**.
- 8.8.7. (Added) AF Form 707B, **Company Grade Officer Performance Report (2Lt Thru Capt)**.
- 8.8.8. (Added) AF Form 910, **Enlisted Performance Report (AB Thru TSgt)**.
- 8.8.9. (Added) AF Form 911, **Senior Enlisted Performance Report (MSgt Thru CMSgt)**.

WILLIAM M. HUDSON, Colonel, USAF
Director of Personnel