

Don't Wait for your Boss:  
*Verbs and Details, and Performance Reporting Skills for Life*

PLACEHOLDER:

Practice Bullet:

**Bullet-Building Worksheet**

**AV (Action Verbs)**

**AD (Action Details)**

**IV (Impact Verbs)**

**ID (Impact Details)**

**RV (Result Verbs)**

**RD (Result Details)**

**DRAFT BULLET:**

*Action Verb + Action Detail(s); Impact Verb + Impact Detail(s)--Result Verb + Result Detail(s)*

## Verbs and Details: Air Force Performance Reporting Skills for Life

### A

abated  
abbreviated  
absolved  
absorbed  
accelerated  
accentuated  
accepted  
acclaimed  
accommodated  
accomplished  
accounted for  
accredited  
accumulated  
achieved  
acknowledged  
acquired  
acted  
activated  
adapted  
adopted  
added  
addressed  
adjusted  
administered  
admitted  
advanced  
advertised  
advised  
advocated  
affirmed  
aided  
alerted  
aligned  
allayed  
alleviated  
allocated  
allotted  
altered  
amassed  
amended  
analyzed  
anchored  
answered  
anticipated  
applied  
appointed  
appraised

approached  
appropriated  
approved  
arbitrated  
arranged  
articulated  
ascertained  
aspired  
assembled  
assessed  
assigned  
assimilated  
assisted  
assured  
attained  
attended  
audited  
augmented  
authored  
authorized  
automated  
averted  
avoided  
awarded

### B

balanced  
beat  
beefed up  
began  
benchmarked  
benefited  
bettered  
bid  
bird-dogged  
blasted  
blended  
blocked  
bolstered  
boosted  
bought  
bounded  
braced  
branded  
bridged  
broadened  
brokered  
brought

budgeted  
built

### C

caged  
calculated  
calibrated  
capitalized  
captured  
cared for  
carried  
carved  
categorized  
catalogued  
catapulted  
caught  
cautioned  
cemented  
certified  
chaired  
challenged  
championed  
changed  
charged  
charted  
checked  
choreographed  
chose  
chronicled  
circulated  
cited  
clarified  
classified  
cleaned  
cleared  
closed  
coached  
collaborated  
collated  
collected  
combined  
commanded  
commended  
commenced  
commissioned  
communicated  
compared  
compiled

complemented  
completed  
complied  
composed  
compounded  
computed  
conceived  
concentrated  
conceptualized  
condensed  
conducted  
conferred  
configured  
confirmed  
confronted  
connected  
conserved  
considered  
consolidated  
constructed  
consulted  
contacted  
continued  
contracted  
contributed  
controlled  
converted  
conveyed  
convinced  
cooperated  
coordinated  
copied  
corralled  
corrected  
corresponded  
counseled  
cracked  
created  
critiqued  
crushed  
cultivated  
customized  
cut

### D

dealt  
debugged  
decided

## Verbs and Details: Air Force Performance Reporting Skills for Life

decoded  
decreased  
dedicated  
defined  
delegated  
delineated  
delivered  
demonstrated  
deployed  
derived  
described  
designated  
designed  
detailed  
detected  
determined  
developed  
devised  
devoted  
diagnosed  
differentiated  
diffused  
directed  
disbursed  
discerned  
discovered  
discussed  
dispatched  
dispensed  
displayed  
disposed  
disproved  
disseminated  
dissolved  
distinguished  
distributed  
diversified  
diverted  
divested  
divided  
documented  
doubled  
drafted  
drew up  
drilled down  
drove  
dug out

**E**  
earned  
eased  
edited  
educated  
effected  
elaborated  
elected  
elevated  
elicited  
eliminated  
embodied  
embraced  
emphasized  
empowered  
enabled  
encouraged  
ended  
energized  
enforced  
engaged  
engineered  
enhanced  
enlisted  
enriched  
enrolled  
ensured  
entered  
entertained  
equipped  
established  
estimated  
evaluated  
examined  
exceeded  
executed  
exercised  
exhibited  
expanded  
expedited  
experienced  
experimented  
explained  
explored  
expressed  
extended  
extracted

**F**  
facilitated  
factored  
familiarized  
fashioned  
fielded  
filed  
filled  
finalized  
fine-tuned  
finished  
fixed  
focused  
followed  
forecasted  
forged  
formalized  
formed  
formulated  
fortified  
forwarded  
fostered  
fought  
found  
founded  
fulfilled  
funded  
furnished  
furthered  
  
**G**  
gained  
garnered  
gathered  
gauged  
gave  
generated  
graduated  
grasped  
grew  
guaranteed  
guided  
  
**H**  
halted  
halved  
hammered out  
handled

hastened  
headed  
heightened  
held  
helmed  
helped  
hewed  
highlighted  
hired  
honchoed  
honed  
hosted  
hurdled  
  
**I**  
identified  
ignited  
illustrated  
implemented  
imported  
improved  
improvised  
included  
incorporated  
increased  
indicated  
individualized  
influenced  
informed  
infused  
initiated  
innovated  
inspected  
inspired  
installed  
instilled  
instituted  
instructed  
insured  
integrated  
intensified  
interacted  
interceded  
interpreted  
intervened  
invented  
inventoried  
invested

## Verbs and Details: Air Force Performance Reporting Skills for Life

investigated  
invigorated  
invited  
involved  
isolated  
issued  
itemized

### J

joined  
judged  
jump-started  
justified

### K

kick-started

### L

launched  
leapfrogged  
learned  
lectured  
led  
lessened  
leveraged  
lifted  
limited  
linked  
listened  
loaded  
located  
logged

### M

made  
magnified  
maintained  
managed  
mandated  
maneuvered  
manufactured  
mapped  
marked  
marshaled  
mastered  
masterminded  
maximized

measured  
mediated  
melded  
mentored  
merged  
merited  
met  
minimized  
mobilized  
modeled  
moderated  
modified  
molded  
monitored  
motivated  
mounted  
moved  
multiplied

### N

named  
narrated  
navigated  
negotiated  
netted  
neutralized  
nominated  
normalized  
notched  
notified  
nurtured

### O

observed  
obtained  
offered  
officiated  
offset  
opened  
operated  
operationalized  
optimized  
orchestrated  
ordered  
organized  
originated  
outdistanced  
outlined

outperformed  
overcame  
overhauled  
oversaw

### P

paced  
packaged  
packed  
pared  
participated  
partnered  
passed  
perfected  
performed  
persuaded  
piloted  
pinpointed  
pioneered  
placed  
planned  
played  
praised  
prepared  
presented  
preserved  
presided  
prevailed  
prevented  
primed  
printed  
prioritized  
processed  
procured  
produced  
profiled  
programmed  
progressed  
projected  
promoted  
proofread  
propelled  
proposed  
protected  
proved  
provided  
pruned  
publicized

purchased  
pursued

### Q

quadrupled  
qualified  
quantified  
queried  
questioned  
quoted

### R

raised  
rallied  
ranked  
rated  
reached  
read  
realigned  
realized  
rearranged  
rebuilt  
received  
recognized  
recommended  
reconciled  
reconstructed  
recorded  
recovered  
recruited  
rectified  
redesigned  
redirected  
reduced  
re-engineered  
refocused  
registered  
regulated  
rehabilitated  
reinforced  
reiterated  
related  
released  
relied  
relieved  
remained  
remodeled  
rendered

## Verbs and Details: Air Force Performance Reporting Skills for Life

renegotiated	scrubbed	strengthened	tutored
retooled	searched	stretched	
renewed	secured	structured	<u>U</u>
reorganized	seized	studied	uncovered
repaired	selected	submitted	underlined
replaced	sent	succeeded	underscored
replied	separated	suggested	undertook
replicated	sequenced	summarized	underwrote
reported	served	supervised	unearthed
represented	serviced	supplied	unified
reproduced	set up	supported	united
requested	shaped	surpassed	untangled
requisitioned	shared	surveyed	updated
re-scoped	sharpened	swayed	upgraded
researched	shattered	swept	upheld
reserved	shepherded	synthesized	urged
resolved	shortened	systemized	used
responded	shouldered		utilized
restored	showed	<u>T</u>	
restructured	signed	tabulated	<u>V</u>
resurrected	simplified	tackled	validated
retained	simulated	talked	valued
retrieved	skipped	tallied	vaulted
returned	slashed	targeted	verbalized
revamped	sleuthed	taught	verified
reversed	smoothed	teamed	viewed
reviewed	sold	tempered	visualized
revised	solidified	tended	voiced
revitalized	solved	terminated	volunteered
revived	sorted	tested	
revolutionized	sourced	testified	<u>W</u>
revved up	sparked	tied	weathered
rewarded	<del>spearheaded</del>	took	weighed
risked	specialized	topped	welded
routed	specified	tore	withstood
	spent	tracked	won
<u>S</u>	spoke	trained	worked
safeguarded	sponsored	transacted	wove
sailed	sprinted	transcribed	wrote
salvaged	spurred	transformed	
saved	staffed	transitioned	<u>Y</u>
scanned	standardized	translated	yielded
scheduled	started	transmitted	
schooled	steered	treated	<u>Z</u>
scoured	stepped up	trimmed	zoomed
scouted	stimulated	tripled	
screened	stoked	troubleshoot	
	streamlined	turned	

**III. PERFORMANCE IN PRIMARY DUTIES/TRAINING REQUIREMENTS**

**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 to train others.

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_  
\_\_\_\_\_
- 6. \_\_\_\_\_  
\_\_\_\_\_

**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.

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_

**V. WHOLE AIRMAN CONCEPT** *(Not applicable if Airman receives Referral comments in Sections II/IV or if an Airman receives a “met some but not all” rating.)*

**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.

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_

**VIII. ADDITIONAL RATER’S COMMENTS**

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_

**IX. UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER’S COMMENTS**

- 1. \_\_\_\_\_  
\_\_\_\_\_

**AF Form 707 Planning Worksheet (Officer Performance Report – Lt through Col)**

**III. PERFORMANCE FACTORS:** Job Knowledge, Leadership Skills (to include Promoting a Healthy Organizational Climate). Professional Qualities, Organizational Skills, Judgment and Decisions, Communication Skills

**IV. RATER OVERALL ASSESSMENT**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_

**V. ADDITIONAL RATER OVERALL ASSESSMENT**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

**VI. REVIEWER** *(If required)*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

# NOTES