

ENLISTED PERFORMANCE REPORT (AB/Spc1 thru TSgt)		Remaining Characters:
- KEY DUTIES, TASKS, AND RESPONSIBILITIES <i>(Primary and Additional Duties) (Minimum of 1 line, but limited to 4 lines)</i>		
Line 1		
Line 2		
Line 3		
Line 4		
- PERFORMANCE IN PRIMARY DUTIES/TRAINING REQUIREMENTS <i>(Using DAFI 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.)</i> Task Knowledge/Proficiency: Consider the quality, quantity, results, and impact of the Airman/Guardian'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/Guardian made training others.		
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
- FOLLOWERSHIP/LEADERSHIP Resource Utilization (e.g. Time Management, Equipment, Manpower, and Budget): Consider how effectively the Airman/Guardian 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/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. Caring, Respectful, and Dignified Environment (Teamwork): Rate how well the Airman/Guardian selflessly considers others, values diversity, and sets the stage for an environment of dignity and respect; to include promoting a healthy organizational climate.		
Line 1		
Line 2		
- WHOLE AIRMAN/GUARDIAN CONCEPT Department of Air Force Core Values: Consider how well the Airman/Guardian adopts, internalizes, and demonstrates our 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/Guardian devoted to improving themselves and their work center/unit through education and involvement. Esprit De Corps and Community Relations: Consider how well the Airman/Guardian promotes camaraderie, embraces esprit de corps, and acts as an Department of Air Force ambassador.		
Line 1		
Line 2		
- ADDITIONAL RATER'S COMMENTS COMMENTS <i>(Comments are optional unless required for Referral; if not used, state "This Section Not Used") (Minimum of 1 line, but maximum of 2 lines)</i>		
Line 1		
Line 2		
- UNIT COMMANDER/MILITARY OR CIVILIAN DIRECTOR/OTHER AUTHORIZED REVIEWER'S COMMENTS COMMENTS <i>(Comments are optional with a maximum of 1 line, if not used, state "This Section Not Used".)</i>		
Line 1		
Line 2		
- REMARKS <i>(Only use this section to spell out uncommon acronyms or to place required comments IAW DAFI 36-2406.)</i>		
Line 1		