

ENLISTED PERFORMANCE REPORT (MSgt thru SMSgt)		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> 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.		
Line 1		
Line 2		
Line 3		
Line 4		
Line 5		
Line 6		
Line 7		
Line 8		
- WHOLE AIRMAN/GUARDIAN CONCEPT Department of the 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.		
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		