

SMSgt DOE, MATTHEW A. (123456789)		SYSTEM GENERATED PAGE X / Y	
<b>ENLISTED PERFORMANCE BRIEF (E7-E8)</b>			
DUTY TITLE	DAFSC	REASON	PERIOD THRU
	DAYS SUPERVISED	DAYS NON-RATED	RATEE ACKNOWLEDGEMENT
ORGANIZATION AND COMMAND		LOCATION	
DUTY DESCRIPTION			
<b>RATER ASSESSMENT</b>			
<b>EXECUTING THE MISSION</b>	EFFECTIVELY USES KNOWLEDGE, INITIATIVE, AND ADAPTABILITY TO PRODUCE TIMELY, HIGH QUALITY/QUANTITY RESULTS TO POSITIVELY IMPACT THE MISSION		
<b>LEADING PEOPLE</b>	FOSTERS COHESIVE TEAMS, EFFECTIVELY COMMUNICATES, AND USES EMOTIONAL INTELLIGENCE TO TAKE CARE OF PEOPLE AND ACCOMPLISH THE MISSION		
<b>MANAGING RESOURCES</b>	MANAGES ASSIGNED RESOURCES EFFECTIVELY AND TAKES RESPONSIBILITY FOR ACTIONS/BEHAVIORS TO MAXIMIZE ORGANIZATIONAL PERFORMANCE		
<b>IMPROVING THE UNIT</b>	DEMONSTRATES CRITICAL THINKING AND FOSTERS INNOVATION TO FIND CREATIVE SOLUTIONS AND IMPROVE MISSION EXECUTION		
<b>MANDATORY COMMENTS (HOUSING/VOTING)</b>			
RATER NAME, GRADE, AND BRANCH OF SERVICE		RATER SIGNATURE	
RATER DUTY TITLE		RATER ORGANIZATION AND COMMAND	
<b>HIGHER LEVEL REVIEWER ASSESSMENT</b>	STRATIFICATION	FORCED ENDORSEMENT	RATER ASSESSMENT
<b>FUTURE ROLES</b>			
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## Enlisted Performance Brief (AF Total Force – MSgt-SMSgt)

### Performance Information

### Rater Assessment

- 4x Major Performance Areas (MPA)
  - Performance Statements (2-3 per MPA)
  - Encouraged to refer to ALQs when writing Performance Statements
  - Search “ALQ Writing Guide” on myFSS for writing examples
  - Up to 350 characters per MPA block completed by Rater

### Rater Mandatory Comments Module (if applicable)

- Block displayed on Brief **only** if Ratee meets specific criteria required by law/policy (e.g., Housing Oversight, Voting Assistance Officer)
- If criteria not met, block **will not** be displayed on Brief; only the 4x MPA blocks will be visible in the Rater Assessment section
- Up to 350 characters completed by Rater

### Higher Level Reviewer (HLR) Assessment

- Stratification – Top 25% of promotion eligible MSgts and SMSgts may receive a stratification (Policy Change)
- Indicates concurrence/non-concurrence with Rater’s Assessment
- HLR Performance Statement (No Policy Change)
  - Narrative-style statement(s), overall assessment
  - Up to 250 characters completed by HLR
- When Rater is also the HLR, Rater/HLR completes **both** the Rater and HLR Assessment sections

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		<b>C</b> DAYS SUPERVISED	DAYS NON-RATED	<b>F</b> RATEE ACKNOWLEDGEMENT			
ORGANIZATION AND COMMAND				<b>D</b> LOCATION			
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## Enlisted Performance Brief (AF Total Force – MSgt-SMSgt) Policy Overview – Ratee Information

- A** **Grade, Name, & DoDID** – reflects the actual grade the Ratee will hold as of the established SCOD; in the case of selects, use the selected grade [e.g., CMSgt (S)]; name will be in all uppercase and reflect Last Name, First Name, Middle Initial, and Suffix (if applicable); full DoDID number
- B** **Duty Title & DAFSC** – reflects the approved Duty Title and DAFSC as of the SCOD or, in the event of PCS or PCA, then it will reflect as of the accounting date; 365-day extended deployments will use the deployed billet’s Duty Title and TDY DAFSC
- C** **Reason, Period of Report, Days Supervised, & Days Non-Rated** – reflects the reason for the report, period of report, days the Ratee was supervised by the Rater during the reporting period, and days non-rated (if applicable)
- D** **Organization/Command & Location** – reflects an accurate description of where and to whom the Ratee belongs as of the SCOD or, in the event of PCS or PCA, then it will reflect as of the accounting date; 365-day extended deployments will use home station unit “with duty at...”
- E** **Duty Description** – reflects information about the position the Ratee held in the unit and the nature or level of job responsibilities as of the SCOD or, in the event of PCS or PCA, information as of the accounting date; written in narrative format; 365-day extended deployments will use the TDY duty description
- F** **Ratee Acknowledgement** – reflects the Ratee’s acknowledgement of the evaluation and review of personal information on the evaluation

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## Enlisted Performance Brief (AF Total Force – MSgt-SMSgt) Policy Overview – Rater Assessment

- A Major Performance Areas** – reflects how a Ratee is evaluated by what they do and how well they do it within the 4 MPAs; comments are mandatory and written using Performance Statements; may use “THIS SECTION NOT USED” as a Performance Statement; up to 350 characters for each MPA (typically 2-3 Performance Statements)
  - **Executing The Mission** – reflects how Ratee effectively uses knowledge, initiative, and adaptability to produce timely, high quality/quantity results to positively impact the mission
  - **Leading People** – reflects how Ratee fosters cohesive teams, effectively communicates, and uses emotional intelligence to take care of people and accomplish the mission
  - **Managing Resources** – reflects how Ratee manages resources effectively and takes responsibility for actions/behaviors to maximize organizational performance
  - **Improving The Unit** – reflects how Ratee demonstrates critical thinking and fosters innovation to find creative solutions and improve mission execution
- B Rater Identification Data** – reflects the Rater’s Name, Grade, Branch of Service, Duty Title, and Organization and Command as of the close-out date. There are no minimum days of supervision required to prepare an evaluation; the Rater assigned in the personnel data system as of the close-out date is responsible for the evaluation
- C Rater Signature** – reflects the Rater’s signature on the evaluation; the evaluation has a digital signature capability

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## Enlisted Performance Brief (AF Total Force – MSgt-SMSgt) Policy Overview – Mandatory Comments

- A Mandatory Comments** – reflects on the output only if Ratee meets specific criteria required by law/policy; if criteria is not met, block will not display on the evaluation output; written in narrative format; up to 350 characters.
  - Military Privatized Housing Oversight** – reflects on the output only if Ratee is in a position that has oversight of military privatized housing (e.g., CES/SEL, military installation housing manager); includes a mandatory statement selection if Ratee exercised effective oversight of military privatized housing and includes a unique Performance Statement on how the Ratee did/did not exercise effective oversight of military privatized housing
  - Voting Assistance Officer** – reflects on the output only if Ratee is a voting assistance officer; includes a unique Performance Statement relating to the Ratee’s performance in these duties

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RATER ASSESSIVE <b>C</b>			
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## Enlisted Performance Brief (AF Total Force – MSgt-SMSgt) Policy Overview – Higher Level Reviewer Assessment

- A Stratification** – Top 25% of promotion eligible MSgts and SMSgts can receive a stratification from the Higher Level Reviewer
- B Forced Endorsement** – when the Higher Level Reviewer is also the Rater, Forced Endorsement will reflect as “yes”
- C Rater Assessment** – reflects the Higher Level Reviewer’s concurrence or non-concurrence with the Rater’s assessment
- D Future Roles** – Higher Level Reviewer will recommend up to 3 roles that best serve the Air Force and continues the Ratee’s development
- E HLR Performance Statement(s)** – reflects an overall assessment; comments are mandatory and written using Performance Statements; may use “THIS SECTION NOT USED” as a mandatory Performance Statement; up to 250 characters
- F HLR Identification Data** – reflects the Higher Level Reviewer’s Name, Grade, Branch of Service, Duty Title, and Organization and Command; data should reflect as of the close-out date; for HLRs assigned after the close-out date, enter information as of the date signed
- G HLR Signature** – reflects the Higher Level Reviewer’s signature on the evaluation; the evaluation has a digital signature capability

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## Enlisted Performance Brief (AF Total Force – MSgt-SMSgt) Policy Overview – Stratifications

- A Stratification** – there are two stratification options available for promotion eligible MSgts and SMSgts. Higher Level Reviewers can stratify up to 25% of promotion eligible members. When determining the quota, normal rounding rules apply (.49 rounds down to the whole number and .50 rounds up to the whole number)
  - **SMSgts** – Top 20% of SMSgts will receive a numerator and denominator stratification, e.g., #1 of 7 SMSgts, #4 of 24 SMSgts. An additional 5% of SMSgts will receive a stratification statement of “Top 25% of SMSgts”
  - **MSgts** – Top 10% of MSgts will receive a numerator/denominator stratification, e.g., #1 of 11 MSgts, #2 of 24 MSgts. An additional 15% of MSgts will receive a stratification statement of “Top 25% of MSgts”



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# Enlisted Performance Brief (AF Total Force – MSgt-SMSgt)

## Policy Overview – Feedback

**Final Feedback** – final feedback will be completed during the evaluation input but **will not show** on the evaluation Enlisted Performance Brief output. This is to close the feedback loop for the performance cycle and will be *viewable to only the Rater and Ratee* within myEval 2.0. During the feedback portion of the evaluation input, the Rater will select a proficiency level for each Airman Leadership Quality (ALQ) and an overall proficiency level for each Major Performance Area (MPA). There are 10 Airman Leadership Qualities that fall into the four Major Performance Areas (MPA).

## myEval 2.0 On-Screen Final Feedback

**Executing the Mission** - Effectively uses knowledge, initiative, and adaptability to produce timely, high quality/quantity results to positively impact the mission.

MPA/ALQ Proficiency Selection (Feedback Only)

Select a proficiency level for each Airman Leadership Quality (ALQ).

Note: ALQ proficiency levels will not show on the evaluation output. **These are for feedback purposes only, visible to the Rater and Ratee, and close the feedback loop for the performance cycle.**

### Job Proficiency

Demonstrates knowledge and professional skill in assigned duties, achieving positive results and impact in support of the mission.

Needs Improvement Developing Proficient Highly Proficient Exceptionally Skilled

### Initiative

Assesses and takes independent or directed action to complete a task or mission that influences the mission or organization.

Needs Improvement Developing Proficient Highly Proficient Exceptionally Skilled

### Adaptability

Adjusts to changing conditions, to include plans, information, processes, requirements, and obstacles in accomplishing the mission.

Needs Improvement Developing Proficient Highly Proficient Exceptionally Skilled

### Overall Executing the Mission Rating

Select the MPA rating that best describes the Ratee's overall performance in this MPA. Consider your expectations for the Ratee, all applicable foundations/occupation/etc. competencies and applicable ALQs when making this selection. Note: This rating is only visible to the Rater and Ratee and will not show on the evaluation output.

Needs Improvement Developing Proficient Highly Proficient Exceptionally Skilled