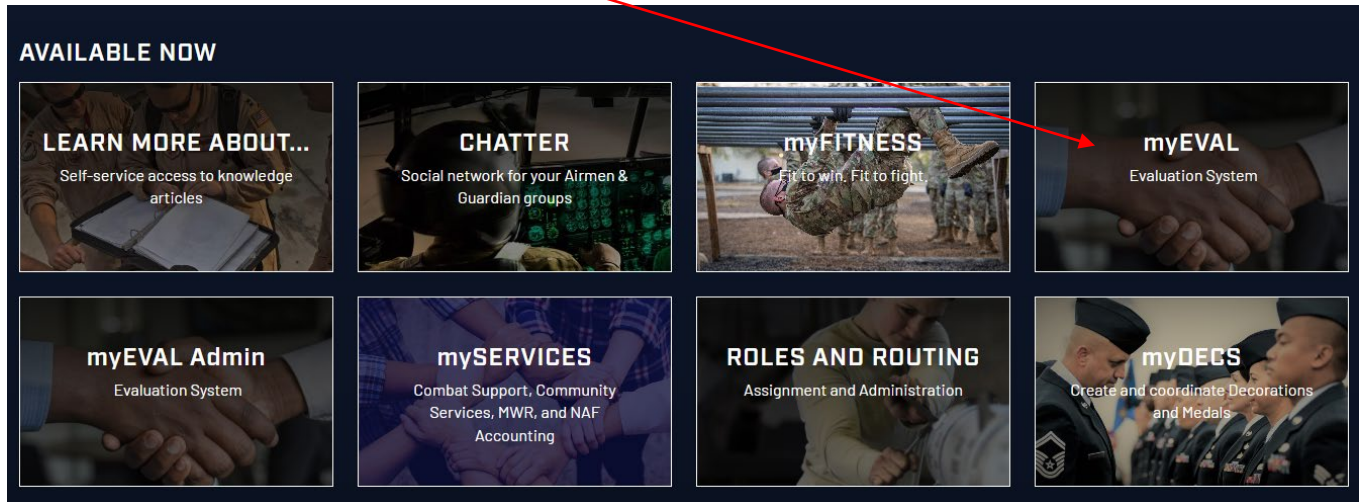


Step 1: Log on to myFSS: [Home \(af.mil\)](https://af.mil)

Step 2: Once logged on select myEval tile:



Step 3: Go to your “ready for action” section on your myEval Dashboard. It can be located at the top of the screen. Then select “open” for the Eval you will want to re-route.

myEval Dashboard



## **Before routing to A1 complete the following**

- Supporting documents: Upload a PDF with the following documents: 1. Last 3 EPR's 2. PT score card 3. Decorations during the rating period 4. AMS Surf. Go to “Rater Assessment” section → “Supporting Documents”.
- Make sure you open all areas that have (+) sign and answered all questions that have a yes or no option.
- Comments to your ratee or rater should be utilized within myEval. Utilize the “comments” feature of the site. These comments will be visible to all personnel who will be reviewing the evaluation.

Step 4: Once the eval site populates you will then select “route”

U.S. AIR FORCE SPACE FORCE

Search Knowledge Articles

My Apps Helpful Links Ask A Question

Need Help?

Officer Performance Brief: Col LEATHERS, LAUREN M

- Ratee Identification Data
- Rater Identification Data
- Higher Level Reviewer Identification Data
- Functional/Acquisition Examiner Identification Data
- AF Advisor Identification Data
- Ratee Duty Description
- Rater Assessment
- Higher Level Reviewer Assessment
- Functional/Acquisition Examiner Performance Statements
- AF Advisor Performance Statements

Click here if this is a Referral Evaluation

Ratee Signed	Rater Signed	Higher Level Reviewer Signed
	✓	

Rater Signature  
AM 05/08/2023 01:18:34  
America/New\_York

Ratee Identification Data +

Rater Identification Data +

Higher Level Reviewer Identification Data +

Functional/Acquisition Examiner Identification Data (If Applicable) +

AF Advisor Identification Data (If Applicable) +

Ratee Duty Description +

Rater Assessment +

Higher Level Reviewer Assessment +

Functional/Acquisition Examiner Performance Statements (Optional) +

AF Advisor Performance Statements (Optional) +

Autosaved

Back to Dashboard Comments Expand All Output Print Preview Save Sign Route

Step 5: In this next page you will assign and input notes you want the member to be notified of. If you are assigning the site to an individual person you will leave the “assign to individual” blue button as is. If you are routing the eval to A1 select the “Assign to HR” option.

Next Action: Assign and Notify

Assign to Individual or HR to send the evaluation.

Assign to Individual

Assign to HR

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Grade Last Name First Name Email

Search Clear

Notes (Optional)

Send

Cancel

Step 6a: If assigning to an individual. After searching for the person you would like to reroute it to click on the “Select” button

Next Action: Assign and Notify

Assign to Individual or HR to send the evaluation.

Assign to Individual  
 Assign to HR

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Grade: E-7  
Last Name: rodriguez  
First Name: cindy  
Email:

Select from following matching Personnel:

SELECT	EDIPI	PERSONNEL	GRADE	ORGANIZATION	EMAIL
<input type="button" value="Select"/>	1287513450	MSgt RODRIGUEZ, CINDY L	E-7	0000 USAF EXPEDITIONARY ...	cindy.rodriguez.3@us.af.mil cindy.rodriguez.3@us.af.mil cindy_lino@gmail.com
<input type="button" value="Select"/>	1266234208	MSgt RODRIGUEZ, CINDY	E-7	0151 LOGISTICS READINES S...	cindy.rodriguez.1@us.af.mil cindy.rodriguez.1@us.af.mil

Notes (Optional)

Step 6b: If you have finalized the EPB and are ready to submit to A1 for review. Select the “CSS” option.

Next Action: Assign and Notify

Assign to Individual or HR to send the evaluation.

Assign to Individual  
 Assign to HR

Select a group below.

CSS  
 MPF  
 NGB HR  
 1AF  
 ARPC

Notes (Optional)

7a: The notes feature is HIGHLY recommended. An auto generated email from myEval will be sent to the recipient. Once your notes are completed you may hit “Send”

Next Action: Assign and Notify

Assign to Individual or HR to send the evaluation.

Assign to Individual  
 Assign to HR

Search for an individual by entire Last Name, entire First Name, and/or Email Address.

Grade: E-7 | Last Name: rodriguez | First Name: cindy | Email: |

Search Clear

Selected Member: MSG RODRIGUEZ, CINDY L

Select Different Member

Notes (Optional)

MSG Rodriguez, your evaluation has been rerouted to you for action. Please have your EPB completed NLT 15 August 23. |

Send

7b: If sending the EPB to A1 please ensure your notes have the name of the site you are sending. (see example below)

Next Action: Assign and Notify

Assign to Individual or HR to send the evaluation.

Assign to Individual  
 Assign to HR

Select a group below.

CSS  
 MPF  
 NGB HR  
 1AF  
 ARPC

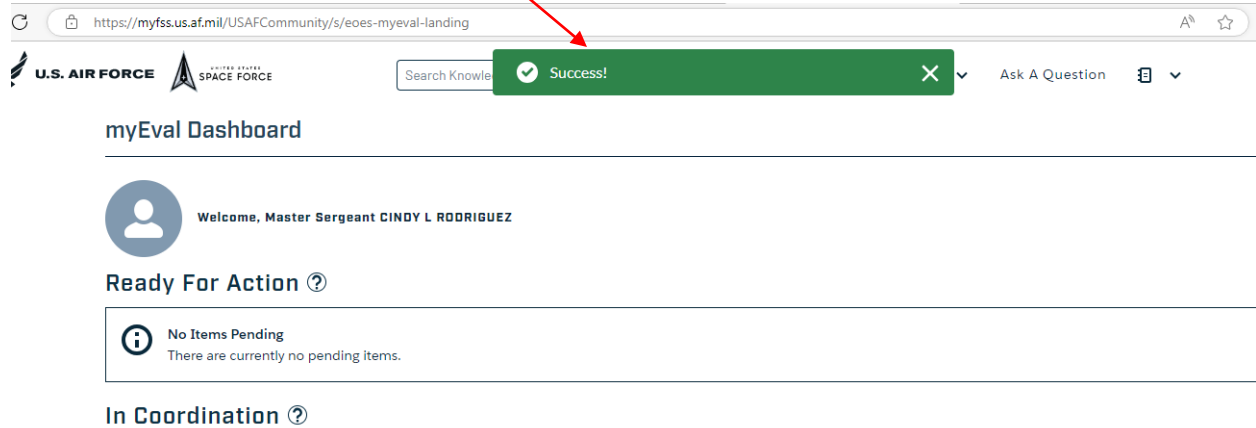
Notes (Optional)

A1, attached is Col Leathers OPB for final review. |

Send

Cancel

Step 8: The site should be sent to the recipient automatically and will no longer be visible on your screen. A green “success” tool bar should appear at the top. IF you do not receive this message once you have sent it out, please contact our office.



## Things to Consider

- Save as you go ALWAYS.
- After site is rerouted, you will no longer see it on your dashboard or have the ability to make changes.
- Raters please do NOT sign EPB’s until A1 has finalized review.
- Save a copy of the EPB. To do so select the “Output Print Preview”

