25 ATKG

Ready

Flexible

Agile

Officer Performance Brief (OPB)
"How To" Guide

Overall Briefing Classification:
UNCLASSIFIED

Change log

- 27 Jun
  - Added updated signature block capitalization guidance (aligned with AFI)

Officer Performance Brief "How-To"

- Intent
  - Standardize formatting across the organization
  - Inform raters of what is expected in the product they develop on their members
  - Generate/refine OPBs that are written grammatically correct and align with the AFI, as well as WG/CC guidance.

Officer Performance Brief "How-To"

- Admin sections
  - Ratee Info
  - Rater Info
  - Stratifications/Assessments
  - Mandatory Comments

- Content

- Formatting and Wing Admin Guide (WAG) updates

- Additional References

Admin Sections – Ratee Info

1. Spell out full duty title in title case; no abbreviations unless you run out of space in the block (Rep, IP, FE, Chf, etc are not allowed unless space is an issue)
2. Ensure duty title matches the Duty AFSC, check and ensure SURF reflects.
3. Ensure the period starts the day after the last OPR closed; check previous OPR for closeout date.
4. Days supervised is the number of days the ratee has been rated on by the rater signing the report (not how many days since the last OPR)
5. Days non-rated should be zero unless there is a MFR noted showing the non-rated period
   1. Ex: Maternity leave or Convalescent leave
6. Spell out unit/abbreviate ACC (picture below is incorrect)//Location will be depicted as seen below

(Once the user clicks on a report in myEval, the below screen will show) myEval shows what the format will be in the first section under Ratee Info. The section to the right is editable, but the Ratee info here is not. If DAFSC needs to be changed, change here for output, then work with CSS to update the members records in MILPDS.

Please send to Ratee's CSS or MPF if any of the below read-only data is incorrect. The information in the section below is for informational purposes only.

Name	SWINEHART, CHAD E	**Reason for Report**	Annual
Grade	Lt Col	**Period of Report**	12/12/2020
DoD ID			5/31/2023
Duty Title	COMMANDER/MQ-9 EVALUATOR PILOT	**Days Supervised**	365
Organization	0482 ATTACK SQUADRON 0000	**Days Non-Rated**	0
Command	AIR COMBAT COMMAND	**DAFSC**	C18A3B
Location	SHAW	**Original PAS Code** ⓘ	
		Current PAS Code ⓘ	SP1CFS9T
		Component	REGULAR

Admin Sections (myEval) – Ratee Info

(myEval screen continued) myEval does not auto-generate the proper format for Ratee Info, as seen previously. It can be edited directly below in this section in myEval. This is how the information will be displayed initially.

For evaluation output purposes, please edit data in the proper format. Duty information must reflect as of the SCOD or in the event of PCS or PCA as of the accounting date. Refer to DAFI 36-2406 for additional guidance.

Grade Last, First MI ⑦

> Lt Col SWINEHART, CHAD E

25/45

Duty Title ⑦

> COMMANDER/MQ-9 EVALUATOR PILOT

30/80

Organization, Command ⑦

> 0482 ATTACK SQUADRON 0000 (AIR COMBAT COMMAND)

46/105

Location ⑦

> SHAW

4/60

Admin Sections (myEval) – Ratee Info

For evaluation output purposes, please edit data in the proper format. Duty information must reflect as of the SCOD or in the event of PCS or PCA as of the accounting date. Refer to DAFI 36-2406 for additional guidance.

Grade Last, First MI ⑦

Lt Col SWINEHART, CHAD E.

25/45

Duty Title ⑦

Commander/MQ-9 Evaluator Pilot

30/80

Organization, Command ⑦

482d Attack Squadron (Air Combat Command)

41/105

Location ⑦

Shaw AFB, SC

12/60

Take out extra space after comma and add period after initial

Changing it is as simple as typing. This is what it needs to be changed to in order to get the proper format shown in the previous slides.

Admin Sections – Rater Info

1. **change** Name AND Grade will be in Title Case – **Ex. Jane K. Doe, Capt, USAF**
2. Duty title will be only positional, no flyer information (i.e. **do not** denote Flight Commander/MQ-9 IP)
3. Organization and command same as above with Air Combat Command abbreviated.
4. AFI states digital signatures will be used for Raters and Higher-Level Reviewers (HLRs) to the max extent possible

RATER NAME, GRADE, BRANCH OF SERVICE			RATER DUTY TITLE	
JANE K. DOE, Capt, USAF **1**			Flight Commander **2**	
RATER ORGANIZATION AND COMMAND		TYPE OF SIGNATURE	RATER SIGNATURE	
482d Attack Squadron (Air Combat Command) **3**		Digital	**4**	

This section is exactly as it should appear for the HLR info after 14 July 2023 (abbreviate ACC)

HIGHER LEVEL REVIEWER NAME, GRADE, BRANCH OF SERVICE			HIGHER LEVEL REVIEWER DUTY TITLE	
NICHOLAS A. PEDERSEN, Col, USAF			Commander	
HIGHER LEVEL REVIEWER ORGANIZATION AND COMMAND		TYPE OF SIGNATURE	HIGHER LEVEL REVIEWER SIGNATURE	
432d Wing/432d AEW (Air Combat Command)		Digital		

(stratification section depicted below) The dropdown had two selections, "THIS SECTION NOT USED" and a blank box.

If the Ratee has a stratification from the rater, i.e. a flight rank stratification from a Flight Commander within the top 50% of the flight, select the blank option. Type in the stratification or #X/XX Capts if unknown. It should be, though may not be, filled out if the ratee has a squadron or higher stratification. Squadron stratifications WILL NOT be quoted here.

RATER ASSESSMENT	STRATIFICATION
	#2/15 Flt 1 Lts

If there is no stratification, "THIS SECTION NOT USED" should be selected. Select this for the HLR Assessment unless you know the ratee's Squadron, Group or Wing stratification.

RATER ASSESSMENT	STRATIFICATION
	THIS SECTION NOT USED

Squadron Stratifications will be present in the HLR Assessment, along with any higher stratifications achieved. Organizational abbreviations **are authorized** for stratification blocks. Organizations should only be denoted if not aligned with signatory (i.e. do note state "Wg 1 Lts" in HLR block, but you must state Sq or Grp.

HIGHER LEVEL REVIEWER ASSESSMENT	STRATIFICATION	RATER ASSESSMENT
	#30/350 1 Lts, #1/45 Squadron 1 Lts	CONCUR

Mandatory Comments

- Mandatory Comments are not mandatory for all members. If required, check yes, otherwise check no

MANDATORY COMMENTS	☐ Yes	☒ No

- **Only commanders, voting assistance officers or those in command of privatized housing need statements in this area.**

- "If a member has been assigned to serve as a voting assistance officer, a comment relating to the performance of the member in these duties is required. See 10 U.S.C. § 1566." - Can be as simple as "Ratee met all requirements"

Content

- The OPB content is contained in the Duty Description, Performance Statements and HLR push line.

- The duty description is a description of the duties carried out by the Ratee. This includes everything contained in their duty title (i.e. pilot, instructor, shop rep, etc.)

- The Performance Statements (PS's) are what the Ratee did in their duties that fits to each Major Graded Area (MGA).

Content (Sentence Examples)

- Action/result/impact framework of performance statements leads to the following examples
  - Two independent clauses
    - Capt Snuffy led XX members to do some awesome things, and his efforts resulted in some other awesome things.
  - One independent clause/one (active voice) dependent clause
    - Capt Snuffy led XX members to do some awesome things, **which resulted** in some other awesome things.
  - One independent clause/one (passive voice) dependent clause
    - Capt Snuffy led XX members to do some awesome things, **resulting** in some other awesome things.
  - Dependent clause lead-in/one independent clause followed by a dependent clause
    - As the Flight Commander, Capt Snuffy led XX members to do some awesome things, **resulting** in…
    - Coordinating with XX agencies, Capt Snuffy…
  - Exclamatory sentence
    - Earned Squadron CGO of the Year Award!

Content

Duty Description

- The Duty Description should be written in an active voice
  - "He leads a shop of 10 members…"
- The subject, ie the ratee, can be assumed
  - "Leads a shop of 10 members…"
- Multiple sentences can be used and is encouraged to have one per duty
- Limited to 450 characters, including spaces

Example: John is an MQ-9 Evaluator Pilot who executes multiple MQ-9 mission sets in three separate CCMDs. Leads CC's priority programs, to include standardization and evaluation, safety, security, and unit morale. Assists in execution of the daily flying operations schedule for 3 shifts of 175 aircrew, 20 support personnel, and 4 combat lines. Executes large force integration of joint and multinational forces.

Content

Performance Statements

- The Performance Statement should be written in the past tense
  - "She led a project…"
- The subject, ie the ratee, can be assumed
  - "Led a project…"
- Multiple sentences should be used
- Aim for 2-3 performance statements per MGA block
  - A minimum of one performance statement is required
- Limited to 350 characters, including spaces
- Try to quantify wherever possible (money, percentages, etc.)

Content

- Major Graded areas drive the discussion for the content therein, but are just guidelines
    - Executing the Mission: Flying, additional duty, etc.
    - Managing Resources: Managing funds, time, manpower, etc.
    - Leading People: Manpower direction, mentorship, study groups, etc.
    - Improving the Unit: Beyond the obvious, one could capture anything that wasn't covered in the other three sections if it still "fits" the improving the unit explanation in the AFI

Content

Push line

- This comes "directly from the HLR", but the team will still do their best to draft the content
- Limited to 250 Characters.
- Start with a statement that discusses the member's strengths/accomplishments
  - This is a good place to talk about any awards won by the member or their team
- Last sentence should contain at a minimum a push for next school and a job for all officers
  - FGOs require a command track push/potential as well as staff push in addition to the above
- HLR Needs the following: Job Push (CGO/FGO), School Push (CGO/FGO), Staff Push (FGO unless CGO has completed PDE)
  - Capt Snuffy is an outstanding combat-driven leader, officer, and aviator. His performance as Chief of Training and an Instructor Pilot was key to him securing Company Grade Officer Of the Year. He is a must for **Flight CC** and send to **PDE ASAP**!
  - Jane dominated her tour as a DO! Her outstanding ability to lead in the squadron and beyond is impeccable. Her efforts directly affected change in ACC and ANG. She naturally outpaces peers and is an ideal pick for for **7 AF/A3**, a **must for CC**, then **SDE in-residence**.
- Example: Mike won Junior CGO twice this year! He is an exceptional young leader and aviator who continues to provide excellent results and progresses the squadron forward. He is ready for the Assistant Chief of Training position and should attend PDE soonest.

Content

Other

- For underperformers, "THIS SECTION NOT USED" may be used as a mandatory performance statement

Formatting

- Numerical notation should be used wherever feasible
  - Example: 4 combat lines
  - Zero (0) must be spelled out
- These symbols ($ and %) can be used wherever necessary
- Some symbols (/ and &) can be used, but only sparingly
  - Maximum of three total (each) per report.

- Subject can be formatted multiple ways
  - No subject (Led…)
  - Rank and last name (Lt Toscano led…)
  - First name (Candace led…)
  - Pronoun (She led…)
  - Must use rank and last name in a performance statement before using pronouns and first name (O-6 reports only)

Formatting

- An acceptable format for crafting a performance statement is to lead with an action verb and the "what they did" portion, then have a following –ing or -ed verb phrase that communicates the impact or result of that action.

- Example: Completed instructor upgrade in record time, boosting critical Instructor Pilot manning by 7% and allowing unit training production to increase by 5%.

- Example: Completed instructor upgrade in record time, which boosted critical Instructor Pilot manning by 7% and allowed unit training production to increase by 5%.

- Avoid strings of action phrases: Completed instructor upgrade in record time, boosted critical IP manning by 5%, and allowed unit training production to increase by 3%.
  - Note: This is an allowable performance statement according to AFI 36-2406, but current Wing guidance does not support this format.

Formatting

Acronyms – WHEN IN DOUBT, SPELL IT OUT
- The only approved acronyms are those on the list here: <mark>Acronyms (af.mil) (click me)</mark>

Also allowable:
- Ranks and tiers
  - Example: SrA, SNCO
- Symbols and measurements
  - Example: hours -> hrs; pounds -> lbs; Miles per Hour -> MPH
- Common Organizations above squadron that are easily recognizable to all Air Force members
  - CPTS, CCMD, FW, DoD, AOC
  - Note: You can use ATKS/ATKG/OSS everywhere except within the "Organization and Command" block
- Common Weapons Platform
  - Example: MQ-9, F-16
  - Note: RPA and UAS are prohibited
- Common office symbols
  - Examples: CC, A4, CMSAF, DO
  - Note: Do not add an organizational identified prior to the office symbol (i.e. Sq/CC is a no-go)

Additional References

- DAFI36-2406 (Evaluations)
  - Dictates foundational guidance for generating OPBs

- PSDM 23-52 Officer and Enlisted Evaluations Systems Updates
  - Clarifies guidance within AFI

- 432 WG Admin Guide 08 May 23
  - Outlines WG/CC's preferences

- (Guidance for Reference) List of Wing Best Practices for OPBs
  - Living document that collates lessons learned for OPB generation and further clarifies AFI guidance & WG/CC preferences

- myEval2.0 Slides
  - myEval "How-to"

- Training Session link (start at 8:30): https://www.zoomgov.com/rec/share/CK5Bt4HH7l-yRvOhBWZLnF7J0iATVVDi_zdXl6MC_kc_IwogxQt-GxC_lPSihIlZ.9Eu3c3j5o_CGSG4D
Passcode: t@=tz4f2

Questions/Discussion