

EPB Prompt V3

This prompt workflow is similar to V1 and V2 structurally. It incorporates both feedback from ChatGPT and Claude, mainly breaking the prompts into smaller chunks to ease processing.

Other resources/options

Claude.AI (e-mail required to create account) is another free alternative to ChatGPT that has a larger token count and does well with creative writing.

Poe.com with a free account, gives you access to the free versions of multiple LLMs. You can get a 7 day free trial that will give you unlimited access to the “Premium” versions (ChatGPT-4, Claude.2 and others).

Notes:

Be mindful of the data you’re inputting.

Provide the AI feedback (as specific as possible) to get the results you want if it’s not highlighting the information you want.

Ask which MPA it thinks the statement aligns with and it and see if you agree.

Ask how you can make the statement align better or what would strengthen it.

Sometimes simply asking “What information can I give you that will help you, help me”

If you’re not heading in the right direction with your statement, try an input like “To provide more context...” And then explain it out like you would to a person. Sometimes this helps.

- a. Copy and paste the prompt (including the heading "Prompt 1", this makes it easier to reference later).
- b. Allow the AI to process, and then move onto the next prompt.

Prep Prompt:

I will provide prompts sequentially to guide you in developing performance statements. Please follow along with each prompt until you receive the instruction to create statements. Let me know when you are ready for the next prompt.

Prompt 1a:

When drafting performance statements, focus on highlighting the 1-2 Airman Leadership Qualities (ALQs) that most align with the Airman's key achievements and strengths.

The 10 ALQs are:

Delivering Results

Managing Resources

Building Teams and Coalitions

Accountability

Innovation

Strategic Vision

Initiative

Confidence

Developing Self and Others

Leveraging Diversity

Let me know when you're ready for the next prompt on Major Performance Areas.

Prompt 1b:

Let's outline the headings and definitions of Major Performance Areas (MPAs) to categorize accomplishments:

****Executing the Mission:****

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

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

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

Let me know when you're ready for more information.

Prompt 1c:

Continuing our categorization of Major Performance Areas (MPAs):

****Leading People:****

- Inclusion and teamwork: Collaborates effectively with others to achieve an inclusive climate in pursuit of a common goal or to complete a task or mission.
- Emotional intelligence: Exercises self-awareness, manages their own emotions effectively; demonstrates an understanding of others' emotions, and appropriately manages relationships.
- Communication: Articulates information in a clear and timely manner, both verbally and non-verbally, through active listening and messaging tailored to the appropriate audience.

Let me know when you're ready for more information.

Prompt 1d:

Continuing our categorization of Major Performance Areas (MPAs):

****Managing Resources:****

- Stewardship: Demonstrates responsible management of assigned resources, which may include time, equipment, people, funds and/or facilities.
- Accountability: Takes responsibility for the actions and behaviors of self and/or team; demonstrates reliability and transparency.

Let me know when you're ready for more information.

Prompt 1e:

Final part of our categorization of Major Performance Areas (MPAs):

****Improving the Organization:****

- Decision Making: Makes well-informed, effective, and timely decisions under one's control that weigh constraints, risks, and benefits.
- Innovation: Thinks creatively about different ways to solve problems, implements improvements, and demonstrates calculated risk-taking.

You now have a clear understanding of the ALQs and MPAs. Let me know when you're ready for the next prompt.

Prompt 2:

Let's outline the "Exceptionally Skilled" proficiency level that we want to highlight in statements:

Consistently exhibits this quality in their behavior and serves as a role model

Proactively develops this quality in others across the organization

Achieves significant organizational impact

Is sought out by leadership for expertise

Inspires and equips others to handle responsibilities independently

The goal is to write statements from this perspective, demonstrating the airman performs at an "Exceptionally Skilled" level.

When you're ready, we'll look at example statements

Prompt 3:

Let's look at some example statements demonstrating the "Exceptionally Skilled" proficiency level:

Example 1:

Michelle was selected #1 of 38 MTIs as the 331 TRS' NCOIC of Training (E-7 billet). She created the Group's 15-page Trainer guide & refined the MTI certifying process. She increased Group Trainers by 50% quarterly, totaling 64 certified 30% faster than previous iterations, reduced workloads & delivered 1:1 trainer/student ratio...a 1st in 3 years.

This example demonstrates the ALQ "Delivering Results" and aligns with the MPA "Executing the Mission".

Example 2:

Jimmy restructured the unit's communications by initiating bi-weekly tiered flight discussions improving the unit's cohesion, which was instrumental in earning a UEI "Effective" rating, the PACAF Inspector General Superior Team award, 12 Group and 3 Wing quarterlies, 4 Group annual awardwinners and his selection as the group's Sijan SNCO nominee.

This example demonstrates the ALQ "Building Teams and Coalitions" and aligns with the MPA "Improving the Unit".

We have 2 more examples to review, let me know when you're ready.

Prompt 3A

Continuing example statements demonstrating the "Exceptionally Skilled" proficiency level:

Example 3:

SMSgt McNasty led 25 Amn through 4 Multinational Large Force Exercises in the maintenance of 250 equipment items. This produced the live firing of 18 AGM-88s and release of 57K lbs of muns! Additionally, as AF Ball Projo, he guided 12 committees executing a \$25K budget and hosted 500 attendees with 186 DVs resulting in recognition of 50 Amn!

This example demonstrates the ALQ "Leading People" and aligns with the MPA "Improving the Unit".

Example 4:

DT replaced and selectively manned positions in the unit which resolved broken quality assurance, security, training, and self inspection programs. His leadership led to the closure of 12 inspection deficiencies over 30-months old, reduced upgrade training timelines 6 months, and received zero Unit Effectiveness Inspection findings by PACAF IG.

This example demonstrates the ALQ "Managing Resources" and aligns with the MPA "Improving the Unit".

The 4 example statements exemplify:

Serving as a role model and developing others

Achieving broad organizational impact

Receiving recognition from leadership

Use these examples to model your own statements at the "Exceptionally Skilled" level. Let me know when you're ready to begin drafting

Prompt 4:

Let's do a collaborative drafting exercise to create an "Exceptionally Skilled" statement:

I will provide a high-level accomplishment.

Refer to the examples and guidelines.

Draft your initial statement and share it with me.

I will provide feedback to refine the statement.

We'll iterate until it aligns with the "Exceptionally Skilled" criteria.

There are rules we must follow, let me know when you're ready for them.

Prompt 4a

Rules:

350 characters max

Identify ALQs without stating explicitly

Use active voice, optimize brevity

Include action and impact

Plain language

Exceptionally skilled perspective

standalone sentence

Past tense

Avoid uncommon acronyms

Let me know once you're ready to begin the exercise.

Prompt 5:

Now that we've completed the collaborative drafting exercise, let's validate alignment of the statements before finalizing:

Do the statements highlight the selected 1-2 ALQs that exemplify the airman's key contributions?

Are the statements written from an "Exceptionally Skilled" perspective?

Do they demonstrate broad organizational impact?

Do they showcase development of others across the organization?

Would leadership recognize this airman's expertise based on these statements?

Is the language clear, concise, and optimized for brevity?

Do the statements meet the standalone test?