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LETTER OF EVALUATION							
I. RATEE IDENTIFICATION DATA							
1. 1	NAME (Last, First, Middle Initial)	2. SSN		3. GRADE		4. DAFS	SC
5. DUTY TITLE OR TITLE OF ADDITIONAL DUTY			6. DEPLOYED LOCATION OR NAMED OPERATION (If applicable)				
II. TYPE OF REPORT (Check appropriate block in Part A) (Must complete Items 1 and 2 in Part B; and Items 3, 4, and 5, if applicable)  (G-Series Order # and date are MANDATORY for deployed CCs. If not provided, LOE will not be filed in Officer Selection Record.)							
Α.	LETTER OF EVALUATION SUPPLEMENTAL SHEET ACQUISITION OR FUNCTIONAL EXAMINER/AF ADVISOR RE						
	1. FROM THRU	2. F	2. REPORT IS MANDATORY			OPTIONAL	
В.	3. LEVEL OF DEPLOYED COMMANDER DUTIES PERFORMED (C	Check approprie	k appropriate box, if applicable.)  WING CC  4. NUMB IN CC				
5. G-SERIES ORDER NUMBER: DATE OF ORDER:							
III.	DEPLOYED COMMANDER ASSESSMENT (For Deployed CCs only) OFFICER SATISFACTORILY COMPLETED THEIR DEPLOYED COMM	AND TOUR.	YES	NO	(If NO, report mus	t be referred.)	
IV.	COMMENTS/IMPACT ON MISSION ACCOMPLISHMENT (Use bullet	format. Mav b	e typed or ha				
V. RATER IDENTIFICATION DATA							
NAME (First, Middle Initial, Last), GRADE, BRANCH OF SERVICE,  DUTY						DATE	
ORGANIZATION, COMMAND, LOCATION							
		SSN	SIGNATUR	RE			
GEI	NERAL INSTRUCTIONS:		<u></u>				
	Use this Information Management Tool (IMT): as a mandatory Letter of Evan optional report for all other deployed Airmen; as an optional report to cadd comments to performance reports as Acquisition/Functional Examin Enlisted Evaluation Systems.	document perio	ds of perform Advisor; and	nance too sl d as further	hort to require a pe required by AFI 36	erformance rep 6-2406,Officer	ort; to
1. I I I I I I I I I I I I I I I I I I I	PLOYED CC MANDATORY LOE INSTRUCTIONS: (The goal should be Mandatory LOEs will be filed in the Officer Selection Record for officers the ocation or in support of a named operation who occupy Squadron, Group of CC position was filled for less than 45 days, an LOE is optional (unless Must be completed by the immediate next-level CC in the rating chain. It must be submitted NLT seven (7) calendar days after ratee relinquishes as if the deployed location or named operation and/or the rater's organized. For "From" and "Thru" dates, use dates member was assigned to dependent completing the Comments/Impact on Mission Accomplishment in Seleadership, team building, and problem solving abilities in accomplishing Referral report procedures (A negative assessment or negative comment as if rater gives a negative assessment to a deployed commander, the result of the selection	prough the grad prough the grad process referred se Typing of IMT is command. ration/location eloyed position Section IV, focing the mission. Its will make the later must substition.  MT.  s to the address.	le of colonel of mander position in the colonial series of the colon	deployed for itions, and a difference of the transfer of trans	r 45 days or more are appointed by "ope handwritten. Conta Masked".  ate Assumed/reling that the officer did a ME, or promotion religional rate	in a deployed G" series order completed LOEs uished comme and on the office commendation cr comments.)	s and. cer's ins.
	FIONAL LOE INSTRUCTIONS: Optional LOEs will not be filed in member's selection record/folder; howe	ever comments	s contained i	n the LOF n	nav he used hv rat	ers when com	nletina
ı <i>' ·</i> '	optional Eoes will not be inca in members selection record/lolder, nowe	ovor, committelles	, Jonanieu II	LOE II	nay be asea by lat	CIS WITCH COIN	picting

- Optional LOEs will not be filed in member's selection record/folder; however, comments contained in the LOE may be used by raters when completing
  performance reports. Should an officer wish to submit a letter to the promotion board, he/she may submit signed/completed LOEs as attachments.
- 2. If an optional LOE contains referral comments, the ratee addresses his or her comments, if any, along with the LOE, to his or her current rater. The current rater determines if the referral comments are serious enough to warrant permanent recording.
  - a. If referral comments are serious enough, the rater prepares a performance report using the procedures outlined in AFI 36-2406, and the LOE becomes a referral document attached to the report.
  - b. If the rater believes a report is inappropriate, he or she returns the LOE and any rebuttal comments to the ratee.
- 3. If Acquisition or Functional Examiner/AF Advisor is required, see Section VIII on reverse side of this IMT.
- 4. If the deployed location or named operation and/or the rater's organization/location are classified, enter "Data Masked".