ENLISTED PERFORMANCE REPORT *(AB thru TSGT)*

I. RATEE IDENTIFICATION DATA *(Read AFI 36-2406 carefully before completing any item.)*

1. *(Last, First, Middle Initial)*	2. SSN	3. GRADE	4. DAFSC

5. ORGANIZATION, COMMAND, AND LOCATION	6a. PAS	6b. SRID

7. PERIOD OF REPORT From: Thru:	8. NO. DAYS SUPERVISION	9. REASON FOR REPORT

II. JOB DESCRIPTION

1. DUTY TITLE

2. KEY DUTIES, TASKS, AND RESPONSIBILITIES

III. EVALUATION OF PERFORMANCE

1. HOW WELL DOES RATEE PERFORM ASSIGNED DUTIES? *(Consider quality, quantity, and timeliness of duties performed)*

☐ Inefficient. An unprofessional performer.	☐ Good performer. Performs routine duties satisfactorily.	☐ Excellent performer. Consistently produces high quality work.	☐ The exception. Absolutely superior

2. HOW MUCH DOES RATEE KNOW ABOUT PRIMARY DUTIES? *(Consider whether ratee has technical expertise and is able to apply the knowledge)*

☐ Does not have the basic knowledge necessary to perform duties.	☐ Has adequate technical knowledge to satisfactorily perform duties.	☐ Extensive knowledge of all primary duties and	☐ Excels in knowledge of all related positions. Masters all duties.

3. HOW WELL DOES RATEE COMPLY WITH STANDARDS? *(Consider dress and appearance, weight and fitness, customs, and courtesies)*

☐ Fails to meet minimum standards.	☐ Meets Air Force standards.	☐ Sets the example for others to follow.	☐ Exemplifies top military standards.

4. HOW IS RATEE'S CONDUCT ON/OFF DUTY? *(Consider financial responsibility, respect for authority, support for organizational activities, and maintenance of government facilities)*

☐ Unacceptable	☐ Acceptable	☐ Sets the example for others.	☐ Exemplifies the standard of conduct.

5. HOW WELL DOES RATEE SUPERVISE/LEAD? *(Consider how well member sets and enforces standards, displays initiative and self-confidence, provides guidance and feedback, and fosters teamwork)*

☐ Ineffective	☐ Effective. Obtains satisfactory	☐ Highly	☐ Exceptionally effective leader.

6. HOW WELL DOES RATEE COMPLY WITH INDIVIDUAL TRAINING REQUIREMENTS? *(Consider upgrade training, professional military education, proficiency/qualification, and contingency)*

☐ Does not comply with minimum training requirements.	☐ Complies with most training requirements.	☐ Complies with all training requirements.	☐ Consistently exceeds all training requirements.

7. HOW WELL DOES RATEE COMMUNICATE WITH OTHERS? *(Consider ratee's verbal and written skills)*

☐ Unable to express thoughts clearly. Lacks organization.	☐ Organizes and expresses thoughts satisfactorily.	☐ Consistently able to organize and express ideas clearly and concisely.	☐ Highly skilled writer and communicator.

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

IV. PROMOTION RECOMMENDATION
(Compare this ratee with others of the same grade and AFS)

RATEE NAME:

RECOMMENDATION	NOT RECOMMENDED	NOT RECOMMENDED THIS TIME	CONSIDER	READY	IMMEDIATE PROMOTION
RATER'S RECOMMENDATION	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
ADDITIONAL RATER'S RECOMMENDATION	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

V. RATER'S COMMENTS

Last performance feedback was accomplished on: _____ *(Consistent with the direction in AFI 36-2406. If not accomplished, state the reason.)*

NAME, GRADE, BR OF SVC, ORGN, COMD &	DUTY	DATE
	SSN	SIGNATUR	

VI. ADDITIONAL RATER'S COMMENTS

☐ CONCUR   ☐ NONCONCUR

NAME, GRADE, BR OF SVC, ORGN, COMD &	DUTY TITLE	DATE
	SSN	SIGNATUR	

INSTRUCTIONS

Reports written by a senior rater or the Chief Master Sergeant of the Air Force (CMSAF) will not be endorsed.

Reports written by colonels or civilians (GS-15 or higher) do not require an additional rater; however, endorsement is permitted unless prohibited by the Instruction above.

When the rater's rater is not at least a MSgt or civilian (GS-07 or higher), the additional rater is the next official in the rating chain serving in the grade of MSgt or higher, or a civilian in the grade of GS-07 or higher.

When the final evaluator (rater or additional rater) is not an Air Force officer, enlisted, or DAF civilian, an Air Force advisor review is required.

All evaluators enter only last four numbers of SSN.

VII. COMMANDER'S REVIEW

☐ CONCUR	☐ NONCONCUR *(Attach AF Form 77)*	SIGNATUR

AF IMT 910, 20000601, V2   *(REVERSE)*   **FOR OFFICIAL USE ONLY**   *(When filled in)*