

**PERFORMANCE FEEDBACK WORKSHEET (Lt thru Col)**

**I. PERSONAL INFORMATION**

NAME	GRADE	UNIT
------	-------	------

**II. TYPES OF**       INITIAL       MID-TERM       RATEE REQUESTED       RATER DIRECTED

**III. PRIMARY DUTIES**

**IV. PERFORMANCE FEEDBACK**

**1. Job Knowledge.** Has knowledge required to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle non-routine situations.

N/A Initial Feedback   
  Does Not Meet   
  Meets   
  Above Average   
  Clearly Exceeds

**2. Leadership Skills.** Sets and enforces standards. Works well with others. Fosters teamwork. Displays initiative. Self-confident. Motivates subordinates. Has respect and confidence of subordinates. Fair and consistent in evaluation of subordinates.

N/A Initial Feedback   
  Does Not Meet   
  Meets   
  Above Average   
  Clearly Exceeds

**3. Professional Qualities.** Exhibits loyalty, discipline, dedication, integrity, honesty, and officership. Adheres to Air Force standards. Accepts personal responsibility. Is fair and objective.

N/A Initial Feedback   
  Does Not Meet   
  Meets   
  Above Average   
  Clearly Exceeds

**4. Organizational Skills.** Plans, coordinates, schedules and uses resources effectively. Meets suspenses. Schedules work for self and others equitably and effectively. Anticipates and solves problems.

N/A Initial Feedback   
  Does Not Meet   
  Meets   
  Above Average   
  Clearly Exceeds

**5. Judgment and Decisions.** Makes timely and accurate decisions. Emphasizes logic in decision making. Retains composure in stressful situations. Recognizes opportunities. Adheres to safety and occupational health requirements. Acts to take advantage of opportunities.

N/A Initial Feedback   
  Does Not Meet   
  Meets   
  Above Average   
  Clearly Exceeds

**6. Communication Skills.** Listens, speaks, and writes effectively.

N/A Initial Feedback   
  Does Not Meet   
  Meets   
  Above Average   
  Clearly Exceeds

**7. Physical Fitness.** Maintains Air Force physical fitness standards.

Does Not Meet   
  Meets   
  Exempt

**V. PROFESSIONAL DEVELOPMENT**

STRENGTHS

SUGGESTED GOALS

ACADEMIC/PROFESSIONAL EDUCATION

DE (BDE, IDE, SDE RESIDENCE/SEMINAR/CORRESPONDENCE)

NEXT/FUTURE ASSIGNMENTS (BASE LEVEL, STAFF, JOINT, CONUS, OVERSEAS)

**VI. ADDITIONAL COMMENTS**

**PRIVACY ACT STATEMENT**

*AUTHORITY: Title 10, United States Code, Section 8013 and Executive Order 9397, 22 November 1943.*

*PURPOSE: Information is needed for verification of the individual's name and Social Security Number (SSN) as captured on the form at the time of the rating.*

*ROUTINE USES: None. RATIONALE: This information will not be disclosed outside DoD channels.*

*DISCLOSURE: Disclosure is mandatory; SSN is used for positive identification.*

RATEE SIGNATURE

RATER SIGNATURE

DATE