

PERFORMANCE FEEDBACK WORKSHEET (Lt thru Col)

I. PERSONAL INFORMATION

NAME	GRADE	UNIT
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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