

AIRMAN COMPREHENSIVE ASSESSMENT WORKSHEET (2Lt thru Col)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, United States Code (U.S.C.) 8013, Secretary of the Air Force; AFI 36-2406, and Executive Order 9397 (SSN) , as amended.

PURPOSE: Form is used to document effectiveness/duty performance history.

ROUTINE USES: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply.

DISCLOSURE: Mandatory. SSN is used for positive identification.

I. PERSONAL INFORMATION

NAME Bennett R. Johnson	RANK Capt	UNIT 625 STOS
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II. TYPE OF ASSESSMENT: ☐ INITIAL ☒ MID-TERM ☐ RATEE REQUESTED ☐ RATER DIRECTED

III. SELF ASSESSMENT (To be completed by Ratee and forwarded to Rater) Rating Scale: Y = Yes, understands; N = Need more information

RESPONSIBILITY:	RATEE
1. Understands the importance of doing the right thing even when it is unpopular or difficult.	Y
2. Understands the importance of responsibility in the use and care of equipment and assets.	Y
3. Understands the importance of admitting to shortcomings or mistakes.	Y
4. Understands the importance of refusing to participate in inappropriate behavior(s) despite social pressure(s).	Y
5. Understands the importance of accomplishing tasks in a timely manner.	Y
6. Understands the importance of providing support and welfare of family and ensuring they are prepared for separations and/or reunions. (If applicable)	

ACCOUNTABILITY:

7. Understands the importance of the AF Core Values/standards and how others should be accountable.	Y
8. Understands the importance of application of situational awareness and sound judgment.	Y
9. Understands the importance of living within means financially (budgets, saves, spends responsibility, etc.).	Y

AIR FORCE CULTURE:

10. Understands the importance of leading by example.	Y
11. Understands the importance of respecting self and others.	Y
12. Understands the importance of looking after fellow Airmen and their families (to include while fellow Airmen are deployed).	Y
13. Understands the importance of showing enthusiasm in being an Airman and inspiring others to reach their full potential.	Y
14. Understands the importance of upholding the proud heritage of the Air Force and the importance of displaying the professional characteristics of an Airman at all times (24/7).	Y

SELF:

15. Understands the importance of setting aside time to assess self, as well as personal and professional goals.	Y
16. Understands the importance of setting aside quality time to be with family and friends.	Y
17. Understands the importance of striving to meet personal/professional goals. Review Section VII for discussing during the assessment session.	Y

IV. AIRMAN'S CRITICAL ROLE IN SUPPORT OF THE MISSION (To be completed by Rater)

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V. INDIVIDUAL READINESS INDEX (Completed by Rater after talking to unit deployment manager)

R = RED (UNSAT/NOT CURRENTLY DEPLOYABLE); G = GREEN (SAT/CURRENTLY DEPLOYABLE)

Are all deployment requirements current in accordance with AFI 10-403? AEF Indicator

VI. PERFORMANCE FEEDBACK (To be completed by Rater) - Information may be used on next OPR

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

Still learning, enjoys the work. Primary is stressful yet rewarding. Targeting is my favorite action.

2. Leadership Skills. Sets and enforces standards. Promotes a healthy organizational climate. 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, and officership. Adheres to Air Force standards. Accepts personal responsibility.		
<input type="checkbox"/> N/A Initial Feedback	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets <input checked="" type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds
4. Organizational Skills. Plans, coordinates, schedules, and uses resources effectively. Meets suspense's. Schedules work for self and others equitably and effectively. Anticipates and solves problems. Develops innovative solutions.		
<input type="checkbox"/> N/A Initial Feedback	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets <input checked="" type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds
5. Judgment and Decisions. Makes timely and accurate decisions. Emphasizes logic and decision making. Retains composure in stressful situations. Adheres to safety and occupational health requirements. Recognizes and acts to take advantage of opportunities.		
<input type="checkbox"/> N/A Initial Feedback	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets <input checked="" type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds
6. Communication Skills. Listens, speaks, and writes effectively. Clearly and succinctly conveys ideas.		
<input type="checkbox"/> N/A Initial Feedback	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets <input checked="" type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds
7. Physical Fitness. Maintains Air Force physical fitness standards. Discuss current AF Fitness Program and how lifestyle ensures fitness standard goals.		
<input type="checkbox"/> Does Not Meet	<input checked="" type="checkbox"/> Meets	<input type="checkbox"/> Exempt Next FA Due 30 Apr 2019
VII. KNOWING YOUR AIRMAN <i>(To be discussed by Ratee and Rater during the feedback session)</i>		
1. How do you think you are <i>performing</i> in the unit? How can your unit help you perform better?		
Well, more reactionary driven compared to initiative driven		
2. What are some of your goals for self-improvement? <i>(Goals should be SMART -- Specific, Measurable, Attainable, Realistic, and Time-bound).</i>		
2a. Do you have <i>personal</i> (family, financial, fitness, etc.) goals? Would you like to discuss?		
Air Force marathon in September		
2b. What are your <i>professional</i> (assignments, academic and professional education, etc.) goals <i>(i.e., SOS, ACSC, AWC, Masters Degree)</i> ?		
Stay at Offutt as long as possible		
3. Do you have stressors in your life? If so, what are your goals for reducing them? How can we help?		
Yes, wait the problem out.		
4. Do you have Wingmen? Do you have at least one mentor?		
Yes, Capt Wolfe and Capt Hall.		
5. How would you rate yourself as a Wingman and a mentor? Can you provide some specific examples?		
As a wingman good, as a mentor fair.		
6. Would you like to offer any suggestions/feedback? <i>(e.g., unit improvements, safety, productivity enhancements, existing programs, living conditions)</i>		
7. Expectations for unit and ratee <i>(Areas for Improvement, strengths and weaknesses; recommendations to improve)</i>		
8. NOTE: This information is to enhance open communication, the rater will not utilize or document any areas discussed in Section III or VII when preparing evaluations <i>(Ref: AFI 36-2406)</i>		
RATEE SIGNATURE	RATER SIGNATURE	DATE