

**PERFORMANCE FEEDBACK WORKSHEET (AB thru TSgt)**

**I. PERSONAL INFORMATION**

NAME	GRADE	UNIT
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**II. TYPES OF FEEDBACK:**     INITIAL     MID-TERM     RATEE REQUESTED     RATER DIRECTED

**III. PRIMARY DUTIES**

  
  
  

**IV. PERFORMANCE FEEDBACK**

**1. PRIMARY/ADDITIONAL DUTIES.** Consider Adapting, Learning, Quality, Timeliness, Professional Growth, Communication Skills. (For SSgt/TSgt also consider Supervisory, Leadership and Technical Ability.)

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

  
  
  

**2. STANDARDS, CONDUCT, CHARACTER & MILITARY BEARING.** Consider Dress & Appearance, Personal/Professional Conduct On/Off Duty. (For SSgt/TSgt also consider Enforcement of Standards and Customs & Courtesies.)

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

  
  
  

**3. FITNESS.** Maintains Air Force Physical Fitness Standards.

Does Not Meet     Meets     Exempt

  
  
  

**4. TRAINING REQUIREMENTS.** Consider Upgrade, Ancillary, OJT, & Readiness. (For SSgt/TSgt also consider PME, Off-duty Education, Technical Growth, and Upgrade Training.)

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

  
  
  

**5. TEAMWORK/FOLLOWERSHIP.** Consider Team Building, Support of Team & Followership. (For SSgt/TSgt also consider Leadership, Team Accomplishments, Recognition/Reward Others.)

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

  
  
  

**6. OTHER COMMENTS.** Consider Promotion, Future Duty/Assignment/Education Recommendations and Safety, Security & Human Relations.

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

**V. STRENGTHS, SUGGESTED GOALS, AND ADDITIONAL COMMENTS** (Enlisted Professional Development: EES, Assignments, PME, Mentoring, Career Advice, etc.)

Empty space for entering strengths, suggested goals, and 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: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).*  
*DISCLOSURE: Disclosure is mandatory; SSN is used for positive identification.*

RATEE SIGNATURE	RATER SIGNATURE	DATE
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