

poster

MPCAE

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FM HQ AFMPC RANDOLPH AFB TX/MPCY
261600ZDEC78
UNCLAS E F T O B/ 644 /78

IMC 78-3
AFR 36-10
26 Dec 78

SUBJECT: Interim Message Change 78-3 to AFR 36-10

Part I. The following changes to AFR 36-10 are effective as of the date of this message:

1. Page 1-1, para 1-4. Add the following at the end of this para: "A primary source of such information is favorable communications regarding the ratee, received during the reporting period. Raters should keep copies of these communications and consider them when preparing a report on the ratee. Direct quotes from favorable communications may be included in evaluation reports."

2. Page 1-3, para 1-12.1: Delete entire para.

3. Page 1-3, para 1-13g: Delete entire para.

4. Page 2-1, para 2-3e, line 1, change to read: "...AFCS officers (other than non-EAD ANG) performing a function..."

5. Page 2-2, para 2-9b, line 4, change to read: "general officer or Department of the Air Force (DAF) civilian in grade GS-16 or above, or reports directly to...."

6. Page 2-3, add new para 2-23: "2-23. Last Duty Day. The day prior to an individual's departure from his or her station (PCS, retirement, separation, terminal leave, leave in conjunction with PCS) or unit (PCA). Do not consider unofficial time off from duty to pack household goods, etc."

7. Page 3-3, para 3-9a(4), line 2, change to read: "... provide copies for file in the UPRG, OCSR, or Adjutant General record file."

8. Page 3-4, para 3-12

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- a. Line 3, delete the word "administrative."
 - b. Line 6, change to read: "...report, a senior air force personnel..."
 - c. Add the following sentence at the end of the paragraph: "If it is necessary to reaccomplish a report for any other reason, request authority from AFMPC/MPCYO."
9. Page 3-5, table 3-1
- a. Rule 1, column E, change to read: "HQ USAF/MPG Wash DC 20330"
 - b. Rule 2, column E, change to read: "HQ AFMPC/MPCO Randolph AFB TX 78148."
 - c. Rule 7, column E, change to read: "HQ AFMPC/MPCDOB4..."
10. Page 3-6, table 3-2
- a. Rule 1, column E, change to read: "HQ USAF/MPG Wash DC 20330".
 - b. Rule 2, column A, change to read: "colonel through lieutenant and warrant officer."
 - c. Note 2, line 1, change to read: "UPRG copy for lt cols and below is retained at servicing CBPO."
 - d. Note 2, line 4, change to read: "...MAJCOM, IAW note 1."
11. Page 4-1, para 4-3b(4), line 2, change to read: "...the retired Reserve (ISLRS) within..."
12. Page 4-1, para 4-4b(2), line 1, change to read: "A general officer or civilian in grade GS-16 or above, who is either..."
13. Page 4-2, para 4-5b(1), line 4, change to read: "...and 3-3). CBPO/DPMQ will, at the ratee's request, assist in preparing and typing this indorsement. It is signed..."
14. Page 4-2, para 4-5e(1), last two line, change to read: "...MAJCOM to HQ AFMPC/MPCYO (through the Adjutant General to NGB for non-EAD ANG officers)."

15. Page 4-3, para 4-7, add the following at the end of the main paragraph: "OERS on non-EAD ANG officers are due to the indorser 45 days after the closeout date, to the CBPO 60 days after the closeout date, to the State 70 days after the closeout date and to ARPC 90 days after the closeout date."

16. Page 4-4, para 4-9e: Delete the entire para. *(Control Roster)*

17. Page 4-6, table 4-1

a. Rules 4 and 7: Delete entirely.

b. Rule 5, column C: Add "120 days."

c. Rule 6, column C: Add "120 days (90 days if completing a period of observation on the control roster)."

18. Page 4-12, table 4-4

a. Heading: Add "(see note 6)."

b. Rule 1, column C, change to read: "USAF general officer or DAF civilian in grade GS-16 or above."

c. Rule 4, column C, change to read: "USAF colonel or DAF civilian in grade GS-15 or above."

d. Note 3, line 1, change to read: "If the indorser is other than an Air Force officer or DAF civilian the report is"

e. Add note 6: "6. (ADDED) Reports for Stat Tour officers are indorsed in the MAJCOM/OER Management Point to which the ratee is assigned."

19. Page 4-14 and 4-15, table 4-7

a. Rule 8, column A, change to read: "Ratee completes an active duty (AD) for training tour (excluding school tours) under immediate supervision of other than designated rater, and tour is at least 10 calendar days long."

b. Rule 8, column C, add: "Mandatory."

c. Rule 10, column A, change to read: "Ratee completes training under supervision of other than designated rater and has earned less than 10 points since last OER or TR."

d. Rule 10, column C, add: "Optional (see note 2)."

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- e. Rule 11, column A, line 3, change "20" to "10."
20. Page 5-1, para 5-2a(2), line 2: Delete this line.
21. Page 5-1, para 5-2c, delete para and add new para c as follows: "c. Raters are encouraged to furnish the ratee one copy of the OER notice for the ratee to examine for accuracy. Incorrect or questionable entries should be resolved by the CBPO. The second copy of the OER notice will be forwarded with the OER through the rating chain and CBPO to the MAJCOM."
22. Page 5-1, para 5-2d: Delete para.
23. Page 5-1, para 5-2e(5)(a), line 1, change to read: "...officers other than Stat Tour officers, enter active..."
24. Page 5-1, add new para 5-2e(5)(c): "(c) for officers on EAD under 10 USC 265, 8033, and 8496 or 32 USC 708 (Statutory Tour Programs) enter 'Stat Tour'."
25. Page 5-1, para 5-2e(6), add at end of para: "When an officer awaiting federal recognition of a unit vacancy promotion to a higher grade is due a report, show the officer's federally recognized grade as of the closeout date of the report, not the projected grade."
26. Page 5-5, para 5-9a, lines 6 and 7: Place a period after "section V" and delete "except for abbreviated reports."
27. Page 5-6, para 5-11a(8): Change to read "SSAN is required if the evaluator is a USAF officer (suffix is optional, not required). SSAN is not required if the evaluator is a civilian or a member of another U.S. or a foreign service."
28. Page 5-6, para 5-11b(2) and (3): Delete these paras. Add new (2) as follows: "(2) For additional raters and indorsers, enter the information as of the date signed. Note: This is a general rule and may be modified to suit circumstances. For example: an officer is the commander of a unit on the closeout date of an OER but moves before he has a chance to indorse that OER. This officer may still sign the report as 'Wing Commander.' judgement must be applied to determine when such exceptions are in the best interests of the Air Force and will result in the most accurate and meaningful OER."

29. Page 5-6, para 5-11c(1), line 1, change to read:
"...sign the original in dark reproduceable ink (black or blue only), and enter..."

30. Page 6-3, add new para 6-5d: "d. The ratee's CBPO updates OER-CLOSE-DT-LAST, DIN QBB, upon receipt of the complete OER."

31. Page 6-3, para 6-6d: Delete entire para.

32. Page 8-2, para 8-2e, note: Delete first sentence of the note.

33. Page 9-1, para 9-2, last line, change to read:
"...reason, or if an optional report is submitted under para 4-3c."

34. Page 9-1, para 9-3b(2), delete "...provided that person is a federally recognized general officer..."

35. Pages 9-1 and 9-2, para 9-4a

a. Lines 2, 3, and 4. delete: "...the CBPO/CRPO/DPMQE prepares the report in accordance with paragraph 9-8. They also..."

b. Line 10: change "prepares: to "furnishes."

c. Lines 10 and 11: Delete "...and envelope..."

d. Lines 13 and 14: Delete both lines.

e. Lines 18 thru 23: Delete beginning with "The CBPO/CRPO/ DPMQE..." thru "...designated representative."

36. Page 9-2, para 9-4b

a. Line 2: Change "prepares" to "furnishes" and delete "and envelope."

b. Lines 4, 5, and 6: Delete the sentence which begins on line 4.

37. Page 9-2, para 9-4c

a. Lines 2 and 3: Change "prepares" to "furnishes" and delete "and envelope."

b. Lines 5 and 6: Delete sentence which begins on line 5.

38. Page 9-2, para 9-8a, lines 1 thru 4: Delete first sentence.

39. Page 9-3, table 9-1, rule 5, column c: Change to read "State Adjutant General (see notes 1 and 2)."

40. Page 10-2, table 10-1, rule 1, column e, Change to read: "HQ AFMPC/MPCAB Randolph AFB TX 78148."

41. Page 10-2, table 10-1, note: Add the following to the end of the note "~~The indorser may forward only AF Fms 705~~ prepared by individuals who actually signed the OER. If an official qualified to be the indorser chooses to forward a report to a higher level for indorsement, he or she must forward AF Fms 705 prepared by the rater and additional rater. The individual escalating the report will prepare an AF Fm 705 only if he or she signs the OER as rater or additional rater. If the individual escalating the report acts as additional rater in place of a subordinate, the subordinate's AF Fm 705 will not be forwarded."

42. Page A2-1, atch 2, para 2, Add the following at the end of the para "Contact the CBPO/DPMQE if you need help in preparing your reply."

Part II. The following changes are effective as specified in Part I, paras 1, 2, and 3 of IMC 78-2 to AFR 36-10 and paras 1 and 3 of MPCYO MSG 191600Z OCT 78, SUBJ: Clarification of IMC 78-2 to AFR 36-10:

1. Pages 4-8 and 4-9, table 4-2

a. Column E: Delete this column.

b. Rules 1, 2, and 5, column A: Change to read, "colonel thru lieutenant and warrant officer."

c. Rule 1

(1) Column B: Change to read, "1 year has passed since closeout date of last OER or TR."

(2) Column C: Delete "(see note 4)."

d. Rules 3, 6, 9, and 10: Delete entirely.

e. Notes 1 thru 5: Delete entirely.

2. Pages 4-10 and 4-11, table 4-3

- a. Columns A thru F and K: Delete entirely.
- b. Column G, heading, change "and" to "if."
- c. Column H, heading, delete: "(see note 14)".
- d. Column I, heading, add: "(see note 18)".
- e. Rules 1 thru 5, column H, change to read: "earned 10 active/inactive training points under rater since close-out date of last OER or TR (do not include ECI or membership points)."

f. Rule 5.

(1) Column G, change to read: "one year has passed since closeout date of last OER or TR."

(2) Column J, delete: "(see note 10)."

g. Rule 11, delete entire rule.

h. Rule 12, column G, change to read: "Ratee is assigned as a palace option officer."

i. Legend: Delete entirely.

j. Notes 4 and 8 thru 16: Delete entirely.

k. Note 5, line 3, delete "...as an abbreviated report..."

l. Add note 18: "18. Category A members assigned to HQ AFRES or subordinate units also require 120 calendar days supervision."

Part III. The following paragraphs outline the more significant changes implemented by this message and provide brief rationale:

1. Provides increased emphasis on supervisor's responsibility for keeping track of favorable communications pertaining to their subordinates so as to insure accurate recording.

2. Defines "Last Duty Day" as used to determine OER close-out date so as to improve standardized reporting requirements.

3. Provides revised reporting requirements for non-EAD members to conform to revised active duty policy.

4. Deletes the requirement for AF Form 707a where the ratee is assigned within the Air Force and the indorser is a Department of the AF civilian of the required grade.

5. Deletes the requirement to complete sections I and IV of AF Form 706 and envelopes for all evaluators.

6. Encourages raters to give the ratee a copy of the OER notice to insure correct data is included in OERs.

7. Deletes requirement for the rater to return an annotated copy of the OER notice to the CBPO and for the CBPO to update DIN QBB from this notice. CBPOs will now update DIN QBB from the completed OER.

8. AFMPC project officer is: Capt Pettigrew, AFMPC/MPCYO, Autovon 487-4525/2978. This message has NGB and HQ AFRES coordination.