



# CIVILIAN PERSONNEL FACT SHEET

PLEASE ENSURE THAT YOU ARE USING THE 1 JUL 99 VERSION OF THE  
AIR FORCE FORM 860A

The rating official should complete the blocks for the employee's name, SSN, organization, pay plan, series, grade-step and salary (as of 31 March).

Enter Appraisal Period: 1 April to 31 March with the effective date 1 Jun.

**Part A, Position Requirements:** Rate the critical element(s) in Part A by placing an "X" in the appropriate block of either: "Does Not Meet" or "Meets". The elements match the duties in the Core Document.

The overall performance rating is derived from the ratings of the critical elements. Place an "R" or "N" in the Overall Performance Rating. Employees with a "N" rating are ineligible for an award. A rating of "Does Not Meet" for any critical element results in a determination that overall performance is Unacceptable. \*An Unacceptable rating is the basis for initiating a performance improvement plan and requires proper documentation. **REMINDER: Before assigning a rating of unacceptable, rating officials must contact the employee relations specialist who services their organization for guidance (DSN 480-2008).**

**Part B, Impact on Mission Accomplishment:** This area is mandatory for GS-14s/15s. Optional for all other grade levels. This area serves as the award justification for GS-14s/15s, when applicable. Reference AFI 36-1003.

**Part C, Award Justification:** GS-1 through GS-13. No more than 9 bullet statements using concise action verb filled lines backed up with quantifiable, specific dates.

**Part D, Performance Award:** Enter "P" for Performance Award, "Q" for QSI, "TOA" for Time-off Award. Enter the award amount as a whole dollar amount for performance awards. If you use a percentage, the calculation will be based on the 31 Mar annual salary. Leave the award amount area blank for QSIs. Enter Time-Off awards in the "Other Award" area along with the number of hours.

**Part E, Certification:** Do not date appraisal forms prior to 31 March. Remember, first the rating official signs, then the reviewing official, then the award approving official. The quality control review official will initial the form and write "QCRO Review" in the lower left-hand margin on the front side of the AF Form 860A. The Employee Signs Last. If employee refuses to sign, simply annotate "Employee Chose Not To Sign" **along with the date**. If employee is on Leave Without Pay status, annotate "Employee is on LWOP" in the employee signature block on the AF Form 860A.

Ratings and award recommendations made by the supervisor are not always the final rating or award the employee will receive. Marking the ratings and award recommendation lightly in pencil will save reaccomplishment of the whole form if changes are necessary.

**Award Approving Official:** Awards cannot be paid without the Award Approving Official's signature. The award (performance, QSI or TOA) must be properly annotated in Part D of the AF Form 860A. Award Approving Officials also have authority to approve QSIs and time off awards of more than one workday (8 hours). 435 ABW policy is not more than 3 percent without Group Commanders or equivalent approval, not more than 10% without Secretary of the Air Force approval, and not more than \$10,000 without Office of Personnel Management approval. For HQ USAFE, please call 480-4212 for all performance awards.

### **REVERSE of the 860A**

Nine "Promotion Appraisal" Factors

Basis for In-service Placements

Do Not Complete for GS-15s

**APPRAISAL FACTORS - Manner of Performance** Indicate the appropriate rating based on observations of the employee's performance for each appraisal factor. Appraisal factors listed represent work behaviors that can be observed in the context of the employee's current position and are considered predictive of performance at the next higher level. Enter the rating 1 through 9 and place in the empty square next to each numbered item.

Because supervisors will maintain the Employee Performance Folder (EPF), copies of the AF Form 860A will no longer come to the CPF. Provide one copy of the AF Form 860A to the employee and the supervisor will file the original in the EPF. **Exceptions:** Employees that are on LWOP and those employees at our geographically separated units (GSUs). For GSUs, provide a copy of the AF 860A to the employee, and then forward the original hard copy AF 860A directly to the CPO for filing in the EPF. For those on LWOP, directly forward the original hard copy AF 860A to the CPO for filing in the EPF.

Additionally, a copy of the re-certified AF 860 or Coredoc must be provided to the employee and one must be filed in the EPF.

### **For your Info:**

Employee resigns, retires, or transfers to another agency such as Army or Navy, prior to 31 Mar: An annual performance rating is not completed, however, supervisors may complete an informational appraisal to give directly to the employee. The supervisor submits the EPF to the CPO, 435 MSS/DPCE. That office forwards it to the National Records Center in St. Louis for record keeping or to another Federal Organization.

Employee on Leave without Pay is handled as an active employee and is due for an annual performance rating.

For employees who are on LWOP or who have PCS'd after 01 Jan, the original AF Form 860A will be submitted to the Civilian Personnel Office. The employee also can be granted an award funded by the losing organization. In this case, the losing organization's fund cite needs to be forwarded along with the appraisal to the CPO for processing.

Employee who transfers to another AF base before 1 January: The new supervisor completes the annual performance rating. The EPF is submitted to the CPO, 435 MSS/DPCE, if supervisor has it. No annual appraisal is completed by the losing supervisor.

New employees who have worked for the Air Force for at least 90 days by 1 January thru 31 March are due an annual performance rating. The employee may be granted a performance award.

Employees on Detail/Temporary Promotion as of 31 March: The detail or temporary promotion supervisor will complete the annual appraisal if the assignment has lasted 90 days or more. If the detail or temporary promotion has been less than 90 days, the rating official for the employee's permanent position will complete the appraisal with input from the detail or temporary promotion supervisor.

#### **CHANGE OF REPORTING OFFICIAL:**

A departing supervisor who leaves before 1 January and has supervised an employee for at least 90 days will leave information concerning the employee's performance for the incoming supervisor before he or she departs. The losing supervisor does not discuss this information with the employee.

A departing supervisor who leaves after 1 January and has supervised an employee for less than 90 days will **not** accomplish an appraisal before he or she departs. Instead, the reviewing official prepares the annual rating with input from the departing supervisor. But: If the departing supervisor has supervised the employee for 90 days or more he or she completes the appraisal and leaves it for processing.

**SUPERVISORS:** All supervisors must be evaluated on their supervisory duties in Personnel Management, Affirmative Action, and Safety and Health. Performance plans for supervisors must contain elements and standards on these responsibilities. In addition, employees with access to classified information must be evaluated on the discharge of their security responsibilities. There are DoD performance evaluation requirements for managers/employees whose duties include audit follow-up, internal management control, inventory

management, and persons serving in acquisition positions as well; See attachment 3 to AFI 36-1001.