

Annual Rating (Two-Level System)

The annual appraisal period runs from 1 Apr to 31 Mar.

The annual rating is rendered at the end of an appraisal period of at least 90 days. There are special circumstances when an employee may not have been in a position for the 90-day period. In those cases, you should contact the CPF for guidance.

If guidance is needed for preparing a performance rating, refer to Employee Management Relations Program - [Guidelines for Preparing AF Form 860A](#).

The following pages provide guidance on how to prepare the annual rating when the employee or the rating official departs before the end of the rating cycle, and how to handle employees being assigned to temporary details or promotions.

Change in Rating Official: If the rating official changes or departs during the rating period and has supervised the employee for 90 days or more, a closeout appraisal discussion with the employee is accomplished before the supervisor leaves. This is not a rating of record for official purposes, but serves only as information for the new supervisor to use when he/she does the annual rating. If the supervisor has supervised the employee for over 90 days and leaves during the period 2 Jan - 31 Mar, then he or she must officially close out the employee's annual rating. The [AF Form 860A](#), Civilian Rating of Record, is accomplished with the rating and reviewing official signatures and left with the reviewing official to discuss the rating with the employee at the end of the cycle. If the rating official changes or departs during the rating period and has supervised the employee for less than 90 days, the [performance plan](#) and discussions are transferred to the new supervisor.

Employee Transfers: The same will be true for an employee who is moving within the Air Force between 2 Jan - 31 Mar. The annual rating will be rendered and signed by the current supervisor. It is imperative that supervisors fulfill this obligation, particularly when either the supervisor or employee is involved in a PCS move.

Details or Temporary Promotions: When an employee is on a [detail](#) or [temporary promotion](#), appropriate consideration of the employee's performance is required. The employee's rating official will coordinate with the detail or temporary promotion supervisor so the duties and responsibilities of the temporary assignment are properly reflected in the [performance plan](#). If an annual appraisal is due and the employee is on detail or temporary promotion, the appraisal is documented on [AF Form 860A](#), by the detail or temporary promotion supervisor, if the assignment has lasted for 90 days or more. If the annual appraisal is due and the detail or temporary promotion has been for less than 90 days, the rating official completes the appraisal when due, but consults with and considers the views of the detail or temporary promotion supervisor. If, at the time of the annual appraisal, the employee is not then, but had been, on detail or temporary promotion during the appraisal period, the rating official completes the appraisal but consults with and considers the views of the temporary supervisor.