DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

ANG Regulation 39-62

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Military Personnel

ENLISTED PERFORMANCE APPRAISAL

This regulation applies to all Air National Guard (ANG) enlisted members serving in Active Guard/Reserve (AGR) status pursuant to title 32 USC 502(f) or title 10 USC 678. This regulation provides the guidance necessary to carry out ANG policies for conducting a formal military duty performance appraisal system as established and required by ANGR 35-03.

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Chapter 1

GENERAL

1-1. **Policy:** In accordance with ANGR 35-03, all ANG enlisted personnel serving on AGR status (title 32 USC 502(f)) or EAD (title 10 USC 678) status, as defined below, must be rendered an enlisted performance appraisal. State adjutants general are responsible for ensuring the implementation and effective operation of the appraisal system for those enlisted AGR personnel under their jurisdiction. The Deputy Commander, ANG Support Center (ANGSC/CD) is responsible for managing the program for those enlisted members serving on statutory tour.

1-2. **Objective:** The objective of the Enlisted Performance Appraisal System is to provide the ANG with information on the performance and potential of its military duty personnel. This information is necessary for developing a force management plan; and it is an essential part of the decision-making process in such diverse areas as promotions, assignments, reenlistments, retention, retraining, and separations. Evaluators should use this process as an opportunity to provide information on performance and potential to the individual airman.

1-3. **Discrimination:** The military duty personnel appraisal system will be administered in a nondiscriminatory manner regardless of race, color, gender, religion, or national origin.

1-4. **Terms Defined:** The following terms are defined as they apply to these instructions:

a. **Active Guard/Reserve (AGR).** National Guard and Reserve members on full-time National Guard duty to support the National Guard and Reserve components and who are paid from Reserve personnel appropriations of a military department. For purposes of this regulation, this includes all personnel of the National Guard and Reserve forces serving on active duty under section 678 of title 10, USC or section 502(f) of title 32, USC in connection with organizing, administering, recruiting, instructing, or training Reserve components.

b. **Rater.** The immediate full-time supervisor who is also senior in military rank to the member who is to be rated.

c. **Referral report.** Any performance rating that includes an overall evaluation of either marginal or unsatisfactory. A ratee receiving such a report must be counseled on the specific identified deficiencies and invited to respond in writing on the rating. A summary of these actions will be annotated on the reverse side of the ANG Military Duty Personnel Performance Rating(NGB Form 26). If the ratee does not or will not acknowledge the rating rendered, indicate that fact on the reverse side of the form.

d. **Reviewing official.** A full-time supervisor of the rater. The reviewing official for appraisals on personnel in grades E-1 through E-6 may be a senior NCO (E-7 through E-9). The reviewing official for appraisals on senior NCOs must be at least a captain.

e. **Approving official.** A full-time officer senior to the reviewing official in the full-time chain of command. The approving official for appraisals on personnel in grades E-1 through E-6 will be the reviewing official's OIC. For senior NCOs, the approving official will be the full-time unit commander. If there is no full-time unit commander, the approving official will be the senior full-time officer.

f. **Ratee.** The person being appraised.

g. **Full-time.** A military technician or an Active Guard/Reserve (AGR) full-time military duty member.

h. **Extended active duty (EAD).** All personnel of the ANG serving on active duty under title 10, section 678, USC, (full-time National Guard duty) in connection with organizing, administering, recruiting, instructing, or training Reserve components.

Chapter 2

PROCEDURES

2-1. Responsibilities:

a. Each CBPO or GSU personnel office has the following responsibilities for personnel servicing under title 32 in AGR status. ANGSC/SM has management responsibilities for personnel serving under title 10 on statutory tour. These offices will--

(1) Ensure distribution of program guidance as appropriate.

(2) Monitor the appraisal program guidance as appropriate.

(3) Assist in resolving local problems. Division chiefs responsible for NCO members serving at a location other than the NGB or ANGSC will ensure appropriate coordination with the rater to establish and maintain the Airman Performance Appraisal Program within the guidelines of this regulation.

(4) Ensure parts 1 through 6 of NGB Form 26 are completed and forwarded to the rater 60 days before the closeout date.

(5) Ensure reports are received within 30 days of the closeout date.

b. Commanders of ratees are responsible to--

(1) Ensure affected personnel are advised of the appraisal program and its purpose.

(2) Establish a rating chain for each ratee and ensure that only full-time personnel within that chain accomplish the appraisal.

(3) Comply with established suspense dates.

(4) Provide a channel to the appeal authority for personnel under his or her jurisdiction. NGB/CF is the final appeal authority for title 10 personnel.

2-2. Who is Rated: All ANG enlisted AGR/EAD personnel are to be rated under this program. ANGSC/SM is responsible for ensuring individuals serving on statutory tours are identified for a rating and ensuring that a rating form is completed for each affected member as outlined here.

2-3. When Reports are Prepared: Evaluations will be prepared on the following schedule:

a. On each consecutive anniversary date of military duty except in the following circumstances:

(1) If there is a change in rater and the period of supervision is at least 6 months, a report will be completed.

(2) If on the closeout date of the annual report the period of supervision is less than 120 days, a report will not close out until the period of supervision is 120 days.

b. A special rating for personnel terminating military duty for any reason. The member will have an evaluation completed, provided he or she has at least 180 consecutive days of active duty.

c. A special rating when directed by the air/detachment commander, the Adjutant General, or ANGSC/CD.

2-4. Reporting Form: NGB Form 26 will be used for this program. All annotations on the form will be typed or printed in reproducible blue/black ink.

2-5. Marginal or Unsatisfactory Evaluation: Either of these overall evaluations by the ratee constitutes a referral report. An unsatisfactory evaluation may constitute grounds for release from military duty IAW ANGR 35-03.

2-6. Ratee Review: All personnel will be shown their completed appraisal form. The ratee will sign and date the form in the space provided to indicate awareness of the official rating assigned, and acknowledge that the narrative has been discussed in detail. The ratee's signature does not constitute agreement with the rating.

2-7. Appeals: A ratee may initiate an appeal within 30 days of the date of review. The appeal must be in writing. Title 32 personnel will forward their appeals through the full-time chain of command to the Adjutant General. Appeals from title 10 personnel will be processed

through their chain of command to NGB/CF. All appeals will be forwarded, and the rater and reviewing official must reply in writing to the ratee through the chain of command.

2-8. Use/Filing of Appraisals: The appraisal shall be completed in original copy only for file in the unit personnel record group. The ANG CBPO or ANGSC/SM is responsible for receiving, reviewing, and processing each appraisal. The appraisal form must be filed as an official matter of record not later than 60 days after the closeout date.

Chapter 3

INSTRUCTIONS FOR PREPARING AND PROCESSING THE MILITARY DUTY PERFORMANCE APPRAISAL

3-1. **Ratee Identification Data:** The appraisal form is originated by the servicing CBPO for title 32 members and by ANGSC/SM for title 10 members.

a. The CBPO or ANGSC/SM, as appropriate, will prepare the form as follows:

(1) **Item 1.** Name: Enter ratee's last name, first name, middle initial, and Jr., Sr., etc. as applicable.

(2) **Item 2.** Enter ratee's social security account number.

(3) **Item 3.** Position title and grade: Enter ratee's full-time duty title and current military grade; for example: Security Specialist, TSgt.

(4) **Item 4.** Name and location of employing unit: Enter organizational designation, state affiliation (not required for title 10 members), and location to which ratee was assigned on the closeout date of the appraisal; for example: 108 WSSF, NJ ANG, McGuire AFB, NJ.

(5) **Item 5.** Rating period: Usually, the period of the appraisal begins with the date following the last day covered by the preceding report. The "to" date is the day on which the appraisal is closed out. Normally, this date will be the anniversary date of the ratee's service in the military duty program.

(6) **Item 6.** Type of rating: Check block as appropriate.

3-2. **CBPO Processing:** The servicing CBPO (or ANGSC/SM for title 10 members) is responsible for ensuring the correctness of the information and for dispatching the forms to the rater. An internal CBPO or ANGSC/SM suspense system will be established to ensure the completed form is returned to the CBPO or ANGSC/SM not more than 30 days after the closeout date.

3-3. **The Rating:**

a. In considering the evaluation to be given, the rater must remember that no individual does all things equally well. An accurate and fair appraisal will therefore require separate consideration of the various factors contributing to total job effectiveness. Ratees are evaluated on how well they accomplish their particular job, not compared to other members of the same grade in the same section.

b. To record the official rating, a handscribed "X" should be placed in the box within block 7 that best indicates the ratee's performance of duty and future potential, based on the following appraisal criteria:

(1) A superior rating should be given to a ratee who possesses the highest degree of future potential as demonstrated by duty performance during the rating period.

(2) An excellent rating identifies a ratee whose duty performance has been extremely effective, thus demonstrating potential for expanded or more diverse responsibility.

(3) A satisfactory rating level should be awarded to a ratee who has performed well at assigned level of responsibility during the rating period at his or her current level of responsibility, but whose potential needs to be more clearly demonstrated.

(4) A marginal rating is given when the ratee's performance during the rating period reflects less than average achievement and potential. Specific justification is required. When assigning a marginal rating, the rater will include a statement as to whether the ratee can continue in his or her current assignment and be expected to achieve an acceptable level of performance. The justification must also indicate whether the cited weaknesses are a result of insufficient experience and qualifications or lack of motivation and disinterest in the job. This rating constitutes a referral report.

(5) An unsatisfactory rating is given when the ratee has clearly and unequivocally demonstrated an inability to satisfactorily fulfill the duties and responsibilities of the position to which assigned and for which trained. Specific jusification, including a summary of counseling and efforts to improve the member's performance is required. This rating constitutes a referral report.

c. **Block 8.** A narrative summary of the ratee's performance during the period of evaluation is required on all evaluations. It is intended that the

narrative focus on specific accomplishments and specific career recommendations. The use of a supplementary sheet is limited to referral reports.

3-4. Rater Actions: Upon receipt of the appraisal form from the servicing CBPO or ANGSC/SM, the rater will place a handscribed "X" in the appropriate item of block 7; block 6 must also be completed if appropriate. The typed narrative summary is entered into block 8. Sign and date the form in the spaced provided.

3-5. Ratee Review/Signature: It is the rater's responsibility to ensure that the ratee reviews the appraisal and signs and dates the form in the space provided.

3-6. Reviewing Official: After the ratee has signed and dated the appraisal, the rater forwards the form to the reviewing official for signature and date. The reviewing official will then forward the completed form to the approving official. See footnote 6 of the form for concurrence/nonconcurrence instructions.

3-7. Approving Official: After signature by the approving official, the form is forwarded to the CBPO (title 32) or ANGSC/SM (title 10).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

HERBERT R. TEMPLE,JR., Lieutenant General, USA
Chief, National Guard Bureau

OFFICIAL

HARRY M. LESLEY, Colonel, USAF
Executive, National Guard Bureau

SUMMARY OF CHANGES
Requires use of NGB Form 26 for all title 32 and title 10 enlisted personnel; mandates a narrative summary for all evaluations; names NGB/ANGSC/Staff Management to manage appraisal program for title 10 personnel; and prescribes a new NGB Form 26.