UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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SUBJECT: Officer/Enlisted Evaluation Reports

January 27, 2021

Instruction 1305

(BDE)

ABSTRACT

This Instruction defines responsibilities for all personnel who are in the rating chain of military personnel assigned or attached to the Uniformed Services University of the Health Sciences (USU). It provides guidance on when, and under what circumstances, military members of the different services are due evaluation reports, and provides guidance for timely submission of reports.

A. Reissuance and Purpose. This Instruction reissues USU Instruction 1305 (*Reference (a)*) to establish the Officer/Enlisted Evaluation Report program and define responsibilities for all personnel who are in the rating chain of military personnel assigned or attached to USU.

B. References. *See Enclosure 1*.

C. Background. An evaluation report is the single most important document affecting a military member's career. It provides information used in selection for assignments, schooling, and promotions. It is essential that each report be rendered accurately and fairly, so that a reliable indication of competence is given when an individual is compared with others of the same grade. **Timely submission of these reports are mandatory**. Timely submission of reports is a consideration in view of their impact on personnel actions. Because personnel actions are based on available records, the late submission of an evaluation report may result in inequity to either the Service member or the military service. The schedule of centralized selection, promotion, and school boards will be closely monitored to ensure eligible reports, both mandatory and optional, are received in sufficient time to be included in a Service members board file for consideration by the board. Senior raters or the senior rater's representative, regardless of component, are required to ensure compliance with standards of preparing and forwarding evaluation reports as prescribed by this Instruction.

D. Applicability. This Instruction applies to Army, Navy, and Air Force Officer/Enlisted personnel, Public Health Service Officers, staff, faculty and students assigned or attached to USU. A noted exception includes the Occupational and Environmental Medicine program. Residents have a Walter Reed National Military Medical Center (WRNMMC) Unit Identification Code (UIC) and will therefore be ranked and completed through their WRNMMC reports.

E. Policy. It is USU policy that officer/enlisted evaluation reports fully and accurately reflect the ratee's performance and future potential. Reports must be completed by established suspense dates. *See Enclosure 2*.

F. Responsibilities.

   1. President, USU will:

      a. Exercise oversight of the integrity and timeliness of the evaluation process for officer/enlisted personnel, regardless of service, assigned or attached to USU.

      b. For Navy Officer/Enlisted Personnel:

         1) Serve as Reporting Senior for O-5 and O-6.

         2) Delegate reporting senior authority for enlisted personnel and officers in the grade of O-5 through O-6, in writing, in accordance with BUPERS 1610.10D Ch 2.

         3) For Enlisted, the President does not have a role in the rating chain.

      c. For Air Force Officer/Enlisted personnel: Serves as the Senior Rater for all E-7 and above Air Force personnel assigned to the following USU Personnel Accounting Symbol (PAS) Codes: AU3VFZ9D, AU3VFP01, AU3VF0VH and performs all responsibilities as outlined in AFI 36-2406.

      d. For Army Officer/Enlisted Personnel:

         1) Serve as Rater and Senior Rater to the BDE CDR only.

         2) Serve as a Senior Rater for those Raters which he supervises.

         3) For Enlisted, the President does not have a role in the rating chain.

   2. Leaders designated as Senior Raters or holding written delegation of Navy Reporting Senior authority, will:

      a. Become familiar with all references and enclosures of this Instruction.

      b. Ensure evaluations are prepared in accordance with applicable Service specific regulatory guidance, messages traffic and Department of Defense (DoD) policy updates.

      c. Ensure evaluations are completed in accordance with USU established suspense dates (*See Enclosure 2*).

d. Grant delegate access in Army Evaluation Entry System (EES) to the Military Personnel Office (MPO) Director, Non-Commissioned Officer in Charge (NCOIC), Evaluations Non-Commissioned Officer (NCO), Senior Enlisted Advisor (SEA), and Senior Service Advisor (SSA), if you are serving as a Rater or Senior Rater to Army personnel. As delegates, these individuals will be able to view, edit, and assist in verifying accuracy before submission of report *(See Enclosure 6)*.

e. Ensure rating schemes are located within the department to be accessible to all Service members and each member of the rating chain, either physically or electronically.

f. Ensure rating schemes are provided to MPO no later than the 20th of every month.

g. Complete a retirement evaluation for any individual retiring, senior rated by President, USU before their effective date of retirement, without exceptions.

3. <u>Chief of Staff, USU</u> will:

a. Review and make recommendations to the President, USU, for all evaluations requiring the President's signature.

b. Establish/maintain the Senior Rater Profile for all U.S. Army Officers rated or senior rated by the President, USU. This does not apply to Navy and Air Force.

4. <u>Senior Service Advisor (SSA) and Senior Enlisted Advisor (SEA)</u> will:

a. Provide Service specific assistance and advice to rating officials regarding evaluations reports, rating scheme, as requested. This includes, but is not limited to:

1) <u>Army:</u> SEA/SSA will:

a) Ensure rating officials of Army Officers/Enlisted personnel provide clear, concise, and effective written communication, focused on the rated Soldier's career and professional development, which allows effective decision-making by Headquarters, Department of the Army (HQDA).

b) Review all Army Office Evaluation Reports (OERs) and Non-Commissioned Officer Evaluation Reports (NCOERs), (though not Academic Evaluation Reports (AERs), except on request). The Rater will provide a copy of the evaluation to the SEA 30 days prior to the "Thru Date". The SEA/SSA will review all NCOERs/OERs verifying the rating chain, content, fairness and effective written communication, focused on the rated Soldier's career and professional development, which allows effective decision-making by HQDA. The SEA/SSA will notify MPO upon review of NCOER/OER.

2) <u>Navy</u>: SEA/SSA will:

    a) Chair officer ranking boards and SEA will advise on enlisted ranking board as required.

    b) Ensure rating officials of Navy officer/enlisted Sailor provide clear, concise, and effective written communication, focused on the rated Sailor's career and professional development, which allows effective decision-making by Navy Personnel Command (PERS 32).

    c) Review all Navy Fitness Reports (FITREPs) for officers (W2-O6), Senior Enlisted Leader (SEL) will review all Chief Petty Officer Evaluations (CHIEF EVALS) for Chief Petty Officers (E7-E9), and SEA will review all evaluations on other enlisted personnel (E1-E6). MPO will provide a copy of FITREPs via email for SSA to review. The Navy SEA may perform reviews on enlisted evaluations not specifically requiring SSA review or signature.

3) <u>Air Force</u>: SEA/SSA will:

    a) Ensure rating officials of Air Force officer/enlisted Airmen provide clear, concise, and effective written communication, focused on the rated Airmen's career and professional development, which allows effective decision-making by Air Force Personnel Center (AFPC).

    b) Review all Air Force Officer Performance Reports (OPRs) and Enlisted Performance Report (EPRs) (though not TRs, except on request). MPO will provide a copy of performance reports via VPC for SSA to review. The Air Force SEL may perform reviews on EPRs not specifically requiring SSA review or signature. Air Force SSA will host weekly meetings between MPO going over all performance reports. SEA will establish effective communication between departments and provide MPO Evaluations NCO an updated Rating Scheme no later than the 20th of every month. Rating Scheme should capture gains, changes to individuals rating chain, and the removal of departed personnel.

b. Become familiar with all references and enclosures of this Instruction.

c. Ensure evaluations are completed in accordance with USU established timelines.

d. Assist the MPO with interfacing with raters and senior raters and reinforce awareness of annual Service specific evaluation training.

5. <u>MPO</u> will:

    a. Conduct annual review of approved USU Instruction 1305 *(Reference (a))* for Officer/Enlisted Evaluation Report.

    b. Establish a rating scheme for each Service (See Enclosures 3-5).

    c. Ensure updates to rating schemes are provided monthly from Responsibility Centers no later than the 20th of every month and routed through the BDE CDR and President, USU for signature. Once signed, provide copy of published rating scheme to Company Commanders.

    d. Conduct administrative review on evaluations prior to the submission to the individual servicing personnel centers: Army Human Resources Command (HRC), Navy Personnel Command (PERS 32), and AFPC.

    e. Serve as delegates for all raters and senior raters.

    f. Ensure all personnel have an active Virtual Personal Center (vPC) account if required.

6. <u>Commandant, SOM</u> will:

    a. Monitor and complete all required non-observed Army AERs, Navy FITREPs, and Air Force Training Reports for all medical and GEO students.

    b. Make sure final AERs are sent to MPO for mailing to HRC. Final non-observed and observed FITREPs must be sent to MPO for mailing to Navy PERS 32. Training Reports will be sent to MPO for processing to AFPC *(See Enclosure 5)*.

    c. Ensure Army evaluations are completed 30 days prior to the Thru Date for MPO review.

7. <u>Commandant, GSN</u> will:

    a. Complete Training Reports for Air Force students under the command of Air Force Institute of Technology (AFIT) are initiated, monitored, and submitted to AFIT.

    b. Monitor and complete all required non-observed FITREPs, Army AERs, and applicable Air Force Training Reports for all graduate nursing students.

c. Make sure final AERs must be sent to MPO for mail submission to Interactive Personnel Electronic Records Management System (iPERMS). Final non-observed and observed FITREPs will be sent to MPO for mailing to Navy PERS 32. Training Report drafts are sent to AFIT by the Company Commander (CO CDR) for signature and processing to AFPC (*See Enclosure 5*).

d. Ensure Army evaluations are completed 30 days prior to the Thru Date for MPO review.

8. <u>Department Heads, Chairpersons, Directors, Section Heads, Rater, and Ratee</u> will:

a. Be familiar with all references and enclosures.

b. Ensure identified personnel within department receive their evaluations and that they are submitted to specific service personnel command on time.

c. Ensure all personnel who are required an evaluation will receive a completed evaluation prior to departing USU.

G. **Public Health Service (PHS)**.

1. The Commissioned Officer's Effectiveness Report (COER) is the uniform appraisal form used for documenting the performance of a PHS Commissioned Corps Officer's assignments, duties, and proficiencies. The information provided in this report reflects evaluation of the officer's performance only during the current rating period. The annual COER is web-based instrument and is required for all PHS active duty officers except those exempt as discussed in the COER Personnel Operations Memorandum (POM). It is the responsibility of the officer to ensure that the COER is completed and placed into the electronic Official Personnel Folder (eOPF).

2. CCI 25.1.1 Policy states: Corps officers are evaluated annually on their performance and effectiveness. Raters/supervisors should review and discuss the officer's performance with the officer on an ongoing basis throughout the evaluation year, which is October 1-September 30. The COER is the primary tool used to identify an officer's accomplishments and areas in need of development. The COER serves as the evaluation instrument that becomes a part of the officer's OPF.

NOTE: An officer detailed to non-Health and Human Services (HHS) organizations can be evaluated as indicated in the Memorandum of Agreement. Current PHS-DOD Liaison is CAPT Heather Bonsell (<u>heather.a.bonsell.mil@mail.mil</u>)

H. **Information Requirements**. *See Enclosures 2-8.*

I. Effective Date. This Instruction is effective immediately.

Richard W. Thomas, MD, DDS, FACS
President

Enclosures:
1. References
2. Staff/Faculty Evaluation Timelines
3. Army Rating Chain And Additional Guidance
4. Navy Rating Chain And Additional Guidance
5. Air Force Rating Chain And Additional Guidance
6. Access And Manage Delegates function In EES
7. Appendix A- Points of Contact
8. Appendix B- Acronyms, Abbreviations and Brevity Code List

REFERENCES

(a) USU Instruction 1305, "Officer/Enlisted Evaluation Reports," June 22, 2018 (hereby cancelled).

(b) AR 623-3, "Evaluation Reporting System," June 14, 2019.

(c) DA PAM 623-3, "Evaluation Reporting System," September 27, 2019.

(d) AFI 36-2406, "Officer and Enlisted Evaluation Systems," June 04, 2019.

(e) BUPERSINST 1610.10D, "Navy Performance Evaluation System," May 01, 2015.

(f) CC25.1.1, "Commissioned Officers' Effectiveness Reports," November 9, 2010.

(g) Commissioned Corps Instruction 351.01 Effectiveness Report.

(h) POM 17-003 CC821.62, Personnel Operations Memorandum, September 25, 2017.

(i) Instructions for Completing PHS-838 Commissioned Officer's Effectiveness Report August 2015.

STAFF/FACULTY EVALUATION TIMELINES

TIME LINE	ACTIONS
60 Days Prior to THRU date	- MPO will notify the CDR and Rater of upcoming report and provide required forms, guidance, and suspense dates.
30 Days Prior to THRU date	- Rater/Senior Rater will submit draft evaluation report to SEA/SSA for review. After review, SEA/SSA will submit to MPO for admin review. Then MPO will notify rating officials to sign evaluation.
30 Days or less after THRU date	- Senior Rater will notify MPO once the evaluation is signed and ready for submission.
Routing for Final Signature Service Specific Timelines	**Army** - Rater/Senior Rater may begin signing the report no earlier than 14 days prior to the THRU date. - Rated member may sign no earlier than 14 days prior to the THRU date. - Senior Rater will submit no earlier than THRU date to HQDA via EES. **Navy** - Supervisor/Senior Rater may begin signing the report the day of the closeout but NLT 14 days after closeout. - Rated member may sign the day of the closeout, but NLT 14 days after closeout. - Reporting Senior may sign at any time. -MPO mails to PERS 32 no earlier than 15 days after the closeout date. **Air Force** - Raters may begin signing the report one day after closeout date but NLT 30 days after close out date. - Rated member may sign one day after closeout date. - Rated member responsible for loading into vPC and forwarding to MPS NLT 30 days after closeout date.

ARMY RATING CHAIN AND ADDITIONAL GUIDANCE

RANK	RATER	INTERMEDIATE RATER	SENIOR RATER	SUPPLEMENTARY REVIEWER
Enlisted:				
E1-E4	N/A	N/A	N/A	N/A
E5-E9	Direct Supervisor	N/A	Rater's Rater	Senior Service Advisor IAW Ref (b) & (c)
Officers:				
O1-O3 & WO1-CW2	Direct Supervisor	* By exception only	Department Chair or above	Senior Service Advisor IAW Ref (b) & (c)
O4-O6 & CW3-CW5**	Direct Supervisor	* By exception only	Dean, Vice President, Director, AFRRI, or equivalent	Senior Service Advisor IAW Ref (b) & (c)

* Intermediate Raters at USU will only be used for the Medical Department Officers, Department of State Officers, JAG Corps, Chaplain Corps, and others only by approval of SSA and BDE CDR.
** Senior personnel Rated by a Dean, Vice President, Director, AFRRI, or equivalent, will be Senior Rated by President, USU.

1. Any Officer/Enlisted Service member senior rated by President, USU planning to retire will receive a retirement evaluation.

2. OERs:

    a. A report will be initiated on the rated officer who has completed at least 90 calendar days in the same position under the same rater during the same rating period or/and if one of the following conditions occur:

    1) Annual report – is mandatory for a rated Soldier upon completion of one calendar (365 days rated time) of duty, without periods of nonrated time, following the "THRU" date of the last OER in the Soldier's Official Military Personnel File (OMPF) (or, for United States Army Reserve (USAR) and Army National Guard (ARNG) Soldiers, following one calendar year out of the Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA).

    2) Change of Rater – is mandatory when the rated officer ceases to serve under the immediate supervision of the rater and minimum rating qualifications have been met.

NAVY PERIODIC FITREP/CHIEFEVAL/EVAL			USMC		AIR FORCE
DUE	OFFICERS	ENLISTED	OFFICER	ENLISTED	ENLISTED
JANUARY	O3		O1		E5
FEBRUARY	O2				
MARCH	W3, W4, W5	E5		E5	E1-E4
APRIL	O5	E9	WO1-CWO5		
MAY	O1		O2, O5, O6		E9
JUNE		E4	O3,O4		
JULY	O6	E1, E2, E3	O1		E8
AUGUST					
SEPTEMBER	W1, W2	E7, E8		E7-E9	E7
OCTOBER	O4				
NOVEMBER		E6	O2		E6
DECEMBER				E6	

3. NCOERs:

a. A report will be initiated on the rated Soldier who has completed at least 90 calendar days in the same position under the same rater during the same rating period and one of the following conditions occur:

1) Only personnel in the grades of E-5 through E-9 will receive evaluation report and E-1 to E-4 will receive a performance counseling.

2) Annual report – is mandatory for a rated Soldier upon completion of one calendar year (365 days rated time) of duty, without periods of nonrated time, following the "THRU" date of the last NCOER in the Soldier's OMPF (or, for USAR and ARNG Soldiers, following one calendar year out of the IRR). Or one calendar year from the date of promotion to the rank of SGT / E5.

3) Change of Rater – is mandatory when the rated Soldier ceases to serve under the immediate supervision of the rater and minimum rating qualifications have been met.

4) Change of Duty - is mandatory when a rated Soldier is reassigned to a different principal duty while still serving under the same rater or when he or she is separated from Army service.

5) Rated NCOs, upon retirement, discharge, or change of duty under the same rating chain, or reassignment to an IRR control group (for USAR Soldiers only), will complete a Change of Duty report instead of a Change of Rater report. The "THRU"

date of the NCOER will be the last day of supervision/last work day before starting work in the new duty assignment, being released from active duty service, or beginning of transition leave.

6) Relief for Cause – is mandatory when the rated Soldier is being relieved of their primary duties due to disciplinary actions or lack of efficiency. This is a complicated process, please refer to *References (b) and (c)* before taking any action.

7) Other - Occasions for other reports being rendered include, but are not limited to, relief or incapacitation of rater, upon recommendation for involuntary separation, or failing selection for promotion. For more information, refer to *Reference (b) and (c)* for further details.

4.Supplementary review requirement - In instances when there is no uniformed Army designated rating officials for the rated officer, an Army officer within the organization will be designated as a SSA and perform a supplementary review. The SSA will be an U.S. Army officer, senior to the rated officer and normally senior to the senior rater, within the organization. The SSA will monitor evaluation practices and provide assistance and advice to rating officials (as required) on matters pertaining to Army evaluations. The SSA will be designated by the BDE CDR establishing the rating chain and identified in the published rating scheme at the beginning of the evaluation period.

5.The senior rater/rater will delegate rights to the MPO Director, NCOIC and Evaluations NCO in EES. As Delegates, these individuals will be able to view, edit, and assist in verifying accuracy before submission of report.

6.All evaluations will be completed in EES. Senior Raters are responsible for submitting to HRC after all signatures are received in order.

NAVY PERIODIC FITREP/CHIEFEVAL/EVAL			USMC		AIR FORCE
DUE	OFFICERS	ENLISTED	OFFICER	ENLISTED	ENLISTED
JANUARY	O3		O1		E5
FEBRUARY	O2				
MARCH	W3,W4, W5	E5		E5	E1-E4
APRIL	O5	E9	WO1-CWO5		
MAY	O1		O2, O5, O6		E9
JUNE		E4	O3,O4		
JULY	O6	E1, E2, E3	O1		E8
AUGUST					
SEPTEMBER	W1, W2	E7, E8		E7-E9	E7

NAVY PERIODIC FITREP/CHIEFEVAL/EVAL			USMC		AIR FORCE
DUE	OFFICERS	ENLISTED	OFFICER	ENLISTED	ENLISTED
OCTOBER	O4				
NOVEMBER		E6	O2		E6
DECEMBER				E6	

7.Static closeout dates for the USN, USMC, and USAF (Currently the USN Officer/Enlisted and USAF Officers do not have static closeout dates):

a. Enlisted reports are due to MPS and PERS 32 at the last day of the month.

b. Officer reports are due to MPS and PERS 32 by the 15th day of the following month.

1) Change of Duty – is mandatory when a rated Soldier is reassigned to a different principal duty while still serving under the same rater or when he or she is separated from Army service.

2) Relief for Cause – is mandatory for rated individual being relieved of their primary duties due to disciplinary actions or lack of efficiency. Please refer to *References (b) and (c)* before taking any action on this process.

3) Other - Occasions for other reports being rendered include, but are not limited to, relief or incapacitation of rater, upon recommendation for involuntary separation, or failing selection for promotion. For more information, refer to *Reference (b) & (c)* for further details.

NAVY RATING CHAIN AND ADDITIONAL GUIDANCE

RANK	FITREP/CHIEFEVAL/EVAL WRITER	SENIOR RATER	REPORTING SENIOR
E1-E5	Leading Petty Officer (LPO)/Leading Chief Petty Officer (LCPO)	Division officer or Department head	BDE XO
E6	LCPO/ E7 equivalent	Division officer or Department head	Brigade Commander
E7-E8	Supervisor	N/A	Brigade Commander
E9	BDE XO	N/A	Brigade Commander
O1-O3	Supervisor	N/A	Brigade Commander
O4	Supervisor	N/A	Brigade Commander
O5-O6	Supervisor	N/A	Senior VP, USU

NOTE: President, USU will delegate all O-5 and O-6 FITREPs to designated Reporting Senior.

1. Non-Observed (NOB) FITREP:

    a. For all O-1 through O-6 Navy personnel attending USU as a student and receiving a NOB FITREP *(See enclosure 6)*, the Reporting Senior will be as follows:

    1) O-1 and O-2 will be the respective school CO CDR.

    2) O-3 through O-6 will be the respective school Commandant.

2. Officer:

    a. Regular Evaluations will be submitted on the following occasions:

    1) Must be submitted periodically per NAVADMIN guidance. MPO will send a notification email as a reminder.

    2) Detachment of reporting senior.

    3) Detachment of officer including separation. This report is optional for members who retire unless reporting senior is President, USU. NOTE: A periodic report may be extended by letter for up to three months to serve as either of the above reports. These reports will be completed prior to the member's detachment.

3. Special Report occasions include, but are not limited to, elimination for physical readiness deficiency, declining performance, or misconduct. Submit special reports in accordance with

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BUPERSINST 1610.10D. Special Reports require statement of justification for Special Report on opening sentence of the comments. A report without this statement will be rejected by PERS 32.Enlisted:

    a. Regular Evaluations will be submitted on the following occasions:

        1) Must be submitted periodically per the schedule *(See Enclosure 2).*

        2) Detachment of Individuals Reports will be submitted prior to member's detachment from USU.

        3) Separation (SEP) Reports- Submitted prior to a member being released from active duty or discharged without immediate reenlistment.

        4) Advancement/Frocking (ADV) Reports- Submit as of the date prior to frocking or date prior to advancement, if not previously frocked. Frocked evaluations are only submitted on certain occasions as specified in the instruction listed below:

            a) Enlisted (E6 only). Normally, a promotion frocking report is not required except as noted in this paragraph. Always submit a Promotion/Frocking EVAL upon promotion or frocking to E7. The Promotion/Frocking report closes out the EVAL record in the lower pay grade. Enter the old rate in block 2, enter "SELECTED" in block 8, and show the ending date as the date prior to frocking (or promotion if not previously frocked). Do not submit a report when a frocked member is permanently promoted. The report may be Not Observed if it covers only a relatively short period.

            b) Officer/Enlisted. Do not submit a promotion/frocking report for an officer or enlisted member who has been promoted unless the change will result in more than 15 months between Regular reports (e.g. Periodic, Detachment of Individual, Detachment of Reporting Senior, or all ENS to LTJG).

NOTE: A letter of extension of periodic reports no more than 90 days may be used in place of the above reports. Commands may extend previously submitted reports by letter for up to three (3) months in place of another report occasion (e.g. Periodic, Detachment of Individual, Detachment of Reporting Senior, or a Promotion/Frocking report).

Exception: Commands may not extend a previously submitted Promotion/Frocking or Detachment of Individual report in place of another report occasion. Letter of Extensions may not change or add to the performance traits or grade/rate, comments, or promotion recommendation on the original report, but may add to the duties performed and qualifications attained (block 29).

4. All evaluations will be reviewed by the SSA or SEL and MPO.

5. All ranking boards:

    a. Will be appropriately planned by SSA and Navy Chiefs to ensure the Reporting Senior has at least 30 days to review and comment on all evaluations.

    b. The Reporting Senior or Rater will debrief all Service members within five days of the closeout date.

    c. The SSA is ultimately responsible for all FITREPs. They will review the FITREPS, make promotion recommendations, provide individual trait average, ensure the board convenes on time, and provide feedback to BDE CDR and Reporting Senior.

    d. The SEA will review all evaluations, make any changes to promotion recommendations, and provide feedback to BDE CDR Team.

AIR FORCE RATING CHAIN AND ADDITIONAL GUIDANCE

RANK	RATER	ADDITIONAL RATER	REVIEWER/UNIT COMMANDER	ADVISOR
E1-E4	Direct Supervisor	Rater's Rater	N/A	N/A
E5-E9	Direct Supervisor	Rater's Rater	AFELM Medical DoD Commander	N/A
O1-O5	Direct Supervisor	Rater's Rater	President, USU	Senior Service Advisor
O6	Direct Supervisor	Rater's Rater	President, USU	Air Force District of Washington (AFDW) CG

1. OPR:

    a. For rated individuals who have completed at least 120 calendar days under the same rater and one of the following conditions occur:

    1) One year has elapsed since closeout of last evaluation.

    2) A change of rater occurs, provided a minimum of 120 days has elapsed since the close of the last report.

    3) An individual is reassigned, providing 120 days has elapsed since the last report.

    4) When directed by Air Force Headquarters.

    b. Unless otherwise directed by MPO, all OPRs are required to be completed in the Air Force vPC at the following link: https://mypers.af.mil/app/answers/detail/a_id/19090/p/8%2C10.

2. EPR:

    a. EPRs have a Static Close-Out Date (SCOD) *(See Enclosure 2).*

    b. Change of Reporting Official (CRO) reports are no longer authorized for enlisted personnel.

    c. All enlisted personnel in the grade of airman basic through CMSgt who have at least 20 months of total active federal military service require an EPR.

    d. Unless otherwise directed by MPO, all EPRs are required to be completed in the Air Force vPC at the following link: https://mypers.af.mil/app/answers/detail/a_id/19090/p/8%2C10.

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3. Training Report (TR):

    a. AFIT Air Force students (GEO and GSN) are due at end of Phase I or at eighteen months for three year training programs.

    b. Final training reports are due at the end of program.

    c. Training reports are initiated, monitored, and submitted by CO CDR to AFIT. AFIT makes final edits, signs, and submits to AFPC for processing.

NOTE: The President, USU will sign Senior Non-Commissioned Officer (SNCO) evaluations that are Senior Rater Endorsement eligible. SNCOs who are not Senior Rater Endorsement eligible will be endorsed at the Senior Rater Deputy or Intermediate level.

Access and Manage Delegates Function In EES

Access the Evaluation Entry System by clicking the link https://evaluations.hrc.army.mil/

Need IT Assistance?

- 502-613-7777
- usarmy.knox.hrc.mbx.it-help-desk@mail.mil
- IT FAQ

Need Policy Assistance?

- 502-613-9019
- usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil
- OER POLICY FAQ
- NCOER POLICY FAQ

Evaluation Tools

- Training Tools
- Appeals and Corrections
- Evaluation Entry System Users Guide

External Links and Resources

- AR 623-3
- DA PAM 600-3
- DA PAM 600-4
- DA PAM 623-3
- S1 NET
- MYBOARDFILE
- ERS
- User Survey and Feedback
- Army Doctrine
- Army Doctrine References

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER	NCOER	TOOLS
Create OER Support Form	Create NCOER Support Form	View Profiles where I am a delegate
Edit OER Support Form	Edit NCOER Support Form	View my Rater and Senior Rater Profile
		Signature Removal
Create New OER	Create New NCOER	Support Form Signature Removal
Continue/View Active OERs	Continue/View Active NCOERs	Request ERS Access
	Upload DA Form 2166-8 .pdf-f NCOER	Status & Management Tools: Evaluation Reports System (ERS)
		Manage Delegates
		Counseling Management Report Tool
		Manage Rating Chain
		View Forms

Adding a Delegate

Manage Delegates

Delegat | RATER
INTERMEDIATE RATER
SENIOR RATER
SUPPLEMENTARY REVIEWER | role of

| Add Delegate | Counseling Management Report Tool |

Delegate Selection

Enter the DOD ID Number or SSN and first two letters of the last name of any individual for whom you wish to list as a delegate.

DOD ID Number   Last Name

[Switch to search by SSN] ☐

| Save | Cancel |

Delegate Selection

Enter the DOD ID Number or SSN and first two letters of the last name of any individual for whom you wish to list as a delegate.

DOD ID Number ✔   Last Name   First Name   Email

| Clear |

Select the roles for which this individual should be a delegate.

☐ Select All
☐ Rater
☐ Senior Rater
☐ Intermediate Rater
☐ Supplementary Reviewer

| Save | Cancel |

Manage Delegates

Once you have delegates, you can update their authorizations as needed.

Manage Delegates

Delegates for [Steven Meyer ▼] in the role of [SENIOR RATER ▼]

	Name	Manage Delegates	View Rating Profile	Edit Evaluations	Submit Evaluations/ Remove Signatures	Enlisted Advisor	Start	End	
1.	Steven Meyer	☑	☑	☑	☑	☑	20160101 📅	20170830 📅	Remove
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10									
11.									
12.									
13.									
14.									
15.									

[Update Permissions] [Add Delegate] [Counseling Management Report Tool]

Instructions

Delegation allows Raters and Senior Raters to designate authority for the processing of evaluations in their organization. Creating delegates will allow up to two delegates to see/manage the Senior Rater's Profile or the Rater's Profile (The delegates must be authorized access to each profile individually).

Select the box under "View Rating Profile" to authorize viewing of the Senior Rater or Rater Profile

Only two delegates may be authorized to add names to this list. If "Manage Delegates" is checked, Up to two individuals will be authorized to add other administrative personnel authorized to assist in the preparation and submission of evaluations.

Select the box under "Manage Delegates" to authorize adding names to this list

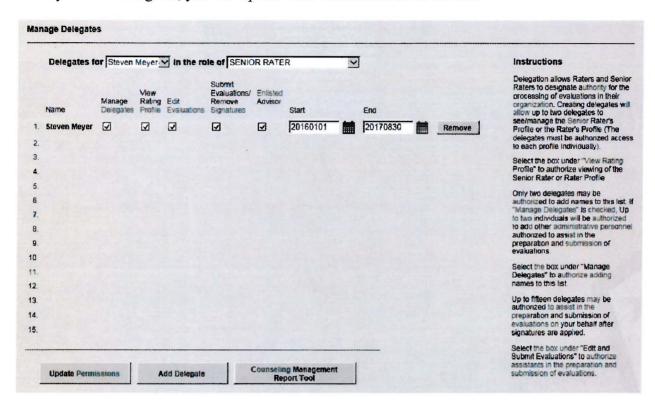Up to fifteen delegates may be authorized to assist in the preparation and submission of evaluations on your behalf after signatures are applied.

Select the box under "Edit and Submit Evaluations" to authorize assistants in the preparation and submission of evaluations.

1. Manage Delegates - Only two delegates may be authorized to add delegates to the user's delegate list. This enables these two delegates to add or remove delegates as needed.

2. View Rating Profile -Only two delegates may be authorized to view the user's senior rater and rater profile (the delegates must be authorized access to each profile individually). This enables these two delegates to assist users in the management of their profile.

3. Edit Evaluations -Up to 15 delegates may be authorized to review and make changes to evaluations on behalf of the user.

4. Submit Evaluations / Remove Signatures –Up to 15 delegates may be authorized to submit evaluations to HQDA on behalf of the senior rater and to remove signatures of personnel they are a delegate for.

5. Enlisted Advisor –Up to 15 delegates may be authorized to be an enlisted advisor. This enables these delegates to review NCOERs and provide notes / suggested comments that only the user can see.

Appendix A: Points of Contact

Title	Phone
President, USU	301-295-3013
Chief of Staff	301-295-3013
BDE Commander	301-295-9654
BDE SSA	301-295-2348
Army SSA	301-295-9757
Army SEL	301-295-9513
Navy SSA	301-295-9464
Navy SEL	301-400-4156
Air Force SSA	301-319-6974
Air Force SEL	301-295-0985
PHS SSA	301-295-9764
Dean, SOM	301-295-3016
Dean, GSN	301-295-9004
Commandant, SOM	301-295-3121
Commandant, GSN	719-526-7943
Dean, GEO	301-295-9474
Dean, Dentistry	210-808-4492
EMDP2	301-295-2861
MPO	301-295-3652

Appendix B

ACRONYMS, ABBREVIATIONS & BREVITY CODE LIST

Below is a list of widely used acronyms that may be used in performance reports (PRs). Just because it is listed below, doesn't mean the acronym should be used every time the word/phrase is used. Again, use them sparingly. It is very distracting to read a report where every other word is an acronym or abbreviated.

Remember to pluralize acronyms (upper and lowercase) by adding a lowercase "s" with no apostrophe (e.g., OPRs, EPRs; not OPR's, EPR's).

Acronym	Definition
AADD	Airmen Against Drunk Driving
AB	Air Base
ABU	Airman Battle Uniform
ACC	Air Combat Command (Any major/unified/specified command—e.g., ACC, USSTRATCOM, etc.)
ACSC	Air Command and Staff College
AD	Active Duty
ADPE	Automated Data Processing Equipment
ADVON	Advanced Echelon
AEF	Air and Space Expeditionary Forces
AEG	Air Expeditionary Group
AETC	Air Education and Training Command
AF	Air Force
AFAF	Air Force Assistance Fund
AFAM	Air Force Achievement Medal
AFB	Air Force Base
AFCM	Air Force Commendation Medal
AFEM	Air Force Emergency Management
AFFOR	Air Force Forces
AFGSC	Air Force Global Strike Command
AFI	Air Force Instruction
AFIT	Air Force Institute of Technology
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFN	American Forces Network
AFOSI	Air Force Office of Special Investigation

AFPC	Air Force Personnel Center
AFOUA	Air Force Outstanding Unit Award
AFRIMS	Air Force Records Information Management System
AFSC	Air Force Specialty Code
AFSO21	Air Force Smart Operations in the 21st Century
AFSOC	Air Force Special Operations Command
AFSPC	Air Force Space Command
AGE	Aerospace Ground Equipment
ALO	Air Liaison Officer
ALS	Airman Leadership School
AMC	Air Mobility Command
AMS	Air Mobility Squadron
AMU	Aircraft Maintenance Unit
AMXS	Aircraft Maintenance Squadron
ANG	Air National Guard
AoQ	Airman of the Quarter
AOR	Area of Responsibility
AOS	Air Operations Squadron
AoY	Airman of the Year
APZ	Above the Promotion Zone
ARFOR	Army Forces
ART	AEF Reporting Tool
ASOC	Air Support Operations Center
ATC	Air Traffic Control
AT/FP	Antiterrorism/Force Protection
ATO	Air Tasking Order
ATSO	Ability to Survive and Operate
AWACS	Airborne Warning and Control System
AWC	Air War College or Army War College
AWOL	Absent Without Leave
BA	Bachelor of Arts
BAH	Basic Allowance for Housing
BDE CDR	Brigade Commander
BN	Battalion (Only for use with Army units, i.e. 2nd BN, 75nd Ranger Regiment)
BPC	Building Partnership Capacity
BPZ	Below the Promotion Zone (Used for OFFICERS only)
BTZ	Below the Zone (enlisted)
C2	Command and Control
C3	Command, Control, and Communications

C4	Command, Control, Communications and Computers
C4I	Command, Control, Communications, Computers and Intelligence
C4ISR	C4, Intelligence, Surveillance and Reconnaissance
C&I	Communications and Information
CAC	Common Access Card
CAF	Combat Air Forces
CALCM	Conventional Air Launched Cruise Missile
CAOC	Combined Air and Space Operations Center
CAS	Close Air Support
CATM	Combat Arms Training & Maintenance
CBP	Continuous Bomber Presence
CBRNE	Chemical, Biological, Radiological, Nuclear and High Explosives
CBT	Computer Based Training
CCAF	Community College of the Air Force
CCC	Command Chief Master Sergeant
CD	Deputy Commander
CDC	Career Development Course
CDDAR	Crash, Damaged, Disabled Aircraft Recovery
CCAF	Community College of the Air Force
CO CDR	Company Commander
CE	Civil Engineer
CES	Civil Engineer Squadron
CEM	Chief Enlisted Manager
CENTAF	US Air Forces, Central Command
CENTCOM	Central Command
CFACC	Combined Forces Air Component Commander
CFC	Combined Federal Campaign
CFETP	Career Field Education and Training Plan
CFM	Career Field Manager
CGO	Company Grade Officer
CGOC	Company Grade Officer Council
CGOQ	Company Grade Officer of the Quarter
CGOY	Company Grade Officer of the Year
CI	Compliance Inspection
CIA	Central Intelligence Agency
C-IED	Counter-Improvised Explosive Device
CINC	Commander in Chief
CJCS	Chairman, Joint Chiefs of Staff

CJSOTF	Combined Joint Special Operations Task Force
CLEP	College Level Examination Program
CMI	Classified Message Incident
CMSAF	Chief Master Sergeant of the Air Force
COMPUSEC	Computer Security
COCOM	Combatant Commander
COMACC	Commander, Air Combat Command
COMAFFOR	Commander, Air Force Forces
COMSEC	Communication Security
CONOPS	Concept of Operations or Contingency Operations
CONPLAN	Contingency Plan or Operation Plan in Concept Format
CONS	Contracting Squadron
CONUS	Continental United States
COR	Chief of Office of Record
CP	Command Post
CPR	Cardio Pulmonary Resuscitation
CPTS	Comptroller Squadron
CRG	Contingency Response Group
CS	Communications Squadron
CSAF	Chief of Staff of the Air Force
CSAR	Combat Search and Rescue
CST	Combat Skills Training
CUI	Comprehensive Unit Inspection
CV	Vice Commander
DANTES	Defense Activity for Non-Traditional Education Support
DAS	Date Arrived Station
DEA	Drug Enforcement Agency
DeCA	Defense Commissary Agency
DECON	Decontamination
DEROS	Date Estimated Return from Overseas
DFAC	dining facility
DFAS	Defense Finance and Accounting Services
DG	Distinguished Graduate
DIA	Defense Intelligence Agency
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DMZ	Demilitarized Zone
DO	Director of Operations
DoD	Department of Defense
DoS	Department of State
DRMO	Defense Reutilization and Marketing Office

DRU	Direct Reporting Unit
DSN	Defense Switched Network
DUI	Driving Under the Influence
DV	Distinguished Visitor
DZ	Drop Zone
EAD	Extended Active Duty
EAF	Expeditionary Air Force
EET	Exercise Evaluation Team
EKG	Electrocardiography
EFMP	Exceptional Family Member Program
ELINT	Electronic Intelligence
EMSEC	Emissions Security
EOC	Emergency Operation Center/End of Course
EOD	Explosive Ordnance Disposal
EOY	End of Year
EPA	Environmental Protection Agency
EPR	Enlisted Performance Report
ER	Emergency Room
ERM	Electronic Records Management
ESP	Electronic Staff Packages
ETIC	Estimated time in Commission
EUCOM	European Command
EW	Electronic Warfare
FAA	Federal Aviation Administration
FARM	Functional Area Records Manager
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FDECU	Field Deployable Environmental Control Unit
FGO	Field Grade Officer
FGOQ	Field Grade Officer of the Quarter
FGOY	Field Grade Officer of the Year
FM	Functional Manager
FMC	Fully Mission Capable
FOA	Field Operating Agency
FOB	Forward Operating Base
FOC	Full Operating Capability
FOD	Foreign Object Damage
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FPCON	Force Protection Condition
FS	Fighter Squadron

FSS	Force Support Squadron
FW	Fighter Wing
FTD	Field Training Detachment
FTU	Formal Training Unit
FY	Fiscal Year
GCC	Group Control Center
GO	General Officer
GOV	Government Owned Vehicle
GPA	Grade Point Average
GPC	Government Purchase Card
GPS	Global Positioning System
GSU	Geographically Separated Unit
GTC	Government Travel Card
HA/DR	Humanitarian Assistance and Disaster Response
HAF	Headquarters Air Force
HAWC	Health and Wellness Center
HAZMAT	Hazardous Materials
HF	High Frequency
HHD	Higher Headquarters Directed
HHG	Household Goods
HHQ	Higher Headquarters
HMMWV or Humvee	High Mobility Multipurpose Wheeled Vehicle
HN	Host Nation
HOA	Horn of Africa
HQ	Headquarters
HSI	Health Services Inspection
HUMINT	Human Intelligence
HUMRO	Humanitarian Relief Operations
HVAC	Heating, Ventilation and Air Conditioning
HYT	High Year Tenure
IA	Information Assurance
IAAP	Information Assurance Awareness Program
IAW	In Accordance With
ICBM	Intercontinental Ballistic Missile
ICC	Installation Control Center
IDE	Intermediate Developmental Education
IED	Improvised Explosive Device
IFE	In Flight Emergency
IFR	Instrument Flight Rules
IMA	Individual Mobilization Augmentee
IMR	Individual Medical Readiness

INFOCON	Information Operations Condition
IPZ	In the Promotion Zone
IQT	Initial Qualification Training
IR	Infrared
ISO	in support of; Isochronal
ISOPREP	Isolated Personnel Report
ISR	Intelligence, Surveillance, and Reconnaissance
IW	Information Warfare
JA	Judge Advocate
JAG	Judge Advocate General
JASDF	Japan Air Self-Defense Force
JASSM	Joint Air-To-Surface Standoff Missile
JCS	Joint Chiefs of Staff
JDAM	Joint Direct Attack Munitions
JEFX	Joint Expeditionary Force Experiment
JFC	Joint Forces Commander
JFACC	Joint Forces Air Component Commander
JP-8	Jet Petroleum Grade 8
JSF	Joint Strike Fighter
JSOTF	Joint Special Operations Task Force
JSTARS	Joint Surveillance Target Attack Radar System
LAN	Local Area Network
LIMFAC	Limiting Factor
LMR	Land Mobile Radio
LNO	Liaison Officer
LOA	Letter of Accomplishment
LOAC	Law of Armed Conflict
LOC	Letter of Counseling
LOE	Letter of Evaluation
LOR	Letter of Reprimand
LRS	Logistics Readiness Squadron
MAJCOM	Major Command
MARFOR	Marine Forces
MD	Medical Doctor
MDG	Medical Group
MEB	Medical Evaluation Board
MEDEVAC	Medical Evacuation
MFR	Memorandum for Record
MIA	Missing in Action
MILCON	Military Construction
MilPDS	Military Personnel Data System

MNF	Multi-National Forces
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MOBAG	Mobility Bag
MOPP	Mission Oriented Protective Posture
MPS	Military Personnel Section
MRAP	Mine Resistant Armored Personnel Vehicle
MRI	Magnetic Resonance Imaging
MSG	Mission Support Group
MSM	Meritorious Service Medal
MTF	Medical Treatment Facility
MWR	Morale, Welfare, and Recreation
MXG	Maintenance Group
NAF	Numbered Air Force
NASA	National Aeronautical and Space Administration
NATO	North Atlantic Treaty Organization
NCC	Network Control Center
NCO	Noncommissioned Officer
NCOA	Noncommissioned Officer Academy
NCOIC	Noncommissioned Officer in Charge
NCOQ	Noncomissioned Officer of the Quarter
NCOY	NCO of the Year
NEO	Noncombatant Evacuation Operations
NIPR	Non-Secure Internet Protocol Router Network
NMC	Non-mission Capable
NORAD	North American Aerospace Defense Command
NOSC	Network Operations and Security Center
NSA	National Security Agency
NSI	Nuclear Surety Inspection
NSN	National Stock Number
NVG	Night Vision Goggles
NWC	National War College
O&M	Operations and Maintenance
OB	Obstetrics
OCO	Overseas Contingency Operations
OCONUS	Outside the Continental United States
OEF	Operation ENDURING FREEDOM
OG	Operations Group
OI	Operating Instruction
OIC	Officer-in-Charge
OIF	Operation IRAQI FREEDOM

OJT	On-the-Job Training
OND	Operation NEW DAWN
OPLAN	Operational Plan
OPR	Office of Primary Responsibility or Officer Performance Report
OPSEC	Operations Security
OPTEMPO	Operations Tempo
OR	Operating Room
ORE	Operational Readiness Exercise
ORM	Operational Risk Management
ORI	Operational Readiness Inspection
OS	Overseas
OSHA	Occupational Safety and Health Administration
OSI	Office of Special Investigations
OSS	Operations Support Squadron
PA	Public Affairs/Physician Assistant
PACAF	Pacific Air Forces
PACOM	Pacific Command
PAR	Post Attack Reconnaissance
PC	Personal Computer
PCA	Permanent Change of Assignment
PCS	Permanent Change of Station
PDE	Primary Developmental Education
PGM	Precision Guided Munitions
PERSCO	Personnel Support of Contingency Operations
PII	Personal Identifiable Information
PIMR	Preventative Health Assessment Individual Medical Readiness
PHA	Preventative Health Assessment
PME	Professional Military Education
PMEL	Precision Measurement Electronics Laboratory
PMI	Preventative Maintenance Inspection
POC	Point of Contact
POL	Petroleum Oil Lubrication
POM	Program Objective Memorandum
POTUS	President of the United States
POV	Privately Owned Vehicle
POW	Prisoner of War
PRF	Promotion Recommendation Form
PRP	Personnel Reliability Program
PT	Physical Training
PTL	Physical Training Leader

Q&A	Questions and Answers
QA	Quality Assurance
QC	Quality Control
QoL	Quality of Life
R&D	Research and Development
RA	Resource Advisor
RAF	Royal Air Force
RAAF	Royal Australian Air Force
RC	Record Custodian
RDD	Required Delivery Date
RED HORSE	Rapid Engineer Deployable Heavy Operational Repair Squadron Engineers
RN	Registered Nurse
ROE	Rules of Engagement
ROK	Republic of Korea
ROS	Report of Survey
ROTC	Reserve Officer Training Corps
RPA	Remotely-Piloted Aircraft
SAASS	School Advanced Air & Space Studies
SABC	Self Aid Buddy Care
SAF	Secretary of the Air Force
SAM	Surface-to-Air Missile
SAR	Search and Rescue
SATAF	Site Activation Task Force
SATCOM	Satellite Communications
SAV	Staff Assistance Visit
SCI	Special Compartmental Information
SCIF	Special Compartmented Information Facility
SDE	Senior Developmental Education
SEAD	Suppression of Enemy Air Defenses
SECAF	Secretary of the Air Force
SECDEF	Secretary of Defense
SECSTATE	Secretary of State
SEJPME	Senior Enlisted Joint Professional Military Education
SF	Security Forces
SFS	Security Forces Squadron
SG	Surgeon General
SGLI	Service members' Group Life Insurance
SIPR	SECRET Internet Protocol Router Network
SITREP	Situation Report
SJA	Staff Judge Advocate

SKT	Specialty Knowledge Test
SME	Subject Matter Expert
SNCO	Senior Noncommissioned Officer
SNCOA	Senior Noncommissioned Officer Academy
SNCOQ	Senior Noncommissioned Officer of the Quarter
SNCOY	Senior Noncommissioned Officer of the Year
SOCEUR	Special Operations Command Europe
SOCOM	Special Operations Command
SOF	Special Operation Forces
SOFA	Status of Forces Agreement
SOP	Standard Operating Procedures
SORTS	Status of Resources and Training System
SOUTHCOM	Southern Command
SRB	Selective Reenlistment Bonus
STE	Secure Telephone Equipment
STEP	Stripes for Exceptional Performers
STRATCOM	Strategic Command
TAFMSD	Total Active Federal Military Service Date
TBMCS	Theater Battle Management Core Systems
TCTO	Time Compliance Technical Order
TDY	Temporary Duty
TF	Task Force
TFI	Total Force Integration
TLA	Temporary Lodging Allowance
TLF	Temporary Living Facility
TMDE	Test Measurement Diagnostic Equipment
TMO	Traffic Management Office
TO	Technical Order
TOC	Tactical Operations Center
TPFDD	Time Phased Force Deployment Data
TRANSCOM	Transportation Command
TS	Top Secret
TTP	Tactics, Techniques & Procedures
UAE	United Arab Emirates
UCC	Unit Control Center
UCMJ	Uniform Code of Military Justice
UDM	Unit Deployment Manager
UFPM	Unit Fitness Program Manager
UFT	Undergraduate Flying Training
UHF	Ultra High Frequency
UIF	Unfavorable Information File

UMD	Unit Manning Document
UN	United Nations
UPT	Undergraduate Pilot Training
US	United States
USA	United States Army
USAF	United States Air Force
USAFA	United States Air Force Academy
USAFE	United States Air Forces in Europe
USAFR	United States Air Force Reserve
USAREUR	United States Army Europe
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USJFCOM	United States Joint Forces Command
USMC	United States Marine Corps
USN	United States Navy
USO	United Service Organizations
UTC	Unit Type Code
UTM	Unit Training Manager
UXO	Unexploded Ordnance
VA	Veteran's Administration/Victim Advocate
VBIED	Vehicle Borne Improvised Explosive Device
VFR	Visual Flight Rules
VHF	Very High Frequency
VIP	Very Important Person
vMPF	Virtual Military Personnel Flight
VTC	Video Teleconference
WAPS	Weighted Airman Promotion System
WMD	Weapons of Mass Destruction
WSO	Weapon Systems Officer
YTD	Year to Date

acct(s)	account(s)
achv('d)	achieve(ed)
acq	Acquisition
add'l	Additional
admin	Administrative
adv('d)	advance(d)
a/c	air conditioning
acft	Aircraft
airevac	air evacuation
afld(s)	airfield(s)

alt(s)	alternate(s)
Amn	Airman
&	And
appt(s)	appointment(s)
approx	approximate
assoc(s)	association(s)
attn.	attention
avg(s) ('d)	average(s) (d)
awd(s) ('d)	award(s) (ed)
B	billion
bio	biological
brd(s) ('d)	board(s)
bldg(s)	building(s)
cal('d)	calibrate(d)
canx	cancelled
capes	capabilities
ctr('d)	center(s) (ed)
cert'd	certified
chem	chemical
Chf(s)	chief(s)
civ(s)	civilian(s)
cmbt	combat
comm	communications
cmd(s) ('d)	command(s) (ed)
CC	commander
cmplt'd	complete (d)
conf(s)	conference(s)
config(s)	configuration(s)
const	construction
ctrl(s) ('d)	control(s) (ed)
coord('d)	coordinate(d)
crse(s)	course(s)
crit	critical
crypto	Cryptography
cust(s)	customer(s)
dmg(s) ('d)	damage(s) (d)
demo('d)	demolish(d)
demo('d)	demonstrate(d)
dept(s)	department(s)
det(s)	detachment(s)

dev('d)	develop(d)
discrep	discrepancy
distro	distribution
div(s)	division(s)
doc(s) ('d)	document(s) (ed)
ed	education
email	electronic mail
emerg	emergency
enl	enlisted
ergo	ergonometry
equip	equipment
evac(s)	evacuation(s)
eval(s)	evaluation(s)
exam(s)	examination(s)
exec(s)	executive(s)
ex(s) ('d)	exercise(s) (d)
fac(s)	facility(ies)
fam	family/ families
fed	federal
ft	feet
fld(s)	field(s)
flt(s)	flight(s)
fwd	forward
gal(s)	gallon(s)
gen(s)	generator(s)
grad(s)	graduate(s)
grnd	ground
gp(s)	group(s)
Gp/CC	group commander
gov't	government
helo(s)	helicopter(s)
hi-vis	high visibility
Hosp (s)	hospital(s)
Hr (s)	hour(s)
ID('d)	identify(ied)
Indoc (s)	indoctrination(s)
info	information
Insp (s) ('d)	inspection(s)/inspect(ed)
instr(s)	instructor(s)
intel	intelligence
int'l	international

jt	joint
jr	junior
km(s)	kilometer(s)
lg	large
ldr/ldrship	leader/leadership
lv	leave
lvl(s) ('d)	level(s) (ed)
log	logistical/logistics
maj	major
maint('d)	maintain(d)
mx	maintenance
mgmt	management
mgr(s)	manager(s)
man-hrs	man-hours
max('d)	maximize(d)
med	medical
mtg(s)	meeting(s)
mbr(s)	member(s)
msg(s) ('d)	message(s) (d)
m	meters
mi	mile
mil	military
M	million
min	minimal/minimum
min	minute
misc	miscellaneous
msl(s)	missile(s)
msn(s)	mission(s)
mm	millimeter
mod(s)	modification(s)
mo(s)	month(s)
muns	munitions
nat'l	national
nav	navigation
nav(s)	navigator(s)
ntwk(s)	network(s)
nom(s)	nomination(s)
obj(s)	objective(s)
ofc(s)	office(s)
ofcr(s)	officer(s)

op(s) or Op(s) (as in Op ENDURING FREEDOM)	operation(s)
org(s)	organization(s)
pg(s)	page(s)
pkg(s) ('d)	package(s) (d)
pax(s)	passenger(s)
pat	patient
prsn	person
prsnl	personnel
phys	physical
lb/lbs	pound/pounds
rx	prescription
prep('d)	preparation/prepare(d)
pres (do not use for POTUS)	president
pro(s)	professional(s)
prod(s)	production(s)
prgm(s)	program(s)
proj(s)	project(s)
pub(s)	publication(s)
qual('d) (s)	qualify(ied)/qualifications
qtr(s)/qtrly	quarter(s)/quarterly
rdy('d)	ready(ied)
rcv	receive(d)
recon	reconnaissance
ref(s) ('d)	reference(s) (d)
refurb('d)	refurbish(d)
reorg	reorganization
reorg'd	reorganized
rpr(s) ('d)	repair(s) (d)
rep	representative
req('d)	require(d)
rqmt(s)	requirement(s)
rvw(s) ('d)	review(s) (ed)
rm(s)	room(s)
rwy(s)	runway
sat	satisfactory
sched('d)	schedule(d)
sr	senior
svc(s) ('d)	service(s) (d)
sig(s)	signature(s)
sm	small

sq	squadron
Sq/CC	squadron commander
sq ft	square feet
sq m	square meters
std(s)	standard(s)
stat(s)	statistic(s)
strat(s)	strategic/stratification(s)
spt(s) ('d)	support(s) (ed)
supt(s)	superintendent
sync('d)	synchronization/synchronize(d)
sys	system
tac	tactical
twy(s)	taxiway(s)
tm(s)	team(s)
tech	technical
temp	temporary
K	thousand
thru	through
trn('d) (g)	train/trained/training
tx('d)	transmit(ted)
trans	transportation
univ	university
veh(s)	vehicle(s)
vis (as in hi-vis)	visibility
vol(s)/vol'd	volunteer(s)/volunteered
vs	versus
wpn(s)	weapon(s)
wx	weather
wk(s)/wkly	week(s)/weekly
wg(s)	wing(s)
Wg/CC	wing commander
w/ (no space after the slash)	with
w/o	without
wk ctr(s)	work center(s)
yr(s)	year(s)