



# Lesson Guide

# Officer Performance Reports

10 May 2022



## Officer Performance Reports

### Purpose

This lesson guide is designed to support the local development of Flight Commander Leadership Course materials. Selected facilitators should use this guide as they prepare presentation materials. For more information on how lessons are structured, or how to use them in the course, see the **Course Director's Handbook** or online Facilitator Resources.

### Scope

Officer Performance Reports (OPRs) serve to do more than document a member's awards and job performance during the rating period. They are an official part of a member's record: they meet the promotion board, are used to determine in-residence PME attendance, and factor in Department of the Air Force selection of Airmen and Guardians for career broadening assignments and of candidates for advanced academic degrees. Further, development teams and hiring authorities often use them to determine the best fit for a particular job or assignment. A leader should devote ample care and consideration into capturing the job performance of team members to help set them up for future success.

As a Flight Commander, you will be charged with capturing the job performance of the CGOs on your team. You must write their annual report to effectively capture the impact of their actions in such a way that others outside of your organization can understand the action taken and how the mission was impacted. You also must write to the appropriate scope for the individual, framing their current duties while also allowing for future performance reports to show an appropriate progression of both their actions and impact.

### Recommended Objectives

By the end of this lesson, the participant should be able to:

1. Understand the use of OPRs in personnel management (school selection, promotion, assignment selection, etc.).
2. Understand how and why to write to the appropriate scope for junior officers.
3. Explain the importance of proactivity in managing performance reports (due dates, duty titles, change of rater, gathering inputs, etc.).
4. Discuss common challenges of stratification in writing performance reports.

### Recommended POC / Presenter

- Facilitator (or senior leader with promotion board experience)

### Recommended Length:

- 30-50 minutes depending on class needs

### Recommended Approach

- Present informal slides with Q & A

## Lesson Connections

- **Professional Development**-the OPR captures recommendations for future officer career opportunities (assignments, PME, AADs, etc.) as well as highlights gaps to be addressed.
- **Conducting and Documenting Feedback**- giving others constructive, timely, and relevant feedback throughout the rating period.
- **Discipline, NJP, & UCMJ**-negative performance must be documented (e.g., referral OPR) to support disciplinary actions.

## Additional Discussion

The focus of this lesson is designed to be a macro look at OPRs rather than a wing specific methodology/ROEs of writing bullets and approved abbreviations, etc. This is intentional as those specific items apply to more than just Flight Commanders and are best handled by a different delivery vehicle outside of the Flight Commander Leadership Course. However, if deemed appropriate we recommend such a discussion immediately follow this lesson.

When completing an OPR, ensure the content is sufficiently specific and impactful to be able to craft effective Promotion Recommendation Form (PRF) bullets if needed in the future.

One technique is a weekly action report (WAR) from the members of your flight to gather inputs for use in writing annual reports.

Reference elements from Department of the Air Force Instruction (DAFI) 36-2406, *Officer and Enlisted Evaluation Systems* to reinforce learning points.