



Lesson Guide

Enlisted Performance Reports

10 May 2022



Enlisted Performance Reports (EPRs)

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

Not surprisingly, writing an EPR can be different than writing an OPR. The EPR ratings for enlisted Airmen are used to determine promotions, job and school recommendations, reenlistments, retraining, and assignments. It is vital that these ratings be accurate and impartial. The performance of an enlisted Airman or Guardian is compared to his/her peers, and it is a disservice to other enlisted members and the system when performance ratings are inflated. The Department of the Air Force is updating the performance report process and writing style as part of the talent management evolution.

As a flight commander, you work closely with the members of your team and are best suited to distinguish performance of an Airman or Guardian from his/her peers. Capturing the actions and impacts of enlisted members is different than that of officers and must be considered regarding the person's level of responsibility. Duty titles should be appropriate for someone of their rank and be reflected in the actions captured on their EPR. The extent of self-improvement they have undertaken, such as completing a course or school, should also be captured to support the whole Airman concept. It is important for flight commanders to stay aware of updates to the EPR system and become familiar with changing processes, timelines, and requirements.

Recommended Objectives

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

1. Explain the purpose, scope, and structure of EPRs as compared to OPRs.
2. Describe the role of EPRs in the promotion system for enlisted Airmen and Guardians.
3. Discuss important elements of the EPR forms and how to best capture elements of this competency-based evaluation system.

Recommended POC / Presenter

- CMSgt or other SNCO with squadron leadership experience

Recommended Length:

- 30-50 minutes inclusive of Q & A

Recommended Approach

- Present informal slides with Q & A

Lesson Connections

- **Professional Development-** the EPR captures recommendations for future career opportunities (determine job and school recommendations, reenlistments, retraining, and assignments).
- **Conducting and Documenting Feedback-** giving others constructive, timely, and relevant feedback using the Airman Leadership Qualities characteristics to help frame successful feedback sessions when requested or required throughout the rating period.
- **Enlisted Force Structure-** determines position/duty title/responsibilities; EPRs should reflect the appropriate responsibilities inherent to each rank/tier of the enlisted force.
- **Discipline, NJP, & UCMJ-** negative performance must be documented (e.g., referral EPR) to support disciplinary actions.

Additional Discussion

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