

AIRMAN COMPREHENSIVE ASSESSMENT (ACA) WORKSHEET (Airline Tag)

PRIVACY ACT STATEMENT

AUTHORITY: Title 48 Code of Federal Regulations (48 CFR) (48CFR), Authority of the Air Force and AFM 33-1454.
DISCLOSURE: Personal information and performance information is disclosed to the Air Force and AFM 33-1454.
COLLECTION: Information is collected from the ACA and is used to determine performance and to determine if the Air Force and AFM 33-1454.
DISSEMINATION: Information is disseminated to the Air Force and AFM 33-1454.

I. PERSONAL INFORMATION

NAME (Last, First, Middle Initial)	PHONE	UNIT
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II. TYPE OF ASSESSMENT INITIAL MID-TERM FOLLOW-UP RETIRE REQUESTED PATH DIRECTED

III. SELF-ASSESSMENT (To be completed by Rated and Forward to Rated) Rating Scale: P, PAL, UNDETERMINED, A/Need more information

RESPONSIBILITY:	PLATE:
1. Understands the importance of doing the right thing when it is appropriate or difficult.	
2. Understands the importance of responsibility in the care of and use of equipment and assets.	
3. Understands the importance of admitting shortcomings or mistakes.	
4. Understands the importance of refusing to participate in inappropriate behavior(s) despite social pressures.	
5. Understands the importance of accomplishing tasks in a timely manner.	
6. Understands the importance of providing support and welfare, of family, and ensuring they are prepared for operations and/or missions, if applicable.	

ACCOUNTABILITY:	PLATE:
7. Understands the importance of the Air Force Core Values/Standards and how others should be accountable.	
8. Understands the importance of applying situational awareness and sound judgment.	
9. Understands the importance of being within crew means, aircraft, cockpit, crew, ground responsibility, etc./	

AIR FORCE CULTURE:	PLATE:
10. Understands the importance of leading by example.	
11. Understands the importance of respecting one's self and others.	
12. Understands the importance of looking after fellow Airman and their families (in include while fellow Airman are deployed).	
13. Understands the importance of showing appreciation to being an Airman and in inspiring others to reach their full potential.	
14. Understands the importance of upholding the proud heritage of the Air Force and the importance of displaying the professional characteristics of an Airman at all times (AFM).	

SELF:	PLATE:
15. Understands the importance of setting aside time to attend to, or meet, personal and professional goals.	
16. Understands the importance of setting aside quality time with family and friends.	
17. Understands the importance of striving to meet personally-oriented goals. Review Section III for discussion during feedback session.	

IV. AIRMAN'S CRITICAL ROLE IN SUPPORT OF THE MISSION (To be completed by Rated)

V. INDIVIDUAL READINESS INDEX (Completed by Rated after talking to Unit Deployment Manager)
Is RDO (UNSAFE/NOT CURRENTLY DEPLOYABLE) OR ORDER (PROPL F 64) CURRENTLY DEPLOYABLE **AF Indicator**

VI. PERFORMANCE (E) CAPABILITIES/KNOWLEDGE/SKILLS/ATTITUDE/LEARNING (To be completed by Rated - Information may be used to support E/PW rating and to determine if the Airman is eligible for promotion, with the exception of the Airman who is currently on a promotion hold)

1. Task/Performance/Proficiency: Specific knowledge, skills, results, and extent of the Airman's knowledge and ability to accomplish tasks.	2. Task/Performance/Proficiency: Ability to apply knowledge, skills, and results to accomplish tasks.	3. Task/Performance/Proficiency: Ability to apply knowledge, skills, and results to accomplish tasks.	4. Task/Performance/Proficiency: Ability to apply knowledge, skills, and results to accomplish tasks.	5. Task/Performance/Proficiency: Ability to apply knowledge, skills, and results to accomplish tasks.
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7. COMMENTS