AIRMAN COMPREHENSIVE ASSESSMENT (ACA) WORKSHEET (All Enlisted Tiers)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 United States Code 8013, 9013, Secretary of the Air Force and AFI 36-2406.
PURPOSE: Airman development and enhancement performance review.
ROUTINE USES: May periodically be disclosed outside the DoD in accordance with 5 U.S.C. 552a(b)(3), Civil Service Users apply.
DISCLOSURE: Voluntary. A copy of the ACA may be requested as directed by AFI 36-2406.

I. PERSONAL INFORMATION

NAME (Last, First, Middle Initial)	RANK	UNIT

II. TYPE OF ASSESSMENT ☐ INITIAL ☐ MID-TERM ☐ FOLLOW-UP ☐ RATER REQUESTED ☐ RATER DIRECTED

III. SELF-ASSESSMENT (To be completed by Rater and forwarded to Rater) Rating Scale: N–Not, undemonstrated; A–Above shown; Observation

RESPONSIBILITY:	RATER
1. Understands the importance of doing the right thing even when it is unpopular or difficult.	
2. Understands the importance of responsibility in the care of and care of equipment and assets.	
3. Understands the importance of admitting shortcomings or mistakes.	
4. Understands the importance of refusing to participate in inappropriate behavior by people and peer-ers.	
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 separations and/or reunions. (If applicable)	
ACCOUNTABILITY:	
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 living within one's means (financially, budget, credit, speech, responsibility, etc.)	
AIR FORCE CULTURE:	
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 Airmen and their families (to include while fellow Airmen are deployed)	
13. Understands the importance of showing enthusiasm in 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 (DAFI)	
SELF:	
15. Understands the importance of setting aside time to assess self, as well as personal and professional goals.	
16. Understands the importance of setting aside quality time to be with family and friends.	
17. Understands the importance of striving to meet personal/professional goals. Review Section III for discussions during feedback session.	

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

V. INDIVIDUAL READINESS (IRR) (Completed by Rater after talking to Unit Deployment Manager)
Is: RDD / AIRMAN NOT CURRENTLY DEPLOYABLE; IS OR SOON (WITHIN 6 MONTHS) CURRENTLY DEPLOYABLE ☐ AF Indicator

VI. PERFORMANCE / LEADERSHIP/PROGRAM SUPERVISION / LEADERSHIP TRAINING (To be completed by Rater - Information may be used on your EPR)

1. Task Knowledge/Performance: Demonstrated thoroughness, accuracy, results, and progress of own technical knowledge and ability to accomplish tasks.		☐		☐		☐	
2. Initiative/Adaptability: Seeks out new duties and responsibilities; volunteers for additional duties; copes with change; maintains composure.		☐		☐		☐	
3. Discipline/Judgment: Complies with standards; accepts responsibility for actions; exercises sound judgment; avoids unnecessary risks.		☐		☐		☐	
4. Duty Performance: Displays duty performance, work coordination, organization, attention to detail, and dependability. (Mark this block if you are unable to observe duty performance.)		☐		☐		☐	
5. Training/Learning: Completes developmental education and training. (Mark this block if you are unable to observe duty performance.)		☐		☐		☐	

VII. COMMENTS

AF FORM 931, 20130701 — PREVIOUS EDITIONS ARE OBSOLETE. — PRIVACY ACT INFORMATION: The information that follows is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.