

**ARMY COMPREHENSIVE ASSESSMENT (ACA) WORKSHEET (Active Tag)**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 28 Code of Federal Regulations (28 CFR) 171.33, Authority of the Air Force and AFM 28-1454.  
 28 CFR 171.33 (g) (1) requires that the ACA be completed by the Air Force and AFM 28-1454.  
**SCOPE/USERS:** May be completed by Air Force personnel (AFM 28-1454) or active component (28 CFR) 171.33 (g) (1) (A) (2) (b) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100) (101) (102) (103) (104) (105) (106) (107) (108) (109) (110) (111) (112) (113) (114) (115) (116) (117) (118) (119) (120) (121) (122) (123) (124) (125) (126) (127) (128) (129) (130) (131) (132) (133) (134) (135) (136) (137) (138) (139) (140) (141) (142) (143) (144) (145) (146) (147) (148) (149) (150) (151) (152) (153) (154) (155) (156) (157) (158) (159) (160) (161) (162) (163) (164) (165) 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**I. PERSONAL INFORMATION**

NAME (Last, First, Middle Initial) \_\_\_\_\_ RANK \_\_\_\_\_ UNIT \_\_\_\_\_

**II. TYPE OF ASSESSMENT**  INITIAL  MID-TERM  FOLLOW-UP  RATE REQUESTED  RATE DIRECTED

**III. SELF-ASSESSMENT (To be completed by Rater and forwarded to Rater) Rating Scale: P, PAL, UNDEVELOPED, A, Need more information**

**RESPONSIBILITY:**

	PLATE
1. Understands the importance of doing the right thing when it is unpopular or difficult.	
2. Understands the importance of responsibility in the care 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:**

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 vehicles, 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 Airman and their families (in include while fellow Airman are deployed).	
13. Understands the importance of showing appreciation to being an Airman and to 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 (2025).	

**SELF:**

15. Understands the importance of setting aside time to attend to, or attend to others, 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. RATER'S CRITICAL ROLE IN SUPPORT OF THE MISSION (To be completed by Rater)**

**V. INDIVIDUAL READINESS INDEX (Completed by Rater after talking to Unit Deployment Manager)**  
 Is RTO /UNSAT/NOT CURRENTLY DEPLOYABLE Is AGRDN (PROFL P 64) CURRENTLY DEPLOYABLE  AF Indicator

**VI. PERFORMANCE / CAPABILITY/BUSINESS/ SUPPORT/ LEADERSHIP/ TRAINING (To be completed by Rater - Information may be used against EPR)**

	1	2	3	4	5
1. Task Knowledge/Proficiency: Specific knowledge, skills, and depth of the technical knowledge and ability to accomplish tasks.	Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater	Some minor gaps in skills and/or inconsistent performance, needs more regular updates	Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater	Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater	Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater
2. Initial/Intermediate/Advanced: the depth of subject knowledge, technical skills, and depth of knowledge of the subject.	Only basic knowledge, needs more regular updates, needs more regular updates	Intermediate knowledge, needs more regular updates, needs more regular updates	Intermediate knowledge, needs more regular updates, needs more regular updates	Intermediate knowledge, needs more regular updates, needs more regular updates	Intermediate knowledge, needs more regular updates, needs more regular updates
3. Plans and Execute: Plans and Execute well, understands the situation, and understands the situation well.	Plans and Execute well, understands the situation, and understands the situation well.	Plans and Execute well, understands the situation, and understands the situation well.	Plans and Execute well, understands the situation, and understands the situation well.	Plans and Execute well, understands the situation, and understands the situation well.	Plans and Execute well, understands the situation, and understands the situation well.
4. Army/Aviation: Requirements, conditions, and environment: Understands the situation, understands the situation, understands the situation, understands the situation, understands the situation.	Understands the situation, understands the situation, understands the situation, understands the situation, understands the situation.	Understands the situation, understands the situation, understands the situation, understands the situation, understands the situation.	Understands the situation, understands the situation, understands the situation, understands the situation, understands the situation.	Understands the situation, understands the situation, understands the situation, understands the situation, understands the situation.	Understands the situation, understands the situation, understands the situation, understands the situation, understands the situation.
5. Communication: Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater.	Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater.	Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater.	Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater.	Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater.	Consistent/adequate skills, regular maintenance/updates, no major deficiencies noted by the rater.

**7. COMMENTS**