

ARMY COMPREHENSIVE ASSESSMENT (ACA) WORKSHEET (Active Tag)

PRIVACY ACT STATEMENT

AUTHORITY: Title 28 Code of Federal Regulations (48 CFR) (48CFR), Authority of the Air Force and AFM 28-2456.
DISCLOSURE: General Assessment and Performance Performance Report.
COLLECTION USE: May generally be disclosed outside the AFM 28-2456 to provide information to (1) AFM 28-2456, (2) Chief Master Sergeant Team only.
DISSEMINATION: Allowed to the ACR for the purposes as stated in AFM 28-2456.

I. PERSONAL INFORMATION

NAME (Last, First, Middle Initial)	RANK:	UNIT:
------------------------------------	-------	-------

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

III. SELF-ASSESSMENT (To be completed by Ratee and forwarded to Rater) Rating Scale: P, PAL, UNDEVELOPED, UNMET, NONE, INFORMATION

RESPONSIBILITY:	RATING:
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 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:	RATING:
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 one's means (financial, budget, cost, spend responsibility, etc.)	

AIR FORCE CULTURE:	RATING:
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 (AFM).	

SELF:	RATING:
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 Rater)

V. INDIVIDUAL READINESS INDEX (Completed by Rater after talking to Unit Deployment Manager)

VI. RDO (UNSAT/NOT CURRENTLY DEPLOYABLE) OR ORDER (PROFL P 64 CURRENTLY DEPLOYABLE) AF Indicator

VII. PERFORMANCE / CAPABILITY/KNOWLEDGE/SUPPORT/LEADERSHIP/TRAINING (To be completed by Rater - Information may be used against E PR)

1. Task/Performance/Proficiency: Specific elements, results, results, and impact of the mission; knowledge and ability to accomplish tasks.	2. Communication skills, team collaboration, and leadership; mission readiness; and ability to accomplish tasks.	3. Knowledge, skills, and ability to accomplish tasks; mission readiness; and ability to accomplish tasks.	4. Leadership/Proficiency/Support/Leadership/Training: Specific elements, results, results, and impact of the mission; knowledge and ability to accomplish tasks.	5. Knowledge, skills, and ability to accomplish tasks; mission readiness; and ability to accomplish tasks.	6. Knowledge, skills, and ability to accomplish tasks; mission readiness; and ability to accomplish tasks.
1. (This row captures 1 rating. Complete all performance areas.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. (This row captures 2 rating. Complete all performance areas.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. (This row captures 3 rating. Complete all performance areas.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. (This row captures 4 rating. Complete all performance areas.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. (This row captures 5 rating. Complete all performance areas.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. COMMENTS