

ARMY COMPREHENSIVE ASSESSMENT (ACA) WORKSHEET (Active Tag)

PRIVACY ACT STATEMENT

AUTHORITY: Title 38 United States Code (51.7) (AR), Secretary of the Air Force and AFM 34-145a.
DISCLOSURE: Computer Assisted Performance Assessment (CAPA).
COLLECTION/USE: May periodically be reviewed under the ACA to ensure compliance with 32 USC 5020(b)(3). Staff Review Volume Form apply.
DISSEMINATION: Allowed under the ACA for the purposes as stated in AFM 34-145a.

I. PERSONAL INFORMATION

NAME (Last, First, Middle Initial)	RANK	UNIT
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II. TYPE OF ASSESSMENT **INITIAL** **MID-TERM** **FOLLOW-UP** **ENTER REQUESTED** **FAITH DIRECTED**

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

RESPONSIBILITY:	PLATE:
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 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/orursions, 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 ones means (financial, budget, cost, spend 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 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 (AR 7).	

WELL:	
15. Understands the importance of setting aside time to attend to, or attend to, 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-professional goals. Review Section III for discussion during feedback session.	

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

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

Is RDI (UNSAT/NOT CURRENTLY DEPLOYABLE) OR (ORDN/PROFL/64 CURRENTLY DEPLOYABLE) **AI Indicator**

VI. PERFORMANCE (E-LEADERSHIP/TEAMWORK/INITIATIVE/LEADERSHIP/TRAINING) (To be completed by Nater - Information may be used against E PI) (Rating will be PA, P, PAL, UNDERSCORE, A/Need more information, or U/Need more information. Information will be shared with the Nater, and the Nater will be notified of any deficiencies.)

1. Task/Leadership/Performance: Specific leadership, quality, results, and impact of the mission. Knowledge and ability to accomplish tasks.	<input type="checkbox"/> Communicative skills: Ability to communicate verbally and non-verbally in a team environment.	<input type="checkbox"/> Teamwork: Ability to work with others in a team environment.	<input type="checkbox"/> Problem-solving skills: Ability to identify and solve problems in a team environment.	<input type="checkbox"/> Leadership skills: Ability to lead and inspire others in a team environment.
2. Initiative/Teamwork: Ability to identify and solve problems in a team environment.	<input type="checkbox"/> Communication skills: Ability to communicate verbally and non-verbally in a team environment.	<input type="checkbox"/> Teamwork: Ability to work with others in a team environment.	<input type="checkbox"/> Problem-solving skills: Ability to identify and solve problems in a team environment.	<input type="checkbox"/> Leadership skills: Ability to lead and inspire others in a team environment.
3. Initiative/Teamwork: Ability to identify and solve problems in a team environment.	<input type="checkbox"/> Communication skills: Ability to communicate verbally and non-verbally in a team environment.	<input type="checkbox"/> Teamwork: Ability to work with others in a team environment.	<input type="checkbox"/> Problem-solving skills: Ability to identify and solve problems in a team environment.	<input type="checkbox"/> Leadership skills: Ability to lead and inspire others in a team environment.
4. Teamwork/Leadership/Performance: Ability to identify and solve problems in a team environment.	<input type="checkbox"/> Communication skills: Ability to communicate verbally and non-verbally in a team environment.	<input type="checkbox"/> Teamwork: Ability to work with others in a team environment.	<input type="checkbox"/> Problem-solving skills: Ability to identify and solve problems in a team environment.	<input type="checkbox"/> Leadership skills: Ability to lead and inspire others in a team environment.
5. Teamwork/Leadership/Performance: Ability to identify and solve problems in a team environment.	<input type="checkbox"/> Communication skills: Ability to communicate verbally and non-verbally in a team environment.	<input type="checkbox"/> Teamwork: Ability to work with others in a team environment.	<input type="checkbox"/> Problem-solving skills: Ability to identify and solve problems in a team environment.	<input type="checkbox"/> Leadership skills: Ability to lead and inspire others in a team environment.

7. COMMENTS