

**AFPMAN COMPREHENSIVE ASSESSMENT (ACA) WORKSHEET (Alltime Tag)**

**PRIVACY ACT STATEMENT**

AUTHORITY: Title 28 United States Code 532 (c) (AFM) Authority of the Air Force and AFM 24-2436.  
 PURPOSE: General Assessment and performance performance data.  
 SCOPE/USERS: May periodically be modified without the AFM or to resolve discrepancies in (28 U.S.C. 532(c)) Staff Worker Version Users apply.  
 DISCLOSURE: Authority: Authority of the AFM may be requested as stated in AFM 24-2436.

I. PERSONAL INFORMATION				
NAME (Last, First, Middle Initial)	UNIT			
II. TYPE OF ASSESSMENT <input type="checkbox"/> INITIAL <input type="checkbox"/> MID-TERM <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> RETIRE REQUESTED <input type="checkbox"/> PATH DIRECTED				
III. SELF-ASSESSMENT (To be completed by Ratee and forwarded to Ratee) Rating Scale: P-VAL, 1=Very Low, 2=Low, 3=Mid, 4=High, 5=Very High				
RESPONSIBILITY:	GRADE			
1. Understands the importance of doing the right thing 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/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 ones means (financial, conduct, 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 (if 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 (28 CFR)				
SUPPORT:				
15. Understands the importance of setting aside time to 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 reach personally-oriented goals. Review Section VII for discussion during feedback session.				
IV. AIRMAN'S CRITICAL ROLE IN SUPPORT OF THE MISSION (To be completed by Ratee)				
V. INDIVIDUAL READINESS INDEX (Completed by Ratee after talking to (and) Deployment Manager)				
VI. RDU (N/A) / NOT CURRENTLY DEPLOYABLE: 0=ORDN (PROPL P 04) CURRENTLY DEPLOYABLE	AF Indicator <input type="checkbox"/>			
VII. PERFORMANCE / CAPABILITIES / SKILLSET / LOWERSHIP TRAINING (To be completed by Rater - Information may be used against E PW going into DA, the Joint, and the Air Force, and may be used in performance evaluation, as well as for promotion, pay, and other purposes with authorized authorization)				
1. <b>Task/Subject Matter/Proficiency</b> Specialized knowledge, ability, and range of the technical knowledge and ability to accomplish tasks.	Communications skills, include communications, radio, networks, air traffic control	Communicate across units and organizations, including air traffic control, networks, systems, procedures	Provide technical expertise and data products for requests in current area (over time)	Provide an offering to leadership areas, such as: COMMUNICATIONS, NETWORKS, SYSTEMS, PROCEDURES, etc.
2. <b>Initial/Introduction</b> Understands the scope of his/her mission, current status, and the required resources.	Understands the scope of his/her mission, current status, and the required resources	Understands the scope of his/her mission, current status, and the required resources	Understands the scope of his/her mission, current status, and the required resources	Understands the scope of his/her mission, current status, and the required resources
3. <b>Plan</b> and execute (i.e., execute) and implement tasks, including tasks, and coordinate resources and training.	Can coordinate resources for tasks, including resources	Coordinate resources across organizations	Coordinate resources across organizations	Coordinate resources across organizations
4. <b>Task/Subject Matter/Proficiency</b> Understands the scope of his/her mission, current status, and the required resources.	Understands the scope of his/her mission, current status, and the required resources	Understands the scope of his/her mission, current status, and the required resources	Understands the scope of his/her mission, current status, and the required resources	Understands the scope of his/her mission, current status, and the required resources
5. <b>Task/Subject Matter/Proficiency</b> Understands the scope of his/her mission, current status, and the required resources.	Understands the scope of his/her mission, current status, and the required resources	Understands the scope of his/her mission, current status, and the required resources	Understands the scope of his/her mission, current status, and the required resources	Understands the scope of his/her mission, current status, and the required resources
VIII. COMMENTS:				