

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

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 28 Code of Federal Regulations (CFR) 171.16, Authority of the Air Force and AFPMAN 3455a.  
**DISCLOSURE:** Current Assessment and Assessment Performance Report.  
**COLLECTION USE:** May generally be disclosed outside the AFPMAN database system in accordance with 28 CFR 171.16 (b)(2)(i)(C) (28CFR171) Staff Member Name User apply.  
**DISSEMINATION:** Authorized AFPMAN users may disseminate as directed by AFPMAN 3455a.

**I. PERSONAL INFORMATION**

NAME (Last, First, Middle Initial)	PHONE	UNIT
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**II. TYPE OF ASSESSMENT**  INITIAL  MID-TERM  FOLLOW-UP  RETIRE REQUESTED  PATH DIRECTED

**III. SELF-ASSESSMENT (To be completed by Rated and Reviewed by Rated) Rating Scale: P, PAL, UNDETERMINED, A/Need more information**

RESPONSIBILITY:	PASSE:
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:	PASSE:
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, egress, oxygen responsibility, etc./	

AIR FORCE CULTURE:	PASSE:
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 (28CFR).	

SELF:	PASSE:
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 Rated)**

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

**By: RDO (UNSAT/NOT CURRENTLY DEPLOYABLE) OR ORDN (PROPL F 64) CURRENTLY DEPLOYABLE**  **AF Indicator**

**VI. PERFORMANCE (E) CAPABILITIES/KNOWLEDGE/SKILLS/TECHNICAL/LOWERING/TRAINING (To be completed by Rated - Information may be used against E PI)**

Rating	1	2	3	4	5
1. Task/Performance/Proficiency: Specific knowledge, skills, results, and range of the technical knowledge and ability to accomplish tasks.	Comprehends machine skills, engine maintenance, maintenance procedures, etc.	Understands aircraft skills and maintenance procedures, etc. (radio, engine, etc.)	Understands aircraft skills and maintenance procedures, etc. (radio, engine, etc.)	Understands aircraft skills and maintenance procedures, etc. (radio, engine, etc.)	Understands aircraft skills and maintenance procedures, etc. (radio, engine, etc.)
2. Initial/Intermediate/Advanced: the degree of education, training, skills, technical knowledge, and professional performance.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.
3. Plans and Organizes: Organizes and implements plans, procedures, and resources. Plans and organizes. (28CFR171.16 (b)(2)(i)(C) (28CFR171) Staff Member Name User apply.)	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.
4. Body Posture: Posture, coordination, and maintenance. (28CFR171.16 (b)(2)(i)(C) (28CFR171) Staff Member Name User apply.)	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.
5. Communication: Comprehends and implements the communication procedures. (28CFR171.16 (b)(2)(i)(C) (28CFR171) Staff Member Name User apply.)	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.	Understands the importance of being an Airman and in inspiring others to reach their full potential.

**8. COMMENTS:**