



610 SFS BULLETIN



UTA 1-2 Feb 03

610 Security Forces Squadron

Enlisted Evaluation System and Officer Evaluation System

SSgt Lawson

FROM THE COMMANDER

Chaos and political instability seem to be the topic of every news channel. Our military might and political values seem to be threatened every minute of every day by either political leaders or terroristic madmen. In the past only countries with economic and military strengths could pose a threat to the US however, in today's environment, terrorism implements another dimension to global chaos and pulls the playing field down to their level. Two countries are presently a threat to our military. Iraq and recently entering the arena is North Korea.

Iraq has been a thorn in the side of many countries before and since the Gulf War. The leadership continuously violates the UN resolutions and threatens the world. We must understand that these violations are not to be overlooked. Inconsistencies with the weapon documents have spurred our leaders to look at Iraq as a threat to our freedoms that has to be dealt with. We will not allow America's Freedom threatened by global terror.

While all of these issues are evolving many of you are wondering about re-mobilizing and for some de-

mobilizing. No word on either re-mobilization or de-mobilization has come down the pipe as of yet. This does not mean we sit back and wait. We did not do that prior to Sep 11, 2001 and will not do it now. We will continue to train, hone our skills, strengthen our values and to prepare for whatever our leaders tell us to do. Remember, "Failing to plan is Planning to Fail".

OPSEC TIP

Watch what you say and where you say it!

NEW POLICY

A new policy concerning leave for personnel for AGRs or those who are still mobilized. Prior to going on leave all ancillary training requirements will be met.

BACK TO THE BASICS

It has come to the attention to SrNCOs as well as officers that some squadron personnel have been letting their customs and courtesies slip. I would like to start putting some information in the bulletin monthly to educate or remind personnel about military customs and courtesies.

Always give the senior person—enlisted or commissioned—the position of honor when walking, riding, or sitting with him or her. The junior person should take the position to the senior's left.

When reporting to an officer indoors, if not under arms, knock once, and enter when told to do so. Upon entering, march to approximately two paces from the officer or desk, halt, salute, and report in this manner: "Sir (Ma'am) Airman Smith reports as ordered," or "Sir (Ma'ma), Airman Smith reports." When the conversation is completed, execute a sharp salute and hold it until the officer acknowledges it, then perform the appropriate facing movement and depart.

Stand up when addressing a speaker whether an officer or a senior enlisted person, it is proper military courtesy.

Take pride in knowing customs and courtesies, look sharp and act sharp!

EES and OES starts with the Performance Feedback. This is the foundation that establishes a communication between the supervisor and the subordinate (Ratee and ratee). The feedback provides the ratee with the expectations you have; the requirements and responsibilities of their duties and guides them forward in their career toward promotion. By providing this information you are giving the ratee an opportunity for success. You may discuss uniform requirements, standard office procedures, how to obtain additional knowledge and training concerning tasks and skills. This type of counseling needs to be accomplished because your troop could become confused as to what their purpose is, lose confidence in your leadership as a supervisor, fail to meet mission requirements, and possibly a decrease in morale or team spirit. Keep them informed! We are lacking in this area in this unit on keeping up with the documentation part of the performance feedback. Many PIF do not have the documentation of the last performance feedback if there was any done. You will need this to accomplish your EPR and OPR's. *(continued on page 3)*

UTA SCHEDULE

Saturday 1 Feb 03

0700-0730 Sign In
0700-1630 UTAPS (Orderly Rm)
0730-0745 Supervisor Time
0745-0900 Commanders Call
0900-0945 Travel
1000-1530 AFQC (M-16)
1530-1630 Travel

AFQC will be at Ft Wolters. MRE's will be provided.

PHYSICAL EXAMINATIONS:

SSgt Lawson 0930

1. No Food after 2200hrs, 3 Jan 03, only water
2. If applicable bring eye glasses to appointment
3. Bring shot record to appointment
4. Schedule is subject to change. If you get scheduled for an appointment by the 301 MDS you will receive a notification in the mail.

DENTAL EXAMINATIONS

TSgt Mullen 1230
Capt Rock 1230



Congratulations to re-enlistee SMSgt Martinez for another 4.

Sunday 2 Feb 03

0630-0700 Sign In
0700-1600 UTAPS (Orderly Rm)
0700-0800 Supervisor Time
0800-1000 Extended Weapons Cleaning (TBD)
1000-1100 Supervisor Time
1100-1200 Lunch
1200-1430 Make-up Ancillary Training
1200-1500 (Refresher) Vehicle Training
1200-1500 Handcuffing
1430-1500 Jr NCO and Amn Call
1500-1530 AF623 Training Folders
1530-1600 Supervisor Time and Sign Out
1500-1600 Officer Call

*******REMINDER*******
IF YOU HAVE NOT RECEIVED YOUR FLU SHOT, VACCINES WILL BE GIVEN THIS UTA!

**** THERE WILL BE A 623 TRAINING RECORDS REVIEW THE DAY FOLLOWING UTA. ENSURE YOUR 623 IS ANNOTATED CORRECTELY.****

THE UTA SCHEDULE WILL BE POSTED AND BRIEFED AT 0800-0900 IN THE TRAINING ROOM (RM 108) SCHEDULE IS SUBJECT TO CHANGE!

CONGRATS!!

SSgt Jesus Garcia 3P071 School
SSgt Jennings Distinguished Graduate of 3P031 Apprentice School and 100% on 3P031 Distance Learning Course
SrA Nickson 3P051 Test Completion
SrA Young 3P051 Test Completion

FAREWELL!

MSgt Franklin (2nd Military Retirement)

FAMILY SUPPORT

We realize that those family members that are left behind on a deployments have the difficult job of being both parents and doing all of the work around the house. The 301 Family Support center has implemented a program for alleviating some of these difficulties by having volunteers come over and take some of the load off. Contact SMSgt Carreon or Family Support at 817-782-7435.

The next step is the report. The EPR or OPR itself is a formal record of the performance of the person based on the feedback. I realize that as reservist we write reports every two years for TR's and every year for AGR's and officers. A supervisor can not always keep track of everything their subordinate does because they may not be there every UTA or annual tour. That is where you as the subordinate have to help your supervisor out. Keep them informed of the things you do month to month. For example: orders during the week, deployments or TDY's and training that you have accomplished. This will help your supervisor write your EPR or OPR when the time comes. As a supervisor, you also need to stay on top of the time frames for your EPR/OPR's. If you lose a troop to another section and you no longer supervise them pass off your information on that person to the new supervisor.

Writing effective reports comes down to using hard hitting, fact filled words and statements which paint an accurate picture of the ratee in the minds of the readers. The evaluation involves both management and judgment of the rater. It is important that you understand how to effectively evaluate your subordinates. The supervisor should compare the subordinate's performance with the standards and expectations they established during the feedback section. The supervisor should look at the completion of duties in a timely manner, job knowledge, compliance with standards; conduct off and on duty, leadership ability and training. The EPR/OPR should contain the ratee's technical and managerial potential, critical facts, specific achievements, and performance-based potential.

Let's break down the sections on the EPR.

Section I is all the *Personal Information on the ratee*: name, SSAN, organization, AFSC period of reporting, PAS. Common errors: the name block is different style of lettering (NAME, name) Correct: NAME, NAME or Name, Name Another error found is the organization it should read: 610th Security Forces Squadron (ACC) NAS JRB Fort Worth, Texas.

Section II is the *Job description*. Enter the duty title of the person.

Key duties and responsibilities is where you need to enter a clear and concise description of the ratee's actual duties not the AFSC description. This section is known for finding errors in spelling and has fragmented sentences. DO NOT always count on spell check to find everything. Always re-read your work.

Section III is the *Evaluation of Performance*. This is where you are going to record your assessment of the ratee's performance. It contains seven performance factors you will need to place and X in the appropriate box. If you do not do this on the computer, you can make an X in the box after printing it; but you must use a ruler to create the lines.

Section IV is the *Promotion Recommendation*. When completing this section you should look at the ratee's performance and potential and compare them with others in the military with the same grade and AFSC.

Section V is the *Rater's comments*. The rater uses this section to provide information about the ratee's performance. The comments must be compatible with the ratings in III and IV. Be specific when writing the bullets so that the reader does not try and read between the lines. Bullet statements must be accurate, specific and concise and brief. There are a lot of errors found here: spelling, grammar, more than three sub-bullets, the bullets do not line up right, content used is not within the grading period and periods are used at the end of the sentences. Example:

- Solely responsible for planning and executing the 610SFS move to a new building
- Called and compare nine different moving companies to find an affordable contractor
- Fails to properly supervise subordinates. Assigns work but does not follow-up to ensure finished product

Signature block should look like this:

FIRST NMI LAST, Rank, USAFR
610th Security Forces Squadron (ACC)
NAS JRB Fort Worth , TX

Section VI is the *endorser's comments*. The endorsers on the AF 910 must be a MSgt or GS-07 or higher and on a AF 911 is should be equal to the ratee or higher. The comment section here should not repeat what the rater has already established. The errors found in this section are the same as above.

Section VII is for the *Commander's review*. The commander and first sergeant should review all reports. This allows the commander to exercise influence over the quality of reports and that they do not have unrealistic ratings.

Section VIII is the *final evaluator's* position with is only on the AF 911.

If you have a person who does not meet standards, you can accomplish a referral report. An EPR that contains any ratings in the far left block of any performance report will become a referral report. The ratee has 10 days from the receipt of the EPR to provide comments with regard to the EPR.

Performance reports are the responsibility of the reporting officials. When you wait until the last minute to accomplish the report it often results in a poor written report and this is unfair to the individual and reflects unfavorably on you as a supervisor. Make your reports a living breathing document about the person you are writing on. Always make sure you check the personal information file (PIF) when write a performance report. They may have letters of evaluations in there that can help you know what they have accomplished during the rating period.

MORE TO COME IN NEXT MONTHS BULLETIN

BANK OF AMERICA CREDIT CARD INFORMATION

SMSgt Carreon, BOA Monitor

According to the UCI team, we must conduct random audits on our personnel for proper usage of the Government ATM card. It doesn't matter that you pay your bill on time and stay off all delinquent lists, now your statements will be checked to ensure only legal use of the card, and that it is used only when you have orders in hand on official military travel. So approximately 20 people per month will be randomly selected for an audit of your Government VISA card statements.

Some rules to follow: **GOVERNMENT CARD WILL ONLY BE USED IF YOU ARE ON OFFICIAL MILITARY ORDERS**

Do's

1. Only use your card with military or civilian orders in hand. (If you live outside the commuting area and are entitled to per diem)
2. Pay for lodging and rental cars (if authorized) with your Government VISA card.
3. Use the card at eating establishments.
4. Use you card for rental car gasoline. (If you are out of cash)
5. You can use it to pay airport parking fees.
6. If you have to, get an ATM advance, but try to do it at a Bank of America to avoid an additional bank fee. (Get the advance **no** more than 3 days prior to your TDY start date.)
7. Get the larger advance amount rather than several smaller amounts. (You will be charged 3% or \$2.00 per advance, whichever is higher. So if you get \$20, five times, you will be charged \$2.00, every time. It is better to get the \$100, and get charges \$3.00, then paying \$10.00 for five \$20 dollar withdrawals.
8. Keep track of expenses and keep all receipts of your Card usage for the travel voucher.
9. You must use the split disbursement option on your travel voucher to pay the BOA bill.
10. If on long TDY's, over 30 days, make payment arrangements with the travel office, spouse, significant other, to pay the BOA bill on time. (five days prior is better)
11. Use a fax to send interim travel vouchers to the travel people with split disbursement payments to BOA.
12. Do call me (your BOA APC) if you encounter any problems with your card. (Call the 1-800 number on back of the card first to find out the problem.)

PAY YOUR CREDIT CARD BILL ON TIME

Don'ts

1. Don't use the card to come to a UTA. (You do not have orders in hand)
2. Do not place everyone's rent car in your group on your card. You may max your card, unless you have made prior arrangements to raise your card limits (Government will only reimburse you for your car. Any other agreements are a personnel debt between you and the others in your party and must be settled among yourselves. Also, they will not be reimbursed if you use your card.)
3. Don't use the card to buy alcoholic beverages
4. Don't use you card to fill up your spouse's car with gas before you go TDY.
5. Try not to leave your car at the airport for an extended TDY and have a large parking fee to pay with your card. (i.e.. 90 days x \$5 = 450 dollar fee)
6. If the airport losses your bags. (\$100.000 advance for Fruit of the Loom , toothbrush, etc at the BX is OK .)
7. Don't use your card by mistake. Keep your Government card in a separate place in your wallet away from your personal cards.
8. Don't give your card number to unauthorized personnel.
9. Don't get a letter of reprimand for being on the 60 day delinquent list.
10. Don't use the abuse of your Government Card as an excuse for getting the boot out of the Air Force. (You may be making license plates)
11. Don't wait until it is too late to ask for help from me. Thanks.

NOTE: This could have an effect on promotions, manday eligibility and eventually your credit standing. If not paid; BOA will initiate the paperwork and send it to DFAS so that an automatic deduction will be taken from your paycheck.

A \$29 charge is automatically added to your bill after every 30 days it is delinquent UNLESS you have arranged a payment plan with Bank of America. The member is responsible for the \$29 charge.

GOVERNMENT CREDIT CARD INFORMATION

Recently numerous headlines are about military members not paying their Government credit cards on time or misusing their Government credit cards.

The following is excerpts from a memorandum concerning government Bank of America (BOA) VISA card account delinquency policy by Colonel Mills.

1. The number of Government BOA VISA card delinquencies within the command has become a major concern of AFRC leadership. In order to maintain control of this process, I have decided on a two-pronged approach: (1) education of our personnel, and (2) a consistent recommended course of action to deal with delinquent accounts and cases of misuse.
2. In the area of education, the U.S. Air Force videotape, "American Express Government Travel Card – The Right Tool for the Job", is mandatory viewing for all current and future cardholders. A letter of acknowledgment of understanding regarding cardholder responsibilities will be completed and kept on file.
3. The rules for use of the card are straightforward. The BOA VISA card can only be used for purchases for which the cardholder is entitled to reimbursement on a government travel voucher. The BOA monthly bill must be paid in full upon receipt. Further, abuse of the BOA VISA card regardless of whether an account is delinquent or not is still abuse and subject to action under this policy.

30-59 Days Delinquency

- a. The HQ10AF BOA Agency Program Coordinator (APC) should be notified that the check is "in the mail" to prevent further actions.
 - b. The APC will follow up with BOA to see if the payment has reached them.
 - c. Card holders should use the split disbursement option on their travel vouchers as much as possible to cover the larger items as lodging, rent cars and ATM advances.
4. For cardholders who become delinquent in their accounts by more than 60 days, the following policy will be applied.

60 Days or More Delinquency

- a. Cardholder will be interviewed by his/her supervisor to determine the reason(s) for the delinquency. The card will be suspended until the account is paid in full.
- b. The supervisor will counsel the cardholder on his/her responsibilities to pay the debt and determine a course of action to either pay it off entirely or arrange a payment plan with BOA.
- c. If the account remains delinquent after 90 days for either failure to pay or failure to negotiate an agreement with BOA, the cardholder will receive a Letter of Reprimand (LOR) and again be counseled on his/her responsibility to settle the debt. The supervisor will advise the cardholder that failure to resolve the debt by the 120-day point will result in a second LOR and discharge.
- d. If the account is still delinquent at the 120-day point, the cardholder will receive a second LOR and be discharged.

60 Days or More Delinquency and DOCUMENTED Misuse of the Card

- a. At the 60-day point, the cardholder will receive, as a minimum, an LOR. The severity of the action taken will be commensurate with the degree of abuse. Flagrant abuse will result in discharge at this point.
 - b. If the account remains delinquent at the 90-day point, the cardholder will receive a second LOR and discharge.
5. I realize that each case will have unique aspects regarding that particular situation. I will always have the prerogative to handle any given situation as I see fit. I also feel it is important that everyone understands their responsibilities as well as consequences for delinquency and misuse. Individuals experiencing problems in travel voucher processing or any other problem that may affect their ability to make timely payment of their account should not wait for their account to go delinquent before seeking help or assistance through their supervisor or organization BOA APC.

610 Security Forces Squadron

1235 Depot Ave
NAS Fort Worth, TX
76127-6200

Phone: 1-800-354-6930
DSN: 739-5101
Fax: 817-782-5115



**610 SFS is on the
web**

[Http://www.afrc.af.mil/units/610web/index.htm](http://www.afrc.af.mil/units/610web/index.htm)

NOTE FROM THE EDITOR

If there is a topic that you would like to be included in the newsletter please contact me at (817) 782-5101 ext 117.

FOOD DRIVE

Bring in those canned items for a donation to the Tarrant County Food Bank. It is that time of year where needy families need a little help. Be generous
DONATE!!!
