

June 8, 2014

Fellow Airmen,

Over the last year we've been discussing our Enlisted Evaluation System. We've talked about inflation and other challenges, and you've shared countless ideas to make this a more valuable system for the enlisted force. We all want, and need, a system that differentiates between good and great performers and ensures we value job performance first and foremost. Today we are taking the first and most important step towards that reality.

The Airman Comprehensive Assessment is now available, for both officer and enlisted Airmen. As mentioned in a recent Roll Call, it's comprehensive. It needs to be. The form facilitates a purposeful dialogue between supervisors and the Airmen they lead. It includes a self-assessment, a detailed evaluation of expected and/or current performance, and specific discussion areas/questions. I encourage you to open it and take a look, even if you do not have a feedback session on the near horizon. We've linked the forms and corresponding AFI guidance at the bottom of this message.

We must get this right. Proper feedback is the most important element of a strong evaluation system. It is the only way we can cultivate a culture that drives performance. Airmen must know what we expect of them. We owe them direction and guidance so they can reach their fullest potential and capitalize on opportunities. If we fail at feedback, we fail our Airmen.

We're excited about this first step and we hope you are, too. We are moving out in the right direction. We need a strong commitment from each of you to sustain this purposeful momentum going forward.

Thank you for what you do to make us the world's greatest Air Force. We're proud to serve with you.

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