

LETTER OF EVALUATION (Continued)

RATER NAME:

VIII. REFERRAL REPORT (Complete only if report contains referral comments.)

I am referring this LOE to you according to AFI 36-2406, para 3.9. It contains comment(s) that make the report a referral as defined in AFI 36-2406, para. 3.9. Specifically, _____

Acknowledge receipt by signing and dating below. Your signature merely acknowledges that a referral report has been rendered; it does not imply acceptance of or agreement with the ratings or comments on the report. Once signed, you are entitled to a copy of this memo. You may submit rebuttal comments. Send your written comments to:

not later than 10 calendar days (30 for non-EAD members) from your date below. If you need additional time, you may request an extension from the individual named above. You may submit attachments (limit to 10 pages), but they must directly relate to the reason this report was referred. Pertinent attachments not maintained elsewhere will remain attached to the report for file in your personnel record. Copies of previous reports, etc. submitted as attachments will be removed from your rebuttal package prior to filing since these documents are already filed in your records. Your rebuttal comments/attachments may not contain any reflection on the character, conduct, integrity, or motives of the evaluator unless you can fully substantiate and document them. Contact the MPF Career Enhancement Section, or the AF Contact Center if you require any assistance in preparing your reply to the referral report. It is important for you to be aware that receiving a referral report may affect your eligibility for other personnel related actions (e.g. assignments, promotions, etc.). You may consult your commander and/or MPF or Air Force Contact Center if you desire more information on this subject. If you believe this report is inaccurate, unjust, or unfairly prejudicial to your career, you may apply for a review of the report under AFI 36-2401, Correction of Officer and Enlisted Evaluation Reports, once the report becomes a matter of record as defined in AFI 36-2406, Attachment 1.

NAME, GRADE, BR OF SVC OF REFERRING EVALUATOR	DUTY TITLE	DATE
	SIGNATURE	

SIGNATURE OF RATER	DATE
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IX. REFERRAL REVIEWER (Complete only if Additional Rater referred the LOE)

Rater DID DID NOT submit comments for my consideration. I DO DO NOT concur with the assessment.

NAME (First, Middle Initial, Last), GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND, LOCATION	DUTY TITLE	DATE
	SSN	SIGNATURE

X. ACQUISITION OR FUNCTIONAL EXAMINER/AIR FORCE ADVISOR REVIEW (Indicate review by marking the appropriate box.)

ACQUISITION EXAMINER FUNCTIONAL EXAMINER AIR FORCE ADVISOR

COMMENTS (Use bullet format.)

NAME (First, Middle Initial, Last), GRADE, BRANCH OF SERVICE, ORGANIZATION, COMMAND, LOCATION		
	SIGNATURE	DATE

XI. ACQUISITION OR FUNCTIONAL EXAMINER/AF ADVISOR REVIEW INSTRUCTIONS:

1. The acquisition examination is completed for certified acquisition members only when the member is filling a designated acquisition position. Comments are not mandatory and only required for clarification about acquisition-related considerations. The comments will not be used to include additional comments, accolades, etc. If used, comments are limited to five lines.
2. The Functional Examiner Review is for AF cryptologic units and allows DIRNSA and AIA/CC to sign specific officer reports. Comments are not mandatory and only required for clarification about intelligence-related considerations. The comments will not be used to include additional comments, accolades, etc. If used, comments are limited to five lines.
3. When the evaluator on a mandatory deployed CC LOE is not an AF officer or DAF official, an AF Advisor will be designated by the MAJCOM Combatant Command or Component Command. Comments are not mandatory and only required to provide clarification and ensure the report is written in accordance with AF standards, not to list additional accomplishments/voice disagreement. If used, comments are limited to five lines.
4. When this Form is used in other than a deployed environment, refer to AFI 36-2406 for detailed information.