

PERFORMANCE FEEDBACK WORKSHEET (AB thru TSgt)

I. PERSONAL INFORMATION

NAME	GRADE	UNIT
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II. TYPES OF FEEDBACK:	<input type="checkbox"/> INITIAL	<input type="checkbox"/> MID-TERM	<input type="checkbox"/> RATEE REQUESTED	<input type="checkbox"/> RATER DIRECTED
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III. PRIMARY DUTIES

- Monitor equipment at main site daily and record voltages, current, and fluid levels; six backup sites weekly
- Record all phone calls, requests for maintenance, PMIs, and maintenance actions in station log
- Maintain generators, power panels, UPS equipment, frames, cables, and switching/interface devices
- Ensure uninterrupted power to all base facilities/missions; provide backup capability for high-priority sites

IV. PERFORMANCE FEEDBACK

1. PRIMARY/ADDITIONAL DUTIES: Consider Adapting, Learning, Quality, Timeliness, Professional Growth, Communication Skills. (For SSgt/TSgt also consider Supervisory Leadership and Technical Ability.)

<input checked="" type="checkbox"/> N/A Initial Feedback	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets	<input type="checkbox"/> Above Average	<input type="checkbox"/> Clearly Exceeds
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- we maintain 40 different types of equipment, everything in this building and building 40, all critical to mission
- do not accept additional duties until station qualified (approval by exception) --qualification is primary focus
- no maint responsibilities, DO NOT work on any equip before being qualified, certified, and signed off in 623
- observe all safety precautions/always use T.O./wear protective visor/apron, watch for and report hazards

2. STANDARDS, CONDUCT, CHARACTER & MILITARY BEARING: Consider Dress & Appearance, Personal/Professional Conduct On/Off Duty. (For SSgt/TSgt also consider Enforcement of Standards and Customs & Courtesies.)

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- safety board in all rooms, emergency-stop button in three locations (will demonstrate on building tour)
- must have complete uniform set (+cold wx gear) -not likely but must be prepared for unscheduled deployment
- get to work on time, rested and ready to work/uniform always, PT gear never--30 minutes for lunch/dinner
- dorm inspections weekly/CQ duty quarterly--**keep track of issued equipment, turn in on PCS or pay for it**

3. FITNESS: Maintains Air Force Physical Fitness Standards

<input checked="" type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets	<input type="checkbox"/> Exempt
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- PT is on your time except for monthly Sq PT/participation is mandatory unless mid-shift/base gym open 2300
- keep fit and within standards, failure of any part of physical standards can/will affect your career
- sick call always available, use it if you need it; **give as much notice as possible if unable to report for duty**
- adhere to standards; watch conduct in dorms (video monitored), don't drink and drive/work--fatal to career

4. TRAINING REQUIREMENTS: Consider Upgrade, Ancillary, OJT, & Readiness. (For SSgt/TSgt also consider PME, Off-duty Education, Technical Growth, and Upgrade Training.)

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- concentrate on CDCs and site qualification/skip around in CDCs if useful to coincide with site training
- I am your supervisor/trainer, TSgt Hawthorne is certifier/document progress in 623/make sure is always current
- don't rush on CDCs, don't need to break records, important thing is 1 CDC per month and MUST PASS EOC
- ancillary training: 12 topics, keep it current, printout will be kept in 623 folder; keep 30 days ahead

5. TEAMWORK/FOLLOWERSHIP: Consider Team Building, Support of Team & Followership. (For SSgt/TSgt also consider Leadership, Team Accomplishments, Recognition/Reward/Others.)

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- Airman of the Month, Knucklebuster are on-going award programs, eligible for both, helps justify 5 EPRs
- ask questions if you need help, if you have concerns about work environment, relationships, standards
- observe chain of command and show professional courtesy to those senior in rank and peers
- First Sergeant/Commander have open door policy but should, if possible, see me, other NCO, or NCOIC first

6. OTHER COMMENTS: Consider Promotion, Future Duty/Assignment/Duration Recommendations and Safety, Security & Human Relations.

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- tell me about problems--been stranded/broke/freezing in my career--doesn't have to happen--(813)123-4567
- EPRs are competitive, feedbacks every 6 months and an annual performance report--record your achievements
- EPRs are important and have major effect on rate of advancement/cannot get promoted solely on testing
- do not sign up for classes/school/second job until CDCs are completed and with supervisor approval