AIRMAN COMPREHENSIVE ASSESSMENT (ACA) WORKSHEET *(MSgt thru CMSgt)*

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, United States Code, Section 8013.

PURPOSE: Form is used to document Airman duty performance and self-assessment.

ROUTINE USES: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply.

DISCLOSURE: Voluntary; A copy of the ACA can be requested by Commanders, Additional Raters, First Sergeants and Command Chiefs.

I. PERSONAL INFORMATION

NAME	GRADE	UNIT
	MSgt	

II. TYPE OF ASSESSMENT: ☐ INITIAL ☐ MID-TERM ☐ RATEE REQUESTED ☐ RATER DIRECTED

III. SELF ASSESSMENT (To be completed by Ratee and forwarded to Rater) **Rating Scale: *E = Effective; I = Could improve***

RESPONSIBILITY	RATEE
1. Does the right thing even when it is unpopular or difficult.	
2. Is responsible in the use and care of equipment and assets.	
3. Admits shortcomings or mistakes.	
4. Refuses to participate in inappropriate behavior(s) despite social pressure(s).	
5. Accomplishes tasks in a timely manner.	
6. Provides for the support and welfare of family and ensures they are prepared for separations and/or reunions. (If applicable)	
ACCOUNTABILITY	
7. Demonstrates AF Core Values and standards and holds others accountable.	
8. Demonstrates situational awareness and sound judgment.	
9. Is able to live within means (no financial concerns, budgets, saves, spends responsibly, etc.).	
AIR FORCE CULTURE	
10. Leads by example.	
11. Respects self and others.	
12. Looks after fellow Airmen and their families (to include while fellow Airmen are deployed).	
13. Shows enthusiasm in being an Airman and inspires others to reach their full potential.	
14. Upholds the proud heritage of the Air Force and displays the professional characteristics of an Airman at all times (24/7).	
SELF	
15. Sets aside time to assess self as well as personal and professional goals.	
16. Sets aside quality time to be with family and friends.	
17. Are you able to achieve your goals? Review Section VII for discussion during feedback session.	

IV. AIRMAN'S CRITICAL ROLE IN SUPPORT OF THE MISSION (To be completed by Rater)

V. INDIVIDUAL READINESS INDEX (COMPLETED BY RATER AFTER TALKING TO UNIT DEPLOYMENT MANAGER) ☐
R = RED (UNSAT/NOT CURRENTLY DEPLOYABLE); G = GREEN (HIGHLY SAT/CURRENTLY DEPLOYABLE)

Are all deployment requirements current in accordance with AFI 10-403? Your AEF Band/Block is ☐

VI. PERFORMANCE FEEDBACK (To be completed by Rater)

1. Primary Duties. Consider quality, quantity, timeliness, technical knowledge, leading, managing and supervising.

☐ N/A Initial Feedback ☐ Does Not Meet ☐ Meets ☐ Above Average ☐ Clearly Exceeds

2. Standards: Enforcement of and personal adherence to AF Core Values (conduct, character, military bearing, customs and courtesies, etc.). Consider dress and appearance and personal and professional conduct on and off duty.

☐ N/A Initial Feedback ☐ Does Not Meet ☐ Meets ☐ Above Average ☐ Clearly Exceeds

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3. Physical Fitness. Maintains Air Force physical fitness standards. Discuss current AF Fitness Program and set goals.

☐ Does Not Meet ☐ Meets ☐ Exempt Next FA Due ☐

4. Resource Management and Decision Making. Consider efficiency, judgment, and setting and meeting goals.

☐ N/A Initial Feedback ☐ Does Not Meet ☐ Meets ☐ Above Average ☐ Clearly Exceeds

5. Training, Education, Off-Duty Education, PME, Professional Enhancement and Communication. Consider providing, supporting, and personal growth. Clearly and succinctly conveys ideas.

☐ N/A Initial Feedback ☐ Does Not Meet ☐ Meets ☐ Above Average ☐ Clearly Exceeds

6. Leadership, Team building, Followership, Mentorship. Consider team accomplishments, leveraging personal experiences, community support and recognition/ reward for others.

☐ N/A Initial Feedback ☐ Does Not Meet ☐ Meets ☐ Above Average ☐ Clearly Exceeds

7. Other Comments. Consider promotion, future duty, assignments, education recommendations and safety, security and interpersonal skills.

VII. KNOWING YOUR AIRMAN (To be discussed by Ratee and Rater during the feedback session)

1. How do you think you are *performing* in the unit? How can your unit help you *perform better?*

2. What are some of your ***goals* for self-improvement?** (Goals should be **SMART** -- Specific, Measurable, Attainable, Realistic, and Time-bound).

2a. Do you have *personal* (family, financial, fitness, etc.) goals? Would you like to discuss?

2b. What are your *professional* (assignments, academic and professional education, etc.) goals (i.e. CCAF, BA, SNCOA completion, etc)?

3. What are the *stressors* in your life? What are your goals for *reducing* them? How can we help?

4. Do you have Wingmen? Do you have at least one mentor?

5. How would you rate yourself as a Wingman and a mentor? Can you provide some specific examples?

6. Would you like to offer any suggestions/feedback? (e.g., unit improvements, safety, productivity enhancements, existing programs, living conditions)

7. Expectations for unit and ratee (Areas for Improvement, strengths and weaknesses; recommendations to improve.)

RATEE SIGNATURE	RATER SIGNATURE	DATE

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