



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC



OFFICE OF THE ASSISTANT SECRETARY

10 NOV 1993

FROM: AFPEO/CM
1060 Air Force Pentagon
Washington DC 20330-1060

SUBJ: Appraisal Review for Military Acquisition Personnel

TO: SEE DISTRIBUTION

1. The 1990 Defense Acquisition Workforce Improvement Act (DAWIA) recognizes that the acquisition process depends upon the expertise of professionals in many functional career fields, and that these professionals may not work for persons with a full understanding of the technical requirements of the acquisition process. The law requires that all military and civilian performance appraisals written on persons serving in acquisition positions be examined by a person serving in an acquisition position in the same career field.

2. AF/DP sent the attached (Atch 2) procedural guidance to the field regarding the "acquisition examination" for military personnel. This examination is required on all officer and enlisted performance reports closing out on and after 1 Jan 94. In most cases the functional supervision is within the rating chain and the acquisition review is inherent in the process. However, when this is not the case an acquisition examiner will review the appraisal report.

3. I ask each of you to identify an acquisition examiner within your functional area and pass this information to the head of your military personnel activity. It is the responsibility of the acquisition examiner to become an integral part of the appraisal process and ensure objectivity in both the rating and comments of performance reports written by non-acquisition personnel. The acquisition examiner must be at least an O-6 or civilian equivalent (for Officer Performance Reports) or at least an O-4 or civilian equivalent (for Enlisted Performance Reports) assigned to an acquisition position with a DAFSC related to the functional area of the ratee. Because functional input from the examiner is important to adequately assess the person's performance, we encourage discussions between the examiner and evaluators as the appraisal is written. Before the appraisal becomes a matter of record, the acquisition examiner has the opportunity to review the appraisal and, if necessary, comment on an AF Form 77, Supplemental Evaluation Sheet for attachment to the report. This provision is not an avenue of appeal. The acquisition examiner is not an arbitrator between the evaluators and ratee, and therefore, comments should address only an individual's acquisition-related responsibilities.

4. This legal provision is intended to ensure an acquisition professionals' duty performance is appropriately evaluated in light of the functional requirements of the position. It is imperative that the acquisition community be involved in the appraisal process at all levels to make this program operate as intended. I ask that you work closely with the personnel community to effectively implement this provision. Direct any questions regarding this policy to Capt Colleen Steel, AFPEO/CM, DSN: 224-9446.



TEDDY L. HOUSTON
Acting Director of Acquisition
Career Management
Assistant Secretary (Acquisition)

2 Atchs
1. Distribution List
2. AFMPC/DPMA Msg
091630Z Nov 93

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 AIG 9326
 AIG 10607//MSM//
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SECTION 1 OF 2

A/447 /93 B/370 /93

SUBJECT: DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA)

OFFICER PERFORMANCE REPORT (OPR) AND ENLISTED PERFORMANCE REPORT (EPR) REQUIREMENTS (CIVILIAN APPRAISAL NOTE AT PARA 7).

1. THE DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) OF 1990 REQUIRES THAT SERVICES "SHALL PROVIDE FOR AN OPPORTUNITY FOR REVIEW AND INCLUSION OF ANY COMMENTS ON ANY APPRAISAL OF A PERSON SERVING IN AN ACQUISITION POSITION BY A PERSON IN AN ACQUISITION POSITION IN THE SAME ACQUISITION CAREER FIELD." THE PURPOSE OF THIS REVIEW, EFFECTIVE FOR OPRS AND EPRS WITH CLOSEOUT DATES ON OR AFTER 1 JAN 94, IS TO ENSURE THAT ALL ACQUISITION WORKFORCE PERSONNEL EVALUATIONS INCLUDE ACQUISITION RELATED CONSIDERATIONS. WHILE EVALUATORS IN THE RATING CHAIN ARE IN THE BEST POSITION TO DETERMINE THE RATEE'S DUTY PERFORMANCE, THEY MAY NOT ALWAYS HAVE THE ACQUISITION ORIENTATION ENVISIONED BY THIS LAW. THIS ACQUISITION RELATED REVIEW (EXAMINATION) IS ACCOMPLISHED BY SOMEONE IN THE RATEE'S EXISTING RATING CHAIN IF THE EVALUATOR MEETS THE ACQUISITION EXAMINER CRITERIA (I.E., SERVING IN AN ACQUISITION POSITION AND IN THE SAME ACQUISITION CAREER FIELD). FOR OPRS, IF NO ONE IN THE RATING CHAIN MEETS THESE CRITERIA, THE ACQUISITION EXAMINATION IS ACCOMPLISHED BY AT LEAST A COLONEL/CAPTAIN (USN) OR CIVILIAN EQUIVALENT AT BASE, FOA, MAJCOM, OR AIR STAFF WHO MEETS THE CRITERIA. FOR EPRS, IF NO ONE IN THE RATING CHAIN MEETS THE ABOVE CRITERIA, THE ACQUISITION EXAMINATION IS ACCOMPLISHED BY AT LEAST A MAJOR/LT CMDR (USN) OR CIVILIAN EQUIVALENT AT BASE, FOA, MAJCOM, OR AIR STAFF WHO MEETS THE CRITERIA. ACQUISITION EXAMINERS ARE APPOINTED BY THE APPROPRIATE AUTHORITY (AS DETERMINED BY MANAGEMENT LEVELS; SEE DEFINITION IN AFR 36-10, ATCH 1) WITH THE ASSISTANCE OF ACQUISITION FUNCTIONALS AND PERSONNEL OFFICIALS. DIALOGUE AMONG EVALUATORS AND THE APPOINTED ACQUISITION EXAMINER IS ENCOURAGED THROUGHOUT THE EVALUATION PROCESS. IN THIS MANNER, THE ACQUISITION EXAMINER CAN PROVIDE FUNCTIONAL INPUT TO THE EVALUATOR(S) PERFORMANCE ASSESSMENT BEFORE THE OPR/EPR IS COMPLETED.

*** AF SECTION MESSAGE ***

WHEN USING SARAH-LITE, THE ORIG/MSG/IDENT BLOCK MUST BE 3 LETTERS
 1 SPACE 3 NUMBERS; PRINT NEW RELEASING DOCUMENT UPON FILE EDITING;
 RELEASERS NAME & SIGNATURE MUST MATCH ON RELEASING DOCUMENT.

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 JA (5) RE (7) XO (1) LG (1) FMP (1) DPC (1) SC (1) IA (2)
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 SS (1) AG (1) SN (1)

cc: DPXE, DPXO

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DIALOGUE AMONG EVALUATORS AND THE APPOINTED ACQUISITION EXAMINER DOES NOT WAIVE THE REQUIREMENT FOR EXAMINER'S SIGNATURE AS SPECIFIED IN PARAS 2 AND 5 BELOW.

2. FOR OPRS: WHEN THE ACQUISITION EXAMINATION IS ACCOMPLISHED BY SOMEONE IN THE EXISTING RATING CHAIN (RATER, ADDITIONAL RATER, OR REVIEWER), THE EVALUATOR WILL REFLECT THIS EXAMINATION BY PLACING THE FOLLOWING TYPED AND SIGNED ENTRY IMMEDIATELY BELOW SECTION VIII ON THE REVERSE OF THE OPR: "ACQ EXAM BY (NAME, GRADE, ORGANIZATION, DATE)." IF THE ACQUISITION EXAMINER IS SOMEONE OTHER THAN A MEMBER OF THE RATING CHAIN AND HE/SHE CHOOSES NOT TO PROVIDE COMMENTS, THE FACT THAT THE EXAMINATION HAS BEEN PERFORMED WILL BE REFLECTED IN THE SAME MANNER. ACQUISITION FUNCTIONAL EXAMINERS SHOULD DISCUSS COMMENTS WITH RATING CHAIN EVALUATORS PRIOR TO FINALIZING THE OPR. THE ACQUISITION EXAMINER OUTSIDE THE RATING CHAIN, SIMILAR TO THE EXISTING AF ADVISOR (AFR 36-10, PARA 3-13), DOES NOT PLACE COMMENTS ON THE OPR, BUT SIGNS AND DATES THE REPORT AS INDICATED. COMMENTS BY THE EXAMINER OUTSIDE THE RATING CHAIN ARE NOT REQUIRED BUT, IF DESIRED FOR CLARIFICATION, ARE PREPARED ON A SUPPLEMENTAL EVALUATION SHEET, AF FORM 77, FOR ATTACHMENT TO THE OPR. FOLLOW GUIDANCE IN AFR 36-10, FIG 7-2, EXCEPT SUBSTITUTING "ACQUISITION EXAMINATION" VICE "AIR FORCE ADVISOR EXAMINATION," WHERE APPROPRIATE.

3. OFFICERS REQUIRING THIS ACQUISITION EXAMINATION ARE IDENTIFIED ON THE OPR SHELLS BY TEXT STATING THAT THE OFFICER OCCUPIES AN ACQUISITION POSITION AND THE EXAMINATION IS REQUIRED. LOCAL MPFS WILL BE RESPONSIBLE FOR ENSURING THIS REQUIREMENT IS SATISFIED. MANAGEMENT LEVELS (SEE DEFINITION IN AFR 36-10, ATCH 1) SHOULD ESTABLISH ROUTING PROCEDURES WHEN THE ACQUISITION EXAMINATION CANNOT BE ACCOMPLISHED WITHIN THE RATING CHAIN. MANAGEMENT LEVELS SHOULD OBTAIN A LIST OF ACQUISITION EXAMINERS FROM THEIR ACQUISITION FUNCTIONAL COMMUNITY TO STREAMLINE THE PROCESS. TO FACILITATE THIS COMMUNICATION, SAF/AQ AND AIR STAFF FUNCTIONAL MANAGERS WILL NOTIFY THEIR ACQUISITION COUNTERPARTS IN MANAGEMENT LEVELS OF THE NEED TO IDENTIFY ACQUISITION EXAMINERS TO MILITARY AND CIVILIAN PERSONNEL ACTIVITIES. FOR ASSISTANCE IN IDENTIFYING ACQUISITION EXAMINERS, PLEASE CONTACT CAPT STEEL, AFPEO/CM, DSN 224-9446. IF THE OPR MUST GO OUTSIDE THE RATING CHAIN FOR EXAMINATION, THE PERSONNEL ACTIVITY AT THE ACQUISITION EXAMINER'S LOCATION IS RESPONSIBLE FOR FINALIZING THE REPORT AND FORWARDING IT TO AFMPC OR USAF/DPO (COLONEL'S GROUP) FOR FILING. OPRS REMAIN DUE TO AFMPC/DPMABR3 OR TO USAF/DPO FOR COLONELS 60 DAYS AFTER CLOSEOUT.

4. SOME OPR RIPS MAY HAVE ALREADY BEEN DISPATCHED NOTING THIS REQUIREMENT WITH CLOSEOUT DATES ON OR AFTER 1 OCT 93. PLEASE DISREGARD THIS NOTICE. A SYSTEMS CHANGE WILL CORRECT THIS TO REFLECT THE 1 JAN 94 IMPLEMENTATION DATE.

5. FOR EPRS: IMPLEMENTATION OF DAWIA APPRAISAL REVIEW WILL ONLY AFFECT CERTAIN ENLISTED MEMBERS WHO ARE IN ACQUISITION POSITIONS. IDENTIFICATION OF ENLISTED POSITIONS REQUIRING THIS ACQUISITION EXAMINATION IS STILL UNDERWAY. AT THIS TIME, WE EXPECT THE NUMBER OF ENLISTED PERSONNEL SUBJECT TO THIS REQUIREMENT TO BE ABOUT 1,500. IF AN ENLISTED MEMBER IS IN A POSITION REQUIRING EPR ACQUISITION EXAMINATION, THE PROCESS WILL BE SIMILAR TO THAT FOR OPRS. WHEN THE ACQUISITION EXAMINATION IS ACCOMPLISHED BY SOMEONE IN THE EXISTING RATING CHAIN, THE EVALUATOR WILL REFLECT THIS EXAMINATION BY PLACING THE FOLLOWING TYPED AND SIGNED ENTRY IN THE FRONT LEFT MARGIN OF THE EPR: "ACQ EXAM BY (NAME, GRADE, ORGANIZATION, DATE)." IF THE ACQUISITION EXAMINER IS SOMEONE OTHER THAN A MEMBER OF THE RATING CHAIN AND HE/SHE CHOOSES NOT TO PROVIDE COMMENTS, THE FACT THAT THE EXAMINATION HAS BEEN PERFORMED WILL BE REFLECTED IN THE SAME MANNER. ACQUISITION FUNCTIONAL EXAMINERS SHOULD DISCUSS COMMENTS WITH RATING CHAIN EVALUATORS PRIOR TO FINALIZING THE EPR. THE ACQUISITION EXAMINER OUTSIDE THE RATING CHAIN, SIMILAR TO THE EXISTING AF ADVISOR (AFR 39-62, PARA 1-3J), DOES NOT PLACE COMMENTS ON THE EPR, BUT SIGNS AND DATES THE REPORT AS INDICATED ABOVE. COMMENTS BY THE EXAMINER OUTSIDE THE RATING CHAIN ARE NOT REQUIRED BUT, IF DESIRED FOR CLARIFICATION, ARE PREPARED ON A SUPPLEMENTAL EVALUATION SHEET, AF FORM 77, FOR ATTACHMENT TO THE EPR. FOLLOW GUIDANCE IN AFR 39-62, PARA

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1-3J(3), EXCEPT SUBSTITUTING "ACQUISITION EXAMINATION" VICE "AIR FORCE ADVISOR EXAMINATION" WHERE APPROPRIATE.

6. FOLLOW-ON MESSAGE TRAFFIC WILL ELABORATE ON IDENTIFYING AND PROVIDING NOTICE FOR THOSE ENLISTED POSITIONS REQUIRING ACQUISITION EXAMINATION. AS WITH OPRS, LOCAL MPFS WILL BE RESPONSIBLE FOR ENSURING THIS REQUIREMENT IS SATISFIED. MANAGEMENT LEVELS SHOULD ESTABLISH ROUTING PROCEDURES WHEN THE ACQUISITION EXAMINATION CANNOT BT

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BE ACCOMPLISHED WITHIN THE RATING CHAIN. MANAGEMENT LEVELS SHOULD OBTAIN A LISTING OF ACQUISITION EXAMINERS FROM THEIR ACQUISITION FUNCTIONAL COMMUNITY TO STREAMLINE THE PROCESS. IF THE EPR MUST GO OUTSIDE THE RATING CHAIN FOR EXAMINATION, THE PERSONNEL ACTIVITY AT THE ACQUISITION EXAMINER'S LOCATION IS RESPONSIBLE FOR FINALIZING THE REPORT AND FORWARDING IT TO THE RESPONSIBLE OFFICES FOR FILING. EPRS REMAIN DUE TO OFFICES LISTED IN AFR 39-62, TABLE 4-4, WITHIN 60 DAYS OF EPR CLOSEOUT.

7. NOTE: INSTRUCTIONS FOR CIVILIAN APPRAISAL REVIEW WILL BE ISSUED BY AFPEO/CM AT A LATER DATE. THEY WILL BE INCORPORATED INTO ANY NEW CHANGES TO THE PERFORMANCE MANAGEMENT SYSTEM.

8. THIS MESSAGE WILL BE CITED AS AUTHORITY TO ACCOMPLISH PROCEDURES NECESSARY TO MEET DAWIA REQUIREMENTS UNTIL FORTHCOMING CHANGES TO AFR 36-10 AND AFR 39-62 ARE PUBLISHED. THIS IS A COORDINATED MSG BY AFMPC/DPMA, USAF/DPXO/DPXE, AND AFPEO/CM. POCS ARE: MAJ DALEY (IMPLEMENTATION), AFMPC/DPMAEP, DSN 487-2536; LT COL FINNEGAN (OFFICER POLICY), USAF/DPXOP, DSN 225-4679; CMSGT TANNER (ENLISTED POLICY), USAF/DPXEP, DSN 227-1661; AND CAPT STEEL (ACQUISITION POLICY) AND MS. BONILLA (CIVILIAN APPRAISALS), AFPEO/CM, DSN 224-9446. BT