

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 36-3401

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

30 OCTOBER 2000

Personnel

★AIR FORCE MENTORING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-3401, 1 June 2000, is supplemented as follows:

This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

4.1. When mentoring AETC personnel, feedback forms will be completed as follows:

4.1.1. For military personnel, AF Form 724A, **Field Grade Officer Performance Feedback Worksheet**; AF Form 724B, **Company Grade Officer Performance Feedback Worksheet**; AF Form 931, **Performance Feedback Worksheet (AB Thru TSgt)**; or AF Form 932, **Performance Feedback Worksheet (MSgt Thru CMSgt)**; as appropriate, will be used to document each mentoring session. In addition, the reverse side of the appropriate feedback form or AETC Form 906, **Mentoring Feedback Worksheet**, will be used to document mentoring and/or professional development recommendations and career planning. See Attachment 4 (Added)(AETC) for a sample AETC Form 906.

4.1.2. For civilian employees, AF Form 971, **Supervisor's Employee Brief**; AETC Form 906; or AF Form 860B, **Civilian Progress Review Worksheet**; will be used to document career analysis and professional development planning. See Attachment 5 (Added)(AETC) for a sample AF Form 860B.

11. Form Prescribed. (Added)(AETC) AETC Form 906.

GARRY D. CARTER
Deputy Director of Personnel

2 Attachments (Added)(AETC)

4. Sample AETC Form 906, Mentoring Feedback Worksheet
5. Sample AF Form 860B, Civilian Progress Review Worksheet

TRAINING AND EDUCATION NEEDS TO ACHIEVE GOALS/PLANS - ESTIMATED TIME FRAME FOR COMPLETION

INCENTIVE AWARDS APPROPRIATE? YES NO

ACADEMIC PLAN FOR PURSUIT OF APPROPRIATE EDUCATION LEVEL - ESTIMATED TIME FRAME FOR COMPLETION
Completion of masters degree within assignment - next 18 months

NEXT LEVEL OF PROFESSIONAL OR TECHNICAL TRAINING - ESTIMATED DATE FOR COMPLETION
N/A - not eligible for ISS

AWARDS/REGULAR COMMISSION/IN-RESIDENCE PME/CAREERS REGISTRATION APPROPRIATE? YES NO
Monitor progress and document achievements for submission of end of tour award

PART III CAREER MANAGEMENT (Executing the plan)

REASSESSMENT AND MONITORING TO ENSURE FEEDBACK IS ACTED UPON:
Meet quarterly to assess plan

CORRECTIVE ACTION TO ADDRESS RECURRING PERFORMANCE SHORTFALLS:
N/A - currently meeting or exceeding performance standards

ACTIONS TOWARD APPROPRIATE PME SELECTION, AWARDS/DECORATIONS, SPECIAL TRAINING, PROMOTION, ASSIGNMENTS:
Continue to communicate Air needs and individual aspirations - match where individual fits into profession/AF

COMMANDER'S ACTIONS TOWARD SELECT ASSIGNMENTS/SCHOOL SELECTIONS FOR TOP CANDIDATES:
Meet with assignments people in year to project assignment with commander responsibilities

PART IV OTHER COMMENTS

Keep up the good work

MENTOR'S SIGNATURE <i>Shawn Davis, Lt Col, USAF</i>	DATE 6 Oct 00	SUBORDINATE SIGNATURE <i>Jesus Bello, Capt USAF</i>	DATE 6 Oct 00
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Attachment 5 (Added)(AETC)

SAMPLE AF FORM 860B, CIVILIAN PROGRESS REVIEW WORKSHEET

CIVILIAN PROGRESS REVIEW WORKSHEET			
PRIVACY ACT STATEMENT			
<p>Authority: 10 U.S.C. 8013 and Executive Order 9397. Purpose: The social security number is needed to correctly identify the employee. Routine Use: None Disclosure is Voluntary: However, without it, it may affect the ability to accurately identify the employee and the records.</p>			
EMPLOYEE (Last Name, First, Middle Initial)	ORGANIZATION	DATE	PERIOD COVERED
Moncrief, George H.	72 ABW/DPCT	20001024	1 Apr - 15 Oct 2000
<p>At least one progress review of the employee's performance against all the elements of the performance plan will take place during the appraisal period, normally at the midpoint. This worksheet will be used to further document this review, and may be filled out prior to and/or during the review with the employee. Use of this form is mandatory, and is meant to facilitate communication concerning performance. The process is intended for employee development and to help the individual. The employee should be made aware that the progress review is meant to provide feedback about his/her performance that may impact the rating of record at the end of the appraisal period. Do not forward the form to the personnel flight. It is filed with the AF Form 971, and a copy given to the employee. Indicate by use of an "X" the employee's performance at this stage of the appraisal period. Place an "X" at the appropriate place on the arrowed line. Use the space provided for any comments (optional). Performance items not observed are not rated.</p>			
	needs significant improvement	needs little or no improvement	COMMENTS
1. PROGRESS ON PERFORMANCE PLAN ELEMENTS			
- Element 1	←—————X————→		1. Above average - performance on element exceeds standards 2. Average - meets all requirements of performance element 3. Demonstrates appropriate knowledge - meets standard 4. Meets standard but could exceed standard by paying more attention to details 5. Much improvement over previous year's performance - exceeds the standard
- Element 2	←—————X————→		
- Element 3	←—————X————→		
- Element 4	←—————X————→		
- Element 5	←—————X————→		
- Element 6 - not used	←—————→		
- Element 7 - not used	←—————→		
- Element 8 - not used	←—————→		
- Element 9 - not used	←—————→		
- Element 10 - not used	←—————→		
- Element 11 - not used	←—————→		
- Element 12 - not used	←—————→		
- Element 13 - not used	←—————→		
- Element 14 - not used	←—————→		
2. COOPERATION/RESPONSIVENESS			
- Skilled at working with individuals or groups	←—————X————→		Above average in human relation skills. Demonstrates strengths as team player.
- Is an enthusiastic follower	←—————X————→		
- Is a skilled leader	←—————X————→		
3. ORGANIZATIONAL SKILLS			
- Uses resources effectively	←—————X————→		Good organizational skills. Able to initiate work and continue projects with minimal supervision.
- Sees future problems and heads them off	←—————X————→		
- Plans and schedules work effectively	←—————X————→		
- Adapts well to new demands	←—————X————→		
4. COMMUNICATION			
- Listens well	←—————X————→		Need to work on writing skills. Good at listening and communicating orally.
- Effective in oral communication	←—————X————→		
- Writes clearly	←—————X————→		
5. DUTY PERFORMANCE			
- Work is of appropriate quality and quantity	←—————X————→		Punctual with projects. Performance above average.
- Work is timely	←—————X————→		
6. THOROUGHNESS			
- Completes a job on his/her own	←—————X————→		Self sufficient and persevering. Well above average.
- Follows up when necessary	←—————X————→		
7. ADDITIONAL ITEMS			
- Accomplishes required items as appropriate	←—————X————→		Supported special projects - skills noted by commander
RATER (Supervisor's signature)	EMPLOYEE (Signature Optional)	DATE (YYYYMMDD)	
Robert J. Miller	George H. Moncrief	20001024	