Referral Enlisted Performance Report Fact Sheet

LAWEN057

**Area Defense Counsel**

**Spangdahlem Air Base, Germany**

1. **INTRODUCTION:** You have just been notified that your Enlisted Performance Report (EPR) is being rated as a referral EPR. This fact sheet is designed to give you information concerning referral EPRs and what actions you can take.
2. **DEFINITION:** Referral EPRs are defined in AFI 36-2406, Para 1.10 and Figure 1.1. A report that contains any of the following rating or remarks by an evaluator must be referred to you for comment:
   1. An evaluator marks “Met some but not all expectations” in any Section of the AF Form 910/911, or a “Do Not Retain” in section IV of the AF Form 912.
   2. Comments, regardless of the ratings if applicable, or the attachments to that evaluation, that are derogatory in nature, imply or refer to behavior incompatible with, or not meeting minimum acceptable standards of personal or professional conduct, character, judgment or integrity, and/or refer to disciplinary actions.
3. **REFERRAL PROCEDURES:** Once an EPR is referred to you, the referral procedures are governed by AFI 36-2406, paragraph 1.10. The procedures afford you an opportunity to comment on the report. You will receive a memorandum informing you of the referral EPR.
   1. You have **three duty days** from the date you receive the memorandum to respond. You can request additional time to respond if you have a good reason, but the request does not have to be granted. *\*\*Failure to provide comments does not prevent you from later appealing the evaluation IAW the procedures in Chapter 10 once the evaluation becomes a* *matter of record.\*\**
   2. Although brevity is usually in your best interest, pertinent comments and attachments

should be presented at this time so that they may be taken into consideration. These documents become part of the official record. You must limit the endorsement letter and attachments to **10 single sided pages or 5 pages front and back. The referral memorandum and EPR are not counted toward that page count.** You may not comment on the character, conduct, integrity, or motives of the evaluator unless your comments along these lines are fully substantiated and documented.

* 1. Once you have completed these steps, send the EPR, referral letter, and your comments to reach the evaluator named in the referral letter. To ensure receipt, you should hand deliver the items or, if the evaluator in the referral letter is geographically separated from you, send it by certified or registered mail. *Keep a copy for your records.*
  2. The evaluator will then review your response before signing the EPR. He or she must include the statement in the proper section of the EPR saying “*I have carefully considered Amn Snuffy’s comments to the referral document of 1 January 2017.”* The referral memorandum and your comments are then attached to the EPR and the report continues to be processed.
  3. If the evaluator chooses to keep the EPR a referral after reading your comments, it is forwarded to the next evaluator, or indorser. The indorser may agree with the evaluator and leave the EPR a referral or change the ratings or comments in the EPR so that the EPR is no longer a referral.

1. **CONCLUSION:** This fact sheet was intended to give you information regarding referral EPRs and what steps you can take to rebut the comments in the EPR. If you should have any

further questions, you should review AFI 36-2406 and contact MPF. If you still have any further questions, please schedule an appointment with the Area Defense Counsel at DSN 314-452-6607.

INSERT APPROPRIATE HEADER

1 January 2017

MEMORANDUM FOR (NAME THE REVIEWING AUTHORITY)

FROM: RANK NAME

SUBJECT: Rebuttal to Referral Enlisted Performance Report

1. Explain why you are submitting a rebuttal.
2. Explain why you deserve a higher rating, or ways you’ve improved.

***\*\*The above is a sample of what can be addressed. If this is a referral for fitness make sure you list any physical ailments, permanent conditions, significant improvement, etc Also, List how you meet in the area areas to be considered in the relevant block\*\****

1. Thank you for your consideration.

YOUR NAME, SrA, USAF

2 Attachments:

1. Cannot include items already part of the permanent record, such as copies of previous reports

2. Response cannot exceed 10-pages, which includes attachments