Referral Officer Performance Report Fact Sheet



**Area Defense Counsel**

**Spangdahlem Air Base, Germany**

1. **INTRODUCTION:** You have just been notified that your Officer Performance Report (OPR) is being rated as a referral OPR. This fact sheet is designed to give you information concerning referral OPRs and what actions you can take.
2. **DEFINITION:** Referral OPRs are defined in AFI 36-2406, paragraph 1.10. A report that contains any of the following rating or remarks by an evaluator must be referred to you for comment:
	1. An officer fails to meet standards in any one of the listed performance factors, in Section III or Section IX of the OPR, the overall evaluation will be a "Does Not Meet Standards” evaluation and the evaluation must be referred. **Note:** If the evaluation is marked “Does Not Meet Standards,” there must be a comment pertaining to the behavior in the referring evaluator’s assessment block. Comments in the referral memorandum do not meet this requirement.
	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 OPR 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 the AF Form 707 (and if applicable AF Form 77) informing you of the referral OPR.
	1. You have **three duty days** from the date you receive the AF Form 707 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 AF Form 707 (and, if applicable, AF Form 77) 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 OPR, AF Form 707/AF Form 77, your response and any other documents you include for consideration 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 OPR. He or she must include the statement in the proper section of the OPR saying “*I have carefully considered Maj Snuffy’s comments to the referral document of 1 January 2017.”* Your response and any other documents you include for consideration are then attached to the OPR and the report continues to be processed.
	3. If the evaluator chooses to keep the OPR 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 OPR a referral or change the ratings or comments in the OPR so that the OPR is no longer a referral.
1. **CONCLUSION:** This fact sheet was intended to give you information regarding referral OPRs and what steps you can take to rebut the comments in the OPR. If you should have any

further questions, you should review AFI 36-2406 and contact the 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 Officer Performance Report

1. Sir, I hope that my following comments will have an impact on your decision to reconsider the “Evaluation of Performance” and “Promotion Recommendation” markings. I feel that not all information regarding this past year has been equally considered.
2. Section IX, Block 5 indicates judgment and decisions should be considered in this section.

***\*\*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. As for Section III of the OPR, Performance Factors, please reconsider this rating based on the information I provided above. Please consider that even though I received a Letter of Reprimand (LOR) does not mean that I have to receive a referral OPR. AFI 36-2406, *Officer and Enlisted Performance Reports*, Chapter 1, paragraph 1.3.1 says that it is not mandatory to comment on an Article 15 action in an OPR. The AFI also says that evaluators must consider the information listed in paragraphs 1.3.1.1 through 1.3.1.8 before commenting on an Article 15. Please give me the benefit of the doubt and reconsider the rating. Thank you for your time and consideration.

 Respectfully submitted,

 YOUR NAME, Capt, 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