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AIR FORCE SPACE
COMMAND (AFSPC)
WRITING GUIDE
FOR Enlisted ...
The first real
writing done in
the EPR is the
job description.
The job
description must
describe your

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most important duties or the EPR will lack impact from the very start. This block is the only place where we're allowed to list our responsibilities and what we do on the job. Accomplishments will be listed

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later in the
body of the EPR.

55th Wing
opr/epr/prf
writing Guide
5 HQ USAF/SG
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WRITING GUIDE 19
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Version will go
final when
revision to AFI
36-2406 (Officer

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and Enlisted
Evaluation
Systems) is
published later
this year.

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OPR/EPR GUIDE -
AF Mentor
OPR/EPR/PRF
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format version
of an

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OPR/EPR/PRF
Writing Guide.
Reporting is an
inevitable part
of our careers
as military
members.

HQ AIR RESERVE
PERSONNEL CENTER
Air Force EPR
Bullet Examples.
This website is
dedicated to

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completing that portion of the AF Form 910 that gives people the most trouble: the Performance Assessment blocks.

Generally, as rates, our main responsibility in completing the EPR is turning in a

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list of golden
EPR Bullets.

HQ USAF/SG
OPR/EPR/PRF
Writing Guide |
Air Force ...
While
OPR/EPR/PRFs
should follow
the rules of
grammar, there
are some
exceptions—these

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differences are discussed below . Active versus Passive. Yes, you've heard it before—write actively! Active writing puts the emphasis on the person rather than some object. It adds impact and punch to your writing.

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Reach out and grab your reader's attention.

HQ Air Reserve
Personnel
Center/ HQ Air
Force Reserve
Command
5 HQ USAF/SG
OPR/EPR/PRF
WRITING GUIDE 19
June 09 DRAFT

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Version will go final when revision to AFI 36-2406 (Officer and Enlisted Evaluation Systems) is published later this year.

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THE AIR FORCE
AIR FORCE
RESERVE COMMAND

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ENLISTED
PERFORMANCE
REPORT (EPR):
Ensure you are
using the new
electronic
version and the
correct form for
the member's
grade. AF Form
910 for AB-TSgt.
AF Form 911 for

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MSgt-CMSgt. ...

OFFICER

PERFORMANCE

REPORTS (OPR):

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electronic

version of the

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Writing Guide.
This is a PDF
format version
of a HQ USAF/SG
OPR/EPR/PRF
Writing Guide.
This guide can
be used as an
aid to writing
good evaluation
reports. The
topics covered

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are as follows:

Performance
Report
Requirements;
Section I Ratee
Identification

Brown Bag
Lessons - Air
University
As you browse
the collection
of bullets
remember,

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writing styles
change over time
and the bullets
may not always
contain the most
current ideas
and trends of
the Air Force.
Again, the
intent is to
provide
information to
help trigger
your writing,

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not to write
your EPR / OPR /
1206 bullets for
you. Thank you
to everyone who
contributed.

AFSO21 Rapid
Improvement
Event
streamlines
EPR/OPR process
...
Air Force

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Writing Guide:
How to Write
Enlisted
Performance
Reports, Awards,
LOCs, and more.
... This book is
a Must Have book
when writing
EPR, feedbacks
and building
award packages.
This book is
well written and

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follows the EPR
right through
the book. Read
more. Helpful.
Comment Report
abuse.

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Performance

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both of past

performance and

future

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potential.

Writing great OPRs on HPAs (High Performing Airmen) takes hours of time as well as plenty of planning and forethought.

Without question, it is a leadership failure when the officer you know

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personally and
the record you
read are
inconsistent
(either for
better or
worse).

EPR Bullets
For Dummies
(like me) Ah,
the art of
bullet writing.
From the very

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first Air Force
evaluation in
the wonder years
of the late
1940's to
today's latest
EPR form, many
have been bested
by the arduous
task of taking
life itself,
amplifying it's
quintessence,
whittling large

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narratives and c
ompartmentalizin
g facts into...

Air Force EPR
Bullets
listed
performance
reports (EPR).
The new system
requires fewer
lines, so Airmen
must communicate
the best

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accomplishments and not just words that fill the white space. This Magic of Bullet Writing will ensure you know how to articulate not just what you are doing but also convey your strongest competencies and

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capabilities so
the

Bullet Writing...

For Dummies

(like me) -

Deliberate

Development

EPR/OPR/PRF

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Writing Guide is
located on the
myPers
Evaluation,
During my visits
to various Force

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Support
Squadrons, I
have been asked
for a primer
concerning
common mistakes
in OPRs, EPRs
and PRFs
submitted to
ARPC from the
field.

Air Force
Reserve

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Writing Guide >
Air Reserve ...
A well-written
Officer
Performance
Report (OPR) or
Enlisted
Performance
Report (EPR) is
composed of a
number of
critical parts,
and should paint

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a quantitative
and qualitative
picture
assessing the
ratee's
performance.

Air Force
Enlisted
Performance
Reports (EPR),
Officer ...

To address this
concern, a new

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Osan EPR/OPR writing guide will soon be made available to the base, providing in-depth guidance for producing quality reports. Staff Sgt. Stacy Jordan, 51st FSS, said the RIE was eye-opening. "I

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learned why the process was taking so long, and how many people were involved."

BREAKING THE OPR
CODE - Texas
Consult with
your commander's
support staff
(CSS) when
writing an OPR

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if you have an officer who does not meet standards. This guide will instead help raters/additional raters write strong reports to build promotable records at the central selection board.

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