

**ENLISTED PERFORMANCE REPORT (AB thru TSGT)**

**I. RATEE IDENTIFICATION DATA** *(Read AFI 36-2403 carefully before completing any item)*

1. NAME (Last, First, Middle Initial) <b>HENSLEY, DARREN L.</b>		2. SSN <b>569-59-5846</b>	3. GRADE <b>SSGT</b>	4. DAFSC <b>B2A753</b>
5. ORGANIZATION, COMMAND, AND LOCATION <b>509th Maintenance Squadron (ACC), Whiteman AFB MO</b>			6a. PAS CODE <b>WT1CFCJ7</b>	6b. SRID <b>1C88K</b>
7. PERIOD OF REPORT From: <b>16 Dec 97</b>   Thru: <b>15 Dec 98</b>		8. NO. DAYS SUPERVISION <b>259</b>		9. REASON FOR REPORT <b>Annual</b>

**II. JOB DESCRIPTION**

1. DUTY TITLE  
**NCOIC, Structural Maintenance Training Manager**

2. KEY DUTIES, TASKS, AND RESPONSIBILITIES  
**Manages upgrade and qualification training of 99 military personnel. Schedules training courses through internal and external agencies based on review of training rosters and core automated maintenance system products. Works closely with squadron and base training managers to develop local training plans for upgrade, proficiency, and ancillary training. Determines solutions for training equipment limitations and personnel availability driven by mission and mobility commitments. Develops and maintains computer based training courses and applications to meet requirements. Reviews master task lists for completeness and accuracy and corrects deficiencies in cooperation with supervisors. Ensures each individual's training record accurately reflects training status to meet section and Air Force standards. Counsels trainers on new or innovative practices. ADDITIONAL DUTY: Flight Computer Monitor.**

**III. EVALUATION OF PERFORMANCE**

**1. HOW WELL DOES RATEE PERFORM ASSIGNED DUTIES?** *(Consider quality, quantity, and timeliness of duties performed)*

<input type="checkbox"/> Inefficient. An unprofessional performer.	<input type="checkbox"/> Good performer. Performs routine duties satisfactorily.	<input checked="" type="checkbox"/> Excellent performer. Consistently produces high quality work.	<input type="checkbox"/> The exception. Absolutely superior in all areas.
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**2. HOW MUCH DOES RATEE KNOW ABOUT PRIMARY DUTIES?** *(Consider whether ratee has technical expertise and is able to apply the knowledge)*

<input type="checkbox"/> Does not have the basic knowledge necessary to perform duties.	<input type="checkbox"/> Has adequate technical knowledge to satisfactorily perform duties.	<input type="checkbox"/> Extensive knowledge of all primary duties and related positions.	<input checked="" type="checkbox"/> Excels in knowledge of all related positions. Mastered all duties.
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**3. HOW WELL DOES RATEE COMPLY WITH STANDARDS?** *(Consider dress and appearance, weight and fitness, customs, and courtesies)*

<input type="checkbox"/> Fails to meet minimum standards.	<input type="checkbox"/> Meets Air Force standards.	<input type="checkbox"/> Sets the example for others to follow.	<input checked="" type="checkbox"/> Exemplifies top military standards.
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**4. HOW IS RATEE'S CONDUCT ON/OFF DUTY?** *(Consider financial responsibility, respect for authority, support for organizational activities, and maintenance of government facilities)*

<input type="checkbox"/> Unacceptable.	<input type="checkbox"/> Acceptable.	<input type="checkbox"/> Sets the example for others.	<input checked="" type="checkbox"/> Exemplifies the standard of conduct.
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**5. HOW WELL DOES RATEE SUPERVISE/LEAD?** *(Consider how well member sets and enforces standards, displays initiative and self-confidence, provides guidance and feedback, and fosters teamwork)*

<input type="checkbox"/> Ineffective.	<input type="checkbox"/> Effective. Obtains satisfactory results.	<input checked="" type="checkbox"/> Highly effective.	<input type="checkbox"/> Exceptionally effective leader.
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**6. HOW WELL DOES RATEE COMPLY WITH INDIVIDUAL TRAINING REQUIREMENTS?** *(Consider upgrade training, professional military education, proficiency/qualification, and contingency)*

<input type="checkbox"/> Does not comply with minimum training requirements.	<input type="checkbox"/> Complies with most training requirements.	<input type="checkbox"/> Complies with all training requirements.	<input checked="" type="checkbox"/> Consistently exceeds all training requirements.
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**7. HOW WELL DOES RATEE COMMUNICATE WITH OTHERS?** *(Consider ratee's verbal and written skills)*

<input type="checkbox"/> Unable to express thoughts clearly. Lacks organization.	<input type="checkbox"/> Organizes and expresses thoughts satisfactorily.	<input checked="" type="checkbox"/> Consistently able to organize and express ideas clearly and concisely.	<input type="checkbox"/> Highly skilled writer and communicator.
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