

ENLISTED PERFORMANCE REPORT (AB thru 1SGT)

I. RATEE IDENTIFICATION DATA (Read AFI 36-2406 carefully before completing any item.)

1. NAME (Last, First, Middle Initial) HENSLEY, DARREN L.	2. SSN 569-59-5846	3. GRADE TSGT	4. DAFSC B2A773
5. ORGANIZATION, COMMAND, AND LOCATION 509th Maintenance Squadron (ACC), Whiteman AFB MO		6a. PAS CODE WT1CFCJ7	6b. SRID 1C88K
7. PERIOD OF REPORT From: 16 Dec 2000 Thru: 1 Aug 2001		8. NO. DAYS SUPERVISION 229	9. REASON FOR REPORT CRO

II. JOB DESCRIPTION

1. DUTY TITLE
B-2 Maintenance Squadron Security Manager

2. KEY DUTIES, TASKS, AND RESPONSIBILITIES
Responsible to the squadron commander for the overall management and control of the unit's Security Program encompassing 29 facilities and over 400 assigned personnel. Determines security clearance requirements and assists in personnel investigations and background checks. Coordinates with outside agencies to ensure timely and adequate processing of security clearance investigations. Ensures internal security operating instructions are developed and implemented. Prepares accreditation packages for B-2 Special Access Program Facilities and prepares SAP personnel packages. Conducts security education and training and specialized unit inbriefs for all newly assigned personnel. Conducts semi-annual unit security self inspections. Responsible for ensuring safety/security for all unit processed classified information.
ADDITIONAL DUTIES: Alternate Personnel Reliability Program (PRP) 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 checked="" type="checkbox"/> Good performer. Performs routine duties satisfactorily.	<input type="checkbox"/> Excellent performer. Consistently produces high quality work.	<input type="checkbox"/> The exception. Absolutely superior in all areas.
--	---	--	---

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 checked="" type="checkbox"/> Extensive knowledge of all primary duties and related positions.	<input type="checkbox"/> Excels in knowledge of all related positions. Mastered all duties.
---	---	--	---

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.
---	---	---	---

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.
--	--------------------------------------	---	--

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 checked="" type="checkbox"/> Effective. Obtains satisfactory results.	<input type="checkbox"/> Highly effective.	<input type="checkbox"/> Exceptionally effective leader.
---------------------------------------	--	--	--

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 checked="" type="checkbox"/> Complies with all training requirements.	<input type="checkbox"/> Consistently exceeds all training requirements.
--	--	--	--

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