

Air Force Prf Writing Guide

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- Be honest on the report -- you owe it to the member and to the Air Force
- Use action-oriented, hard-hitting impact statements
- Get to the point -- don't beat around the bush
- Quantify results -- tell the world that the member saved \$100K or cut cycle time 20%
- Fill up the entire form -- white space is a good way to send a bad message
- Stay within your scope -- don't make sweeping statements you can't personally verify such as "the best personnel technician ever" or "Top 3 AF Wide".

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File Type PDF Air Force Prf Writing Guide Mentor Robins AFB GA. - When Headquarters is the organization, write HQ Air Force Reserve Command (AFRC). Exception: do not use HQ, just Air Force Reserve Command, for the AFRC Commander, Vice. Commander, and Command Chief. If the person is a commander, write out the PROMOTION RECOMMENDATION FORM (PRF)

The Air Force Reserve EPR/OPR/PRF Writing Guide is located on the myPers Evaluation page and can be reached using the following link: <https://gum-crm.csd.disa.mil/app/categories/p/16%2C17/c/542>. Use of this guide will greatly reduce the number of evaluations returned for correction

from ARPC back to the field.

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[JANUARY 2001 commander or equivalent --for non-EAD enlisted members, a lieutenant colonel serving as a wing or group commander may be the senior rater The indorser on the AF Form 910 must be the rater's rater unless the indorser is not at least a MSgt or civilian in the grade of GS-7 or higher --when this occurs, the next official in the rating chain serving in the grade of MSgtGS-7 or higher indorses the EPR On the AF Form 911, the](#)

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Air Force introduces Two-Line Promotion Recommendation ...

i) Begin your bullets with strong, action-oriented verbs to add an air of direction, efficiency, and accomplishment. j) Avoid using articles (a, an, the), negative words (isn't, can't, won't, decreased); instead. use "increased" to be positive), and conjunctions (and, but, or) in bullet statements.

HQ Air Reserve Personnel Center/ HQ Air Force Reserve Command

General PRF Guidance 23 10.1. Promotion Recommendation Form (AF Form 709) 23 10.1.2. Promotion Recommendation (Section IV) 24 10.2. Example PRFs 26-28 10.3. PRF Justification Form 29

APPENDIX 1: Accepted acronyms (these do not need to be defined before using) 30

APPENDIX 2: Commonly used performance report words that are hyphenated 31

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Air Force introduces Two-Line Promotion Recommendation Forms for officer promotions. The Air Force is transitioning to a new Two-Line Promotion Recommendation Form (PRF), for officers effective September 2019. This initiative impacting the Total Force was approved by the Secretary of the Air Force in April 2019 and will be implemented by the Air Reserve Component during the CY19 USAFR Colonel Promotion Board, convening 21 October 2019.

HQ USAF/SG OPR/EPR/PRF WRITING GUIDE 19 June 09

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