

# Air Force Prf Writing Guide

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OPR/EPR/PRF Writing Guide. This is a Word format version of an OPR/EPR/PRF Writing Guide. Reporting is an inevitable part of our careers as military members. Documents such as officer performance reports (OPR), enlisted performance reports (EPR), and promotion recommendation forms (PRF) are used in promotion boards, professional military education (PME) selections, selective early retirement boards (SERB), reductions in force (RIF), command and special duty selections, and courts martial.

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**PROMOTION RECOMMENDATION FORM (PRF) GUIDE.**  
SHAW AFB SC. DATE 18 May 2006. MEMORANDUM FOR 9AF/USCENTAF/DRU PERSONNEL. FROM: 9AF/CC.

SUBJECT: Promotion Recommendation Form (PRF) Guide. 1.

“ Promotion is not a reward for past service, it is an advancement to a higher grade based on past performance and future potential ” according to AFI 36-2501, para. 2.1.

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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 Air Reserve Personnel Center/ HQ Air Force Reserve Command**

The Air Force Reserve EPR/OPR/PRF Writing Guide is located on the myPers Evaluation, During my visits to various Force Support Squadrons, I have been asked for a primer concerning common mistakes in OPRs, EPRs and PRFs submitted to ARPC from the field.

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Speech Writing Guide: Air Force Speech Writing Guide (32K PDF) Superior Personal Performance: Collection of bullet phrases and words to help ease the pain of EPR writing. Supervisors Guide to Admonitions and Reprimands: Simplify the writing process by utilizing pre-wrote paragraphs associated with the articles that correspond to the offense.

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**Air Force Prf Writing Guide**

[HQ USAF/SG OPR/EPR/PRF 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 are as follows: Performance Report Requirements. Section I Ratee Identification. Job Description (Section II) [DEPARTMENT OF THE AIR FORCE AIR FORCE RESERVE COMMAND](#)

- 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".

[Writing Guides - AF Mentor](#)

[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

[HQ USAF/SG OPR/EPR/PRF WRITING GUIDE 19 June 09](#)

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.

**Air Force introduces Two-Line Promotion Recommendation ...**

[SAF EPR/OPR/PRF WRITING GUIDE 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 MSgtLGS-7 or higher indorses the EPR On the AF Form 911, the indorser must be at least a ...

[PROMOTION RECOMMENDATION FORM \(PRF\)](#)

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.

[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](#)