



REFERRAL EPR's

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1. **INTRODUCTION:** You have just been notified that your Enlisted Performance Report (EPR) is being rated as a referral EPR. This fact sheet is designed to give you information concerning referral EPR's and what actions you can take.

a. **Definition:** Referral EPRs are defined in AFI 36-2406, Para. 1.10. and Figure 1.1. A report that contains any of the following rating or remarks by an evaluator must be referred to you for comment:

- 1) An evaluator marks "Does Not Meet Standards" in Section III of the EPR.
- 2) An evaluator marks an overall "1" (Poor) or "2" (Needs Improvement) in Section V of the EPR.
- 3) Comments, regardless of the ratings if applicable, or the attachments to that evaluation, that are derogatory in nature, imply or refer to behavior incompatible with, or not meeting minimum acceptable standards of personal or professional conduct, character, judgment or integrity, and/or refer to disciplinary actions.

b. A report does not, however, have to be referred to you just because it mentions less than acceptable performance, dress, bearing, judgment, leadership, supervision or similar subjective areas. Such a report may be referred to you if the rater desires.

2. **REFERRAL PROCEDURES:** Once an EPR is referred to you, the referral procedures are governed by AFI 36-2406, paragraph 1.10. The procedures afford you an opportunity to comment on the report. You have received a memorandum informing you of the referral EPR.

a. You have **three duty days** from the date you receive the memorandum to respond. You can request additional time to respond if you have a good reason, but the request does not need to be granted. ***Failure to provide comments does not prevent you from later appealing the evaluation IAW the procedures in Chapter 10 once the evaluation becomes a matter of record.***

b. Although brevity is usually in your best interest, pertinent comments and attachments should be presented at this time so that they may be taken into consideration. These documents become part of the official record. You must limit the endorsement letter and attachments to **10 single sided pages or 5 pages front and back. The referral memorandum and EPR are not counted toward that page count.** You may not

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comment on the character, conduct, integrity, or motives of the evaluator unless your comments along these lines are fully substantiated and documented.

- c. Once you have completed these steps, send the EPR, referral letter, and your comments to reach the evaluator named in the referral letter. To ensure receipt, you should hand-deliver the items or, if the evaluator in the referral letter is geographically separated from you, send it by certified or registered mail. *Keep a copy for your records.*
- d. The evaluator will then review your comments before signing the EPR. He or she must include the statement in the proper section of the EPR saying, *"I have carefully considered Amn Snuffy's comments to the referral document of 2 November 2014."* The referral memorandum and your comments are then attached to the EPR and the report continues to be processed.
- e. If the evaluator chooses to keep the EPR a referral after reading your comments, it is forwarded to the next evaluator, or indorser. The indorser may agree with the evaluator and leave the EPR a referral or change the ratings or comments in the EPR so that the EPR is no longer a referral (i.e. change a rating on the front of the form from the far left block to the next block, take out the comments that make the report a referral, or change the overall rating from a "1" to a "2").

3. **CONCLUSION:** This fact sheet was intended to give you information regarding referral EPR's and what steps you can take to rebut the comments in the EPR. If you should have any further questions, you should review AFI 36-2406 and contact MPF. If you still have any further questions, please schedule an appointment with the Area Defense Counsel at 256-3246. Since referral EPR is an administrative action and there is no right to an attorney, you will be seen time and resource permitting.

Date

MEMORANDUM FOR REVIEWING AUTHORITIES

FROM: Rank and Name

SUBJECT: Response to Referral Enlisted Performance Report

1. I respectfully submit the following statement to the referral Enlisted Performance Report (EPR) that I received on _____. I disagree with a portion of the comments and ratings and request that you consider the following information. Specifically, I am rebutting the statement in Block 3 of Section III, Fitness and the Overall Performance Assessment score of “Average (3)” in Section V.
2. Explain why you are rebutting Section III: inability to properly train, medical issues, etc.
3. Explain why you deserve at least a (4) in Section V: During this time frame, I accomplished many significant achievements (list them all – whether on the EPR or not).
4. Thank you for your consideration.

NAME, Rank, USAF