



REFERRAL OPRs

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

- a. **Definition:** Referral OPRs are defined in AFI 36-2406, Para 1.10. A report that contains any of the following rating or remarks by an evaluator must be referred to you for comment:
 - 1) An officer fails to meet standards in any one of the listed performance factors, in Section III or Section IX of the OPR, the overall evaluation will be a "Does Not Meet Standards" evaluation and the evaluation must be referred. **Note:** If the evaluation is marked "Does Not Meet Standards," there must be a comment pertaining to the behavior in the referring evaluator's assessment block. Comments in the referral memorandum do not meet this requirement.
 - 2) 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 OPR 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 the AF Form 707 and if applicable AF Form 77 informing you of the referral OPR.

- a. You have **three duty days** from the date you receive the AF Form 707 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.***

This fact sheet is provided for general informational purposes only. It should not be used as a substitute for consulting with an attorney and reviewing applicable regulations.

- 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 AF Form 707 and if applicable, AF Form 77 are not counted toward that page count.** You may not 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 OPR, AF Form 707/AF Form 77, your response and any other documents you include for consideration 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 response before signing the OPR. He or she must include the statement in the proper section of the OPR saying “*I have carefully considered Maj Snuffy’s comments to the referral document of 2 November 2014.*” Your response and any other documents you include for consideration are then attached to the OPR and the report continues to be processed.
 - e. If the evaluator chooses to keep the OPR 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 OPR a referral or change the ratings or comments in the OPR so that the OPR is no longer a referral.
3. **CONCLUSION:** This fact sheet was intended to give you information regarding referral OPRs and what steps you can take to rebut the comments in the OPR. 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.

Date

MEMORANDUM FOR REVIEWING AUTHORITIES

FROM: Rank and Name

SUBJECT: Response to Referral Officer Performance Report

1. I respectfully submit the following statement to the referral Officer Performance Report (OPR) 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 Section III, Performance Factors and the Rater Overall Assessment score in Section IV.
2. Explain why you are rebutting Section III: inability to properly train, medical issues, etc.
3. Explain what you are challenging and provide supporting documentation or statements to justify the need for the change in Section IV: During this time frame, I accomplished many significant achievements (list them all – whether on the OPR or not).
4. Thank you for your consideration.

NAME, Rank, USAF