

## AIRMAN COMPREHENSIVE ASSESSMENT ADDENDUM

The AF Form 724-A is designed to guide raters and facilitate discussion when providing constructive feedback to their ratees. The addendum should be used in conjunction with the primary Airman Comprehensive Assessment, not in lieu of it. It highlights four Major Performance Areas, each with specific Airman Leadership Qualities for Airmen on which to focus. A rater should use their best judgement when determining the proficiency level of their ratee, bearing in mind that each definition should be applied using a whole of person concept relative to the ratee's specific rank, AFSC, and assigned duties.

### I. EXECUTING THE MISSION

#### 1. JOB PROFICIENCY: Demonstrates knowledge and professional skill in assigned duties, achieving positive results and impact in support of the mission.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Displays a basic understanding of the skills required to perform duties and execute them; does not seek help when needed	Demonstrates appropriate knowledge, training, and experience to execute duties; achieves positive results and impacting support of the mission	Demonstrates exceptional knowledge, training, and experience to execute duties; delivers positive results and impact in support of the mission; seeks opportunities to refine skills	Uses experience, expertise, and continuous skill building to drive organizational success; sought out by peers because of their skills and expertise

Notes:

#### 2. INITIATIVE: Assesses and takes independent or directed action to complete a task or mission that influences the mission or organization.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Takes action to provide value to an assigned task or mission	Takes appropriate action with little or no prompting that provides value to an assigned task or mission	Implements solutions without prompting; encourages others to improve an assigned task and/or mission	Anticipates and appropriately takes on complex/critical problems without prompting; inspires others to make improvements in an assigned task or mission

Notes:

#### 3. ADAPTABILITY: Adjusts to changing conditions, to include plans, information, processes, requirements, and obstacles in accomplishing the mission.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Generally accepts new information and changing conditions	Adjusts to change or ambiguity with composure to meet mission objectives	Independently adjusts to change or ambiguity with composure; empowers others to implement changes to meet mission objectives	Leverages change as an opportunity to better meet mission objectives; inspires others to be more adaptable and equips them to handle changes independently

Notes:

### II. LEADING PEOPLE

#### 1. INCLUSION & TEAMWORK: Collaborates effectively with others to achieve an inclusive climate in pursuit of a common goal or to complete a task or mission.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Assists team members in completing tasks	Integrates well with others and works with the team to achieve an inclusive environment and accomplish a goal or complete a task or mission	Works well within and across teams to foster an inclusive climate; exhibits flexibility and compromise when needed, and seeks diverse perspectives; balances both leadership and followership in completing a common task or mission	Leverages a broad, diverse network of relationships across the organization and builds an intercultural climate of inclusion to ensure others feel valued when accomplishing a task or mission; effectively balances leadership and followership in completing a task or mission

Notes:

#### 2. EMOTIONAL INTELLIGENCE: Exercises self-awareness, manages their own emotions effectively; demonstrates an understanding of others' emotions, and appropriately manages relationships.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Works to maintain composure during work challenges or difficult situations	Exercises self-awareness; remains composed and maintains healthy relationships in challenges or difficult situations	Adept at self-awareness and its influence on the team; excels in dynamic situations; connects with diverse groups, and successfully manages relationships	Exceptional at recognizing their own emotions and/or those of the team; leverages self-awareness to optimize organizational performance; easily relates to diverse groups, and earns trust and commitment from others

Notes:

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### II. LEADING PEOPLE (Continued)

**3. COMMUNICATION:** Articulates information in a clear and timely manner, both verbally and non-verbally, through active listening and messaging tailored to the appropriate audience.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Receives and shares information, though there is room for improvement in the clarity, delivery, or timeliness of messages	Actively listens; articulates verbally and non-verbally in a clear and timely manner	Effective listener, delivers and simplifies difficult and complicated messages to diverse audiences; enables open dialogue to inform decisions and influence outcomes; seeks feedback that message was received as intended	Astute listener; inspires others with their words; conveys complicated and complex messages in a clear, concise and confident way; facilitates open dialogue across organizational levels; fosters relationships and positively influences outcomes; seeks feedback that message was received as intended

Notes:

### III. MANAGING RESOURCES

**1. STEWARDSHIP:** Demonstrates responsible management of assigned resources, which may include time, equipment, people, funds, and/or facilities.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Generally uses responsible planning and justification to make resource decisions and/or recommendations	Uses responsible planning and justification to make accurate and timely resource decisions and/or recommendations	Prioritizes multiple resource requests, generates alternative plans, and makes valuable resource decisions and/or recommendations that increase team capacity	Proactively anticipates resourcing needs, provides actionable recommendations and alternative plans, and makes resourcing decisions and/or recommendations that increase organizational capability

Notes:

**2. ACCOUNTABILITY:** Takes responsibility for the actions and behaviors of self and/or team; demonstrates reliability and transparency.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Generally takes responsibility for actions of self and/or team	Takes responsibility for actions and behaviors of self and/or team; demonstrates reliability and transparency	Proactively takes responsibility for actions and behaviors of self and/or team; demonstrates exceptional reliability and transparency	Exemplifies reliability even in the most complex environments, owns and learns from failure, and encourages transparency and trust to promote a healthy organizational climate

Notes:

### IV. IMPROVING THE UNIT

**1. DECISION MAKING:** Makes well-informed, effective, and timely decisions under one's control that weigh constraints, risks, and benefits.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Generally makes informed, effective, and/or timely decisions	Makes well-informed, effective, and timely decisions; weighs risks and benefits	Makes well-informed, effective and timely decisions in complex situations; identifies worthwhile calculated risks	Dependably makes well-informed, effective, and timely decisions in uncertain and complex situations; takes calculated risks and anticipates their 2nd and 3rd order effects

Notes:

**2. INNOVATION:** Thinks creatively about different ways to solve problems, implements improvements, and demonstrates calculated risk-taking.

	DEVELOPING	PROFICIENT	HIGHLY PROFICIENT	OUTSTANDING
Does not meet expectations	Occasionally defaults to conventional forms of thinking when a new approach is required to address barriers to a task or mission	Thinks creatively about appropriate approaches to improve job results or capabilities, which may involve calculated risk-taking	Generates ideas and collaborates with others to implement solutions to improve job results or capabilities; uses good judgement when considering calculated risks	Creates novel solutions and takes deliberate risks implementing solutions to address complex team and/or organizational problems; promotes a healthy organizational climate by inspiring creative thinking

Notes: