BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AFMC POLICY DIRECTIVE 90-12

22 AUGUST 2000

Command Policy

AFMC RATING CHAIN

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OPR: HQ AFMC/DPMQP
(SMSgt Roberta A. Garbett)
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(Capt Adrian C. Nunes)
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SUMMARY OF REVISION

This revision converts the policy directives from the 500 series (Commander's Special Interest) to the 90 series policy directives (Command Policy).

1. Purpose Of Policy: This policy establishes guidelines for commanders to use in establishing raters, and subsequently, the rating chain for military and civilian members of the Air Force Materiel Command (AFMC) due to the uniqueness of the Integrated Weapons System Management (IWSM) structure.

2. Policy Statement : Rating chains will be established along organizational/command reporting lines except for individuals who occupy unique positions defined in Attachment 1. Raters/rating officials will meet the criteria specified in Air Force publications AFI 36-2406, *Officer and Enlisted Evaluations System*; AFI 36-1001, *Civilian Performance Management*; and the additional guidance provided in Attachment 1.

3. Responsibility: HQ AFMC directors, center-level commanders, single managers, development system managers (DSMs), system support managers (SSMs), and combined test force (CTF) directors are responsible for ensuring their organizations comply with this policy directive.

LESTER L. LYLES, General, USAF
Commander

Attachment 1

POLICY DEPLOYMENT PLAN

A1.1. Policy Title/Number: AFMC Rating Chain (AFMCPD 90-12).

A1.2. HQ AFMC POC: HQ AFMC/DPMQP, 4375 Chidlaw Road, Room B 226, Wright-Patterson AFB OH 45433-5006

A1.3. Policy Purpose. Rating chains link people to supervisors and Senior Raters who have broader responsibility for performing their unit's missions and for their contributions to it. The documentation provided by performance reports and appraisals is used to identify individuals for retention, advancement, additional training, and education.

A1.4. Target Audience. AFMC program activities, laboratories, and test organizations.

A1.5. Implementation Guidance. The IWSM structure has four unique positions that may require the rater, a senior rater, or the reviewer to be outside of an AFMC organization. As such, individuals occupying these positions will have a rating chain different than other individuals in the same organization. These positions are: system program office director (SPD), product group manager (PGM), development system manager (DSM), and system support manager (SSM). Military and civilian personnel may hold these positions. The rating chains for these positions and AFMC personnel are prescribed below.

A1.5.1. SPD. In programs where the program executive officer (PEO) retains responsibility for the product, the military or civilian SPD is rated by the PEO. The Air Force Acquisition Executive (AFAE) is the reviewing official for civilian SPDs for PEO programs. No additional rater or reviewer is required on the military SPD's officer performance report (OPR) when the PEO is the Senior Rater. In programs in which responsibility for the program resides with the designated acquisition commander (DAC), the military or civilian SPD is rated within the DAC chain of command. No additional rater or reviewer is required on a military SPD's OPR if the DAC is a general officer.

A1.5.2. PGM. In programs where the responsibility for the programs resides with the DAC, the military or civilian PGM is rated within the DAC chain of command. No additional rater or reviewer is required on a military PGM's OPR if the DAC is a general officer. Senior Executive Service (SES) PGMs are rated by the DAC and reviewed by AFMC/CV. General Schedule (GS) 14/15 PGMs are rated and reviewed by the DAC unless the DAC is not designated as a rater. In this instance, the DAC will designate another rating official and the DAC or the center's senior civilian will serve as the reviewing official.

A1.5.3. DSM. The SPD or PGM rates military or civilian DSMs as applicable. Their reports and appraisals go to the program SPD or PGM at a different center, and are returned to the individual's center chain of command based on the DSM's parent personnel accounting symbol (PAS) code/unit manning document (UMD) for additional rater and reviewer (military) or reviewer (civilian). No additional rater is required on the military DSM's OPR if the rater is a general officer.

A1.5.4. SSM. An SPD or PGM rates military or civilian SSMs. Their reports and appraisals go to the program SPD or PGM at a different center, and are returned to the individual's center chain of command based on the SSM's parent PAS code/UMD for additional rater and reviewer (military) or

reviewer (civilian). No additional rater is required on the military SSM's OPR if the rater is a general officer.

A1.5.5. Acquisition examiners will be appointed IAW AFI36-2406, and reviewers will be determined IAW AFI 36-1001.

A1.5.6. Organizations will ensure that individuals assigned as raters are knowledgeable of the expected standards for subordinates' career specialty, determine their job performance, and provide career counseling and performance feedback as required IAW applicable directives.

A1.5.7. IAW DoD policy memorandum dated 2 Jun 93, contracting personnel will be rated by an individual within their career (functional) specialty with the exception of the senior contracting individual in an organization. An SPD or PGM will rate the senior contracting individual as appropriate. Additional raters, senior raters, and reviewers for matrixed personnel will follow the guidance in paragraph 1.5.9 below.

A1.5.8. IAW with the Defense Acquisition Workforce Improvement Act (DAWIA), when an individual's rater is from a different Air Force specialty or civilian career series and the rating chain does not include a more senior individual from the career (functional) specialty, then the report is sent to an acquisition examiner/reviewer from the individual's specialty for review/comment as appropriate. In most cases, this review is accomplished within the rating chain.

A1.5.9. Matrixed personnel will be rated in the organization to which they are matrixed. For military personnel, the rater and additional rater will be from the matrixed organization unless the rater or additional rater is also a senior rater. For instance, an officer matrixed from FM, assigned duties in a SPO, will be assigned a rater and an additional rater in the SPO unless the rater or additional rater is a senior rater as well. The rater or additional rater can be matrixed to the SPO or assigned in the SPO. The reviewer will always be the individual's senior rater as designated in the PAS code of their unit manning document. Matrixed civilians will be rated by their supervisor of record in the organization to which they are matrixed and be reviewed by a senior official from their career (functional) specialty unless otherwise specified by a memorandum of understanding.

A1.5.10. Officer's senior raters/reviewers will be determined using the following guidance:

A1.5.10.1. For lieutenant colonels and below in organizations below command level, lieutenant colonels will have the first general officer position in their rating chain designated as the senior rater. Majors and below, assigned to wings or organizations that have a wing commander equivalent position, will have the wing commander or equivalent positions designated as senior rater positions. Majors and below, assigned to logistics centers or product centers, will have the center vice commander position designated as the senior rater position (except as noted in paragraph 1.5.10.2 below). Officers assigned to the test centers, not in a subordinate wing, will have the com-mander position designated as the Senior Rater position. In AFMC, Senior Executive Service (SES) and similar positions are not designated as senior rater positions.

A1.5.10.2. Majors and below that work directly for the center commander, such as an executive officer, or a member of the commander's action group, do not go to the center vice commander as their senior rater. In other words, even though the individual is a captain, the center commander remains their senior rater if they serve on the commander's personal staff.

A1.5.10.3. For HQ AFMC, general officer and SES director positions will be designated senior rater positions for all grades. The only exceptions for colonel director positions will be IG and SG.

These positions will be designated as senior rater positions for majors and below due to the large number of officers currently involved.

A1.5.10.4. AFMC/CV will be the designated senior rater position for lieutenant colonels and below assigned in headquarters staff organizations with a colonel director (except as noted in paragraph 1.5.10.3). AFMC/CV is also designated the senior rater position for lieutenant colonels when any field organization does not have a general officer, such as AEDC.

A1.5.11. Senior noncommissioned officer's senior raters will be determined using the following guidance:

A1.5.11.1. Individuals assigned to wings, or organizations that are wing commander equivalents, have the wing commander or equivalent position designated as senior rater. Individuals assigned to logistics or product centers, that do not have a general officer in their rating chain, will have the center commander position designated as senior rater.

A1.5.11.2. Individuals assigned to headquarters staffs will have the corresponding senior rater as described for officers above in paragraphs 1.5.10.3. and 1.5.10.4. If the director position is not designated as a senior rater, the senior rater will be AFMC/CV.

A1.5.11.3. The Center/Wing Command Chief Master Sergeant (CCM) will review all enlisted performance reports forwarded for senior rater endorsement and make recommendations to the appropriate senior rater; i.e.; Center Commander, Wing Commander, SPO Director, etc. This review through a single focal point will ensure consistency and unity of command across a Center/Wing. The headquarters AFMC CCM serves as the single focal review point for all senior NCOs assigned to the headquarters staff.

A1.6. Policy Update. HQ AFMC/DP will alter this policy when AFMC/CC determines changes are needed.

A1.7. Completion Criteria. This policy will be deleted when AFMC/CC determines it is no longer needed.

Attachment 2

RATING STRUCTURE TERMS

A2.1. Civilian Rating Chain. Up to four individuals may sign a civilian's performance appraisal: the employee, the rating official, a reviewer and, if appropriate, the award approving official.

A2.2. Military Rating Chain. Up to four individuals may sign an AF Form 707, Officer Performance Report: the rater, additional rater, reviewer, and an acquisition examiner (as needed). There may be less than four signatures on an OPR. This occurs when an officer works directly for a person designated as a senior rater or a designated senior rater is the additional rater, or an acquisition examination is not required.

A2.3. Reviewer. For military officers, the reviewer on the OPR is the officer's senior rater. The officer's senior rater is determined by the unit manning document and Personnel Accounting Symbol of the orga-nization to which assigned. For civilians, the reviewer is a senior official from their career (functional) specialty.

A2.4. Acquisition Examiner. Senior individual from a career series (functional)/Air Force specialty designated to review performance reports/appraisals IAW 10 U.S.C. 1772 (G) and applicable publications and appointed per AFI36-2406.

A2.5. Single Manager. The senior individual responsible and accountable for management of a weapon system or systems. The SPDs and PGMs are examples of single managers.

A2.6. Senior Rater. The evaluator who completes Promotion Recommendation Forms (PRF) and also serves as reviewer on the OPR. The management level designates these individuals.

Management Level. IAW AFI36-2406 is the major air command commander and the personnel activity supporting the commander.

A2.7. Functional. May be an organization, directorate, or staff activity that provides expertise in a particular Air Force specialty or civilian career field series. These entities are generally referred to by their specialty; e.g., Contracting, Engineering, Financial Management.

A2.8. Matrix Personnel. Individuals who occupy a position on a manning document in one organization, but are physically located and work on a daily basis in another organization such as a program or project office. Formal controls for the position are given by the functional to the program/project office.