

COMPANY GRADE OFFICER PERFORMANCE REPORT (2D LT thru CAPT)			
I. RATEE IDENTIFICATION DATA			
1. NAME (Last, First, MI)	2. CAPID	3. RANK	4. UNIT
5. PERIOD OF REPORT From: Thru:	6. NO. DAYS SUPERVISION		7. REASON FOR REPORT
II. UNIT MISSION DESCRIPTION			
To administer and support the Civil Air Patrol Cadet Program through leadership training and development, moral leadership, and aerospace education. To provide highly trained emergency services operational personnel and services to the United States of America. To support the local community and State of Indiana as required or requested by MOU, LOA, or other orders by competent CAP or USAF officials.			
III. JOB DESCRIPTION			
1. DUTY TITLE			
2. KEY DUTIES, TASKS, AND REPONSIBILITIES -Provide effective leadership in execution of assigned tasks -Effectively manage resources -Continue education and training			
IV. IMPACT ON MISSION ACCOMPLISHMENT			
V. PERFORMANCE FACTORS		DOES NOT MEET STANDARD	MEETS STANDARD
1. Job Knowledge			
Has knowledge required to perform duties effectively Strives to improve knowledge		<input type="checkbox"/>	<input type="checkbox"/>
2. Leadership Skills			
Sets and enforces standards. Works well with others. Fosters Teamwork. Displays initiative. Self-confident.		<input type="checkbox"/>	<input type="checkbox"/>
3. Professional Qualities			
Exhibits loyalty, discipline, dedication, integrity, honesty, and officership. Adheres to Civil Air Patrol standards. Accepts personal responsibility. Is fair and objective.		<input type="checkbox"/>	<input type="checkbox"/>
4. Organizational Skills			
Demonstrates ability to plan, coordinate, schedule effectively, and uses resources Effectively and efficiently. Meets suspenses.		<input type="checkbox"/>	<input type="checkbox"/>
5. Judgment and Decisions			
Makes timely and accurate decisions. Emphasizes logic in decision making. Retains composure in stressful situations. Requires minimal supervision.		<input type="checkbox"/>	<input type="checkbox"/>
6. Communication Skills			
Listens, speaks, and writes effectively.		<input type="checkbox"/>	<input type="checkbox"/>

VI. RATER OVERALL ASSESSMENT		RATEE NAME (last, first, MI): 	
Last performance feedback was accomplished on:			
NAME, RANK, UNIT	DUTY TITLE		DATE
	CAPID	SIGNATURE	
VII. ADDITIONAL RATER OVERALL ASSESSMENT		<input type="checkbox"/> CONCUR	<input type="checkbox"/> NONCONCUR
NAME, RANK, UNIT	DUTY TITLE		DATE
	CAPID	SIGNATURE	
VIII. REVIEWER		<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR
NAME, RANK, UNIT	DUTY TITLE		DATE
	CAPID	SIGNATURE	
<p style="text-align: center;">INSTRUCTIONS</p> <p>All: Recommendations must be based on performance and the potential based on that performance. Promotion recommendations are prohibited. Do not comment on completion of or enrollment in PME, advanced education, family activities, marital status, race, sex, ethnic origin, age, or religion.</p> <p>Rater: Focus your evaluation in section IV on what the officer did, how well he/she did it, and how the officer contributed to mission accomplishment. Write in "bullet" format. Your comments in section VI may include recommendations for assignment.</p> <p>Additional Rater: Carefully review the rater's evaluation to ensure it is accurate, unbiased, and uninflated. If you disagree, you may ask the rater to review his/her evaluation. You may not direct a change in the evaluation. If you still disagree with the rater mark "NON-CONCUR" and explain. You may include recommendations for assignment.</p> <p>Reviewer: Carefully review the rater's and additional rater's rating and comments. If their evaluations are accurate, unbiased, and uninflated, mark the form "CONCUR" and sign the form. If you disagree with previous evaluators, you may ask them to review their evaluations. You may not direct them to change their appraisals. If you still disagree with the additional rater, mark "NON-CONCUR" and explain in section VIII. Do not use "NON-CONCUR" simply to provide comments on the report. The reviewer must be of one of the following positions: Commander, Vice Commander, Deputy Commander for Cadets, or Deputy Commander for Seniors.</p>			