USAF LEADER KNEEBOARD

LIFE LEARNING LEADERSHIP

Full Name:

Pronoun:
Birthday:
Cell Phone:
Home E-mail:
Home Address:
Education Level:
Hobbies/Interests:

Wingman:

Hometown: **# of Dependents:**
Marital Status: **Pet(s):**

Family Member Name(s)	Relationship	Notes (Anniversary, Birthdays, EFMP, etc.)

Preferences |

Learning Style: Visual   Auditory   Reading & Writing   Kinesthetic | *Recognition Preference:*   Verbal Praise ("Thank you", "Good job")   Public Praise (Letter of Appreciation, coin)   Time-off

Communication Style: Analytical   Intuitive   Functional | Personal

Personal/Financial Goals |

Objective	Program	Priority	Status

Rank:

Total Active Federal Military Service Date (TAFMSD):
Date Arrived Station (DAS):
Expiration Term off Service (ETS):

Mentor:
Mentee:

PME/PES | FTAC: ALS: NCOPES: SEJPME1:   NCOA: SNCOPES: SEJPMEII:

Training | Ancillary Training   Upgrade Training   Continuation Training | Training Suspenses:

Assignments | CONUS Eligibility Date: OCONUS Eligibility Date: Base Preference:

Deployment | Last Deployment: Projected Deployment Window:

Promotion | Projected Grade/Date: BTZ Window:

Reenlistment Eligibility Window: Cross-Train Window:

Evaluations | Previous Ratings/Promotion Statements: /   / | Additional Duties Held: | Projected Closeout Date:
    Past Assignments:
    Strengths/Areas for Improvement:

Decorations | AFAM: AFCM: MSM: Other: | Extended Tour Date:

Awards | Qtrly: Annual: PME: Other:

Fitness | Previous Scores: Next Assessment: Fitness Goals:

Professional Goals |

Objective	Program	Priority	Status

Personal & Professional Timeline

	+1 Mo	+2 Mo	+3 Mo	+4 Mo	+5 Mo	+6 Mo	+7 Mo	+8 Mo	+9 Mo	+10 Mo	+11 Mo	+12 Mo	+13 Mo	+14 Mo	+15 Mo	+16 Mo	+17 Mo	+18 Mo	+19 Mo	+20 Mo	+21 Mo	+22 Mo	+23 Mo	+24 Mo
PERSONAL																								
PROFESSIONAL																								

REVIEW, DISCUSS & DEMONSTRATE

INITIAL FEEDBACK

- ☐ Review Performance Records Prior To
  - ☐ SURF
  - ☐ Last 3 Evaluations
  - ☐ All Decorations
  - ☐ Fitness
- ☐ AFH 36-2618 (General & Specific Responsibilities)
- ☐ AF Benefits Factsheet
- ☐ MyFSS (Fitness & MyEval)

WEBSITES
- ☐ Military One Source

THROUGHOUT RATING PERIOD (WEBSITES)

- ☐ Virtual Military Personnel Flight (vMPF)
- ☐ Virtual Record of Emergency Data (vRED)
- ☐ SGLI Online Enrollment System (SOES)
- ☐ myPay
- ☐ myPers (Record Review, PSDM)
- ☐ Personnel Records Display Application (PRDA)
- ☐ Assignment Management System (AMS)
- ☐ ASIMS
- ☐ Leaveweb
- ☐ AF Portal

- ☐ AEF Online
- ☐ My Vector

PROGRAMS
- ☐ AF Virtual Education Center (AFVEC) & AF Credentialing Opportunities On-Line COOL (AFCOOL)
- ☐ Weighted Airman Promotion System (WAPS)
- ☐ Awards & Decorations Program
- ☐ Airman & Family Readiness Center
- ☐ Transition Assistance Program
- ☐ AF Aid Society

USAF LEADER KNEEBOARD

USAF FOCUS

ACTION ORDERS
- A. Airmen
- B. Bureaucracy
- C. Competition
- D. Design Implementation

CSAF PRIORITIES
- Joint All-Domain Command and Control
- Working with Industry
- Developing Airmen
- Empowering Commanders
- Ensuring Space Superiority
- Establishing Flexible Logistics

CMSAF FOCUS
- People
- Readiness
- Culture

Major Gradable Areas (MGA)
Airman Leadership Qualities (ALQ)

EXECUTING THE MISSION
- Job Proficiency
- Initiative
- Adaptability

LEADING PEOPLE
- Inclusion & Teamwork
- Emotional Intelligence
- Communication

MANAGING RESOURCES
- Stewardship
- Accountability

IMPROVING THE UNIT
- Decision Making
- Innovation

See AFI 90-201 for more information.

KNOW YOUR AIRMAN

It is important to get to know your Airman on a personal level. The better you know your Airman, the easier it is to identify both positive and negative changes/indicators in their work, behavior, etc. In addition be sure to look for ways to Inspire, Provide Feedback, Facilitate Risk management and Find Growth Opportunities:

RECORD REVIEW

There are important milestones in every Airman's career. Supervisors should proactively review records, establish milestones and track dates in order to educate their Airman of their significance.

PME/PES: Determine courses member has completed and when they will be going to the next one

Training: Determine what type of training member will be completing. If member is in upgrade training with CDC's be sure to track when volumes will be due and establish milestones.

Evaluations: Review last 3 evaluations and take note of significant accomplishments/issues, trends, markings and promotion recommendations. Discuss with member to determine any inconsistencies.

Decorations: Review all decorations and determine when member will be eligible for next decoration and discuss requirements for member to be nominated for one.

Assignments: Determine what members goals for assignments are and discuss AMS and their eligibility windows.

Deployment: Discuss readiness requirements and work with UDM to determine members eligibility window for deployment.

GOAL SETTING

When aiding members in reaching their Personal, Financial & Professional goals encourage their goals to be SMART.

Specific - Goals should be specific and not broad
Measurable - Goals should be measurable and not ambiguous
Achievable - Goals should be attainable
Realistic - Goals should be credible   **T**ime Bound - Goals have a defined end point
e.g. ~~Lose weight~~ vs *Lose 20 pounds at 2 pounds per week over the next 2.5 months*

REVIEW, DISCUSS & DEMONSTRATE

Airman should be familiar with various career-affecting programs and documentation. Supervisors should teach their Airman how to navigate programs and interpret important information from records.
- During initial feedback review the items listed with the member to include feedback that is gleaned from reviewing the members performance records.
- Review additional websites and programs with member throughout rating period.

ENLISTED TIMELINE TABLE

RANK	PROMOTION | AFI 36-2502 | MYPERS					FEEDBACK & EVALUATION | AFI 36-2406 | MYPERS			CAREER | AFI 36-2606 | MYPERS		
	TIG RQMT. FOR PROMOTION TO NEXT GRADE	TIS RQMT. FOR PROMOTION TO NEXT GRADE	DOR RQMT. FOR PROMOTION TO NEXT GRADE	TESTING & BOARD WINDOW	PROMOTION PECD	MID-TERM ACA DUE	ACCOUNTING DATE	SCOD	HYT	CJR Window	FTA RETRAIN Window
AB	6 mos	N/A	N/A	N/A	N/A		N/A	N/A	8 yrs	N/A	N/A
AMN	10 mos	N/A	N/A	N/A	N/A		N/A	N/A	8 yrs	N/A	N/A
A1C *(4 yr enlistee)*	20 mos	3	N/A	N/A	N/A		N/A	N/A	8 yrs	35 - 43 mos TIS	35 - 43 mos TIS
A1C *(6 yr enlistee)*	28 mos	N/A	N/A	N/A	N/A		N/A	N/A	8 yrs	59 - 67 mos TIS	39 - 67 mos TIS
SRA	6 mos	3 yrs	Prior to 1Feb	May-Jun	31-Mar	30-Sep	1-Dec	31-Mar	10 yrs	N/A	See A1C
SSG	23 mos	5 yrs	Prior to 1Aug	Feb-Mar	31-Jan	2-Aug	1-Oct	31-Jan	20 yrs	N/A	N/A
TSG	24 mos	8 yrs	Prior to 1Jul	Feb-Mar	30-Nov	1-Jun	2-Aug	30-Nov	22 yrs	N/A	N/A
MSG	20 mos	11 yrs	Prior to 1Jul	Dec	30-Sep	1-Apr	2-Jun	30-Sep	24 yrs	N/A	N/A
SMS	21 mos	14 yrs	Prior to 1Mar	Sep	31-Jul	30-Jan	2-Apr	31-Jul	26 yrs	N/A	N/A
CMS	N/A	N/A	N/A	N/A	N/A	N/A	31-Jan	31-May	30 yrs	N/A	N/A

NOTE: 6 year enlistees are promoted to A1C upon completion of either technical training or 20 weeks after BMT. The DOR is adjusted to BMT graduation date without back pay and allowances.

USEFUL APPS

USAF CONNECT — Download on the App Store / GET IT ON Google Play

HERO CARE (RED CROSS) — American Red Cross — Download on the App Store / GET IT ON Google Play

MILITARY 1 SOURCE — Download on the App Store / GET IT ON Google Play

VIRTUAL DEVELOPMENT OPTIONS

- CMSAF Leadership Library
- CSAF Leadership Library
- Senior Enlisted Joint PME
- AF myLearning
- AFCLC | Cross-Cultural Communication
- AFCLC | Introduction to Culture
- Joint Knowledge Online (JKO)
- AFIMSC Total Force E-Learning
- AF Logistics Professional Development Program
- Defense Acquisition University
- FEMA Independent Study
- Federal Virtual Training Environment