

**STRATEGIC AIR COMMAND AIRMAN'S EFFICIENCY REPORT**

(See SAC Reg 39-4)

A.	<b>NAME (Last - First - MI)</b> Avona, Leonard	<b>Service No.</b> 32099860	<b>Grade</b> M/Sgt	<b>Component</b> ANGUS	<b>Period of Report</b> From: Jan 52 To: March	
	<b>Date of Report</b> 3 April 52.	<b>Organization &amp; Station</b> 106th Bomb Wing, MAFB		<b>Job Title</b> Inspector,	<b>Section &amp; Branch</b> Quality Control	
	<b>Prim. AFSC</b> 43171	<b>Duty AFSC</b> 43171	<b>Reason for This Report:</b> Transfer of Airman			

**B. NUMERICAL RATING:** Enter on each of the following lines a numerical evaluation based on folg table:

	Unknown 'U'	Unsatis 0.0 — 1.49	Satis 1.5 — 2.49	Very Satis 2.5 — 3.49	Excellent 3.5 — 4.49	Superior 4.5 — 5.0
a. Ability to get results						4
b. Leadership						4
c. Initiative						4.2
d. Cooperation						4
e. Attention to duty and punctuality						4
f. Stability under pressure						3.8
g. Intelligence						4
h. Manner of dealing with associates						4.1
i. Judgement and common sense						4
j. Bearing and observance of military courtesy						4
k. Appearance and uniform compliance						4
l. Conduct on duty						4.2
m. Conduct off duty						4
						<b>Numerical Total</b> 52.3
						<b>4.</b>

**RATING:** Divide by number of lines rated, excluding 'U's (Unknowns)

**C. WORD PICTURE TO JUSTIFY TOTAL NUMERICAL RATING, AND REMARKS:**

M/Sgt Avona is an intelligent and aggressive non-commissioned officer. In his relatively short time in the inspection phase of maintenance he has shown outstanding progress in adapting himself to the job. He performs assigned complex duties with little or no supervision and is highly qualified in all phases of B-29 maintenance. The foregoing report is based on normal observation by the undersigned.

**D.**

- I would (particularly desire) ~~to~~ ~~have~~ ~~def~~ ~~ine~~ ~~not~~ ~~want~~ him/ her.
- I (would) ~~would~~ ~~not~~ recommend him/ her for advancement in grade at this time.
- The number of airmen in this grade rated by me at this time is 7. If these airmen were arranged in order, considering over-all usefulness to the Air Force, from highest (No. 1) to poorest, this airman would be No. 3 of total group rated.
- This report (has) ~~has not~~ been brought to the attention of the airman concerned.

**E. I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL ENTRIES MADE HEREIN ARE TRUE AND IMPARTIAL:**

Type Name, Grade, and Service No. of Reporting Officer JACK ATHERTON Capt., USAF 14525A	Signature <i>Jack Atherton</i>
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**F. I (DO) (DO NOT) CONCUR IN RATING GIVEN BY REPORTING OFFICER. (If non-concurrence is indicated, state reasons on attached sheet)**

Type Name, Grade, and Service No. of Squadron Commander	Signature <i>James H. ...</i>
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Prior to filling in Section "B" of this report, consider carefully the following definitions and the numerical value assigned to each. Keep them in mind when rating, taking into consideration the length of service of the airman you are rating and the opportunities afforded him which might have a bearing on his performance of duty, personal characteristics, or professional qualifications.

**UNSATISFACTORY:** Performance of the particular duty reported upon, or personal characteristics or professional qualifications below minimum standards - inefficient.

**SATISFACTORY:** Performance of the particular duty reported upon, or personal characteristics or professional qualifications up to the minimum standard - passably efficient.

**VERY SATISFACTORY:** Performance of the particular duty reported upon in an efficient manner. Personal characteristics, professional qualifications, or efficiency above that acceptable as satisfactory.

**EXCELLENT:** Performance of the particular duty reported upon in a very efficient manner. Personal characteristics, professional qualifications, or efficiency above that acceptable as very satisfactory, but below superior.

**SUPERIOR:** Outstanding and exceptional performance of the particular duty reported upon. Personal characteristics, professional qualifications, or efficiency above that considered excellent.

**UNKNOWN:** To be used in all cases in which the reporting officer has had insufficient opportunity during the period covered by this report to observe the airman reported on.

The following rating factor definitions are provided to aid the reporting officer in evaluating the airman's present and potential characteristics:

- a. Ability to get results - self-explanatory.
- b. Leadership - Instills in subordinates, by example and direction, pride in a task well accomplished.
- c. Initiative - Quality of leadership in doing a necessary job without being directed to; devises methods, without outside direction, of improving efficiency and speeding up job processes; sees need for doing a job and does it.
- d. Cooperation - motivated by only one factor, the desire to "get the job done," and is able to work amicably with other personnel on a reciprocal basis to do so. Willing at all times to "pitch in and do his share" or more; helpful to personnel of other sections, where possible.
- e. Attention to duty and punctuality - is businesslike in manner and approach to his work; concentrates on the job or jobs at hand; does not indulge in unnecessary conversation or visiting at the expense of his work; reports as scheduled; is prompt in performance of scheduled duty.
- f. Stability under pressure - does not become excited or confused under pressure when given a priority assignment in addition to an already heavy work load; rationalizes work, "takes it in his stride"; maintains poise, sense of perspective, good humor, and cheerfulness.
- g. Intelligence - indicated by a quick grasp of a situation, rationalization, breaking down, and solving of problems. Limited only by educational background.
- h. Manner of dealing with associates - always courteous, tactful, firm when necessary, never officious. Leads rather than directs; inspires confidence, respect and willingness to work with and under his supervision.
- i. Judgment and common sense - Quality of evaluating a situation or problem and eliminating the dross or superfluous in arriving at a logical and efficient solution with facility and dispatch.
- j. Bearing and observance of military courtesy - Possesses a military bearing and respect for things military. Accords superiors courtesy and respect. Observes regulations governing the military relationship between officer and enlisted personnel.
- k. Appearance and uniform compliance - Uniform is kept neat and clean, properly pressed and fastened; is always clean shaven; keeps hair trimmed and combed neatly, and shoes shined; takes pride in appearance and uniform.
- l. Conduct on duty - Behavior is consistently such that it reflects credit to the individual and to the service.
- m. Conduct off duty - Same as for "l," above.