

# af form 931 performance feedback worksheet

Af Form 931 Performance Feedback Worksheet: A Guide to Effective Military Performance Reviews

**af form 931 performance feedback worksheet** is a critical tool used within the United States Air Force to facilitate meaningful performance discussions between supervisors and their subordinates. This worksheet serves as a structured guide to provide clear, concise, and constructive feedback that helps airmen understand their strengths, areas for improvement, and overall contributions to the mission. If you're involved in the Air Force performance evaluation process, understanding how to use and interpret the AF Form 931 can greatly enhance communication and professional development.

## What Is the AF Form 931 Performance Feedback Worksheet?

The AF Form 931 is designed to document performance feedback sessions, which are essential components of the Air Force's Enlisted and Officer Evaluation Systems. Unlike formal performance reports, this worksheet captures ongoing feedback, encouraging open dialogue on performance expectations and achievements throughout the rating period.

This form is not just a bureaucratic requirement; it's a dynamic tool that promotes continuous improvement by enabling supervisors to deliver timely and relevant feedback. It ensures that airmen are always aware of where they stand and what steps they can take to excel in their roles.

## Purpose and Benefits of Using the AF Form 931

The AF Form 931 serves several important functions:

- **Facilitates Clear Communication:** It helps supervisors articulate performance standards and expectations in a way that's easy for airmen to understand.
- **Tracks Performance Progress:** By recording feedback at multiple points, it provides a timeline of an individual's development.
- **Supports Goal Setting:** It encourages setting actionable goals that align with both personal growth and mission objectives.
- **Enhances Accountability:** Both supervisors and airmen are held accountable for performance and professional development.
- **Improves Morale:** Constructive feedback, when delivered properly, can boost confidence and motivation.

## How to Effectively Use the AF Form 931 Performance

# Feedback Worksheet

Using the AF Form 931 effectively requires more than just filling out boxes. It's about fostering a culture of trust and open communication.

## Preparing for the Feedback Session

Before the session, supervisors should review the individual's recent accomplishments, challenges, and any previous feedback. Gathering specific examples and data points ensures the discussion is grounded in facts rather than generalities.

Preparation tips include:

- Reviewing previous AF Form 931 entries and formal evaluations
- Considering the individual's career goals and developmental needs
- Identifying key performance indicators relevant to the role
- Planning to discuss both strengths and areas for improvement

## Conducting a Productive Feedback Conversation

During the feedback session, it's essential to create an environment where the airman feels comfortable sharing their thoughts. Use a conversational tone and avoid overly formal or judgmental language. Here are some strategies:

- Start with positive feedback to acknowledge achievements
- Be specific about behaviors and outcomes rather than personality traits
- Encourage self-assessment by asking open-ended questions
- Discuss challenges and collaboratively develop improvement plans
- Summarize key points and agree on next steps

This approach not only makes the feedback more digestible but also empowers airmen to take ownership of their professional growth.

## Documenting Feedback on AF Form 931

The worksheet typically includes sections for:

- **\*\*Supervisor's Feedback:\*\*** Comments on performance, strengths, and areas for improvement
- **\*\*Individual's Comments:\*\*** Space for the airman to provide their perspective
- **\*\*Follow-Up Actions:\*\*** Agreed-upon goals and development plans

Clear, concise, and objective language is crucial. Avoid vague phrases like "needs improvement" without explaining what that entails. Instead, specify behaviors or results that can be measured and tracked.

# **Common Challenges and Tips for Overcoming Them**

While the AF Form 931 is straightforward, several challenges can arise in its use.

## **Providing Balanced Feedback**

One common pitfall is focusing too much on either positive or negative feedback. Strive for a balanced approach by recognizing accomplishments while constructively addressing weaknesses. This balance helps maintain morale and encourages continuous improvement.

## **Ensuring Timeliness of Feedback**

Feedback is most effective when given promptly. Waiting until formal review periods can make conversations feel like surprises. Regularly scheduled feedback sessions documented on the AF Form 931 keep everyone aligned and reduce anxiety.

## **Maintaining Objectivity**

Personal biases can unintentionally color feedback. To maintain fairness, base comments on observable behaviors and evidence. Using the AF Form 931 as a structured worksheet helps keep discussions focused and objective.

## **The Role of AF Form 931 in Career Development**

Beyond performance assessment, the AF Form 931 plays a pivotal role in shaping an airman's career trajectory. It helps identify training needs, leadership potential, and readiness for increased responsibility.

## **Linking Feedback to Professional Growth**

By clearly outlining strengths and developmental areas, the worksheet guides airmen in selecting appropriate professional military education, technical training, or mentorship opportunities. Supervisors can tailor development plans that align with both individual aspirations and Air Force needs.

## **Enhancing Promotion Potential**

Consistent, well-documented feedback serves as a record of an airman's progress and achievements.

This documentation can be invaluable during promotion boards and selection processes, providing tangible evidence of performance and leadership abilities.

## **Integrating Technology with the AF Form 931**

In today's digital age, many Air Force units are moving towards electronic performance feedback systems. While the AF Form 931 remains a standardized format, electronic submission and tracking can improve accessibility and record-keeping.

Using digital platforms allows:

- Easy sharing and collaboration between supervisors and airmen
- Automated reminders for scheduled feedback sessions
- Secure storage and retrieval of performance records

Adopting these technologies complements the traditional worksheet, making the performance feedback process more efficient and transparent.

## **Tips for Supervisors to Maximize the Impact of the AF Form 931**

- **Be Consistent:** Schedule regular feedback sessions rather than waiting for formal reviews.
- **Be Honest and Constructive:** Deliver feedback with the intention to help, not to criticize harshly.
- **Listen Actively:** Encourage airmen to voice their views and concerns.
- **Follow Up:** Monitor progress on agreed-upon goals and adjust plans as necessary.
- **Use the Form as a Dialogue Tool:** Remember, the AF Form 931 is not just paperwork—it's a conversation starter.

Understanding and leveraging the AF Form 931 performance feedback worksheet can transform the way supervisors and airmen engage in professional development. Rather than a simple documentation task, it becomes a vital part of fostering growth, accountability, and mission success within the Air Force.

## **Frequently Asked Questions**

### **What is the purpose of the AF Form 931 Performance Feedback Worksheet?**

The AF Form 931 Performance Feedback Worksheet is used by Air Force supervisors to provide structured feedback to Airmen regarding their performance, helping to document accomplishments, identify areas for improvement, and support professional development.

## **Who is required to complete the AF Form 931 Performance Feedback Worksheet?**

Supervisors and raters of Air Force personnel are required to complete the AF Form 931 to provide regular performance feedback as part of the Enlisted Performance Report (EPR) or Officer Performance Report (OPR) process.

## **How often should the AF Form 931 Performance Feedback Worksheet be completed?**

The AF Form 931 should be completed at least quarterly or semi-annually, depending on unit guidance, to ensure timely and consistent performance feedback throughout the rating period.

## **Can Airmen provide input on their AF Form 931 Performance Feedback Worksheet?**

Yes, Airmen are encouraged to actively participate in the feedback process by providing self-assessments and discussing their performance with their supervisors during the AF Form 931 feedback sessions.

## **Is the AF Form 931 Performance Feedback Worksheet part of the official personnel record?**

No, the AF Form 931 is primarily a developmental tool and is not filed in the official personnel record; however, it supports the preparation of formal performance reports.

## **Where can I find a fillable version of the AF Form 931 Performance Feedback Worksheet?**

A fillable version of the AF Form 931 can be found on the official Air Force e-Publishing website or through the Air Force Personnel Center's resources.

## **What key sections are included in the AF Form 931 Performance Feedback Worksheet?**

The key sections typically include job description, performance expectations, accomplishments, areas for improvement, and comments from both the supervisor and the Airman.

## **How does the AF Form 931 help improve Airmen's performance?**

By providing clear, documented feedback and setting expectations, the AF Form 931 helps Airmen understand their strengths and weaknesses, motivating improvement and professional growth.

# Can the AF Form 931 be used for both enlisted and officer personnel?

Yes, the AF Form 931 is used for both enlisted and officer personnel to facilitate performance feedback and development regardless of rank.

## Additional Resources

**\*\*Understanding the AF Form 931 Performance Feedback Worksheet: A Critical Tool in Air Force Personnel Management\*\***

**af form 931 performance feedback worksheet** serves as a fundamental document within the United States Air Force's personnel evaluation framework. Designed to facilitate structured communication between supervisors and subordinates, the AF Form 931 is instrumental in delivering timely and constructive feedback to service members. This worksheet plays a pivotal role in enhancing individual performance, aligning personal goals with organizational objectives, and ensuring continuous professional development.

In the context of military operations where precision, accountability, and efficiency are paramount, the AF Form 931 performance feedback worksheet emerges as an essential administrative tool. It supports a transparent evaluation process by documenting specific performance-related observations, discussions, and agreed-upon action plans. Understanding its application, structure, and impact is crucial for both supervisors and Airmen aiming to navigate the career development landscape effectively.

## What Is the AF Form 931 Performance Feedback Worksheet?

The AF Form 931 is a standardized feedback instrument mandated by the Air Force to promote regular performance discussions. Unlike formal performance reports, this worksheet functions as an interim feedback mechanism, enabling supervisors to provide ongoing guidance and track progress over the appraisal period. It is not a performance report itself but rather a complementary document that supports the formal evaluation process.

The worksheet is used during scheduled feedback sessions and is designed to capture both qualitative and quantitative insights into an Airman's job performance, strengths, developmental needs, and potential career aspirations. Its primary purpose is to foster open dialogue, clarify expectations, and encourage self-improvement.

## Key Features of the AF Form 931 Performance Feedback Worksheet

The AF Form 931 is characterized by a structured layout that guides the feedback process efficiently:

- **Performance Summary:** Brief synopsis of the Airman's accomplishments and challenges since the last feedback session.
- **Leadership and Followership:** Assessment of the individual's ability to lead, follow orders, and work within a team context.
- **Job Knowledge and Skills:** Evaluation of technical proficiency and understanding of assigned duties.
- **Personal and Professional Development:** Identification of training needs and career development goals.
- **Supervisor's Comments:** Specific observations and recommendations for improvement or commendation.
- **Airman's Comments:** Space for the individual to provide feedback or express concerns.
- **Signatures and Dates:** Formal acknowledgment by both parties to ensure accountability.

These sections ensure that the feedback is comprehensive, actionable, and mutually acknowledged, which is vital for maintaining trust and motivation.

## The Role of the AF Form 931 in Performance Management

The performance feedback worksheet is integral to the Air Force's performance management system. It bridges the gap between day-to-day supervision and formal reporting, creating a continuous feedback loop. This ongoing interaction allows supervisors to correct course early, recognize efforts promptly, and document progress toward key objectives.

Additionally, the AF Form 931 supports the Air Force's emphasis on leadership development by highlighting leadership behaviors and followership traits. By documenting these aspects, the worksheet ensures that personnel are not only technically competent but also embody the core values and leadership principles expected of military members.

## Comparison with Other Air Force Evaluation Forms

The AF Form 931 should be understood in relation to other evaluation documents such as the Enlisted Performance Report (EPR) and Officer Performance Report (OPR):

- **AF Form 931 vs. EPR/OPR:** While EPRs and OPRs serve as formal performance appraisals used for promotions and assignments, the AF Form 931 is intended for interim feedback and

developmental discussions.

- **Frequency:** Feedback worksheets can be used multiple times throughout the evaluation period, whereas EPRs/OPRs are typically completed annually.
- **Purpose:** The worksheet encourages two-way communication and is less formal, focusing on growth rather than final judgment.

This distinction underscores the worksheet's value in sustaining a dynamic performance dialogue rather than a static assessment.

## Benefits and Challenges of Using the AF Form 931

### Advantages

- **Encourages Regular Communication:** It promotes scheduled feedback sessions, reducing surprises during formal evaluations.
- **Supports Professional Growth:** Identifying strengths and weaknesses early helps Airmen take proactive steps toward improvement.
- **Enhances Accountability:** Written records of feedback sessions hold both supervisors and Airmen accountable for agreed-upon action items.
- **Facilitates Documentation:** Helps maintain a performance history that can be referenced during promotion boards or assignments.

### Potential Limitations

- **Subjectivity Concerns:** As with any feedback tool, the quality of input depends heavily on the supervisor's objectivity and communication skills.
- **Administrative Burden:** Completing and managing multiple worksheets can add to supervisors' workload, especially in large units.
- **Inconsistent Usage:** Variability in how different units or leaders use the form may affect its effectiveness.



Recognizing these challenges is important for improving the consistent and effective use of the AF Form 931 across the Air Force.

## Implementing the AF Form 931 Effectively

To maximize the benefits of the AF Form 931 performance feedback worksheet, certain best practices can be adopted:

1. **Schedule Regular Feedback Sessions:** Establish routine meetings to discuss performance proactively rather than reactively.
2. **Prepare Thoroughly:** Supervisors should gather objective data and examples to support feedback points.
3. **Encourage Open Dialogue:** Create a safe environment where Airmen feel comfortable sharing their perspectives.
4. **Set Clear Objectives:** Define measurable and attainable goals for future performance.
5. **Document Accurately:** Ensure that the worksheet captures discussions accurately and that both parties sign it to confirm shared understanding.

By embedding these strategies, the AF Form 931 can evolve from a mere administrative requirement into a powerful developmental tool.

## The Impact of Digital Transformation on AF Form 931 Usage

With the increasing digitization of military administrative processes, the AF Form 931 performance feedback worksheet is also transitioning into electronic formats. Digital platforms offer advantages such as easier access, automated reminders for feedback sessions, and streamlined record-keeping. This shift enhances transparency and reduces errors associated with paper-based forms.

However, digital adoption also demands adequate training and secure systems to protect sensitive personnel information. Balancing technological benefits with operational security is a key consideration in the worksheet's modern use.

The AF Form 931 performance feedback worksheet remains a cornerstone of the Air Force's commitment to developing competent, motivated, and mission-ready personnel. Its role in fostering continuous feedback and professional growth highlights the military's broader focus on leadership excellence and accountability. As organizational needs evolve, so too will the methods and tools used for performance management, with the AF Form 931 adapting accordingly to meet those demands.

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