|  |  |  |
| --- | --- | --- |
| **AFROTC POC IN CHARGE EVALUATION** | | |
| **SECTION I: ASSESSMENT DATA** | | **DATE:** |
| **CADET NAME: (Last, First, M.)** | **CLASS:** | **PMT EVENT:** |
| **SECTION II: GRADED AREAS** | | |
| **PLANNING:** Considers Cadet Wing (CW) deadlines, develops thorough documentation (e.g., Operations Orders, trainer information packages, Risk Management plan), receives approved plan in advance of Practical Military Training (PMT) event | | |
| Ineffective – 1 | Satisfactory – 3 | Highly Effective – 5 |
| - Missed two or more deadlines  - Failed to receive approved plan prior to PMT event  - POC did not receive info packages required for training | - Missed one or less deadlines  - Developed plan and resolved comments prior to approval  - POC understood training responsibilities for PMT event | - No deadlines missed  - Developed a robust plan with clarity and attention to detail as well as made provisions for deviations  - Expertly prepared POC in advance of PMT event |
| **NOTES:** | | |
| **COMMUNICATION:** Provides clear written/verbal communication with Cadet Wing and/or Cadre, facilitates Cadet Wing interaction, informs trainers of PMT roles/responsibilities | | |
| Ineffective – 1 | Satisfactory – 3 | Highly Effective – 5 |
| - Failed to communicate with POC and/or Cadre  - Lacked GMC and POC interaction  - Minimal delegation and task management | - Adequately communicated with POC and/or Cadre  - Fostered Cadet Wing interaction  - Most PMT requirements delegated and level-loaded amongst POC cadets | - All written/verbal communication clear and concise  - Established 360-degree communication  - Appropriately delegated and resource managed all phases |
| **NOTES:** | | |
| **DECISION-MAKING:** Makes clear and timely decisions, considers lessons learned and continuity, applies calculated risk into processes. | | |
| Ineffective – 1 | Satisfactory – 2 | Highly Effective – 3 |
| - Unable to make decisions  - Disregarded instructions, continuity, and other source documents to substantiate requirements  - Did not apply Risk Management process | - Made decisions when necessary  - Applied available instructions, continuity, and other source documents to substantiate requirements  - Applied Risk Management process | - Delivered effective and just-in-time decision-making logic  - Utilized all available information streams in furtherance of followership/leadership principles  - Used full Risk Management process with mitigation approaches for all objectives and weather considerations |
| **NOTES:** | | |
| **LEADERSHIP:** Demonstrates command presence, motivates and directs Cadet Wing to carry out PMT mission/objectives, develops and cares for GMC training | | |
| Ineffective – 1 | Satisfactory – 3 | Highly Effective – 5 |
| - Lacked confidence and command presence  - Failed to motivate and direct PMT objectives  - Neglected trainer and/or trainee requirements | - Acceptable level of confidence and command presence  - Competent motivation and expectation management  - Managed trainer and/or trainee requirements | - Led by example underpinned in the AF Core Values  - Inspired GMC and garnered mission accomplishment  - Expertly identified necessary changes for optimal trainer and/or trainee requirements |
| **NOTES:** | | |
| **MISSION:** Understands mission requirements, reinforces importance of leadership/followership skills in laboratory environment, and meets assigned objectives/samples of behavior | | |
| Ineffective – 1 | Satisfactory – 2 | Highly Effective – 3 |
| - Did not understand mission  - Insufficient application of objectives into followership and/or leadership knowledge/performance requirements  - Did not complete one or more training objectives | - Understood and articulated mission to Cadet Wing  - Appropriate application of objectives into followership and/or leadership knowledge/performance requirements  - Completed training objectives | - Expertly communicated mission and reinforced importance into laboratory environment  - Choreographed mission into all facets of PMT  - Seamlessly delivered all training objectives and samples of behavior |
| **NOTES:** | | |
| **DEBRIEF:** Reflects on individual and Cadet Wing performance (e.g., measures of performance) to complete objectives; develops lessons learned and incorporates into continuity, creates action items | | |
| Ineffective – 1 | Satisfactory – 2 | Highly Effective – 3 |
| - Did not measure PMT performance  - Insufficient application of debriefing objective into leading PMT environment  - No after action report (AAR) and/or action items (AI)  - Incomplete or no wrap-up discussion and/or meeting conducted | - Reflected on results and measured CW performance  - Effective application of debriefing lesson objective into PMT environment  - Conducted AAR and developed AIs  - Closed PMT responsibilities through meeting and/or other means in line with business operations | - Expertly communicated performance to determine failures and successes  - Created a PMT environment with observed GMC and POC feedback mechanisms  - AAR and/or AIs identified root cause analysis on failed objectives and/or added to standard operating procedures  - Conducted post-PMT meeting in line with business operations, solicited feedback and areas of improvement |
| **NOTES:** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION III: ADDITIONAL NOTES (DETAIL PLANNING, DEVELOPMENT, EXECUTION PHASES; HIGHLIGHT STRENGTHS; AREAS OF IMPROVEMENT/LESSONS LEARNED)** | | | |
|  | | | |
| **SECTION IV: POST ASSESSMENT (REMEDIAL TRAINING AND FOLLOW-UP ASSESSMENT)** | | | |
|  | | | |
| **Rank/Name of Evaluating Cadet:** | **Signature:** | | **Date:** |
| **Signature of Evaluated Cadet:** | | **TOTAL SCORE (Out of 24):** | |
| **CERTIFICATION (PASSED OR FAILED)** | **Rank/Name of Certifying Cadre and Signature:** | | **Date:** |