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| **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:** |

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| **SECTION III: ADDITIONAL NOTES (DETAIL PLANNING, DEVELOPMENT, EXECUTION PHASES; HIGHLIGHT STRENGTHS; AREAS OF IMPROVEMENT/LESSONS LEARNED)** |
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| **SECTION IV: POST ASSESSMENT (REMEDIAL TRAINING AND FOLLOW-UP ASSESSMENT)** |
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| **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:** |