



VDF Form 623-3 Personnel Evaluation

NAME (LN/FN/MI):

GRADE/RANK: VDF ID NUMBER: UNIT:

FROM (YR/MON): TO (YR/MON): OCC: Annual Change (AN) Change of Command (CH)

DUTY ASSIGNMENT:

REPORTING SENIOR (LN/FN/GRADE/DUTY ASSIGNMENT):

PERFORMANCE FACTORS	EXPECTATIONS		
	Below	Meets	Exceeds
Performance/Proficiency <ul style="list-style-type: none"> Results achieved Demonstrates technical knowledge/practical skills If applicable, accuracy, timely, and uninflated evaluations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative <ul style="list-style-type: none"> Action in absence of specific direction Being creative, proactive, and decisive 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership <ul style="list-style-type: none"> Applies leadership principles to provide direction and motivate Values diversity Commitment to train and challenge Serves as a role model Enhance subordinates' ability to focus on mission 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills <ul style="list-style-type: none"> Listening, speaking, writing skills Perceives problems, provides concise guidance, and conveys in an understandable form 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Military Education <ul style="list-style-type: none"> Commitment to increased breadth and depth of professional competency 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making/Judgment <ul style="list-style-type: none"> Viable and timely solutions Balance between optimal and workable solutions Makes wise choices 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPARATIVE ASSESSMENT	DESCRIPTION	
Provide a comparative assessment of potential by placing an "X" in the appropriate box. Consider all personnel in this rank/grade whose professional abilities are known to you personally.	Eminently qualified	<input type="checkbox"/>
	Exceptionally qualified	<input type="checkbox"/>
	One of many highly qualified	<input type="checkbox"/>
	Qualified	<input type="checkbox"/>
	Unsatisfactory	<input type="checkbox"/>

Continue to next page.

Your estimate of this individual value to the service against those who you have evaluated.
Place an "X" in the appropriate box.

	BA		AV		AA		EX		OS	
Distribution of marks for those individuals of this same grade/rank. Place the numerical distribution of personnel assessed in each box.										
	BA		AV		AA		EX		OS	

KEY: BA = Below Average, AV = Average, AA = Above Average, EX = Excellent, OS = Outstanding

DIRECTED AND/OR ADDITIONAL COMMENTS:

REPORTING SENIOR CERTIFICATION: I certify that to the best of my knowledge and belief that all entries in made hereon are true and without prejudice or partiality and that I have provided a signed copy of this report to the individual reported on.

SIGNATURE OF REPORTING SENIOR:

DATE:

I ACKNOWLEDGE THE ADVERSE NATURE OF THIS REPORT.

SIGNATURE OF INDIVIDUAL REPORTED:

DATE:

I have no statement to make.

I have attached a statement.

REVIEWING OFFICER CERTIFICATION:

OBSERVATION: Sufficient Insufficient

EVALUATION: Concur Do not concur

COMMENTS (Mandatory if "Do not concur" block is checked):

REVIEWING OFFICER (LN/FN/GRADE/DUTY ASSIGNMENT):

SIGNATURE OF REVIEWING OFFICER:

DATE: