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RETENTION RECOMMENDATION

I. RATEE IDENTIFICATION DATA

NAME (Last, First, Middle Initial)		SSN	GRADE	DAFSC/CORE ID
ORGANIZATION, COMMAND, AND LOCATION				PAS CODE

II. UNIT MISSION DESCRIPTION

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III. JOB DESCRIPTION DUTY TITLE:

KEY DUTIES, TASKS, RESPONSIBILITIES:

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IV. FIRST EVALUATOR RECOMMENDATION

<input type="checkbox"/> RETAIN	<input type="checkbox"/> SEPARATE/RETIRE	
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V. FIRST EVALUATOR COMMENTS (Mandatory)

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NAME, GRADE, BR OF SVC, ORGN, COMD, LOCATION	DUTY TITLE	DATE
	SSN (Last four only)	SIGNATURE

VI. BOARD/SRID	VII. SECOND EVALUATOR	<input type="checkbox"/> CONCUR	<input type="checkbox"/> NONCONCUR
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VIII. SECOND EVALUATOR COMMENTS (Mandatory if Evaluator Nonconcur)

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NAME, GRADE, BR OF SVC, ORGN, COMD, LOCATION	DUTY TITLE	DATE
	SSN (Last four only)	SIGNATURE

INSTRUCTIONS

Evaluator: Review previous OERs, OPRs, Education Reports, and Supplemental Evaluation Sheets. May consider other reliable information that is not contained in the record of performance when completing the RRF. Evaluate the officer's performance and assess potential for further service. Write Evaluator Comments (Section V & VIII) in concise "bullet" format. Enter only the last four numbers of evaluator's SSN. Provide an accurate unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status. Provide the officer a copy of the RRF approximately 45 days prior to the board for which this report is prepared.

Officer: Review record of performance, Pre-Selection Brief, and RRF for accuracy. Prior to your board convening date, you must contact second evaluator to discuss if your RRF is not accurate, omits pertinent information or has an error. If the second evaluator concurs, there are procedures to correct prior to the board (reference AFI 36-2406, Chapter 8).