## PRF WRITING, 18<sup>TH</sup> AIR FORCE STYLE

Bullet Construction – WHAT – HOW – IMPACT/RESULT OR WHAT – FOR INSTANCES – IMPACT/RESULT All bullets must start with a 2-3 word intro (telling the reader what the subject of the line is) followed by an exclamation point. You can use one word descriptors as intros, but there are very few words that are always interpreted as positive (e.g. – Brilliant!, Visionary!, etc.) Use two spaces before the next word. Next, summarize two or three achievements from OPRs that support the intro. You can use only one extremely significant achievement, but better if two or three achievements are included in the same bullet. Finally, end with the impact. Here are a few good examples:

- Stalwart officer! Investigated many malpractice cases; led to decisive corrective actions; ensured quality care
- Exceptional researcher! Best resident paper, Young Investigator's Award; improved medicine for entire AF!
- Combat medic! Risked own life to recover injured Airman in Operation ENDURING FREEDOM; saved life!
- Results oriented! "Best Flt Surgeon in Alaska"; '85 Alaskan Air Cmd Flt Surgeon of Yr; superior msn impact
- Productivity guru! Increased svcs output: Eglin-7%, Minot-35%, Langley-43%; optimized valuable resources
- Safety leader! Drove ALC injury prevention pgm; injuries decreased 44%/yr; saved \$Ms in workmen's comp
- Amazing results! Sr ldrs raved: "Top 1% of Lt Cols, #1/6 Flt/CCs, #1/4 Sq/CCs"; prevented illness, saved lives!

Leadership Bullet

The first bullet should emphasize leadership accomplishments. It should be an overall synopsis of the individual's leadership ability. Build the bullet the same as the other bullets except that you must say leader someplace in the bullet. A few good examples:

- Phenomenal leader! Excelled in all settings; flight surgeon to dermatologist; exceptional results every time!
- Excels at leadership! #1/5 flight commanders; #1/48 CGOs; CGOY '94, CGOQ '97; A+ results without fail!
- Incredibly accomplished superstar! Epitome of leadership, top physician; award winning Dr at 2 MAJCOMS!
- Talented leader! Astute mgt skills/seasoned family MD; efforts created A+ marks amid MTF/clinics/families
- Outstanding leader/laboratorian! Superb acting Flt/CC & microbio OIC; expert troubleshooter; clinched results
- Superb leader! Skilled clinician, adroit educator/Chief Nurse; pushed hlthcare initiatives; benefited thousands!
- Natural leader! Superior intellect, empathy, humility, organizational skill, service sense; excels under pressure
- Skyrocketed to leadership! Department chair of 2d largest AF orthopedic element; excelled in AD/IMA roles

Last Bullet

The last bullet is similar to the last bullet in Sections VI and VII of the OPR. Start with rack/stack if in the top 1/3 of the group. You can rack/stack among all officers, all of a given rank, all of a certain specialty, all facing the board... Remember that Gen Welser signs the PRF. It is his rack/stack so don't say "My #1/4000 majors..." rather say "#1/40 60 MDG majors..." or "#1/10 60 AMDS majors..." Following the rack/stack, say some accolades (officership or leadership is a good push here). Follow this with a job push and a PME push. Finally write out the promotion recommendation. Remember, if you want the person to be a definitely promote, write "DP!" or "DP to O-6!" Some examples of last lines:

Top Tier:

- #9/70 60 MDG O-5s! Incredibly talented leader, drove remarkable results; SDE a must, then Sq/CC; DP to O-6!
- #2/15 60 MDG O-5s this board! Dynamite officer & medic w/impeccable credentials, polish; Sq/CC & SDE; DP!

#### Middle Tier:

- Extraordinary leadership ability! Ideal for Flt/CC next, will excel; select for SDE now; promote w/out fail!!
- Inspired professional! Dynamic Idrship, cornerstone to 60 MDG success; ready for Flt/CC now; promote to O-6!
- Multitalented nurse practitioner! Excellent depth/breadth of knowledge/experience; Flt/CC next; promote!

Weak Performers

Weak performers can be identified in several ways. You certainly would not do the things you do to highlight outstanding performers (no PME push, weak job push, no rack-stack). You can also do other things to show that they are weak (fewer accolades, fewer exclamation points, and no leadership emphasis). Since the PRF covers the entire career, make sure you include a push note for the senior rater explaining why you are recommending weak statements.

### **Lead In Bullets**

A+ leader at every level! A+ results without fail! Absolute superstar! Absolutely phenomenal!

Absolutely phenomenal!
AF-wide impact!
Airlift PHD!
Amazing focus!
Ambassador in blue!
Articulate briefer!
Astute manager!
Attention to detail!
Award-winning results!
Benchmark touch!
Benefited thousands!
Brilliant leader!
Charismatic leader!

Combat readiness enabler!

Clinched results!

Combat readiness enable
Combat standout!
Command-wide input!
Critical liaison!
Customer focused!
Depth of expertise!
Detail oriented!
Dynamic manager!
Efficiency guru!
Elite specialist!
Epitome of command!
Excels under pressure!

Exceptional in every respect!
Extraordinary aviator!
First in command!
Force multiplier!
Gifted humanitarian!
Global impact!
Glowing results!
GWOT MVP!

Exceptional credentials!

Hallmark excellence! Impact oriented! Impact performer! Impressive initiative! Incredible record! Innovative architect! Inspired excellence

Inspiring motivator! Internationally renown!

Key innovator!

Laser-like customer focus!

Maintenance PHD!
Master conductor
Master liaison!
Mission linchpin!
Mission pacesetter!
Mobility PHD!
Most trusted!

Multidiscipline specialist!

Natural leader! None better! OIF hero!

Operational innovator!
Operations expert!
Ops expert!
Ops standout!

Organizational wizard!
Patient advocate!
Peak efficiency!

Peerless in his field! Phenomenal results!

Pin-point accuracy! Premier aviator! Prolific provider!

Readiness linchpin! Relentless initiative!

Renowned expert!
Research supporter!
Resource steward!

Respected mentor! Results driven! Results oriented!

Seasoned combat warrior!

Seasoned combat warn
Seasoned veteran!
Simply phenomenal!
Splendid analyst!
Staff MVP!
Staff wiz!
Star performer!

Stellar record! String of #1s! Subject matter expert!

Superb warrior focus!
Superior depth & breadth of knowledge

Superstar caliber!
Technical master!
Technically savvy!
Took charge!
True pioneer!

Undisputed superstar!
Uniquely qualified!
Valuable expertise!
Visionary mentor!
Visionary planner!
War fighter supported!

Warrior spirit! World-class results! Proven initiative! #2 DP of 25 IPZ/APZ in 18 AF! 43 AW's #2/20 Sq/CCs...both MVPS!

Dedicated performer! (weak) Extraordinary leadership!

Insightful leader!
Leader with results!
Leadership personified!
Multitalented performer!
My #1/XX BPZ this board!
Outstanding clinician!

Phenomenal leader!
Proven superstar!
Remarkable leader!
Results oriented leadership!

Showcase excellence! Stellar performer! Strong performer!

Subject matter expert! (weak)
Tested expeditionary aviator!

Uncomprising standards! (stubborn)
Unquestioned leadership!

Warrior leader!

Order of push (from weak to strong) for PRF school recommendation:

- 1. Send to SDE (Basic)
- 2. Ready for SDE
- 3. Sq/CC now, SDE next
- 4. #1 pick for NWC (Strongest)

# Descriptive/Action Words

Descriptive/Action words					
Descriptors	Nouns	Action	DO NOT USE:		
Absolutely	Ability	Accounted	A		
AF-wide	Access	Adopted	A must (for school rec)		
Aggressive	Accolades	Advocated	A++		
Always	Accuracy	Aided	Acumen		
Amazing	Achievements	Anchored	Adept		
Articulate	Advocate	Applied	Adroit/Adroitly		
Astute	Analyst	Armed	An		
Award-winning	Architect	Assisted	And (use & instead)		
Benchmark	Asset	Assured	Aplomb		
Best	Authority	Attacked	Apt/Aptly		
Blistering	Aviator	Authored	As		
Boundless	Bed down	Awarded	Cdr		
Brilliant	Benchmark	Awed	Cmd (unless MAJCOM)		
Calm	Benefit	Boosted	Cmdr		
Charismatic	Briefer	Broadened	Combat-proven		
Commendable	Caliber	Built	Continue to challenge		
Consecutive	Capability	Capitalized	First-rate (top 50%)		
Consistently	Champion	Challenged	From - to - to		
Crucial	Choice	Constructed	Go-to		
Cutting-edge	Clinician	Contributed	Her		
Dazzling	Commitment	Coordinated	His		
Decisive		Crafted	Honed		
Dedicated	Competence Consultant				
		Created	Lauded (instead 'praised')		
Definitive	Contract	Decreased	Leader w/results		
Diligent	Credential	Delivered	MTF (Mil Treatment Fac)		
Dynamic	Customer	Deployed	One of my		
Dynamite	Dedication	Designed	Proven leadership		
Easily	Development	Developed	Razor sharp		
Effective	Documentation	Devised	Rdy (for ready)		
Efficient	Educator	Directed	Rock solid (top 50%)		
Elite	Enabler	Dominated	Spot on		
Emphatic	Enrollment	Doubled	That		
Energetic	Enthusiasm	Driven	The		
Enviable	Errors	Earned	Tm (for team)		
Epitome of	Experience	Eased	Top (faint praise)		
Esteemed	Expert	Employed	Utilize		
Excellent	Expertise	Enabled	Virtuoso		
Exceptional	Focus	Energized	Widely		
Exemplary	Genius	Enforced	Wow		
Exponential	Goal	Engaged			
Extensive	Guided	Enhanced			
Extraordinary	Guru	Enrolled			
First choice	Humanitarian	Ensured			
First-ever	Humility	Established			
Flawless	Impact	Exceeded			
Forefront	Improvement	Excelled			
Gifted	Influence	Executed			
Ground-breaking	Initiative	Exemplified			
Hallmark	Innovator	Expanded			
Highest	Insight	Expelled			
High-impact	Instructor	Filled			
Impeccable	Integrator	Garnered			
Impressive	Integrity	Guided			
Incredible	Intellect	Handpicked			
Indispensible	Knowledge	Identified			

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Descriptors	Nouns	Action DO NOT USE:
True	Teacher	Streamlined
Trusted	Team	Supported
Uncanny	Team	Tailored
Undisputed	Training	Tested
Unequaled	Troubleshooter	Thrived
Unequivocally	Versatility	Tripled
Uniquely	Veteran	Validated
Unmatched	Warrior	Verified
Unparalleled	Winner	Wrote
Valuable	Wizard	
Visionary	Workhorse	
Vivacious		
World-class		
Worldwide		

## 18 AF/CC Used Acronyms

& - and mbr - member < - less than (i.e. <24 hrs) med - medical > - greater than (i.e. >24 hrs) mgt - management 2 x (event) - twice mo - month (mos - months) AC - aircraft commander msn - mission acft - aircraft Msn/CC - mission commander adv - advance multinat'l - multinational afld - airfield multisvc - multiservice alft - airlift Mx - maintenance Am - American nat'l - national (capitalize if proper name) auth - authority nom - nominee O-3 - Captain awd - award (capitalize in formal award name) B - billion (\$1B = \$1,000,000,000) O-4 - Major bd - board O-5 - Lt Colonel Br - branch O-6 - Colonel brfs - briefs ofcr - officer CC - commander Ops - operations CC'd - commanded pax - passengers CGO - company grade officer perf - performer CGOQ - company grade officer of the quarter pers - personnel CGOY - company grade officer of the year pgm - program Ch - chief pkg - package civs - civillians pln - plan cklsts - checklists plng - planning Cmd - MAJCOM/NAF plnr - planner cmte - committee plt - pilot cntl - control prac - practice coord - coordinate prep - preparation coord'ed - coordinated Pres - President crs - course (capitalize if proper name) proj - project ctr - center pubs - publications qtr - quarter da - day Dep - Deputy (as in Deputy Group CC) rdy - ready dept - department res - resolution (as in UN resolution) Div - division (as in Division Chief) resp - response emer - emergency rqmts - requirements eval - evaluation rwy - runway (runways - rwys) fam - family Spec Ops - Special Operations FGO - field grade officer spt - support Sq - squadron flt - flight (as in aircraft flight) Flt - Flight (as in Flt Safety officer) sq - square ft - feet Sr - senior Gp - group stan - stadardization grad - graduate std - standard HHq - higher headquarters surg - surgeon Hq - Headquarters svc - service hrs - hours svgs - savings ID'd - identified svs - services (as in services squadron) indoc - indoctrination sys - system insp - inspection tgt - target int'l - international (capitalize if proper name) tng - training Jt - Joint (as in Joint SDE) tnkr - tanker K - thousand (10K = 10,000) vet - veteran ldr - leader w/ - with Idrship - leadership Wg - wing Lt - Lieutenant wvr - waiver M - million (4M = 4,000,000)yr - year

max - maximum