

PRF WRITING, 18TH 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 ldrship, 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!
 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!
 Clinched results!
 Combat readiness enabler!
 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 credentials!
 Exceptional in every respect!
 Extraordinary aviator!
 First in command!
 Force multiplier!
 Gifted humanitarian!
 Global impact!
 Glowing results!
 GWOT MVP!
 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 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

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	Competence	Crafted	Honed
Dedicated	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
Enviably	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	
Indispensable	Knowledge	Identified	

Descriptors	Nouns	Action	DO NOT USE:
Influential	Kudos	Ignites	
Innovative	Leader	Implemented	
Insightful	Leadership	Improved	
Inspired	Liaison	Increased	
Inspiring	Linchpin	Infused	
Instrumental	Management skill	Inspired	
Invaluable	Manager	Instituted	
Keen	Marks	Invigorated	
Key	Maven	Key	
Lowest	Member	Led	
Masterful	Mentor	Maximized	
Maximum	Motivator	Minimized	
Mission	Multiplier	Mitigated	
Model	Operations/Ops	Optimized (for Med)	
Natural	Operator	Orchestrated	
Non-stop	Opportunity	Organized	
Optimal	Opstempo (lowercase o)	Overhauled	
Organizational	Organizational skill	Oversaw	
Peak	Oversight	Performed	
Perfect	Pacesetter	Personified	
Phenomenal	Package	Pioneered	
Pin-point	Patients	Planned	
Pivotal	Performance	Praised	
Proactive	Performer	Prepared	
Prolific	Pioneer	Processed	
Proven (but not combat)	Plans	Produced	
Prudent	Point man	Promoted	
Quality	Potential	Provided	
Readiness	Power	Raised	
Recognized	Practice	Rated	
Relentless	Problem	Recaptured	
Reliable	Procedure	Recognized	
Remarkable	Process	Reconfigured	
Renowned	Productivity	Redesigned	
Results-oriented	Program	Reduced	
Routinely	Provider	Reengineered	
Seasoned	Readiness	Refined	
Sharp	Record	Rejuvenated	
Sharpened	Reduction	Represented	
Shrewd	Researcher	Rescued	
Significant	Results	Reshaped	
Skilled	Review	Resolved	
Splendid	Satisfaction	Restructured	
Spry	Security	Reviewed	
<i>Sports car</i> Stabilizing	Service	Revised	
Stalwart	Service sense	Revitalized	
Standout	Speaker	Revived	
Stellar	Specialist	Rewrote	
Sterling	Staffer	Saved	
Strong	Steward	Scheduled	
Superb	Student	Serviced	
Superior	Success	Set	
Supreme	Superstar	Sharpened	
Technical	Support	Soared	
Tested	Supporter	Solved	
Topnotch	Tactician	Spearheaded	
Tremendous	Talent	Stratified	

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
awd - award (capitalize in formal award name)	O-3 - Captain
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 - civilians	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
da - day	qtr - quarter
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
flt - flight (as in aircraft flight)	Sq - squadron
Flt - Flight (as in Flt Safety officer)	sq - square
ft - feet	Sr - senior
Gp - group	stan - standardization
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
ldrship - leadership	Wg - wing
Lt - Lieutenant	wvr - waiver
M - million (4M = 4,000,000)	yr - year
max - maximum	