Last Three (3) Officer Performance Reports (OPR)/Training Reports (TR)

This applies to all active duty applicants (including current residents). Applicants must upload into MODS their last three (3) OPRs (AF Form 707, 707A or 707B) and/or TRs (AF Form 475).

OPRs/TRs should be combined in one PDF file to be uploaded to MODS, if possible. Newer AF Forms 707 are saved in PRDA (Personnel Records Display Application) with a certified signature. This type of file is not compatible with MODS and will not open once uploaded. This will cause you to have an incomplete application. To correctly upload this type of file in MODS, open the OPR in Acrobat. Go to the "File" menu in the top right corner, click Export To → Image → JPEG. This will allow you to save the file as an image. You can then convert the JPEG file to a PDF file and subsequently combine all of your OPRs into a single PDF file.

To convert a JPEG to a PDF, you can right click on the file name in File Manager or from your Desktop and select "Convert to Adobe PDF". To combine multiple PDFs into a single file, you can select all of the files in File Manager or from your Desktop then right click to select "Combine Files in Acrobat…" This will open a window for you to adjust the order of the pages. When satisfied with the order, click "Combine Files" button to open a combined document. Save the new combined PDF and upload it to MODS.

If the Adobe returns a security error or you are having issues with the export/combine process above, another alternative is to scan the printed copies of the appraisals to create a single PDF file.

1) If an officer has been on active duty for less than 3 years, submit only those reports that are available. Officers who have been on active duty less than a year may not have an OPR or TR available.

2) Do not upload copies of TRs from Officer Training School (OTS) or Commissioned Officer Training (COT).

3) Do not upload copies of AF Forms 494, *Academic/Clinical Evaluation Reports*.

4) You can access your personnel record to download your OPR/TRs at PRDA (Personnel Records Display Application). Log on to the AF Portal. Click on the "Quick Links" icon in the center of the screen to take you to the Quick Links page. Use the "SEARCH FOR A LINK" function by typing PRDA and click on the displayed link to access PRDA.

5) Your local Military Personnel Section (MPS) or Unit Commander's Support Staff (CSS) can also provide guidance on obtaining copies of OPRs/TRs.