

### **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/OPBs (DAF 707/AF 715) and/or Training Reports (DAF 475).

OPRs/OPBs/TRs should be combined in one PDF file to be uploaded to MODS. Recent OPR/OPBs will be available in myFSS in the myEval dashboard. Older DAF Forms 707 are saved in PRDA (Personnel Records Display Application) with a certified signature. This type of file is not compatible with MODS and may 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 Adobe Acrobat. Go to the “File” menu in the top right corner, click Print → for printer, use the drop-down menu to select “Microsoft Print to PDF” → Click Print button. This will allow you to save the OPR as a standard or flat PDF file. You can then subsequently combine all your OPRs into a single PDF file.

To convert a JPEG or other image file to a PDF, you can right click on the file name in File Manager or from your Desktop and select “Convert to Adobe PDF” then save the PDF document.

To combine multiple PDFs into a single file, you can select all 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. **NOTE:** *Do not save the combined files as a “portfolio” as this type of PDF is not compatible with MODS.*

If the Adobe returns a security error or you are having issues with the print/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/OPB 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/OPB/TRs at PRDA (Personnel Records Display Application). Log on to the OKTA [My Apps Dashboard | Air Force](#). Then select the tile “vPSC (PRDA/RBA)” at the bottom right of the screen. Click on PRDA near top of screen, next to Dashboard icon. Within PRDA, click on the folder “Performance Reports” to find TRs (AF475), OPRs (AF707), and OPBs (AF715).
- 5) Your local Military Personnel Section (MPS) or Unit Commander’s Support Staff (CSS) can also provide guidance on obtaining copies of OPRs/OPBs/TRs.