

AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

It drafts the bullets. You supply the facts, and the names go back in afterwards.



Before you type anything

- **No names, no DoD ID, no SSN.** Write MEMBER, or a rank and a letter. The names go back in when you paste into NAVFIT.
- **Nothing medical, legal or disciplinary.** That is PII or PHI however carefully it is phrased, and it is prohibited here.
- **Facts first.** List what the member did, with numbers: how many, how much, how fast, who benefited.
- **Attach the format.** Last cycle's approved block, the instruction's guidance on wording, your command's style rules.



Work it in four passes

- 1 **Ask for more than you need.** Five bullets from the facts you gave it, strongest first, so you cut rather than stretch.
- 2 **Iterate one line at a time.** "Stronger verbs." "Bullet three overstates it; the number was twelve, not twenty."
- 3 **Take the careful tier for the last pass.** Pro GPT 5.6 Terra Grok Expert Then a fresh chat to list claims the facts do not support.
- 4 **Check every number against your notes.** It rounds up when it wants a bullet to sound better, and it never says so.



Say it like this

PROMPT TO COPY

Draft five performance bullets for an E-5 from the facts below, strongest first. Action verb first, a number in each, under two lines each. Use only the facts given. Do not add an accomplishment, a number or an award. Mark anything you assumed CONFIRM.

GPT 5.4

GPT 5.6 Terra ✓

GPT 5.6 Terra ▾



ChatGPT's model menu: take the careful tier last.

TAKE AWAY

Facts in, placeholders for people, the approved format attached. It writes fluent bullets in seconds; the ranking and the truth of each one are still yours to sign.

An independent site to help people learn what generative AI is and how to use AI tools well. It is not official guidance from any organization. Platform, vendor, and policy facts change quickly, so follow your own organization's rules and verify anything you rely on. Use at your own risk.

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