Army Regulation 623–105

Personnel Evaluation

Officer Evaluation Reporting System

Headquarters
Department of the Army
Washington, DC
17 December 2004

UNCLASSIFIED

SUMMARY of CHANGE

AR 623-105
Officer Evaluation Reporting System

This rapid action revision dated 17 December 2004--

- Eliminates part VIIb senior rater profile and box check on DA Form 67-9 (Officer Evaluation Report) for captains, lieutenants, chief warrants 2, and warrants officer 1. All other DA Form 67-9 part VII senior rater entries remain in effect. This change, effective 1 October 2004, is directed by the Acting Secretary of the Army to focus on leader development at the company grade levels. This enhancement was implemented for officers and warrant officers of the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve (paras 1-8, 3-22, and 5-17).

- Delineates the Developmental Support Form and DA Form 67-9-1 (Officer Evaluation Support Form) counseling enhancements as follows:

  --Clarifies developmental counseling responsibilities of rated officers, raters, and senior raters (paras 2-9.1, 2-11.1, and 2-15.1).

  --Allows rater to conduct periodic follow-up performance counseling with rated officer to make needed adjustments to objectives as listed on DA Form 67-9-1. For lieutenants and/or warrants officer 1, quarterly counseling is mandatory; for captains and/or chief warrants 2, the goal is once around midpoint (3-6 months); and for field grades, follow-up counseling is on an as needed basis (para 3-4).

  --Directs use of the DA Form 67-9-1a along with the DA Form 67-9-1 if the rated officer rates a captain, first lieutenant, second lieutenant, chief warrant 2, or warrant officer 1 (para 3-12).

  --Changes the title of DA Form 67-9-1a (Junior Officer Developmental Support Form) to Developmental Support Form, and updates instructions for raters of captains, lieutenants, chief warrants 2, and warrants officer 1 (paras 3-19, 3-19.2, and 5-16).

- Updates DA Form 67-9's requirement of the box check in part IVd. This includes instructions for the rater to evaluate the rated officer's compliance with developmental counseling enhancements as follows:

  --DA Form 67-9, part IVd, "yes" block should be checked by the rater to certify the rated officer's compliance with developmental counseling enhancements for officers that the rated officer rates in the rank of captain, lieutenant, chief warrant 2, and warrant officer 1 (paras 3-19 and 3-19.2).

  --DA Form 67-9, part Vb, the rater must explain any "no" entry documented in part IVd (paras 3-19 and 3-19.2).

--DA Form 67-9-1a, “NA” block should be checked in part IVd if the rated officer does not rate any captains, first lieutenants, second lieutenants, chief warrants 2, and warrants officer 1 (paras 3-19 and 3-19.2).

This revision dated 20 October 2004--

- Clarifies the developmental support form and officer evaluation support form counseling requirements. The correct requirements for each are as follows:

  --DA Form 67-9-1, rater conducts periodic follow-up performance counseling with rated officer to make needed adjustments to objectives. For lieutenants and warrants officer 1, quarterly counseling is mandatory; for captains and chief warrants 2, the goal is once around midpoint (3-6 months; for field grades, follow-up counseling is on an as needed basis (para 3-4).

  --DA Form 67-9 (Officer Evaluation Report), the requirement of the box check in part IVd. is for the rater to evaluate the rated officer’s compliance with developmental support form requirements. If the rated officer does not rate any officers eligible for counseling with the DA Form 67-9-1a (Junior Officer Developmental Support Form), the “NA” block should be checked (para 3-19).

- Allows rated officers to express their personal preference for career field and branch and/or functional area recommendations on their DA Form 67-9-1 (Officer Evaluation Report Support Form), and during professional development counseling sessions with their rating officials (para 3-6).

- Requests senior raters use their Army Knowledge On-Line email addresses as their permanent email address to facilitate Headquarters Department of the Army contact concerning the Officer Evaluation Report (para 3-17).

- Allows rating officials to make different recommendations on a potential career field and branch or a potential career field and potential career field functional area (para 3-19).

- Authorizes raters to separate performance and potential portions of their narratives in part Vb. This new guidance does not pertain to senior raters (para 3-20).

- Incorporates professional development discussion and input between the rated officer and the rater concerning the rated officer's future and Officer Personnel Management System XXI career field choices delineated in DA Pam 600-3. Potential career field branch or career field functional area will be indicated by the rater in part Vc. and the senior rater in part VIId. of the Officer Evaluation Report. This information will be stated as follows: "Would serve Army best in CF/BR" or "Would serve Army best in CF/FA" (para 3-20). Some examples include--

  --If the rater and senior rater believe CPT Jones, an infantry officer with a functional area of 45 (Comptroller), is best suited, has the greatest potential for future service within the infantry branch, which falls under the operations career field, they would state in part Vc. and VIId., "Would serve Army best in OPCF/11."

  --If the rater and senior rater believe CPT Jones, an infantry officer with a functional area of 45 (Comptroller), is best suited, has the greatest potential for future service as a comptroller, which falls under the institutional support career field, they would indicate, "Would serve Army best in ISCF/45."

  --Functional area 90 (multi-functional logistics) cannot be recommended in parts Vc. or Vlid, as officers will not be designated in this functional area, and should be recommended for the operations career field in their basic branch (para 3-26).

- Incorporates the Chief of Staff Army policy that part VIIb. of DA Form 67-9 will no longer be completed for major generals and chief warrants officer 5, being evaluated under the provisions of AR 623-105 (para 3-26).

- Amends paragraph 3-26c(4) to authorize double spacing between the performance and potential narrative comments on DA Form 67-9, part Vb. This does not include or pertain to senior rater comments in part VIIb. All other rules regarding the narrative, as outlined in paragraph 3-26c(4), remain in effect (para 3-26).

- Updates references in appendix A.

- Updates addresses in appendix H.

This revision dated 1 April 1998--

- Requires senior raters to ensure all rated officers receive a copy of the rater's and senior rater's support form shortly after assuming duties. (para 2-11, 2-15)

- Incorporates a Company Grade Officer Leader Development Program to assist in the Army's commitment to ensure a rapid, equal, and fair transition of junior officers into the Army culture, and provide a common developmental framework based on Army values and leadership doctrine. (para 3-10) It includes:
  # A new DA Form 67-9-1a, Junior Officer Developmental Support Form - A mandatory support form worksheet for LTs/WO1s on which developmental tasks in doctrinal leadership actions and mandatory quarterly developmental counseling summaries are recorded
  # Regular Follow-up Performance Counseling - Requirement for quarterly face-to-face performance and developmental counseling for all LTs and WO1s.

- Upgrades the rater evaluation by using rating criteria to enhance officer corps familiarity with doctrinal Army values and leader attributes/skills/ actions, thus emphasizing and reinforcing the desired behavior that epitomizes the officer corps, including: (para 3-19)
  # A rater developed 'leader word picture' consisting of checking several boxes representing the rated officer's strengths and providing prose narrative comments based on Army doctrinal leader attributes/skills/actions.
  # A focus on doctrinal Army values as a foundation of officer corps performance.
  # Emphasis on rated officer compliance with Junior Officer Developmental Support Form requirements.
  # A block which identifies any unique skills/expertise that an officer possesses of significant value to the Army. For Army Competitive Category CPTs - LTCs, indicate potential Career Field for future service (OPMS XXI).

- Alters the senior rater evaluation to two box checks and a narrative focused on a rated officer's potential. The first box check is an evaluation of the rated officer's promotion potential compared to all officers of the same grade. The second box check is an evaluation of the rated officer's potential in comparison to a much narrower group, officers of that grade the senior rater has senior rated or are currently in the senior rater's population. As an evolutionary method of senior rater accountability, less than 50% of rated officers can receive an above center of mass rating. For Army Competitive Category CPTS - LTCs, indicate potential Career Field for future service (OPMS XXI). (para 3-22)

- Incorporates an HQDA electronically generated label that is placed over the senior rater's potential box check (Part VIIb) to control inflation and maintain senior rater accountability. This label is a HQDA comparison of the senior rater's check box with the senior rater boxes and/or profile at the time the OER processes at HQDA. (para 3-23)

- Changes the rated officer signing the OER. Instead of signing first the rated officer now signs the OER after it has been completed by the rater, intermediate rater (if any), and senior rater. (para 3-17)

- Deletes the requirement to place the statement 'Within body fat standards of AR 600-9' when a 'Yes' is placed after the officer's height/weight. (3-19.1)

- Modifies the requirement for complete-the-record reports from 180 rated days to 90 rated days. (para 3-53)

- Alters the submission timeframe for reports to be received at PERSCOM from 60 days to 90 days (para 3-34).

- Provides the field greater flexibility in establishing OER submission procedures from the field to PERSCOM (para 3-34)

Headquarters
Department of the Army
Washington, DC
17 December 2004

*Army Regulation 623–105

Effective 17 January 2005

Personnel Evaluation

Officer Evaluation Reporting System

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:

SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This regulation prescribes the policies and tasks for the Officer Evaluation Reporting System. It includes policy statements, operating tasks, rules in support of operating tasks, and sequential steps of each operating task.

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve. This regulation applies during mobilization in conjunction with Personnel Policy and Procedure Guidance published for each operation and issued by Headquarters, Department of the Army (see http://www.odcsper.army.mil/militarypersonnel/policy.asp).

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains management control provisions in accordance with Army regulation 11–2, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G–1 (DAPE–ZA), Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Human Resources Command (AHRC–MSE), 200 Stoval Street, Alexandria, VA 22332–0442.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

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*This regulation supersedes AR 623–105, dated 20 October 2004.

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Glossary

Chapter 1
Introduction

Section I
Information

1–1. Purpose

a. This regulation prescribes the officer evaluation function of the military personnel system. It is linked to AR 600–8 and provides principles of support, standards of service, policies, tasks, rules, and steps governing all work required in the field to support the Officer Evaluation System (OES) and Officer Evaluation Reporting System (OERS). It also provides guidance regarding redress programs including commander inquiries and appeals.

b. Requests for clarification or exceptions to policy should be sent to U.S. Army Human Resources Command (AHRC–MSE), 200 Stoval Street, Alexandria, VA 22332–0442.

c. Correspondence course training covering administrative processing of DA Form 67–9 (Officer Evaluation Report) (OER) is available. Additional information is available in DA Pam 350–59.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. Commanding General, U.S. Army Human Resources Command (CG, USA HRC) will—

(1) Act as executive agent for the Secretary of the Army and is responsible for the effective operation of the OERS.

(2) Exercise final review authority on all evaluation reports received at Department of the Army (DA). This includes—

(a) Determining that a report is correct as submitted and needs no further action.

(b) Correcting or returning to rating officials for their correction, reports that may be in error, may violate provisions of this regulation, or would result in an injustice to an individual or a disservice to the Army.

(c) Directing rating officials to submit addenda to reports needing clarification.

(d) Collecting information to be attached as addenda to reports when such action is necessary.

(e) Directing commanders to investigate apparent errors or violations of this regulation and to submit their findings or recommendations. These will be attached to the OER or otherwise disposed of as the CG, USA HRC deems appropriate.

(3) Direct the rendering of reports when circumstances warrant and other provisions of this regulation do not apply.

(4) Clarify policies, grant exceptions to policies, or formulate new policies, as the need arises.

(5) Dispose of Commander's Inquiries conducted in accordance with chapter 6, and the subject evaluation, as deemed appropriate.

b. MACOM commander will—

(1) Ensure that—

(a) A copy of this regulation is available to the rated officer and rating officials.

(b) Each rating official is fully qualified to meet his or her responsibilities.

(c) Reports are prepared by the individuals named in the published rating chain.

(d) Rating chains are drawn up by name, given effective dates, published, and distributed to each rated officer and each member of the chain. Any changes to rating chains will also be published and distributed. No changes may be retroactive.

(e) Rating officials give timely counseling to subordinates on professionalism and job performance, encouraging self–improvement when needed.

(f) Each rating official knows how the subordinates he or she evaluates have performed.

(g) Each senior rater (and supplementary reviewer, if any) understands that he or she must provide his/her support form to rated officers and examine the entries on the evaluation reports to ensure that objectivity and fairness have been maintained. When doing so, he or she must keep in mind the interests of both the Army and the rated officer. The senior rater must also understand that if he or she notes discrepancies, then corrections must be made.

(h) Each rated officer is provided a copy of his or her rater's and senior rater's support forms at the beginning of the rating period and the rated officer's completed OER at the end of the rating period.

(i) Referred reports are provided to the rated officer for acknowledgment or comment before being sent to Headquarters, Department of the Army (HQDA). This also applies to an OER addendum containing unfavorable

information and submitted under the provisions of chapter 3. In such instances, commanders will ensure that the rated officer understands that his or her comments do not constitute an OER appeal or request for Commander's Inquiry.

(j) Military personnel officers meet the requirements in chapter 3.

(k) Completed reports arrive at HQDA not later than 90 calendar days after the "THRU" date of the report. The importance of the OER to many personnel actions, especially those involving DA selection boards, requires that this suspense be met.

(2) Also—

(a) Perform the duties described in chapter 6 when a report rendered by one of their subordinates appears illegal, unjust, or otherwise in violation of this regulation.

(b) Request from commander, USA HRC, clarification of policies, exceptions to policies, or new policies, and bring to his or her attention situations that—

1. Are not clearly and adequately covered by this regulation.

2. Would result in an injustice to an individual or a disservice to the Army if a new policy is not made or an exception not granted.

1–5. Manpower resources

Manpower Staffing Standards Systems (MS3) recognizes the evaluation function as being the functional responsibility of the Evaluation Work Center of the Personnel Service Battalion (PSB). Manpower officials will use the workload factors (obtained from MS3) to determine the manpower authorizations.

1–6. Levels of work

a. Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or some equivalent in the tactical force). The focus of the guidance in this regulation is on those levels.

(1) Unit and battalion–level work is clearly defined as to where it is performed.

(2) Installation–level work is subdivided into work centers. This regulation identifies the work center required to perform the work for manpower purposes.

b. This regulation will address the following levels of work:

(1) *Soldiers*. Work beginning with input from a soldier.

(2) *Unit*. Work executed at unit level.

(3) *Battalion*. Work executed at battalion level.

(4) *Command and staff (C&S)*. Work executed within the chain of command (other than battalion). The specific C&S work center covered by this regulation is plans and staff support (SS).

(5) *Personnel support (PS)*. Work executed in a personnel support organization. The specific PS work centers covered by this regulation are evaluation (EVAL) and officer records (OFRC).

Section II
Principles and Standards

1–7. Principles of support

The military personnel system will—

a. Evaluate the performance and potential of officers (that is, warrant officer (WO) through major general (MG)) in peacetime and wartime.

b. Support the Army's personnel life cycle function of professional development.

1–8. Standards of service

a. Officer Evaluation System.

(1) The Officer Evaluation System (OES) identifies officers who are best qualified for promotion and assignment to positions of higher responsibility. It also identifies officers who should be kept on active duty, those who should be retained in grade, and those who should be eliminated.

(2) Under the OES, an officer is evaluated on his or her performance and potential. In this system, three kinds of evaluations are given—

(a) Duty evaluations. The OER is used for these evaluations.

(b) School evaluations. The Academic Evaluation System is used for these evaluations (AR 623–1).

(c) Department of the Army evaluations. Selection boards and personnel management systems are used for these evaluations. Duty and school evaluations are single time–and–place evaluations and are used to make DA evaluations. Department of the Army evaluations cover an officer's entire career.

(3) Department of the Army evaluations focus on an officer's potential. They are judgments on the officer's ability to perform at higher grades, and they are also made to judge whether an officer should be retained and given greater responsibility in his or her present grade. In making DA evaluations, 3 factors are considered—

(a) Army requirements for officers. The needs of the Army for officers frequently change. At times, the Army has a need for officers with certain backgrounds, experience, and expertise. The size of the Army officer corps is also determined by law in terms of strength by grade. Army needs limit the number of selections and assignments that can be made. Thus, an officer's potential is partially determined by how he or she compares with his or her peers.

(b) Duty performance. Performance of duty is an extremely important factor in determining an officer's potential. Duty performance is judged by how well an officer performs his or her tasks and how well he or she meets officer corps professional values.

(c) Officer qualifications. This is the third factor in determining an officer's potential. It must be considered in order to meet Army needs for outstanding leaders of troop and technical units, supporting staff managers, and technical specialists. One consideration in determining qualifications is the different skills and backgrounds required by different specialties. Another consideration is an officer's progress through specialist fields to positions of greater responsibility. In addition, his or her length of service and civil and military schooling are considered.

b. Officer Evaluation Reporting System.

(1) The OERS is an important subsystem of the OES. It largely determines the quality of the officer corps, the selection of future Army leaders, and the course of each officer's career. It also supports many current Army personnel management programs.

(a) The OER ensures that an officer's specialties are considered along with the specialty requirements of his or her duty position when he or she is evaluated.

(b) The emphasis on senior and/or subordinate communication supports the Army's "people–oriented programs." It is intended to focus attention on constructive problem solving and the importance of sound working relationships.

(2) Although the OERS is a multi–functional system, its basic structure—

(a) Allows the rater to give shape and direction to the rated officer's performance.

(b) Provides a chain–of–command evaluation of an officer's performance and potential.

(c) Allows the entire evaluation reporting process to be reviewed.

(3) The primary function of the OERS is to provide information to DA for use in making personnel management decisions. This information is supplied to DA by the rating chain in the officer's assigned attached organization.

(a) The information provided on the OER, combined with the Army's needs and individual officer qualifications, is used as a basis for personnel actions. Included are promotion, elimination, retention in grade, retention on active duty, reduction in force, command selection, school selection, assignment, specialty designation, and Regular Army (RA) integration.

(b) To ensure that sound personnel management decisions can be made and that an officer's potential can be fully developed, evaluation reports must be accurate and complete. Each report must be a comprehensive appraisal of an officer's abilities, weaknesses, and potential. Reports that are either incomplete or fail to provid a realistic and objective evaluation make it difficult to determine an officer's true potential.

(4) The secondary function of the OERS is to encourage officer professional development and enhance mission accomplishment.

(a) The OERS stresses the importance of sound senior and subordinate relationships. It also stresses the importance of setting standards and giving direction to the performance of subordinate officers. Properly used, the OERS can be a powerful leadership and management tool for the rating chain.

(b) The key to the system's secondary function is effective communication. The OERS encourages continual 2–way communication between senior and subordinate officers. On the one hand, such communication makes the rated officer aware of what his or her duties are and allows the officer to take part in the organization's planning. On the other hand, such communication lets the rater guide and develop his or her subordinates, keeps the rater constantly aware of what the organization is achieving, and enables the rater to plan for mission accomplishment.

(c) Senior and/or subordinate communication also makes career development information, advice, and guidance more available to the rated officer. This enables the rated officer to take advantage of his or her superior's experience when making decisions that affect his or her career.

c. The evaluation reporting process.

(1) The OERS process is designed to—

(a) Set objectives for the rated officer that support the organization's mission.

(b) Review the rated officer's objectives and update them to meet current needs.

(c) Promote performance–related counseling to develop subordinates and better accomplish the organization's mission.

(d) Evaluate the rated officer's performance.

(e) Assess the rated officer's potential.

(f) Ensure a review of the entire process.

(g) Have the organizational rating chain use DA Form 67–9 (Officer Evaluation Report), DA Form 67–9–1 (Officer Evaluation Support Form), DA Form 67–9–1a (Developmental Support Form (DSF)), and DA Form 67–9–2 (Senior Rater Profile Report).

(2) The beginning of the rating period—

(a) The evaluation process starts at the beginning of the rating period. The rater will ensure that the rated officer receives a copy of the rater's and senior rater's current support form (DA Form 67–9–1). This provides the rated officer essential rating chain direction and focus to aid in his or her support form development. Also, the rated officer and rater have a face–to–face discussion of duties and objectives. A DA Form 67–9–1 will be used as a worksheet to record this discussion. In the case of CPTs, LTs, CW2s, and WO1s, DA Form 67–9–1a will also be used.

(b) The first face–to–face counseling will be held within 30 days after the beginning of the rating period. Its purpose is to develop a duty description for the rated officer and major performance objectives for him or her to accomplish during the rating period. It should also be used to guide the rated officer's performance during the early part of the rating period.

(3) During the rating period—

(a) Throughout the rating period, both rater and rated officer should continually assess whether the duty description and performance objectives are adequate. If not, they will be revised and the DA Form 67–9–1 should be updated by the rated officer.

(b) During the counseling about the rated officer's duties and objectives, the rater should coach the rated officer on his or her personal and professional development.

(4) The end of the rating period—

(a) At the end of the rating period, the rated officer receives a DA Form 67–9 shell from the BN S1 or the supporting administrative office. Referring to his or her performance, experience, and discussions with the rater, the rated officer completes his or her portion of the support form. The rated officer then verifies the administrative data on the OER. The rater will enter and ensure the accuracy of the Army Physical Fitness Test (APFT) and height and/or weight data.

(b) The personnel service battalion (PSB) or administrative office will notify the rater that the OER has been initiated. The rater will also be told the date the DA Form 67–9 was sent to the rated officer and the suspense date for returning the completed report to the PSB or administrative office.

(c) The rater and intermediate rater (if any) complete, in turn, their portion of the DA Form 67–9–1. They also evaluate the performance and performance based potential of the rated officer on DA Form 67–9.

(d) The senior rater provides the independent evaluation of the rated officer's performance based potential on the DA Form 67–9. In most cases, the senior rater also provides the final chain–of–command review. To meet these responsibilities, the senior rater uses the information provided on the OER and support form, as well as any information he or she gets through direct or indirect contact with the rated officer and other members of the rating chain.

(e) When the senior rater has completed his or her evaluation and review, the DA Form 67–9–1 is returned to the rated officer. When possible, the senior rater counsels the rated officer on the OER and obtains the rated officer's signature on the DA Form 67–9. The completed DA Form 67–9 is forwarded to HQDA either directly by the senior rater or through the PSB and/or administrative office.

(f) If there is a supplementary reviewer, the DA Form 67–9–1 will accompany the OER to the reviewing official. When the supplementary reviewer has completed his or her review, he or she will return the support form to the rated officer. The DA Form 67–9–1 will not accompany the OER when the review will be performed by HQDA.

(5) Actions at HQDA—

(a) On arrival at DA, the DA Form 67–9 is reviewed. For officers and warrant officers with appropriate ranks (part VIIb), the senior rater's potential evaluation is entered into his or her automated personnel record, and his or her rating history for that particular grade is computed. The senior rater box check is then compared with the senior rater boxes and/or profile at the time the OER processes. This comparison generates a HQDA electronically generated label which overlays the check box in part VIIb. The label will contain one of the following statements: Above Center of Mass, Center of Mass, Below Center of Mass–Retain, or Below Center of Mass–Do Not Retain. The report is then placed in the rated officer's Official Military Personnel File (OMPF).

(b) The total cumulative rating profile of each senior rater is printed annually on DA Form 67–9–2 and included in the senior rater's OMPF.

Section III
Policy

1–9. Rating chain

Rating chains must correspond as nearly as practicable to the chain–of–command and supervision within an organization, regardless of component or geographical location. They will be established by name, given effective dates, published, and distributed to each rated officer and each member of the chain. Any changes to rating chains will also be published and distributed as they occur. No changes may be retroactive.

1–10. Rating chain performance and potential evaluations

a. Performance evaluations are assessments on how well the rated officer met his or her duty requirements and adhered to the professional standards of the officer corps. Performance is evaluated by considering the results achieved, how they were achieved, and how well the officer complied with professional standards.

(1) "Results achieved" consists of the degree to which the rated officer fulfills the duties and objectives that are assigned to him or her or implied by the duty position. Due regard is given to—

(a) The efforts made by the rated officer.

(b) The results that could reasonably be expected given the time and resources available.

(2) "How results are achieved" consists of—

(a) The means used by the rated officer to reach his or her objectives.

(b) His or her use of available resources (for example, personnel, equipment, money, and time).

(3) "How well the rated officer complied" with professional values is assessed by comparing his or her attributes/skills/actions with the standards that apply to all officers.

b. Potential evaluations are performance based assessments of the rated officer's ability, compared with that of his or her contemporaries, which the senior rater rates or will rate, to perform in positions of greater responsibilities in higher grades. Assessment of potential applies to all officers, regardless of their opportunity to be selected for higher positions or grades, and ignores such factors as impending release from active duty or retirement; this assessment is continually changing and is reserved for HQDA.

1–11. Performance as a member of a court–martial

Duty as a member of a court–martial will not be considered in preparing an OER.

1–12. Performance as counsel

No rating official will give an unfavorable rating or comment regarding a rated officer because he or she zealously represented (as a counsel) any accused or respondent before court–martial or administrative board proceedings.

1–13. Performance as Equal Opportunity officer

An officer, serving as an Equal Opportunity (EO) officer, either as a principal or additional duty, will not be given an unfavorable rating—

a. Because of his or her enthusiasm and zeal for implementing the Army's Equal Opportunity Program.

b. In retaliation for criticism of command policies and practices related to that program.

1–14. Changes to an Officer Evaluation Report

Except to comply with this regulation, no person may require changes be made to an OER. However, members of the rating chain and the PSB will point out obvious inconsistencies or errors to the appropriate rating officials. After needed corrections are made, the record copy will be sent to HQDA.

1–15. Commander's Inquiry

When it is brought to the attention of a commander that a report rendered by one of his or her subordinates or by a member of one of his or her subordinate commanders may be illegal, unjust, or otherwise in violation of this regulation, he or she will look into the matter. The commander will confine his or her inquiry to matters relating to the clarity of the report, the facts contained in the report, the compliance of the report with this regulation, and the conduct of the rated officer and members of the rating chain. The commander does not have the authority to direct that an evaluation be changed; he or she may not use command influence to alter the honest evaluation of an officer by a rating official. However, he or she may provide results of Commander'sInquiry to the rating chain. The procedures used by the commander to process an inquiry are described in chapter 6.

1–16. Access to reports

Access to reports at HQDA is limited to individuals responsible for maintaining the file or authorized to use it for personnel management purposes. Access to reports at the local level is limited to those persons having command, administrative, or rating official responsibility for the report.

1–17. Requests for microfiche

a. Officers who want to review their OERs may request a microfiche copy of their file from HQDA. A request must be in writing from the officer concerned and contain his or her signature and SSN. Active Army officers should address requests to commander, USA HRC (available on-line at https://www.ompfhoffman.army.mil. Must have Army Knowledge on Line (AKO) account for log-in). Those not on active duty should address requests to Commander, U.S. Army Reserve Personnel Center on-line: https://www.2xcitizen.usar.army.mil\portal\ —must have an AKO account for log-in —or the Army National Guard Readiness Center, ATTN: NGB–ARP–C (Customer Service), 111 South George Mason Dr., Arlington, VA 22204–1382.

b. An officer on active duty may deputize a person to review his or her file at the authorized location. Officers assigned to USA HRC or the Army Human Resources Command — St. Louis, may not be deputized for this purpose. A letter from the officer whose OMPF is to be reviewed or released must be presented by the deputy. The letter must—

(1) State the name and SSN of the deputy.

(2) Indicate exactly which documents the deputy is authorized to receive or review.

(3) Be signed by the officer authorizing the release and contain his or her grade and SSN.

1–18. Mobilization

See table 1–1. Definitions of the categories of mobilization are found at JCS Pub. 1–02. Policy changes in table 1–1 are not automatic at different stages of mobilization. Implementing instructions will be released by HQDA.

Table 1–1
Mobilization

Policy and/or procedure change	Selective mobilization	Partial mobilization	Full mobilization	Total mobilization
(1) Length of rating period	(No policy change)	(No policy change)	Minimum rating period modified by HQDA as appropriate	Minimum rating period modified by HQDA as appropriate
(2) Reasons for submission of reports	(No policy change)	(No policy change)	(No policy change)	(No policy change)
(3) Preparation and forwarding requirements	(No policy change)	(No policy change)	Reports may be typed or neatly printed in black ink. Copy of report is required to be furnished to the rated officer	Reports may be typed or neatly printed in black ink. Copy of report is required to be furnished to the rated officer
(4) Use of Support Form	(No policy change)	(No policy change)	Use of Support Form is optional	Use of Support Form is optional
(5) Appeals procedures	(No policy change)	(No policy change)	Appeals may be submitted but action at HQDA may be delayed until post–mobilization	Appeals may be submitted but action at HQDA may be delayed until post–mobilization
(6) Filing centers	(No policy change)	(No policy change)	(No policy change)	Reports for all activated components are forwarded to USA HRC.

Notes:
These policy changes do not automatically go into effect when the various stages of mobilization are declared. Messages will be released by HQDA implementing these or any other policy adjustments that may be necessary.

Chapter 2
The Rating Chain

Section I
Managing the Rating Chain

2–1. Overview

This chapter governs the development of rating chains, rating chain reviews, and special evaluation requirements.

2–2. Information

a. A rating chain is established to provide the best evaluation of an officer's performance and potential. A rating chain also ties the rated officer's performance to a specific senior and/or subordinate relationship. This allows for the proper counseling to develop the rated officer and accomplish the mission. These purposes are best achieved within an organization's chain–of– command.

b. The evaluation of officers by persons not involved with their supervision is inappropriate.

c. Rating chains will normally consist of the rated officer, the rater, and the senior rater. When a chain is established, the rater and senior rater are the first officials designated. Some rating chains, however, will also include an intermediate rater. An intermediate rater is designated only when a rated officer has a supervisor who is between the rater and senior rater in his chain–of– command (see table 2–1).

d. In view of the fact that the rated officer verifies the correctness of the rating scheme in part II of DA Form 67–9, the PSB or administrative office need not maintain copies of superseded rating schemes.

e. Special rules for designating rating officials have been made to cover the death, relief, or incapacitation of a

rating official. There are also special rules governing the rating officials for officers under dual supervision, chaplains, JAGC officers, AMEDD officers, and professors of military science. These rules are in section IV of this chapter.

2–3. Rating chain

Rating chains must correspond as nearly as practicable to the chain–of–command and supervision within an organization, regardless of component or geographical location. They will be established by name, given effective dates, published, and distributed to each rated officer and each member of the chain. Any changes to rating chains will also be published and distributed as they occur. No changes may be retroactive.

Table 2–1
Rules for establishing rating chains

COMMANDERS ARE RESPONSIBLE FOR ESTABLISHING RATING CHAINS FOR THE ORGANIZATION

COMMANDERS WILL NORMALLY RATE COMMANDERS
Requirements for Rating Officials

Rating Officials	Requirements
RATER	WILL NORMALLY BE IMMEDIATE SUPERVISOR OF THE RATED OFFICER
	WILL BE SENIOR TO THE RATED OFFICER
INTERMEDIATE RATER	WILL NORMALLY BE INCLUDED WHEN THERE IS A LEVEL OF SUPERVISION BETWEEN THE RATER AND SENIOR RATER
	IF INCLUDED, WILL BE SENIOR TO THE RATED OFFICER.

SENIOR RATER

WHEN THE GRADE OF THE RATED OFFICER IS	THE MINIMUM GRADE OF THE SENIOR RATER IS:			
	MILITARY SENIOR RATER	OR CIVILIAN PERFORMING SENIOR RATER FUNCTION,**		
		GD MERIT/GEN SCHED	NON–APPROPRIATED FUND	SENIOR EXEC SVC
WARRANT OFFICER SECOND LIEUTENANT FIRST LIEUTENANT	04 MAJ/CPT(P)*	GM/GS–13	UA–13	A MEMBER OF THE SES MAY BE A SENIOR RATER
1LT(P)*** CAPTAIN	05 LTC/MAJ(P)*	GM/GS–13	UA–13	FOR ALL GRADES OF RATED OFFICERS PROVIDED HE/SHE IS IN THE
CPT(P)*** MAJOR,	06 COL/LTC(P)*	GM/GS–15	UA–15	RATED OFFICER'S CHAIN OF SUPERVISION AND IS AT LEAST ONE LEVEL
MAJ(P)*** LIEUTENANT COLONEL	06 COL/LTC(P)*	GM/GS–15	UA–15	ABOVE IMMEDIATE SUPERVISOR OF THE RATED OFFICER
LTC(P)*** COLONEL	07 BG/COL(P)*	GM/GS–16	UA–16	
COL(P)*** BRIGADIER GENERAL MAJOR GENERAL	SENIOR TO THE RATER AND INTERMEDIATE RATER			

Notes:
* IN A POSITION AUTHORIZED THE HIGHER GRADE (SEE PARA 2–6)
** SUPPLEMENTARY REVIEW REQUIRED IN SOME CASES (SEE PARA 2–19)
*** ON A PROMOTION LIST AND IN A POSITION AUTHORIZED THE NEXT HIGHER GRADE (SEE PARA 3–16)

Section II
Rating Chain Development and Maintenance

2–4. Rules for designating the rater

a. A rater must be an officer of the United States or Allied Armed Forces or an employee of a U.S. Government agency (including nonappropriated fund rating officials).

b. The rater will normally be the immediate supervisor of the rated officer. The immediate supervisor is the individual who directs and is most responsible for the rated officer's performance. For chaplains see appendix C, for JAGC officers see appendix D, and for AMEDD officers, see appendix E.

c. In determining the eligibility of the rater, the following should be considered:

(1) A rater who has been selected for promotion and who is in an authorized position for the new grade will be

considered to be serving in the new grade. The symbol "P" will be put next to his or her current grade on DA Form 67–9.

(2) A rater who has been selected for promotion but is not in a position authorized for the new grade will be considered to be serving in his or her current grade. The symbol "P" will not be put next to his or her current grade on DA Form 67–9.

d. The rater must be senior to the rated officer in grade or date of rank. Exceptions to this rule are as follows:

(1) A rater in a command position may rate an officer who is of the same grade but senior in date of rank if the rater has been assigned to command by direction of the President and has command authority over the rated officer (the format for this assumption of command order is in AR 614–200). General Officers have approving authority. In such cases, the rater will attach a copy of his or her assignment–to–command order as an enclosure to the rated officer's report.

(2) An officer in a command position may rate an officer over whom he or she has command authority and who is senior in date of rank but ineligible by law or regulation to command troops other than those of his or her own branch, service, or department. In such cases, the rater will attach a copy of the written assumption of command as an enclosure to the rated officer's report.

(3) An officer who is selected for promotion and who is in an authorized position for his or her new grade may rate any officer he or she supervises if after the rater's promotion he or she will be senior to the rated officer.

(4) A civilian rater has no minimum grade requirement. However, he or she must be the officially designated supervisor of the rated officer.

(5) An officer in a joint headquarters or activity may rate an officer who is senior in date of rank provided that—

(a) The rater is not a U.S. Army officer.

(b) The senior rater is at least one grade senior to the rated officer.

(c) Each instance will be approved in writing by the next senior Army member of the command or activity. A copy of the approval will be sent to HQDA as an enclosure to the OER.

e. Commanders will normally be rated by the next higher commander. An exception to this rule is allowed when a staff officer or higher level commander is the logical choice as the commander's immediate supervisor because of functional, geographical, or technical supervision requirements.

2–5. Rules for designating the intermediate rater

a. The intermediate rater must be an officer of the United States or Allied Armed Forces or an employee of a U.S. Government agency (including nonappropriated fund employees).

b. A military intermediate rater must be senior in grade or date of rank to the rated officer. A civilian intermediate rater has no minimum grade requirement; however, he or she must be an officially designated supervisor of the rated officer.

c. The intermediate rater will usually be the rater's immediate supervisor; however, he or she may be any supervisor between the rater and senior rater in the rated officer's chain–of–command. This rule is waived when the provisions of paragraphs 2–21 or appendix C–4 apply. In cases of dual supervision the designated intermediate rater, if from a non–parent unit, may be senior to the senior rater.

2–6. Rules for designating the senior rater

a. Basic rules are—

(1) The senior rater must be an officer of the U.S. Armed Forces or an employee of DOD (including nonappropriated fund employees).

(2) Normally, the senior rater must be a supervisor above the rater and intermediate rater in the rated officer's chain–of–command or supervisory chain. For chaplains, see appendix C, for JAGC officers, see appendix D, and for AMEDD officers, see appendix E. Appendix E does not apply to ARNGUS.

(3) The minimum grade for a military senior rater is major (or a promotable captain in position authorized a major or higher). The minimum grade for a civilian senior rater is GS–13 or any member of the Senior Executive Service (SES). However, a civilian senior rater must be an officially designated supervisor of the rated officer serving at an appropriate level above the rater. Other rules on the required grades of senior raters are summarized in table 2–1.

(4) In determining the eligibility of a senior rater the following should be considered:

(a) A senior rater who has been selected for promotion and who is in an authorized position for the new grade will be considered to be serving in the new grade. The symbol "P" will be put next to his or her current grade on DA Form 67–9.

(b) A senior rater who has been selected for promotion but is not in a position authorized for the new grade will be considered to be serving in his or her current grade. The symbol "P" will not be put next to his or her current grade on DA Form 67–9.

(5) The senior rater must be senior in grade or date of rank to the rated officer, the rater, and the intermediate rater. Exceptions to this rule are—

(a) A senior rater need not be senior in date of rank to the other members of the rating chain (rater and/or intermediate rater) if he or she is authorized by paragraph 2–4*d* (1), (2), or (3) to rate those other members of the rating chain.

(b) A senior rater need not be senior in grade or date of rank to a designated intermediate rater from a non–parent unit when a dual supervision situation exists.

b. Specific rules for senior raters are—

(1) To rate officers in the grades of warrant officer 1 through major—

(a) Military senior raters must be at least 2 grades higher than the rated officer.

(b) Civilian senior raters must be at least GS–13 (or universally administrative (UA) equivalent) to rate officers in the grades of warrant officer through captains, and GS–15 to rate majors.

(2) To rate officers in the grades of lieutenant colonel and colonel—

(a) Military senior raters must be at least 1 grade higher than the rated officer.

(b) Civilian senior raters must be at least GS–15 (or UA equivalent) to rate officers in the grade of lieutenant colonel.

(c) Civilian senior raters must be at least GS–16 (or UA equivalent) to rate officers in the grade of colonel.

(3) To senior rate officers in the grade of brigadier general and major general, the senior rater must be senior in grade or date of rank to the other members of the rating chain.

2–7. Steps for rating chain development and maintenance

The steps for developing and maintaining a rating chain are found in table 2–1 and table 2–2 .

Table 2–2
Rating chain development and maintenance

Step	Work Center	Action Required
1	BN S1	Coordinate with Commander, establish by–name rating chain for officers assigned, attached, TDY, or on special duty to the unit. Identify all rating officials, to include dual supervisors and/or supplementary reviewers, for each rated officer. Include the date on which each rating official was designated.
2	BN S1	Forward draft copy of rating chain to subordinate units for review and edit.
3	UNIT	Review for accuracy of information providing suggested corrections/changes as necessary.
4	BN S1	In coordination with Commander, prepare final rating chain document.
5	BN S1	Commander authenticates rating chain. Chain is published showing the effective date; copy is provided to each rated officer and rating official.
6	BN S1	Forward copy of published rating chain to supporting PSB.
7	EVAL	In coordination with supported unit, use rating chain when initiating OER.
8	BN S1	Annotate changes to rating chain as a result of duty changes, rating official changes, etc. Publish authenticated revisions, with effective date, as necessary. Provide copies to each rated officer, rating official, and the supporting PSB.

Section III
Rating Chain Members and Responsibilities

2–8. The rated officer

a. The rated officer is the subject of the evaluation. He or she has considerable responsibility in the evaluation process.

b. Normally, to be eligible for an evaluation report, a rated officer must complete 90 calendar days in the same position under the same rater. Nonrated periods as described in paragraph 3–16*c* are not included in this 90–day period. Exceptions to the 90–day requirement are in sections VII and VIII of chapter 3.

c. If a rated officer has been selected for promotion and is in an authorized position for his or her new grade, he or she is considered to be serving in that grade when determining the rating chain. The designation “P” will be entered next to his or her current grade on DA Form 67–9.

d. If a rated officer has been selected for promotion but is not in an authorized position for his or her new grade, the officer is considered to be serving in his or her current grade when determining the rating chain. The designation “P” will not be used next to the officer’s current grade on DA Form 67–9.

2–9. Responsibilities of the rated officer

The rated officer will—

a. Perform each assigned or implied duty to the best of his or her ability, trying always to improve on the accomplishment of the organization's mission. To do this, the rated officer must periodically evaluate his or her own performance and, when in doubt, seek the advice of his or her superiors in the rating chain.

b. Begin a discussion of his or her duty description and performance objectives with his or her rater. This must be done within 30 days after the beginning of each rating period

c. Assess throughout the rating period the validity of his or her objectives. This may result in having to revise and update both objectives and duty description as the situation changes. The rated officer may also have to develop new objectives with the rater.

d. Describe accurately his or her duties, objectives, and significant contributions on DA Form 67–9–1 at the end of the rating period. When doing this, the rated officer may express his or her own views; the rated officer may not be forced to alter those views. This does not prevent the rated officer and rater from discussing the entries to ensure that they are clear, concise, and accurate. Nor does it prohibit changes of the entries when the rated officer agrees with the changes.

2–9.1. Additional rated officer responsibilities for lieutenants and warrants officer 1

In addition to the rated officer responsibilities listed above, CPTs, LTs, CW2s, and WO1s are responsible for—

a. Becoming familiar with the DA Form 67–9–1a and preparing to discuss their developmental plan during the initial fact-to-face counseling (within first 30 days).

b. Assessing throughout the rating period the validity of his or her developmental tasks. This may result in having to revise and update both objectives and duty description as the situation changes. If changes or updates are requuired, the rated officer should discuss them with the rater, normally during follow up counseling sessions.

2–10. The rater

a. The rater is the person in the rating chain who—

(1) Is most familiar with the day–to–day performance of the rated officer.

(2) Most directly guides the rated officer's participation in the organization's mission.

b. Normally, to evaluate an officer, the rater must be designated and serve in that capacity for at least 90 calendar days. Exceptions to this policy are given in sections VII and VIII of chapter 3.

2–11. Responsibilities of the rater

The rater will—

a. Provide his/her and the senior rater's support forms to the rated officer at the beginning of the rating period.

b. Discuss the scope of the rated officer's duties with him or her within 30 days after the beginning of the rating period. This counseling will include, as a minimum, the rated officer's duty description and the performance objectives he or she should attain. The discussion should also include the relationship of the duty description and objectives with the organization's mission, problems, priorities, and similar matters.

(1) If the rated officer has been recently assigned to the organization, the rater may use the counseling to outline a duty description and performance objectives. This discussion gives the rated officer a guide for performance while he or she learns new duties and responsibilities.

(2) If the rater has been recently assigned, he or she might use this first counseling to ask the rated officer what he or she thinks the duty description and objectives should be. By doing this, the rater is given a quick assessment of the rated officer and the work situation. It will also help the rater develop the best duty description and permanent objectives for that officer.

c. Counsel the rated officer throughout the rating period. DA Form 67–9–1 and DA Form 67–9–1a assist in this communication.

d. Advise the rated officer as to changes in his or her duty description and performance objectives, when needed, during the rating period.

e. Assess the performance of the rated officer, using all reasonable means. These include—

(1) Personal contact.

(2) Records and reports.

(3) The information provided by the rated officer on DA Form 67–9–1 and/or 67–9–1a.

f. Review the DA Form 67–9–1 and/or 67–9–1a at the end of the rating period and, if appropriate, use DA Form 67–9–1 to provide more information about the job description or performance objectives to the intermediate rater and senior rater. The DA Form 67–9–1 is not the place for a performance evaluation.

g. Verify and enter the rated officer's APFT and height and weight data (part IVc, DA Form 67–9).

h. Provide an objective and comprehensive evaluation of the rated officer's performance and potential on DA Form 67–9.

2–11.1. Additional rater responsibilities for CPTs, LTs, CW2s, and WO1s

a. The rater of CPTs, LTs, CW2s, and WO1s will ensure DA Form 67–9–1a is initiated at the initial face–to–face counseling. The initial developmental tasks will be established and recorded. The rater will obtain the senior rater's approval and initials. The DSF will then be used as a working tool throughout the remainder of the rating period.

b. Raters of CPTs, LTs, CW2s, and WO1s will also conduct follow up counseling sessions to discuss performance, update and/or revise developmental tasks as required, and assess developmental progress. Summary/key comments will be recorded on the DA Form 67–9–1a.

2–12. The intermediate rater

a. The intermediate rater is a supervisor between the rater and senior rater in the rated officer's rating chain. The use of the intermediate rater is intended to maintain the link between the rater and senior rater in situations where there is a level of supervision between them. Rating chains having no supervisor between the rater and senior rater will not have an intermediate rater.

b. Normally, an intermediate rater must serve in that capacity for a minimum of 60 days in order to evaluate the rated officer. He or she may evaluate the rated officer with less than 60 days as an intermediate rater if he or she has also served in a previously published rating chain, and the combined total of time served in the rating chain equals 60 days or more. For example, an officer serves in the rated officer's rating chain as the senior rater for 32 days. Then, because of organizational shifts, he or she becomes the intermediate rater, a new rating chain is published, and a new senior rater is designated. If a report is due 30 days from the time he or she became the intermediate rater, and the combined total time as a member of the rating chain is 62 days, he or she may evaluate as the intermediate rater. Other exceptions to this policy are given in Sections VII and VIII of Chapter 3.

2–13. Responsibilities of the intermediate rater

The intermediate rater will—

a. Assess the performance of the rated officer, using all reasonable means. These include—

(1) Personal contact.

(2) Records and reports.

(3) The rater's evaluation of the rated officer given on DA Form 67–9.

(4) The information provided by both the rated officer and the rater on DA Form 67–9–1.

b. If appropriate, provide information on DA Form 67–9–1 to assist the senior rater in his or her evaluation.

c. Render an objective evaluation of the rated officer's performance and potential on DA Form 67–9.

2–14. The senior rater

a. The senior rater is the senior rating official in the rating chain. The senior rater uses his or her position and experience to evaluate the rated officer from a broad organizational perspective. His or her evaluation is the link between the day–to–day observation of the rated officer's performance by the rater and intermediate rater and the longer term evaluation of the rated officer's potential by DA selection boards.

b. In addition to evaluating the rated officer, the senior rater normally performs the final rating–chain review.

(1) To evaluate the rated officer, the senior rater must normally serve in that capacity for a minimum of 60 calendar days. He or she may evaluate the rated officer with less than 60 days as a senior rater if he or she also served as the rated officer's intermediate rater in a previously published chain, and the combined total of time served in the rating chain equals 60 days or more. For example, an officer serves in the rated officer's rating chain as the intermediate rater for 32 days. Then, because of organizational shifts, he or she becomes the senior rater, a new rating chain is published, and a new intermediate rater (if any) is designated. If a report is due 30 days from the time he or she became the senior rater, and the combined total of time as a member of the rating chain is 62 days, he or she may evaluate as the senior rater. Other exceptions to this policy are given in sections VII and VIII of chapter 3.

(2) There is no minimum time–in–position requirement governing the senior rater's review function. The senior rater will perform that function regardless of the amount of time served in the position.

2–15. Responsibilities of the senior rater

The senior rater will—

a. Ensure his or her support form is provided to all rated officer's he or she senior rates, at the beginning of their respective rating periods.

b. Use all reasonable means to become familiar with the rated officer's performance. When practical, the following means should be used:

(1) Personal contact.

(2) Records and reports.

(3) The rater's and intermediate rater's (if any) evaluations of the rated officer given on DA Form 67–9.

(4) The information given by the rated officer and the rater and intermediate rater (if any) on DA Form 67–9–1.

c. Assess the ability of the rated officer. This involves placing his or her performance in perspective by considering:

(1) The rated officer's experience.

(2) The relative risk associated with the performance.

(3) The difficulty of the organization's mission.

(4) The adequacy of resources.

(5) The overall efficiency of the organization.

d. Ensure that rating officials counsel the rated officer throughout the rating period on meeting his or her objectives and complying with the professional standards of the officer corps.

e. Consider the information on the DA Form 67–9–1 when evaluating the rated officer.

f. Evaluate the rated officer's potential relative to his or her contemporaries.

g. Ensure that all reports, which the senior rater and his or her subordinates write, are complete and provide a realistic evaluation.

h. When possible, have the rated officer sign the report after it has been completed.

2–15.1. Additional requirements for senior raters of CPTs, LTs, CW2s, and W01s

Senior raters must approve all DA Form 67–9–1a developmental action plans, and initial on the form. Senior raters must also ensure compliance with the requirements of the DA Form 67–9–1a and that the command climate fosters open, two–way communication between raters and officers and warrant officers in applicable ranks.

2–15.2. Senior rater restart

a. A senior rater may restart a profile in a particular grade only after three OERs have processed at HQDA, HRC-St. Louis or the National Guard Bureau, against that grade. A senior rater may restart an entire profile, a single grade or any portion of his or her profile by personally contacting the Evaluation Systems Office of USA HRC (appendix H), HRC-St. Louis or the National Guard Bureau. No restart will be made until the senior rater and the Evaluation Systems Office agree to the effective date and grades to be affected.

b. Senior rater restarts will be effective the first day of the month following the restart request (that is, senior rater calls HQDA on 2 November for a profile restart, the restart will be effective 1 December).

c. Profile restarts are keyed to the senior rater's signature date on the DA Form 67–9. All incoming reports dated by the senior rater prior to the effective date of the restart will process, profile, and be labeled against the old profile. All reports dated on or after the profile restart date will process, profile, and be labeled against the new profile. A report may have the wrong profile applied if the senior rater fails to date the report and an arbitrary date is entered by the clerk or the PSB. This procedure does not determine the sequence in which OERs are placed on the senior rater profile (ee para 3–23*d* for how reports are processed and senior rater profiles are determined).

d. Reports are processed and profiles are applied as they are received from the field on a daily basis regardless of the thru date of the report and the senior rater signature date except as described in para 2–15.2*c* above.

Section IV
Evaluation Reviews

2–16. Required reviews

a. In most instances, the senior rater will accomplish the final rating chain review. (Exceptions to this provision are in b below.)

b. In addition to the senior rater's review, supplementary reviews will be conducted in certain situations—

(1) If the senior rater is a U.S. Army officer (other than a general officer) also performing as the rater and there is no other U.S. Army officer in the chain of supervision, an additional review by HQDA will be performed.

(2) If the senior rater is not a U.S. Army officer or Department of Army civilian, a supplementary review will be conducted by the first U.S. Army officer or Department of Army civilian above the senior rater in the chain–of –command or supervision. This officer will be designated by the commander establishing the rating chain and identified in the published rating chain. When such a review is conducted, the supplementary reviewer will prepare an enclosure, as described in figure 2–1. If necessary, the enclosure will contain comments on the accuracy or clarity of the completed OER. The comments will not include evaluative statements about the rated officer and statements that amplify, paraphrase, or endorse the ratings of the other members of the rating chain. If there are no comments, indicate in the enclosure that no added comment is necessary. If no U.S. Army officer or Department of Army civilian is available above the senior rater in the chain–of–command, an additional review by HQDA will be requested by the PSB.

(3) All relief reports (para 3–50) will be reviewed by the first U.S. Army officer in the chain–of–command who is senior to the individual directing the relief. If the relief is directed by the rater or intermediate rater, the senior rater, provided he or she is a U.S. Army officer, will perform the review. The actions to be taken in this review are in paragraphs 2–17*a* and *b* .

(Letterhead)

(Office Symbol) (Marks Number)

(Date)

MEMORANDUM FOR Rated officer's name and grade. Rated officer's SSN. Period of report.

SUBJECT: Supplementary OER Review as Required by AR 623-105, paragraph 2-16

1. As required by AR 623-105, an additional review of the referenced OER was made by me using paragraph 2-19 as the principal source of guidance.

2. The OER is complete and correct as written and requires no further comment from me.

or

3. As a result of my review, I am submitting the following comments:

(Signature block)

Figure 2–1. Sample format for a supplementary review enclosure

2–17. Review responsibilities

a. All reviewing officials will ensure that—

(1) The rating chains are correct.

(2) The evaluations rendered by rating officials are examined and discrepancies are clarified or resolved.

(3) All members of the rating chain have complied with this regulation.

(4) All evaluation reports are submitted on time to HQDA.

(5) The communication process between the rater and rated officer has taken place as described in this regulation.

(6) DA Form 67–9–1 and DA Form 67–9–1a, when applicable, has been properly executed.

(7) Any comments by the rater and intermediate rater on DA Form 67–9–1 are consistent with the evaluation they rendered on DA Form 67–9.

(8) The DA Form 67–9–1 is returned to the rated officer after the senior rater has completed his or her evaluation except for reports where final review is provided by other than the senior rater.

b. In addition to the above, reviewers of relief reports will—

(1) Ensure that the narrative portions of the OER contain factual information that fully explains and justifies the reason for the relief.

(2) Verify that any derogatory information on the OER is correct.

(3) Ensure that the OER is prepared as prescribed by this regulation.

(4) Ensure that the OER has been returned to the rated officer for comment.

(5) Review relieved officer's referral comments if submitted.

2–18. Review of relief reports

a. Relief reports (para 3–50) require referral to the rated officer as described in paragraph 3–32. This referral must be completed before taking any of the actions in the following subparagraphs.

b. If the relief is directed by the rater or intermediate rater, the senior rater will do the review provided he or she is a U.S. Army officer. Otherwise, the first U.S. Army officer in the chain of command or supervision above the individual directing the relief will review the reports.

c. The procedures for reviewing relief reports are as follows:

(1) If the senior rater is qualified to serve as the reviewer and is satisfied that the report is clear, accurate, complete, and fully in accord with the provisions of the regulation, he or she continues to process the report.

(2) If the senior rater (reviewer) finds that the report is unclear, contains errors of fact, or is otherwise in violation of this regulation, he or she will return the report to the rater or intermediate rater, indicating what is wrong. The senior rater will avoid all statements and actions that may influence or alter an honest evaluation by the rater or intermediate rater. When the report has been corrected, it will be returned to the senior rater. (NOTE: changed reports must be referred again by the senior rater, in accordance with para 3–32, to the rated officer so that the corrected report may be acknowledged and comments provided, if desired. Only the final referral and acknowledgment are forwarded with the report to HQDA.)

(3) If the corrected report is satisfactory to the senior rater (reviewer), the senior rater (reviewer) will continue to process the report.

(4) If the corrected report is not satisfactory to the senior rater (reviewer), or if the other rating officials disagree concerning the need for changes in the report, the senior rater (reviewer) will indicate objections to the report by adding an enclosure to the OER (fig 2–1). When indicating objections, the senior rater (reviewer) is restricted to the issues listed in paragraph 2–17*b*.

(5) If the senior rater is not a U.S. Army officer or Department of Army civilian, or if the relief was directed by the senior rater or someone above the senior rater in the chain of command or supervision, the report will be reviewed by the first U.S. Army officer in the chain of command above the individual directing the relief. This officer will perform the functions described in (1) through (4) above. His or her comments will be prepared as an enclosure to the OER (fig 2–1). If there is not a U.S. Army officer in the chain–of–command above the person directing the relief, the report will be forwarded to HQDA for review (see appendix H for the address).

2–19. Supplementary reviews

When the senior rater is not a U.S. Army officer or DA civilian, the commander setting up the rating chain will assign a supplementary reviewer (para 2–16). (If there is no officer to perform this review, the report will be sent to HQDA for review (see appendix H for address). The supplementary reviewer will fulfill the responsibilities listed in paragraph 2–17*a*. He or she will also prepare an enclosure, as described in figure 2–1.

a. If necessary, the enclosure will contain comments on the accuracy or clarity of the completed OER.

b. The comments will not include—

(1) Evaluative statements about the rated officer.

(2) Statements that amplify, paraphrase, or endorse the ratings of the other members of the rating chain.

c. If there are no comments, indicate in the enclosure that no added comment is necessary.

Section V
Special Evaluation Requirements

2–20. Loss of a rating chain member

Special rules apply when a rating chain member is unable to render an evaluation of the rated officer. These situations occur when a rating official dies, is declared missing, is relieved, or becomes mentally or physically incapacitated to such an extent that he or she is unable to submit an accurate evaluation. When a rating official is relieved or determined to be incapacitated, he or she will not be permitted to evaluate his or her subordinate. This restriction also applies to reports with "Thru" dates prior to the relief or incapacitation of the rating official but not yet completed. The following rules apply to these situations:

a. The removal of the intermediate rater or senior rater from the rating chain is treated as a routine change. A new rating official is designated, and may participate in the evaluation after completing the required minimum time in position (90 and 60 days, respectively).

b. When the rater is removed from the rating chain, it must be determined whether the minimum requirements for an evaluation report have been met (para 2–8*b*).

(1) If the minimum requirements have not been met, the period is nonrated and a new rater is designated.

(2) If the minimum requirements have been met, the intermediate rater, if any, will perform the rater's functions. However, the intermediate rater will do so only if he or she feels qualified to rate and has served in the rated officer's rating chain for a period of 60 or more calendar days. If there is no intermediate rater or if the intermediate rater does not feel qualified or has not met the 60 day requirement, the senior rater will perform the rater's function; but the senior rater will do so only if he or she feels qualified to rate and has served in the rating chain for 60 or more calendar days. If the senior rater does not feel qualified or has not met the 60–day requirement, the period will be nonrated. If a senior rater assumes the role of rater, he or she will serve as both rater and senior rater (see para 3–22b(6)).

(3) When the intermediate rater or the senior rater performs the functions of the rater, the number of months in the rating period block (part Ii and j) is computed using the period the substitute rating official has been in the chain.

2–21. Supervisor serving as both rater and senior rater

a. In the following situations, a supervisor or commander who would normally act only as rater may also act as senior rater, providing he or she meets the minimum grade requirement necessary to be a senior rater, and providing the authority to do so has not been restricted by the next higher commander.

(1) A general officer on his or her Aide–de–Camp or an SES equivalent on his or her Military Assistant.

(2) A commander on his or her Inspector General.

(3) A major general (includes a brigadier general in a major general's position) or higher.

(4) A brigadier general who is a commander.

(5) A rater who, under the normal rating chain rules, would cause the senior rating to be performed by one of the following senior officials, provided the senior official does not desire to serve as senior rater—

(a) The Secretary, Deputy Secretary, or the Under Secretaries of Defense.
(b) Assistant Secretaries of Defense.
(c) The Secretary or Under Secretary of the Army.
(d) Assistant Secretaries of the Army.
(e) Chairman, Joint Chiefs of Staff.
(f) Vice Chairman, Joint Chiefs of Staff
(g) The Chief of Staff, Army.
(h) The Vice Chief of Staff, Army.
(i) The Supreme Allied Commander, Europe.
(j) Commanders–in–Chief, Specified or Unified Commands.

b. It should be noted that the authority to act as both rater and senior rater does not extend to the rater of a general officer or a promotable colonel in a general officer position, unless there is no senior official who could logically serve as senior rater.

c. General officers serving as both rater and senior rater may render evaluations on a rated officer after meeting the 60 days rating requirement vice the standard 90 days requirement.

2–22. Dual supervision

a. An officer is considered to be serving under dual supervision when he or she is supervised by, and assigned different duties by, two separate chains of command or supervision throughout the entire rating period. (For example, a unit commander responsible to the unit chain of command for unit matters and to the installation commander for installation matters.) Support unit commanders whose primary mission is to support another unit are generally not serving under dual supervision since they are assigned the support mission and supervised in its execution by their parent units.

b. Both supervising chains of command will be represented in the rating chain. This can be accomplished by dividing the rating chain positions between the two supervisory chains of command.

(1) The preferred method is to divide the rating chain positions between the two supervisory chains of command. For example, the rater might be selected from the nonparent unit and the senior rater from the parent unit. As another alternative, the rater and senior rater might be selected from the parent unit and the intermediate rater selected from the nonparent unit. Important considerations in establishing the rating chain are the significance of the duties supervised by each chain of command and the seniority of the respective supervisors.

(2) When it is not practical to designate a nonparent unit supervisor as rater, intermediate rater or senior rater, this supervisor may submit written comments concerning the rated officer's duty performance to the designated rater for their use in developing the rater's evaluation. These comments will address that portion of the rated officer's duties directed by this supervisor. The nonparent–unit supervisor will evaluate on the DA Form 67–9 only if he or she has been a designated member of the published rating chain for a minimum of 60 calendar days prior to the "Thru" date of the report. If the dual supervisor has not been in the position for the required 60 day period to evaluate, the senior rater in his or her review capacity will so indicate in Part VIIc.

c. The published rating chain will contain the notation "dual supervision" next to the rated officer's name.

d. When preparing an OER on an officer under dual supervision, the fact that an officer is performing under dual supervision must appear in the duty description. The statement "Officer serving under dual supervision" will be entered as the first line of the duty description.

2–23. Professors of military science

Professors of military science (PMS) are responsible to both a DOD chain–of–command and a non–DOD supervisory chain (the academic institution). In these cases, the rater, intermediate rater, and senior rater will be selected from the DOD chain–of–command.

2–24. Special requirements for warrant officers

Special evaluation requirements for warrant officers are in appendix B.

2–25. Special requirements for chaplains

Special evaluation requirements for chaplains are in appendix C.

2–26. Special requirements for JAGC officers

Special evaluation requirements for JAGC officers are in appendix D.

2–27. Special requirements for AMEDD officers

Special evaluation requirements for Army Medical Department officers are in appendix E.

Chapter 3
Evaluaton Forms and Preparation

Section I
The Evaluation Process

3–1. Overview

This chapter governs evaluation principles, forms, preparation, and submission of evaluation reports. Special requirements for USAR and National Guard officers can be found in chapters 4 and 5, respectively.

3–2. Evaluation principles

a. Reports will not be submitted unless authorized by this regulation or directed by HQDA.

b. Reports are submitted on all officers through the grade of major general, except for the Dean of Academic Board, the Registrar, and permanent professors of the U.S. Military Academy who have completed 30 years commissioned service.

c. There are 2types of reports: mandatory and optional. They are further divided into those with a 90 calendar–day minimum rating period and those with other than a 90–day requirement. To determine if an officer meets the minimum calendar–day requirements set by this chapter, nonrated periods occurring during the rating period must be deducted from the total number of days he or she has served in the same position under the same rater during the same rating period.

d. A newly commissioned officer or newly appointed warrant officer programmed for attendance at an officer basic course will not be rated under the provisions of paragraphs 3–40, 3–41, 3–43, 3–44 (except Army Medical Department Officers), or 3–55 prior to attendance at the officer basic course. Unless a report is required by another paragraph, the period prior to attending the basic course will be nonrated. This nonrated time will be accounted for in the initial academic evaluation report.

e. Rating officials greatly affect a rated officer's performance and professional development. Thus, these officials must ensure that the rated officer thoroughly understands the organization, its mission, his or her role in support of the mission, and all of the standards by which his or her performance will be judged. The support form processes (DA Forms 67–9–1 and 67–9–1a) are designed specifically to assist in this rating chain responsibility.

f. To render an objective evaluation, rating officials must use all opportunities to observe and gather information on the rated officer's performance.

g. Rating officials must prepare reports that are accurate and as complete as possible within the space limitations of the form. This responsibility is vital to the long–range success of the Army's mission. With due regard for the officer's current grade, experience, and military schooling, evaluations should cover failures as well as achievements. However, evaluations will normally not be based on a few isolated minor incidents.

h. Rating officials have a responsibility to balance their obligations to the rated officer with their obligations to the Army. Rating officials must make honest and fair evaluations of officers under their supervision. On the one hand, this evaluation must give full credit to the rated officer for his or her achievements and potential. On the other hand, rating officials are obligated to the Army to be discriminating in their evaluations so that DA selection boards and career managers can make intelligent decisions.

3–3. Evaluation forms

There are 4 forms used in the evaluation process: DA Forms 67–9, 67–9–1, 67–9–1a, and 67–9–2. Rating chains use the DA Form 67–9 to evaluate the rated officer's performance and potential. The DA Form 67–9–1 supports the accomplishment of the organization's mission while assisting in the evaluation and professional development of the rated officer. DA Form 67–9–1a augments the support form with a focus on officer and warrant officer development and transition into Army leadership culture. HQDA uses the DA Form 67–9–2 to provide a historical record and audit trail of the senior rater's profile distribution and provides the Army leadership a means to discipline the rating system.

Section II
DA Form 67–9–1 (Officer Evaluation Support Form)

3–4. Purpose and process

a. Completed forms. See figures 3–1 and 3–2 for samples of completed form.

b. Purpose. Promote a top down emphasis on leadership communication, integrating rated officer participation in

objective setting, performance counseling, and evaluation. At the beginning of the rating period, enhance planning and relate performance to mission through joint rater and rated officer discussion of the duty description and major performance objectives. During the rating period, encourage performance counseling and the best use of individual talent by continuous communication to update and revise the performance objectives. At the end of the rating period, enable rated officer input to the OER. All rating officials will use the OER support form. When an officer is serving under dual supervision, a DA Form 67–9–1 is required for each chain of supervision. It is not used to evaluate an officer, and is not forwarded to HQDA with the completed OER.

c. Process.

(1) Beginning of rating period—

(a) Shortly after the rated officer assumes duties, the rater provides him/her with copies of the rater's and senior rater's most recent support forms. The rated officer then drafts his/her DA Form 67–9–1 (OER support form): DUTY DESCRIPTION (part IVa) and MAJOR PERFORMANCE OBJECTIVES (part IVb).

(b) Within the first 30 days the rater conducts the initial face–to–face counseling with the rated officer, and approves the DUTY DESCRIPTION/MAJOR PERFORMANCE OBJECTIVES. (Note: Raters of CPTs, LTs, CW2s, and W01s will also finalize the initial developmental tasks on the DA Form 67–9–1a.)

(c) When the initial face–to–face discussion is completed, the rated officer dates and initials in part III of the support form. The rater also initials (part III) and forwards the support form to the senior rater. The senior rater reviews and initials in part III, and returns it to the rater. The rater retains a copy and returns the original to the rated officer. (Note: Raters of CPTs, LTs, CW2s, and W01s will also forward the DSF to the senior rater for approval and/or initials.)

(2) During the rating period—The rated officer uses the support form as a performance guide. Rater conducts periodic follow–up performance counseling with the rated officer to make needed adjustments to objectives. For LTs and/or WO1s, quarterly counseling is mandatory; for CPT and/or CW2, goal is once around midpoint (3–6 months); field grade follow–up counseling is on an as–needed basis. (NOTE: Raters of CPTs, LTs, CW2s, and WO1s are required to meet counseling requirements for the Developmental Support Form (paras 3–10 and 3–14).) Upon completion of each periodic counseling, the rated officer dates and/or initials in part III and the rater initials in part III. The senior rater then reviews and initials in Part III and returns it to the rater. The rater retains a copy and returns the original to the rated officer, but does not forward to the senior rater (paras 3–10 and 3–14).

(3) End of the rating period—The rated officer completes support form, "SIGNIFICANT CONTRIBUTIONS," part IVc, and forwards to rater. The rated officer should look back over the entire evaluation period to determine the most significant objectives and contributions in the preparation of the final Support form. The rater uses the support form as input for the OER; writes comments to senior rater in part Va and signs; and forwards support form and OER to intermediate rater or senior rater. The intermediate rater also uses the support form as OER input and writes comments in part Vb, signs, and forwards forms to senior rater. The senior rater uses support form as OER input and returns support form to rated officer.

3–5. The communication process

a. The support form communication process is characterized by initial and follow–up face–to–face counseling between the rater and the rated officer. This process is used to achieve the purposes of the DA Form 67–9–1. The initial face–to–face counseling assists in developing the elements of the rated officer's duty description, responsibilities and performance objectives. The follow up counseling enhances mission–related planning, assessment, and performance development.

b. Through the communication process, the rated officer is made aware of the specific nature of his or her duty and may influence the decision on what should be accomplished. The rater is better able to—

(1) Direct and develop his or her subordinates.

(2) Plan for attaining the mission.

(3) Gain valuable information about the organization.

(4) Find better ways to accomplish the mission.

c. Using performance objectives as the basis for leadership communication enables the rater and rated officer to identify the rated officer's most important tasks, priorities, and major areas of concern and responsibility. There are many categories of objectives that can be used. The following examples are to suggest some of the alternatives to be considered.

(1) *Routine*. Objectives that deal with repetitive duties. These duties do not ordinarily produce visible results; but if they are not properly done, there could be serious consequences. (Example: Process administrative discharge within a 45–day period; carry out a program that ensures on time responses to suspense items.)

(2) *Problem solving*. Objectives that deal with problem situations. These objectives should allow time for dealing with problems without disrupting other objectives. (Example: Prepare for logistical support to activate a battalion; reduce the sudden rise in the AWOL rate.)

(3) *Innovative*. Objectives that create new or improved methods of operation. These may involve a degree of risk

because they are untried ideas. (Example: Create and carry out a new property accountability system; develop and test a new maintenance program.)

(4) *Personal development*. Objectives that further the professional growth of the rated officer or his or her subordinates. These objectives should be oriented toward skills that will help either the rated officer or his or her subordinates in their careers or their job performance. These may be in any assigned specialty. (Examples: Complete a correspondence course or additional civilian education; improve a subordinate's knowledge in his or her area of responsibility by developing a study program of Army publications.)

(5) *Special interest items*. Several items have been identified as Army wide areas of special interest. In accordance with applicable regulations, officers tasked with responsibilities in these areas should include this information in the development of their DA Form 67–9–1. When applicable, rating officials should include rated officer performance associated with these special interest items in their overall assessment of performance on the OER. Areas identified for Army wide emphasis are listed below. This list is not all inclusive; commanders may establish their own special interest items and performance objectives.

(a) Civilian Position Management: AR 690–500.

(b) Internal Control Systems: AR 11–2.

(c) Safety: AR 385–10.

(d) Contracting and Acquisition: DOD 5000.52–M

(e) Information Security Program: AR 380–5. The rating officials will consider and may evaluate the rated officer's discharge of any assigned security responsibilities. Rating officials are to comment on any action, behavior or condition that would constitute a reportable matter under Army security regulations and indicate if an appropriate report has been made.

(f) Natural Resources Management: AR 200–3 (Officers assigned to Civil Works Activities will refer to ER 1130–2–400).

(g) Property Accountability: AR 735–5.

(h) Command Inspections: AR 1–201.

(i) Personnel Management Responsibilities for Army Civilian Employees: AR 614–200.

(j) Performance of contracting officers in their ability to increase contract awards to small disadvantaged business concerns, historically black colleges and universities, and minority institutions.

d. The fact that the rated officer and rater will initiate a support form at the beginning of the rating period provides impetus for the communication process. The discussion of duties and major performance objectives at the beginning of the rating period resolves misunderstandings and ambiguities before they can adversely affect performance and mission accomplishment. Throughout the rating period, the working copy of the DA Form 67–9–1 focuses follow up face–to–face counseling on mission requirements and performance. This provides consistency and proper focus for leadership communication and development from the beginning of the rating period until the end.

e. If the communication process has been properly executed, the DA Form 67–9–1 will assist the rating chain in completing the OER. Since the support form accompanies the OER to the senior rater, it provides significant information from the rated officer's point of view to the entire rating chain. To emphasize the importance of this form in the evaluation process, the rated officer and rater will verify initial and follow–up face–to–face counseling by initialing the support form. The rater and intermediate rater (if any) must also review and sign the form before completing an OER.

f. The DA Form 67–9–1 provides an opportunity for the rated officer, rater, and intermediate rater to communicate with the senior rater. Although it is an official document covered by regulation, it will not be part of an official file used by selection boards or career managers. Failure to comply with any or all support form requirements will not constitute the sole grounds for appeal of an OER. The senior rater will ensure that the completed DA Form 67–9–1 is returned to the rated officer when the OER is forwarded to HQDA.

3–6. Rated officer responsibilities

a. Shortly after assuming duties, the rater will provide the rated officer with copies of his/her support form, and the senior rater's support form. Within the first 30 days of the evaluation period, the rated officer will draft his/her support form, normally using the rater/senior rater support forms provided as input, in preparation for the initial face–to–face counseling with the rater. The rated officer will discuss duties, responsibilities, and performance objectives with the rater during this initial meeting. Correspondence and telephone conversations may be used as alternatives because of geographic separation; followed by a face–to–face discussions at the earliest opportunity. Submitting written performance objectives for approval at the beginning of the rating period without a follow–up face–to–face counseling is an unacceptable shortcut. Rated officers serving under dual supervision will have face–to–face discussion with both supervisors. The rated officer will verify the face–to–face discussion by dating and initialing Part III of the working copy of the support form (DA Form 67–9–1).

b. The rated officer will maintain a working copy of the support form with duties and objectives throughout the rating period. The rated officer will make additions or deletions to his or her duties and objectives on the working copy as changes occur and will discuss any changes to the working copy of the support form with the rater. Rated officers

may express their personal preference for Career Field and Branch and/or Functional Area recommendations on their OER support form and during professional development counseling sessions with their rating officials. Follow up face–to–face counseling are the most effective forum for these rater updates. Rated officers serving under dual supervision will develop and maintain separate working copies of their support form.

c. All officers who are required to file Standard Form 278 (Executive Branch Personnel, Public Disclosure Report and Schedule A), as a result of their duties, must include that requirement in part IV, Block a, of DA Form 67–9–1. In determining whether they are required to file such forms, officers should consult their command ethics counselor or staff judge advocate.

d. The rated officer will prepare the final support form at the end of the rating period. The rated officer will enter the dates of the initial and follow–up discussions from the working copy of the support form, and reenter his or her initials. The final DA Form 67–9–1 will be considered by the rating officials in preparing the DA Form 67–9. Rated officers serving under dual supervision will prepare a final support form for both supervisors.

(1) The rated officer will enter the duty title and position code in part IVa that most accurately describes the principal duty performed. The description of the duty must be clear and concise. The rated officer should describe the normal requirements of the duty position rather than changing tasks associated with the position. The rated officer should be specific and emphasize the required functions, conditions peculiar to the assignment and the scope of responsibility to include, where applicable, dollars, facilities, people and types and amount of equipment.

(2) The rated officer may enter all or only the most significant of the assigned objectives for the evaluation period at part IVb.

(3) The rated officer should enter all, or only the most significant of his or her contributions for the evaluation period at part IVc.

d. When the rated officer refuses to complete part IV, DA form 67–9–1, on the grounds that the entry is voluntary under the Privacy Act, he or she will enter this statement instead: "I do not desire to submit the information requested in this section. I realize that I am willingly surrendering my opportunity to have this information considered in my evaluation and that my OER will be prepared without benefit of this information."

3–7. Rater responsibilities

a. Shortly after the rated officer assumes duties, the rater will provide him/her with copies of the most recent rater and senior rater support forms. By doing this, the rater ensures the rated officer has the necessary input from his/her chain of command to properly determine and prioritize responsibilities and performance objectives.

b. At the beginning of the rating period, the rater will tell the rated officer what his/her complete rating chain is and ensure the correct rating chain is recorded on the DA Form 67–9–1. The rater will notify the rated officer of any applicable changes to the rating chain. The rater will use the official, published rating chain described at paragraph 1–4b, and ensure that it remains current.

c. The rater will ensure that a rated officer serving under dual supervision (para 2–22) is notified of the additional chain of supervision. An officer acting as the additional rating official in a dual supervision situation will also assume the appropriate responsibilities of the rater in developing the separate DA Form 67–9–1.

d. The rater will conduct a face–to–face counseling with the rated officer within the first 30 days of the rating period. This initial discussion will be focused on duties, responsibilities and performance objectives. Correspondence and telephone conversations may be used as an alternative because of geographic separation, followed by a face–to–face discussion at the earliest opportunity. Simply requiring the rated officer to submit written performance objectives at the beginning of the rating period and approving them without a follow–up face to face meeting is an unacceptable shortcut of this provision.

e. The rater will verify the initial face–to–face counseling by initialing part III of the working copy of the support form and should forward a copy of the draft DA Form 67–9–1 to the senior rater for his/her approval and initials. If the rated officer is a CPT, LT, CW2, or WO1, the rater and rated officer will use the support form to assist in the completion of the Developmental Support Form, initial it in Part IV, and forward it to the senior rater along with the DA 67–9–1 for approval and initials. A complete discussion of the DA Form 67–9–1a is in Section III.

f. Throughout the rating period, the rater will conduct periodic follow–up face–to–face counseling with the rated officer.

(1) The rater will ensure that changes to the duties and performance objectives are properly updated on the DA Form 67–9–1 in part IV, and initial in part III. Raters of CPTs, LTs, CW2s, and WO1s will also use the DA Form 67–9–1a to update developmental tasks in part III and record comments/initials in Ppart V.

(2) Once the DA Form 67–9–1 and DA Form 67–9–1a, if applicable, are initialed, the rater should forward the form(s) to the senior rater for his/her verification and initials.

(3) Each rater is required to articulate their developmental counseling responsibilities, as major performance objectives, on his/her DA Form 67–9–1, part IVb. Raters of CPTs, LTs, CW2s, and WO1s will ensure rater counseling requirements for the DA Form 67–9–1a are included. In accordance with AR 623–205, raters of noncommissioned officers will ensure that rater counseling requirements for DA Form 2166–8–1 (Noncommissioned Officer Counseling Checklist/Record) are included. In accordance with DA Pam 690–400, raters of DA Civilians will ensure that rater

counseling requirements for DA Form 7223–1 (Base System Civilian Performance Counseling Checklist/Record) and DA Form 7222–1 (Senior System Civilian Evaluation Report Support Form) are included.

g. The rater will review the final DA Form 67–9–1 when preparing the DA Form 67–9. The duty description at part III and the performance narrative at part V of the DA Form 67–9 may include information from the rated officer's final DA Form 67–9–1. However, the choice of what to enter on the OER is the rater's.

h. The rater will reenter his or her initials in part III of the final support form to verify the dates of the initial and follow–up face–to–face counseling. The rater will sign and date part Va of the final support form, acknowledging he or she has reviewed it. Comments are optional, except to explain the delay or absence of the initial face–to–face counseling. This is not the place to evaluate the rated officer, but is an appropriate place to address the accuracy of the rated officer's duty description, performance objectives and contributions for the intermediate or senior rater.

i. The rater will forward the final support form, along with the OER, to the intermediate or senior rater.

3–8. Intermediate rater responsibilities

The intermediate rater will review the final DA Form 67–9–1 when he or she is preparing the DA Form 67–9. The narrative at part VI of the DA Form 67–9 may be based on the rated officer's final DA Form 67–9–1. The intermediate rater will sign and date Part Vb of the final support form acknowledging he or she has reviewed it. Comments are optional. This is not the place to evaluate the rated officer, but is an appropriate place to address the rated officer's performance objectives and contributions or to provide comments to the senior rater. The intermediate rater will forward the final support form to the senior rater.

3–9. Senior rater responsibilities

The senior rater is responsible to ensure each of his/her rated officers receives a copy of his/her support form. The senior rater will later review, approve and initial draft DA Form 67–9–1, part III, when submitted to him/her after initial and follow–up face–to–face counseling. The senior rater will also review the completed DA Form 67–9–1 at the time he or she is preparing the OER. The narrative at part VIIb of the DA Form 67–9 may be based in part on the rated officer's final DA Form 67–9–1. Finally the senior rater will ensure that the DA Form 67–9–1 is returned to the rated officer when the completed DA Form 67–9 is forwarded to HQDA.

Section III
DA Form 67–9–1a (Developmental Support Form)

3–10. Purpose and process

a. Completed form. See figure 3–3 and figure 3–4 for a sample of a completed form.

b. Purpose. The primary purpose of this form is to assist in the rapid, equal, and fair transition and professional development of Army officers and warrant officers. The concept is to drive development and integrate it with performance. As with the support form, the rater directs the process, with active participation from the rated officer. The form is used to build a developmental plan based on tasks that target the major performance objectives listed on the OER support form. The requirement is to record at least one developmental task in each doctrinal behavior/skill listed on the form. Although the DSF emphasizes development, it also drives the officer's and warrant officer's efforts toward mission accomplishment.

c. Process.

(1) The beginning of the rating period.

(a) The rater will provide the CPT/LT/CW2/WO1 with the initial issue of support forms (rater's and senior rater's most recent DA Form 67–9–1) and a copy of the Developmental Support Form). The CPT/LT/CW2/WO1 drafts the initial duty description and major performance objectives (DA Form 67–9–1) and becomes familiar with the Army values and doctrinal leadership attributes/skills/actions (defined in FM 22–100 and on the DA Form 67–9–1a).

(b) The rater will conduct an initial face–to–face counseling with the rated officer to discuss duties and objectives as soon as possible, but not later than 30 days after the beginning of the rating period. At completion of this discussion, the rater and rated officer will have drafted the working copies of the OER support form (completed duties and major performance objectives recorded in part IVa), and Developmental Support Form (initial developmental tasks recorded in part III). Additionally, they will date and initial in Part III of DA Form 67–9–1 and part IV of the DA Form 67–9–1a. The rater will then obtain the senior rater's approval and initials on the support form and the DSF.

(2) During the rating period. The rater and rated officer will use the support form and the DSF to guide performance and development throughout the remainder of the rating period.

(a) The rater should actively observe the rated officer's performance during operational and training activities to determine his/her strengths and weaknesses. The rater will then use this assessment to further focus the individual development of the rated officer during follow–up counseling and developmental task formulation.

(b) Raters will conduct follow–up performance/developmental counseling with their CPTs/LTs/CW2s/WO1s to adjust and/or update performance objectives and developmental tasks. Rater will also complete the Developmental

Assessment Record in part V on the reverse side of the DSF. Both rater and rated officer must also initial and date part V of the DSF and part III of the support form.

(3) End of the rating period.

(a) Using the DSF as critical input, the rated officer finalizes the "significant contributions" on the support form (part IVc, DA Form 67–9–1).

(b) The rater uses the DSF and support form input for comments on the final support form and OER. During the accompanying face–to–face discussion, the rater will review overall performance during the entire rating period with the CPT/ LT/CW2/WO1, and review and/or update the support form and DSF. The rater then completes his/her portion of the OER, initials Part III (counseling) and signs part V (signifies reviewed "significant contributions"), and sends the support form and OER to the intermediate or senior rater. (NOTE: The DSF should NOT be forwarded to the intermediate or senior rater with the support form and OER)

3–11. Rated officer's responsibilities

a. Shortly after assuming duties, the rater will provide the rated officer with copies of his/her support form, the senior rater's support form, and a copy of a blank Developmental Support Form. In addition to drafting his/her support form for the initial face–to–face counseling with the rater (approximately 30 days into rating period), the rated officer should review the Army values and doctrinal leadership attributes, skills, and actions listed on the DSF.

b. Within the first 30 days, the rater will conduct a face–to–face counseling with the rated officer. The rated officer will provide the rater with a copy of his/her draft support form. Once the duties and major performance objectives have been established, the rated officer will also participate in the formulation of the developmental tasks for the DSF. Once completed, the rated officer will date and initial the DA Form 67–9–1a in part IV.

c. During the rating period, the rated officer will use the DA Form 67–9–1a as a working document to guide performance and development. The rated officer should keep a record of progress on developmental tasks to aid in follow–up counseling with the rater. Any required adjustments/changes must be discussed with the rater. The rated officer will actively participate in the follow–up counseling sessions with the rater. The rated officer will date and initial part V on the reverse side of the DA Form 67–9–1a, as well as part III on the DA Form 67–9–1, after each follow–up counseling has been completed.

d. At the end of the rating period, the rated officer will use the DA Form 67–9–1a to assist in the completion of the DA Form 67–9–1, "significant contributions." Key developmental tasks accomplished during the rating period are significant contributions.

3–12. Rater's responsibilities

a. All raters have the responsibility to guide and direct the performance and development of their rated officers. The rater's role in the effectiveness of the Developmental Support Form is key, and is therefore evaluated on the OER (Part IVd).

b. Shortly after the rated officer assumes duties, the rater will provide him/her a blank copy of the DA Form 67–9–1a along with the rater and senior rater support form copies.

c. The rater will then prepare to discuss developmental tasks with the rated officer at the initial face–to–face counseling. The preparation of an initial draft DA Form 67–9–1a may facilitate and focus the initial discussion of developmental tasks with the rated officer.

d. The rater will complete Part III (Developmental Action Plan) of the DA Form 67–9–1a and discuss the developmental tasks during the initial face–to–face counseling with the rated officer. The rater will ensure that at least one developmental task is recorded for each leadership action listed in Part III. Each developmental task should target a support form major performance objective (Part IVb, DA Form 67–9–1). At the left of each developmental task, the major performance objective number(s) should be recorded in parentheses. Once the counseling session has been completed, the rater will have the rated officer date and initial in Part IV (Verification); initial in Part III of the DA Form 67–9–1; and forward both forms to the senior rater for approval/initials. After obtaining the senior rater's approval and initials, the rater will return the original DA Forms 67–9–1 and 67–9–1a to the rated officer and retain one copy of each.

e. Throughout the remainder of the rating period, the rater will conduct quarterly follow–up performance and/or developmental counseling with the rated officer to adjust and/or update developmental tasks, discuss performance, and/ or focus developmental efforts on both support form and DSF. At the conclusion of each follow–up counseling, record key comments from the counseling session in part V, DA Form 67–9–1a. The rater will also have the rated officer date and initial part V, DA Form 67–9–1a and part III, DA Form 67–9–1. Finally, the rater is responsible for forwarding the DA Form 67–9–1 to obtain the senior rater's initials at Part III. (NOTE: The DA Form 67–9–1a is not forwarded to the intermediate or senior rater.)

f. At the end of a subordinate CPT/LT/CW2/WO1's rating period, the rater will use the DA Form 67–9–1a in conjunction with the completed DA Form 67–9–1 as input for the rater's portion of the OER.

3–13. Intermediate rater responsibilities

The intermediate rater will assist the senior rater in monitoring rater compliance with DSF requirements, as needed. Additionally, the intermediate rater will provide assistance and advice to the rater in carrying out the developmental responsibilities inherent in the Developmental Support Form Counseling Program.

3–14. Senior rater responsibilities

a. The senior rater has overall responsibility for the professional development of officers and warrant officers in his/her rating chain. As such, the senior rater's role is key to the success of the Development Support Form Counseling Program. He/she must create and sustain a command climate that fosters active and open communication.

b. The senior rater will ensure his/her raters and rated officers understand and comply with the requirements of the Development Support Form Counseling Program. The senior rater reviews and approves the initial Developmental Action Plan (DA Form 67–9–1a, Part III) and then enters his/her initials in Part IV of the DA Form 67–9–1a. Additionally the senior rater uses the support form (DA Form 67–9–1, Part III) to track required follow up counseling.

Section IV
DA Form 67–9 (Officer Evaluation Report)

3–15. Purpose and use

a. See figures 3–5 and 3–6 for samples of completed forms.

b. DA Form 67–9 (OER) is used by rating chain members to provide DA with performance and potential assessments of each rated officer.

c. DA Form 67–9 also provides evaluation information for use by successive members of the rating chain, emphasizes and reinforces professionalism, and supports the specialty focus of OPMS.

3–16. Part I, administrative data

a. Part I is for administrative data and for identifying the rated officer, the period of the report, and the reason for submitting the report.

b. Part I is completed by the servicing PSB or administrative office.

c. The following is an explanation for use in computing the rating period, nonrated periods, and the number of rated months.

(1) The "Period Covered" (Part Ii on DA Form 67–9) is the period extending from the day after the "Thru" date of the last report to the date of the event causing the report to be written. The rating period is that period within the "Period Covered" during which the rated officer serves in the same position under the same rater who is writing the report. The "Period Covered" and the rating period always end on the same date (the "Thru" date of the OER or Academic Evaluation Report (AER). However, the beginning date of the rating period may not be the same as that of the "Period Covered" (the "From" date). For example, an officer departs on PCS on 1 July and is given a change–of–duty report with a "Thru" date of 30 June. After 5 days in travel and 20 days on leave, the officer reports for duty in his or her new unit on 26 July. Then on 1 November the officer changes duty and is given a change–of–duty report. The "Period Covered" on this report would be 1 July ("From") to 31 Oct ("Thru"); however, the rating period would be from 26 July to 31 October. (The entry for block k would be code I)

(2) Nonrated periods are determined by the status of the rated officer. There are three distinct types of nonrated periods. They are described below and in Table 3–1.

(a) Periods, regardless of the number of days, between the date an officer departs one duty position and begins performance in a new duty position. In the example in (1) above, 1 July to 25 July would be a nonrated period.

(b) Periods, regardless of the number of days, spent performing in a duty position during which the rated officer or the rater does not meet the minimum time requirements for a report to be rendered. This includes periods spent at school for which an academic evaluation report is not required. In the example in (1) above, had the rated officer changed duty on 1 October rather than 1 November, the Period 26 July to 30 September would also be nonrated. (Then the nonrated code for block k would be Q)

(c) Periods totaling 30 or more consecutive days that occur during the rating period and that are spent in one or more of the following ways:

1. Ordinary leave.
2. AWOL.
3. In the hospital.
4. Convalescence leave.
5. In confinement.
6. Under arrest.
7. On permissive TDY.
8. On temporary duty (TDY) or special duty (SD) serving as a member of a DA Selection Board or a court–martial.
9. On TDY or SD attending a course of instruction scheduled for less than 60 calendar days.

10. Attendance at Combined Arms Service and Staff School (CAS3).

Note. With the exception of CAS3, attendance at a career progression course of any length and at other courses more than 60 days in length is rated on an academic evaluation report in accordance with AR 623–1.

(d) All periods of TDY or SD other than those mentioned in 9 and 10 above are rated periods. (See Table 3–2)

(3) To determine if the rated officer has the number of days needed for a report, determine the rating period. That is, count the number of calendar days the rated officer has served under his or her present rater in his or her present duty position since the beginning of the rating period. Deduct from this total all nonrated periods of the type described in (2)(c) above. Do not count nonrated periods that occurred prior to the rating period covered. If the resulting number of days is equal to or greater than the minimum number of days needed for a report, a report may be submitted.

(4) The number of rated months (Part Ij, DA Form 67–9) is computed by dividing the basic rating period ((3) above) by 30. Do not use the "Period Covered" by the report. If 15 or more days are left after dividing by 30, they will be counted as a whole month. (For example, 130 days is 4 months and 10 days and is entered as 4 months; 140 days is 4 months and 20 days and is entered as 5 months.)

d. With the exception of Part Il, m and n, all of the following blocks must be completed before sending the report to the rated officer for authentication.

(1) Part Ia and b. Self–explanatory. Name will be capitalized.

(2) Part Ic. Enter authorized abbreviation (e.g., CPT, LTC). If the rated officer has been selected for promotion and is serving in an authorized position for the grade to which he or she is to be promoted, enter a "P" next to his or her current grade (e.g., CPTP, LTCP). If the rated officer is not assigned to a position authorized the higher grade, do not use the "P" . (para 2–4c and 3–17c(1)). The "P" indicator will also be used with warrant officer grades. If the rated officer has been frocked to a higher grade and is serving in the authorized position for the grade to which he or she has been frocked, enter the frocked grade. If the rated officer has been frocked to a higher grade and is not yet serving in an authorized position requiring the higher grade enter the lower grade.

(3) Part Id. Enter the date of rank for grade, using 4–digit year format (i.e., 19980730), in which serving as of the "Thru" date of the report. If the rated officer has been frocked to a higher grade and is serving in an authorized position for the grade to which he or she has been frocked, enter the effective date of the frocking. If the rated officer has been frocked to a higher grade and is not yet serving in an authorized position requiring the higher grade, enter the date of rank of the lower grade.

(4) Part Ie. Enter basic branch abbreviation. For general officers (less AMEDD) enter GO.

(5) Part If. Enter specialty codes which identify the commissioned officer's designated specialties and enter PMOS for warrant officers. For special branch officers, enter the officer's primary area of concentration. For general officers, enter OOB.

(6) Part Ig. Self–explanatory.

(7) Part Ih. Enter the code and reason for which the report is being submitted. These codes are in Table 3–3.

(8) Part Ii. "From" date is the day following the last day ("Thru") in the preceding report. The "Thru" date is the date of the event that is the reason for the report except for change of duty and change of rater reports. The "Thru" date on change of duty and change of rater reports will be the day before the change. For rated officers signing out on transition leave, the "Thru" date will be the date prior to the date that transition leave begins. Use 4–digit year format (i.e., 19971015)

(9) Part Ij. Enter the number of rated months. (See c(4) above)

(10) Part Ik. Enter the code(s) which apply for rated officer's nonrated time. These codes are in Table 3–4.

(11) Part Il. Indicate the total number of enclosures. If there are no enclosures enter "0" .

(12) Part Im. Check box indicating disposition of rated officer's copy of the report.

(13) Part In. Enter the initials of the senior rater's military personnel officer (PSB, S1 or Administrative Officer) before forwarding the OER to HQDA.

(14) Part Io. Enter code for the rated officer's MACOM. (See Table 3–5)

(15) Part Ip. Enter four character alphanumeric PSB code of the rated officer's servicing PSB; or for ARNG officers, two digit STATE MILPO CODE.

3–17. Part II, authentication

a. Part II is for authentication by the rated officer and rating officials after they have completed their portion(s) of the form at the end of the rating period.

b. Part II is completed by entering the names, SSNs, ranks, and positions of the rating officials. The senior rater's organization, telephone number and email address will also be entered.

c. Detailed instructions for this part are as follows:

(1) Prior to initiating the report, the Bn S1 or administrative office will ensure that data identifying the rating officials are accurate and duty assignment entries reflect position titles. All grade entries will be the current (as of the "Thru" date) grades with a "P" added, only if he or she is in an authorized position for the grade to which he or she is

to be promoted. Rating officials who have been frocked to a higher grade and are serving in an authorized position for which he or she has been frocked will enter the frocked grade.

(2) For rating officials who are members of other services, in addition to their rank, enter their branch of service (i.e., USN, USAF, USMC) in the "Branch" block in Part IIc. For example, a US Navy Captain would be entered as CAPT in the rank block and USN in the branch block. For civil service senior raters, enter the pay grade, GS–(13–16). For members of the Senior Executive Service, "SES" will be entered in lieu of a grade.

(3) The rater enters the most recent Army Physical Fitness Test (APFT) performance and height and weight data as of the "Thru" date of the report (see para 3–19.1 for instructions). The rated officer should sign and date the report after its completion and signature by all rating officials in the rating chain. The rated officer's signature verifies the accuracy of the administrative data in Part I (except block m), the rating officials in Part II, the APFT and height and weight data in Part IVc, and that the rated officer has seen the completed OER, Parts I–VII. This action increases administrative accuracy of the OER since the rated officer is most familiar with and interested in this information. Confirmation of the administrative data also will normally preclude an appeal by the rated officer based on inaccurate administrative data, which by the exercise of due diligence by the rated officer would have been corrected.

(4) If the rated officer is unavailable, unable, or fails to sign the DA Form 67–9 for any reason, the senior rater will either resolve the problem or explain why in DA Form 67–9, Part VIIc. The report will not be delayed because it lacks the rated officer's signature. However, if the report is adverse or contains derogatory information concerning the rated officer and the rated officer has not signed the report, the report must be referred to the rated officer. Senior raters should use their Army Knowledge On–Line email address (should they have one) as their permanent email address to facilitate HQDA contact concerning the OER, should the need arises.

(5) Each rating official signs and dates the report before sending it to the next rating official or HQDA. Their signatures verify all entries on the form at the time of their respective signatures. The date entered will not be prior to the "Thru" date or the date of any preceding rating official's signature.

(6) The senior rater will also provide their complete unit mailing address, duty telephone number, and electronic mail address as indicated.

(7) To facilitate the rated officer signing the OER after its completion and signature by the rating officials, the OER may be signed and dated by each individual in the rating chain up to 14 days prior to the "thru" date of the report. The following rules apply:

(a) The senior rater's signature and date cannot be prior to that of the rater's or intermediate rater's.

(b) The rated officer may not sign or date the report prior to the rater, intermediate rater, or senior rater.

(c) As a reminder, senior raters must take into account the senior rater profile restarts prior to dating the OER. A report with a senior rater signature date prior to the effective date of the restart will process and profile against the "old" profile regardless of the actual "thru" date of the OER.

(8) After the report has been completed, the PSB/administrative office will ensure that rating officials have signed the report, and advise the appropriate rating officials of any discrepancies noted before further processing.

3–18. Part III, duty description

a. Part III provides for the duty description of the rated officer. It is the responsibility of the rating officials to ensure duty description information is factually correct. The duty description:

(1) Is entered in Part III by the rater and is based on the rated officer's entries on DA Form 67–9–1, if appropriate.

(2) Is an outline of the normal requirements of a specific duty position.

(3) Should show type of work required rather than frequently changing tasks.

b. The duty description portion is intended to provide users of the OER (selection boards, personnel officers, etc.) a succinct description of the rated officer's primary responsibilities and the type of position the officer holds.

c. Detailed Instructions.

(1) Enter in Part IIIa and b the principal duty title and AOC/MOS to identify the rated officer's position. This information will directly reflect the duty title found on the DA Form 4037 (Officer Record Brief) (ORB). Part IIIb will contain, as a minimum, the first five characters of the position requirements code; seven characters if an additional skill identifier (ASI) is needed; or nine characters if a language identification is required.

(2) Part IIIc. The significant duties and responsibilities section will be a succinct narrative, written in prose (not bullet) format. The rater will describe in detail the rated officer's duties and responsibilities. The narrative should be reflective of the duty description on the officer's OER support form. Key elements include: number of personnel supervised, amount of resources under one's control, and scope of responsibilities. Descriptions must be clear and concise and must emphasize specific functions required of the rated officer. The rater should also note conditions peculiar to the assignment. For example, active component officers who are assigned to full–time support duties with reserve component units or reserve component officers assigned to active units, often perform functions which are peculiar to that duty. In order to ensure that due consideration is given to these factors, the duty description should note these conditions. As a minimum, the description will include principal duties and significant additional duties. When a warrant officer is serving in a commissioned officer position, cite in Part IIIe the approval authority from HQDA, (DA Pam 611–21).

(3) When an officer is serving under dual supervision, the statement "Officer serving under dual supervision" will be entered as the first line of the duty description. The duty description will be jointly developed by the supervisors in each chain of command.

3–19. Part IV, performance evaluation – Professionalism

a. Part IV of DA Form 67–9 is completed by the rater, including the Army Physical Fitness Test (APFT) performance entry and the height and weight entry in Part IVc. Part IV contains a listing of the Army values and the dimensions of the Army's leadership doctrine that define professionalism for the Army officer. They apply across all grades, positions, branches, and specialties. They are needed to maintain public trust and confidence and the qualities of leadership and management needed to maintain an effective officer corps. These values and leader attributes/skills/actions are on the DA Form 67–9 to emphasize and reinforce professionalism. They will be considered in the evaluation of the performance of all officers.

b. Detailed instructions for completing Part IV Performance Evaluation – Professionalism are as follows:

(1) Part IVa – Army Values. The rater will check either a "yes" or "no" in the values block. Mandatory comments are required for all "no" entries. Comments will be made in Part Vb. Base each entry on whether or not the rated officer meets or does not meet the standard for each particular value. Comments, if provided, will refer to a specific value and be included in the narrative in Part Vb; sample reference: "A solid, trustworthy officer whose integrity is beyond reproach." A list of the values and their definitions are as follows (a more detailed explanation can be found in FM 22–100):

(a) HONOR – Adherence to the Army's publicly declared code of values.

(b) INTEGRITY – Possesses high personal moral standards; honest in word and deed.

(c) COURAGE – Manifests physical and moral bravery.

(d) LOYALTY – Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier.

(e) RESPECT – Promotes dignity, consideration, fairness and equal opportunity.

(f) SELFLESS SERVICE – Places Army priorities before self.

(g) DUTY – Fulfills professional, legal and moral obligations.

(2) Part IVb – Leader attributes/skills/actions. The rater will place an "x" in either the "yes" or "no" box for each attribute/skill/action. Comments are mandatory for any "no" entries. The rater must choose one attribute from Part IVb.1, two skills from Part IVb.2, and three actions from Part IVb.3 that best describe the rated officer's strengths by placing an "x" in the numbered box. Comments may be provided on these strengths or any other leadership attributes/skills/actions in Part Vb. A list of attributes/skills/actions and their definitions are as follows:

(a) ATTRIBUTES: (Choose one) Fundamental qualities and characteristics.

1. MENTAL – Possesses desire, will, initiative, and discipline

2. PHYSICAL – Maintains appropriate level of physical fitness and military bearing.

3. EMOTIONAL – Displays self–control; calm under pressure.

(b) SKILLS (Competence): (Choose two) Skill development is part of self–development; prerequisite to action.

1. CONCEPTUAL – Demonstrates sound judgment, critical/creative thinking, moral reasoning.

2. INTERPERSONAL – Shows skill with people: coaching, teaching, counseling, motivating and empowering.

3. TECHNICAL – Possesses the necessary expertise to accomplish all tasks and functions.

4. TACTICAL – Demonstrates proficiency in required professional knowledge, judgment, and warfighting.

(c) ACTIONS (Leadership): (Choose three) Major activities leaders perform: influencing, operating, and improving.

1. INFLUENCING: Method of reaching goals while operating/improving.

- COMMUNICATING—Displays good oral, written, and listening skills for individuals/groups.
- DECISION MAKING—Employs sound judgment, logical reasoning and uses resources wisely.
- MOTIVATING—Inspires, motivates and guides others toward mission accomplishment.

2. OPERATING: Short–term mission accomplishment.

- PLANNING—Develops detailed, executable plans that are feasible, acceptable, and suitable.
- EXECUTING—Shows tactical proficiency, meets mission standards, and takes care of people/resources.
- ASSESSING—Uses after–action and evaluation tools to facilitate consistent improvement.

3. IMPROVING: Long–term improvement in the Army, its people and organizations

- DEVELOPING—Invests adequate time and effort to develop individual subordinates as leaders.
- BUILDING—Spends time and resources improving teams, groups, and units; fosters ethical climate.
- LEARNING—Seeks self–improvement and organizational growth; envisioning, adapting, and leading change.

3–19.1. Part IVc, height weight/APFT

a. The rater will enter (typed) the Army Physical Fitness Test results and the height and weight data of the rated officer in Part IVc. These entries will be verified by the senior rater and the rated officer when they complete and sign their portion(s) of the OER. If any of these entries are missing, regardless of the reason, the rater will explain the absence in Part Vb. Comments are also required for certain entries related to APFT and height/weight information as detailed below.

b. Detailed instructions for completing APFT entries at Part IVc are as follows:

(1) In the space after the word "APFT" the rater will enter (typed) "PASS" or "FAIL" and in the space after the word "date" enter the month and 4–digit year of the APFT result (APFT refers to both the PT Test for officers without profiles consisting of push–ups, sit–ups, and the two mile run and the alternate PT Test as prescribed by health care personnel for officers with permanent profiles); or "PROFILE" and the month and 4–digit year the profile was awarded. These entries will reflect the officer's status on the date of the most recent APFT administered by the unit as of the thru date of the report. Sample entries are; "PASS JAN 1998" , "FAIL FEB 1998" , or "PROFILE MAR 2000" . APFT numerical scores will not be entered.

(2) The rater will explain an APFT entry of "FAIL" . Comments on "FAIL" entries will address reasons for failure and note any progress toward meeting physical fitness standards (AR 350–1). Comments on "PROFILE" entries will be made only if the rated officer's ability to perform his/her assigned duties is affected. Provide comments in Part Vb.

(3) If the APFT has not been taken within 12 months of the thru date of the report the APFT data entry will be left blank. The rater will explain the absence of an APFT entry in Part Vb.

(4) An APFT entry is not required for pregnant officers who are exempt from the APFT in accordance with AR 40–501. For pregnant officers who have not taken the APFT within the last 12 months due to pregnancy, convalescent leave and temporary profile, the rater will enter the following statement in Part Vb: "Exempt from APFT requirement IAW AR 40–501" .

c. Detailed instructions for completing height and weight entries are as follows:

(1) In the space after Height and Weight the rater will enter (typed) the rated officer's height and weight respectively as of the units last weigh–in. If there is no weigh–in during the period covered by the report, the rater will enter the officer's height and weight as of the "thru" date of the OER. An entry of "YES" or "NO" will be placed in the space next to the weight to indicate compliance or noncompliance with AR 600–9. Sample entries are: "HEIGHT: 72 WEIGHT: 180 YES" , "HEIGHT: 71 WEIGHT: 225 NO" , or "HEIGHT: 73 WEIGHT: 215 YES" .

(2) For an officer who exceeds the screening table weight a "YES" entry may only be entered after a body fat measurement has been completed and he or she is found to be within body fat standards.

(3) The rater will comment on a "NO" entry, indicating noncompliance with the standards of AR 600–9 in Part Vb. These comments should indicate the reason for noncompliance; medical conditions may be cited for noncompliance, however, the "NO" entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes. The progress or lack of progress in weight control programs should be indicated.

(4) For pregnant officers, the entire entry is left blank. The rater will enter the following statement in Part Vb: "Exempt from weight control standards of AR 600–9" .

3–19.2. Part IVd, Developmental Support Form

a. If the rated officer rates any CPTs/LTs/CW2s/WO1s, the rater places an "X"either in the "yes" or "no" box to indicate compliance with the requirements of the DSF. The DSF rater's responsibilities are described in paragraph 3–12.

b. If the rated officer does not evaluate any CPTs/LTs/CW2s/WO1s, the rater places an "X" in the "NA" box.

c. For evaluation reports on raters of CPTs/LTs/CW2s/WO1s, comments are mandatory for a "no" entry in part Vb.

3–20. Part V, performance and potential evaluation (rater)

a. Part V of the form provides for the rater's evaluation of the rated officer's performance and potential. (These evaluations are further defined in para 1–10.)

b. Detailed instructions for this part are as follows:

(1) *Part Va*. The rater compares the rated officer's performance and potential for promotion with that of his or her contemporaries (para 1–10). The focus is on results achieved and the manner by which they were achieved. The rater places an "x" in the appropriate box. The "Other" box in Part Va is for cases that do not fit the promotion recommendations that are given. For example, this box may be used for warrant officers in grade CW5. The rater may use the "Other" box for colonels (0–6) if he or she wishes to recommend retention on active duty without advocating promotion to brigadier general. The "Other" box may also be used for those reports made according to paragraph 3–45, if the rater decides it is appropriate. This box may not be used with entries in Part Vb as a gimmick to highlight promotion recommendations. These recommendations are more appropriately described by other boxes.

(2) *Part Vb*. The rater comments on specific aspects of performance and potential. These comments are mandatory. As a minimum, the comments should address the key items mentioned in the duty description in Part III and, as appropriate, the duty description, objectives, and contributions portions of the OER support form. Evaluation of

potential consists of an assessment of the rated officer's ability to perform in positions of greater responsibility. Comments should be specific and address, as appropriate, the officer's potential for promotion, military and civilian schooling, specific assignment (both in terms of level of organization and level of responsibility), and command. Raters are authorized to separate performance and potential portions of their narratives in Part Vb. Comments regarding separation should be reserved for the rated officer's final active duty report. If the report is not a final active duty OER, comments concerning separation are permitted only if the rated officer has an approved release date or if a retirement application has been received by USA HRC. If the rated officer is retiring, or is being released to the U.S. Army Reserve (USAR) after 20 or more years of active duty, the rater will indicate the grade and assignment for which the officer should be recalled to active duty in the event of mobilization (for example, grade of colonel, installation DPCA). This recall statement applies only if the OER is the rated officer's final active duty report.

(3) *Part Vc*. (Completion of this block concerning unique skills is optional.)

(a) The rater will provide narrative comments indicating any unique skills/expertise which the rated officer possesses. The rater should focus on identifying any ability of special value to the Army which may not be evident in other areas of an officer's personnel file. This may include a detailed understanding of a particular technological application, a specialized expertise in an aspect of the Army's mission, or an in–depth understanding of a foreign culture. Some of the types of unique skills to consider are—

1. Simulations.

2. Language proficiency/fluency.

3. Special computer skills.

4. Advanced technical degree.

5. Special resource management skills.

6. Special writing skills (published author).

(b) Upon implementation of the Officer Personnel Management System (OPMS) III, raters must enter a recommended potential Career Field and Branch or potential Career Field and Functional Area as listed in DA Pam 600–3 for future service on all Army Competitive Category CPT through LTC OERs. This information will be stated, "Would serve Army best in CF/BR" or "Would serve Army best in CF/FA." While the rater and senior rater will normally agree, it is possible that both rating officials may make different recommendations. Raters will not use this entry to recommend a branch transfer and will not recommend FA90 as officers are not Career Field designated into this functional area.

3–21. Part VI, intermediate rater (if applicable)

a. This section is for the intermediate rater's evaluation of performance and potential, if applicable. This is the only part of the report that is completed by the intermediate rater.

b. Narrative comments by the intermediate rater are mandatory. Simply stating concurrence with the rater's evaluation does not fulfill the intent of this paragraph. If the intermediate rater has not been in the position the minimum number of days necessary to evaluate the rated officer, he or she will enter the following statement: "I am unable to evaluate the rated officer because I have not been (his or her) intermediate rater for the required number of days."

c. If the intermediate rater performs the functions of the rater, as authorized in paragraph 2–20b, he or she will complete the rater's parts of the form. In this case, Part VI will only cite the authority and reasons for assuming the rater's responsibilities.

3–22. Part VII, senior rater

a. Part VII of the DA Form 67–9 provides for the senior rater's evaluation of the rated officer's performance and potential and is intended to capitalize on the senior rater's additional experience, broad organizational perspective, and tendency to focus on the organizational requirements and actual performance results. To assist the senior rater, information on the rated officer is contained on DA Form 67–9–1 and is intended to supplement more traditional means such as personal observation, reports and records, other rating officials, etc. To ensure that the senior rater is a senior official with a broad organizational perspective, minimum requirements are set forth in paragraph 2–6.

b. In evaluating the whole officer, rating officials may consider the fact that an officer is in a zone of consideration for promotion, command, or school selection. Accordingly, a subsequent statement from a rating official that he or she rendered an inaccurate "center of mass" or lower evaluation of a rated officer's potential in order to preserve "above center of mass" ratings for other officers (e.g. those in a zone for consideration for promotion, command, or school selection) will not be a basis for appeal.

c. The senior rater's evaluation is made by comparing the rated officer's performance and potential with all other officers of the same grade the senior rater has rated or will rate. Detailed instructions for this part are as follows:

(1) *Part VIIa*. Based on the rated officer's duty performance, the senior rater assesses the rated officer's potential to perform duties and responsibilities at the next higher grade compared with all other officers of the same grade and then places an "x" in the appropriate box. Comments in Part VIIc are mandatory for boxes checked "Do Not Promote" or "Other" . The "Other" box is for cases that do not fit the promotion recommendations that are given. For example, this box may be used for warrant officers in grade CW5. It may also be used for Colonels (O–6), if the senior rater wishes

to recommend retention on active duty without advocating promotion to brigadier general and for reports made according to paragraph 3–45, if appropriate. The senior rater will enter the total number of Army officers he currently senior rates in that grade, separated by component (Active Army, USAR, ARNGUS). This information, in conjunction with additional information contained on the HQDA electronically generated label, will help DA selection boards identify senior raters with small rating populations and weigh the report accordingly. The senior rater will also check the appropriate box concerning receipt of the DA Form 67–9–1.

(2) *Part VIIb*.

(a) The senior rater makes an assessment of the rated officer's overall potential in comparison with all other officers of the same grade the senior rater has senior rated or has currently in his or her senior rater population. This potential is evaluated in terms of the majority of officers in the population. If the potential assessment is consistent with the majority of officers in that grade the senior rater will "x" the CENTER OF MASS box. If the rated officer's potential exceeds that of the majority of officer's in the senior rater's population, the senior rater will "x" the ABOVE CENTER OF MASS/CENTER OF MASS box. (The intent is for the senior rater to use this box to identify their upper third in each grade) However, in order to maintain a credible profile, the senior rater must have less than 50% of the ratings of a grade in the top box. Fifty percent or more in the top box will result in a CENTER OF MASS label. If the rated officer's potential is below the majority of officers in the senior rater's population for that grade and the senior rater believes the rated officer should be retained for further development, the senior rater will "x" the BELOW CENTER OF MASS–RETAIN box. If the rated officer's potential is below the majority of officers in the senior rater's population for that grade and the senior rater does not believe the rated officer should be retained on active duty the senior rater will "x" the BELOW CENTER OF MASS–DO NOT RETAIN box.

(b) Part VIIb will not be completed on MGs, CPTs, LTs, CW5s, CW2s, WO1s; an HQDA electronically generated label which states "No Box Check" for MGs, CPTs, LTs, CW5s, CW2s, WO1s will be placed over the boxes in part VIIb. Part VIIb must be completed on brigadier generals and brigadier generals promotable serving in authorized brigadier general positions.

(c) To ensure maximum rating flexibility when rating populations change or to preclude a top box check from inadvertently profiling as a CENTER OF MASS rating, senior raters need to maintain a "cushion" in their top box rather than simply playing the line at less than 50%. This is best accomplished by limiting the top box to no more than one third of all ratings in that grade.

(d) To provide senior raters flexibility when initially establishing a credible senior rater profile, the first single top box report processed against the senior rater's profile at that grade will generate an ABOVE CENTER OF MASS label, regardless of the actual profile. However, all other reports will receive an HQDA electronically generated label which reflects the senior rater's profile at the time the report processes.

(3) *Part VIIc*. The senior rater enters narrative comments in this block. Bullet comments are prohibited. These comments should focus on the rated officer's potential and future assignments but may also address performance, the administrative review, or the evaluations of the rater and intermediate rater. Anything unusual about the report will also be noted here (for example, APFT and height and weight data or explanatory comments if not included; the inability or refusal of the rated officer to complete a DA Form 67–9–1; lack of rated officer's signature; signatures are out of sequence on the report; changes in an evaluation resulting from rated officer comments; multiple referrals to the rated officer; etc.). If the senior rater's evaluation is based on infrequent observation of the rated officer, this fact may be noted. Senior raters may also comment on the fact the rated officer is in a rating population that includes three or less officers. The senior rater may not comment on or make reference to actual placement of the box check in part VIIb., the boxes or how the rated officer would be profiled.

(4) *Part VIId*. (Completion of this block is mandatory.)

(a) Based on the rated officer's duty performance and demonstrated potential, the senior rater will list 3 future assignments, focusing on the next 3–5 years for which the rated officer is best suited.

(b) Upon implementation of the Officer Personnel Management System (OPMS) III, senior raters must enter a recommended potential Career Field and Branch or potential Career Field and Functional Area as listed in DA Pam 600–3 for future service on all Army Competitive Category CPT through LTC OERs. This information will be stated, "Would serve Army best in CF/BR" or "Would serve Army best in CF/FA." While the rater and senior rater will normally agree, it is possible that both rating officials may make different recommendations. Senior raters will not use this entry to recommend a branch transfer and will not recommend FA90 as officers are not Career Field designated into this functional area.

(5) *Mandatory comments*. Comments by the senior rater are mandatory. Simply stating concurrence with the rater's or intermediate rater's evaluation does not fulfill the intent of this paragraph. When the senior rater has not been in the position the minimum number of days necessary to render a report, he or she will enter the following statement: "I am unable to evaluate the rated officer because I have not been (his or her) senior rater for the required number of days" .

(6) *Senior rater serving as rater*. In those cases where the senior rater is also serving as the rater, he or she will complete the rater's portion of the report. However, comments in Part Vb are optional, but this block must be used to cite the authority for the rating official to act as both rater and senior rater. (Appropriate comments include "Serving as rater and senior rater in accordance with AR 623–105, para 2–20" or "Serving as rater and senior rater in accordance

with AR 623–105, para 2–21" or "Serving as rater and senior rater IAW Cdr USA HRC exception to policy dated _____.") The senior rater must complete all blocks in part VII. Comments in art VIIc are mandatory. The senior rater will sign the report in both the senior rater's and the rater's signature blocks.

3–23. HQDA electronically generated label

a. The senior rater's profile is computed and maintained at HQDA showing only those officers listed on the Total Army Personnel Database – Active Officer (TAPDB–AO) maintained at USA HRC The profile will contain all OERs rendered by the senior rater for the rated officer's grade and accepted as correct by DA. The grade in which a promotable rated officer or warrant officer will be profiled is determined by the manner in which the grade is entered in Part Ic, DA Form 67–9 (see para 2–8*c* and *d*). The profiling of US Army Reserve and Army National Guard Officers is covered in Chapters 4 and 5.

b. The HQDA electronically generated label overlays the senior rater potential box check, Part VIIb. It compares the senior rater's box check with the senior rater boxes in Part VIIb and/or the senior rater profile at the time the OER processes at HQDA. This comparison generates a label when the report processes. The label contains one of the following statements: ABOVE CENTER OF MASS (number of ratings in the first box are less than 50% of all ratings in the profile for that grade); CENTER OF MASS (a rating in the 2nd box regardless of the profile or a rating in the 1st box when 50% or more of all ratings in the profile for that grade are in the first box); BELOW CENTER OF MASS–RETAIN (a rating in the 3rd box regardless of the senior rater profile); BELOW CENTER OF MASS–DO NOT RETAIN (rating in the 4th box regardless of the senior rater profile); NOT EVALUATED (Senior rater does not meet rating qualifications); and GENERAL OFFICER (Rated officer is a General Officer).

c. The label will also contain the rated officer's and senior rater's grade, name, and SSN, the date the report processed at HQDA, total ratings by the senior rater in that grade, and the number of times the rated officer has been rated by this senior rater, which will help identify senior raters with small rating populations.

d. OERs are batched processed and incremented against the senior rater's profile based on the day of receipt at HQDA. For example: The senior rater's profile is "2" in the top box and "4" in the second box. Two top box reports arrive at HQDA the same day. The senior rater's profile for both reports will be "4" in the top box and "4" in the second box. Both reports will receive a CENTER OF MASS label. Consequently, senior raters must personally monitor the submission of OERs to HQDA to ensure they are submitted in the sequence desired by the senior rater. Improperly sequenced OERs are not a basis for an appeal.

e. Senior raters may have up to three separate senior rater profiles, if the senior rater rates officers from different components. Each profile reflects rated officers of only that component. The profiles are maintained at USA HRC, National Guard Bureau and HRC-St. Louis based on the component of the rated officer.

Section V
Restrictions Applying to DA Form 67–9

3–24. Each report must stand alone

a. Each report will be an independent evaluation of the rated officer for a specific rating period. It will not refer to prior or subsequent reports. It will not remark on performance or incidents occurring before or after the period covered. The determination of whether an incident occurred during the period covered must be based on the date of the actual incident or performance; it will not be based on the date of any subsequent acts, such as the date of its discovery, a confession, or finding of guilt, or the completion of an investigation. Guidance concerning modification of previously submitted reports is in Section X of this chapter.

b. Exceptions to this policy are granted only in the following situations:

(1) Relief for cause reports based on information pertaining to a previous reporting period. (Example: A rating official may relieve an officer found to be involved in some illegal activity during a previous reporting period; he or she may refer to the prior rating period to explain the reasons for relief (para 3–50*d*).

(2) The most recent APFT performance or profile data occurred prior to the beginning date of the report. This exception is allowed only to permit the rated officer to comply with the requirements of para 3–19.1.

3–25. Comments limited to the form

Comments will not exceed the space provided on DA Form 67–9. In preparing these comments, rating officials must write a precise but detailed evaluation to convey a meaningful description of an officer's performance and potential. In this manner, both selection boards and career managers are given the needed information on which to base a decision.

3–26. Narrative gimmicks prohibited

A thorough evaluation of the officer is required. The following techniques will, therefore, not be used:

a. Brief, unqualified superlatives or phrases, particularly if they may be considered trite.

b. Too brief comments. They frequently need to be interpreted by the selection board and the career manager. If not correctly interpreted, the best interests of the Army and the rated officer are not served.

c. Bullet comments or any technique aimed at making specific words, phrases, or sentences stand out from the rest of the narrative, including, but not limited to the following:

(1) Underlining.

(2) Excessive use of capital letters.

(3) Unnecessary quotation marks.

(4) Wide spacing between selected words, phrases, or sentences of the narrative, to include double spacing within a paragraph or between paragraphs. Exception for authorized doublespacing between performance and potential comments in rater's narrative in Part Vb.

(5) Italics and similar techniques.

(6) Handwritten comments. An exception is made for parts Vb and VIIc for evaluations on MGs and CW5s which may be handwritten in black ink. In order to be processed and placed on the officer's official military personnel file (OMPF), reports with handwritten comments must be legible.

(7) Exaggerated margins (e.g., picture framing).

3–27. No references made to unproven derogatory information

a. No reference will be made to an incomplete investigation (formal or informal) concerning an officer.

b. References will be made only to actions or investigations that have been processed to completion, adjudicated, and had final action taken before submitting the OER to HQDA. If the rated officer is absolved, comments about the incident will not be included in the OER.

c. This restriction is intended to prevent unverified derogatory information from being included in evaluation reports. It will also prevent information that would be unjustly prejudicial from being permanently included in an officer's OMPF, such as—

(1) Charges that are later dropped.

(2) Charges or incidents of which the rated officer may later be absolved.

d. Any verified derogatory information may be entered on an OER. This is true whether the officer is under investigation, flagged, or awaiting trial. While the fact that an officer is under investigation or trial may not be mentioned in an OER until the investigation or trial is completed, this does not preclude the rating chain's use of verified derogatory information. For example, when an interim report with verified information is made available to a commander, the verified information may be included in an OER. When previously unverified derogatory information is later verified, an addendum will be prepared in accordance with paragraphs 3–59 and 3–60 and forwarded to HQDA. Likewise, should previously reported information later prove to be incorrect or erroneous the officer will be notified and advised of his or her right to appeal the report in accordance with chapter 6.

e. Reports should not be delayed to await the outcome of a trial or investigation. Reports must be done when due and contain what information is verified at the time of preparation.

f. Rating officials will initiate an addendum to an OER to report verified misdeeds or professional or character deficiencies that were unknown or unverified when the OER was submitted. The addendum will ensure that the verified information will be recorded in the officer's official records. However, it must not be submitted until completion of the investigation, imposition of punishment, or verification of the information. (See paragraphs 3–59 and 3–60.)

3–28. Prohibited comments

a. The use of inappropriate or arbitrary remarks or comments that draw attention to differences relating to race, color, religion, gender, age or national origin is prohibited. Subjective evaluation must not reflect a rating official's personal bias or prejudice (see AR 614–200).

b. When an Article 15 is given and filed on the restricted fiche under AR 27–10, paragraph 3–37, and AR 600–8–104, rating officials may not comment on the fact that an Article 15 was given to a rated officer. This does not preclude mentioning the rated officer's underlying misconduct that served as the basis for the Article 15.

3–29. Comments about marital status and spouse

a. Any evaluation comments, favorable or unfavorable, shall not be based solely on an officer's marital status. For example, "LTC Doe and his wife make a fine command team," or "As a bachelor, MAJ Doe can quickly react to this unit's contingency missions" are not permitted.

b. Evaluation comments shall not be made about the employment, educational, or volunteer activities of an officer's spouse. For example, "Mr. Doe's participation in post activities is limited by his civilian employment" , or "Mrs. Doe has made a significant contribution to soldier morale by her caring sponsorship of the hospital volunteer staff" are not permitted.

c. There are limited circumstances, involving actual and demonstrable effect on the rated officer's performance or conduct when comments containing reference to a spouse may be made. These comments must be focused on the rated officer's actions, not those of the spouse. For example, "CPT Doe continued outstanding, selfless service, despite her

husband's severe illness," or "COL Doe's intemperate public confrontations with his wife were detrimental to his status as an officer" are permitted.

3–30. Classified reports

Normally, reports will not contain classified information as defined in AR 380–5. Exceptional cases requiring classification will contain downgrading instructions under AR 380–5. In addition, each section, part, paragraph, subparagraph, or similar portion will be marked to show the level of classification of the information in it. Unclassified sections will be marked unclassified (DOD 5200.2–R). The OER must be marked so that doubt is eliminated as to which parts contain or reveal classified information.

3–31. Participation in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP)

An officer who voluntarily enters the ADAPCP for an alcohol or drug abuse problem that has not been detected by his or her chain of command should not be penalized by mention of ADAPCP participation in his or her OER. To do so would discourage voluntary entry in the ADAPCP upon self–recognition of the need for help. However, in those cases where alcohol or drug abuse has resulted in substandard performance and/or disciplinary problems, subsequent voluntary entry in ADAPCP does not preclude rating officials from recording substandard performance or disciplinary problems on the OER. However, rating officials cannot use information derived from ADAPCP records in their evaluations. Once an officer has been identified in an OER as having an alcohol or drug abuse problem based on information obtained independently of the ADAPCP—

a. His or her voluntary entry into the ADAPCP or successful rehabilitation should be mentioned as a factor to the rated officer's credit.

b. The rating chain should note status of rehabilitation progress or outcome in the OER or in later reports.

3–32. Referred reports

The following types of reports will be referred to the rated officer by the senior rater for acknowledgment and comment before they are sent to HQDA. Detailed instructions for handling referred reports are in paragraph 3–33.

a. A relief for cause report submitted under the provisions of paragraph 3–50.

b. Any report with negative remarks about the rated officer's Values or Leader Attributes/Skills/Actions in rating official's narrative evaluations.

c. Any report with a rating of "NO" in parts IVa–c.

d. Any report with a performance and potential evaluation in part Va of "Unsatisfactory performance, Do not promote" or narrative comments to that effect from any rating official.

e. Any report with a performance and potential evaluation in part Va of "Other," where the required explanation has derogatory information.

f. Any report with a senior rater promotion potential evaluation of "Do not Promote" in part VIIa.

g. Any report with a promotion potential evaluation of "Other" , in part VIIa where the required explanation has derogatory information.

h. Any report with a senior rater potential evaluation in the bottom two boxes of Part VIIb.

i. Any report with negative comments in part Vb, VI, or VIIc.

j. Any report with an entry of "FAIL" in part IVc, indicating noncompliance with AR 350–15; or an entry of "NO" indicating noncompliance with AR 600–9.

3–33. Referral process

a. If referral is required (para 3–32), the senior rater will place an "x" in the appropriate box in part IIe of the completed report (for example, when the senior rater has signed and dated the report). The report will then be given to the rated officer for signature and placement of an "x" in the appropriate box in part IIe.

b. The rated officer may comment if he or she believes that the rating or remarks are incorrect. The comments must be factual, concise, and limited to matters directly related to the evaluation on the OER; rating officials may not rebut rated officer's referral comments. Extraneous or voluminous material, material already contained in the officer's file, and enclosures or attachments, are not normally in the rated officer's best interest; and they, therefore, should be avoided. Any enclosures or attachments will be withdrawn and returned to the rated officer when the OER is forwarded to DA.

c. The rated officer's comments do not constitute an appeal. Appeals are processed separately as outlined in chapter 6. Likewise, the rated officer's comments do not constitute a request for a Commander's Inquiry. Such a request must be submitted separately.

d. If the senior rater decides that the comments provide significant new facts about the rated officer's performance and that they could affect the rated officer's evaluation, he or she may refer them to the other rating officials. They, in turn, may reconsider their evaluations. The senior rater will not pressure or influence them. Any rating official who elects to raise his or her evaluation of the rated officer as a result of this action may do so. However, the evaluation may not be lowered because of the rated officer's comments. If the evaluation report is changed but still requires

referral, the report must again be referred to the rated officer for acknowledgment and new comments. Only the latest acknowledgment and comments (if submitted) will be forwarded to HQDA.

e. If the rated officer is unavailable to sign the OER for any reason and a referral is required (para 3–32) the following procedure must be followed:

(1) The senior rater will refer, in writing, a copy of the completed report (for example, a report that has been signed and dated by the senior rater) to the rated officer for acknowledgment and comment (see figure 3–7 for a sample referral memorandum). This will be done even if the rated officer has departed due to permanent change of station, retirement, or release from active duty. A reasonable suspense date should be given for the rated officer to complete this action. In this referral, the rated officer will be advised that his or her comment does not constitute an appeal or request for a Commander's Inquiry.

(2) On receipt of the rated officer's acknowledgment, the senior rater will attach it and the original or a signed copy of the referral letter to the original report and forward it to—

(a) The reviewer (if appropriate).

(b) The PSB or the administrative office (as appropriate).

(c) The other rating officials if paragraph d above applies.

(3) If the rated officer fails to respond within the suspense period, the senior rater will attach a signed copy of his or her referral to the original report and indicate that the rated officer failed to complete his or her acknowledgment. The senior rater will then send it to the reviewer, PSB, or administrative office, as appropriate.

(4) Senior raters will, when possible, refer reports to the rated officer prior to his or her departure.

(5) A rated officer is responsible for leaving a current forwarding address when he or she departs a unit. Mailing a referred OER by certified mail to an officer's last disclosed mailing address is sufficient to constitute constructive service of a referred OER. If an OER sent by certified mail to an officer's last known forwarding address is returned indicating that the officer may not be reached at that address, the senior rater will attach a signed copy of his or her referral to the original report and indicate that the rated officer failed to complete his or her acknowledgment. The senior rater will then send it to the reviewer, PSB, or administrative office, as appropriate.

3–34. Preparation and forwarding

a. Preparing. DA Form 67–9 will be typed, or printed, using a laser or dot matrix printer, in either pica (10 pitch) or elite (12 pitch) type face or 12 point for computers. The most commonly accepted fonts for electronically generated forms is CG Times or Times New Roman. Bolding and compressed type face or spacing will not be used. A clear original is required so that legible copies of the report can be given to both the rated officer and the microfiche files at HQDA. The only electronically generated DA Form 67–9 series forms that are authorized, are the forms designed and distributed by the Army Publishing Directorate. Evaluation reports will be printed on one sheet of paper, front and back, head to foot. Good quality paper must be used. Evaluation reports submitted on poor quality and tissue thin paper will be returned. Authorized abbreviations may be used; however, avoid acronyms. Facsimile signatures are not authorized. Signatures will be in black ink only.

b. Copying.

(1) Each rated officer will be given a copy of each OER by the senior rater or PSB once it has been completed and processed locally. This copy may be either a carbon or machine–reproduced copy of the original OER.

(2) Rated officers who fail to receive a copy of their OER after the close of the reporting period should request a copy from their senior rater or appropriate PSB.

c. Forwarding. The responsible senior rater or PSB/ administrative office will provide the rated officer a copy of the report when it is completed. Confidentiality will be ensured. If the rated officer departs the organization before receiving a copy of the completed report, the senior rater or PSB/ administrative office will send a copy to his or her forwarding address. The PSB or administrative office will retain an additional copy in suspense for 120 days for use if the rated officer does not receive the mailed copy. The senior rater or PSB/administrative office will ensure that:

(1) Reports are complete and administratively correct.

(2) The original report is placed unfolded in an envelope and forwarded via first–class mail to HQDA (AHRC–MSE–R), 200 Stovall Street, Alexandria, VA 22332–0445. (This report is exempt from reports control under AR 335–15, para 7–2h.) Registered or certified mail will only be used when reports contain classified information.

(3) Reports must be forwarded to reach HQDA not later than 90 days after the ending day of the report. However, the centralized selection, promotion and school boards schedule must be closely monitored to ensure eligible reports, both mandatory and optional, are forwarded to HQDA in sufficient time to be included in an officer's board file.

d. Processing. Reports are processed, and profiled, and HQDA electronically generated labels are applied as the reports are received from the field on a daily basis regardless of the "Thru" date of the report and the senior rater signature date.

e. Sequencing. Senior raters are responsible for ensuring reports process at HQDA in the desired sequence. Reports failing to process in the sequence desired by the senior rater is not a basis for appealing the report.

f. Submitting. Due to the importance of properly sequencing reports to HQDA in accordance with the senior rater's

intent, Commanders will establish local procedures for submission of completed reports to HQDA, as outlined in Table 3–6.

3–35. Enclosures

a. No enclosures, other than those listed below, will be attached to the original DA Form 67–9 when forwarded to HQDA.

(1) Supplementary reviewer's statement, as authorized by paragraph 2–16(b) (see fig 2–1).

(2) Orders substantiating rating official's authority to evaluate.

(3) Evaluations of JAGC officers detailed as judges or magistrates (see appendix D).

(4) Senior rater's letter of referral and the rated officer's acknowledgment and comments regarding a referred report (para 3–33).

(5) Statement from person who directed relief for cause if other than rating official (para 3–50b(3)).

(6) Commander's statement, as authorized by Chapter 6, Section II.

(7) Statement from reviewer of relief report (para 2–18 and fig 2–1).

(8) Other statements or documents directed by HQDA. These will be referred to the rated officer for comment prior to being filed.

(9) Senior Army member's approval of rater in joint headquarters/activities (para 2–4d(5)(c)).

b. Favorable or unfavorable communications pertaining to the rated officer (other than those listed in a above) will not accompany the report. AR 600–8–22 and AR 600–37 outline procedures for processing these communications.

c. Medical examinations, consultation sheets, or other documents containing official medical opinions or diagnoses will not be attached as enclosures to a report. These will be processed under established medical procedures.

d. When an enclosure is used in the above cases, it will be prepared on 8 1/2 by 11 inch bond paper and attached to the report. The enclosure will contain–

(1) The rated officer's full name, SSN, and grade.

(2) The period of report.

(3) The signature of the originator.

Section VI
DA Form 67–9–2 (Senior Rater Profile Report)

3–36. Purpose and use

a. See figures 3–8 and 3–9 for a sample of a completed form.

b. Tracks the rating history of each senior rater and makes this information available to both the senior rater and DA.

c. Emphasizes the importance of the senior rater's responsibilities to provide credible information to DA. This is one of the senior rater's most important responsibilities. It affects the Army's future leadership and has great impact on how the Army accomplishes its missions.

d. Provides information to DA selection boards and the Army leadership on the senior rater's profile history as a means of disciplining the rating system.

(1) One copy of the DA Form 67–9–2 will be mailed to each US Army military senior rater, annually, to make him or her aware of his or her performance as an evaluator.

(2) A second copy of the front side only will be filed in the senior rater's OMPF.

(3) Senior raters who are not Army officers must request a copy of their DA Form 67–9–2 from U.S. Army Human Resources Command (USA HRC), HRC-St. Louis or National Guard Bureau. The request must be in writing and contain his or her SSN and a current return address.

3–37. Part I (front side)

The front side consists of three sections: the top portion provides administrative data; the left side of the form provides current OER profile information (i.e., profile information since the last restart); the right side provides historical profile information (i.e., cumulative, irrespective of any restarts).

3–38. Part II (reverse side)

a. The reverse side provides a chronological, by name, list of all officers senior rated by the rating official and the HQDA electronically generated label applied to their report (this allows senior raters the ability to "check the system" and track how their ratings are profiled at HQDA).

b. Reports written on Army National Guard and USAR officers not on extended active duty, including members in the Active Guard/Reserve (AGR) Program, are not included. These officers are contained on separate profiles maintained by the National Guard Bureau and HRC-St. Louis.

Section VII
Mandatory Reports—90 Day Minimum

3–39. Basic rule

Reports listed in this section are required if the rated officer has completed at least 90 calendar days in the same position under the same rater during the same rating period. On these reports the rater must complete his or her evaluation; however, the intermediate rater and senior rater will evaluate only if they have the required 60 calendar days in the rating chain.

3–40. Change of rater

a. A report is mandatory when the rated officer ceases to serve under the immediate supervision of the rater and minimum rating qualifications have been met.

b. A report will be submitted on the rater's subordinates as of the date of the incident or determination of incapacity when the rater dies, is declared missing, is relieved, or becomes incapacitated to such an extent that the commander, with the advice of medical authorities when necessary, believes the rater is unable to submit an accurate evaluation (see para 2–20 for rating chain rules and restrictions).

3–41. Change of duty

a. A report is mandatory when the rated officer has a change of principal duty, even though the rater remains the same. This paragraph is used for all reassignments, including permanent change of station (PCS). No report is submitted when there are organizational changes that merely alter the officer's principal duty title but do not change the type of work he or she performs (for example, Personnel Management Staff Officer to Assistant G1). However, a report must be submitted when organizational changes result in a change of rater (see para 3–40).

b. A report is mandatory when the rated officer is separated from active duty. As an exception, retirement reports of less than one year will be rendered at the option of the rater or senior rater or when requested by the rated officer. In any case, the rated officer's last active duty report will comply with para 3–20b(2).

c. When the rated officer is declared missing or becomes a prisoner or hostage, a report is required as of the date of the incident. For these three situations, rating chain time minimums do not apply. Evaluations will not be rendered on officers for periods during which they are missing, prisoners of war, or hostages. The effect, if any of an individual's status on other personnel actions, favorable or unfavorable (such as letters of commendation or reprimand), and on actions under UCMJ shall be governed by the laws and regulations pertaining to the particular action.

3–42. Annual evaluation report

An annual evaluation report is mandatory on completion of one calendar year of duty following the "Thru" date of the last report submitted under this regulation or under AR 623–1. If one year has elapsed and the rated officer has not performed the same duty under the same rater for 90 calendar days, a report will not be submitted until the 90–day requirement is met. An annual report will not be submitted if the rated officer is in a patient detachment, in a transient status, or in confinement as of the "Thru" date; the report will be prepared after the officer returns to duty and completes the 90–day requirement.

3–43. Departure on temporary duty (TDY) or special duty (SD)

When an officer departs on TDY or SD under one of the following conditions, a report will be submitted by the officer's rating officials in the organization from which he or she departs.

a. To perform duties not related to his or her primary functions in his or her unit; and while on TDY or SD, he or she serves under a different immediate supervisor for a period of 90 or more calendar days. In cases where it cannot be determined if the TDY or SD will last for 90 days, a report will be submitted. A report is not authorized when the officer on TDY or SD is still responsible to, or receiving guidance or instruction from, the chain of command of his or her organization.

b. To attend a resident course of instruction or training scheduled for 60 calendar days or more at a service school. This includes courses sponsored by other services (except CAS3, see para *g* below).

c. To attend a course of instruction resulting in the submission of an Academic Evaluation Report (AR 623–1) regardless of length. This includes officer advance courses and Command and General Staff College level courses. It also includes warrant officer career progression and professional development courses. This does not include attendance at the resident phase of correspondence courses (except CAS3, see para *g* below).

d. To attend a commissioned officer resident branch basic course, regardless of length. This provision does not apply to newly commissioned officers programmed for attendance at an officer basic course (see para 3–2d).

e. To attend the US Army War College or one of the senior service college courses sponsored by the other services. This does not include attendance at the resident phases of the US Army War College Correspondence Studies Courses.

f. To attend a civilian academic or training institution on a full–time basis for a period of 60 or more calendar days.

g. An officer departing a unit on TDY to attend CAS3 and returning to the same duty position will not receive a

depart TDY report. The period of TDY will be considered nonrated and accounted for in Part I, DA Form 67–9, on the next mandatory or optional evaluation. An officer who was not evaluated upon departure for CAS3 will receive all mandatory evaluations with "Thru" dates occurring during the period of TDY and is eligible for optional evaluations with "Thru" dates occurring during the period of TDY.

h. An officer departing a unit on TDY to attend Advanced Management Training for Senior Officers Program will not receive a depart TDY report.

3–44. TDY and SD supervisors' evaluations

Officers on TDY or SD who are not responsible to their parent organization will be rated by their TDY or SD supervisors according to table 3–2. In these cases the TDY or SD supervisor is responsible for ensuring that a rating chain is published and a DA Form 67–9–1 is initiated for the rated officer.

3–45. Officer failing selection for promotion

An officer who failed to be selected for promotion by an active–duty promotion board will receive a report prior to the next promotion board of the same type that will consider his or her records. However, the following conditions must be satisfied:

a. The rated officer has not received an OER since the convene date of the board that did not select the officer for promotion.

b. The rating period must cover 90 or more calendar days as of the date in a DA message announcing the zone of consideration for the next board that will consider the rated officer. This date will be the same as the date used for a complete–the–record report (para 3–53).

c. The minimum time requirements for the rater are satisfied.

d. This requirement does not apply to officers who are not in a regular duty environment with an established rating chain. For example, officers attending school are not eligible for an OER.

e. This requirement does not apply to officers being considered by a DA Selection Board for promotion to the grades of Brigadier General and Major General.

Section VIII
Mandatory Reports—Other Than 90–Day Minimum

3–46. Basic rule

Reports must be prepared on the following occasions. Specific time requirements, if any, are listed with each condition causing a report to be written.

3–47. Initial Tour of Extended Active Duty

a. This report will be prepared only for Army Medical Department and Judge Advocate General Corps commissioned officers who are—

(1) Serving an initial tour of extended active duty in the Army (other than active duty for training or Reserve Component officers serving on statutory tours under Sections 175, 3021, 10211, 12301(d), and 12402, Title 10, United States Code.

(2) Reentering active duty after a break in service of at least one year.

(3) Completing law school under The Judge Advocate General's Funded Legal Education Program (AR 27–1) (see appendix D).

(4) Army Medical Specialist Corps (SP) Officers serving on an initial tour of extended active duty in the Army following completion of the Dietetic Internship, OT Affiliation Program, or U.S. Army Baylor University Program in Physical Therapy, or Physician Assistant Program.

b. This report will not be prepared for—

(1) Any officer not included in a above.

(2) Any officer included in a above, who has already received an OER under some other provision of this regulation on their current tour of duty..

(3) Army Medical Department interns, or affiliate students.

(4) MSC clinical psychology interns.

(5) Those first–year residents who entered residency training immediately on entry to active duty.

c. The period covered by an initial report will begin with the date of entry on current active duty or the date following the last academic report or a report submitted according to paragraph E–3 (see para 3–2 for OBC requirements). The report period will end upon completion of 120 calendar days (excluding nonrated days) in the same principal duty assignment under the same rater. Other rating chain time minimums apply.

d. In cases where other reports fall due prior to completion of 120 days those reports will take precedence over the initial report and the initial report will not be completed.

3–48. Application for regular Army appointment

A report is required when an active duty officer (commissioned or warrant) applies for appointment in the Regular Army. This applies only if the applicant has completed less than 5 years Active Army commissioned or warrant officer service and has not been rated during the 90 days immediately preceding the date of application (para 2–25b, AR 601–100). Rating officials must meet the minimum time requirements.

3–49. FLEP officers participating in on–the–job training

A report is required when an officer taking part in the Judge Advocate General's Funded Legal Education Program (AR 27–1) completes on–the–job training (OJT) of 31 or more calendar days. Commanders, in coordination with JAGC officials at the OJT sites, will establish rating chains that ensure rating officials are present and available during OJT to ensure at least one report per year. OERs for officers who perform on–the–job training of 30 or fewer days may be submitted at the option of the rating officials. Rating chain time minimums do not apply (see appendix D).

3–50. Relief for cause

a. A report is required when an officer is relieved for cause regardless of the rating period involved. Relief for cause is defined as an early release of an officer from a specific duty or assignment directed by superior authority and based on a decision that the officer has failed in his or her performance of duty. In this regard, duty performance consists of the completion of assigned tasks in a competent manner and compliance at all times with the accepted professional officer standards shown in Part IV, DA Form 67–9. These standards apply to conduct both on and off duty. If, for whatever reasons, the relief does not occur on the date the officer is removed from his or her duty position responsibilities, the period of time between the removal and the relief will be nonrated time included in the period of the relief report. The report will be rendered by the published rating chain at the time of the relief; no other report will be due during this nonrated period. When an officer is suspended from duties pending investigation every effort should be made to retain the established rating chain until the investigation is resolved.

b. If relief for cause is contemplated on the basis of an informal AR 15–6 investigation, the referral procedures contained in that regulation must be complied with before the act of initiating or directing the relief. This is irrespective of the fact that the resultant relief for cause report must also be referred to the rated officer as described in paragraph 3–33. This does not preclude a temporary suspension from assigned duties pending application of the procedural safeguards contained in AR 15–6. Action to relieve an officer from any command position will not be taken until after written approval by the first general officer in the chain of command of the officer being relieved is obtained, as required by AR 614–200.

c. The following specific instructions apply to completing a relief report:

(1) The potential evaluation in Part Va, DA Form 67–9, must reflect "Do not promote" or "Other" . A "Do not promote" recommendation is consistent with relief action and does not need further explanation. However, raters who want to make some other recommendation will check "Other" and will explain their recommendation and reasons in view of the action to relieve.

(2) The rating restriction in (1) above does not apply to a rater who has not directed the relief and does not agree with the relief. However, he or she must state his or her nonconcurrence in the proper narrative portions of the OER.

(3) The report will identify the rating official who directed the relief. This official will clearly explain the reason for relief in his or her narrative portion of the DA Form 67–9.

(4) If the relief is directed by someone not in the designated rating chain, the official directing the relief will describe the reasons for the relief in an enclosure to the report.

d. If, after a relief report has been submitted to HQDA, additional significant information becomes available, the provisions of Section IX of this chapter will apply.

e. A rating official may relieve an officer because of information received about a previous reporting period. For example, a rating official receives information from a completed investigation into a past incident and must relieve the officer to remove him or her from his or her present position or to process him or her for elimination. When this occurs, the following provisions apply:

(1) A relief report will be prepared.

(2) The rated officer will be evaluated on his or her performance during the current rating period only.

(3) The rating restriction described in para *b* (1) above does not apply.

(4) The reason for the relief will be cited in the report.

(5) If necessary, the new information will be referred to the previous rating chain when submitting an addendum, as described in Section IX of this chapter.

f. The minimum time requirements for rating officials do not apply. All rating officials must evaluate; however, any rating official who has not directed the relief, and does not agree with the relief, may state his or her nonconcurrence in the proper narrative portion of the report.

g. Cases where the rated officer has been suspended from duties pending an investigation should be resolved by the chain of command as expeditiously as possible to reduce the amount of non–rated time involved.

h. When possible, the rating chain for officers suspended from duty should remain intact with the officer performing alternate duties under that rating chain.

3–51. U.S. Army Human Resources Command directed

When USA HRC decides there is a need for a report (para 1–4*a* (3)) and other provisions of this chapter do not apply, USA HRC may direct that a report be submitted. The basis for the report will be indicated in Part Ih of DA Form 67–9 (e.g., memo, TAPC–MSE 8 Dec 97). In extremely rare instances, commanders may request that direct a report under the provisions of this paragraph (see also para 1–4*a* (3)). Requests will be sent to HQDA (AHRC–MSE), Alexandria, VA 22332–0442.

Section IX
Optional Reports

3–52. Basic rule

These reports are submitted at the option of rating officials.

3–53. Complete–the–record report

At the option of the rater, a report may be submitted on a rated officer who is about to be considered by a DA selection board for promotion (in or above the zone), project manager, school (CGSC or SSC), or command (battalion or brigade level). However, the rated officer must have served for a minimum of 90 calendar days (excluding nonrated periods) in the same position under the same rater as of the date announced in the DA message announcing the zones of consideration. All other rating chain time minimums apply.

3–54. Senior rater option

a. When a change in senior rater occurs, the senior rater may direct that a report be made on any officer for whom he or she is the senior rater. This applies only if the following conditions are met:

(1) The senior rater has served in that position for at least 60 calendar days. In cases where a General Officer is serving as both rater and senior rater the minimum rater requirement will also be 60 days versus the normal 90 day requirement.

(2) The rater meets the minimum requirements to give a report.

(3) The rated officer has not received a report in the preceding 90 calendar days.

b. When an evaluation report is due within 60 calendar days of the change in senior rater, the senior rater should submit a senior rater option report to prevent that OER being submitted without a senior rater evaluation.

3–55. Rater option

When one of the conditions described in paragraph 3–40 through 3–44 occurs but there are fewer than 90 calendar days (excluding nonrated periods) in the rating period, a report may be submitted at the option of the rater. However, the rated officer must have served continuously under the same rater in the same position for 90 or more calendar days in the previous rating period. For example: An officer received an annual OER on 31 March. The rated officer departs PCS on 22 May. The rating period is 51 days. If those 51 days were spent in the same duty position under the same rater as shown on the report ending 31 March, the rater may, at his or her option, render a report for the period 1 April–21 May. All other rating chain minimums apply.

3–56. Sixty–day option

When one of the conditions described in paragraph 3–40 through 3–44 occurs, and there are fewer than 90 calendar days but more than 59 calendar days (excluding nonrated periods) in the rating period, a report may be initiated at the option of the rater. However, the following conditions must be met:

a. The rated officer must be serving in an overseas designated short tour for a period of 14 months or less (see AR 614–30 and app B for "all others" tour identification by area).

b. The senior rater must meet the minimum time–in–position requirements to evaluate (60 days) and must approve or disapprove submission of the report. When the Senior Rater disapproves the submission of the report, he or she will state the basis for the disapproval and return the report through the rating chain to the rater. The rater will inform the rated officer that the report has been disapproved and destroy the report.

Section X
Modification to Previously Submitted Reports

3–57. Basic rule

a. An evaluation report accepted by HQDA and included in the official record of an officer is presumed to—

(1) Be administratively correct.

(2) Have been prepared by the properly designated rating officials.

(3) Represent the considered opinions and objective judgment of the rating officials at the time of preparation.

b. Requests that an accepted report be altered, withdrawn, or replaced with another report will not be honored. The following will not be used to alter or withdraw a report; neither will they be included in the OMPF:

(1) Statements from rating officials that they underestimated the rated officer.

(2) Statements from rating officials that they did not intend to rate him or her as they did.

(3) Requests that ratings be revised.

(4) Statements from rating officials claiming administrative oversight or typographical error in recording block selection indicating professional competence, performance, or potential. Therefore, it is imperative that rating officials ensure that these evaluations are accurately recorded on the OER prior to signing that report.

(5) Statements from rating officials claiming reports were improperly sequenced from the field to HQDA.

(6) A subsequent statement from a rating official that he or she rendered an inaccurate "center of mass" or lower evaluation of a rated officer's potential in order to preserve "above center of mass" ratings for other officers (e.g. those in a zone for consideration for promotion, command, or school selection) will not be a basis for appeal.

c. An exception to para *b* above is granted only when—

(1) Information that was unknown or unverified when the report was prepared is brought to light or verified.

(2) This information is so significant that it would have resulted in a higher or lower evaluation had it been known or verified when the report was prepared.

(3) See paragraph 3–58 and 3–59 for procedures.

3–58. Newly received favorable information

If rating officials become aware of information that would have resulted in a higher evaluation of the rated officer, they will take action to alter or remove the report in accordance with the appeal procedures stated in chapter 6. Rating officials should precisely specify the new information, how it was obtained, whether it was factually confirmed, or how it would change the evaluation had it been considered in writing the original report. Addenda will not be used to report this type of information. The rated officer may be provided with a statement by the rating official who discovered the new favorable information. The statement could be used in the rated officer's appeal.

3–59. Newly received derogatory information

If rating officials become aware of information that would have resulted in a lower evaluation of the rated officer, they will submit an addendum to the previous report (see also para 3–33).

3–60. Submitting an addendum to a previously submitted report

a. The first commander, in the chain of command, receiving the new information will ensure that all members of the original rating chain are aware of it and allowed to comment. If none of the original rating officials want to change or add to the original OER, no addendum will be prepared.

b. The addendum will be prepared as shown in figures 3–10 and 3–11. It will contain the rated officer's name, grade, SSN, and the period of the OER to which it applies. It will also state that all members of the rating chain have been allowed added comments; and it will list those who did not want to comment.

c. On completion of this action, the commander will refer a copy of the addendum to the rated officer for acknowledgment and comment before sending it to HQDA. If any of the rating officials have been released from active duty, incapacitated, or are otherwise unable to complete his or her part of an addendum, the commander will so indicate.

d. The commander's responsibility is only to coordinate the submission of the addendum. He or she may not add comments to the addendum unless he or she was a member of the original rating chain.

e. Steps for preparing an addendum are outlined in Table 3–10.

Section XI
Unit/PSB/administrative Office Actions

3–61. Report initiation and processing

The steps involved in initiating, controlling, and processing reports are outlined in Tables 3–7, 3–8, 3–9, and 3–10.

Table 3–1
Sample of nonrated periods

PERIOD COVERED					
FROM Date					THRU Date
PCS Travel Leave	Signs into Unit Starts work	30 Days Leave	Working	7 Days Leave	Working then Change of Rater
Non–Rated[1]	Rated	Non–Rated[2]	Rated[3]		

Notes:
[1] PCS Travel and Leave are nonrated because they occur outside of the rating period.
[2] Thirty days leave is nonrated because it is 30 consecutive days during the rating period.
[3] Seven days leave is rated because it is less than 30 consecutive days during the rating period.

Table 3–2
Temporary duty and special duty not related to principal duty (other than TDY or SD to attend school)

Period of TDY or SD	Required Evaluation	Optional Evaluation	Dispositions
0 to 59 Days	None	Letter input to Rater	Note No. 1
60 to 89 Days	Letter input to Rater	None	Note No. 1
90 days of more	DA Form 67–9	None	Note No. 2

Notes:
[1] Letter input is prepared by the TDY or SD Supervisor and sent to the rated officer's PSB. The PSB distributes copies to the rated officer and normal rater. The normal rater will consider this information when he or she prepares the rated officer's next OER. The letter input will not be enclosed with the OER when it is forwarded to HQDA.
[2] A complete report is prepared as a change–of–duty report by the TDY or SD supervisor and forwarded to DA through the rated officer's PSB. The PSB will annotate the rated officer's records, give him or her a copy of the report, and send the report to HQDA.
[3] Periods of TDY or SD to attend school are exempt from the above requirements. Attendance at courses of instruction is either nonrated, as described in paragraph 3–16, or it is rated on an academic evaluation report as described in paragraph 1–6, AR 623–1.
[4] TDY/SD supervisors are not authorized to render any type of OER for periods of less than 90 calendar days.

Table 3–3
Codes and reasons for submitting reports

Code	Reason
03	Change of rater–add "change of rater."
04	Change of duty or PCS–add "change of duty" or " PCS" or " REFRAD, Retirement" or "Discharge."
05	Annual report–add " Annual."
06	Departure on TDY–add " Depart TDY."
11	Officer failing selection for promotion–add " Promotion."
12A	Relief from ADT, ADSW or AT (applies to Reserve Components only)–add " REFRADT or REFRAT, or REFRADS." This code will not be used for Active Component officers. It will be used only for reports sent to HRC-St. Louis or NGB.
14	Initial tour on extended active duty (EAD) evaluation–add " Initial."
16	Report based on application for RA appointment–add " RA Apmt."
17	Reports submitted on officers participating in the Judge Advocate General's Funded Legal Education Program or Excess Leave Program add " JAGC–OJT."
18	Relief for cause–add " Relief for cause."
19	USA HRC directed–add reference "HRC directed."
21	Complete the record–add " Complete Rec."
22	Senior Rater option–add " SR Option."
23	Rater option–add " Rater Option."
27	60 day Option Report–add " 60 day Opt."
31	National Guard Bureau directed–add " NGB Directed."

Table 3–3
Codes and reasons for submitting reports—Continued

Code	Reason
32	National Guard Bureau general officer nomination–add " NGB GO nomination."
33	Transfer from National Guard to another component–add " Trans to another comp."
34	Transfer from National Guard to retired reserve–add " Trans fm NG to ret res."
35	National Guard departure on Active duty for training for more than 30 days–add " NG DEP ADT (30 + days)."
36	National Guard departure on Full Time Training Duty for more than 30 days–add " NG DEP ADSW (30 + days)."
37	Transfer to the Inactive National Guard–add " Trans to ING."
41	Reassignment from one USAR unit to another USAR unit–add " PCS."
42	Release from unit assignment or attachment to IRR Control Group–add " Reassignment."
43	USAR general officer nomination–add " GO nomination."
44	Relief from Temporary Active Duty–add " RETAD."
45	HRC-St. Louis or CONUSA directed–add reference to the appropriate directive.

Table 3–4
Codes and Rreasons for nonrated periods

Code	Reason
A	AWOL/Desertion
C	Confinement
E	Leave, excess of 30 days
F	Under arrest
H	Attendance at Combined Arms Service and Staff School (CAS3)
I	In transit between duty stations, including leave, permissive temporary duty (PTDY), and temporary duty (TDY)
M	Missing in Action
O	On TDY or special duty (SD) serving as a member of a DA Selection Board or a court–martial
P	Patient (including convalescent leave)
Q	Lack of rater qualification
T	On TDY or SD attending a course of instruction scheduled for less than 60 calendar days
W	Prisoner of War
Z	None of the above

Table 3–5
Command codes

Code	Designation
SB	United States Total Army Personnel Command.
SE	Comptroller of the Army.
SI	Deputy Chief of Staff for Intelligence, DA.
SL	Deputy Chief of Staff for Logistics, DA.
SO	Deputy Chief of Staff for Operations and Plans, DA.
SX	Deputy Chief of Staff for Personnel, DA.

Table 3–5
Command codes—Continued

Code	Designation
SZ	Unlisted activities of listed Army agencies section: The Inspector General and the Auditor General. Chief of Chaplains. Chief of Public Affairs. The Judge Advocate General. Chief, Army Reserve.
OT	Other–unlisted commands.

Notes:
Codes in AR 680–29, paragraph 2–4, will be used except for the commands listed.

Table 3–6
Forwarding reports to HQDA

	STEP	WORK CENTER	REQUIRED ACTION
OPTION A:	1	Unit (Senior Rater)	Forwards completed OER to the supporting PSB or Admin Office
	2	Evaluations, PSB	Performs quality review IAW Step 2, Table 3–6
	3	Evaluations, PSB	Makes a copy of the OER for files and returns original OER to the Unit (Senior Rater)
	4	Unit (Senior Rater)	Forwards OER to HQDA in sequence determined by Senior Rater
OPTION B:	1	Unit (Senior Rater)	Forwards completed OER to supporting PSB/Admin office in desired sequence
	2	Evaluations, PSB	Performs Quality Review
	3	Evaluations, PSB	Forwards OER to HQDA in sequence desired by the Senior Rater
OPTION C:	1	Unit (Senior Rater)	Forwards original OER directly to HQDA for processing in sequence desired by Senior Rater
	2	Unit (Senior Rater)	Forwards an information copy of the completed OER to the PSB/Admin office for accountability

Table 3–7
Initiating evaluations

Step	Work Center	Action Required
1	BN S1	Upon departure from the published rating chain, notify senior rater of option to submit a Senior Rater Option OER provided the provisions of para 3–54 are met.
2	BN S1	Initiate an OER when an event or personnel status change requires the submission of an OER.
3	EVAL	Notify unit commanders/BN S1 of mandatory Promotion (para 3–45) and optional Complete–the–Record (para 3–53) reports for officers being considered by HQDA selection boards.
4	BN S1	Provide administrative data as indicated below by preparing a shell of DA Form 67–9.
		Part I, Administrative Data (Para 3–16)
		Part Ia and b – enter name and SSN
		Part Ic – enter authorized 3 character abbrev. for grade (para 1–32, AR 680–29) as of the " Thru" date of the report. If the rated officer has been selected for promotion and is serving in an authorized position for the grade to which being promoted, enter a " P" immediately following the rank abbreviation, e.g., " LTCP" . If the rated officer is not assigned to a position authorized the higher grade, do not enter the " P" .
		Part Id – enter the date of rank for the grade in which serving as of the " Thru" date of the report.
		Part Ie – enter authorized branch abbreviation.

Table 3–7
Initiating evaluations—Continued

Step	Work Center	Action Required
		Part If – for commissioned officers, enter the 2–digit code for branch/functional area which identifies the officer. If the officer has two codes, enter the two codes, separated by a slash, e.g., " 13/54" , in numerical sequence. For warrant officers, enter PMOS 5 characters in accordance with DA Pam 611–21).
		Part Ig – enter unit, organization, station and zip code or APO, and major command. Authorized abbreviations (AR 310–50) may be used. TDY/SD information may be entered in parentheses after the required parent unit data if space permits.
		Part Ih – enter code and explanation of reason for submission of report as designated in Table 3–3.
		Part Ii – the " From" date is the day after the " Thru" date of the preceding report. The " Thru"date is the date of the event that is the reason for the report except for change of rater or duty reports. The "Thru" date for change of rater or duty reports is the day before the change. For rated officers departing on transition leave, the "Thru" date is the day prior to the day transition leave begins.
		Part Ij – enter the number of rated months. Divide the number of rated days in the basic rating period by 30 and round off to the nearest month. Nonrated periods are not included in rated months.
		Part Ik – enter the code for the nonrated for the nonrated period as designated in Table 3–4.
		Part Io – enter code for rated officer's major command (MACOM). Use command codes in para 2–4, AR 680–29, except for those listed in Table 3–5.
		Part Ip – enter the 4–character alphanumeric PSB code. See appendix D, AR 680–29 for use of PSB codes.
		Part II, Authentication (Para 3–17)
		Part IIa and IIb–enter the rater's and intermediate rater's (if applicable) name, SSN, rank, and position. Part IIc–enter senior rater's name, SSN, rank, position, organization and telephone number.
		(1) For senior raters who are members of other services, enter the rank and branch of service. For example, enter "CAPT" in the rank block and "USN" in the branch block for a senior rater who is a US Navy Captain.
		(2) Identify the senior rater's rank with a "P" only when the senior rater is in a position authorized the higher grade to which being promoted.
		Part III, Duty Description (Para 3–18)
		Part IIIa–enter the rated officer's principal duty title. Part IIIb – enter the position requirement code which identifies the rated officer's duty position. The entry will contain as a minimum the first five characters of the position requirements code (i.e., 42A00); seven characters if an additional skill identifier (ASI) applies (i.e., 42B005P); or nine characters if a language identification applies (i.e., 42B005PSR).
		Part V, Performance and Potential Evaluation (Rater) (Para 3–19)
		Enter the rated officer's name using upper case type. (Example: SMITH, JOHN D.) and the rated officer's social security number.

Table 3–8
Evaluation report administrative control requirements—unit

Step	Work Center	Action Required
1	BN S1	Forward OER shell or memorandum with information outlined in Table 3–-6 to the unit and/or rated officer in accordance with local procedures.
2	BN S1	Notify unit and each rating official:
		(1) That the OER has been initiated.
		(2) Of the date the OER was forwarded to the unit and/or rated officer.
		(3) Of the suspense date for returning the completed report to ensure reports arrive at HQDA within 90 days after the "Thru" date of the report.
3	BN S1	Ensure the rated officer and each rating official meets established suspense to ensure the completed OER is returned to PSB/administrative office so as to arrive at HQDA within 90 days after the "Thru" date of the report.
4	BN S1	Ensure the completed OER has been prepared in accordance with the administrative instructions contained in Section IV, this chapter.
5	BN S1	Review completed OER for administrative accuracy before forwarding in accordance with locally established procedures.

Table 3–8
Evaluation report administrative control requirements—unit—Continued

Step	Work Center	Action Required
		a. Part I, Administrative Data (Para 3–16)
		(1) Name, SSN, rank, and date of rank.
		(2) Basic branch or DA management group.
		(3) Designated specialties/PMOS (WO).
		(4) Unit, organization, station, zip code or APO, and major command (5–digit station code).
		(5) Code and reason for submission of OER.
		(6) “From” date–begins with the day following the “Thru” date of the last report.
		(7) “Thru” date–ends with the date of the event causing the report, except for principal duty assignment change or date of change in rater when the report ends with the day preceding the event.
		(8) Number of rated months–nonrated periods are not included in rated months.
		(9) Code for nonrated period.
		(10) Two character command code and four character PSB code.
		b. Part II, Authentication (Para 3–17)
		(1) Ensure rating officials are correctly identified and that entries are complete.
		(2) Check for rated officer’s signature. If rated officer declines to sign because inaccuracies cannot be resolved, check for senior rater’s explanation in Part VIIc.
		(3) Check signature date of each rating official. Dates must be in appropriate sequence, i.e., Rater, Intermediate Rater, Senior rater and the rated officer, when possible. All rating officials must sign on or after the “Thru” date.
		(4) The referred report block must be checked when the provisions of paragraph 3–32 apply.
		c. Part III, Description of Duties (Para 3–18)
		(1) If rated officer is serving under Dual Supervision, the supervisors in each chain of command will jointly develop the duty description and the statement “Officer serving under dual supervision” will be entered as the first line.
		(2) For warrant officers, if the MOS entered in Part IIIb is different from the PMOS in Part If or the AMOS, if any, an entry must be made in Part IIIe referencing the DA career management authority concurrence.
		d. Part IV, Performance Evaluation—Professionalism (Paras 3–19, 3–19.1 and 3–19.2)
		The Army values listed in Part IVa and the attributes/skills/actions listed in Part IVb are applicable to all. Comments are mandatory to explain or clarify any “no” entries in Parts IVa–d. Ensure entries pertaining to APFT and height/weight are present in Part IVc and mandatory comments on “Fail” or an entry of “Profile” when the officer is unable to perform his/her duties are provided. All comments will be made in Part Vc.
		e. Part V–Performance and Potential Evaluation (Para 3-20)
		Rater comments in Parts Vb are mandatory. The following limitations apply: comments must be made on specific aspects of performance and potential.
		(2) Part Va - Use “Other” box when promotion recommendation blocks are not appropriate. An explanation in Part Vc is mandatory.
		f. Part VI - Intermediate rater (Para 3-21)
		Comments by the intermediate rater, when applicable, are mandatory. When the minimum number of days of supervision is not met, the following statement will be used: “I am unable to evaluate the rated officer because I have not been (his or her) intermediate rater for the required number of days.”
		g. Part VII - Senior rater (Para 3-22) Comments are mandatory.
		(1) When the minimum number of days of supervision is not met, the following statement will be used: “I am unable to evaluate the rated officer because I have not been (his or her) senior rater for the required number of days.”
		(2) Ensure an explanation concerning unusual circumstances regarding the report are provided by the senior rater. Examples include failure of the rater officer to sign the report, signature dates out of sequence, etc.
6	BN S1	If referral to the rated officer is required (see para 3-32 and fig 3-7), and rated officer is unavailable to sign the OER, ensure senior rater referral letter and rated officer’s acknowledgment and comment are attached to the OER. (NOTE: Enclosures to acknowledgment comments are not permitted and must be removed and returned to the rated officer.) When referral is necessary, the senior rater must do so in writing; this responsibility may not be delegated. The referral letter and acknowledgment must be dated on or after the “Thru” date of the report. If the rated officer fails to acknowledge the referral, ensure the senior rater has provided a separate signed statement indicating the officer failed to acknowledge or provide comments.

Table 3–8
Evaluation report administrative control requirements—unit—Continued

Step	Work Center	Action Required
7	BN S1	If the report is a Relief-for-Cause OER, (para 3-50) ensure the following is evident:
		(1) The relieving official is clearly identified. If the relief is directed by someone not in the designated rating chain, the official directing the relief will describe the reasons for the relief in an enclosure to the report.
		(2) The official directing the relief indicates the rated officer was notified of the reasons for relief.
		(3) There must be a supplementary review from the first Army officer above the chain of command enclosed with the report, if the senior rater directed the relief or the senior rater is not a US Army officer or DA Civilian.
8	BN S1	If the report is a Promotion OER (para 3-45) verify the following: (NOTE: this report does not apply to General officer selection boards or to officers not in a regular duty assignment with an established rating chain, such as when attending school.)
		(1) The rated officer is in the Above-the-Zone category and is being considered by a DA announced promotion board. (NOTE: Primary promotion zone category officers are not eligible for this report).
		(2) That no report with a “Thru” date after the convene date of the last board that did not select the officer has been completed. If a report with such a “Thru” date has been completed, the officer is not eligible for this report. (NOTE: the convene date of the last board is indicated in the DA announcement message).
		(3) That the “Thru” date on the OER is the same as the required “Thru” date contained in the DA announcement message.
		(4) That there are at least 90 or more rated days (exclusive of nonrated time) as of the “Thru” date.
		(5) That the rater has been in the rating chain for 90 or more days.
9	BN S1	If the OER is a Complete-the-Record report (para 3-53), verify the following:
		(1) That the rated officer is in the Promotion Zone or Above-the-Zone category for a DA announced promotion board (NOTE: Below-the-Zone officers are not eligible for this report).
		(2) If (1) does not apply, that the officer is being considered by a DA announced school or command selection board.
		(3) That the “Thru” date on the OER is the same as the required “Thru” date contained in the DA announcement message.
		(4) That there are at least 90 or more rated days (exclusive of nonrated time) as of the “Thru” date. (NOTE: The report is invalid if this requirement is not met).
		(5) That the rater has been in the rating chain for 90 or more days.
10	BN S1	If the OER is a Senior Rater Option report (para 3-54) verify the following:
		(1) That the designated senior rater is leaving the rated officer’s rating chain.
		(2) That there are at least 90 rated days (exclusive of nonrated time) in the period covered.
		(3) That all rating officials are eligible to evaluate. (NOTE: A senior rater ineligible to evaluate because he or she has not been in the rating chain for the required number days cannot render a Senior Rater Option report).
11	BN S1	If the OER is a Rater Option report, ensure all requirements outlined in paragraph 3-55 have been met.
12	BN S1	If the OER is a Sixty-day Option report, ensure all requirements outlined in paragraph 3-56 have been met.
13	BN S1	If a supplementary review is required (see para 2-16), ensure it is attached as an enclosure.
14	BN S1	Ensure only those enclosures authorized by para 3-35 are attached.
15	BN S1	Forwarded completed report and all authorized enclosures to the servicing PSB or HQDA in accordance with locally established procedures. Provide the rated officer a copy of the completed report if it’s being forwarded directly to HQDA.

Table 3–9
Evaluation Report Administrative Control Requirements—PSB

Step	Work Center	Action Required
1	EVAL/BN S1	Assist the rated officer and rating officials as necessary in preparation of the OER.
2	EVAL/BN S1	When a completed OER is received from a unit, check for administrative accuracy and complete administrative processing:
		(1) Verify that entries made by rating officials in Parts II thru VII, DA Form 67-9 are in accordance with this regulation.
		(2) If report is a referred report (see para 3-32), ensure procedures outlined in this regulation have been followed.
		(3) Ensure only those enclosures authorized by this regulation (see para 3–35) are included with the report.
		(4) Notify rating officials of any discrepancies and advise them of corrective action.
3	EVAL/BN S1	Provide the rated officer a copy of the completed report prior to forwarding the OER to HQDA.
		(1) Part I.
		(a) Part Il. Enter the number of enclosures attached to the report.
		(b) Part Im. If the rated officer copy is to be given to the rated officer, “x” box m1 and enter the date; if the copy is to be forwarded to the rating official to be given to the officer or to the rated officer directly, “x” box m2 and date
		(c) Part In. Enter initials in this box after the OER is completed and ready to be forwarded to HQDA. The PSB responsible for servicing the rated officer’s unit is the controlling office and has final responsibility for completion and forwarding except as indicated in para (d) below.
		(d) To ensure reports are sequenced in accordance with the senior rater’s desires, OERs may be mailed directly from the senior rater to HQDA for processing. When this occurs the senior rater will ensure an information copy is forwarded to the supporting PSB for control purposes.
4	EVAL/Unit	If the rated officer departs the command before receiving a copy of the completed report—
		(1) Mail a copy to the address provided by him or her. If the report is derogatory, send it via certified mail with the notation “EXCLUSIVE FOR”on the envelope.
		(2) Keep a copy of the report for 120 days in case the rated officer does not receive the mailed copy. Mail it to the rated officer on request or destroy it after 120 days if no request has been made.
5	EVAL	Update records as follows:
		(1) Submit “ERPT” SIDPERS transaction (procedure 2-31, DA Pam 600-8-1) to update SIDPERS Personnel File (SPF).
		(2) DA Form 4037 (Officer Record Brief). The following items are applicable to OER procedures:
		(a) When applicable, update “Mailing Address” . Submit “UG” SIDPERS transaction to update HQDA Officer Master File (OMF) in accordance with procedure 2-20A, DA Pam 600-8-2.
		(b) Section IX, “Date of last OER” . If data item is incorrect, contact HQDA (AHRC- MSE-R) to inquire if latest OER was received. If necessary in order to resolve discrepancy, submit a request for correction, by letter, to HQDA.
		(c) Section IX, “Previous Assignment” . To add, change, or delete data on OMF, submit “UR” SIDPERS transaction in accordance with procedure 2-56b, DA Pam 600-8-2.
		(d) Section IX, “Duty Title” . Report “Current Duty Assignment Title” by submitting a “CDAT” SIDPERS transaction in accordance with procedure 2-19a, DA Pam 600-8-2. The effective date must be the same as the effective date the officer was assigned to the duty title being reported (i.e., either the “ARR” SIDPERS transaction - procedure 2-2, DA Pam 600-8-1 or the “POSN”SIDPERS transaction - procedure 2-19, DA Pam 600-8-1).
6	EVAL/Unit	Mail completed OER to Commander, USA HRC, ATTN: AHRC-MSE-R, 200 Stovall Street, Alexandria, VA 22332-0442.
		Use first class mail in a flat envelope; cardboard backing prevents damage.
		OERs containing classified information will be mailed following the provisions of AR 380-5.

Table 3–10
Addendum preparation

Step	Work Center	Action Required
1	EVAL/BN S1	Upon receipt of previously unknown or unverified derogatory information, contact the servicing PSB for assistance in determining if an addendum is appropriate or authorized.
2	EVAL/BN S1	Identify previously submitted evaluation reports covering the period pertaining to the newly received derogatory information.
3	EVAL/BN S1	Ensure information is accurate and verified.
4	EVAL/BN S1	Identify the rating chain that prepared the previously submitted report. Provide the newly received information to each rating chain member and determine if any member desires to comment.
5	EVAL/BN S1	If no rating chain member desires to comment on the new information, close the matter as completed action. If any member chooses to comment, prepare addendum comments using the format shown in figure 3-4. Ensure that separate addendum are prepared for each rating official submitting comments.
6	EVAL/BN S1	An addendum must be referred to the rated officer following the procedures outlined in para 3-33. The referring official must be the current unit commander. He or she may not submit addendum comments unless they were a member of the original rating chain. The referral letter should follow the format provided in figure 3-7.
7	EVAL/BN S1	When all administrative processing procedures have been completed, prepare a forwarding memorandum for the commander's signature as shown in figure 3-3.
	EVAL/BNS 1	Using the commander's forwarding memorandum, forward all addendum, the commander's referral letter, and the rated officer's acknowledgment/comment (or the commander's statement of failure to acknowledge, if appropriate) to Commander, USA HRC, ATTN: AHRC-MSE-R, 200 Stovall Street, Alexandria, Virginia 22332-0442.

OFFICER EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 623-105; the proponent agency is ODCSPER

Read Privacy Act Statement on Reverse before Completing this form

PART I - RATED OFFICER IDENTIFICATION

NAME OF RATED OFFICER (Last, First, MI)	RANK	ORGANIZATION
DOE, JOHN A.	1LT	B COMPANY, 1-41 INFANTRY BATTALION

PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

	NAME	RANK	POSITION
RATER	Smith, Robert A.	CPT	Company Commander
INTERMEDIATE RATER			
SENIOR RATER	Jones, William D.	LTC	Battalion Commander

PART III VERIFICATION OF FACE-TO-FACE DISCUSSION

MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIES AND PERFORMANCE OBJECTIVES FOR THE CURRENT RATING PERIOD TOOK PLACE ON (Date) Rated Officer Initials _____ Rater Initials _____ Senior Rater Initials (Review) _____

PERIODIC RATER / RATED OFFICER FOLLOW UP FACE-TO-FACE COUNSELINGS:

Dates _____ Rated Officer Initials _____ Rater Initials _____ Senior Rater Initials (Review) _____

PART IV - RATED OFFICER *(Complete a, b, and c below for the rating period)*

PRINCIPAL DUTY TITLE POSITION AOC / SR

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES

SEE PARAGRAPH 3-6

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES

SEE PARAGRAPH 3-6

DA FORM 67-9-1, OCT 97 REPLACES DA FORM 67-9-1, FEB 85, WHICH IS OBSOLETE. 1 OCT 97

Figure 3–1. Sample DA Form 67-9-1 (Front Side)

c. LIST YOUR SIGNIFICANT CONTRIBUTIONS

SEE PARAGRAPH 3-6

SIGNATURE AND DATE

PART V - RATER AND/OR INTERMEDIATE RATER *(Review and comment on Part I(a, b, and c above). Insure remarks are consistent with your performance and potential evaluation on DA Form 67-9*

a. RATER COMMENTS (Optional)

SEE PARAGRAPH 3-7

SIGNATURE AND DATE (Mandatory)

b. INTERMEDIATE RATER COMMENTS (Optional)

SEE PARAGRAPH 3-8

SIGNATURE AND DATE (Mandatory)

DATA REQUIRED BY THE PRIVACY ACT *(U.S.C. 552a)*

1. AUTHORITY: Sec 301 Title 5 USC; Sec 3012 Title 10

2. PURPOSE: DA Form 67-9, Officer Evaluation Report, serves as the primary source of information for officer personnel management decisions. DA Form 67-9-1, Officer Evaluation Support Form, serves as a guide for the rated officer's performance and development, enhances the accomplishment of the organization mission, and provides additional performance information to the rating chain. DA Form 67-9-1a, Junior Officer Developmental Support Form, serves as a common framework for Junior Officer Development and standardizes Junior Officer counseling.

3. ROUTINE USE: DA Form 67-9 will be maintained in the rated officer's Official Military Personnel File (OMPF) and Career Management Individual File (CMIF). A copy will be provided to the rated officer either directly or forwarded to the rated officer. DA Form 67-9-1 and DA Form 67-9-1a are for organizational use only and will be returned to the rated officer after review by the rating chain.

4. DISCLOSURE: Disclosure of the rated officer's SSN (Part I, DA Form 67-9) is voluntary. However, failure to verify the SSN may result in a delayed or erroneous processing of the officer's OER. Disclosure of the information in Part IV, DA Form 67-9-1 is voluntary. However, failure to provide the information requested will result in an evaluation of the rated officer without the benefits of that officer's comments. Should the rated officer use the Privacy Act as a basis not to provide the information requested in Part IV, the Support Form will contain the rated officer's statement to that effect and be forwarded through the rating chain in accordance with AR 623-105.

DA FORM 67-9-1, OCT 97 (Reverse)

Figure 3–2. Sample DA Form 67-9-1 (Reverse Side)

DEVELOPMENTAL SUPPORT FORM

For use of this form, see AR 623-105; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO)
Protected by Privacy Act of 1974.

NAME OF RATED OFFICER (Last, First, MI)	SSN	GRADE	ORGANIZATION
DOE, JOHN A.	111-11-1111	1LT	B, 1-41 Inf Bn

PART I - INSTRUCTIONS. Use of this form is mandatory for Captains, Lieutenants, CW2s and WO1s; optional for all other ranks.

Initial face-to-face (Part II and III)

- Discuss duty description/major performance objectives from DA Form 67-9-1.
- Discuss Army leader values, attributes and skills as related to future duty performance and professional development (Part II: Leader Character)
- Complete Developmental Action Plan (Part III)- Record at least one developmental task for each leadership action that targets major performance objectives listed on DA Form 67-9-1.
- Upon completion of the initial face-to-face counseling, date and initial Part IV (verification). Obtain senior rater's initials. Rated officer and rater retain file copy for use during later follow-up counselings.

Quarterly Follow-up Counselings (Part V- Reverse)

- Discuss major performance objectives and progress made. Adjust as needed.
- Discuss progress made on developmental tasks; update/modify tasks as needed to continue developmental process.
  Rater summarize key points in appropriate block of Part V.
- Rater and rated officer initial, date, and keep a file copy for use during later counselings.

NOTE: Reference for Army Leadership Doctrine is FM 22-100.

PART II CHARACTER. Disposition of the leader: combination of values, attributes, and skills affecting leader actions. (See FM 22-100)

ARMY VALUES

1. **HONOR:** Adherence to the Army's publicly declared code of values	5. **RESPECT:** Promotes dignity, consideration, fairness, & EO
2. **INTEGRITY:** Possesses high personal moral standards; honest in word and deed	6. **SELFLESS-SERVICE:** Places Army priorities before self
3. **COURAGE:** Manifests physical and moral bravery	7. **DUTY:** Fulfills professional, legal, and moral obligations

4. **LOYALTY:** Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier

ATTRIBUTES Fundamental qualities and characteristics	**MENTAL** Possesses desire, will, initiative, and discipline	**PHYSICAL** Maintains appropriate level of physical fitness and military bearing	**EMOTIONAL** Displays self-control; calm under pressure
SKILLS (Competence) Skill development is part of self-development; prerequisite to action	**CONCEPTUAL** Demonstrates sound judgment, critical / creative thinking, moral reasoning	**INTERPERSONAL** Shows skill with people: coaching, teaching, counseling, motivating and empowering	**TECHNICAL** Possesses the necessary expertise to accomplish all tasks and functions
	TACTICAL Demonstrates proficiency in required professional knowledge, judgment, and warfighting		

PART III - DEVELOPMENTAL ACTION PLAN. Development tasks that target major performance objectives on the DA Form 67-9-1. (See FM 22-100)

INFLUENCING: Communicating, Decision Making, Motivating

COMMUNICATING. Articulates written and oral ideas/concepts clearly and concisely. Message received equals message sent. Displays effective listening skills.

SEE PARAGRAPHS 3-11 and 3-12

DECISION MAKING. Reaches sound, logical decisions based on analysis/synthesis of information, and uses sound judgment to allocate resources and select appropriate course(s) of action.

MOTIVATING. Inspires, motivates, and guides others towards mission accomplishment. Sets the example by being in excellent physical / mental condition and consistently displaying proper military bearing.

OPERATING: Planning, Executing, Assessing

PLANNING. Uses critical and creative thinking to develop executable plans that are suitable, acceptable, and feasible.

EXECUTING. Shows tactical and technical proficiency; meets mission standards; takes care of people/resources. Maximizes the use of available systems and technology. Performs well under physical and mental stress.

DA FORM 67-9-1a, DEC 2004 REPLACES DA FORM 67-9-1a, OCT 97, WHICH IS OBSOLETE. APD V1.00

Figure 3–3. New DA Form 67-9-1a (Developmental Support Form) (front side)

ASSESSING. Uses after-action and evaluation tools to facilitate consistent improvement.

IMPROVING: Developing, Building, Learning

DEVELOPING. Teaches, trains, coaches and counsels subordinates increasing their knowledge, skills and confidence.

SEE PARAGRAPHS 3-11 and 3-12

BUILDING. Develops effective, disciplined, cohesive, team built on bonds of mutual trust, respect, and confidence. Fosters ethical climate.

LEARNING. Actively seeks self-improvement (individual study, professional reading, etc.), and fosters a learning environment in the unit (IPRs, AARs, NCOPD, etc.)

PART IV - VERIFICATION: Rater initials Rated officer initials _____ Date _____ Senior rater initials _____

PART V - DEVELOPMENTAL ASSESSMENT RECORD. Summary of key points made during follow-up counselings. Highlight progress and strengths observed as well as developmental needs across values, attributes, skills and actions.

1st Assessment Key Points

SEE PARAGRAPH 3-12

Rated officer initials _____ Rater initials _____ Date _____

2nd Assessment Key Points

Rated officer initials _____ Rater initials _____ Date _____

3rd Assessment Key Points

Rated officer initials _____ Rater initials _____ Date _____

DA FORM 67-9-1a, DEC 2004 (Reverse) APD V1.00

Figure 3–4. New DA Form 67-9-1a (Developmental Support Form) (reverse side)

OFFICER EVALUATION REPORT
For use of this form, see AR 623-105; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO)
Protected by Privacy Act of 1974.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK (Year Month Day)	e. BRANCH	f. DESIGNATED SPECIALTIES / PMOS (WO)
BUCK, GEORGE G.	999-99-9999	CPT	1999 05 01	IN	HA

g. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND: A Company, 1st Bn, 41st Infantry, 3d Armor Division, APO AE 09002

h. REASON FOR SUBMISSION: 05 Annual

i. PERIOD COVERED FROM (Year Month Day)	THRU (Year Month Day)	j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER COPY (Check one and date)	Date	n. PSB INITIAL	o. CMD CODE	p. PSB CODE
2003 10 01	2004 09 30	11	Q		X 1. Given to Officer 2. Forwarded to Officer	4 Oct 2004		E9	EU29

PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)

	SSN	RANK	POSITION	SIGNATURE	DATE
a. NAME OF RATER (Last, First, MI): SCOTT, THOMAS D.	123-45-6789	LTC	BN COMMANDER		05 OCT 2004
b. NAME OF INTERMEDIATE RATER (Last, First, MI)					
c. NAME OF SENIOR RATER (Last, First, MI): JONES, WILLIAM A.	345-67-8901	COL	BDE COMMANDER		06 OCT 2004

SENIOR RATER'S ORGANIZATION: 1st Brigade, 4th Division APO AE 09002, APO AE 09002

BRANCH: IN — SENIOR RATER TELEPHONE NUMBER: DSN 330-6705 — E-MAIL ADDRESS: lbdeech@4id.army.mil

d. This is a referred report, do you wish to make comments? ☐ Yes, comments are attached ☐ No

e. SIGNATURE OF RATED OFFICER — DATE: 07 OCT 2004

PART III - DUTY DESCRIPTION

a. PRINCIPAL DUTY TITLE: Company Commander — b. POSITION AOC/BR: 11A00

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

SEE PARAGRAPH 3-18

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater)

CHARACTER Disposition of the leader: combination of values, attributes, and skills affecting leader actions

a. **ARMY VALUES** (Comments mandatory for all "NO" entries. Use PART Vb.)

	Yes	No		Yes	No
1. **HONOR:** Adherence to the Army's publicly declared code of values	X		5. **RESPECT:** Promotes dignity, consideration, fairness, & EO	X	
2. **INTEGRITY:** Possesses high personal moral standards; honest in word and deed	X		6. **SELFLESS-SERVICE:** Places Army priorities before self	X	
3. **COURAGE:** Manifests physical and moral bravery	X		7. **DUTY:** Fulfills professional, legal, and moral obligations	X	
4. **LOYALTY:** Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier				X	

b. **LEADER ATTRIBUTES / SKILLS / ACTIONS:** First, mark "YES" or "NO" for each block. Second, choose a total of six that best describe the rated officer. Select one from ATTRIBUTES, two from SKILLS (Competence), and three from ACTIONS (LEADERSHIP). Place an "X" in the appropriate numbered box with optional comments in PART Vb. **Comments are mandatory in Part Vb for all "No" entries.**

b.1. *ATTRIBUTES (Select 1)* Fundamental qualities and characteristics	X **MENTAL** YES NO — Possesses desire, will, initiative, and discipline	2. **PHYSICAL** YES NO — Maintains appropriate level of physical fitness and military bearing	3. **EMOTIONAL** YES NO — Displays self-control; calm under pressure
b.2 *SKILLS (Competence) (Select 2)* Skill development is part of self-development; prerequisite to action	1. **CONCEPTUAL** YES NO — Demonstrates sound judgment, critical/creative thinking, moral reasoning	X **INTERPERSONAL** YES NO — Shows skill with people: coaching, teaching, counseling, motivating and empowering	3. **TECHNICAL** YES NO — Possesses the necessary expertise to accomplish all tasks and functions
	X **TACTICAL** Demonstrates proficiency in required professional knowledge, judgment, and warfighting — YES NO		
b.3. *ACTIONS (LEADERSHIP) (Select 3) Major activities leaders perform: influencing, operating, and improving*			
INFLUENCING Method of reaching goals while operating / improving	X **COMMUNICATING** YES NO — Displays good oral, written, and listening skills for individuals / groups	X **DECISION-MAKING** YES NO — Employs sound judgment, logical reasoning and uses resources wisely	3. **MOTIVATING** YES NO — Inspires, motivates, and guides others toward mission accomplishment
OPERATING Short term mission accomplishment	4. **PLANNING** YES NO — Develops detailed, executable plans that are feasible, acceptable, and suitable	X **EXECUTING** YES NO — Shows tactical proficiency, meets mission standards, and takes care of people/resources	6. **ASSESSING** YES NO — Uses after-action and evaluation tools to facilitate consistent improvement
IMPROVING Long-term improvement in the Army, its people and organizations	7. **DEVELOPING** YES NO — Invests adequate time and effort to develop individual subordinates as leaders	8. **BUILDING** YES NO — Spends time and resources improving teams, groups and units; fosters ethical climate	9. **LEARNING** YES NO — Seeks self-improvement and organizational growth; envisioning, adapting and leading change

c. APFT: PASS — DATE: APR 2004 — HEIGHT: 69 — WEIGHT: 175 — YES

d. **OFFICER DEVELOPMENT** - *MANDATORY YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, AND WO1s.*
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED? YES NO NA

DA FORM 67-9, DEC 2004 REPLACES DA FORM 67-9, OCT 97, WHICH IS OBSOLETE. APD V1.00

Figure 3–5. New DA Form 67-9 (Officer Evaluation Report) (front side)

NAME BUCK, GEORGE G. SSN 999-99-9999 PERIOD COVERED 20031001 – 20040930

PART V - PERFORMANCE AND POTENTIAL EVALUATION (Rater)

a. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIS/HER POTENTIAL FOR PROMOTION

[X] OUTSTANDING PERFORMANCE, MUST PROMOTE [ ] SATISFACTORY PERFORMANCE, PROMOTE [ ] UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE [ ] OTHER *(Explain)*

b. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE AND POTENTIAL FOR PROMOTION. REFER TO PART III, DA FORM 67-9 AND PART IVa, b, AND c DA FORM 67-9-1.

SEE PARAGRAPH 3-20

c. IDENTIFY ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY THAT THIS OFFICER POSSESSES. FOR ARMY COMPETITIVE CATEGORY CPT THROUGH LTC, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.

SEE PARAGRAPH 3-20

PART VI - INTERMEDIATE RATER

SEE PARAGRAPH 3-21

PART VII -SENIOR RATER

a. EVALUATE THE RATED OFFICER'S PROMOTION POTENTIAL TO THE NEXT HIGHER GRADE

[X] BEST QUALIFIED [ ] FULLY QUALIFIED [ ] DO NOT PROMOTE [ ] OTHER *(Explain below)*

I currently senior rate 16 officer(s) in this grade

A completed DA Form 67-9-1 was received with this report and considered in my evaluation and review [X] YES [ ] NO *(Explain in c)*

b. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)

[ ] ABOVE CENTER OF MASS (Less than 50% in top box; Center of Mass if 50% or more in top box)

[X] CENTER OF MASS

[ ] BELOW CENTER OF MASS RETAIN

[ ] BELOW CENTER OF MASS DO NOT RETAIN

c. COMMENT ON PERFORMANCE/POTENTIAL

SEE PARAGRAPH 3-22

d. LIST 3 FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED. FOR ARMY COMPETITIVE CATEGORY CPT THROUGH LTC, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.

SEE PARAGRAPH 3-22

DA FORM 67-9, DEC 2004 (Reverse) APD V1.00

Figure 3–6. New DA Form 67-9 (Officer Evaluation Report) (reverse side)

(Letterhead)

(Office Symbol) (Marks Number)

(Date)

MEMORANDUM FOR *(Rated officer's name and address)*

SUBJECT: Officer Evaluation Report (OER) Referral (Report period). *(Rated officer's name, rank, BR,* SSN)

1. Under the provisions of AR 623-105, paragraphs 3-32 and 3-33, the enclosed copy of DA Form 67-9 for the period (REPORT PERIOD), is referred to you for acknowledgment. The specific reason for referral is (cite the reason(s) found in AR 623-105, applicable subparagraphs of paragraph 3-32).

2. You must acknowledge receipt of the enclosed copy and may provide comments if desired. Any comments submitted must be factual, concise, and limited to matters directly related to the evaluation on the referred report. Enclosures to comments provided are not authorized and will be withdrawn prior to forwarding the report, referral, acknowledgment and comments to HQDA.

3. Should you submit comments with your acknowledgment you are advised that they will not constitute a request for a Commander's Inquiry or Appeal. Such requests must be submitted separately under the provisions of AR 623-105, chapter 6, as appropriate.

4. Acknowledge receipt of the referred OER and submit any desired comments, by return endorsement, in accordance with the above indicated suspense date.

Enclosure

(Signature block)

Figure 3–7. Sample format of Officer Evaluation Report (OER) Referral

SENIOR RATER PROFILE REPORT
OFFICER EVALUATION REPORTING SYSTEM
FOR USE OF THIS FORM, SEE AR 623-105; PROPONENT AGENCY IS ODCSPER

A. NAME	B. SSN	C. RANK	D. DATE OF REPORT

	CURRENT OER PROFILE					PROFILE HISTORY		
	ACOM COM	COM	BCOM RETAIN	BCOM DO NOT RETAIN	Total Ratings	Total Ratings	1st Block COM	% Total 1st Block
COL								
LTC								
MAJ								
CPT	1	2	0	0	3	6	1	50
1LT								
2LT								
CW5								
CW4								
CW3								
CW2								
WO1								

DA FORM 67-9-2 1 OCT 97

Figure 3–8. Sample DA Form 67-9-2 (Front Side)

NAME	RANK	BLOCK	LABEL	PROFILE	THRU DATE	PROC DATE
Smith, D.	CPT	1	ACOM	1-0-0-0	981001	981101
Jones, T.	CPT	1	COM	2-0-0-0	981101	981201
Davis, R.	CPT	2	COM	2-1-0-0	981201	990101
		RESTART CPT 990201				
Black, K.	CPT	1	ACOM	1-0-0-0	990201	990301
Pike, M.	CPT	2	COM	1-1-0-0	990301	990401
Bass, S.	CPT	2	COM	1-2-0-0	990501	990501

SAMPLE

DA Form 67-9-2 (Reverse Side)

Figure 3–9. Sample DA Form 67-9-2 (Reverse Side)

(Letterhead)

(Office Symbol) (Marks Number)

(Date)

MEMORANDUM FOR See Appendix H for correct Personnel Center Address (use same address where OERs are sent)

SUBJECT: Modification to a Previously Submitted OER (Rated officer's name, grade, SSN, period of report)

1. The information described in the enclosures became known or was verified after the submission of the above indicated OER.

2. Each member of the original evaluation chain was made aware of this new information. After considering this information, the original (rater, intermediate rater, senior rater) decided that the information is significant enough to warrant additional comments. Their comments are at enclosures 1, 2, etc.

3. A copy of my referral to the rated officer is also enclosed. The rated officer's acknowledgment and comments are at enclosure—(or the rated officer has failed to respond).

Enclosures

(Signature block)

Figure 3–10. Sample of Commander's memorandum used to forward the completed addendum to HQDA

(Letterhead)

(Office Symbol) (Marks Number)

(Date)

MEMORANDUM FOR *(Rated officer's name, grade, and SSN)*

SUBJECT: Modification to Previously Submitted OER—*(Period of report)*

1. As the (rater, intermediate rater, senior rater) during the period in question, I have become aware of the following new information concerning (rated officer). (Explain the new information here)

2. This information was unknown to me (or unverified) at the time that I wrote the report in question. I consider this new information to be of such significance as to warrant modification of my original evaluation. I am, therefore, submitting the following comments for attachment to the original OER. *(Reference the specific item on the OER being modified) e.g,* Part IVa: *(indicate modification)*; Part Vb: *(indicate modification)*.

(Signature block)

Figure 3–11. Sample format for addendum completed by each rating official submitting a modification to a previous report

3–62. Reserved

Reserved.

Chapter 4
U.S. Army Reserve Evaluations

Section I
Managing U.S. Army Reserve Evaluations

4–1. Overview

This chapter modifies policies and procedures of this regulation to meet the unique characteristics of the Army Reserve. It complements information found in other chapters which is applicable to the USAR unless otherwise indicated. This chapter applies to the following categories of USAR officers:

a. Troop program unit (TPU), Individual Mobilization Augmentation (IMA), Individual Ready Reserve (IRR), and Standby Reserve (Active List) soldiers.

b. On active duty in the Active Army as Regular Army enlisted soldiers (for instance, dual component personnel as defined in AR 600-39 (Dual Component Program)).

c. On temporary tours of active duty (TTAD) in support of Active Army missions.

d. On active duty for special work tours (ADSW), annual training (AT), and active duty for training (ADT) tours.

e. Where situations exist that do not appear to be covered by this chapter, send requests for clarification to HQDA, Office of the Chief, Army Reserve, ATTN: DAAR-PE, 2400 Army Pentagon, WASH DC 20310-2400.

4–2. Responsibilities

a. CG, HRC-St. Louis. The CG, HRC-St. Louis will—

(1) Exercise final HQDA review authority for the Chief Army Reserve on all evaluation reports filed on USAR soldiers not in the end strength of the Active Army. This includes the following:

(a) Determining that a report is correct without further action.

(b) Returning reports to rating officials when it is determined that they violate this regulation.

(c) Directing rating officials to submit addenda to reports needing clarification.

(d) Collecting information to be attached as addenda to reports when such action is necessary.

(e) Directing rating officials to investigate apparent errors or violations of this regulation and to submit their findings or recommendations. These will be attached to the OER or otherwise resolved as deemed appropriate by CG, HRC-St. Louis.

(f) Granting exception to, clarifying, or formulating new policies for USAR soldiers as the need arises while conforming to the principles of this regulation.

(g) Resolving commander's inquiries conducted under Chapter 6.

(2) Review each OER on receipt to identify any rating or remarks that may provide a basis to begin elimination action under AR 135-175 or AR 600-8-24. In these cases, CG, HRC-St. Louis will take the following actions:

(a) If the rated officer is assigned to a USAR TPU, furnish the appropriate major subordinate command of the U.S. Army Reserve Command (USARC), USASOC, 7th or 9th Army Reserve Commands with reports, documents, or correspondence with recommendations for elimination.

(b) If the rated officer is assigned to the Active Guard and Reserve (AGR) Program, IRR, or IMA Program, initiate appropriate elimination action.

(c) If the rated officer is serving on active duty as an RA enlisted soldier, furnish documents and recommendations for elimination to his or her Active Army unit commander as stated in (a) above.

(3) Review all prior evaluation reports of officers transferred to the IRR for information to support retention or elimination.

b. Commanders. Commanders will—

(1) Ensure that completed reports arrive at HRC-St. Louis not later than 120 calendar days after the "Thru" date of the report. The importance of the OER to personnel actions, especially those concerning selection boards, makes it necessary that this 120 day suspense be met. However, the centralized selection, promotion and school boards schedule must be closely monitored to ensure eligible reports, both mandatory and optional (for example, Code 11/Promotion, Code 21/Complete the Record, Code 05/Annual, and so on) are forwarded to HRC-St. Louis in sufficient time to be included in an officer's board file.

(2) Ensure that designated rating officials and assigned duties support an accurate evaluation of the rated officer's duty performance. Every effort will be made to maintain the same rating official during the entire rating period for USAR officers performing inactive duty training (IDT), ADT, ADSW, and TTAD.

(3) During a Commander's Inquiry, look into alleged errors, injustices, and illegalities in OERs regardless of the length of the rating period. Commander's Inquiry procedures are described in chapter 6. Forward inquiries to Commander, Army Human Resources Command-St. Louis, ATTN: AHRC-PAV-EA, 1 Reserve Way, St. Louis, MO 63132-5200.

4–3. The evaluation process

a. The evaluation process starts at the beginning of the rated period (see para 1-8*c*). It is the rater's responsibility to advise the rated officer of the objectives he or she is expected to accomplish in his or her duty position. The rater will also inform the rated officer on who comprises his or her rating chain.

b. DA Form 67-9-1 (OER Support Form) will be used for establishing the rated officer's duty description and performance objectives. It will be given to the rated officer at the first discussion. This discussion will be held at the first available drill (within 30 days, if possible) or as soon as possible after reporting for ADT, TTAD, ADSW, or AT. The initial support form will be used as a worksheet and updated as the situation changes. Correspondence and telephone conversations may be used as alternatives because of geographic separation, followed by a face-to-face discussion at the earliest opportunity.

c. Paragraph 1-8c(4) describes the end of the rating period. At this time, another DA Form 67-9-1, together with the DA Form 67-9 (OER), is furnished to the rated officer. The rated officer will verify the administrative data and rating officials on the OER and will complete the final copy of the support form (typed or legibly written in black or blue-black ink). The rated officer enters his or her signature and date on the support form. The rated officer then forwards the support form and OER to the rater. The rated officer will sign and date the DA Form 67-9 (OER) after its completion by the rating officials in the rating chain.

d. The rater, after completing his or her evaluation, will forward both the support form and the OER to the intermediate rater (if any) or to the senior rater. All rating officials will use the support forms as described in chapter 3, sections II and III, and must consider the information on the form in making their evaluations.

e. When the senior rater completes the evaluation and review, he or she will obtain the rated officer's signature and date on the OER. The senior rater then forwards the completed report to the PSB or supporting administrative office for administrative processing and returns the support form to the rated officer.

Section II
Rating Officials and Processing Procedures

4–4. Designating rating officials

Chapter 2 describes the rating chain and responsibilities at each level (see appendix C for special instructions pertaining to the rating chains for chaplains). Additional policies relating to USAR officers are listed below:

a. Rating officials. Designated rating officials and assigned duties will be made to support an accurate evaluation of the rated officer's duty performance. Within the Military Technician (MT) Program, a condition exists normally referred to as "grade inversion." Grade inversion is defined as a condition where an MT who is designated as a rating official performs military duty in the same unit environment and does so in a capacity that would place them subordinate to another unit member that they supervise in their civilian capacity (for instance, GS-7 as Full-Time Unit Support and SGT as a TPU member or a GS-10 as Full-Time Unit Support and a CPT as a TPU member). Such arrangements are contrary to military order and discipline. MT's will not be designated as a civilian rating official where a grade inversion exists. If an MT is no longer an active unit member and does not perform in a military capacity in the unit environment, then there is no restriction in regard to them serving as a rating official.

b. Duty assignments. Rating officials or duty assignments will not be changed during the rated period if the change results in the inability of the rating officials to render an evaluation as stated in paragraph 4–5.

c. Rater.

(1) Reserve commissioned officers serving on active duty in an RA enlisted status will be rated by their immediate commissioned officer supervisor. A Reserve warrant officer serving in an RA enlisted status may be rated by his or her warrant officer supervisor or by a commissioned officer in the supervisory chain. This applies even though the rater may be junior in grade or date of rank. A Department of the Army Civilian (DAC) may be designated when he or she is better able to evaluate the rated officer's performance. Although the OER must be used, the soldier is rated on performance in his or her enlisted status.

(2) An exception to the requirement that the rater be senior to the rated officer is granted when a field grade officer on ADT/AT with the Active Army is senior in date of rank to the designated rater. This applies only to the following situations:

(a) The rater is an Active Army officer, DAC, or an officer serving in an AGR status.

(b) The rater is equal in grade to the rated officer.

(c) The rater is in an appropriate supervisory position in the chain of command.

(d) There are no other appropriate rating officials.

(3) As an exception to paragraph 2-4, officers assigned to the Selective Service System will be rated per instructions from the Director of Selective Service.

(4) An exception to the requirement that the rater must be senior to the rated officer may be authorized by colonels occupying TOE/TDA positions in the grade of colonel or higher. This applies only when an officer who would normally be designated as rater is not in a position to have personal or official knowledge of the rated officer's duty performance. Each exception will be approved by the appropriate major subordinate command of the USARC,

USASOC, 7th or 9th ARCOMs. In the case of officers on AT, ADT, ADSW, or TTAD, this authority may be granted by the first general officer in the chain of command in the proponent agency to which he or she is assigned during the tour period indicated. The authority will be cited in the published rating chain. The rater will attach as an enclosure to the OER, a copy of the document giving him or her authority to render the report. The senior rater will cite the authority for exception on the DA Form 67-9, Part VIIc.

d. Intermediate rater. See paragraph 2-12 and table 2-1 for a description of an intermediate rater.

e. Senior rater.

(1) Minimum grades for senior raters are specified in table 2-1. Exceptions will be granted only in the most unusual circumstances. Each exception must be approved in writing prior to the beginning of the rating period. Exceptions for officers assigned or attached to TPUs, reinforcement training units (RTUs), or IMA detachments will be approved by the appropriate major subordinate command of the USARC, 7th or 9th ARCOMs or USASOC. Exceptions for officers attached to Active Army units for AT, ADT, ADSW, TTAD, or IDT will be approved by the first general officer in the chain of command. The senior rater will state on the DA Form 67-9, Part VIIc, the authority to act as senior rater and attach a copy of the document granting the exception to the report. The senior rater must always be senior to the rater and the intermediate rater, except as provided in paragraph 2-6a(5)(a) and (b).

(2) The senior rater for officers on AD in RA enlisted status will be a commissioned officer or civilian in the supervisory chain who is senior to the other rating officials.

(3) The senior rater will normally perform the final chain-of-command review as discussed in chapter 2, section IV.

(4) General officers serving as both rater and senior rater may render evaluations on a rated officer after meeting the 90-day rating requirement vice the 120 day requirement.

4–5. Minimum time requirements for rating officials

a. For AT/ADT/ADSW/TTAD and IDT tours of specified periods, all rating officials must have served in that capacity for 12 or more consecutive calendar days.

b. for officers assigned or attached to organizations for indefinite periods—

(1) The rater must have served in that capacity for 120 calendar days.

(2) The intermediate/senior rater must have served in that capacity for 90 calendar days.

4–6. Instructions for raters

See chapter 2 for a discussion of the rating chain. The following are additional instructions for USAR officers:

a. The rater must respond to each item on DA Form 67-9, Part IV.

b. A USAR officer on active duty as an RA enlisted soldier is not an officer under dual supervision as defined in paragraph 2-22. When preparing OERs on these officers, the following instructions will apply:

(1) DA Form 67-9, Part III will contain the enlisted principal duty title, enlisted MOS, and enlisted job description.

(2) DA Form 67-9, Part IV refers to the professionalism displayed as an enlisted soldier.

(3) Complete DA Form 67-9, Parts Va, b, and c as they relate to the rated officer's enlisted status. Enter on DA Form 67-9, Part Vb "Reserve commissioned officer" or "Reserve warrant officer" and comment on specific aspects of performance in their enlisted status.

(4) DA Form 67-9, Part VI if applicable, will address the soldier's performance only.

(5) Do not complete the potential evaluation in Part VIIa and b. However, the senior rater will indicate if the DA Form 67-9-1 was received by checking the "Yes" or "No" block as appropriate.

(6) DA Form 67-9, Part VIIc will address the soldier's performance only. It may also be used for the following purposes:

(a) Administrative review.

(b) Comments on the evaluations of the rater and intermediate rater.

(c) Unusual circumstances surrounding the report. Examples would include a soldier's failure to sign the report and signature dates out of sequence.

(7) Neither the rater, intermediate rater (if any), nor senior rater will comment on the soldier's potential.

c. For officers attached or assigned to organizations for an indefinite period, the rater will indicate on DA Form 67-9, the number of assemblies scheduled during the rating period and the number the rated officer attended.

d. When the rated officer is being transferred to the Retired Reserve for any reason, the rater will indicate on DA Form 67-9, the grade and assignment for which the officer should be recalled to active duty in the event of mobilization (for example, colonel, installation DPCA). This applies only if the report is the rated officer's final report before the transfer.

4–7. Submitting reports

a. Reports will be submitted as required by this regulation on all commissioned and warrant officers of the Ready and Standby Reserve (Active List). They are required annually from the unit of assignment or attachment. Separate

reports will be submitted when an officer participates with more than one organization during the same period. Types of service covered by USAR officer reports include the following:

(1) IDT.

(2) ADT, ADSW, TTAD, or IDT of 12 or more consecutive calendar days.

(3) AT of 12 or more consecutive calendar days performed by an officer in an attached status.

b. Reports on USAR officers on active duty as RA enlisted soldiers will be submitted when required by paragraphs 3-40 through 3-43.

c. Separate reports are not required for USAR officers on active duty as RA or AUS warrant officers.

d. DA Form 67-9-1 is used for all USAR reports. In a civilian oriented organization where there is no military officer to rate an officer on ADT/AT/ADSW, or TTAD for 12 or more consecutive calendar days, the DOD civilian supervisor of the officer may be designated for that purpose. The senior rater in this case will normally be designated per table 2-1.

e. Entries will be made on the DA Form 67-9-1 and DA Form 67-9 by personnel officers, the rated officer, and rating officials per chapter 3. In addition, to those that may be applicable in chapter 3, reports are required on USAR officers as described below:

(1) For USAR officers entering on duty with the Active Army. The "Thru" date will be the day before the effective date of active duty. When an entire unit mobilizes however, a report is not required unless otherwise required by chapter 3.

(2) For USAR officers assigned to the Selective Service System. An annual report will be submitted when necessary as outlined in paragraphs 3-40, 3-41, 3-43, 3-45, 3-50, and 3-53 through 3-56.

(3) For officers on ADT/AT/ADSW or TTAD of 12 or more consecutive calendar days. Reports are required whether duty is with the Active Army, while attached to the Active Army, or for duty with an Army National Guard or USAR unit. This includes attachments for attendance at seminars, conferences, boards, and indoctrination, and special field or joint exercises. As an exception, a letter will be used to account for membership on a DA selection board. When an officer completes the branch service school before completing the required ADT, a report must be prepared if he or she performs duty of 12 or more consecutive calendar days before release from ADT.

(4) For general officer IMA personnel, prepare reports annually or on completion of 12 cumulative days of AT, as desired by the rated officers in coordination with their proponent agencies (AR 140-145).

(5) For an officer attached to a TPU (except U.S. Army Reserve Forces school student detachment) from another TPU. The report will include only periods of IDT and ADT with the unit of attachment. A period of AT with the unit of assignment will be covered in the report from that unit.

(6) For officers assigned or attached to TPUs or attached to reinforcement training units (RTUs), a report will be submitted per chapter 3. In lieu of the 90-day requirement imposed for the Active Army, the period must cover the following:

(a) One hundred twenty calendar days or more if units are authorized 48 annual drills.

(b) Sixteen or more regularly scheduled drills if units are authorized 24 annual drills.

(7) For AGR officers, reports will be submitted under the same rules used for the Active Army, except that reports will be forwarded to Commander, Army Human Resources Command-St. Louis, ATTN: AHRC-PAV-EO, 1 Reserve Way, St. Louis, MO 63132-5200.

(8) For IMA officers, reports will be prepared in accordance with para (6) above when they are attached to their proponent agency for an indefinite period and perform duty in an IDT status throughout the year. Periods of AT will be included in the annual report prepared by the agency. This includes officers assigned to the Drilling IMA Program.

(9) For officers attached to IMA detachments, submit annual reports.

(10) For officers attached to the U.S. Military Academy Liaison Program, submit annual reports on 30 September of each year. Submit change of rater reports and final reports for officers terminating attachment if minimum rater qualifications have not been met. Change of duty reports are not required unless there is a concurrent change of rater.

(11) For officers attached to the National Army Medical Department (AMEDD) Augmentation Detachment (NAAD), submit annual letter reports. The reporting period will end on the officer's retirement year ending date. DA Form 67-9 will not be completed. Change of duty or change of rater reports are not required. There are no senior rater nor minimum rater time requirements. The letter report will be authenticated by the NAAD officer in charge. The text will contain the duties performed and training accomplished based on information provided on the DA Form 67-9-1, DA Form 1380 (Record of Individual Performance of Reserve Duty Training), and other pertinent documents. The number of drills scheduled and the number of drills attended will be annotated. The NAAD OIC will also include other relevant training performed which may have some impact in the event of mobilization. A statement on the rated officer's height and weight and compliance or noncompliance with AR 600-9 is required.

(12) When HRC-St. Louis determines there is a need for a report and other provisions of this regulation do not apply, HRC-St. Louis may direct that a report be submitted. The basis for the report will be indicated on DA Form 67-9, Part I (for example, Memo, ARPC-OPM-E, 8 Dec 97). The CG, USARC may direct reports required for board actions when the officer has not received an OER since being commissioned or appointed, provided the officer has

served in the same position under the same rater for 120 days. A copy of the USARC letter will be attached to the OER when it is forwarded to HRC-St. Louis. In rare instances, commanders may request that HRC-St. Louis direct a report under this paragraph. Send requests to Commander, Army Human Resources Command-St. Louis, ATTN: AHRC-PAV-EA, 1 Reserve Way, St. Louis, MO 63132-5200.

(13) Other reports may be submitted when necessary as outlined in paragraphs 3-40, 3-41, 3-43, 3-50, and 3-53 through 3-56.

(14) An OER will be prepared on change of rater or change of duty for officers on ADT/ADSW or TTAD under the following circumstances:

(a) Tour of duty from 12 to 30 days. An OER will be prepared if the rated officer has served in the same position under the same rater for 12 or more consecutive calendar days. When the officer changes duty but continues to serve under the same rater, the periods will be covered in one report.

(b) Tour of duty from 31 to 179 days. An OER will be prepared if the rated officer has served in the same position under the same rater for 30 or more consecutive calendar days. An OER is optional if the rated officer has served in the same position under the same rater for 12 or more consecutive calendar days. If an optional OER is not prepared, carry the period as nonrated on the next OER.

(15) The code 43, USAR general officer nomination, will only be used for nominative positions as directed by the Secretary of the Army.

(16) USAR second lieutenants who have not completed Officer Basic Course and are assigned/attached to a TPU or RTU are entitled to all reports as detailed in subparagraph (14) above. However, they will not receive a potential evaluation on DA Form 67-9, Part VIIb. Personnel officers will ensure that this part of the report is not completed by making an "x" across the section.

4–8. Preparing, processing, and filing reports

a. Preparing.

(1) Prepare the DA Form 67-9 in original and one copy (either carbon or machine reproduced copies). The form must be typed. A clear original is needed so that legible copies of the report can be provided.

(2) Comments will not exceed the space provided except as discussed in paragraph 3-25.

(3) Enclosures to DA Form 67-9 will be limited to those shown in paragraphs 3-35, 4-4c(4), and 4-4e(1).

(4) The rater will enter the results of the APFT administered within 1 year of the "Thru" date of the report in Part IVc. The height and weight entry is as of the rated officer's signature date.

b. Forwarding.

(1) The responsible senior rater or office that provides administrative support to the senior rater will provide the rated officer with a copy of his or her OER, along with the support form. This copy may be either a carbon or machine reproduced copy of the original OER. Confidentiality will be ensured. If the rated officer departs the organization before receiving a copy of the completed report, the copy may be mailed to the rated officer's home of record. The senior rater or senior rater supporting administration office will retain an additional copy of the completed report for 120 days for use in case the rated officer does not receive the mailed copy. Rated officers who fail to receive a copy of their completed OER after the close of the reporting period should request a copy from their senior rater or appropriate supporting administrative office.

(2) Reports for TPU officers may be forwarded through a major subordinate command of the USARC, 7th or 9th ARCOMS or USASOC as appropriate directly to Commander, Army Human Resources Command-St. Louis ATTN: ARPC-PAV-EO, 1 Reserve Way, St. Louis, MO 63132-5200. The original must reach HRC-St. Louis within the 120 day period referred to in paragraph 4-2.

(3) For IRR or Standby Reserve (Active List) officers who are attached to TPUs, IMA detachments, Active Army units, or other activities for training, send the original OER to the address in (2) above. The unit will retain a copy of the report for 180 days after the "Thru" date of the report and then destroy it. The original must reach HRC-St. Louis within the 120 day period as discussed in paragraph 4-2.

(4) Registered or certified mail will be used only if the report contains adverse or classified information.

c. Processing.

(1) Any OER needing correction will be returned to the officer's assigned or attached unit. Include instructions to return the corrected report directly to HRC-St. Louis.

(2) If the OER is correct, the officer's potential evaluation on DA Form 67-9, Part VIIb is entered into the senior rater's automated record. A current cumulative profile of the senior rater's ratings for that particular grade is then computed. The profile will contain all OERs rendered by the senior rater, relative to his or her signature date, for the rated officer's grade and accepted as correct by HRC-St. Louis. The purpose of the profile is to place the rated officer's OER in perspective by revealing the senior rater's normal rating tendency. The senior rater's profile is computed at HRC-St. Louis showing only those officers who are listed on the Officer Master File (OMF) maintained at HRC-St. Louis. A label is then generated according to paragraph 3-23 and overlaid on the senior rater box check in Part VIIb.

(3) HRC-St. Louis maintains cumulative rating profiles for each senior rater based on evaluations of USAR officers. All senior raters of USAR officers are profiled by HRC-St. Louis regardless of the senior rater's affiliation with the

Active Army, ARNG, or USAR. Senior raters who are not U.S. Army officers must request a copy of their DA Form 67-9-2 from HRC-St. Louis. The request must be in writing to AHRC-PAV (senior profile) and contain the senior rater's social security number and a current return address. DA Form 67-9-2 will be distributed in the following manner:

(a) One copy directly to each senior rater.

(b) One copy to each senior rater's OMPF.

(4) A senior rater may restart an entire profile, a single grade, or any portion of his or her profile by personally contacting the Evaluations Team within the Officer Support Division at HRC-St. Louis. No restart will be made until the senior rater and the Evaluations Team agree to the effective date and grades to be effected (see para 2–15.2 for additional rules regarding senior rater profile restarts).

(5) For officers serving on active duty as RA enlisted soldiers, an original and two copies of the OER will be prepared as in 4-8a above. One copy of the OER will be given to the rated officer with the DA Form 67-9-1. (Both the support form and the OER may be mailed to his or her home of record.) Forward the original and one copy of the OER for final review to the address in paragraph 4-8b(2) above. If the report is correct, send the original to Commander, U.S. Army Enlisted Records and Evaluation Center for the soldier's OMPF (AR 600-39). Incorrect or incomplete reports will be returned to the soldier's personnel office for correction and resubmission to HRC-St. Louis.

(6) When a report for a specific period of service is not received, tracer action will be initiated by HRC-St. Louis to determine if a report was submitted. When necessary and practical, a delayed report will be obtained from the appropriate rating officials. If such a report cannot be obtained or if more than 30 months have elapsed since the "Thru" date of the report, major subordinate commands of the USARC, 7th and 9th ARCOMs, or USASOC as appropriate will forward to Commander, HRC-St. Louis, ATTN: AHRC-PAV-EO, 1 Reserve Way, St. Louis, MO 63132-5200, an application for nonrated statement or a memorandum summarizing the action taken to correct the problem. HRC-St. Louis will determine if the period involved will be a nonrated period.

d. Filing.

(1) The original OER for all USAR officers, except those on active duty in RA enlisted status, will be filed in the rated officer's OMPF at HRC-St. Louis.

(2) The original OER for USAR officers on active duty in an RA enlisted status will be filed in the soldier's OMPF at USAEREC.

4–9. Warrant officer evaluations

Consider the factors described in appendix B when preparing reports on warrant officers.

Section III
Submitting Appeals and Instructions for Personnel Officers

4–10. Appeals

a. See chapter 6 for policies and procedures for appeals. The CG, HRC-St. Louis is responsible for screening and acting on all appeals submitted on ratings received during USAR service. Appeals will be submitted in memorandum form directly to Commander, Army Human Resources Command-St. Louis, ATTN: AHRC-PAV-EA, 1 Reserve Way, St. Louis, MO 63132-5200.

b. CG, AHRC will acknowledge receipt of the appeal directly to the originator. Appeals are processed in the following priorities:

(1) First priority. Appeals from officers—

(a) Who have been twice nonselected for Reserve promotion and who have been given a directed mandatory removal date.

(b) Who have been recommended for elimination.

(2) Second priority. Appeals pertaining to officers who have failed once to be selected for Reserve promotion.

(3) Third priority. Appeals that are not eligible for higher priority but if favorably considered might result in a material change in an officer's records.

c. Appellants must identify the priority of their appeals and notify HRC-St. Louis of any change in status that would affect that priority.

d. Appeals having the same priority are processed in order of receipt.

4–11. Personnel officer administrative control requirements

The instructions outlined in chapter 3 will be followed. Special requirements for completion of certain items on the OER for USAR officers are outlined in table 4-1.

Table 4–1
USAR evaluation report control requirements

Step	Work Center	Action Required
1	BN S1	Have available a copy of this regulation for reference by the rated officer and rating officials.
2	EVAL/ BN S1	Ensure that appropriate entries have been made on DA Form 2-1 (Personnel Qualification Record) for officers assigned to TPU or serving on active duty as a RA enlisted soldier.
3	EVAL/BN S1	DA Form 67-9, Part I, complete item a,b, and c. For item d - enter date of rank for the grade in which serving as of "Thru" date of the report. (Do not complete for officers serving on active duty as RA enlisted soldiers.)
4	EVAL/BNS1	Complete item e and f and for item g - enter unit, organization, station, major command and unit identification code (UIC) to which the rated officer is assigned. If the officer is serving on AT/ADT/ADSW with an organization other than his or her assigned USAR organization, include unit, organization, and station to which attached.
5	EVAL/ BN S1	Item h - enter the reason for the report. Entries will be coded per table 3-3. Code 12A will be used for relief from ADT or AT; after the code, add "REFRADT" or "REFRAT," as applicable.
6	EVAL/ BN S1	Item i- enter inclusive "From" and "Thru"dates for period covered. a.When a period of AT/ADT/ADSW is involved, the number of days of training will be entered in the space beside "Period Covered" above the "Thru" date. b. When a period covers a combination of IDT and ADT or AT, the period of the report will begin with the date following the last day ("Thru" date) of the preceding report and it will include the date of the event causing the report. Any AT/ADT/ADSW included in the report will be identified as in a above
7	EVAL/ BN S1	Complete item i if applicable. Item k - instructions for nonrated periods are outlined in paragraph 3-16 and table 3-1. For TPU soldiers, periods of AT/ADT/ADSW with an organization other than their assigned unit for 12 or more consecutive calendar days will be shown as nonrated time on the report prepared by their assigned unit.
8	BN S1	Personnel officers will insert in the top border of the DA Form 67-9, their telephone numbers (DSN or commercial) to allow HRC-St. Louis to contact them if minor corrections to reports are needed.
9	BN S1/ EVAL	Part II - Authentication Complete except for signatures and dates, ensuring that rating officials are those in the published rating chain.
10	BN S1	Following completion of DA Form 67-9, Parts I and II, forward the form along with a DA Form 67-9-1 to the rated officer.

Chapter 5
Army National Guard Evaluations

Section I
Managing Army National Guard Evaluations

5–1. Overview

a. This chapter establishes policies and procedures for applying the Officer Evaluation Reporting System to the Army National Guard. It gives instructions for preparing, processing, and using DA Form 67-9 (Officer Evaluation Report), DA Form 67-9-1 (Officer Evaluation Report Support Form), and DA Form 67-9-2 (Senior Rater Profile Report). These instructions cover the differences in the use of these forms by the Army National Guard from their use by the Active Army. This chapter should be consulted first on any questions pertaining to Army National Guard OERs. The following paragraphs clearly indicate when it is appropriate to refer to other paragraphs of this regulation for guidance.

b. This chapter only applies to traditional (M-day) Army National Guard officers and warrant officers with either temporary or permanent Federal recognition serving on Active Duty for Training (ADT), Active Duty Support (ADS), Active Duty Special Work (ADSW), Army Guard/Reserve (AGR), Annual Training (AT), Inactive Duty Training (IDT), and Full Time National Guard Special Duty (FTNGDSW). However, this chapter does not apply to ARNG officers on extended active duty or on statutory tours of active duty under the provisions of sections 10211, 12402, and 12301 of title 10 United States Code.

c. This chapter does not apply to ARNG officers and warrant officers serving on active duty or full time National Guard duty under Title 10 and Title 32 Army Guard/Reserve tours to include Presidential Selective Reserve Callup (PSRC), partial or full mobilization for emergency or war, or for Temporary Tours of Active Duty (TTAD). Officers in these groups receive their mandatory and optional OER's in accordance with chapter 3, sections VII and IX, of this regulation. d. The term "States" , as used in this chapter applies to the 50 United States, the territories of Guam, Puerto Rico, the U.S. Virgin Islands, and the District of Columbia. The term "State Adjutant General" refers to the Commanding Generals of those States that use such a designation for officers of equivalent positions.

5–2. U.S. Army Officer Evaluation System

a. The OES is used to identify officers of the Army National Guard who are best qualified for promotion and assignment to positions of higher responsibility.

b. Under the OES, an officer is evaluated on his or her performance and potential. In this system, three kinds of evaluations are given:

(1) The OER is used for duty evaluations.

(2) The Academic Evaluation System is used for school evaluations.

(3) Selection boards and personnel management systems are used for DA, NGB, and State evaluations.

5–3. Functions of the Officer Evaluation Reporting System (OERS)

a. The OERS is an important subsystem of the OES. The primary function of the OERS is to provide information to State headquarters, NGB, and DA for use in making personnel management decisions. This information is supplied by a rating chain in the officer's assigned organization.

b. The secondary functions of the OERS are to encourage officer professional development and enhance mission accomplishment.

c. In addition, the OERS is designed to support many current Army management programs.

d. The OER is designed to ensure that an officer's specialties are considered along with the specialty requirements of his or her duty position when he or she is evaluated. The emphasis on senior/subordinate communication supports the Army's "people-oriented programs." It is intended to focus attention on constructive problem-solving and the importance of sound working relationships. Performance counseling techniques, as described in DA Pamphlet 600-3 and other related regulations, must be adapted to individual situations. However, in all situations, performance counseling is most effective when executed carefully and continuously.

5–4. Command responsibilities

a. The Chief, National Guard Bureau will—

(1) Acting for the Secretary of the Army, be responsible for the effective operation of the OERS in the Army National Guard.

(2) Exercise final review authority on all Army National Guard evaluation reports arriving at the ARNG Readiness Center. This includes-

(a) Return to the State those reports that appear to be in error or violate the provisions of this regulation.

(b) Request the State submit addenda to reports needing clarification.

(c) Collect information to be attached as addenda to reports when such action is necessary.

(3) Request reports when the circumstances warrant and other provisions of this regulation do not apply.

(4) Provide clarification of policies, exceptions to policies, or form new policies, as the need arises.

(5) Dispose of commander's inquiries according to chapter 6.

b. State adjutants general and commanders will ensure that—

(1) Each rating official is fully qualified to meet his or her responsibilities (see chapter 2).

(2) Reports are completed by individuals named in the published rating chain.

(3) Rating chains will be published by name showing the rater, intermediate rater (if applicable), and senior rater; given an effective date; and distributed to the rated officer and each member of the rating chain. Changes to existing rating chains will also be dated, published, and distributed. Changes to rating chains will not be retroactive.

(4) Rating officials give timely counseling to subordinates on professionalism and job performance, and they encourage self-improvement when needed.

(5) Each rating official knows how the subordinates he or she evaluates have performed.

(6) Each senior rater understands that he or she must examine the entries on evaluation reports to ensure that objectivity and fairness have been maintained. When doing so, he or she must keep in mind the interests of the Army, the Army National Guard, and the rated officer. The senior rater must also understand that if he or she notes discrepancies, he or she must take clarifying or corrective action (see paras 2–15 and 2–17).

(7) Each rated officer is provided a copy of his or her completed OER.

(8) Referred reports (para 5-24, 3-32, and 3-33) are provided to the rated officer for acknowledgment or comment before being sent to the Officer Management Branch. This also applies to an OER addendum containing newly received derogatory information and submitted under the provisions of paragraph 5-24 (also see section X, chapter 3).

(9) State military personnel officers comply with PSB/administrative office procedures outlined in this regulation.

(10) Completed reports arrive at the ARNG Readiness Center not later than 120 calendar days after the "Thru" date of the report. The OER is important to many personnel actions, especially those involving DA selection boards, and demands the 120 day suspense be met.

(11) A comment is made in the rater's portion of the OER, DA Form 67-9, regarding the officer's military education status.

c. In addition to the above, State adjutants general and commanders will perform the duties described in paragraph

1-15 and chapter 6 when a report by one their subordinates appears illegal, unjust, or otherwise in violation of this regulation.

d. State adjutants general may also request from the Chief, National Guard Bureau, clarification of policies, exception to policies, or new policies when situations arise that:

(1) Are not clearly and adequately covered by this regulation.

(2) Would result in an injustice to an individual or a disservice to the Army if a new policy is not made or an exception not granted.

5–5. The evaluation process

The OERS process is outlined in chapter 1, para 1-8c of this regulation. This process will be followed by the States with these exceptions:

a. When the senior rater has completed his or her evaluation review, the original DA Form 67-9 will be sent through administrative channels to the National Guard Bureau, ARNG Readiness Center, ATTN: NGB–ARP–C (OER Section), 111 South George Mason Drive, Arlington, VA 22204–1382 (see app H–15).

b. The following actions will be taken at ARNG Readiness Center:

(1) On arrival at the ARNG Readiness Center, DA Form 67-9 is reviewed. The senior rater's potential evaluation is entered into his or her automated personnel record and the OER rating history for that particular grade is computed. The senior rater's profile is computed, showing only those officers who are listed on the OER Master File maintained at the Officer Management Branch. This profile generates a label which is overlaid on the senior rater's potential evaluation box check in Part VIIb (see para 3-22b(2)). The profiled report will be filmed onto the rated officer's Official Military Personnel File (OMPF). The original profiled report will be kept on file at the Officer Management Branch. Requests for profiled OERs will be forwarded to the Officer Management Branch.

(2) The total cumulative rating profile of each senior rater is printed annually on an ADP equivalent of the DA Form 67-9-2 (see para 5-19*a*(3) for distribution). The original is filmed on the senior rater's OMPF, then sent to the State MILPO for inclusion in the State management file. One copy is furnished to each senior rater by the State MILPO.

Section II
Policy

5–6. The rating chain

a. Rating chains must correspond as nearly as practical to the chain of command and supervision within an organization.

b. Rating chains will normally consist of the rated officer, the rater, and the senior rater (see para 2-3, 2-5, and 2-9). When a rating chain is established, the rater and senior rater are the first officials designated (see paras 2-4 and 2-6). Some rating chains, however, will also have an intermediate rater (para 2-5 and 2-7) and/or a supplementary reviewer (paras 2-16 and 5-10). Rating schemes and all subsequent changes must be published with an effective date and distributed in accordance with paragraph 5-4b(3).

c. Rating chain exceptions for the ARNG are listed in paragraphs 5-6 through 5-13.

5–7. The rated officer

a. The rated officer is discussed in detail in paragraph 2-8 and 2-9.

b. To be eligible for an evaluation report, Army National Guard officers must complete 120 calendar days in the same duty position under the same rater. Non-rated periods as described in paragraph 5-17 are not included in this 120 day period; exceptions to this policy are given in paragraphs 5-22 and 5-23.

5–8. The rater

a. The rater is discussed in detail in paragraphs 2-4, 2-10, and 2-11.

b. The rater must be designated and serve for at least 120 calendar days in order to evaluate the rated officer. Exceptions to this policy are given in para 5-22 and 5-23.

c. The rater must be a U.S. or allied armed forces officer, or an employee of a U.S. Government or State agency.

d. When a rater in a command position rates an officer who is of the same grade, but senior in date of rank to the rater, a copy of the assignment-to-command order (in accordance with AR 614-200), will be forwarded with the rated officer's report as specified in paragraph 2-4, and annotated in Part Il.

5–9. The intermediate rater

a. The intermediate rater is discussed in detail in paragraphs 2-5, 2-12, and 2-13.

b. The intermediate rater must be designated and serve for at least 90 calendar days in order to evaluate the rated officer. Exceptions to this policy are given in para 2-5, 5-21, 5-22 and 5-23.

c. The intermediate rater must be a U.S. or Allied Armed Forces officer, an employee of the U.S. Government or State agency.

5–10. The senior rater

a. The senior rater is discussed in detail in paragraphs 2-6, and 2-14. Paragraph 2-6a(4) does not apply to the ARNG (see instead paragraph 2–6). The remaining provisions of paragraph 2–14 apply to officers of the ARNG regardless of branch or area of concentration (AOC) unless otherwise excluded in this regulation. Additional considerations for officers of the Chaplains Corps, Judge Advocate Generals Corps, and AMEDD branches are in appendixes C, D, and E, respectively.

b. The senior rater evaluates the rated officer and normally performs the final rating chain review (see paras 2-16, 2-17 and 5-11).

(1) A senior rater may, at his or her option, evaluate an officer after being in his or her position 60 calendar days. He or she must evaluate the officer, however, after being in the duty position 90 calendar days. (Exceptions to this policy are given in para 2-14, 5-20, and 5-23)

(2) There is no minimum time-in-position requirement governing senior rater's review. He or she will review the report regardless of the time in the position.

c. The senior rater must be a U.S. Armed Forces officer, or an employee of a U. S. Government or State agency (see table 2-1 for a summary of the rules for designating the senior rater, and paras 2–6 and 2–7).

5–11. Review requirements and responsibilities

Review requirements and responsibilities are given in paragraphs 2-16 and 2-17. However, there are two exceptions to the provisions of these paragraphs:

a. All OERs requiring supplementary reviews will be sent to the address listed in paragraph 5-5*a* .

b. All OERs will be sent to the Officer Management Branch.

5–12. Special evaluation requirements

a. Special rules covering the loss of rating chain members and rating chains for aide-de-camp, inspectors general, officers under dual supervision, chaplains, JAGC officers, AMEDD officers, general officers or State adjutant generals are outlined in section V, chapter 2.

b. The minimum time requirement for an evaluation report when a rating chain member is removed from the rating chain is 120 calendar days.

5–13. Warrant officer evaluations

Rating chains must recognize the basic differences between warrant and commissioned officers when evaluating performance and potential. Appendix B describes these differences and gives the policies and instruction unique to warrant officer evaluations.

Section III
Evaluation Principles, Forms, and Procedures

5–14. Evaluation process

Evaluation principles are outlined in chapter 3. There are five forms used in the evaluation process: DA Form 67-9, DA Form 67-9-1, DA Form 67-9-1a, DA Form 67-9-2, and NGB Form 25 (OER Non-rated Period). DA Form 67-9 is used by the rating chain to evaluate the rated officer. DA Form 67-9-1 is used as an aid in preparing the OER. DA Form 67-9-1a augments the DA Form 67-9-1 to integrate performance with development of officers and warrant officers (mandatory for LTs/WO1s). DA Form 67-9-2 is used by the ARNG and State headquarters to track senior rater's history (see fig 3–1 through 3–9 for samples of the forms). The NGB Form 25 is used by the ARNG to account for gaps between existing ARNG evaluation reports, missing ARNG reports, and for approved appeals (see paragraph 5-17b(5)). The NGB Form 25 is electronically generated at the HQ, National Guard Bureau level.

5–15. DA Form 67-9-1

a. DA Form 67-9-1 (OER Support Form) is used only by the rated officer and the rating chain to describe the rated officer's principal duties, objectives, and significant contributions. It may also include comments by the rater and intermediate rater, however, the OER Support Form is not to be used as an evaluation of the rated officer, and is not to be forwarded past the senior rater as part of the evaluation.

b. The portion of the form completed at the end of the rating period by the rated officer reflects his or her view of the duty description, major performance objectives, and his or her significant contributions. While such information should be jointly developed, it is not necessarily the view of any of the rating officials, and should, therefore be used for the purpose in para *c* below.

c. The purpose of DA Form 67-9-1 is to:

(1) Increase advance planning and clarify the relationship of performance to mission.

(2) Encourage performance counseling and the best use of individual talent.

(3) Provide information from the rated officer's point of view for use by the ratings officials in completing their evaluations.

d. Further details on the use of DA Form 67-9-1 are given in section II, chapter 3.

5–16. DA Form 67-9-1a

a. The DA Form 67-9-1a concept is to drive development and integrate it with performance for officers in the rank CPT/LT and warrant officers in the rank of CW2/WO1. As with the DA Form 67-9-1, the rater directs the process, with active participation from the rated officer. The form is used to build a developmental plan based on tasks that target the major performance objectives listed on the DA Form 67-9-1. The requirement is to record at least one developmental task in each doctrinal leadership action listed on the form.

b. The rater conducts quarterly counseling sessions to discuss performance and developmental progress with the rated officer and states key points discussed on the reverse side of the form.

c. The senior rater's role is to validate the initial developmental tasks and enforce developmental counseling.

d. The purpose of the DA Form 67-9-1a is to:

(1) Institutionalize Army values and leadership doctrine as the common framework for officer and warrant officer development.

(2) Assist officer and warrant officer transition into Army leadership culture.

(3) Standardize officer and warrant officer developmental counseling.

e. Further details on the use of DA Form 67-9-1a are given in Section II chapter 3.

5–17. DA Form 67-9

a. Purpose and use.

(1) DA Form 67-9 is used by rating chain members to provide State headquarters, NGB, and DA with performance and potential assessments of all officers.

(2) DA Form 67-9 also provides evaluation information for use by successive members of the rating chain, emphasizes and reinforces professionalism, and supports the specialty focus of Officer Personnel Management Systems (OPMS), Army National Guard.

b. Part I, Administrative data.

(1) Part I is for administrative data identifying the rated officer, the period of the report, and the reason for submitting the report.

(2) Part I is completed by the servicing PSB/administrative office.

(3) For Title 10 officers, Part I, block g, will show the current unit of assignment with the address, and the address of HQ STARC of the officer's current State. Table 5-2 lists State abbreviations and the two-digit MILPO code required in Part Ip.

(4) For an explanation of the evaluation period, and the number of rated months, see paragraph 3-16c.

(5) ARNG non-rated periods. The following periods will be regarded as non-rated periods that must be accounted for in Part k of the OER, in block 12 of the AER, or on the NGB Form 25:

(a) Periods of less than 120 days which do not include attendance at an Annual Training period of at least 15 days (see also para 5-21*b*).

(b) Periods of less than 30 days of ADT/ADS/ADSW with the National Guard Bureau or other Army agency.

(c) Periods of less than 30 days while in attendance at a resident course of instruction.

(d) Officer placed on Conditional Release (CR) with more than 120 days since last OER "Thru" date. The period between the date the commander authorized the CR and the date of separation will be accounted for by the gaining unit in Part Ih of the OER as non-rated, PCS. The period between the date of the last OER and the date prior to the commander's release authorization will be accounted for by a change of duty OER by the losing unit. The start date of the initial OER from the gaining unit will be the day after the "Thru" date of the officer's last OER.

(e) Officers placed on CR with less than 120 days since the "Thru" date of the last OER. The period between the "Thru" date of the last OER and the date prior to the day the commander authorized the CR will be non-rated, lack of rater qualification. The period between the date the commander authorized the CR and the date of separation will be accounted for by the gaining unit in Part Ih of the OER as non-rated, PCS. Both of these will be accounted for in Part Ih of the initial OER from the gaining unit. The start date of the initial OER from the gaining unit will be the date after the "Thru" date of the officer's last OER.

(f) Officers placed on CR and separated for failure to relocate in the prescribed time. If the period between the date of the last OER and the date prior to the commander's release authorization is more than 120 days, a "Transfer to Another Component" OER will be required. The period from the date of the commander's release authorization to the date of separation will be declared non-rated. If the period from the date of the last OER to the date prior to the commander's release authorization is less than 120 days, that period will be declared non-rated, PCS, as will the period

from the date of the commander's authorization to the date of separation. In all cases listed above, the losing unit is required to request the NGB Forms 25 from the Officer Management Branch to cover all periods.

(g) Interstate transfers and transfers to another component. In the event an officer transfers directly from unit to unit without the need of a Conditional Release, the losing unit will complete an OER if the time between the previous OER and the effective date of the transfer is 120 days or more. If the time in question is less than 120 days, the time will be accounted for in Part Ih of the initial OER, completed by the gaining unit. The start date of this OER will be the day after the end date of the officer's previous OER.

(h) As provided for in paragraph 3-16c(2).

(6) When it has been determined that any period of ARNG service, regardless of length, has not been properly documented or correctly distributed on either an OER, AER, or NGB Form 25, the following corrective action(s) will be initiated by the rated officer's current personnel office:

(a) If the period in question qualified under either paragraph 5-21 or 5-22 as a rated period, then a tracer action will be initiated to determine if a report was prepared and/or submitted. If the members of the rating chain are reasonably available (still in an active status in the ARNG, USAR, or Active Army), the report will be reconstructed or located, except as provided for in para (c) below, and forwarded through normal OER processing channels to the ARNG Readiness Center. If a missing report cannot be reconstructed or located, the State adjutant general will forward a summary of circumstances and the action taken, along with a request for an issuance of an NGB Form 25 to the ARNG Readiness Center in accordance with para (d) below.

(b) If the period in question qualified under either (5) above, or paragraph 3-16c(2) as a non-rated period, then the procedure in (d) below will be initiated.

(c) If two years or more have elapsed since the ending date of the period in question, the period will be evaluated by the Officer Management Branch and an NGB Form 25 will be issued if deemed appropriate.

(d) Requests for issuance of an NGB Form 25 will be initiated at the lowest possible level, in memorandum format, on unit letterhead, and forwarded through normal OER processing channels to the address listed in paragraph 5-5a. Intermediate level activities will review the request to determine the accuracy of the information requested. Endorsements will be construed as certification by that activity of the accuracy of the request. Requests that do not have a State-level endorsement will be returned without action. The request must include the rated officer's name, rank, SSN, branch, state of assignment during the rated period in question, the applicable dates, and a brief narrative summary of the facts and circumstances. Copies of reports which serve to document a gap between evaluations need not be submitted if the reports have been previously forwarded to the Officer Management Branch for processing. The original NGB Form 25 will be forwarded to the State once it has been filmed on the rated officer's OMPF.

(e) If the non-rated period was served in a component other than ARNG, the rated officer will prepare and forward the request through the Officer Management Branch to the component concerned (USA HRC or HRC-St. Louis), requesting the issuance of a non-rated period statement.

(f) NGB Forms 25 will be issued automatically by the Officer Management Branch for periods of Inactive National Guard (ING) status, upon the rated officer's return from the ING.

(g) Detailed instructions. With the exception of Part I, blocks m and n, all of the following items and those in paragraph 3-16 must be completed before sending the report to the rated officer for authentication.

(1) Block n. Enter two-digit State MILPO code number.

(2) Block k. Enter the non-rated code.

c. Part II. Authentication.

(1) Part II is for authentication by the rated officer and rating officials after each has completed his or her part of the form at the end of the rating period. Where possible, the rated officer will sign last, verifying the administrative data and that the rated officer has seen a completed copy of the OER.

(2) In Part II the PSB or administrative office must enter the names, ranks, positions, and SSN, of the rating officials, as well as, the organization of the senior rater.

(3) See paragraph 3-17 for detailed instructions on completing part II. However, the instructions in paragraph 3-17*c*(5) to send reports to HQDA do not apply. ARNG officers will have original reports or true certified copies sent to the Officer Management Branch. A true certified copy will be stamped "True Certified Copy, Process as an Original" . The MILPO will be the signature authority. This authority will not be delegated below Chief, Plans and Actions Branch.

d. Part III. Duty Description. See paragraph 3–18.

e. Part IV. Performance Evaluation-Professionalism. See paragraph 3–19.

(1) In Part IVa the rater will check either a "yes" or "no" in the values block. Comments are mandatory for any entry of "no" .

(2) In Part IVb the rater will place an "x" in either the "yes" or "no" block and then choose six leader attributes/skills/actions that best describe the rated officer's strengths.

(3) Part IVc. APFT "data entry" , as referred to in para 3-19.1 pertains to Pass, Fail, or Profile. Officers not

participating in the APFT during the rated period must explain the reason in part Vb (e.g. "Unit did not conduct APFT during this period." The phrase "APFT not taken" cannot be used as an explanation).

(4) Part IVd is a required entry for all rated officers who rate CPTs/LTs/CW2s/WO1s.

(5) Comments are mandatory for any "no" entries in Part IVa-d and constitute a referred report.

f. Part V. Performance and Potential Evaluation (Rater).

(1) Part V of the form provides for the rater's evaluation of the rated officer's performance and potential. The evaluations are further defined in paragraph 1-10.

(2) Space is also provided for narrative evaluations of the rated officer's performance and potential. Narrative evaluations of performance should address the duty description, performance objectives, and significant contributions given in Part III of DA Form 67-9 and in Parts III a, b, and c of DA Form 67-9-1.

g. Part V. Part V is completed as follows:

(1) Block a. Rater compares the rated officer's performance and potential against the duty requirements. The focus is on results achieved and the manner by which they were achieved. Rater places an "x" in the appropriate box.

(2) Block b. Rater comments on specific aspects of performance and potential. These comments are mandatory. As a minimum, the comments should address the key items mentioned in the duty description in Part III and, as appropriate, the duty description, objectives, and contributions of the rated officer's ability to perform in positions of greater responsibility.

h. Part VI. Intermediate Rater (if applicable).

(1) This section is for the intermediate rater's evaluation of performance and potential, if applicable. This is the only part of the report that is completed by the intermediate rater.

(2) Comments by the intermediate rater are mandatory. If the intermediate rater has not been in the position the minimum number of days necessary to evaluate the rated officer, he or she will enter the following statement, " I am unable to evaluate the officer because I have not been his or her intermediate rater for the required number of days."

(3) If the intermediate rater performs the functions of the rater, as authorized in paragraph 2-20, he or she will complete the rater's parts of the form. In this case, Part VI will only be used to cite the authority and reasons for assuming the rater's responsibilities.

i. Part VII. Senior Rater.

(1) Part VII of the DA Form 67-9 provides for an evaluation of potential by the senior rating official. To ensure that the senior rater is a senior official with a broad organizational perspective, minimum grade requirements are set forth in paragraph 2-14 and figure 2-1. However, the Army National Guard will not use the designation "P" to signify an officer in a promotable status, as stated in paragraphs 2-6a(4)(a) and 3-17c(1). When an ARNG officer is assigned to a position that would normally let him or her act as a senior rater but he or she has not yet met the eligibility criteria for promotion, he or she may act as a senior rater if he or she is in the grade of 04 or higher. (e.g. a major who is assigned as commander of a battalion and is authorized a LTC, but who has not yet reached the minimum time-in-grade requirement.) This officer will be given the designation "PE" , (pending eligibility) after his or her rank. This is an ARNG exception to the two-grade rule (para 2-6). Part VIIb. will not be completed on MGs, CPTs, LTs, CW5s, CW2s, WO1s; an HQDA electronically generated label which states "No Box Check" for MGs, CPTs, LTs, CW5s, CW2s, WO1s will be placed over the boxes in part VIIb.

(2) The senior rater profile will contain all OERs rendered by the senior rater for the rated officer's grade and accepted as correct by the Officer Management Branch. Based on the profile and/or the senior rater box check in Part VIIb, a label is generated which overlays the senior rater box check and indicates the report as Above Center of Mass, Center of Mass, etc (see para 3–22).

5–18. Restrictions applying to DA Form 67–9

In addition to the restrictions in paragraphs 3-24 through 3-35, the following provisions apply:

a. Changes to an OER. Except to comply with this regulation, no person will change an OER. However, members of the rating chain and the State military personnel officer will point out obvious administrative inconsistencies or errors in Parts I and II to the appropriate rating officials. After needed corrections are made, the record copy will be sent through the State military personnel office to the ARNG Readiness Center (see paras 1-15, 2-16, 2-17, and 5-5).

b. Unproven derogatory information. Every effort will be made to complete or adjudicate investigations and actions, and to verify and include derogatory information in an OER before it is sent to the Officer Management Branch. The OER, however, will not be delayed beyond the required 120 day time limit for this purpose.

c. Referred reports. The senior rater will refer the reports that are described in paragraph 3-32 to the rated officer for acknowledgment and comment before sending them through channels. Detailed instructions for handling referred reports are given in paragraph 3-33. (An exception to the provisions of para 3-33 is that all reports will be sent to the ARNG Readiness Center.)

d. Review of relief reports. Relief reports (para 3-50) will be reviewed by the first ARNG officer in the chain of command above the person directing the relief. If the relief is directed by the rater or intermediate rater, the senior rater will perform the review if the senior rater is an ARNG officer; if not, the review will be performed by the first ARNG

officer past the senior rater. The responsibilities of this reviewer are in paragraphs 2-17. The processing procedures are in paragraph 2-18.

5–19. DA Form 67–9–2 (senior rater profile report)

a. Purpose and use.

(1) Tracks the rating history of each senior rater and makes this information available to the senior rater, DA, ARNG, and State headquarters.

(2) Emphasizes the importance of the senior rater's responsibility to provide credible rating information to DA, ARNG, and State headquarters. This is one of the senior rater's most important responsibilities. It affects the Army's future leadership and has great impact on how the Army accomplishes its missions.

(3) Is prepared annually on each officer who has served as senior rater for at least five different officers.

(a) One copy of the DA form 67-9-2 will be made a available to each senior rater.

(b) A second copy will be filed in the senior rater's OMPF.

(c) A third copy of the DA Form 67-9-2 will be forwarded to the State headquarters for inclusion in the State management file of each senior rater. States must ensure this copy does not go any lower than the State headquarters. This copy can be viewed by Federal Recognition Boards, Selective Retention Boards, Officer Personnel Classification Boards, and career managers.

b. The DA Form 67-9-2 contains administrative data, a current OER profile by grade (since the last restart), and a cumulative profile history.

c. Component profiles. Senior raters may have up to three separate senior rater profiles, if they senior rate officers from different components. Each senior rater profile reflects only officers rated within that component. These profiles will be maintained at USA HRC, ARNG Readiness Center, and HRC-St. Louis, based upon the component of the rated officer. Accordingly, requests for reports must be addressed separately to the appropriate proponent headquarters (Appendix H). A senior rater may restart his or her profile by personally contacting the Officer Management Branch at the number listed in Appendix H. No restart will be made until the senior rater and Officer Management Branch agree to the effective date and the grades to be effected.

5–20. Preparation of reports

a. Reports may be mandatory or optional. They are further divided into those with a 120 calendar day minimum rating period and those with other than the 120 calendar day requirement.

b. To determine if a rated officer meets the minimum calendar day requirements set by this section, non-rated periods occurring during the rating period (para 5-17b(5)) must be deducted from the total number of days he or she has served in the same position under the same rater during the same rating period.

c. Reports will not be submitted unless authorized by this regulation.

d. The provisions of the paragraph 3-2d do not apply to ARNG officers being evaluated in accordance with this chapter.

5–21. Mandatory reports – 120 day minimum

a. Basic rule. Reports listed in this section and in chapter 3 are required if the rated officer has completed at least 120 calendar days, excluding non-rated periods (para 5-17b(5)), in the same duty position under the same rater during the same rating period. This rule does not apply to periods where an authorized DA Form 1059 (Service School Academic Evaluation Report) is issued.

b. Change of duty will be used for all reassignments not involving a change of component. This includes transfer (PCS) to another State, to another unit within the same State or to another duty position within the same unit. A change of duty OER will be prepared in these cases, provided that the minimum rated time criteria established in paragraph a, above or paragraph 5–22, are met (see para 3-41). Transfer to other components reports, IAW table 3–3, will still be used to reflect a change in component (RA or USAR).

c. Annual evaluation. An annual evaluation report is mandatory on completion of one year of duty following the "Thru" date of the last report submitted, until the 120 day requirement is met. An annual report will not be submitted if the rated officer is in a patient detachment, a student at a resident service school over 30 days, in a transient status, or in confinement; the report will be prepared after the officer returns to duty and completes the 120 day requirement.

d. Departure on ADS, ADSW, or ADT for 30 days or more. When an officer who has met the 120 day requirement departs on ADS, ADSW, or ADT for 30 calendar days or more with the National Guard Bureau, State headquarters, or another agency, a report will be prepared. The parent unit will render a change of duty report, if the 120 day rule has been met prior to his or her departure. The unit or agencies to which the officer is assigned for AGR, ADS, ADSW, or ADT will render the reports covering those periods, to include non-rated periods prior to a change in status, if the 120 day rule was not met (see para 5-28*a*(2) for forwarding).

e. Officer recommended for elimination. A report is mandatory when an officer has been recommended for elimination by:

(1) A board of inquiry that met under AR 135-175. This applies only if the officer has not received a report during

the 120 days immediately proceeding the date the major commander's recommendation is forwarded through the State military personnel officer to the ARNG Personnel Services Division (AR 135-175).

(2) A selection board. This applies only if the officer has less than three years service and a report has not been submitted during the 120 day period immediately preceding the date of the officer's letter of rebuttal through the State military personnel officer to the Officer Management Branch (AR 135-175).

f. Officer failing selection for promotion. An officer who failed to be selected for promotion in the Reserve of the Army will receive a report prior to the next promotion board that will consider his or her records. However, the following conditions must be satisfied:

(1) The rated officer has not received a report (OER or DA Form 1059), since the announcement that he or she was not selected for promotion.

(2) The rating period must cover 120 or more calendar days as of the date in the ARNG Personnel Services Division letter announcing the zone of consideration for the next board that will consider the rated officer. This date will be the same as the date used for a complete-the-record report (para 5-23*a*).

(3) The minimum time requirement for the rater is satisfied.

g. Departure of warrant officers to attend State OCS. When a warrant officer who has met the 120 day requirement departs to attend State Officer Candidate School, the parent unit will prepare a report. On successful completion, termination of enrollment, or unsatisfactory course completion, the OCS commandant will prepare a DA Form 1059 on the warrant officer.

h. For ARNG officers entering on duty with the Active Army. The "Thru" date will be the day before the effective date of active duty. When an entire unit is mobilized, a report is not required unless otherwise required under chapter 3 (e.g. Change of Rater/Change of Duty).

5–22. Mandatory reports—other than 120 day minimum

a. Basic rule. Reports must be prepared on the occasions described in the following paragraphs and in chapter 3, section VII. Specific time requirements, if any, are listed in the descriptions of each occasion.

b. Annual training. A report will be rendered for any period that includes an AT period of at least 15 days. This applies only if there is a change of duty, or, other reason requiring a report, as discussed in paragraph 5-21 and chapter 3, section VII. The 15 days need not be performed consecutively; however, they must be performed in the same duty position under the same rating officials within a period covered by the report. The rater will include a statement as the last item in the narrative (Part Vb) that the report has been prepared pursuant to this paragraph. Active duty performed in a status other than AT (see para (d) below) does not qualify for an OER under this paragraph unless the duty was performed in lieu of AT. In those cases, the rater will likewise add a certifying statement in the narrative.

c. Nomination for promotion to general officer. A report must be submitted when an officer is being nominated for promotion to general officer (see NGR (AR) 600-100, para 10-5c).

d. ADT, ADS, and ADSW. A report must be submitted for any period of 30 continuous calendar days or more spent on ADT, ADS, or ADSW, at National Guard Bureau, State headquarters, or other agency (see para 5-21*d*). The preparing agency and the rated officer are jointly responsible to ensure that Part Ik of the OER has the correct non-rated code annotated with any non-rated period that may have accrued if the rated officer was not entitled to an OER upon departure under paragraph 5–21*d*, above.

e. Retirement. When the rated officer is being transferred to the Retired Reserve for any reason and the report is the rated officer's last report prior to transfer, the rater will indicate in Part Vb the grade and assignment for which the officer should be recalled to active duty in the event of mobilization (e.g. colonel, installation DPCA).

f. National Guard Bureau directed. A report must be submitted when directed by NGB and other provisions of this section do not apply. The basis for the report will be shown in Part Ih of DA Form 67-9. In rare instances, State adjutants general may request NGB to direct a report under the provisions of this subparagraph (see also para 5-4*b*). Such requests will be sent to the ARNG Readiness Center. The 120 day requirement does not apply to NGB-directed reports.

g. Evaluation reports. Reports will not normally be submitted for members of the ING. However, an OER will be completed for those individuals attending AT and will be submitted to the State MILPO within 60 days of the ending date of the AT period.

5–23. Optional reports

Reports in this paragraph and in chapter 3, section IX, are submitted at the option of rating officials.

a. Complete-the-record report. At the option of the rater, a report may be submitted on a rated officer who is about to be considered by a DA selection board for promotion or schooling (CGSC or SSC). However, the rated officer must have served for a minimum of 120 calendar days (excluding nonrated periods) in the same position under the same rater as of the date of the memorandum announcing the zone of consideration.

b. Senior rater option. When a change in the senior rater occurs, the senior rater may direct that a report be made on any officer for whom he or she senior rates. This applies only if the following conditions are met:

(1) The senior rater has served in that position for at least 6 months (paragraph 5-10b does not apply for senior rater option reports).

(2) The rater meets the minimum requirements to give a report.

(3) The rated officer has not received a report in the preceding 6 months.

c. Rater option. When one of the conditions described in paragraphs 3-40 through 3-45 or 5-21 occurs but there are less than 120 calendar days (excluding non-rated periods) in the rating period, a report may be submitted at the option of the rater. However, the rated officer must have served continuously under the same rater in the same position for 120 or more calendar days in a previous rating period.

5–24. Exceptional processing procedures

a. Referred reports.

(1) If referral is required (para 3-32), the senior rater will personally refer the report to the rated officer for acknowledgment and comment before sending it through the State military personnel officer to the Officer Management Branch.

(2) Other procedures are as shown in paragraph 3-33.

b. Relief reports.

(1) Relief reports (para 3-50) require referral to the rated officer as described in paragraph a(1) above. This referral must be completed before taking any actions in the following paragraphs.

(2) If the relief is directed by the rater or intermediate rater, the senior rater will do the review provided he or she is an ARNG officer (chapter 2, section IV). Otherwise, the first Army National Guard officer in the chain of command above the individual directing the relief will review relief reports.

(3) The procedures for reviewing relief reports are as follows:

(a) If the senior rater is satisfied that the report is clear, accurate, complete, and fully in accord with the provisions of this regulation, he or she will indicate in the narrative that the report complies with this regulation.

(b) If the senior rater finds that the report is unclear, contains errors of fact, or is otherwise in violation of this regulation, he or she will return the report to the rater or intermediate rater indicating what is wrong. The senior rater will avoid all statements and actions that may influence or alter an honest evaluation by the rater or intermediate rater. When the report has been corrected, it will be returned to the senior rater.

(c) If the corrected report is satisfactory to the senior rater, he or she will indicate in the narrative that the report complies with this regulation.

(d) If the corrected report is not satisfactory to the senior rater or if the other rating officials disagree with him or her concerning the need for changes in the report, he or she will indicate objections to the report in a narrative and forward the report. When indicating objections, the senior rater is restricted to the issues listed in paragraph 2-17b.

(e) If the relief was directed by the senior rater or someone above the senior rater in the chain of command, the report will be reviewed by the first Army National Guard officer in the chain of command above the individual directing the relief. This officer will perform the functions described in (a) through (d) above using an enclosure to the OER, as described in figure 2-1.

c. Commander's Inquiry. The procedures for processing these inquiries are as described in chapter 6, however, inquiries will be forwarded as necessary to the ARNG Readiness Center, Officer Management Branch, through the State military personnel officer.

5–25. Modifications to previously submitted reports

a. An evaluation report accepted by the Officer Management Branch and included in the official record of an officer is presumed to—

(1) Be administratively correct.

(2) Have been prepared by properly designated rating officials.

(3) Represent the considered opinions and objective judgment of the rating officials at the time of completion.

b. Request that an official report be altered, withdrawn, or replaced with another report will not be honored.

c. Administrative changes, once the OER has been placed on the officers OMPF, will only be accomplished by the Officer Management Branch when requested by the State MILPO. No changes will be made at State level.

d. The policies in paragraphs 3-57, 3-58, and 3-59 apply except that any addendum necessary will be sent through the State military officer to the ARNG Readiness Center.

Section IV
Appeals

5–26. Processing appeals

Policy and procedures for processing OER appeals are in chapter 6. The Chief, National Guard Bureau, is responsible for screening and acting on, or forwarding, all appeals submitted by ARNG officers for periods of ARNG service.

5–27. Submission of appeals

a. Appeals will be submitted in memorandum format as discussed in chapter 6. They will be sent directly to the address in Table 5-1a by the appellant.

b. There is no requirement to process appeals through command channels, nor will any element subordinate to NGB establish such a policy. Every attempt will be made to avoid the use of command channels for communications concerning the appeal in order to protect the interest of the command elements, witnesses and the appellant. Inclusion of the appellant's current home address and phone number will allow for direct contact between the Officer Management Branch Appeals Technician assigned to the case for questions that may arise during the adjudication process, and the appellant. Therefore, appeals that do not include a home address and phone number will be returned without action unless the memorandum of appeal clearly states that the appellant prefers the use of official channels in lieu of direct contact. Any questions concerning an actual or anticipated appeal should be addressed to the Appeals and Analysis Section, Officer Management Branch.

5–28. Administrative instructions

a. Preparation.

(1) *Preparation*. DA Form 67-9 will be typed or prepared electronically using the available application. Distinct, clear impressions are required so that legible copies of the report can be provided to the rated officer, State headquarters, and the ARNG Readiness Center. Authorized abbreviations may be used; however, avoid acronyms. Facsimile signatures are not authorized.

(a) After the report is completed by the rating officials, the OER is forwarded by the State military personnel officer to the ARNG Readiness Center.

(b) Rated officers who fail to receive a copy of their OER within 90 days after the close of the reporting period should request a copy from the appropriate State military personnel officer.

(c) The ARNG Readiness Center will reproduce and provide an officer with a copy of one or more official OERs upon written request by the officer or an authorized representative in accordance with AR 600-8-104, chapter 2. In this case, officers should address requests to the ARNG Readiness Center (see app H–14).

(2) *Forwarding*. The responsible State military personnel officer will provide the rated officer a copy of the report when it is completed. The State adjutant general may have one of the rating officials give the rated officer the completed copy. If so, the State military personnel officer will forward the report to the official so that he or she may present the completed copy. Confidentially will be ensured. If the rated officer departs before receiving a copy of the completed report, the State military personnel officer will send the rated officer's copy to the forwarding address provided by the rated officer. The State military personnel officer will retain an additional copy in suspense for 120 days in case the rated officer does not receive the mailed copy. The States military personnel officer will ensure that:

(a) Reports are complete and administratively correct.

(b) The original report is placed unfolded in an envelope and forwarded with letter of transmittal to the ARNG Readiness Center. Registered or certified mail will only be used when reports contain derogatory or classified information. (This report is exempt under AR 335-15, para 7-2h.)

(c) Reports reach the ARNG Readiness Center not later than 120 days after the ending day of the report. Timely submission of reports is a consideration in view of their impact on personnel actions. Since personnel actions are based on available records, late submission of an evaluation report may result in inequity to either the individual or the Army National Guard.

(d) Completed OERs for ARNG officers and warrant officers on specified tours of duty are submitted.

1. Completed original reports for officers on tours in the positions of Chief, NGB, Director and/or Deputy Director, ARNG, will be forwarded directly to HQDA (AHRC-MSE-R) 200 Stovall St., Alexandria VA 22332-0442.

2. Completed original reports for officers serving on Active Guard and Reserve (AGR) tours under the provision of Title 10 U.S.C. and who are not on the Active Duty List (ADL) will be forwarded directly to the address listed in Table 5-1a.

b. Enclosures. See paragraph 3-35 for policy on enclosures.

c. Access to reports. Access to reports in the ARNG Readiness Center and State headquarters is limited to individuals responsible for maintaining the file or authorized to use it for personnel management purposes. Access to reports at the local level is limited to those persons having command, administrative, or rating official responsibility for the report.

Table 5–1
Disposition of ARNG officer OERs

CATEGORY	OER ORIGINATES FROM	THROUGH	TO
a. AGR Title-10 OFFICERS (EXCEPT USPFO)	AGENCY TO WHICH ASSIGNED		ARNG READINESS CENTER ATTN.: OFF MGMT BRANCH 111 S. GEORGE MASON DR. ARLINGTON, VA 22204-1382
b. USPFO OFFICERS	STATE ADJUTANT GENERAL	NATIONAL GUARD BUREAU NGB-ZPF 4501 FORD AVE ALEXANDRIA, VA	ARNG READINESS CENTER
c. AGR TITLE-32 OFFICERS	UNIT	STATE ADJUTANT GENERAL	ARNG READINESS CENTER
d. ADSW/ADT (ON DUTY IN STATE)		STATE ADJUTANT GENERAL	ARNG READINESS CENTER
e. ADSW/ADT (OUTSIDE THE STATE	AGENCY TO WHICH ATTACHED		ARNG READINESS CENTER
f. TRADITIONAL GUARD OFFICERS	UNIT	STATE ADJUTANT GENERAL	ARNG READINESS CENTER

Table 5–2
Army National Guard State MILPO Codes and Abbreviations

Code	Abbreviation	State
01	AL	ALABAMA
02	AK	ALASKA
04	AZ	ARIZONA
05	AR	ARKANSAS
06	CA	CALIFORNIA
08	CO	COLORADO
09	CT	CONNECTICUT
10	DE	DELAWARE
11	DC	DIST OF COLUMBIA
12	FL	FLORIDA
13	GA	GEORGIA
66	GU	GUAM
15	HI	HAWAII
16	ID	IDAHO
17	IL	ILLINOIS
18	IN	INDIANA
19	IA	IOWA
20	KS	KANSAS
21	KY	KENTUCKY
22	LA	LOUISIANA
23	ME	MAINE
24	MD	MARYLAND
25	MA	MASSACHUSETTS
26	MI	MICHIGAN
27	MN	MINNESOTA
28	MS	MISSISSIPPI
29	MO	MISSOURI
30	MT	MONTANA
31	NE	NEBRASKA
32	NV	NEVADA
33	NH	NEW HAMPSHIRE
34	NJ	NEW JERSEY
35	NM	NEW MEXICO
36	NY	NEW YORK
37	NC	NORTH CAROLINA
38	ND	NORTH DAKOTA
39	OH	OHIO
40	OK	OKLAHOMA
41	OR	OREGON
42	PA	PENNSYLVANIA
72	PR	PUERTO RICO

Table 5–2
Army National Guard State MILPO Codes and Abbreviations—Continued

Code	Abbreviation	State
44	RI	RHODE ISLAND
45	SC	SOUTH CAROLINA
46	SD	SOUTH DAKOTA
47	TN	TENNESSEE
48	TX	TEXAS
49	UT	UTAH
50	VT	VERMONT
51	VA	VIRGINIA
78	VI	VIRGIN ISLANDS
53	WA	WASHINGTON
54	WV	WEST VIRGINIA
55	WI	WISCONSIN
56	WY	WYOMING

Table 5–3
Rules for establishing rating chains for general officers

Assignment of Rated Officer	Rater	Intermediate Rater	Senior Rater
State Adjutant General	None	None	None.
Assistant State Adjutant General	State AG	None	State AG
Officers commanding divisions, enhanced brigades, corps artillery, or other general officer commands (mobilization entities)	State AG	None	Cdr, CONUSA[1]
Officers serving as assistant division commanders or deputy commander of command authorized a major general when organizational commander is from the same State	Organization Commander	State AG (rated officers State)	Cdr, CONUSA[1]
Officers serving as assistant division commanders or deputy commander of command authorized a major general when organizational commander is from different State	Organization Commander	State AG (rated officers State)	Cdr, CONUSA[1]
Officers commanding enhanced brigades	State AG	Cdr, Active Army Division	Cdr, CONUSA[1]
All other officers serving in GO positions	(As directed by the State AG)		

Notes:
[1] Or overseas commander if applicable.

Chapter 6
Officer Evaluation Redress Program

Section I
Managing the Redress Program

6–1. Overview

a. The Officer Evaluation Redress Program consists of several elements at various levels of command (e.g., field, USA HRC, Deputy Chief of Staff, G–1 (DCS, G-1), and HQDA). The program is both preventive and corrective in nature in that it is based upon principles structured to prevent and/or provide a remedy for alleged injustices or regulatory violations, as well as to correct them once they have occurred.

b. The first program element is the communication process fostered by the OER Support Form which affords the rated officer a forum for establishing duty requirements and a discussion of actual accomplishments (Chapter 3, Section II). A second element is the various regulatory requirements, such as each report standing on it's own without reference to facts or events occurring prior or subsequent to the rated period (paragraph 3-24); the prohibition against command

influence on rating officials during the preparation of reports (paragraphs 1-15, 2-18 and 3-33); and, the OER referral and acknowledgment process (paragraphs 3-32 and 3-33). Beyond regulatory remedies, elements of the Redress Program include the Commander's Inquiry (Section II, this chapter), the Appeals System (Section III, this chapter), and application to the Army Board for Correction of Military Records (ABCMR) under the provisions of AR 15-185.

c. This chapter focuses on the policies, procedures, preparation, and submission of a Commander's Inquiry and an OER Appeal.

6–2. Information

a. Officer evaluation reports (DA Form 67 series) and academic evaluation reports (DA Form 1059 series) may have administrative errors or may not accurately record the officer's potential or the manner in which he or she performed his or her duties. The Redress Program protects the Army's interests and ensures fairness to the officer. At the same time, it avoids impugning the integrity or judgment of the rating officials without sufficient cause. Commander's Inquiry and Appeals are separate actions. Rated officers may seek an initial means of redress through a Commander's Inquiry; however, a Commander's Inquiry is not a prerequisite for submission of an appeal.

b. Appendix F amplifies and clarifies the policies outlined in this chapter by providing detailed guidance on the preparation of an adequate appeal. Officers considering submission of an appeal are strongly encouraged to read this chapter and appendix F in their entirety prior to preparing and submitting an appeal. A thorough understanding of the appeals system can save considerable time and effort, and reduce the anxiety associated with having an appeal returned without consideration.

Section II
Commander's Inquiry

6–3. Purpose

Commanders are required to look into alleged errors, injustices, and illegalities in officer evaluation reports. These matters may be brought to the commander's attention by the rated officer or anyone authorized access to the report (para 1-16). The primary purpose of the Commander's Inquiry is to provide a greater degree of command involvement in preventing obvious injustices to the rated officer and correcting errors before they become a matter of permanent record. A secondary purpose is to obtain command involvement in clarifying errors or injustices after the OER is accepted at HQDA. However, in these after-the-fact cases, this paragraph is not intended to be a substitute for the appeals process, which is the primary means of addressing errors and injustices after they have become a matter of permanent record sSee also chapter 3, section X for restrictions on modifications to already accepted reports.) The provisions of AR 15–6 do not normally apply to inquiries of this nature. However, the commander may determine that the provisions of AR 15–6 apply in specific instances.

6–4. Policy

a. The Commander's Inquiry will not be used to document differences of opinion between members of the rating chain (or between the commander and members) about an officer's performance and potential. The evaluation system establishes rating chains and normally relies on the opinions of the rating officials. Rating officials should evaluate and have their opinions constitute the organization's view of the rated officer; however, the commander may determine through his or her inquiry that the report has serious irregularities or errors. Examples include (but are not limited to)—

(1) Improperly designated or unqualified rating officials. (For example, rating officials who have had substantiated findings against them from an official investigation).

(2) Inaccurate or untrue statements.

(3) Lack of objectivity or fairness by rating officials.

b. The Commander's Inquiry will be made by a commander in the chain–of–command above the designated rating officials involved in the allegations. In headquarters and other military organizations lacking a commander, the Commander's Inquiry will be conducted by the next higher official in the rating chain above the designated rating officials involved in the allegations.

c. The commander will not pressure or force rating officials to change their evaluations.

d. The commander may not evaluate the rated officer, either as a substitute for, or in addition to, the designated rating officials' evaluations.

e. The commander will not use the Commander's Inquiry provisions to forward information derogatory to the rated officer. If the inquiry reveals matters that might result in a lower evaluation, the information must be processed as an addendum in accordance with paragraphs 3-59 and 3-60.

f. To ensure the availability of pertinent data, and timely completion of an inquiry done after the OER in question has been accepted at HQDA, the inquiry must be conducted by either the commander at the time the OER was rendered who is still in the command position, or by a subsequent commander in the position. However, the inquiry must be forwarded to HQDA not later than 120 days after the "Thru" date of the OER.

g. The results of the Commander's Inquiry that are forwarded to HQDA will include the findings, conclusions, and

recommendations in a format that could be filed with the OER in the officer's OMPF for clarification purposes. The results, therefore, will include the commander's signature, should stand alone without reference to other documentation, and will be limited to one page. Sufficient documentation, such as reports and statements, will be attached to justify the conclusions.

6–5. Tasks

Operating tasks for conducting a Commander's Inquiry are outlined in Table 6-1.

Section III
Appeals

6–6. Policies

a. An evaluation report accepted for inclusion in the official record of an officer is presumed to:

(1) Be administratively correct,

(2) Have been prepared by the proper rating officials, and

(3) Represent the considered opinion and objective judgment of rating officials at the time of preparation (see para 3-57).

b. Appeals based solely on statements from rating officials claiming administrative oversight or typographical error in Part IVa or box selections in parts Va, VIIa, or VIIb of DA Form 67-9 will normally be returned without action unless accompanied by additional substantiating evidence (para *f* below and 3-57b(4) and (5)).

c. The rated officer or another interested party who knows the circumstances of a rating may appeal any report that he or she believes is incorrect, inaccurate, or in violation of the intent of this regulation.

(1) Other interested parties are limited to representatives of the—

(a) DCS, G-1.

(b) U.S. Army Human Resources Command (USA HRC).

(c) Office of the Surgeon General (OTSG).

(d) Office of the Judge Advocate General (OTJAG).

(e) Office of the Chief of Chaplains.

(f) Army Reserve Personnel Center.

(g) National Guard Bureau.

(2) Other individuals knowing of an alleged rating injustice should contact one of the above agencies or the rated officer.

d. An appeal begun by any party on behalf of an appellant will be referred to the appellant for concurrence and comment before it is submitted.

e. The results of a Commander's Inquiry under paragraph 1-15 do not constitute an appeal. They may be used, however, in support of an appeal.

f. An appeal must be supported by substantiating evidence (see para 6–10.) An appeal that alleges a report is incorrect or inaccurate or unjust without usable supporting evidence will not be considered. The determination regarding adequacy of evidence may be made by USA HRC (AHRC-MSE-A), AHRC–PAV–EA, or NGB–ARP–C (Appeals Section) in coordination with DCS, G-1 (DAPE-MPO-S).

g. The PSB/administrative office servicing the rated officer's unit may request minor administrative changes to an accepted report in parts I, II, and IIIb, (DA Form 67-9). However, the request must be accompanied by substantiating evidence. The type of evidence that could be used includes a certified copy of the DA Form 2-1, orders, duty appointment documents, or personnel data card. These requests are not appeals. See appendix H for forwarding appeals for active duty National Guard and USAR appeals.

h. Appeals based on administrative error only will be adjudicated by Appeals and Corrections Branch, USA HRC (active component), the National Guard Bureau (ARNG), or the CDR, HRC-St. Louis (USAR). Determination of administrative error is based on careful scrutiny of the evidence submitted with the appeal or available in the officer's OMPF. Claims of administrative error pertain to Parts I, II, and IIIb, of DA Form 67-8, and similar items in previous evaluation forms and Parts I, II, IIIb, c, d, and IVc of the DA Form 67-9. These include such claims as deviation from the established rating chain, insufficient period of observation by the rating officials, errors in the report period, and errors in the height/weight.

(1) It should be noted that the rated officer's authentication in Part II of DA Form 67-9 verifies the information in Part I. It also confirms that the rating officials named in Part II are those established as the rating chain and authenticates the accuracy of the Army Physical Fitness Test (APFT) performance and height and weight data entries made by the rater in Part IVc. Appeals based on alleged administrative errors in those portions of a report previously authenticated by the rated officer (Parts I, II, and IIIa) will be accepted only under the most unusual and compelling circumstances. The rated officer's signature also verifies the rated officer has seen a completed OER Parts I-VII.

(2) Correction of minor administrative errors seldom serves as a basis to invalidate an evaluation report. Removal of

a report for administrative reasons will be allowed only when circumstances preclude correction of errors, and then only when retention of the report would clearly result in an injustice to the officer. (See figure 6–2 for a sample format of an administrative appeal)

i. Appeals alleging bias, prejudice, inaccurate or unjust ratings, or any matter other than administrative error, are substantive in nature and will be adjudicated by the DCS, G-1 Officer Special Review Board (OSRB) (para 6-11). Claims of inaccuracy of a substantive type pertain to Parts IIIa and c, IV, Vb-e, VI, and VII of DA Form 67-8; Parts IIc, III, IV, V, VI, or VII of DA Form 67-7; and similar items in previous evaluation forms, report enclosures, and OER addenda and Parts IIIa, IVa, b, d, V, VI and VII of the DA Form 67-9. These are generally claims of an inaccurate or an unjust evaluation of performance or potential or claims of bias on the part of the rating officials. (See figures 6-2 and 6-4 for sample formats of substantive appeals.)

j. After resolution of the appeal, the reviewing agency amends the officer's official records, if appropriate. If the officer has been nonselected for promotion, the OSRB will also determine if promotion reconsideration is warranted as a result of the change to the OER.

6–7. Timeliness

a. Because evaluation reports are used for personnel management decisions, it is important to the Army and the individual officer that an erroneous report be corrected as soon as possible. As time passes, people forget and documents and key personnel are less available; consequently, preparation of a successful appeal becomes more difficult.

b. Substantive appeals must be submitted within 5 years of the OER's completion date on all reports prepared prior to 1 Oct 97. All appeals on reports prepared on the DA Form 67-9 must be submitted within 3 years of the completion date. Failure to submit an appeal within this time may be excused only if the appellant provides exceptional justification to warrant this exception.

c. Administrative appeals will be considered regardless of the period of the report and a decision will be made in view of the regulation in effect at the time the report was rendered. However, the likelihood of successfully appealing a report diminishes, as a rule, with the passage of time. Prompt submission is, therefore, recommended.

6–8. Processing and resolution

a. Receipt of appeals will be acknowledged directly to the originator. The time required to process an appeal varies greatly depending on the complexity of the issues involved, the age of the OER being appealed, etc. Appeals are processed in priority (see para 6-9) by date of receipt.

b. Appeals are screened by the reviewing officials to separate claims of administrative error from claims of inaccuracy or injustice of a substantive nature. USA HRC, HRC-St. Louis, or the NGB resolve claims of administrative error. Claims of substantive inaccuracy or injustice are sent through the officer's career management division for adjudication by the OSRB.

c. An appeal may be approved in whole or in part, or may be denied, depending upon the merits of the case. The result of a partially approved appeal may not be that requested by the appellant. For example, the board may decide that the evidence justifies removal of the rater's evaluation, but that the senior rater's evaluation should remain as it was, not proven inaccurate or unjust. The board will not usually take action that might worsen an appealed evaluation report.

d. When the board grants an appeal, in whole or in part, resulting in the removal or substantive alteration of an evaluation report that was seen by one or more promotion boards that previously failed to select the appellant, the OSRB will make a determination whether promotion reconsideration by one or more special boards is justified.

e. The reviewing agency notifies each appellant by memorandum of the decision on his or her appeal and promotion reconsideration eligibility, if applicable. When an appeal is denied, a copy of the memorandum of notification is filed in the performance portion of the OMPF. The appeal correspondence that resulted in a denied or a partially approved appeal will be placed on the restricted portion of the OMPF. Documents that apply to appeals that are returned without action because of a lack of usable evidence are not filed in the OMPF. In the case of an invalidated or amended report, a memorandum is placed in the performance portion of the OMPF to explain the correction. No other documents are filed in the OMPF.

f. If the appeal is denied, an appellant may seek new or additional evidence and submit a new appeal, or may submit an appeal to the next agency in the Army's redress system, the Army Board for Correction of Military Records (ABCMR). The ABCMR is governed by AR 15-185. If the case was initially decided by the OSRB, a case summary of the board's consideration is available under the Freedom of Information Act/Privacy Act (FOIA/PA). A request per AR 25–55 and AR 340–21 for a case summary under the FOIA/PA should be sent to: HQDA (DAPE-ZXI-IC) Washington, DC 20310-0300. The original copy of the appeal will be returned to the rated officer regardless of the decision.

6–9. Priorities

a. Appeals are processed in the following priority:

(1) First priority. Appeals pertaining to officers who have been—

(a) Twice not selected for promotion and given a directed discharge, release, or mandatory retirement date within 6 months.

(b) Selected for release within 6 months by a DA Elimination Board or an Active Guard Reserve (AGR) Continuation Board.

(c) Identified for referral within 6 months to a DA Elimination Board or an Active Guard Reserve (AGR) Continuation Board.

(d) Recommended for elimination within 6 months. This also applies to officers who have applied for and have been denied Voluntary Indefinite category.

(2) Second priority.

(a) Appeals pertaining to officers, who have not been selected for promotion at least once, but who do not have a mandatory release date within 6 months as a result.

(b) Appeals of officers pending promotion list removal as stated in AR 600-8-29.

(3) Third priority. Appeals not eligible for higher priority.

b. Appellants must identify the priority of their appeals and notify the reviewing agency of any change in their status that would affect the priority.

6–10. Burden of proof and type of evidence

a. The burden of proof rests with the appellant. Accordingly, to justify deletion or amendment of a report, the appellant must produce evidence that establishes clearly and convincingly that—

(1) The presumption of regularity referred to in paragraphs 3-57 and 6-6 should not be applied to the report under consideration.

(2) Action is warranted to correct a material error, inaccuracy, or injustice.

b. Clear and convincing evidence must be of a strong and compelling nature, not merely proof of the possibility of administrative error or factual inaccuracy. If the adjudication authority is convinced that an appellant is correct in some or all of his/her assertions, the clear and convincing standard has been met with regard to those assertions.

c. For a claim of administrative error, appropriate evidence may include—

(1) The published rating chain used by the organization during the period of the report being appealed.

(2) Assignment, travel, or temporary duty orders.

(3) SIDPERS documents.

(4) Leave records.

(5) Organization manning documents.

(6) Hospital admission and disposition sheets.

(7) Statements of military personnel officers or other persons who know the situation. (See figure 6–5 and 6–6 for request, third party support and the format for a memorandum of third party support)

(8) The results of a Commander's Inquiry (section II).

(9) Other documents bearing on the point of question.

d. For a claim of inaccuracy or injustice of a substantive type, evidence must include statements from third parties, rating officials or other documents from official sources (see appendix F). Third parties are persons other than the rated officer or rating officials who have knowledge of the appellant's performance during the rating period. Such statements are afforded more weight if they are from persons who served in positions affording them good opportunity to observe, firsthand, the appellant's performance as well as interactions with rating officials. Statements from rating officials are also acceptable if they relate to allegations of factual errors, erroneous perceptions, or claims of bias. To the extent practical, such statements should include specific details of events or circumstances leading to inaccuracies, misrepresentations, or injustice at the time the report was rendered. The results of a Commander's Inquiry may provide support for an appeal request.

e. To be acceptable, evidence must be competent, material, and relevant to the appellant's claim. In this regard, note that DA Form 67-9-1 may be used to facilitate the writing of an OER. However, it is not a controlling document in terms of what is entered on DA Form 67-9. Therefore, no appeal may be filed solely because the information on DA Form 67-9-1 is not repeated on the OER, or because the comments of rating officials on the DA Form 67-9 are not identical to those in the DA Form 67-9-1. While there should be consistency between a rating official's comments on both forms, there may be factors other than those listed on DA Form 67-9-1 to be considered when evaluating an officer.

f. Appeals that claim an error in the sequencing of OERs into the senior rater profile will not be accepted. The profile reflects the total of all reports in a single grade written by that senior rater and received and accepted at HQDA as of the day the new report is accepted. Reports may be delayed in mail handling and administrative processing. Hence, the official profile maintained at HQDA on a given day may be different from that in any personal record. Appeals based on differences between privately kept records and the DA maintained profile will not be honored. It is incumbent on the senior rater to ensure reports process at HQDA in the desired sequence.

g. In evaluating the whole officer, rating officials may consider the fact that an officer is in a zone of consideration

for promotion, command, or school selection. Accordingly, a subsequent statement from a rating official that he or she rendered an inaccurate "center of mass" or lower evaluation of a rated officer's potential in order to preserve "above center of mass" ratings for other officers (e.g. those in a zone for consideration for promotion, command, or school selection) will not be a basis for appeal.

6–11. Officer Special Review Board

a. The DCS, G–1 Officer Special Review Board is established under the provisions of DA Memorandum 600-1 and operates within the guidelines established in this regulation. It is composed of senior officers on duty at HQDA. At least three members of the board constitute a quorum for voting on each case. Board recommendations are based on a majority vote. When practical, cases will be considered by at least one board member whose background is similar to that of the appellant. No member will vote on a case in which he or she was personally involved, or knowingly has any bias for or against the parties involved. To the extent possible, voting members will be senior to the appellant.

b. Board proceedings are administrative and nonadversary; the provisions of AR 15-6 do not apply. Although not bound by the rules of evidence for trials by court-martial or other court proceedings, the board does keep within the reasonable bounds of evidence that is competent, material, and relevant. The appellant or his or her agent are not authorized to appear before the board. However, the board may obtain more information from the appellant, the rating officials, persons in the chain of command, or anyone thought to have firsthand knowledge of the case. The appellant will generally be contacted by official correspondence if deemed necessary. Normally, the board will not contact those who provided a third party statement of support unless there is a need for clarification.

6–12. Guidelines for Appeals Based on Substantive Inaccuracy

a. A decision to appeal an evaluation should not be made lightly (see appendix F). Before deciding whether or not to appeal, the prospective appellant must analyze his or her own case dispassionately. This is difficult. However, unless it is done, the chances of a successful appeal are reduced. The prospective appellant should take note of the following:

(1) Pleas for relief citing past or subsequent performance or assumed future value to the Army are rarely successful.

(2) The following will provide limited support at best:

(a) Statements from people who observed the appellant's performance before or after the period in question (unless performing the same duty in the same unit under similar circumstances).

(b) Letters of commendation or appreciation for specific but unrelated instances of outstanding performance.

(c) Citations for awards, inclusive of the same period.

b. Once the decision has been made to appeal an evaluation, the appellant should state succinctly what he or she is appealing and the basis for the appeal. For example, he or she should state:

(1) Whether the entire report is contested or only a specific part or comment.

(2) The basis for his or her belief that the rating officials were not objective or had an erroneous perception of his or her performance. Note that a personality conflict between the appellant and a rating official does not constitute grounds for a favorable appeal, it must be shown conclusively that the conflict resulted in an inaccurate or unjust evaluation.

c. Most appellants will never be completely satisfied with the evidence they have obtained. A point is reached, however, when the appellant must decide whether to submit with the available evidence or to forgo the appeal entirely. Some of the factors he or she needs to consider are as follows:

(1) The evidence must support the allegation. Remember the case will be reviewed by a board of impartial officers who will be influenced only by the available evidence. Their decision will be based on their best judgment.

(2) Correcting minor administrative errors or deleting one official's rating does not invalidate the report.

6–13. Preparation

Steps for preparation of an appeal are contained in Table 6-2.

Table 6–1
Steps in Conducting a Commander's Inquiry

Step	Work Center	Action Required
1	Requester	Submit a written request for a Commander's Inquiry indicating specifically the injustices and/or regulatory violations contained in the OER in question. Request is to be submitted to a commander above the designated rating chain.
2	Commander	If, after looking into the allegations, no error, violation of the regulation, or wrongdoing is found, advise the individual requesting the inquiry and take no further action other than ensuring that the OER is forwarded to HQDA as expeditiously as possible. If the commander wishes, he or she may retain a written record of the inquiry, (for example, a memorandum for record).
3	Commander	If an error, violation of the regulation, or wrongdoing has occurred and the OER has not been forwarded to HQDA, he or she will return the OER with the inquiry results to the senior rater. The commander will ask that the report be corrected to account for matters revealed in the inquiry. This will be done with regard for the restrictions on command authority and influence (paras 1-15 and 6-4c). When the report has been corrected, it will be sent to HQDA with no reference to the action taken by the commander,(e.g., the OER only is forwarded); the results of the inquiry remain with the commander.
4	Commander	If the report has not yet been forwarded to HQDA and the commander and the rating chain members cannot agree on the need for change in the report, the commander will forward the OER and the results of his or her inquiry to Commander, USA HRC, ATTN: AHRC-MSE, 200 Stovall Street, Alexandria, VA 22332-0442.
5	Commander	If the commander finds that a report already forwarded to HQDA contains errors or is in violation of this regulation, he or she will forward the results of his or her inquiry to the address indicated in step 4, above.

Table 6–2
Appeal preparation and checklist

Step	Work Center	Action Required
1	Appellant/ Interested Party	Review this chapter and Appendix F to determine if an appeal submission is warranted.
2	Appellant/Interested Party	Prepare the appeal in memorandum format on letterhead or white bond paper.
3	Appellant/Interested Party	Ensure the appeal identifies the full name, SSN, rank, branch of the rated officer, return mailing address (home address preferred), and DSN or commercial phone number.
4	Appellant/ Interested Party	Ensure the first paragraph indicates the appeal is being submitted under the provisions of chapter 6. The appeal will also: (a) Indicate the period of the report being appealed. (b) State the basis for the appeal (administrative error, inaccuracy of a substantive type, or both). (c) Cite the processing priority. (d) Reference supporting evidence.
5	Appellant/Interested Party	Follow the guidelines outlined below when submitting evidence in support of the appeal: (a) Administrative appeals must be proven by original or certified true copies of appropriate documents. (b) Substantive appeals must be supported by originals of typed statements from knowledgeable observers or rating officials during the report period. (c) Statements from rating officials will not be the sole basis of the appeal. (d) Documents such as ARTEP, AGI, Command Inspection results, etc., may be useful in supporting a substantive appeal. (e) Statements provided in support of appeals must be originals. Other documents must be certified true copies, if the original document is not provided. (f) A copy of the OER in question should be included in the appeal. (g) Each appeal must be complete when received. An appeal will not be forwarded or considered until all supporting documentation is enclosed. Officials wishing to provide statements in support of an appeal must provide them to the officer concerned and not to the reviewing authority. No action will be taken on miscellaneous, unaccompanied statements or documents received at HQDA. They will be forwarded to the appellant.

Table 6–2
Appeal preparation and checklist—Continued

Step	Work Center	Action Required
6	Appellant/Interested Party	Submit completed appeal in original and one duplicate copy directly to the appropriate agency as follows: (a) For active component: Commander, USA HRC, ATTN: AHRC–MSE–A, 200 Stovall Street, Alexandria, VA 22332–0442 (b) For USAR: Commander, AHRC-St. Louis, ATTN: AHRC–PAV–EA, 1 Reserve Way, St. Louis, MO 63132–5200. (c) For ARNG: National Guard Bureau, ARNG Readiness Center, ATTN: NGB–ARP–C (Appeals Section), 111 S. George Mason Dr. Arlington, VA 22204–1382.
7	Appellant/Interested Party	Before mailing, review to ensure all enclosures are included, all signatures and dates are on all documents and address and phone number are present. Enclose complete original and copy of appeal in a secure container, mailing envelope or heavy wrapping, as required.
8	Appellant/Interested Party	Notify the appropriate agency promptly if address or priority changes. Appellants are notified in writing, of appeal decisions. If not totally approved, appellants may request a copy of the OSRB Case Summary, if appropriate, and submit a second appeal strengthened by additional evidence. As an alternative to reconsideration, appellants may apply to the ABCMR under the provisions of AR 15—185.

(Letterhead)

(Office Symbol)(Marks Number)

(Date)

MEMORANDUM FOR Appropriate Agency, ATTN: . . . . *(Appropriate address)*

SUBJECT: Minor Correction to Evaluation Report *(Rated officer's name, rank ,BR,, SSN)*

1. This is a PSB request for minor correction to the evaluation report for the period *(Report period)*.

2. (Identify specific portion of report, state entry as it now appears and as it should appear after correction.)

3. (Support the request with related documents, e.g., orders, leave and earnings statements, or other documents.)

4. (PSB requests must be limited to very minor corrections to recently submitted reports. Any significant changes must be requested by the individual officer.)

5. (Give a POC and DSN number. Also include the rated officer's mailing address and number, in the event an inquiry is necessary.)

FOR THE COMMMANDER:

Enclosures

(Signature block)

1. Copy of report (number and list encls of appropriate evidence)

Figure 6–1. Sample format of PSB reques

(Letterhead)

(Office Symbol) (Marks Number)

(Date)

MEMORANDUM FOR Appropriate Agency, ATTN:..... *(Appropriate address)*

SUBJECT: Evaluation Report Appeal *(Report period) (Appellant's name, rank, BR, SSN)*

1. Under the provisions of AR 623-105, chapter 6, I appeal the evaluation report *(Report period)*, (Include your current promotion/career status, pending personnel actions and appeal processing priority.)

2. The basis of this appeal is substantive inaccuracy, (Use this paragraph to briefly identify the specific portion of the report and the basis of your disagreement. Avoid general allegations. Be clear, brief,. and specific. If a detailed explanation is essential to your appeal, include your own statements as an enclosure to the appeal. Limit the information in this letter to basic facts. Be sure to support your appeal with relevant statements from knowledgeable observers.)

3. (Request the specific corrective action you believe is justified by the evidence you provide. Your request may be a single change to one portion or removal of the entire report. Your request must be supported by sufficient evidence to warrant such correction.) (If the OER exceeds the 5 or 3 year limit as outlined in paragraph 6-7, add a paragraph explaining why a waiver should be granted. Only exceptional justification will be accepted by the OSRB who is the approval authority on the waivers.)

4. (Provide a telephone number, preferably DSN.)

Enclosures

1. Copy of report

(number and list encls of

appropriate evidence)

(Signature block)

(Mailing address if other

than address on letterhead)

Figure 6–2. Sample format of substantive appeal

(Letterhead)

(Office Symbol) (Marks Number)

(Date)

MEMORANDUM FOR Appropriate Agency, ATTN:..*(Appropriate address)*

SUBJECT: Evaluation Report Appeal *(Report period) (Appellant's name, rank, BR, SSN)*

1. Under the provisions of AR 623-105, chapter 6, I appeal the evaluation report *(Report period)*. (Include your current promotion/career status, pending personnel actions and appeal processing priority.)

2. This appeal is based solely on administrative error. (Identify each portion of the report with which you disagree. State the entry as it now appears and as it correctly should appear.)

3. (Include certified true copies of related documents to support your request, e.g. rating schemes in effect throughout the entire report period, orders, leave, and earning statements, APFT score (DA Form 705) or other verifying documents. Original statements from knowledgeable individuals also may support your request.)

4. (Be sure to include a telephone number, preferably DSN. Notify addressee promptly if your address changes.)

Enclosures

1. Copy of report

(number and list encls of

appropriate evidence)

(Signature block)

(Mailing address if other

than address on letterhead)

Figure 6–3. Sample format of administrative appeal

(Letterhead)

(Office Symbol) (Marks Number)

(Date)

MEMORANDUM FOR Appropriate Agency, ATTN: *(Appropriate Address)*

SUBJECT: Evaluation Report Appeal *(Report Period) (Appellant's Name, Rank, BR, SSN)*

1. Under the provisions of AR 623-105, chapter 6, I appeal the evaluation report *(Report Period)*. (Include your current promotion/career status, pending personnel actions and appeal processing priority.)

2. This appeal is based on claims of both administrative and substantive error..... (Identify the specific portion of the report you believe is in error. State the entry as it now appears and as it should appear. Support your claim of technical error with certified true copies of verifying documents, e.g, rating schemes in effect throughout the entire report period, orders, leave and earnings statements, APFT scores (DA Form 705) or other related documents.)

3. The substantive error is..... (Identify the specific portions of the report and state your disagreement. Be clear, brief, and specific. Limit your explanation to basic facts. If detailed information is essential, add your own statement as an enclosure to the appeal. Provide original statements from knowledgeable individuals, independent of the rating chain. Statements from the rating officials may be added as supplemental information.)

4. (Request the specific changes you believe are justified by the evidence you provide. Your request may be a combination of changes or total removal of the report. Remember that you must document your request with sufficient evidence to warrant corrective action.) (If the OER exceeds the 5 or 3 year limit as outlined in paragraph 6-7, add a paragraph explaining why a waiver should be granted. Only exceptional justification will be accepted by the OSRB who is the approval authority on the waiver.)

5. Provide a telephone number, preferably DSN.

Enclosures

1. Copy of Report

(number and list encls of

appropriate evidence)

(Signature block)

(Mailing address if other

than address on letterhead)

Figure 6–4. Sample format of combined administrative and substantive appeal

(Letterhead)

(Office Symbol) (Marks Number)

(Date)

(Address)

Dear (_____):

SUBJECT: Evaluation Report Appeal *(Report Period) (Appellant's Name, Rank, BR, SSN)*

The purpose of this letter is to seek your assistance in my effort to successfully appeal an evaluation report rendered for the period..... thru..... while I served as *(appellant's duty position).*

(In the body of the request letter cite those portions of the contested report you would like to have addressed by the recipient of the letter. You may wish to also enclose a copy of the contested report. Request that the addressee follow the sample format for a third party letter of support and include a copy of that sample.)

(To be of assistance to the addressee, you may wish to enclose a self-addressed, stamped envelope and mention in the letter that this has been done).

(In closing, you may wish to urge a prompt response and thank the addressee in advance for any and all assistance he/she might provide.)

Sincerely

Enclosures

(Signature block)
(Mailing address if other than address on letterhead)

Figure 6–5. Sample format of letter requesting third–party support

(Letterhead)

(Office Symbol)(Marks Number)

(Date)

MEMORANDUM FOR:*

SUBJECT: Supporting Statement for OER Appeal of *(Appellant's Name, Rank, SSN)*

During the period from..... thru..... I served as *(author's duty position and unit of assignment)*. In that position, I observed *(appellant's name)*, followed by words describing the frequency or closeness of observation, including, if appropriate, whether author was knowledgeable of the working relationship between the appellant and the rating chain, or their expectations of him/her.

(In the body of the support letter, relate any first-hand knowledge of events and circumstances that might be of assistance to the appellant in attempting to individually refute the specific shortcomings for which he/she was faulted on the contested evaluation report).

Provide a telephone number, preferably DSN, where you may be reached by the Board, if clarification is necessary.

(Signature Block)

*Memorandum may be addressed to either the rated officer, whom it may concern, or the agency that will adjudicate the appeal. However, the statement **must** be provided to the rated officer for inclusion with the appeal.

Figure 6–6. Sample format of third–party letter of support

Appendix A
References

Section I
Required Publications

AR 1–201
Army Inspection Policy. (Cited in para 3–5c(5)(h).)

AR 11–2
Management Control. (Cited in para 3–5c(5)(b).)

AR 15–6
Procedure for Investigating Officers and Boards of Officers. (Cited in para 3–50b and 6–3.)

AR 15–185
Army Board for Correction of Military Records. (Cited in para 6–8 and table 6–2.)

AR 25–55
The Department of Army Freedom of Information Act Program. (Cited in para 6–8*f*.)

AR 27–1
Legal Services, Judge Advocate Legal Services. (Cited in paras 3–47a(3), 3–49, and apps D–3b and D–4.)

AR 40–501
Standards of Medical Fitness. (Cited in para 3–19.1b(4).)

AR 165–1
Chaplain Activities in the United States Army. (Cited in app C–7.)

AR 200–3
Natural Resources: Land, Forest, and Wildlife Management. (Cited in para 3–5c(5)(f).)

AR 335–15
Management Information Control System. (Cited in paras 3–34c(2) and 5–28a(2)(b).)

AR 340–21
The Army Privacy Program. (Cited in para 6–8*f*.)

AR 350–1
Army Training and Education. (Cited in para 3–19.1b(2).)

AR 351–3
Professional Education and Training Programs of the Army Medical Department. (Cited in para 3–19.1b(2).)

AR 380–5
Department of the Army Information Security Program. (Cited in paras 3–5c(5)(*e*) and 3–30.)

AR 385–10
Army Safety Program. (Cited in para 3–5c(5)(*c*).)

AR 600–8
Military Personnel Management. (Cited in para 1–1a.)

AR 600–8–22
Military Awards. (Cited in para 3–35b.)

AR 600–8–29
Officer Promotions. (Cited in para 6–9a(2)(*b*).)

AR 600–9
The Army Weight Control Program. (Cited in paras 3–19.1c(3), 3–32j.)

AR 600–20
Army Command Policy. (Cited in paras 3–28a, 3–50b and 5–8d.)

AR 600–37
Unfavorable Information. (Cited in para 3–35b.)

AR 600–39
Dual Component Personnel Management Program. (Cited in para 4–1b.)

AR 601–100
Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in para 3–48.)

AR 614–30
Overseas Service. (Cited in para 3–56a.)

AR 614–200
Enlisted Assignments and Utilization Management. (Cited in para 3–5c(5)(i) and 3–28)

AR 623–1
Academic Evaluation Reporting System. (Cited in paras 1–8a(2)(b), 3–16c(20)10 *Note*, 3–42, 3–43, table 3–2, app F–1b.)

AR 680–29
Military Personnel, Organization, and Type of Transaction Codes. (Cited in table 3–5 and 3–7.)

AR 690–500
Position Classification, Pay and Allowances. (Cited in para 3–5c(5)(a).)

DA PAM 600–11
Warrant Officer Professional Development. (Cited in app B–2b and c.)

DA Pam 611–21
Military Occupational/Classification Structure. (Cited in para 3–18c(2), app B–2b(1), app B–3b, and table 3–7.)

DOD 5000.52–M
Acquisition Career Development Program. (Cited in para 3–5c(5)d.)

DOD Reg 5200.2–R
Department of Defense Personnel Security Program. (Cited in para 3–30.)

FM 22–100
Army Leadership. (Cited in para 3–19b(1).)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Army regulations and pamphlets are available on the Army Publishing Directorate's Web site at http://www.apd.army.mil. Department of Defense directives, instructions, and manuals, and United States codes can be accessed from the Army Home page at http://www.army.mil.

AR 27–10
Legal Services: Military Justice. (Cited in para 3–28.)

AR 135–175
Separation of Officers. (Cited in para 5–21.)

AR 135–200
Active Duty For Missions, Projects, and Training for Reserve Component Soldiers.

AR 135–215
Officer Periods of Service on Active Duty.

AR 140–145
Individual Mobilization Augmentation (IMA) Program.

AR 310–50
Authorized Abbreviations and Brevity Codes. (Cited in table 3–7.)

AR 350–10
Management of Army Individual Training Requirements and Resources. (Cited in table 3–7.)

AR 600–8–24
Officer Transfers and Discharges. (Cited in para 4–2.)

AR 600–8–104
Military Personnel Information Management/Records. (Cited in para 3–28 and 5–28a(*c*).)

AR 600–20
Army Command Policy. (Cited in para 3–28.)

AR 601–100
Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in para 4–2.)

AR 623–205
Noncommissioned Officer Evaluation Reporting System. (Cited in para 3–7.)

DA Memorandum 600–1
Officer Evaluation Report Appeals. (Cited in para 6–11a.)

DA Pam 350–59
Army Correspondence Course Program Catalog. (Cited in para 1–1.)

DA Pam 600–3
Commissioned Officer Development and Career Management. (Cited in 5–3d.)

AR 600–8–1
Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures. (Cited in para 4–2.)

DA Pam 600–8–2
Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures. (Cited in table 3–9.)

AR 735–5
Policies and Procedures for Property Accountability. (Cited in para 4–2.)

Joint Publication 1–02
Department of Defense Dictionary of Military and Associated Terms. (Cited in para 1–18.) http://www.dtic.mil/doctrine/

NGR (AR) 600–100
Commissioned Officers–Federal Recognition and Related Personnel Actions. (Cited in para 4–2.)

10 USC 175
Reserve Forces Policy Board.

10 USC 3021
Army Reserve Forces Policy Committee.

10 USC 10211
Policies and Regulations: Participation of Reserve Officers in Preparation and Administration.

10 USC 12301(d)
Reserve Components Generally

10 USC 12402
Army and Air National Guard of the United States: Commissioned Officers; Duty in National Guard Bureau

Section III
Prescribed Forms

Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the APD Web site (http://www.apd.army.mil); DD forms are available from the OSD Web site (http://www.dior.whs.mil/icdhome/forms.htm); and Standard forms (SF) are available from the GSA Web site (http://www.gsa.gov).

DA Form 67–9
Officer Evaluation Report (prescribed in chap 3, sec. IV)

DA Form 67–9–1
Officer Evaluation Support Form (prescribed in chap 3, sec. II)

DA Form 67–9–1a
Developmental Support Form (prescribed in chap 3, sec. III)

DA Form 67–9–2
Senior Rater Profile Report. (prescribed in chap 3, sec. VI)

Section IV
Referenced Forms

DA Form 2
Personnel Qualification Record, Part I.

DA Form 2–1
Personnel Qualification Record, Part II.

DA Form 705
Army Physical Fitness Scorecard.

DA Form 1059
Service School Academic Evaluation Report

DA Form 1380
Record of Individual Performance of Reserve Duty Training

DA Form 2166–8–1
Noncommissioned Officer Counseling Checklist/Record

DA Form 4037
Officer Record Brief

DA Form 7222–1
Senior System Civilian Evaluation Report Support Form

DA Form 7223–1
Base System Civilian Performance Counseling Checklist

SF Form 278
Executive Branch Personnel–Public Disclosure Report and Schedule A (Assets and Income)

NGB Form 25
OER Non–rated Period. (Electronically generated at HQ, NGB)

Appendix B
Warrant Officer Evaluations

B–1. Overview

a. Warrant officers are a distinct category of officer personnel with narrowly focused duties and responsibilities. When assessing performance and potential, the rating chain must recognize the basic differences between warrant officers and commissioned officers. This appendix describes the differences, policies, and instructions to consider when evaluating warrant officers.

b. Warrant Officer definition—"An officer appointed by warrant (or by commission to the chief warrant grades) by the Secretary of the Army, based on a sound level of technical and tactical competence. The warrant officer is the highly specialized expert and trainer who, by gaining progressive levels of expertise and leadership, operates, maintains, administers, and manages the Army's equipment, support activities, or technical systems for an entire career "

B–2. Evaluation considerations

a. Warrant officer status. Warrant officers are comparable to commissioned officers in that both must be technically and tactically competent and are authorized to perform similar functions (such as, commanding a station, unit, or detachment; certifying vouchers; administering oaths; disbursing funds; and imposing discipline). Despite these similarities, the professional development, utilization, and evaluation of warrant officers differ from those of commissioned officers. The following differences must be considered when evaluating warrant officers.

(1) Warrant officers are appointed to serve in technical military occupational specialties (MOS). Thus, their professional development is aimed at increasing competence in their specialties.

(2) Warrant officers are technical operators, managers, administrators, or maintainers throughout their careers. Therefore, evaluations should focus on the potential for continued service in the technical positions for which they are trained and qualified. Warrant officers should not be evaluated on their potential to fill positions of responsibility outside their specialties, except for those DA/MACOM–level branch/MOS immaterial positions within the Army where duties require a broad spectrum of knowledge of the organization and functions of the Warrant Officer Corps, but are not associated directly with any specific branch or MOS.

b. Career patterns. Career patterns must be considered when evaluating warrant officers. DA Pamphlet 600–11, Warrant Officer Professional Development, contains general models that can aid in assessing self–development, professional preparation, and potential.

(1) MOS. Warrant officers are skilled technicians whose career patterns are focused on MOS qualifications. They must be assigned principal duties for their grade or next lower grade in only their primary or additional MOS. Exceptions require HQDA approval IAW DA Pam 611–21); and must be explained in part IIIe, DA Form 67–9.

(2) Special emphasis areas. In addition to the requirement to maintain technical and tactical competence in their MOS, warrant officers must demonstrate performance and potential as Army officers. They must display leadership qualities, managerial talents, and technical and tactical competence in both their principal duty and in special emphasis areas involving other missions, tasks and objectives that support the primary organizational mission. These areas include:

(a) Communicate effectively (brief supervisors and counsel subordinates).

(b) Deal sensitively with people.

(c) Perform a variety of tasks efficiently (special emphasis areas as well as principal duties).

(d) Develop plans and supervise their execution. Note that when evaluating a warrant officer's performance in special emphasis areas, it must not be assumed that he or she is able to do all types of technical work. His or her training and experience must be considered. If a warrant officer performs duty in special emphasis areas outside his or her technical specialty, the evaluation should be based on willingness to assume responsibility, innovation, organizational ability, supervisory talents, thoroughness, and so forth.

(3) Career progression. When evaluating potential for selection actions (i.e., promotion, retention, professional development, significant assignments), rating officials must understand the progression pattern in the individual's specific career field. Like commissioned officers, warrant officer careers progress in positions of increased responsibility. However, unlike commissioned officer positions, the skill hierarchy in warrant officer positions of responsibility is not always parallel to organizational echelons. For example, in some MOS, company level technical and tactical skill requirements may be greater than those required in the same MOS at battalion level. Progression within an MOS is

aimed at preparing the individual to assume positions of increased responsibility within his or her career field and is not always associated with progression in the Army's organizational structure. Developmental opportunities to consider when evaluating potential in each career field are found in DA Pamphlet 600–11. The highest potential evaluations should go to those who have, by demonstrated performance, shown that they are qualified for appropriate training and assignment. Performance evaluation should include the full range of warrant officer duties, technical and tactical expertise in their MOS, and leadership and managerial skills.

c. Education. Rating officials must be aware of educational requirements in the warrant officer's career field when evaluating potential.

(1) "The Warrant Officer Education System" (WOES), described in DA Pamphlet 600–11, summarizes the training warrant officers receive to become qualified as leaders, technical operators, maintainers, administrators, and managers. Technical qualification may be obtained through formal civilian or military schooling, on–the–job training, and individual study. The minimum civilian education prerequisite for appointment as a warrant officer is normally high school completion. The HQDA civilian education objective is attainment of an associate degree in a MOS–related discipline by the fifth year of warrant officer service and a baccalaureate degree prior to promotion to CW4.

(2) Relationship of evaluation to education career pattern. Technical advances and new equipment and concepts dictate that the warrant officer stay technically and tactically proficient. The functional and career training requirements of his or her MOS are determined by MOS proponents and approved by HQDA under the Total Warrant Officer System. When evaluating educational progress and potential for future schooling, rating officials should refer to DA Pamphlet 600–11 for requirements in each career field. Rating officials should comment in the performance section of the OER on any recently increased educational qualifications and on individual efforts to attain HQDA civilian educational goals. Comments should be made in Part Ve on whether the individual should attend a specific functional course in his or her career pattern.

B–3. The evaluation forms

The basic forms used to evaluate commissioned officers and warrant officers are the same. However, some entries on the DA Form 67–9 for warrant officers are different from those for commissioned officers. These differences are noted below:

a. Part If. Enter the warrant officer's Primary Military Occupational Specialty (PMOS).

b. Part III. Enter the MOS of the warrant officer's principal duty in item b. If this entry is not the same as the PMOS in part If or an additional MOS (AMOS) held by the warrant officer, refer to the HQDA career management approval in part IIIe (see para 1–7, DA Pam 611–21).

c. Part IV. The rater should compare the rated officer's professionalism with the norms and values that apply to all officers regardless of grade or duty position.

d. Part V. Part V is used as with commissioned officers. To add relevance to the rating, the rater must know the technical qualifications the rated warrant officer should possess.

e. Parts VI and VII. These are the same for warrant officers and commissioned officers. Warrant officers, however, must also be rated on their potential for the technical positions in which they are qualified and not those positions with responsibilities outside their specialties.

Appendix C
Evaluation of U.S. Army Chaplains

This appendix provides guidance in two parts. Section I is an overview of the requirements, performance, and attributes of religious support in the military. Section II provides guidance for effective use of DA Forms 67–9 and 67–9–1. It is essential for persons in the evaluation process to have a clear understanding of both this appendix and AR 165–1, "Chaplains Activities in the United States Army."

Section I
Overview

C–1.

It is essential that the needs of and the responsibility for military religious support in any given situation be clearly defined. Commanders fulfill their responsibility for the total religious welfare of their command by ensuring that DA Form 67–9–1 is used to discuss the performance of chaplains (to include staff officer and religious support responsibilities). Chaplains fulfill their responsibilities for military religious support by:

a. Realizing that each opportunity for religious support is unique.

b. Carefully analyzing their capabilities.

c. Understanding their denominational obligations and responsibilities.

d. Meeting the needs of the organization.

e. Meeting the various needs of the community of faith and the represented distinctive faith groups.

C–2.

Chaplains are normally ordered to active duty as first lieutenants and are promoted to captain within a few months of coming on active duty. Some chaplains may enter active duty as a captain based on their number of years of civilian pastoral experience or reserve rank. Rating officials must understand that chaplains, with a given date of rank, generally have less military experience than their line–officer peers with the same date of rank. This should be considered when evaluating chaplains. As an exception to policy, a few chaplains may enter active duty as field grade officers based on their reserve rank.

C–3.

While the Army maintains a common standard of training, requirements for seminary training and pastoral experience before entry on active duty vary among denominations. As a result, chaplains with the same date of rank and similar military experience may have significant variations in age, training and professional experiences. These unique differences must not influence evaluations in OERs; the evaluation should be based on the individual's performance.

C–4.

There will be a chaplain and a nonchaplain in the rating chain, when possible. When a chaplain is not in the rating chain a senior chaplain familiar with the rated chaplain's performance (if available) may be designated as intermediate rater. The provisions of paragraph 2–22b(2) may apply when it is not practical to designate a chaplain as intermediate rater (see paras 2–6 and 3–18c(3)).

C–5.

Chaplains are assigned in accordance with the Command Master Religious Program to provide unit, area and denominational coverage. Because of the dispersion of troops and a shortage of particular denominational chaplains, commanders need to support chaplains required to perform area religious support. Commanders should understand the additional duties of particular chaplains and release them for area religious support.

C–6.

Certain skills and attributes are important for professional development of the chaplain and should be considered by the rating officials when completing DA Forms 67–9 and 67–9–1. Some examples of chaplain leadership potential are:

a. The ability to support the professionalism of other chaplains. There is a diversity of ministry and pastoral styles and denominational requirements among Army chaplains. The chaplain's supervisor must understand and appreciate the diversity, and support those involved in religious support different from his or her own. Chaplains must be constructive and objective in their supervision of other chaplains.

b. Consultation and confrontation skills. The chaplain raises questions that enable commanders to understand the religious, moral, and ethical impact of issues. This relationship is issue oriented, nonblaming, and specific.

c. Accountability. The chaplain must accept responsibility for success or failure and learn from the experiences.

d. Integration. The chaplain should seek to integrate specific military staff skills with his or her professional religious convictions, practices and the Army values. The chaplain demonstrates an ability to function in crisis and under stress.

e. Spiritual discernment. Chaplains, as men and women of faith, need to identify and enumerate the diverse possibilities of spiritual significance of common life experiences among the people they support.

f. Risk–taking ability. In meeting the distinctive and diverse needs of soldiers and families, the chaplain must possess maturity and skills to effect change even at the risk of being criticized for exercising his or her convictions.

g. Development of a "system sense." Chaplains must understand and appreciate the Army system in which religious support is performed and how the chaplain can influence the spiritual, ethical and moral good of the community. The "system sense" normally develops as chaplains progress in grade and staff experience.

h. Performance counseling. Performance counseling is a supervisory skill. Performance counseling is objective and conveys to the supervised person the nature and quality of his or her functioning on the job.

C–7.

Every chaplain has professional skills and responsibilities under the Chaplaincy's two core capabilities of religious support and special staff work. The chaplain's assignment will indicate the balance of work performed under these capabilities. In some cases, the chaplain will be responsible for a preponderance of religious support responsibilities and will require the support, training, and evaluation suitable for this work. In other cases, the chaplain will be assigned to a preponderance of staff work and will require the support, training and evaluation appropriate for the assignment. In every assignment, as part of the core mission of the Chaplaincy, chaplains will perform some functions under religious support and staff work. The following functions are often performed by chaplains. Knowledge of these functions should assist rating officials in evaluating an effective religious support programs.

a. Provide religious services and programs designed to meet the needs of diverse and distinctive faith groups in the organization and community (see AR 165–1).

b. Question military procedures and policies that violate the ethical and moral values of the Army; and isolate or unjustly treat individuals or groups.

c. Support and respect the distinctive requirements and approaches to the religious professionalism of other chaplains (see AR 165–1).

d. Cooperate in the total command religious program and ensure religious support for units that have no assigned chaplains (see AR 165–1)

e. Identify for the command potentially disruptive social patterns that violate federal standards for equal opportunity.

f. Enlist, train, and involve persons in programs of worship, community involvement and religious education.

g. Facilitate healthy interpersonal relationships in congregational activities, work groups, family life, and community activities.

h. Use creative methods of instruction that involve people in personal and spiritual growth.

i. Establish rapport with persons (to include military personnel, authorized civilians ((AR 165–1)), retired personnel, and their families) of varied religious, cultural, and social backgrounds.

j. Effectively manage current resources and identify additional resources needed to implement religious programs.

k. Advise and assist Reserve Components concerning military religious support.

l. Perform religious support in crisis.

m. Provide ethical and moral leadership on the battlefield.

n. Provide instruction to soldiers and family members that will develop their understanding in such areas as relationships, drug and alcohol awareness, family separation, and stress management.

o. Prepare for mobilization and deployment.

p. integrate and utilize chaplain assistant in accomplishing unit ministry team mission.

Section II
Specific Guidance

C–8.

The following guidance will assist the rating officials to complete certain portions on DA Form 67–9:

a. Part IIIa. Select the most appropriate, specific functional duty position title. The following representative duty position titles may be used, although the list is not complete:

(1) Chaplaincy resources manager.

(2) Clinical pastoral educator.

(3) Command or unit (i.e., Bn, Bde, Div) staff chaplain.

(4) Community parish pastor.

(5) Confinement facility chaplain.

(6) Family life center chaplain.

(7) Hospital or medical center chaplain.

(8) Pastoral coordinator.

(9) Reserve component chaplain coordinator.

(10) Service school instructor.

(11) Work force chaplain.

(12) Operations and staff support chaplain.

(13) Other areas of interest that do not require full–time activity but provide significant ministries should be added to the above list as additional duties. The following list is representative:

(a) Supervisory chaplain (number of chaplains supervised).

(b) Staff and parish development consultant.

(c) Training manager (supervises UMT training plans and execution of UMT).

(d) Religious education supervisor.

(e) Area ministry.

b. Parts Vb, VI, VIIc. The list below represents some of those areas in which you may rate the chaplain to be the most competent and have the greatest potential.

(1) Preaching and leading in worship.

(2) Religious education.

(3) Pastoral counseling.

(4) Staff writing.

(5) Staff officer.

(6) Supervision of other chaplains and staff.
(7) Staff and parish development.
(8) Pastoral visitation of troops and families.
(9) Human relations and small group ministry.
(10) Program or project management.
(11) Administration.
(12) Civilian community relations.
(13) Reserve component chaplain coordinator.
(14) Resource management.
(15) Unit ministry team leader.

c. Parts Vb, VI, VIIc. If the rated chaplain is well qualified for advanced professional (civilian) training, identify no more than two areas for which he or she should be recommended using the list in paragraph a above.

d. Parts Vb, VI, VIIc. If appropriate, cite instances of the chaplain's specific performance using paragraph C–7.

e. Chaplains participating in the CPE or Family Life Chaplain Training Supervisory in Training (SIT) program will receive an AER for the first year in the SIT program and OERs for subsequent evaluations during the SIT program.

Appendix D
Special Considerations for Rating JAGC Officers

D–1. Overview

Judge Advocate General's Corps (JAGC) officers perform unique duties within the Army. They are officer lawyers and are subject to the same evaluation concepts as other officers. When being evaluated, they should be viewed under a "whole officer" concept and not as a "lawyer only." JAGC officers are staff officers and perform duties as advisors and advocates or counsel. In providing professional legal advice or service, judge advocates must at times advance opinions that are contrary to the views of others. As lawyers, they are bound by a strict code of professional responsibility that provides standards for the legal profession. Rating officials must be mindful of these responsibilities and evaluate JAGC officers accordingly.

D–2. Evaluation of JAGC officers

a. Only The Judge Advocate General (TJAG), The Assistant Judge Advocate General (TAJAG), and commissioned officers of the US Army judiciary may serve as rater, intermediate rater, or senior rater of a JAGC officer assigned to the US Army judiciary as a military judge or to the US Army Legal Services Agency as a military magistrate.

b. No convening authority or any member of his or her staff may evaluate a JAGC officer assigned additional duties as a military judge or as military magistrate on the performance of his or her duties in that capacity.

c. No rating official will give an adverse or less favorable rating or comment regarding a rated officer because he or she zealously represented as counsel any accused or respondent before court–martial or administrative board proceedings.

D–3. Evaluating officer detailed to on–the–job training

a. Officers attending law school under TJAG's Funded Legal Education Program must be evaluated for periods of on–the–job training, as described in paragraph 3–49. When evaluating these officers, consider their grade, experience, and schooling. They must not be compared with experienced lawyers.

b. For officers taking part in the Funded Legal Education Program, the following entry will be placed in part IIIe of DA Form 67–9: "Officer is a full–time, active–duty student attending law school at Government expense under AR 27–1. On–the–job training continues in the summer when school is not in session."

D–4. Initial tour of extended active duty (see para 3–47)

A report will be rendered upon completion of 120 duty days as a JAGC officer, regardless of prior service in other than JAGC, in a principal duty assignment under a single rater. This applies only if no report has been made during the current period of service. This applies to officers who complete law school under TJAG's Funded Legal Education Program (AR 27–1). Officers programmed for attendance at an officer basic course will not be rated under this paragraph before attending the course.

D–5. JAGC officers assigned to the US Army Trial Defense Service.

These officers are not considered to be under dual supervision (para 2–22).

Appendix E
Evaluation of U.S. Army Medical Department Officers

E–1.

The OER has a unique purpose when used to evaluate the performance and potential of Medical Corps (MC), Dental Corps (DE), Veterinary Corps (VC), Army Nurse Corps (AN), Medical Specialist Corps (SP), Medical Service Corps (MS) resident, intern, and fellowship students in graduate health education. Therefore, it should be given primary emphasis in the evaluation process. Special instructions for rating MC, DE, VC, AN, SP, and MS residents, interns, and fellowship students are specified below.

a. The evaluation forms will be completed as prescribed in chapter 3 unless indicated otherwise in this appendix.

b. DA Form 67–9–1, OER Support Form:

(1) Part I will be completed by the PSB or administrative office. The duty title should be specific (e.g., intern, first year surgical resident, dietetic intern, dental general practice resident, veterinary preceptorship, clinical pathology).

(2) Part II will be completed by the PSB or administrative office. The duty AOC for this assignment will reflect the specialty for which the rated officer is being trained.

(3) Part III should describe the program goals (to include academic and practicum requirements) and achievements during the rating period.

(4) Part IV will include comments by the rater and intermediate rater (if any) for the senior rater.

c. DA Form 67–9 will be completed in accordance with section IV of chapter 3.

(1) Part I, item f. Designated Specialty. This entry will be the specialty for which the rated officer is being trained.

(2) Part II, Authentication. Complete in accordance with paragraph 3–17.

(3) Part III, Duty Description.

(a) Item a, Principal Duty title. The duty title should parallel the duty title shown on the DA Form 67–9–1.

(b) Item b, Duty AOC. Enter the specialty for which the rated officer is being trained.

(c) Item c, Place an "X" in the applicable box.

(d) Item d, Leave blank.

(e) Item e, Duty Description. This portion allows the rater to describe the rated officer's program, to include academic and practicum requirements during the rated period. Most raters will use Part IIIa of DA Form 67–9–1 to help them complete this section. This information is particularly important to DA selection boards; therefore, raters will record it with thought and detail.

(4) Part IV, Performance Evaluation–Professionalism.

(a) Item a, Army Values. The rater completes this item. It lists values that define professionalism for the Army officer (para 3–19). Evaluation of each value should be in the context of the graduate health education experience, to include clinical and academic environments. A list of these values and their definitions is provided in paragraph 3–19.

(b) Item b. Leader attributes/skills/actions. Complete by placing an "x" in either the "yes" or "no" box and selecting six, one from attributes, two from skills, and three from actions, which provide the best leader word picture of that rated officer. Comments may also be provided in Part Vb. Comments on "no" entries are mandatory. A list of attributes/skills/actions and their definitions are provided in paragraph 3–19.

(5) Part V, Performance and Potential Evaluation (rater).

(a) Item a. Complete as prescribed.

(b) Item b. Comment on specific aspects of performance and potential. This portion is most significant because it provides DA with a detailed account of the participant's progress in his or her graduate health education. These comments will describe the rated officer's academic and practicum achievements. In the case of Medical and Dental Corps officers, the House Staff Evaluation Report, as required by AR 351–3, will assist the rating official. These comments should be brief but should provide DA with a clear description of the officer's graduate education progress.

(c) Item c. Complete as prescribed.

(6) Part VI, Intermediate Rater. Complete as directed in paragraph 3–21.

(7) Part VII, Senior Rater.

(a) Item a, Promotion Potential. Complete as prescribed.

(b) Item b, Potential Evaluation. Graduate health education (GHE) is considered a learning experience; therefore, to promote maximum participation by the rated officer, this section will not be completed on AMEDD officers participating in GHE, with the exception of DE, MC, and VC officers who will receive senior rater block checks in part VIIb, Potential Evaluation. Personnel officers will ensure, for those officers noted as not receiving a block check in part VIIb, that this part of the report not be completed by making an "X" across the entire section of part VIIb, Potential Evaluation (see also c(2) above).

(c) Item c. Comments. Complete as prescribed.

d. Rating officials.

(1) Medical Corps and Dental Corps officers: Commanders will designate as rating officials those staff officers directly responsible for the education program of the rated officer at the lowest practical level. As an exception to

paragraph 2–4, 2–5, and 2–6, the rating officials need not be senior to the rated officer; however, the senior rater must be senior in grade or date of rank to the rater.

(2) Other AMEDD officers: As directed by proper authority.

(3) As an exception to paragraph 2–4, 2–5, and 2–6, the teaching chiefs for Dental Graduate Education Programs are authorized to rate officers senior to them in grade and date of rank. This exception will be used only when the teaching chief totally supervises the student's graduate level instructions and day–to–day duties in the educational environments.

e. Submission of Reports–Change in type of internship. If an officer changes from a rotating (or flexible) internship to a straight internship in an expanded residency specialty after 90 days but prior to completion of the internship year, a report will be submitted. If the officer has already been selected for a residency in the specialty to which the internship is changed, submit a change of duty report showing the new duty as first year GME; otherwise, submit a change of rater report.

E–2.

Military Physician Assistants (PA) work directly under the control of a supervising physician in performing their patient care duties. This supervising physician will be included as either the rater or the senior rater of the PA in all cases. When the supervising physician is not assigned to the same organizational element, a case of dual supervision may exist. In this case the commander will designate the other rating official (rater or senior rater) as indicated in paragraph 2–22,

E–3.

The following rules have been established for Regional Medical Commands (RMCs), U.S. Army Medical Department Center and School (USAMEDDC&S), U.S. Army Medical Research and Materiel Command (USAMRMC), U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM), U.S. Army Dental Command (USADENCOM), U.S. Army Regional Dental Command (RDC), U.S. Army Area Dental Laboratories (ADL), U.S. Army Medical Department Activities (USAMEDDAC), U.S. Army Dental Activities (DENTAC), U.S. Army Aeromedical Center (USAAMC), U.S. Army Veterinary Command (VETCOM), U.S. Army Regional Veterinary Command (RVC), and U.S. Army District Veterinary Command (DVC):

a. The following rules apply when preparing rating schemes for MEDCOM major subordinate commanders:

(1) The installation/community commander will be the rater when senior in grade or date of rank, to the RMC commander, and of junior or equal rank to the DCG, MEDCOM.

(2) A member of the installation/community commander's staff, senior to the RMC commander, will be the rater when the installation commander is senior in grade to the DCG, MEDCOM.

(3) When the installation/community commander is junior in grade or date of rank, to the RMC commander, the DCG, MEDCOM, will be the rater and the senior rater will be the CG, MEDCOM.

(4) The Deputy Commander in Chief, U.S. Army Europe, will rate the European RMC Commander. The senior rater will be the CG, MEDCOM, regardless of date of rank.

(5) The DCG, MEDCOM, will rate the Pacific RMC Commander, grade or date of rank permitting, and the senior rater will be the U.S. Army Pacific Commander. If the Pacific RMC Commander is senior to the DCG, MEDCOM, the CG, MEDCOM, will be the rater.

(6) All other major subordinate command commanders will be rated by the DCG, MEDCOM, grade or date of rank permitting, and senior rated by the CG, MEDCOM.

b. When none of the above rules can be applied, the CG, MEDCOM, will be the rater and senior rater for the major subordinate commander concerned. The installation/community supervisor, if applicable, may submit written comments concerning the rated officer's duty performance to the Commander, MEDCOM, ATTN: MCPE–MA, for use by the rater/senior rater.

c. As an exception to paragraph 2–6b(2), and Table 2–1, officers in the following positions when senior in date of rank to both the rated officer and the rater, may serve as senior rater for all AMEDD colonels assigned to HQ, MEDCOM, and colonels rated by MEDCOM subordinate commanders. This exception does not permit these officers to rate colonels in command positions, or to serve as both rater and senior rater for the same rated officer.

(1) The Director, Clinical Operations, MEDCOM, for all assigned or attached AMEDD Corps colonels, except Dental and Veterinary Corps.

(2) The Deputy Commander for Administration/Chief of Staff, MEDCOM, for all assigned or attached colonels.

(3) The DENCOM, VETCOM, RMC, RVC, RDC, MEDDAC, DENTAC, and other MEDCOM subordinate commanders in the grade of colonel, for all assigned and attached colonels.

(4) Subordinate commanders of USAMRMC in the grade of colonel, for assigned or attached colonels.

d. The installation/community and the RMC commanders will rate and senior rate the USAMEDDAC and USAAMC commanders. The senior officer will serve as the senior rater.

e. Following is the rating chain rules for the DENCOM, RDC, DENTAC, ADL commanders, and executive officers:

(1) The DCG, MEDCOM, will rate the DENCOM commander. The senior rater will be the CG, MEDCOM.

(2) The DENCOM commander will establish the rating schemes for the RDC, DENTAC, ADL commanders, and executive officers.

f. Rating chain rules for VETCOM, RVC, DVC commanders, and Veterinary Corps (VC) officers are as follows:

(1) The DCG, MEDCOM, will rate the VETCOM commander. The senior rater will be the CG, MEDCOM.

(2) The VETCOM commander will rate the RVC commanders. The senior rater will be the RMC commander, grade or date of rank permitting.

(3) The RVC commander will rate DVC commanders. The senior rater will be the VETCOM commander.

(4) The DVC commander will rate branch VC officers. The senior rater will be the RVC commander.

(5) The branch VC officers will rate section VC officers. The senior rater will be the DVC commander, grade or date of rank permitting.

(6) HQ, VETCOM will establish rating schemes not fitting into the categories listed above.

g. Deputy Commanders for Administration (DCA) are rated by:

(1) The RMC commanders for DCAs assigned to RMCs. RMC commanders of General Officer grade will also senior rate.

(2) The MEDDAC/field grade RMC commander for DCAs assigned to MEDDACs or RMCs without General Officer commander. At the discretion of the commander, the senior rater will be the RMC commander or the installation commander, grade or date of rank permitting.

h. Deputy Commanders for Clinical Services (DCCS) are rated by:

(1) The General Officer RMC commander, who will also senior rate.

(2) The field grade RMC commanders with the MEDCOM commander or a designated member of the HQ MEDCOM staff senior rating.

(3) The MEDDAC commander and senior rated by the RMC commander or a member of the RMC staff, grade or date of rank permitting. HQ MEDCOM will designate the senior rater for those DCCSs who cannot be senior rated within the RMC.

i. Chief Nurse is rated by:

(1) The RMC DCCS or commander for the RMC chief nurse. If rated by the DCCS, the RMC commander will senior rate. Those rated by the commander will also be senior rated by the commander, if of General Officer grade. The MEDCOM commander or a member of the HQ MEDCOM staff will senior rate those rated by a field grade RMC commander.

(2) The DCCS or commander will rate MEDDAC chief nurses. If rated by the DCCS, the commander will senior rate. If rated by the commander, the RMC chief nurse will intermediate rate, grade or date of rank permitting, and the RMC commander (General Officer) will senior rate.

j. Certified Registered Nurse Anesthetists (CRNA). Supervisory personnel in the Departments of Nursing and Surgery will evaluate the CRNA. Seniority will determine the rater and senior rater responsibilities.

k. Rating Schemes for specified cases. Commanders, chiefs, or officers–in–charge of health clinics or installations where there is no RMC or MEDDAC, who also serve the installation commander as director of health services, are rated by:

(1) The installation commander when senior to the rated officer, and junior in grade or date of rank to the RMC or MEDDAC commander, exercising command control over the health clinic. The senior rater is the RMC or MEDDAC commander.

(2) A member of the installation commander's staff senior to the rated officer, when the installation commander is senior to the RMC and/or MEDDAC commander exercising command control over the health clinic. The senior rater is the RMC or MEDDAC commander.

(3) The RMC or MEDDAC commander exercising command control over the health clinic when the installation commander is junior in grade or date of rank to the rated officer. The installation commander will provide a letter of input for the rater's use in preparing the OER. The General Officer RMC commanders will also senior rate. In cases where the MEDDAC/field grade RMC commander is the rater, the Commander, MEDCOM will designate the senior rater.

l. Establish rating schemes for Chiefs of Departments of Dentistry in RMC and/or MEDDAC as follows:

(1) RMC– the Deputy DENTAC commander should be the rater; the DCCS or Chief, Department of Surgery the intermediate rater, date of rank permitting; and the DENTAC commander the senior rater.

(2) MEDDAC – the Deputy DENTAC commander should be the rater; the MEDDAC DCCS or the Chief of Surgery the intermediate rater, date of rank permitting; and the DENTAC commander the senior rater.

m. The OER rating scheme for Dental Corps officers assigned to a DENTAC will include only Dental Corps officers, except as indicated otherwise in this appendix.

n. Except as indicated in this appendix, the rating chain for all MEDCOM personnel will be in MEDCOM channels.

o. Where compliance with paragraph E–3 cannot be accomplished due to grade, or date of rank structure, contact the Deputy Chief of Staff for Personnel, MEDCOM, for assistance in establishing the proper rating scheme.

p. Because of the unusually large number of AMEDD colonels assigned to the United States Forces Korea, the Commander, 18th Medical Command may serve as senior rater for all AMEDD colonels in the organization.

Appendix F
Constructing an Evaluation Report Appeal

F–1. Deciding to appeal

a. An appellant who perceives that an evaluation report is inaccurate in some way has the right to appeal for redress to the appropriate agency. However, before actually preparing an appeal, an objective analysis of the report in question should be made.

b. Review the evaluation report and version of AR 623–105 (Officer Evaluations) and AR 623–1 (Academic Evaluations) that was in effect on the "Thru" date of the report in question, along with this appendix and chapter 4 of the current regulation. Call or visit your career management officials at HQDA to determine whether an appeal is advisable. Local Staff Judge Advocate and PSB personnel are also available to advise and provide assistance in the preparation of an appeal. Paragraphs 6–3 through 6–5, and Table 6–1 of this regulation, provide guidance for a rated individual to request a Commander's Inquiry.

c. Be realistic in the assessment of whether or not to submit an appeal

(1) An evaluation report which is inconsistent with others in an OMPF does not mean that it is inaccurate or unjust. Some individuals do not perform certain duties as well as others and this is one of the things that the evaluation reporting system should indicate.

(2) Appealing an evaluation report on the sole basis of a self–authored statement of disagreement will not be successful. Likewise, statements from rating officials claiming that they did not intend to evaluate as they did will not, alone, serve as the basis for altering or withdrawing an evaluation report.

(3) Careful consideration should be given before submitting an appeal of an evaluation report in which the narrative portions are positive, but the numerical markings or box checks are less than maximum. HQDA expects rating officials to evaluate subordinates based on their own individual conscience and judgment. As such, it is extremely difficult to successfully appeal a report of this nature without compelling evidence to support the appellant.

d. The weight accorded to evidence is critical to the success of an appeal. Appellants should carefully decide what evidence is needed to support claims, whether or not such evidence is available and how to go about obtaining it. If, after considering the nature of a claim, an appellant still believes the evaluation report is inaccurate and evidence is available to support the argument, an individual should prepare and submit an appeal

F–2. Preparing an appeal

a. Develop rationale. An appeal's success depends on the care with which the case is prepared, the line of argument presented and the strength of the evidence presented to support it. Begin by specifically identifying those entries or comments to be challenged, the perceived inaccuracy in each entry or comment, the evidence you think is necessary to prove the alleged inaccuracy, and where and how to obtain such evidence.

b. Obtain Evidence.

(1) Collect supporting evidence necessary to adequately refute contested evaluation report.

(2) Third party statements form the basis of most substantive appeals: "Third parties" are persons who have official knowledge of the rated individual's duty performance during the period of the report being appealed. Statements from individuals who establish they were on hand during the contested rating period, who refute faulting remarks on the evaluation report and who served in positions from which they could observe the appellant's performance and his/her interactions with rating officials, are both useful and supportive. These statements should be specific and not deal in general discussions of the appellant. As an example, if an appellant desired to challenge a comment concerning his or her ability to communicate effectively with subordinates, it would be advantageous for that appellant to provide statements from a cross–section of individuals who could provide specific information pertaining to the faulting comment. Although third party statements can be provided by knowledgeable subordinates, peers, and superiors, additional weight is normally given those statements where the authors occupied vantage points during the contested period that closely approximated those of the rating officials. An example could be a battalion executive officer that had knowledge of the situation in a company, battery or troop. Such third party statements should be on letterhead if possible, describe the author's duty relationship to the appellant during the period of the contested report, degree (frequency) of observation and should include the author's current address and telephone number.

(3) Statements from rating officials often reflect retrospective thinking, or second thoughts, prompted by an appellant's non–selection or other unfavorable personnel action claimed to be the sole result of the contested report. As a result, claims by rating officials that they did not intend to evaluate as they did will not, alone, serve as the basis of altering or withdrawing an evaluation report. Rating officials may, however, provide statements of support contending the discovery of new information that would have resulted in an improved evaluation had it been known at the time of report preparations. Such statements must describe what the new information consists of, when and how it was

discovered, why it was reportedly unknown at the time of report preparation and the logical impact it may have had on the contested report had it been known at the time the report was originally prepared (see para 3–58).

(4) Official documents may substantiate that an evaluation report is in error.

(a) In an administrative appeal, for example, a certified copy of a published rating scheme in effect during a specific report period may indicate that an incorrect rating official prepared an evaluation; or duty appointment orders and appropriate extracts from local personnel records may indicate that the period of a report, duty title or periods of nonrated time are incorrect.

(b) For substantive claims certain documents such as Annual General Inspection results may be helpful in refuting faulting remarks on an evaluation report concerning an appellant's duty performance, provided such documents are certified as official true copies, are relevant to the report period and specifically pertain to faulting comments.

(c) Award citations and letters of commendation may or may not be of value. The period and circumstances surrounding an award or letter of commendation must be compared to the contested period and circumstances surrounding the contested evaluation report. Are they relevant to the period? Germane? Do they refute the report?

(5) To obtain current mailing addresses of Army personnel, check first with your local PSB to see if your installation has a copy of the US Army Locator for members on active duty. If so, make arrangements to review that file for current Army addresses. If not available, write to the Active Army Locator. Appellants (both officer and enlisted) should include the full name and SSN of those individuals and address correspondence to the Army World Wide Locator, 8899 E. 56th St., Indianapolis, IN 46249–5301. If the individuals in question have since retired or have otherwise left active duty, write to the National Personnel Records Center, Army Reference Branch (NCPMA) 9700 Page Avenue, St. Louis, MO 63132–5260. The individual's full name and SSN must be provided along with the request. State that this is for official use, i.e., in conjunction with an OER appeal. To protect the privacy of individuals no longer on active duty, these agencies will normally forward correspondence to the appropriate individual rather than provide an address.

(6) Relevant portions of official documents such as AGI, ARTEP or Command Inspection results may be obtained under the Freedom of Information Act (FOIA) by writing the individual unit or headquarters responsible for conducting such inspections. Addresses for military organizations can be obtained by contacting your servicing PSB.

(7) To obtain records to verify dates, start with the Military Personnel Records Jacket ("Field 201 File") for orders and other documents, or contact former organization PSBs or unit level personnel offices to determine whether records are still retained.

c. Cover memorandum and appeal format.

(1) Refine arguments and formalize the appeal. Appropriate cover memorandum formats can be found in chapter 6, figures 6–1 through 6–6. The appeal cover letter should be a typed, military memorandum on letterhead or white bond paper. Identify in the first paragraph name, rank, branch, SSN, period of report and priority of appeal, as determined in paragraph 6–9. Include a DSN or commercial phone number and correct mailing address. Home address may be used, if preferred. Use this memorandum as the transmittal of the appeal.

(2) Identify the specific portion(s) of the report being contested. Be clear, brief and specific. If detailed information is essential, add a statement as an enclosure to the appeal. Indicate the specific changes requested, i.e., a single change, a combination of changes or total removal of the report. All enclosures should be tabbed and listed for ease of reference and cited in the written presentation of the case. Sign and date the cover letter.

d. Submission.

(1) Before finalizing the appeal, an appellant should have the entire package reviewed by a disinterested third party in whom he or she has trust and confidence. This third party review may help remove emotionalism and poor logic from the case. The appeal package should not be submitted until the appellant is satisfied that he or she has presented a logical, well–constructed case, as fully documented as possible.

(2) For an appeal contesting an evaluation report pertaining to a period of active duty, submit the finalized appeal in duplicate (i.e., two complete packets) directly to Army Human Resources Command-Alexandria, ATTN: AHRC–MSE–A, 200 Stovall Street, Alexandria, VA 22332–0442.

(3) Appeals contesting an evaluation report for a period of inactive Reserve should be submitted to Army Human Resources Command–St. Louis, ATTN: AHRC–PAV–EA, 1 Reserve Way, St. Louis, MO 63132–5200.

(4) Appeals contesting an evaluation report for a period of National Guard service should be submitted to National Guard Bureau, ARNG Readiness Center, ATTN: NGB–ARP–C (Appeals Section), 111 S. George Mason Drive, Arlington, VA 22204–1382.

(5) Verify all necessary information (SSN, signature, date, mailing address, and telephone number).

Appendix G
Codes for Use with DA Form 67–9

G–1. Grade codes
See AR 680–29, paragraph 1–32.

G–2. Branch codes
See AR 680–29, paragraph 1–12.

Appendix H
Personnel Center Addresses

H–1. Recommended changes
Forward recommended changes to this regulation to the address below. To contact by phone, call Defense System Network (DSN) 221–9660 or commercial (703) 325–9660. Active duty policy guidance is available at http://www.perscomonline.army.mil/tagd/MSD/msdweb.htm.

Army Human Resources Command–Alexandria
ATTN: AHRC–MSE, 200 Stovall Street
Alexandria, VA 22332–0442

H–2. On–line access
*Must have Army Knowledge Online (AKO) account for log–in. On–line access to active duty official military personnel file (OMPF) available at https://www.ompf.hoffman.army.mil.

H–3. OERs and subsequent addendums
Forward active duty OERs and subsequent addendums to the address below. Phone: DSN 221–4200, 221–7789, or commercial (703) 325–4200 or (703) 325–7789.

Army Human Resources Command–Alexandria
ATTN: AHRC–MSE–R
Alexandria, VA 22332–0442
Forward USAR reports to the address below. Phone: DSN 892–0676 or 892–0576, or commercial (314) 592–0676 or (314) 592–0576

Army Human Resources Command–St. Louis
ATTN: AHRC–PAV–EO, 1 Reserve Way
St. Louis, MO 63132–52002
Forward NGB reports to

NGB–ARP–C OER Section, National Guard Bureau, ARNG Readiness Center
ATTN: NGB–ARP–C (OER Section), 111 South George Mason Drive
Arlington, VA 22204–1382

H–4. Active duty appeal requests
Forward active duty appeal requests to the address below. Phone: DSN 221–8642 or 221–8643, or commercial (703) 325–8642 or (703) 325–8643.

Army Human Resources Command–Alexandria
ATTN: AHRC–MSE–A, 200 Stovall Street
Alexandria, VA 22332–0442

H–5. Active duty HQDA reviews
Request active duty HQDA reviews from the address below. Phone: DSN 221–4200 or 221–7789, or commercial (703) 325–4200 or (703) 325–7789.

Army Human Resources Command–Alexandria
ATTN: AHRC–MSE–R, 200 Stovall Street
Alexandria, VA 22332–0442

H–6. Active duty commander's inquiry

Forward active duty Commander's Inquiry to the address below. Phone: DSN 221–9660 or commercial (703) 325–9660.

Army Human Resources Command–Alexandria
ATTN: AHRC–MSE, 200 Stovall Street
Alexandria, VA 22332–0442

H–7. Active duty DA Form 67–9–2

Request a copy of active duty DA Form 67–9–2 from the address below. Phone: DSN 221–9660 or commercial (703) 325–9660.

Army Human Resources Command–Alexandria
ATTN: AHRC–MSE, 200 Stovall Street
Alexandria, VA 22332–0442

H–8. Request for USAR OMPF

*Must have AKO account for log–in. On–line access to Reserve Component OMPF available at https://www.2xcitizen.usar.army.mil/portal/.

H–9. USAR OER and subsequent addendums

Forward USAR OERs and subsequent addendums to the address below. Phone: DSN 892–0676 or 892–0576, or commercial (314) 592–0676 or (314) 592–0576.

Army Human Resources Command–St. Louis
ATTN: AHRC–PAV–EO, 1 Reserve Way
St. Louis, MO 63132–5200

H–10. USAR appeal requests

Forward USAR appeal requests to the address below. Phone: DSN 892–0576 or commercial (314) 592–0576.

Army Human Resources Command–St. Louis
ATTN: AHRC–PAV–EA, 1 Reserve Way
St. Louis, MO 63132–5200

H–11. USAR HRC reviews

Request USAR HRC–St. Louis reviews from the address below. Phone: DSN 892–0576 or commercial (314) 592–0576.

Army Human Resources Command–St. Louis
ATTN: AHRC–PAV–EA, 1 Reserve Way
St. Louis, MO 63132–5200

H–12. USAR commander's inquiry

Forward USAR Commander's Inquiry to the address below. Phone: DSN 892–0576 or commercial (314) 592–0576.

Army Human Resources Command–St. Louis
ATTN: AHRC–PAV–EA, 1 Reserve Way
St. Louis, MO 63132–5200

H–13. USAR DA Form 67–9–2

Request USAR DA Form 67–9–2 from the address below. Phone: DSN 892–0679 or commercial (314) 592–0679. Must have AKO account for log–in. On–line access to USAR DA Form 67–9–2 available at https://www.2xcitizen.usar.army.mil/portal/.

Army Human Resources Command–St. Louis
ATTN: AHRC–PAV (SR Profile), 1 Reserve Way
St. Louis, MO 63132–5200

H–14. National Guard microfiche

Request a copy of National Guard microfiche from the address below. Phone: DSN 327–7114 or commercial (703)

607–7114 of FAX (703) 607–7184. Email access to National Guard OMPF available at NGB PERMS@NGB.-ARMY.MIL.

National Guard Bureau, ARNG Readiness Center
ATTN: NGB–ARP–C (Customer Service), 111 South George Mason Drive
Arlington, VA 22204–1382

H–15. National Guard OERs

Forward National Guard OERs and subsequent addendums to the address below.

National Guard Bureau, ARNG Readiness Center
ATTN: NGB–ARP–C (OER Section), 111 South George Mason Drive
Arlington, VA 22204–1382

H–16. National Guard OER appeal requests

Forward National Guard OER appeal requests to the address below.

National Guard Bureau, ARNG Readiness Center
ATTN: NGB–ARP–C (Appeals Section), 111 South George Mason Drive
Arlington, VA 22204–1382

H–17. National Guard Commander's Inquiry

Forward National Guard Commander's Inquiry to the address below.

National Guard Bureau, ARNG Readiness Center
ATTN: NGB–ARP–C (Appeals Section), 111 South George Mason Drive
Arlington, VA 22204–1382

H–18. National Guard DA Form 67–9–2

Request National Guard DA Form 67–9–2 from the address below.

National Guard Bureau, ARNG Readiness Center
ATTN: NGB–ARP–C (OER Section), 111 South George Mason Drive
Arlington, VA 22204–1382

Glossary

Section I
Abbreviations

ABCMR
Army Board for Correction of Military Records

ADAPCP
Alcohol and Drug Abuse Prevention and Control Program

ADL
Active Duty List

ADS
Active Duty Support

ADSW
Active Duty for Special Work

ADT
Active Duty for Training

AER
Academic Evaluation Report

AGR
Active Guard and Reserve

AMOS
Additional Military Occupational Specialty

AMEDD
Army Medical Department

AOC
Area of Concentration

APFT
Army Physical Fitness Test

ARNGUS
Army National Guard of the United States

ASI
Additional Skill Identifier

AT
Annual Training

CAS3
Combined Arms Service and Staff School

CGSC
Command and General Staff College

CONUSA
Continental United States Army

CR
Conditional Release

DA
Department of Army

DAC
Department of the Army Civilian

DoD
Department of Defense

DPCA
Director of Personnel and Community Activities

DSF
Developmental Support Form

EEO
Equal Employment Opportunity

EO
Equal Opportunity

FAAD
First Army Augmentation Detachment

FOIA/PA
Freedom of Information Act/Privacy Act

IDT
Inactive Duty Training

IMA
Individual Mobilization Augmentee

IRR
Individual Ready Reserve

MACOM
Major Army Command

MILPO
Military Personnel Office

MOS
Military Occupational Specialty

MS3
Manpower Staffing Standards Systems

MUSARC
Major US Army Reserve Command

NGB
National Guard Bureau

OBC
Officer Basic Course

OCAR
Office of the Chief, Army Reserve

OER
Officer Evaluation Report

OERS
Officer Evaluation Reporting System

OES
Officer Evaluation System

OMF
Officer Master File

OMPF
Official Military Personnel File

OPMS
Officer Personnel Management System

OSRB
Officer Special Review Board

PCS
Permanent Change of Station

USA HRC
U.S. Army Human Resources Command

PMS
Professor of Military Science

PMOS
Primary Military Occupational Specialty

PSB/PSD
Personnel Service Battalion/Personnel Service Division

RA
Regular Army

RTU
Reinforcement Training Unit

SD
Special Duty

SES
Senior Executive Service

SSC
Senior Service College

TDY
Temporary Duty

TPU
Troop Program Unit

TTAD
Temporary Tour of Active Duty

UCMJ
Uniform Code of Military Justice

UA
Universally Administrative

USAEREC
US Army Enlisted Records and Evaluation Center

USAR
United States Army Reserve

USC
United States Code

Section II
Terms

Appeal
The procedure taken by the rated officer or another interested party to correct administrative or substantive type errors for evaluation reports accepted for inclusion in the officer's Official Military Personnel File (OMPF).

Commander Inquiry
Examination of an evaluation report made by a commander in the chain of command above designated evaluation officials to determine if an injustice or violation of regulatory policy has occurred.

Complete–the–Record
An optional evaluation intended to update an officer's file with performance and potential information since the most recent evaluation that has not previously been provided.

Dual Component Personnel
An active duty enlisted officer who simultaneously holds a US Army Reserve officer commission or warrant officer appointment.

Dual Supervision
An officer who, during the entire period of evaluation, is assigned separate responsibilities and receives supervision from two different chains of command or supervision.

'From' Date
The beginning date of the evaluation period; the day following the ending date of the most recent evaluation period.

HQDA Electronically Generated Label
A label generated and placed over the senior rater's potential check box in Part VII, Block b. This label is a HQDA comparison of the senior rater's check box with the senior rater boxes on Part VII, Block b and /or profile at the time the OER processes at HQDA. This comparison generates a label which contains one of the following statements: ABOVE CENTER OF MASS, CENTER OF MASS, BELOW CENTER OF MASS–RETAIN, and BELOW CENTER OF MASS–DO NOT RETAIN.

Intermediate Rater
A supervisor in an officer's chain of command or supervision between the immediate and senior level supervisor. This level of supervision may be in the officer's organization or in a separate organization if under Dual Supervision.

Period Covered
The time, in months, days, and years, that an evaluation report addresses. The period begins on the day following the completion of the most recent evaluation and ends on the day of the event causing the current report to be rendered.

Rater
The officer's first line or immediate supervisor. Primary role is that of counseling on performance and professional development and providing an objective and comprehensive evaluation of the rated officer's performance and potential.

Rating Chain
The designated line of supervision who are responsible for rendering performance and potential evaluations of the officer. Rating chain composition may remain the same or be changed for different evaluation periods.

Rated Officer
The officer on whose performance and potential an evaluation is rendered by the rating chain.

Rated Period
The time during the period covered by an evaluation report during which the officer's performance and potential are evaluated by members of the rating chain. This timeframe may be the same as the period covered by the report or may be shorter if there are periods when the officer was not being evaluated.

Rating Scheme
The publication, in writing, of the officer's rating chain.

Referral
The forwarding of a completed evaluation report to the rated officer for review and acknowledgment. Referral is accomplished, in writing, by the senior rater. This procedure ensures the rated officer is advised of and permitted to comment on adverse information contained in the report prior to it becoming a matter of official record.

Relief
The early removal, by a superior authority, of an officer from a specific duty as a result of a failure in performance or compliance with accepted professional standards.

Reviewer
The rating chain official who performs a final review of the report upon completion to ensure compliance with regulatory policy.

Senior Rater
The senior evaluating official in the rating chain. While he may evaluate performance, he primarily focuses on potential providing the link between day–to–day performance and long term potential to the Army.

Senior Rater Profile
A rating history, complied by HQDA, showing the senior rater's general rating tendency for a specific grade, grade grouping, and component.

Senior Rater Restart
The deletion of an established rating history for all grades or a specific grade or grade grouping. When accomplished, a new rating history (profile) is structured based on evaluation reports rendered following the restart.

Suspension
The temporary removal of the officer from his/her duty position pending a final decision on an adjudicated issue. The period of suspension must be shown as nonrated time on the OER.

'Thru' Date
The final day of the period covered by an evaluation report. It is the day on which the event resulting in the submission of the report occurs.

Section III
Special Abbreviations and Terms
This section contains no entries.

USAPD

ELECTRONIC PUBLISHING SYSTEM
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PIN:	006449–000
DATE:	12-17-04
TIME:	09:38:48
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DOCUMENT:	AR 623–105

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