Personnel Evaluation

Officer Evaluation Reporting System

Headquarters
Department of the Army
Washington, DC
1 April 1998

Unclassified
AR 623-105
Officer Evaluation Reporting System

This revision:

- 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).
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Robert M. Walker
Acting Secretary of the Army

History. This revision for Army Regulation 623–105 was originally published 1 October 1997. It was authenticated by Togo D. West, Jr., Secretary of the Army. This electronic edition publishes the basic 1997 edition and incorporates Change 1. Change 1 was authenticated by Robert M. Walker, Acting Secretary of the Army, and printed 1 April 1998.

Summary. This write-in change is necessary to revise the supersession notice and change the applicability paragraph. This change will effectively reinstate, until 1 October 1998, AR 623-105, dated 15 November 1981 for the Army National Guard of the United States and Army Reserve and for those Active Army officials responsible for preparing reports on Reserve component officers. Users of AR 623-105 are advised to take great care not to confuse the two regulations when preparing OERs for their officers. Effective 1 October 1997 active component and Title 10 Army National Guard officers must be evaluated using AR 623-105, dated 1 October 1997 (DA Form 67-9).

Applicability. This regulation applies to all Active Army officers and Title 10 officers of the Army National Guard of the United States (ARNGUS) effective on 1 October 1997. This regulation applies to all other ARNGUS officers and to Army Reserve (USAR) officers on 1 October 1997, in part, only to the extent that it deals with preparing and using the new Support Form (DA Form 67-9-1). (The Support Form information is contained in chapter 3, section 2.) This regulation is effective on 1 June 1998 for all ARNGUS officers (except Title 10 officers) and on 1 October 1998 for all USAR officers. The 15 November 1981 version of AR 623-105 (contained in Personnel Evaluations UPDATE handbook 6) will remain in effect for ARNGUS officers (except Title 10 officers) and all USAR officers until these respective effective dates.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The Deputy Chief of Staff for Personnel has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The Deputy Chief of Staff for Personnel may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 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 HQDA ODCSPER. Submit your request to Commander, PERSCOM (TAPC-MSE), 200 Stovall Street, Alexandria, VA 22332-0442.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Total Army Personnel Command, ATTN: TAPC-MSE, 200 Stovall Street, Alexandria, VA 22332-0442.

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Contents—Continued

Chapter 2
The Rating Chain, page 4

Section I
Managing the Rating Chain, page 4
Overview • 2–1, page 4
Information • 2–2, page 4
Rating Chain • 2–3, page 4

Section II
Rating Chain Development and Maintenance, page 5
Rules for Designating the Rater • 2–4, page 5
Rules for Designating the Intermediate Rater • 2–5, page 6
Rules for Designating the Senior Rater • 2–6, page 6
Steps for Rating Chain Development and Maintenance • 2–7, page 6

Section III
Rating Chain Members and Responsibilities, page 7
The Rated Officer • 2–8, page 7
Responsibilities of the Rated Officer • 2–9, page 7
Additional Rated Officer Responsibilities for LTs and WO1s • 2–9.1, page 7
The Rater • 2–10, page 7
Responsibilities of the Rater • 2–11, page 7
Additional Rater Responsibilities for LTs and WO1s • 2–11.1, page 7
The Intermediate Rater • 2–12, page 7
Responsibilities of the Intermediate Rater • 2–13, page 8
The Senior Rater • 2–14, page 8
Responsibilities of the Senior Rater • 2–15, page 8
Additional Requirements for Senior Raters of LTs and WO1s. • 2–15.1, page 8
Senior Rater Restart • 2–15.2, page 8

Section IV
Evaluation Reviews, page 8
Required Reviews • 2–16, page 8
Review Responsibilities • 2–17, page 9
Review of Relief Reports • 2–18, page 9
Supplementary Reviews • 2–19, page 10

Section V
Special Evaluation Requirements, page 10
Loss of a Rating Chain Member • 2–20, page 10
Supervisor Serving as Both Rater and Senior Rater • 2–21, page 10
Dual Supervision • 2–22, page 10
Professors of Military Science • 2–23, page 11
Special Requirements for Warrant Officers • 2–24, page 11
Special Requirements for Chaplains • 2–25, page 11
Special Requirements for JAGC Officers • 2–26, page 11
Special Requirements for AMEDD Officers • 2–27, page 11

Chapter 3
Evaluation Forms and Preparation, page 11

Section I
The Evaluation Process, page 11
Overview • 3–1, page 11
Evaluation Principles • 3–2, page 11
Evaluation Forms • 3–3, page 11

Section II
DA Form 67-9-1 (OER support form), page 11
Purpose and Process • 3–4, page 11
The Communication Process • 3–5, page 12
Rated Officer Responsibilities • 3–6, page 12
Rater Responsibilities • 3–7, page 13
Intermediate Rater Responsibilities • 3–8, page 13
Senior Rater Responsibilities • 3–9, page 14

Section III
DA Form 67-9-1a (Junior Officer Developmental Support Form) (JODSF), page 14
Purpose and Process • 3–10, page 14
Rated Officer’s Responsibilities • 3–11, page 14
Rater’s Responsibilities • 3–12, page 14
Intermediate Rater Responsibilities • 3–13, page 15
Senior Rater Responsibilities • 3–14, page 15

Section IV
DA Form 67-9 (Officer Evaluation Report) (OER), page 15
Purpose and Use • 3–15, page 15
Part I, Administrative Data • 3–16, page 15
Part II, Authentication • 3–17, page 16
Part III, Duty Description • 3–18, page 16
Part IV, Performance Evaluation - Professionalism • 3–19, page 17
Part IVC, Height Weight/APFT • 3–19.1, page 17
Part IVd Junior Officer Developmental Support Form • 3–19.2, page 18
Part V, Performance and Potential Evaluation (Rater) • 3–20, page 18
Part VI, Intermediate Rater (if applicable) • 3–21, page 18
Part VII, Senior Rater • 3–22, page 18
HQDA Electronically Generated Label • 3–23, page 19

Section V
Restrictions Applying to DA Form 67-9, page 20
Each Report Must Stand Alone • 3–24, page 20
Comments Limited to the Form • 3–25, page 20
Narrative Gimmicks Prohibited • 3–26, page 20
No References Made to Unproven Derogatory Information • 3–27, page 20
Prohibited Comments • 3–28, page 20
Comments About Marital Status and Spouse • 3–29, page 20
Classified Reports • 3–30, page 21
Participation in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) • 3–31, page 21
Referred Reports • 3–32, page 21
Referral Process • 3–33, page 21
Preparation and Forwarding • 3–34, page 21
Enclosures • 3–35, page 22

Section VI
DA Form 67-9-2 (Senior Rater Profile Report), page 22
Purpose and Use • 3–36, page 22
Part I (Front Side) • 3–37, page 22
Part II (Reverse Side) • 3–38, page 22

Section VII
Mandatory Reports—90 Day Minimum, page 22
Basic Rule • 3–39, page 22
Change of Rater • 3–40, page 23
Change of Duty • 3–41, page 23
Annual Evaluation Report • 3–42, page 23
Departure on Temporary Duty (TDY) or Special Duty (SD) • 3–43, page 23
TDY and SD Supervisors’ Evaluations • 3–44, page 23
Officer Failing Selection for Promotion • 3–45, page 23

Section VIII
Mandatory Reports—Other Than 90-Day Minimum, page 23
Basic Rule • 3–46, page 23
Initial Tour of Extended Active Duty • 3–47, page 23
Application for Regular Army Appointment • 3–48, page 24
Contents—Continued

Table 1–1: Mobilization, page 4
Table 2–1: Rules for establishing rating chains, page 5
Table 2–2: Rating Chain Development and Maintenance, page 6
Table 3–1: Sample of Nonrated Periods, page 26
Table 3–2: Temporary Duty and Special Duty not Related to Principal Duty (other than TDY or SD to attend school), page 26
Table 3–3: Codes and Reasons for Submitting Reports, page 26
Table 3–4: Codes and Reasons for Nonrated Periods, page 27
Table 3–5: Command Codes, page 27
Table 3–6: Forwarding Reports To HQDA, page 27
Table 3–7: Initiating Evaluations, page 28
Table 3–8: Evaluation Report Administrative Control Requirements—Unit, page 29
Table 3–9: Evaluation Report Administrative Control Requirements—PSB, page 30
Table 3–10: Addendum Preparation, page 31
Table 4–1: USAR Evaluation Report Control Requirements, page 45
Table 5–1: DISPOSITION OF ARNG OFFICER OERs, page 53
Table 5–2: Army National Guard State MILPO Codes and Abbreviations, page 54
Table 5–3: Rules for Establishing Rating Chains for General Officers, page 54
Table 6–1: Steps in Conducting a Commander’s Inquiry, page 59
Table 6–2: Appeal Preparation and Checklist, page 59

Figure List

Figure 2–1: Sample format for a supplementary review enclosure, page 9
Figure 3–1: Sample DA Form 67-9-1 (Front Side), page 32
Figure 3–2: Sample DA Form 67-9-1 (Reverse Side), page 33
Figure 3–3: Sample DA Form 67-9-1a (Front Side), page 34
Figure 3–4: Sample DA Form 67-9-1a (Reverse Side), page 35
Figure 3–5: Sample DA Form 67-9 (Front Side), page 36
Figure 3–6: Sample DA Form 67-9 (Reverse Side), page 37
Figure 3–7: Sample format of Officer Evaluation Report (OER) Referral, page 38
Figure 3–8: Sample DA Form 67-9-2 (Front Side), page 39
Figure 3–9: Sample DA Form 67-9-2 (Reverse Side), page 40
Figure 3–10: Sample of Commander’s memorandum used to forward the completed addendum to HQDA, page 41
Figure 3–11: Sample format for addendum completed by each rating official submitting a modification to a previous report, page 41
Figure 6–1: Sample format of PSB request, page 60
Figure 6–2: Sample format of substantive appeal, page 61
Figure 6–3: Sample format of administrative appeal, page 62
Figure 6–4: Sample format of combined administrative and substantive appeal, page 63
Figure 6–5: Sample format of letter requesting third-party support, page 64
Figure 6–6: Sample format of third party letter of support, page 65

Glossary

Index
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 clarifications or exceptions to policy should be sent to PERSCOM (TAPC-MSE), 200 Stovall Street, Alexandria, VA 22332–0442.

c. Correspondence course training covering administrative processing of the Officer Evaluation Report (OER) is available. Additional information is available in DA Pam 351–20.

1–2. References
See Appendix A for required and related publications.

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. Total Army Personnel Command (CG, PERSCOM). The CG, PERSCOM 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, PERSCOM 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 Commanders’ responsibilities are as follows:

(1) Commanders will 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.

Section II
Principles and Standards

1–7. Principles of Support
The military personnel system will:

a. Evaluate the performance and potential of officers (i.e., warrant officer (WO) thru 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 (OES):
      (1) The 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) DA 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. DA evaluations cover an officer’s entire career.
      (3) DA 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, three 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/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 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 provide 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/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 two-way communication between senior and subordinate officer. 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/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 (OER), DA Form 67–9–1 (OER Support Form), DA Form 67–9–1a (JODSF) 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 focuses on the rated officer’s duties and objectives. 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 Lts 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 these 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/weight data.

(b) The 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/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. The senior rater’s potential evaluation (Part VIIb) 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

Ratings 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 (e.g., 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 EO Officer

An officer, serving as an Equal Opportunity 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 OER

Except to comply with this regulation, no person may require changes to 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’s inquiry 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.
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/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
Mobilization

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

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.
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

<table>
<thead>
<tr>
<th>Rating Officials</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATER</td>
<td>WILL NORMALLY BE IMMEDIATE SUPERVISOR OF THE RATED OFFICER</td>
</tr>
<tr>
<td>INTERMEDIATE RATER</td>
<td>WILL NORMALLY BE INCLUDED WHEN THERE IS A LEVEL OF SUPERVISION BETWEEN THE RATER AND SENIOR RATER</td>
</tr>
<tr>
<td></td>
<td>IF INCLUDED, WILL BE SENIOR TO THE RATED OFFICER.</td>
</tr>
</tbody>
</table>

SENIOR RATER

<table>
<thead>
<tr>
<th>WHEN THE GRADE OF THE RATED OFFICER IS</th>
<th>THE MINIMUM GRADE OF THE SENIOR RATER IS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILITARY SENIOR RATER</td>
<td>OR CIVILIAN PERFORMING SENIOR RATER FUNCTION,**</td>
</tr>
<tr>
<td>GD MERIT/GEN SCHED</td>
<td>A MEMBER OF THE SES MAY BE A SENIOR RATER</td>
</tr>
<tr>
<td>NON-APPROPRIATED FUND</td>
<td>FOR ALL GRADES OF RATED OFFICERS PROVIDED HE/SHE IS IN THE</td>
</tr>
<tr>
<td>SENIOR EXEC SVC</td>
<td>RATED OFFICER'S CHAIN OF SUPERVISION AND IS AT LEAST ONE LEVEL</td>
</tr>
<tr>
<td>Warrant Officer Second Lieutenant First Lieutenant</td>
<td>GM/GS-13</td>
</tr>
<tr>
<td>MAJ/CPT(P)*</td>
<td>GM/GS-13</td>
</tr>
<tr>
<td>1LT(P)*** Captain</td>
<td>GM/GS-13</td>
</tr>
<tr>
<td>MAJ(P)*** Lieutenant Colonel</td>
<td>GM/GS-15</td>
</tr>
<tr>
<td>LTC(P)*** Colonel</td>
<td>GM/GS-16</td>
</tr>
<tr>
<td>COL(P)*** Brigadier General Major General</td>
<td>SENIOR TO THE RATER AND INTERMEDIATE RATER</td>
</tr>
</tbody>
</table>

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 US or Allied Armed Forces or an employee of a US 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 600-20. 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 US 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.

(d) 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 US or Allied Forces or an employee of a US 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 US 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 2-4d(1), (2), or (3) to rate those other members of the rating chain.

(b) A senior rater need not be in 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 one through major:

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

(b) Civilian senior raters must be at least GS-13 (or UA (Universally Administrative) 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 one 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Work Center</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BN S1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>BN S1</td>
<td>Forward draft copy of rating chain to subordinate units for review and edit.</td>
</tr>
<tr>
<td>3</td>
<td>UNIT</td>
<td>Review for accuracy of information providing suggested corrections/changes as necessary.</td>
</tr>
<tr>
<td>4</td>
<td>BN S1</td>
<td>In coordination with Commander, prepare final rating chain document.</td>
</tr>
<tr>
<td>5</td>
<td>BN S1</td>
<td>Commander authenticates rating chain. Chain is published showing the effective date; copy is provided to each rated officer and rating official.</td>
</tr>
<tr>
<td>6</td>
<td>BN S1</td>
<td>Forward copy of published rating chain to supporting PSB.</td>
</tr>
<tr>
<td>7</td>
<td>EVAL</td>
<td>In coordination with supported unit, use rating chain when initiating OER.</td>
</tr>
<tr>
<td>8</td>
<td>BN S1</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 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 LTs and WO1s

a. In addition to the rated officer responsibilities listed above, LTs and WO1s are responsible for:

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

   (2) Assess 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 required, 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 67-9-1/67-9-1a.

   f. Review the DA Form 67-9-1/67-9-1a 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 LTs and WO1s

a. The rater of LTs and WO1s will ensure the Junior Officer Developmental Support Form (DA Form 67-9-1a, JODSF) 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 JODSF will then be used as a working tool throughout the remainder of the rating period.

b. Raters of LTs and WO1s will also conduct follow up counseling sessions to discuss performance, update/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
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/her support form is provided to all rated officer’s he/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 LTs and W01s.
Senior raters must approve all DA Form 67-9-1a (Junior Officer Developmental Support Form) 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 junior rated officers.

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, ARPERCEN 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 PERSCOM (Appendix H), ARPERCEN 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 (i.e., senior rater calls HQDA on 2 November for a profile restart, the restart will be effective 1 December).
   c. Profile restarts are key 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. (See para 3-23d 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 2-15.2c 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 US Army officer (other than a general officer) also performing as the rater and there is no other US Army officer in the chain of supervision, an additional review by HQDA will be performed.
      (2) If the senior rater is not a US Army officer or Department of Army civilian, a supplementary review will be conducted by the first US 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 US 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 US 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 US Army officer, will perform the review. The actions to be taken in this review are in paragraphs 2-17a and b.

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)

Notes:
When a supplementary review is required on an OER under paragraph 2-19, the enclosure to the report will be in the format above.

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 US Army officer. Otherwise, the first US 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.
functions of the rater, the number of months in the rating period
(See para 3-22b(6))
the role of rater, he or she will serve as both rater and senior rater.
and has served in the rating chain for 60 or more calendar days. If
the senior rater will do so only if he or she feels qualified to rate
requirement, the senior rater will perform the rater's function; but
mediate rater does not feel qualified or has not met the 60 day
mediate rater will do so only if he or she feels qualified to rate and
rater, if any, will perform the rater's functions. However, the inter-
report have been met (para 2-8b).

determined whether the minimum requirements for an evaluation
respectively).
For example, an army officer and when the rating period (fig 2-1).
When indicating objections, the senior rater (reviewer) is
restricted to the issues listed in paragraph 2-17b.
(5) If the senior rater is not a US 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 supervi-
sion, the report will be reviewed by the first US 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 US 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 US 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 2-17a. 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 incapacita-
tion 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 2-8b).

(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 inter-
mediate 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 inter-
mediate 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 neces-
sary 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 SES equiva-
 lent 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 en-
tire 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 super-
vised by each chain of command and the seniority of the respective
superiors.

(2) When it is not practical to designate a nonparent unit supervi-
sor as rater, intermediate rater or senior rater, this supervisor may
submit written comments concerning the rated officer’s duty per-
cformance 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 mini-
mum 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

10 AR 623–105 • 1 April 1998
Chapter 3
Evaluation 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 two types 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 four 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 junior 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 (OER support form)

3–4. Purpose and Process
a. 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 LTS/W01s will also finalize the initial developmental tasks on the DA Form 67-9-1 (Junior Officer Developmental Support Form) (JODSF).
(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 LTs/W01s will also forward the JODSF to the senior rater for approval/initials)

(2) During the rating period: The rated officer uses the support form as a performance guide. Rater conducts mandatory quarterly performance developmental counseling with the rated officer and makes adjustments to performance objectives on the support form, if required. NOTE: Raters of LTs/W01s are required to meet counseling requirements for the Junior Officer Developmental support form (DA Form 67-9-1a, para 3-10, 3-14). Upon completion of each periodic counseling, the rated officer dates/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 senior rater (para 3-10, 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 Directive 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 600-200.

(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. An officer serving under dual supervision will notify the rated officer of any applicable changes to the rating chain. The rated officer will use the official, published rating chain description at paragraph 1-4b, and ensure that it remains current.

The rater will ensure that a rated officer 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), or Standard Form 450 (Executive Branch Confidential Financial Disclosure Report) 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. 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 initializing 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 Lieutenant or Warrant Officer One, the rater and rated officer will use the support form to assist in the completion of the Junior Officer Developmental support form (DA Form 67-9-1a), 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 LTs and WOs will also use the DA Form 67-9-1a to update developmental tasks in Part III and record comments/initials in Part 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. A set of priorities for his/her verification and initials.

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 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.

b. 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.

c. The rater will forward the final support form, along with the OER, to the intermediate or 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 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 (Junior Officer Developmental Support Form) (JODSF)


a. 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 junior 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 JODSF emphasizes development, it also drives the junior officer’s efforts toward mission accomplishment.

c. Process.

(1) The beginning of the rating period.

(a) The rater will provide the LT or 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 Junior Officer Developmental Support Form (DA Form 67-9-1a). The LT/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 Junior Officer 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 JODSF.

(2) During the rating period. The rater and rated officer will use the support form and the JODSF 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 LTs/WO1s to adjust/update performance objectives and developmental tasks. Rater will also complete the Developmental Assessment Record in Part V on the reverse side of the JODSF. Both rater and rated officer must also initial and date Part V of the JODSF and Part III of the support form.

(3) End of the rating period.

(a) Using the JODSF (DA Form 67-9-1a) 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 JODSF 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 LT/WO1, and review/update the support form and JODSF. The rater then completes his/her portion of the OER, initial 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 JODSF 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 rated officer will provide the rated officer with copies of his/her support form, the senior rater’s support form, and a copy of a blank DA Form 67-9-1a (Junior Officer 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 JODSF.

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 JODSF. 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 Junior Officer 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 IVa, 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 follow-up developmental counseling with the rated officer to adjust/update developmental tasks, discuss performance, and focus developmental efforts. 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 L/T/W01’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 JODSF requirements, as needed. Additionally, the intermediate rater will provide assistance and advice to the rater in carrying out the developmental responsibilities inherent in the JODSF program.

3–14. Senior Rater Responsibilities

a. The senior rater has overall responsibility for the professional development of junior officers in his/her rating chain. As such, the senior rater’s role is key to the success of the Junior Officer Development Support Form 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 Junior Officer Developmental support form 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) (OER)

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.
5. In confinement.
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.)

(5) With the exception of Part II, 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 selected for promotion and is serving in the authorized position for the grade to which he or she is to be promoted, enter “P” next to his or her current grade (e.g., CPTP, LTCP). The “P” indicator will also be used with warrant officer grades. If the rated officer has been selected for promotion and is serving in the authorized position for the grade to which he or she is to be promoted, enter “P” next to his or her current grade (e.g., CPTP, LTCP). The “P” indicator will also be used with warrant officer grades.

(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 selected for promotion and is serving in the authorized position for the grade to which he or she is to be promoted, enter “P” next to his or her current grade (e.g., CPTP, LTCP)
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 II. 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 enter 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 VIIIc. 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.

(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 Records 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 III the approval authority from HQDA. (AR 611-112, para 1-7e).

(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 350-41). 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 Junior Officer Developmental Support Form

   a. If the rater rates any LTs/WO1s, he or she places a “x” either in the “yes” or “no” box to indicate compliance with the requirements of the JODSF (DA Form 67-9-1a). The JODSF rater’s responsibilities are described in paragraph 3-12.
   b. If the rater does not rate any LTs/WO1s, he or she places an “x” in the “NA” box.
   c. Comments are mandatory for a “no” entry and are written in Part Vb.


   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. 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 PERSCOM. 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 (e.g., 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) XXI, rater’s must enter a recommended Career Field for all Army Competitive Category CPTs through LTCs.

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. (First and Second Lieutenants are compared separately and will be tracked separately.
in the senior rater’s profile). 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 officers he currently senior rates in that grade. 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 more 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 General Officers. For General Officers, an HQDA electronically generated Label which states “General Officer” will be placed over the boxes in Part VIIb.

(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 (e.g., 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 the actual placement of the box check in Part VIIb.

(4) Part VIIId. (Completion of this block is mandatory.)

(a) Based on the rated officer’s duty performance and demonstrated potential, the senior rater will list three 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) XXI, senior rater’s must also enter a recommended career field for all Army competitive category CPTs through LTCs.

(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 PERSCOM exception to policy dated ______.”) The senior rater must complete all blocks in Part VII. Comments in Part 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 (TADPB-AO) maintained at PERSCOM. 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 (excluding Warrant Officers) will be profiled is determined by the manner in which the grade is entered in Part Ic, DA Form 67-9 (see para 2-8c 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
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 3-50d.).
      (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.

   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.
      (5) Italics and similar techniques.
      (6) Hand written comments.
      (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 officer’s personal bias or prejudice. (See chap 6, AR 600-20.)
   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
intermperate 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 or/and 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 evaluation(s).
   c. Any report with a rating of “NO” in Part(s) IVa-c.
   d. Any report with a performance and potential evaluation in Part V a 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 V a of “Other,” where the required explanation has derogatory information.
   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 (e.g., 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 (e.g., 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. Preparation. DA Form 67-9 will be typed, or printed, using a laser or dot matrix printer, in either pitch (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 U.S. Army Publishing Agency. 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. Copies.

(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 deports 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 (TAPC-MSE-R), 200 Stovall Street, Alexandria, VA 22332-0445. (This report is exempt from reports control under para 7-2h, AR 335-15.) 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. 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’s signature date.

e. 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. 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).

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 US Army officers must request a copy of their DA Form 67-9-2 from PERSCOM, ARPERCEN 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 the US Army Reserve Component Personnel and Administration Center (ARPERCEN)

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 (e.g., 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 complies 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

AR 623–105 • 1 April 1998
serving on statutory tours under Sections 175, 3021, 10211, 12301(d), and 12402 of 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 600-20.

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.

(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.

(6) 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. PERSCOM Directed

When PERSCOM decides there is a need for a report (para 1–4a(3)) and other provisions of this chapter do not apply, PERSCOM 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 PERSCOM direct a report under the provisions of this paragraph. (See also para 1–4a(3)). Requests will be sent to HQDA (TAPC-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 but 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 appendix B, AR 614-30 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 be—
   (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.

AR 623–105 • 1 April 1998 25
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>
<thead>
<tr>
<th>Table 3–1</th>
<th>Sample of Nonrated Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERIOD COVERED</td>
<td>PERIOD COVERED</td>
</tr>
<tr>
<td>FROM Date</td>
<td>THRU Date</td>
</tr>
<tr>
<td>PCS Travel</td>
<td>Signs into Unit</td>
</tr>
<tr>
<td>Leave</td>
<td>Starts work</td>
</tr>
<tr>
<td>30 Days Leave</td>
<td>Working</td>
</tr>
<tr>
<td>7 Days Leave</td>
<td>Working then Change of Rater</td>
</tr>
<tr>
<td>Non-Rated1</td>
<td>Rated</td>
</tr>
<tr>
<td>Non-Rated2</td>
<td>Non-Rated2</td>
</tr>
<tr>
<td>Rated3</td>
<td>Rated3</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Table 3–2</th>
<th>Temporary Duty and Special Duty not Related to Principal Duty (other than TDY or SD to attend school)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of TDY or SD</td>
<td>Required Evaluation</td>
</tr>
<tr>
<td>0 to 59 Days</td>
<td>None</td>
</tr>
<tr>
<td>60 to 89 Days</td>
<td>Letter input to Rater</td>
</tr>
<tr>
<td>90 days of more</td>
<td>DA Form 67-9</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Table 3–3</th>
<th>Codes and Reasons for Submitting Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Reason</td>
</tr>
<tr>
<td>03</td>
<td>Change of rater-add “change of rater.”</td>
</tr>
<tr>
<td>04</td>
<td>Change of duty or PCS-add “change of duty” or “PCS” or “REFRAD, Retirement” or “Discharge.”</td>
</tr>
<tr>
<td>05</td>
<td>Annual report-add “Annual.”</td>
</tr>
<tr>
<td>06</td>
<td>Departure on TDY-add “Depart TDY.”</td>
</tr>
<tr>
<td>11</td>
<td>Officer failing selection for promotion-add “Promotion.”</td>
</tr>
<tr>
<td>12A</td>
<td>Relief from ADT, ADSW or AT (applies to Reserve Components only)-add “REFRADT or REFRA T, or REFRAADS.” This code will not be used for Active Component officers. It will be used only for reports sent to ARPERCEN or NGB.</td>
</tr>
<tr>
<td>14</td>
<td>Initial tour on extended active duty (EAD) evaluation-add “Initial.”</td>
</tr>
<tr>
<td>16</td>
<td>Report based on application for RA appointment-add “RA Apmt.”</td>
</tr>
<tr>
<td>17</td>
<td>Reports submitted on officers participating in the Judge Advocate General’s Funded Legal Education Program or Excess Leave Program add “JAGC-OJT.”</td>
</tr>
<tr>
<td>18</td>
<td>Relief for cause-add “Relief for cause.”</td>
</tr>
<tr>
<td>19</td>
<td>PERSCOM directed-add reference to the appropriate TAPC directive.</td>
</tr>
<tr>
<td>20</td>
<td>Complete the record-add “Complete Rec.”</td>
</tr>
<tr>
<td>22</td>
<td>Senior Rater option-add “SR Option.”</td>
</tr>
<tr>
<td>23</td>
<td>Rater option-add “ Rater Option.”</td>
</tr>
<tr>
<td>27</td>
<td>60 day Option Report-add “60 day Opt.”</td>
</tr>
<tr>
<td>31</td>
<td>National Guard Bureau directed-add “NGB Directed.”</td>
</tr>
<tr>
<td>32</td>
<td>National Guard Bureau general officer nomination-add “NGB GO nomination.”</td>
</tr>
<tr>
<td>33</td>
<td>Transfer from National Guard to another component-add “Trans to another comp.”</td>
</tr>
<tr>
<td>34</td>
<td>Transfer from National Guard to retired reserve-add “Trans fm NG to ret res.”</td>
</tr>
<tr>
<td>35</td>
<td>National Guard departure on Active duty for training for more than 30 days-add “NG DEP ADT (30 + days).”</td>
</tr>
<tr>
<td>36</td>
<td>National Guard departure on Full Time Training Duty for more than 30 days-add “NG DEP ADSW (30 + days).”</td>
</tr>
<tr>
<td>37</td>
<td>Transfer to the Inactive National Guard-add “Trans to ING.”</td>
</tr>
</tbody>
</table>
### Table 3–3
**Codes and Reasons for Submitting Reports—Continued**

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Reassignment from one USAR unit to another USAR unit—add “PCS.”</td>
</tr>
<tr>
<td>42</td>
<td>Release from unit assignment or attachment to IRR Control Group—add “Reassignment.”</td>
</tr>
<tr>
<td>43</td>
<td>USAR general officer nomination—add “GO nomination.”</td>
</tr>
<tr>
<td>44</td>
<td>Relief from Temporary Active Duty—add “RETAD.”</td>
</tr>
<tr>
<td>45</td>
<td>ARPERCEN or CONUSA directed—add reference to the appropriate directive.</td>
</tr>
</tbody>
</table>

### Table 3–4
**Codes and Reasons for Nonrated Periods**

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

### Table 3–5
**Command Codes**

<table>
<thead>
<tr>
<th>Code</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB</td>
<td>United States Total Army Personnel Command.</td>
</tr>
<tr>
<td>SE</td>
<td>Comptroller of the Army.</td>
</tr>
<tr>
<td>SI</td>
<td>Deputy Chief of Staff for Intelligence, DA.</td>
</tr>
<tr>
<td>SL</td>
<td>Deputy Chief of Staff for Logistics, DA.</td>
</tr>
<tr>
<td>SO</td>
<td>Deputy Chief of Staff for Operations and Plans, DA.</td>
</tr>
<tr>
<td>SX</td>
<td>Deputy Chief of Staff for Personnel, DA.</td>
</tr>
<tr>
<td>OT</td>
<td>Other-unlisted commands.</td>
</tr>
</tbody>
</table>

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

### Table 3–6
**Forwarding Reports To HQDA**

<table>
<thead>
<tr>
<th>STEP</th>
<th>WORK CENTER</th>
<th>REQUIRED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPTION A:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit (Senior Rater)</td>
<td>Forwards completed OER to the supporting PSB or Admin Office</td>
</tr>
<tr>
<td>2</td>
<td>Evaluations, PSB</td>
<td>Performs quality review IAW Step 2, Table 3-6</td>
</tr>
<tr>
<td>3</td>
<td>Evaluations, PSB</td>
<td>Makes a copy of the OER for files and returns original OER to the Unit (Senior Rater)</td>
</tr>
<tr>
<td>4</td>
<td>Unit (Senior Rater)</td>
<td>Forwards OER to HQDA in sequence determined by Senior Rater</td>
</tr>
<tr>
<td>OPTION B:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit (Senior Rater)</td>
<td>Forwards completed OER to supporting PSB/Admin office in desired sequence</td>
</tr>
<tr>
<td>2</td>
<td>Evaluations, PSB</td>
<td>Performs Quality Review</td>
</tr>
<tr>
<td>3</td>
<td>Evaluations, PSB</td>
<td>Forwards OER to HQDA in sequence desired by the Senior Rater</td>
</tr>
<tr>
<td>OPTION C:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit (Senior Rater)</td>
<td>Forwards original OER directly to HQDA for processing in sequence desired by Senior Rater</td>
</tr>
<tr>
<td>2</td>
<td>Unit (Senior Rater)</td>
<td>forwards an information copy of the completed OER to the PSB/Admin office for accountability</td>
</tr>
<tr>
<td>Step</td>
<td>Work Center</td>
<td>Action Required</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>1</td>
<td>BN S1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>BN S1</td>
<td>Initiate an OER when an event or personnel status change requires the submission of an OER.</td>
</tr>
<tr>
<td>3</td>
<td>EVAL</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>BN S1</td>
<td>Provide administrative data as indicated below by preparing a shell of DA Form 67-9.</td>
</tr>
</tbody>
</table>

**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 If - enter authorized branch abbreviation.
- Part Ie - enter authorized branch abbreviation.
- 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 - enter code and explanation of reason for submission of report as designated in Table 3-3.
- 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 rated officer’s name, SSN, rank, and position. Part IIc - enter senior rater’s name, SSN, rank, position, organization and telephone number.
  1. 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Work Center</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BN S1</td>
<td>Forward OER shell or memorandum with information outlined in Table 3-6 to the unit and/or rated officer in accordance with local procedures.</td>
</tr>
<tr>
<td>2</td>
<td>BN S1</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>BN S1</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>BN S1</td>
<td>Ensure the completed OER has been prepared in accordance with the administrative instructions contained in Section IV, this chapter.</td>
</tr>
<tr>
<td>5</td>
<td>BN S1</td>
<td>Review completed OER for administrative accuracy before forwarding in accordance with locally established procedures. (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 Vlc. (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. (5) Part III, Description of Duties (Para 3-18) (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 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Part I, Administrative Data (Para 3-16) (1) Name, SSN, rank, and date of rank.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Basic branch or DA management group.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) Designated specialties/PMOS (WO).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4) Unit, organization, station, zip code or APO, and major command (5-digit station code).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(5) Code and reason for submission of OER.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Part II, Authentication (Para 3-17) (1) Ensure rating officials are correctly identified and that entries are complete.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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 Vlc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Part III, Description of Duties (Para 3-18) (1) Name, SSN, rank, and date of rank.</td>
</tr>
<tr>
<td>6</td>
<td>BN S1</td>
<td>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.</td>
</tr>
<tr>
<td>7</td>
<td>BN S1</td>
<td>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.</td>
</tr>
</tbody>
</table>
Table 3–8
Evaluation Report Administrative Control Requirements—Unit—Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Work Center</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>BN S1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) That the “Thru” date on the OER is the same as the required “Thru” date contained in the DA announcement message.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4) That there are at least 90 or more rated days (exclusive of nonrated time) as of the “Thru” date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(5) That the rater has been in the rating chain for 90 or more days.</td>
</tr>
<tr>
<td>9</td>
<td>BN S1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the OER is a Complete-the-Record report (para 3-53), verify the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) If (1) does not apply, that the officer is being considered by a DA announced school or command selection board.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) That the “Thru” date on the OER is the same as the required “Thru” date contained in the DA announcement message.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(5) That the rater has been in the rating chain for 90 or more days.</td>
</tr>
<tr>
<td>10</td>
<td>BN S1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the OER is a Senior Rater Option report (para 3-54) verify the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) That the designated senior rater is leaving the rated officer’s rating chain.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) That there are at least 90 rated days (exclusive of nonrated time) in the period covered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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).</td>
</tr>
<tr>
<td>11</td>
<td>BN S1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the OER is a Rater Option report, ensure all requirements outlined in paragraph 3-55 have been met.</td>
</tr>
<tr>
<td>12</td>
<td>BN S1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the OER is a Sixty-day Option report, ensure all requirements outlined in paragraph 3-56 have been met.</td>
</tr>
<tr>
<td>13</td>
<td>BN S1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a supplementary review is required (see para 2-16), ensure it is attached as an enclosure.</td>
</tr>
<tr>
<td>14</td>
<td>BN S1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure only those enclosures authorized by para 3-35 are attached.</td>
</tr>
<tr>
<td>15</td>
<td>BN S1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

Table 3–9
Evaluation Report Administrative Control Requirements—PSB

<table>
<thead>
<tr>
<th>Step</th>
<th>Work Center</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EVAL/BN S1</td>
<td>Assist the rated officer and rating officials as necessary in preparation of the OER.</td>
</tr>
<tr>
<td>2</td>
<td>EVAL/BN S1</td>
<td>When a completed OER is received from a unit, check for administrative accuracy and complete administrative processing:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Verify that entries made by rating officials in Parts II thru VII, DA Form 67-9 are in accordance with this regulation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) If report is a referred report (See para 3-32), ensure procedures outlined in this regulation have been followed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) Ensure only those enclosures authorized by this regulation (See para 3-35) are included with the report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4) Notify rating officials of any discrepancies and advise them of corrective action.</td>
</tr>
<tr>
<td>3</td>
<td>EVAL/BN S1</td>
<td>Provide the rated officer a copy of the completed report prior to forwarding the OER to HQDA.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Part I.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) Part II. Enter the number of enclosures attached to the report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) Part Il. 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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.</td>
</tr>
<tr>
<td>4</td>
<td>EVAL/Unit</td>
<td>If the rated officer departs the command before receiving a copy of the completed report—</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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.</td>
</tr>
<tr>
<td>5</td>
<td>EVAL</td>
<td>Update records as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Submit “ERPT” SIDPERS transaction (procedure 2-31, DA Pam 600-8-1) to update SIDPERS Personnel File (SPF).</td>
</tr>
</tbody>
</table>
### Table 3–9
**Evaluation Report Administrative Control Requirements—PSB—Continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Work Center</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>EVAL/Unit</td>
<td>Mail completed OER to Commander, PERSCOM, ATTN: TAPC-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.</td>
</tr>
</tbody>
</table>

---

### Table 3–10
**Addendum Preparation**

<table>
<thead>
<tr>
<th>Step</th>
<th>Work Center</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EVAL/BN S1</td>
<td>Upon receipt of previously unknown or unverified derogatory information, contact the servicing PSB for assistance in determining if an addendum is appropriate or authorized.</td>
</tr>
<tr>
<td>2</td>
<td>EVAL/BN S1</td>
<td>Identify previously submitted evaluation reports covering the period pertaining to the newly received derogatory information.</td>
</tr>
<tr>
<td>3</td>
<td>EVAL/BN S1</td>
<td>Ensure information is accurate and verified.</td>
</tr>
<tr>
<td>4</td>
<td>EVAL/BN S1</td>
<td>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.</td>
</tr>
<tr>
<td>5</td>
<td>EVAL/BN S1</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>EVAL/BN S1</td>
<td>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.</td>
</tr>
<tr>
<td>7</td>
<td>EVAL/BN S1</td>
<td>When all administrative processing procedures have been completed, prepare a forwarding memorandum for the commander’s signature as shown in figure 3-3.</td>
</tr>
<tr>
<td>8</td>
<td>EVAL/BNS 1</td>
<td>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, PERSCOM, ATTN: TAPC-MSE-R, 200 Stovall Street, Alexandria, Virginia 22332-0442.</td>
</tr>
</tbody>
</table>
OFFICER EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 623-105; the approving agency is DD-411-98.

Read any part of the form by 1:40:00.

PART I - RATED OFFICER IDENTIFICATION

<table>
<thead>
<tr>
<th>NAME OF RATED OFFICER (Last. First. M.I.)</th>
<th>RANK</th>
<th>ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE, JOHN A.</td>
<td></td>
<td>ILT B COMPANY, 1-41 INFANTRY BATTALION</td>
</tr>
</tbody>
</table>

PART II - RATING CHAIN

<table>
<thead>
<tr>
<th>RATER</th>
<th>NAME</th>
<th>RANK</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Robert A.</td>
<td>CPT</td>
<td>Company Commander</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERMEDIATE RATER</th>
<th>NAME</th>
<th>RANK</th>
<th>POSITION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SENIOR RATER</th>
<th>NAME</th>
<th>RANK</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, William D.</td>
<td>LTC</td>
<td>Battalion Commander</td>
<td></td>
</tr>
</tbody>
</table>

PART III - VERIFICATION OF F ace-to-F ace DISCUSSION

MANDATORY RATER / RATED OFFICER INITIAL F ace-to-F ace COUNSELING ON DUTIES, RESPONSIBILITIES AND PERFORMANCE OBJECTIVES FOR THE CURRENT EVALUATION PERIOD TOOK PLACE ON

(Rated) Rated Officer Initials

Senior Rater Initials

(Please Initial Review)

PERIODIC RATER / RATED OFFICER FOLLOW-UP F ace-to-F ace COUNSELING

Dates

Rated Officer Initials

Rater Initials

Senior Rater Initials

(Please Initial Review)

PART IV - RATED OFFICER

POSITION AND CHAIN

STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES

SEE PARAGRAPH 3-6

SEE PARAGRAPH 3-6

DA FORM 67-9-1, OCT 97

Figure 3-1. Sample DA Form 67-9-1 (Front Side)
SEE PARAGRAPH 3-6

SIGNATURE AND DATE

PART V - RATER AND/OR INTERMEDIATE RATER
Review and comment on Part IV, a, and b above.
Ensure remarks are consistent with your performance and personal evaluation on DA Form 67-9

x RATER COMMENTS (Required)

SEE PARAGRAPH 3-7

SIGNATURE AND DATE (Mandatory)

x INTERMEDIATE RATER COMMENTS (Optional)

SEE PARAGRAPH 3-8

SIGNATURE AND DATE (Mandatory)

DATA REQUIRED BY THE PRIVACY ACT (1 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 Development 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 incorrect processing of the officer’s OER. Disclosure of the information in Part IV, DA Form 67-9-1a 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)
PART I - INSTRUCTIONS. Use of this form is mandatory for Lieutenants and WOs; optional for all other ranks.

Initial face-to-face (Part II and III)
- 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.
- Rate summary key points in appropriate block of Part V
- Rate and rate officer initial, date, and keep a file copy for use during later follow-up counseling.

Quarterly Follow-up Counseling (Part V, Reverse)

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

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

ARMY VALUES

1. HONOR: Adherence to the Army's publicly declared code of values
2. INTEGRITY: Possesses high personal moral standards; honest in word and deed
3. COURAGE: Manifests physical and mental bravery
4. LOYALTY: Bears true faith and allegiance to the U.S., Constitution, the Army, the unit, and the soldier

ARMS VALUES

1. TECHNICAL: Displays technical proficiency in required professional knowledge, judgment, and sightseeing
2. PHYSICAL: Exhibits appropriate level of physical fitness and military bearing
3. EMOTIONAL: Displays self-control; calm under pressure
4. INTELLIGENT: Possesses the necessary insight to accomplish tasks and functions

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

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 courses 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

FLANNING. 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, OCT 97

Figure 3-3. Sample DA Form 67-9-1a (Front Side)
ASSESSING: Uses after-action and evaluation tools to facilitate consistent improvement.

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

BUILDING: Develops effective, disciplined, cohesive teams 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 (ERLAs, AARs, NCOIs), 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 counseling. 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, OCT 97 (Reverse)

Figure 3-4. Sample DA Form 67-9-1a (Reverse Side)
Figure 3-5. Sample DA Form 67-9 (Front Side)
**PART V: PERFORMANCE AND POTENTIAL EVALUATION**

> **A. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIGHER POTENTIAL FOR PROMOTION**

<table>
<thead>
<tr>
<th>OUTSTANDING PERFORMANCE</th>
<th>SATISFACTORY PERFORMANCE</th>
<th>UNSATISFACTORY PERFORMANCE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUST PROMOTE</td>
<td>PROMOTE</td>
<td>DO NOT PROMOTE</td>
<td>(explain)</td>
</tr>
</tbody>
</table>


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**

<table>
<thead>
<tr>
<th>BEST QUALIFIED</th>
<th>FULLY QUALIFIED</th>
<th>DO NOT PROMOTE</th>
<th>OTHER</th>
<th>(explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. POTENTIAL COMPARED WITH OFFICERS IN SAME GRADE (DIAMETERED BY OA):

- ABOVE CENTER OF MASS
- CENTER OF MASS
- BELOW CENTER OF MASS

SEE PARAGRAPH 3-22

---

DA FORM 67-9, OCT 97 (Reverse)

**Figure 3-6. Sample DA Form 67-9 (Reverse Side)**
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; PROPOSENT AGENCY IS ODSPER

<table>
<thead>
<tr>
<th>A. NAME</th>
<th>B. SSN</th>
<th>C. RANK</th>
<th>D. DATE OF REPORT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CURRENT OER PROFILE</th>
<th>PROFILE HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACOMM</td>
<td>COMM</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>COL</td>
<td></td>
</tr>
<tr>
<td>LTC</td>
<td></td>
</tr>
<tr>
<td>MAJ</td>
<td></td>
</tr>
<tr>
<td>CPT</td>
<td>1</td>
</tr>
<tr>
<td>1LT</td>
<td></td>
</tr>
<tr>
<td>2LT</td>
<td></td>
</tr>
<tr>
<td>CW5</td>
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<tr>
<td>CW4</td>
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</tr>
<tr>
<td>CW3</td>
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</tr>
<tr>
<td>CW2</td>
<td></td>
</tr>
<tr>
<td>WO1</td>
<td></td>
</tr>
</tbody>
</table>

DA FORM 67-9-2  1 OCT 97

Figure 3-8. Sample DA Form 67-9-2 (Front Side)
<table>
<thead>
<tr>
<th>NAME</th>
<th>RANK</th>
<th>BLOCK</th>
<th>LABEL</th>
<th>PROFILE</th>
<th>THRU DATE</th>
<th>PROC DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, D.</td>
<td>CPT</td>
<td>1</td>
<td>ACOM</td>
<td>1-0-0-0</td>
<td>981001</td>
<td>981101</td>
</tr>
<tr>
<td>Jones, T.</td>
<td>CPT</td>
<td>1</td>
<td>COM</td>
<td>2-0-0-0</td>
<td>981101</td>
<td>981201</td>
</tr>
<tr>
<td>Davis, R.</td>
<td>CPT</td>
<td>2</td>
<td>COM</td>
<td>2-1-0-0</td>
<td>981201</td>
<td>990101</td>
</tr>
</tbody>
</table>

**RESTART CPT 990201**

<table>
<thead>
<tr>
<th>NAME</th>
<th>RANK</th>
<th>BLOCK</th>
<th>LABEL</th>
<th>PROFILE</th>
<th>THRU DATE</th>
<th>PROC DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black, K.</td>
<td>CPT</td>
<td>1</td>
<td>ACOM</td>
<td>1-0-0-0</td>
<td>990201</td>
<td>990301</td>
</tr>
<tr>
<td>Pike, M.</td>
<td>CPT</td>
<td>2</td>
<td>COM</td>
<td>1-1-0-0</td>
<td>990301</td>
<td>990401</td>
</tr>
<tr>
<td>Bass, S.</td>
<td>CPT</td>
<td>2</td>
<td>COM</td>
<td>1-2-0-0</td>
<td>990501</td>
<td>990501</td>
</tr>
</tbody>
</table>

**SAMPLE**

---

DA Form 67-9-2 (Reverse Side)

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

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

Chapter 4
U.S. Army Reserve (USAR) Evaluations

Section I
Managing USAR 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
4–2. Responsibilities
   a. CG, ARPERCEN. The CG, ARPERCEN 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, ARPERCEN.
      (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.
   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.

4–3. The Evaluation Process
   a. The evaluation process starts at the beginning of the rated period (see para 1–8c). 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.

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. 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. 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, 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 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 VIIa.

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 IRA 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 VIIa, 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 2-6(a)(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 organization other than the USARC, it may be used for the following purposes:

(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, ARPERCEN, ATTN: ARPC-OPM-E, 9700 Page Avenue, 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 ARPERCEN determines there is a need for a report and other provisions of this regulation do not apply, ARPERCEN 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 ARPERCEN. In rare instances, commanders may request that ARPERCEN direct a report under this paragraph. Send requests to Commander, ARPERCEN, ATTN: ARPC-OPM-E, 9700 Page Avenue, 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. Preparation.

(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, ARPERCEN ATTN: ARPC-OPM-E, 9700 Page Avenue, St. Louis, Mo 63132-5200. The original must reach ARPERCEN 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 ARPERCEN 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 ARPERCEN.
(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 ARPERCEN. 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 ARPERCEN showing only those officers who are listed on the Officer Master File (OMF) maintained at ARPERCEN. A label is then generated according to paragraph 3-23 and overlaid on the senior rater box check in Part VIIb.
(3) ARPERCEN maintains cumulative rating profiles for each senior rater based on evaluations of USAR officers. All senior raters of USAR officers are profiled by ARPERCEN 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 ARPERCEN. The request must be in writing to ARPERCEN (ARP-PF-OPM-E) 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 ARPERCEN. 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 file for correction and resubmission to ARPERCEN.
(6) When a report for a specific period of service is not received, tracer action will be initiated by ARPERCEN 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, ARPERCEN, ATTN: ARPC-PRE-A, 9700 Page Avenue, St. Louis, MO 63132-5200, an application for nonrated statement or a memorandum summarizing the action taken to correct the problem. ARPERCEN 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 ARPERCEN.
(2) The original OER for USAR officers on active duty in 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, ARPERCEN 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, ARPERCEN, ATTN: ARPC-PRE-A, 9700 Page Avenue, St. Louis, MO 63132-5200.

b. CG, ARPERCEN 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.

b. Appellants must identify the priority of their appeals and notify ARPERCEN 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>
<thead>
<tr>
<th>Table 4–1</th>
<th>USAR Evaluation Report Control Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>BN S1</td>
</tr>
<tr>
<td>Action</td>
<td>Have available a copy of this regulation for reference by the rated officer and rating officials.</td>
</tr>
<tr>
<td>Step 2</td>
<td>EVAL/BN S1</td>
</tr>
<tr>
<td>Action</td>
<td>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.</td>
</tr>
<tr>
<td>Step 3</td>
<td>EVAL/BN S1</td>
</tr>
<tr>
<td>Action</td>
<td>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.)</td>
</tr>
<tr>
<td>Step 4</td>
<td>EVAL/BNS1</td>
</tr>
<tr>
<td>Action</td>
<td>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.</td>
</tr>
</tbody>
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Chapter 5
Army National Guard (ARNG) Evaluations

Section I
Managing ARNG 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. US Army Officer Evaluation System (OES)
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.
that particular grade is computed. The senior rater’s profile is com-
puted from the automated personnel record and the OER rating history for the
rater’s OMPF. The original profiled report will be kept on file at the Officer Management Branch. Requests for pro-
filed OERs will be forwarded to the Officer Management Branch.

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 5-19a(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 paragraphs 2-4 and 2-6.) Some rating chain exceptions, however, will also have an intermediate rater (para 2-5 and 2-7) and/or a supplementary reviewer (para 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 600-20), will be forwarded with the rated officer’s report as specified in paragraph 2-4, and annotated in Part II.

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 5-17j. 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 paragraphs 5-17a(3) and 5-17j(1)).

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 5-5a.

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 junior 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 thru 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 e 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 junior officers (LTs/WO1s). 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 junior officer development.

   (2) Assist junior officer transition into Army leadership culture.

   (3) Standardize junior 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 officer.

   (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 I p.

   (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 5-21b).

      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 ac-
counted 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 auth-
orized 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 Ith of the
OER as non-rated, PCS. Both of these will be accounted for in Part
Ith 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 Ith 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 serv-
cice, 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, USA, or Active Army), the report will be recon-
structed 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 cir-
cumstances and the action taken, along with a request for an issu-
ance 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 letter-
head, 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. Cop-
ies 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 con-
cerned (PERSCOM or ARPERCEN), 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 officer 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 3-17c(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 para-
graph 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.


(1) Part V of the form provides for the rater’s evaluation of the
rated officer’s performance and potential. The evaluations are fur-
ther defined in paragraph 1-10.

(2) Space is also provided for narrative evaluations of the rated
officer’s performance and potential. Narrative evaluations of per-
formance should address the duty description, performance object-
esives, 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).

(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 PERSCOM, ARNG Readiness Center, and ARPERCBEN, based upon the component of the rated officer. Accordingly, requests for reports must be addressed separately to the appropriate component 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 USAFR).

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
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 5-28a(2) for forwarding).

f. 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).

g. 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 (Service School Academic Evaluation Report)), 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 5-23a).

3. The minimum time requirement for the rater is satisfied.

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 5-21d) 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 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 5-21d.) 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 5-21d, 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 lh 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 5-4b.) 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.

3. 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 and forwarding.

(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 Chapter 2, AR 600-8-104. In this case, officers should address requests to the ARNG Readiness Center. (See paragraph 5-5a for address.)

(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 para 7-2h, AR 335-15.)

(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 (TAPC-MSE-R) 200 Stoval 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

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>OER ORIGINATES FROM</th>
<th>THROUGH</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. AGR Title-10 OFFICERS</td>
<td>AGENCY TO WHICH ASSIGNED</td>
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<td>ARNG READINESS CENTER</td>
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<tr>
<td>(EXCEPT USPFO)</td>
<td></td>
<td></td>
<td>ATTN.: OFF MGMT BRANCH</td>
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<td>111 S. GEORGE MASON DR.</td>
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<td></td>
<td>ARLINGTON, VA 22204-1382</td>
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<td>b. USPFO OFFICERS</td>
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<td>NATIONAL GUARD BUREAU</td>
<td>ARNG READINESS CENTER</td>
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<td>NGB-ZPF</td>
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<tr>
<td></td>
<td></td>
<td>4501 FORD AVE</td>
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<td></td>
<td></td>
<td>ALEXANDRIA, VA</td>
<td></td>
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<td>c. AGR TITLE-32 OFFICERS</td>
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<td>ARNG READINESS CENTER</td>
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<td>d. ADSWADT (ON DUTY IN STATE)</td>
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<td>ARNG READINESS CENTER</td>
</tr>
<tr>
<td>e. ADSWADT (OUTSIDE THE STATE)</td>
<td>AGENCY TO WHICH ATTACHED</td>
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<td>ARNG READINESS CENTER</td>
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<td>f. TRADITIONAL GUARD OFFICERS</td>
<td>UNIT</td>
<td>STATE ADJUTANT GENERAL</td>
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### Table 5–2
Army National Guard State MILPO Codes and Abbreviations

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### Table 5–3
Rules for Establishing Rating Chains for General Officers

<table>
<thead>
<tr>
<th>Assignment of Rated Officer</th>
<th>Rater</th>
<th>Intermediate Rater</th>
<th>Senior Rater</th>
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<tbody>
<tr>
<td>State Adjutant General</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Assistant State Adjutant General</td>
<td>State AG</td>
<td>None</td>
<td>State AG</td>
</tr>
<tr>
<td>Officers commanding divisions, enhanced brigades, corps artillery, or other general officer commands (mobilization entities)</td>
<td>State AG</td>
<td>None</td>
<td>Cdr, CONUSA¹</td>
</tr>
<tr>
<td>Officers serving as assistant division commanders or deputy commander of command authorized a major general when organizational commander is from the same State</td>
<td>Organization Commander</td>
<td>State AG</td>
<td>Cdr, CONUSA¹</td>
</tr>
</tbody>
</table>

¹ Cdr, CONUSA stands for Commander, United States Army.
Chapter 6
Officer Evaluation Redress Program

Section I
Managing the Red Program

6–1. Overview

a. The Officer Evaluation Redress Program consists of several elements at various levels of command (e.g., field, PERSCOM, DCSFER, 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 errors 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 its 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
Commands are required to look into alleged errors, injustices, and illegals 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. (See 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 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) Office of the Deputy Chief of Staff for Personnel (ODCSPER),
   (b) U.S. Total Army Personnel Command (PERSCOM),
   (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 PERSCOM (TAPC-MSE-A), ARPERCEN (DARC-PRE-A), or NGB (NGB-ARP-CA) in coordination with ODCSPER (DAPEMPO-S).

6. 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, of 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; however, HQDA (TAPC-MSE-A), Alexandria, VA 22332-0442, ARPERCEN (DARP-PRE-A), St. Louis, MO 63132-5200, and NGB (NGB-ARP-CO), Arlington, VA 22204-1382 will process them. (See Figure 6-1 for format)

h. Appeals based on administrative error only will be adjudicated by Appeals and Corrections Branch, PERSCOM (active component), the National Guard Bureau (ARNG), or the CDR, ARPERCEN (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 DCSPER 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)

   i. 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. PERSCOM, ARPERCEN, 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 on 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. In the case of a denied appeal, 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, injustice, or

   (2) Action is warranted to correct a material error, injustice, or

   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 errors, inconsistencies 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 DCSPER 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.

(3) 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.
Steps in Conducting a Commander's Inquiry

<table>
<thead>
<tr>
<th>Step</th>
<th>Work Center</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Requester</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Commander</td>
<td>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, (e.g., a memorandum for record).</td>
</tr>
<tr>
<td>3</td>
<td>Commander</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>Commander</td>
<td>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, PERSCOM, ATTN: TAPC-MSE, 200 Stovall Street, Alexandria, VA 22332-0442.</td>
</tr>
<tr>
<td>5</td>
<td>Commander</td>
<td>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.</td>
</tr>
</tbody>
</table>

Appeal Preparation and Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Work Center</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appellant/ Interested Party</td>
<td>Review this chapter and Appendix F to determine if an appeal submission is warranted.</td>
</tr>
<tr>
<td>2</td>
<td>Appellant/Interested Party</td>
<td>Prepare the appeal in memorandum format on letterhead or white bond paper.</td>
</tr>
<tr>
<td>3</td>
<td>Appellant/Interested Party</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>Appellant/ Interested Party</td>
<td>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.</td>
</tr>
<tr>
<td>5</td>
<td>Appellant/Interested Party</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>Appellant/Interested Party</td>
<td>Submit completed appeal in original and one duplicate copy directly to the appropriate agency as follows: (a) For active component: Commander, PERSCOM, ATTN: TAPC-MSE-A, 200 Stovall Street, Alexandria, VA 22332-0442 (b) For USAR: Commander, ARPERCEN, ATTN: ARPC-PRE-A, 9700 Page Ave, St. Louis, MO 63132-5200. (c) For ARNG: National Guard Bureau, ARNG Readiness Center, ATTN: NGB-ARP-CO, 111 S. George Mason Dr. Arlington, VA 22204-1382.</td>
</tr>
<tr>
<td>7</td>
<td>Appellant/Interested Party</td>
<td>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.</td>
</tr>
<tr>
<td>8</td>
<td>Appellant/Interested Party</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 COMMANDER:

Enclosures

Figure 6-1. Sample format of PSB request
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

(Mailing address if other
number and list encls of
appropriate evidence)

(Signature block)

Figure 6-2. Sample format of substantive appeal
MEMORANDUM FOR Appropriate Agency, ATTN: (Appropriate address)

SUBJECT: Evaluation Report Appeal

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)
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

(Signature block)

(Mailing address if other than address on letterhead)

Figure 6-4. Sample format of combined administrative and substantive appeal
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
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 3-5b and 6-3)

AR 15–185
Army Board for Correction of Military Records. (Cited in para 6-8)

AR 25–55
The Department of Army Freedom of Information Act Program. (Cited in para 6-8f)

AR 27–1
Judge Advocate Legal Services. (Cited in paras 3-47a(3), 3-49, App. D-3b and D-4)

AR 40–501
Standards of Medical Fitness. (Cited in para 3-19.1b(4))

AR 135–200
Active Duty For Training and Active Duty Special Work of Individual Soldiers

AR 135–215
Officer Periods of Service on Active Duty

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))

AR 340–21
The Army Privacy Program. (Cited in para 6-8f)

AR 350–41
Training in Units (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), 3-32)

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 600–200
Enlisted Personnel Management System. (Cited in para 3-5c(5)(i))

AR 601–100
Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in para 3-48)

AR 611–112
Personnel Selection and Classification, Manual of Warrant Officer Military Occupational Specialties. (Cited in para 3-18c(2), Appendix B-2b1, and Table 3-7)

AR 614–30
Overseas Service. (Cited in para 3-56a)

AR 623–1
Academic Evaluation Reporting System. (Cited in paras 1-8a(2)(b), 3-16, 3-42, 3-43, Table 3-2)

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)

FM 22–100
Army Leadership. (Cited in para 3-19b(1))

DOD Directive 5000.52–M
Career Development Program for Acquisition Personnel. (Cited in para 3-5c(5)(d))

DOD Reg 5200.2–R
Department of Defense Personnel Security Program. (Cited in para 3-30)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 27–10
Legal Services: Military Justice (cited in para 3-28)

AR 135–175
Separation of Officers (Cited in para 5-21)

AR 140–145
Mobilization Designation Program
AR 310–50
Authorized Abbreviations and Brevity Codes (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)

AR 600–20
Army Command Policy (cited in para 3-28)

AR 623–205
Enlisted Evaluation Reporting System (cited in para 3-7)

DA Memorandum 600–1
Officer Evaluation Report Appeals (Cited in para 6-11a)

DA Pam 351–20
Army Correspondence Course Catalog (cited in para 1-1)

DA Pam 600–3
Commissioned Officer Development and Career Management (Cited in 5-3d)

DA Pam 600–8–2
Standard Installation/Division Personnel System (cited in Table 3-9)

DA Pam 690–400
Total Army Performance Evaluation System (cited in para 3-7)

Joint Pub.1–02
Department of Defense Dictionary of Military and Associated Terms (Cited in para 1-18)

Section III
Prescribed Forms

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
Junior Officer 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

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 para 1-7, AR 611-112; and must be explained in part IIe, 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 II. 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 II or an additional MOS (AMOS) held by the warrant officer, refer to the HQDA career management approval in Part IIIe. (See para 1-7, AR 611-112.)

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 junior 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–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) Confine 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 chapel (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 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.

(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.


(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.

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 colonies 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 assigned and attached colonels.

(4) Subordinate commanders of USAMMRMC 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.

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 colonies 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 DCG, MEDCOM, will rate the DENCOM commander.

(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.

(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 the MEDDACs or RMCs without a 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 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 containing 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 Locater for members on active duty. If not available, write to the Active Army Locator. Appellants (both officers and enlisted) should include the full name and SSN of those individuals and address correspondence to the Army World Wide Locater, 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 PERSCOM, ATTN: TAPC-MSEA, 200 Stovall Street, Alexandria, Virginia 22332-0442.

(3) Appeals contesting an evaluation report for a period of inactive Reserve should be submitted to Commander, ARPERCEN, ATTN: DAR-PRE-A, 9700 Page Avenue, St. Louis, MO 63132-5200. (See para 4-11.)

(4) Appeals contesting an evaluation report for a period of National Guard service should be submitted to Chief, Army National Guard Readiness Center, ATTN: NGB-ARP-CO, 111 S. George Mason Drive, Arlington, Virginia 22204-1382. (See paras 5-4, 5-24, and 5-25.)

(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. Address for forwarding recommended changes to the regulation:
PERSCOM (TAPC-MSE)
200 Stovall Street, Alexandria, VA 22332-0442
Phone: Defense System Network (DSN) 221-9660 or commercial (703) 325-9660.

H–2. Address to request a copy of a microfiche:
PERSCOM (TAPC-MSR-S), 200 Stovall Street
Alexandria, VA 22332-0444.

H–3. Address for forwarding Officer Evaluation Reports and subsequent addendum’s:
PERSCOM (TAPC-MSE-R)
200 Stovall Street
Alexandria, VA 22332-0442
Phone: DSN 221-8662/1703 or commercial (703) 325-8662/1703.

H–4. Address for forwarding appeal requests:
PERSCOM (TAPC-MSE-A)
200 Stovall Street
Alexandria, VA 22332-0442
Phone: DSN 221-8642/3 or commercial (703) 325-8642/3.

H–5. Address for requesting HQDA reviews:
PERSCOM (TAPC-MSE-R)
200 Stovall Street
Alexandria, VA 22332-0442
Phone: DSN 221-8662/1703 or commercial (703) 325-8662/1703.

H–6. Address for forwarding commander’s inquiry,
PERSCOM (TAPC-MSE)
200 Stovall Street
Alexandria, VA 22332-0442
Phone: DSN 221-9660 or commercial (703) 325-9660.

H–7. Address for requesting copy of DA Form 67-9-2:
PERSCOM (TAPC-MSE)
200 Stovall Street
Alexandria, VA 22332-0442
Phone: DSN 221-9660 or commercial (703) 325-9660.

H–8. Address to request a copy of a USAR microfiche:
Commander, ARPERCEN (ARPC-OPM-E)
9700 Page Avenue
St. Louis, MO 63132-5200
Phone: DSN 892-3867/3761 or commercial (314) 263-3867/3761.

H–9. Address for forwarding USAR Officer Evaluation Reports and subsequent addendum’s:
Commander, ARPERCEN (ARPC-OPM-E)
9700 Page Avenue
St. Louis, MO 63132-5200
Phone: DSN 892-2916/7 or commercial (314) 263-2916/7.

H–10. Address for forwarding USAR appeal requests:
Commander, ARPERCEN (ARPC-PRE-A)
9700 Page Avenue
St. Louis, MO 63132-5200
Phone: DSN 892-5441 or commercial (314) 263-5441.

H–11. Address for requesting ARPERCEN (USAR) reviews:
Commander, ARPERCEN (ARPC-OPM-E)
9700 Page Avenue
St. Louis, MO 63132-5200
Phone: DSN 892-3867/3761 or commercial (314) 263-3867/3761.

H–12. Address for forwarding USAR commander’s inquiry:
Commander, ARPERCEN (ARPC-PRE-A)
9700 Page Avenue
St. Louis, MO 63132-5200
Phone: DSN 892-2916/7 or commercial (314) 263-2916/7.

H–13. Address for requesting copy of USAR DA Form 67-9-2:
Commander, ARPERCEN (ARPC-OPM-E)
9700 Page Avenue
St. Louis, MO 63132-5200
Phone: DSN 892-3867/3761 or commercial (314) 263-3867/3761.

H–14. Address for requesting a copy of National Guard microfiche:
National Guard Bureau, ARNG Readiness Center
ATTN: NGB-ARP-CO
111 South George Mason Drive
Arlington, VA 22204-1382.

H–15. Address for requesting a copy of National Guard Officer Evaluation Reports and subsequent addendum’s:
National Guard Bureau
ARNG Readiness Center
ATTN: NGB-ARP-CO
111 South George Mason Drive
Arlington, VA 22204-1382.

H–16. Address for requesting a copy of National Guard appeal requests:
National Guard Bureau
ARNG Readiness Center
ATTN: NGB-ARP-CO
111 South George Mason Drive
Arlington, VA 22204-1382.

H–17. Address for forwarding National Guard commander’s inquiry:
National Guard Bureau, ARNG Readiness Center
ATTN: NGB-ARP-CO
111 South George Mason Drive
Arlington, VA 22204-1382.

H–18. Address for requesting a copy of National Guard DA Form 67-9-2:
National Guard Bureau
ARNG Readiness Center
ATTN: NGB-ARP-CO
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

ARPERCEN
US Army Reserve Component Personnel and Administration Center

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

EEO
Equal Employment Opportunity

EO
Equal Opportunity

FAAD
First Army Augmentation Detachment

FOLIA/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

OPMS
Officer Personnel Management System

OSRB
Officer Special Review Board

PCS
Permanent Change of Station

PERSCOM
US Total Army Personnel 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 ratee’s potential check box in Part VII, Block b. This label is a HQDA comparison of the senior ratee’s check box with the senior ratee 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, compiled 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.
Index

Addendum 3-27, 3-50, 3-59, 3-60, 5-4, 5-25, 6-4, Table 3-10
Addresses App II
ADAPCP 3-31
AMEDD Officers 2-27, 3-47, App E
APFT 2-11f, 3-17c, 3-19
Appeals 3-58, 5-26, 5-27, Chap 6, App F
Article 15 3-28
CAS3 3-43g
Chaplains 2-25, App C
Civilian Rating Officials 2-4c, 2-5b, 2-6a & b
Classified Reports 3-30
Command Authority to Rate 2-4d, 2-4e
Commander Inquiry 1-4a, 1-15, 6-3, 6-4, 6-5, Table 6-1
Counsel, Performance as 1-12
Court-martial, member of 1-11
Dual Supervision 2-22, 3-4, Table 3-2
Duty Description 3-18, 3-20
EO Officer, Performance as 1-13
Enclosures 3-35, 4-4c(4), 4-4e(1)
Frocking 3-16d
Gender 3-28
General Officer 2-4, 2-21, 3-2b, 3-22b, 3-50b, 4-4e(4), 4-7e(4), 5-12a, 5-22c
Geographic Location 1-9, 3-6a
Headquarters DA Label 3-23
Height/Weight 1-8c, 2-11f, 3-19a, 3-19.1, 4-7e(11), 4-8a(4), 5-17f
Hostages 3-41
Intermediate Rater see Rater, Intermediate
JAGC Officers 2-26, 3-35a, 3-47, 3-49, App D
Joint Activities 2-4d
Junior Officer Developmental Support
  Form 2-9.1, 2-11.1, 2-15.1, 3-7e, 3-19.2, 5-16, Chap 3 Sec 3
Marital Status 3-29
Mobilization 1-18, Table 1-1
National Guard Evaluations 3-38h, Chap 5
Nonrated Periods 2-20, 3-2c & d, 3-16c, Table 3-1, 3-2 & 3-4
Period covered 3-16c, 4-7, 5-17b, Table 3-1
Prisoner of War 3-41
Professors of Military Science 2-23
Profile Processing 1-8c, 3-34d, 4-8, 5-5b, 5-17, 5-19
Profile Restart 2-15.2, 4-8c, 5-19c
Prohibited/Restricted Comments Chap 3, Sec V
Promotable Status 2-4, 2-6a, 2-8, 3-16d, 3-17c, 5-16f
Rater 2-4, 2-10, 2-11, 2-11.1, 3-7, 3-12, 3-20, 4-5, 4-6, 5-8
Rater, Intermediate 2-5, 2-12, 2-13, 3-8, 3-13, 3-21, 4-4, 5-9
Rater, Senior 2-6, 2-14, 2-15, 2-15.1, 3-9, 3-14, 3-22, 4-4, 5-10
Rated Officer 2-8, 2-9, 2-9.1, 3-6, 3-11, 5-7
Rating Chain 1-9, 1-10, 2-2, 2-3, 2-7, 4-4, 5-6, Fig 2-1, Tables 2-1, 2-2, & 5-1
Referred Reports 3-32, 3-33, 5-24, Fig 3-7
Relief for Cause See Report, Type
Relief from Command 3-50b
Report, Access 1-16, 4-8, 5-28c
Report, Changes 1-14, 3-57, 3-58, 3-59, 5-18
Report, Processing 3-61, 4-8, 5-28, Table 3-6
Report, Type
  Annual 3-42
  ARPERCEN Directed 4-7
  Change of Duty 3-41
  Change of Rater 3-40
  Complete-the-Record 3-53, Table 3-7
  Death of Rater 2-20, 3-40
  Hostage 3-41
  Incapacitation of Rater 3-40
  Initial 3-2, 3-47
  Missing, Rated Officer 3-41
  Missing Rater 2-20, 3-40
  NGB Directed 5-4b, 5-22f
  PERSCOM Directed 1-4, 3-51
  Promotion 3-45, Table 3-7
  Rater Option 3-55, Table 3-7
  Regular Army Appointment 3-48
  Relief for Cause 2-16, 2-17, 2-18, 3-24, 3-32, 3-40, 3-50, Table 3-7
  Relief of Rating Officials 2-20, 3-40
  Retirement 3-20b, 3-41
  Separation 3-20b, 3-41
  Senior Rater Option 3-54, Table 3-7
  Sixty Day Option 3-56, Table 3-7
  Special Duty 3-43, 3-44, Table 3-2
TDY 3-43, 3-44, Table 3-2
Review
  OMPF 1-17, 4-8, 5-28
  Required 1-4, 1-8c, 1-17, 2-14, 2-16, 2-17, 2-18, 2-19, 4-2, 5-4, 5-11, 6-8, 6-11, Fig 2-1
  Senior Rater 1-8, 2-6, 2-14, 2-15, 2-21, 3-9, 3-14, 3-22, 3-36, 3-37, 3-38, 3-54, 4-3, 5-10, 5-19, Table 3-1, Figures 3-8 & 3-9
  Signatures 3-7, 3-8, 3-17, Table 3-7
  Special Interest Items 3-5c
  Supervisor as Rater and Senior Rater 2-21, 3-22
  Support Form 1-8c, 2-9, 2-11, 2-13, 2-14, 4-3, 4-8, 5-15, Chap 3, Sec II
  Suspenze 1-4b, 3-34c, 4-8, 4-9, 5-3, 6-4f, 6-7, Table 3-7
Type Face 3-34
US Military Academy 3-2b
USAR Evaluations Chap 4
USAR Officer on AD as RA Enlisted 4-4, 4-6, 4-7, 4-8, Table 4-1
Warrant Officer Evaluations 3-18c, 4-9, 5-13, App B

77