

Summary Report for Individual Task  
031-503-3002  
Prepare OER/NCOER  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the MSCoE, Fort Leonard Wood, Missouri foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are a Senior Rater/Rater for NCOs and junior Warrant Officers within your section/platoon. You have a requirement to prepare an NCOER and an OER. Given DA Form 2166-8 Noncommissioned Officer Evaluation Report (NCOER), DA Form 2166 Noncommissioned Officer Counseling Checklist/Record, DA Form 67-9 Officer Evaluation Report (OER), DA Form 67-9-1 Officer Evaluation Report (OER) Support Form, AR 623-3 Evaluation Reporting System, and DA Pam 623-3 Evaluation Reporting System. This task should not be trained in MOPP 4.

**Standard:** Complete the Rater portion of an NCO Evaluation Report and Officer Evaluation Report in accordance with AR 623-3 and DA Pam 623-3.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** A performance evaluation report is due on a subordinate NCO and subordinate officer.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Determine type of report to be completed in accordance with AR 623-3.
2. Determine eligibility to render the report in accordance with AR 623-3.
3. Prepare the Rater portion of DA Form 2166-8 Noncommissioned Officer Evaluation Report (NCOER) in accordance with DA Pam 623-3.
  - a. Review the Soldier's DA Form 2166-8-1 Noncommissioned Officer Counseling Checklist/Record.
  - b. Complete Part I, Administrative Data of DA Form 2166-8.
  - c. Complete Part II, Authentication entries on DA Form 2166-8.
  - d. Complete Part III, Duty Description of rated NCO on DA Form 2166-8.
  - e. Complete Part IV, Values/NCO Responsibilities on DA Form 2166-8.
  - f. Complete Part V, Overall Performance and Potential on DA Form 2166-8.
  - g. Sign Part II of DA Form 2166-8.
  - h. Forward DA Form 2166-8 to the Senior Rater.
4. Prepare the Rater portion of DA Form 67-9 Officer Evaluation Report (OER) in accordance with DA Pam 623-3.
  - a. Review the subordinate officer's DA Form 67-9-1 Officer Evaluation Report Support Form.
  - b. Complete Part I, Administrative Data on DA Form 67-9.
  - c. Enter data in Part II, Authentication on DA Form 67-9, leaving Rater, Intermediate Rater, Senior Rater and Rated Officer signature and date blocks blank.
  - d. Complete Part III, Duty Description of rated officer on DA Form 67-9.
  - e. Complete Part IV, Performance Evaluation-Professionalism of the rated officer on DA Form 67-9.
  - f. Enter the rated officer's name (in all caps), social security number (xxx-xx-xxxx) and period covered (YYYYMMDD-YYYYMMDD) on top of page 2 of DA Form 67-9.
  - g. Complete Part V, Performance and Potential Evaluation of the rated officer on DA Form 67-9.
  - h. Sign and date DA Form 67-9 in block II.a.
  - i. Forward DA Form 67-9 and DA Form 67-9-1 to the Intermediate Rater or Senior Rater, as applicable.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO-GO if any performance measure is failed (F). If the Soldier scores NO-GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** Provide a computer with access to DA Form 2166-8 Noncommissioned Officer Evaluation Report, DA Form 2166-8-1 Noncommissioned Officer Counseling Checklist/Record, DA Form 67-9 Officer Evaluation Report, DA Form 67-9-1 Officer Evaluation Report Support Form, AR 623-3 Evaluation Reporting System, and DA Pam 623-3 Evaluation Reporting System.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined type of report.			
2. Determined if eligible to render report.			
3. Prepared the Rater portion of DA Form 2166-8.			
4. Prepared the Rater portion of DA Form 67-9.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 15-185	ARMY BOARD FOR CORRECTION OF MILITARY RECORDS	No	No
	AR 600-9	The Army Body Composition Program	No	No
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System <a href="http://www.apd.army.mil/pdf/files/r623_3.pdf">http://www.apd.army.mil/pdf/files/r623_3.pdf</a>	No	No
	ARMY DIR 2011-16	Changes to the Army Evaluation Reporting System	No	No
	DA FORM 2166-8	(Updated 1 Oct 2011) NONCOMMISSIONED OFFICER EVALUATION REPORT	No	No
	DA FORM 2166-8-1	NONCOMMISSIONED OFFICER COUNSELING CHECKLIST/RECORD	No	No
	DA FORM 4037	OFFICER RECORD BRIEF (S&I, COMMANDER, USAISC - ARPERCEN, ATTN: JANE HARRISON, 9700 PAGE BLVD, ST. LOUIS, MO 63132-5200)	No	No
	DA FORM 67-9	OFFICER EVALUATION REPORT	No	No
	DA FORM 67-9-1	Officer Evaluation Report Support Form	No	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	No	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
74A, CBRN Officer BOLC - Version 13	Officer	AOC: 74A, Rank: 1LT