

805C-42A-3497
Process an Evaluation Report
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are an HR NCO responsible for developing the evaluation rating scheme and processing Officer Evaluation Reports (OER) and Noncommissioned Officer Evaluation Reports (NCOER) for your unit. You receive a completed OER and NCOER for processing and have access to AR 623-3 (Evaluation Reporting System), DA PAM 623-3 (Evaluation Reporting System), and the Evaluation Entry System (EES). This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, apply the principles of the Evaluation Reporting System (ERS) to include developing a rating scheme and internal tracking system, reviewing all NCOERs / OERs for accuracy, and submitting completed evaluation reports to higher headquarters or supporting Military Personnel Division in accordance with local policies.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You receive a completed evaluation report for a Soldier assigned to your unit.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Apply the principles of the Evaluation Reporting System (ERS).
 - a. Identify principles of support.
 - b. Define standards of service.
 - c. Identify the categories of evaluation reports.
 - (1) Mandatory / optional evaluation reports.
 - (2) Military and civilian school evaluations.
 - d. Identify the types of evaluation reports.
2. Develop rating scheme for commander's approval.
 - a. Determine NCO Rating Chain Qualifications.
 - (1) Rater.
 - (2) Senior Rater.
 - (3) Supplementary Reviewer (if required).
 - b. Determine Officer Rating Chain Qualifications.
 - (1) Rater.
 - (2) Intermediate Rater (if required).
 - (3) Senior Rater.
3. Develop internal tracking system to ensure all required reports are completed and submitted in accordance with Army standards.
 - a. Provide the processing status of mandatory reports.
 - (1) 90-day minimum.
 - (2) Other than 90-day minimum.
 - b. Provide the processing status of optional reports.
 - (1) 90-day minimum.
 - (2) Other than 90-day minimum.
4. Review Parts I through V of an NCOER for accuracy.
 - a. Verify Part I - Administrative.

- b. Verify Part II - Authentication.
 - c. Verify Part III - Duty Description.
 - d. Review Part IV - Performance evaluation, professionalism, attributes and competencies for regulatory compliance.
 - e. Review Part V - Senior rater overall potential information for regulatory compliance.
5. Review Part I through VI of an OER for accuracy.
- a. Verify Part I - Administrative.
 - b. Verify Part II - Authentication.
 - c. Verify Part III - Duty description.
 - d. Review Part IV - Performance evaluation, professionalism, attributes and competencies information for regulatory compliance.
 - e. Review Part V - Intermediate rater comments (if applicable) for regulatory compliance.
 - f. Review Part VI - Senior rater comments for regulatory compliance.
6. Submit completed evaluation reports to higher headquarters or supporting Military Personnel Division in accordance with local policies.
- a. Process completed evaluations in the Evaluation Entry System (EES).
 - b. Verify receipt by Army Human Resources Command using the EES.
 - c. Verify final processing and posting to iPERMS.

(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 fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. Ensure a simulated completed OER, NCOER, and applicable references are available. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Applied the principles of the Evaluation Reporting System (ERS).			
a. Identified principles of support.			
b. Defined standards of service.			
c. Identified the categories of evaluation reports.			
d. Identified the types of evaluation reports.			
2. Developed rating scheme for commander's approval.			
a. Determined NCO Rating Chain Qualifications.			
b. Determined Officer Rating Chain Qualifications.			
3. Developed internal tracking system to ensure all required reports were completed and submitted in accordance with Army standards.			
a. Provided the processing status of mandatory reports			
b. Provided the processing status of optional reports.			
4. Reviewed Parts I through V of an NCOER for accuracy.			
a. Verified Part I - Administrative.			
b. Verified Part II - Authentication.			
c. Verified Part III - Duty Description.			
d. Reviewed Part IV - Performance evaluation, professionalism, attributes and competencies for regulatory compliance.			
e. Reviewed Part V - Senior rater overall potential information for regulatory compliance.			
5. Reviewed Part I through VI of an OER for accuracy.			
a. Verified Part I - Administrative.			
b. Verified Part II - Authentication.			
c. Verified Part III - Duty description.			
d. Reviewed Part IV - Performance evaluation, professionalism, attributes and competencies information for regulatory compliance.			
e. Reviewed Part V - Intermediate rater comments (if applicable) for regulatory compliance.			
f. Reviewed Part VI - Senior rater comments for regulatory compliance.			
6. Submitted completed evaluation reports to higher headquarters or supporting Military Personnel Division in accordance with local policies.			
a. Processed completed evaluations in the Evaluation Entry System (EES).			
b. Verified receipt by Army Human Resources Command using the EES.			
c. Verified final processing and posting to iPERMS.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 623-3	Evaluation Reporting System (http://armypubs.army.mil/epubs/pdf/r623_3.pdf)	Yes	Yes
	DA FORM 2166-9-1	NCO EVALUATION REPORT (SGT)	Yes	No
	DA FORM 2166-9-1A	NCO EVALUATION REPORT SUPPORT FORM	Yes	No
	DA FORM 2166-9-2	NCO EVALUATION REPORT (SSG-1SG/MSG)	Yes	No
	DA FORM 2166-9-3	NCO Evaluation Report (CSM/SGM)	No	No
	DA FORM 67-10-1	Company Grade Plate (O1 - O3; WO1 - CW2) Officer Evaluation Report	Yes	No
	DA FORM 67-10-1A	Officer Evaluation Report Support Form	No	No
	DA Form 67-10-2	Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report	Yes	No
	DA Form 67-10-3	Strategic Grade Plate (O6) Officer Evaluation Report	Yes	No
	DA Form 67-10-4	Strategic Grade Plate (O7) Officer Evaluation Report	Yes	No
	PAM 623-3	Evaluation Reporting System (http://armypubs.army.mil/epubs/pdf/p623_3.pdf)	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

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 :

Task Number	Title	Proponent	Status
805C-42A-3001	Review Correspondence	805C - Adjutant General (Individual)	Superseded

805C-42A-3012	Prepare Office Computations	805C - Adjutant General (Individual)	Superseded
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Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI