

Report Date: 03 Feb 2014

**Summary Report for Individual Task
805C-PAD-3023
Prepare the Rater's Portion of a Noncommissioned Officer Evaluation Report (NCOER)
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are a leader and must rate one of your subordinate. You have access to, DA Form 2166-8, DA Form 2166-8-1, AR 623-3, DA Pam 623-3, current rating scheme, paper and pen/pencil, and/or computer with authorized software. This task should not be trained in MOPP.

Standard: Completed all elements of the Rater's portion of the NCOER without error.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None.

Performance Steps

1. Determine type of report.
2. Determine if eligible to render report.
3. Review NCOs Counseling checklist, DA Form 2166-8-1.
4. Complete Part I (Administrative Data) of DA Form 2166-8 (NCOER), IAW AR 623-3 and DA Pam 623-3. Verify information using Soldier's ERB.
 - a. Enter name (Last, First, Middle initial).
 - b. Enter 9 digit SSN.
 - c. Enter rank (not pay grade).
 - d. Enter date of rank (YYYYMMDD).
 - e. Enter PMOSC (up to nine digits).
 - f. Enter Unit, Organization, Station, Zip Code, or APO, Major Command.
 - g. Enter reason for submission.
 - h. Enter period covered (beginning and ending; YYYYMMDD).
 - i. Enter rated months.
 - j. Enter non-rated codes.
 - k. Enter number of enclosures.
 - l. Enter rated NCO's AKO e-mail address.
 - m. Enter UIC and command codes.
5. Complete Part II (Authentication) of NCOER using the approved rating scheme.
 - a. Enter name of rater, SSN, Rank, PMOSC/Branch, Organization, and Duty Assignment.
 - b. Enter name of senior rater, SSN, Rank, PMOSC/Branch, Organization, and Duty Assignment.
 - c. Enter name of reviewer, SSN, Rank, PMOSC/Branch, Organization, and Duty Assignment.
6. Complete Part III (Duty Description) of NCOER using DA form 2166-8-1(NCO counseling checklist).
 - a. Enter principal duty title.
 - b. Enter duty MOSC (5 to 9 digits).
 - c. Enter daily duties and scope.

d. Enter areas of special emphasis (include Rater's, Senior Rater's, and Reviewer's AKO email address at the bottom of this section).

e. Enter appointed duties.

f. Enter counseling dates from checklist/record.

7. Complete Part IV (Values/NCO responsibilities) of NCOER.

a. Enter values and bullet comments when required.

b. Enter competence and bullet comments when required.

c. Enter physical fitness & military bearing and bullet comments when required.

d. Enter leadership and bullet comments when required.

e. Enter training and bullet comments when required.

f. Enter responsibility & accountability and bullet comments when required.

8. Complete Part V (Overall performance and potential) of NCOER.

a. Enter an X in the appropriate block.

b. List up to three future duty positions.

9. Sign Part II of the NCOER.

10. Forward NCOER to Senior Rater.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: SCORING: Score the Soldier GO on performance measures passed. Score the Soldier NOGO on any performance measure failed. The Soldier must score a GO on all of the performance measures to receive a GO on the task. If the Soldier scores NOGO, show the Soldier what was wrong.

Evaluation Preparation: SETUP: To evaluate this task, gather DA Form 2166-8, DA Form 2166-8-1, AR 623-3, DA Pam 623-3, current rating scheme, paper and pen/pencil, computer with authorized software and a printer. Give the Soldier a scenario that provides all the information needed to complete the task performance steps.

BRIEF SOLDIER: Tell the Soldiers he/she will be evaluated on his/her ability to prepare the rater's portion of a Noncommissioned Officer Efficiency Report (NCOER).

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined type of report.			
2. Determined if eligible to render report.			
3. Reviewed Soldier's Counseling checklist.			
4. Completed Part I, Administrative Data, of DA Form 2166-8 (NCOER).			
a. Entered name.			
b. Entered SSN.			
c. Entered rank.			
d. Entered date of rank.			
e. Entered PMOSC.			
f. Entered Unit, Organization, Station, Zip code, or APO, Major Command.			
g. Entered reason for submission.			
h. Entered period covered.			
i. Entered rated months.			
j. Entered non-rated codes.			
k. Entered number of enclosures.			
l. Enter rated NCO's AKO e-mail address.			
m. Entered UIC and command codes.			
5. Completed Part II, Authentication entries on NCOER.			
a. Entered name of rater, SSN, Rank, PMOSC/Branch, Organization, and Duty Assignment.			
b. Entered name of senior rater, SSN, Rank, PMOSC/Branch, Organization, and Duty Assignment.			
c. Entered name of reviewer, SSN, Rank, PMOSC/Branch, Organization, and Duty Assignment.			
6. Completed Part III, Duty Description, of NCOER.			
a. Entered principal duty title.			
b. Entered duty MOSC.			
c. Entered daily duties and scope.			
d. Entered areas of special emphasis (included Rater's, Senior Rater's, and Reviewer's AKO email address).			
e. Entered appointed duties.			
f. Entered counseling dates from checklist/record.			
7. Completed Part IV, Values/NCO responsibilities, of the NCOER.			
a. Entered values and bullet comments when needed.			
b. Entered competence and bullet comments when needed.			
c. Entered physical fitness & military bearing and bullet comments when needed.			
d. Entered leadership and bullet comments when needed.			
e. Entered training and bullet comments when needed.			
f. Entered responsibility & accountability and bullet comments when needed.			
8. Completed Part V, overall performance and potential of the NCOER.			
a. Entered an X in the appropriate block.			
b. Listed up to three future duty positions.			
9. Signed Part II of the NCOER.			
10. Forwarded NCOER to senior rater.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 623-3	Evaluation Reporting System	Yes	No
	PAM 623-3	Evaluation Reporting System	Yes	No
1.	DA FORM 2166-8	(Updated 1 Oct 2011) NONCOMMISSIONED OFFICER EVALUATION REPORT	Yes	No
1.	DA FORM 2166-8-1	NONCOMMISSIONED OFFICER COUNSELING CHECKLIST/RECORD	Yes	No
10.	DA FORM 2166-8	(Updated 1 Oct 2011) NONCOMMISSIONED OFFICER EVALUATION REPORT	Yes	No
10.	DA FORM 2166-8-1	NONCOMMISSIONED OFFICER COUNSELING CHECKLIST/RECORD	Yes	No
2.	DA FORM 2166-8	(Updated 1 Oct 2011) NONCOMMISSIONED OFFICER EVALUATION REPORT	Yes	No
2.	DA FORM 2166-8-1	NONCOMMISSIONED OFFICER COUNSELING CHECKLIST/RECORD	Yes	No
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9.	DA FORM 2166-8-1	NONCOMMISSIONED OFFICER COUNSELING CHECKLIST/RECORD	Yes	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. None.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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. LOW.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Armor 2LT	Officer	AOC: 19B, Rank: 2LT
M1 Armor Crewman, SL3	Enlisted	MOS: 19K, Skill Level: SL3
19A Officer Lieutenant, Version 1.00	Officer	AOC: 19A, Rank: 1LT
19K30 Armor Crewman, Version 1.00	Enlisted	MOS: 19K, Skill Level: SL3
11A Officer Lieutenant, Version 1.00	Officer	AOC: 11A, Rank: 1LT
11B30, Infantryman - Version 1.00	Enlisted	MOS: 11B, Skill Level: SL3
AMEDD Captains Career 6-8-C22(DL)	Officer	Rank: CPT
USAR Unit Administrator	Any	LIC: YY