

OFFICER EVALUATION REPORT FORM POLICY REVISIONS

Public Affairs Guidance

1. References:

AR 623-3, Evaluation Reporting System
DA PAM 623-3 Evaluation Reporting System

2. Information and Background (Internal Use Only):

The Secretary of the Army has approved enhancements to the Officer Evaluation Report (OER). Beginning Oct. 1, the Army Officer Evaluation Report Form (DA Form 67-9) policy changes to better align with current Army leadership doctrine and more accurately evaluate performance and potential of Army officers, and increase accountability and better inform a transparent Talent Management process.

The OER enhancement and changes apply to all OERs with a “thru” date of Nov. 1, 2011 and later. The changes include: reinstating senior rater box check for company grade officers, senior rater successive assignments recommendations, incorporating a statement on the OER if the rated officer has completed or initiated a Multi-Source Assessment and Feedback/360 (MSAF) within the last three years, and a reduction in short-term evaluations. Additionally, the OER support form will be optional.

Adjustments are necessary as one of the key components in supporting the transition of the Army after 10 years of war and to align performance evaluation with the Army’s current leadership doctrine. As a result of these factors, we must ensure our Evaluation Reporting System remains an integral enabler of the Army’s leader development strategy, more accurately evaluates performance and potential, increases accountability, and better informs a transparent leader development and talent management process.

Refer to Section 8, Questions and Answers for specifics.

3. Purpose:

- To provide the necessary information, materials and guidance to PAOs at all levels on the modifications to the OER.
- To prepare public affairs officers for engagement of the Army’s internal and external publics, including Congress, concerning OER modifications.

4. PA Approach:

Public Affairs posture is active. Widest dissemination to Active Duty, National Guard and Army Reserve Officers.

5. Audiences:

- Internal – Army Officers and Warrant Officers, Active Duty, National Guard and Army Reserves

6. Desired Effects:

- All audiences understand the important reasons for the modifications to the OER and how thereby will affect the Soldiers in garrison and the field.
- Broad understanding of the OER changes.

7. Key Messages:

- Beginning Oct. 1, the Army Officer Evaluation Report Form policy changes to better align with current Army leadership doctrine.
- The new policy more accurately evaluates performance potential of Army officers, increases accountability, and better informs a transparent talent management process.
- The OER enhancement and changes apply to all OERs with a “thru” date of Nov. 1, 2011 and later.
- The changes include: reinstating senior rater box check for company grade officers, senior rater successive assignments recommendations, incorporating a statement on the OER if the rated officer has completed or initiated a Multi-Source Assessment and Feedback/ 360 (MSAF) within the last three years, and a reduction in short-term evaluations. Additionally, the OER support form will be optional.
- The Army anticipates more changes as they continue to develop the current evaluation forms to ensure they reflect current doctrine, increase Rater accountability, further stratify the Senior Rater profile technique for officer evaluation reports, and include an interactive leader development tool.

8. Questions and Answers:

Senior Rater Box Check

1) Why is the Army reinstating the Senior Rater (SR) box check for company grade officers?

Several reasons served as the basis for reinstating the SR box check for company grade officers. First and foremost, reinstating the SR box check for company grade officers facilitates honest feedback between a rated officer and his/her rating chain, supports individual and leader development, and reinstates SR accountability for company grade officers. It will also better inform company grade talent management by providing selection boards more information to identify the Army's best talent while supporting future Army actions when selection rates begin decreasing as we move forward after more than 10 years of continuous conflict. Additionally, currently most officers do not become SR's until they reach the Brigade Command level. Reinstating the box check for company grade officers will serve to increase SR awareness of the Managed Profile Technique at a much earlier point in an officer's career.

2) Will there be a new OER form generated and sent out as the old form restricts the blocking of 2LT-CPT and W01-CW2?

No. The form remains the same. It is the AKO Wizard Platform that restricts or grays out the option for box checks at certain grades. The Wizard Platform is being modified to no longer perform this function.

3) How do you access the Wizard Platform to complete OERs?

Access AKO and select the "FORMS" tab in the upper right corner of the home page. Insert "67-9" in the "forms" window under the Welcome Tab. When the form opens, it will open in the Wizard Platform to assist you in completing the document.

4) What are the percentages by grade that Senior Raters (SRs) need to meet for the newly restored Company Grade box checks?

In order to maintain a credible profile, the SR must have less than 50 percent of the ratings of a grade in the top box (above center of mass) to retain the above center of mass label on the final OER. The same percentage limitation will apply to the newly reinstated box checks.

5) Will all company grade officers receive a closeout report?

No. This is because no senior rater profiles currently exist for company grade officers.

6) Where can I find training on the proper use of the SR Managed Profile Technique and how do I access my SR profile?

You can use www.harc.army.mil/evaluations or send a request via e-mail to HRC.TAGD.EVALPOLICY@conus.army.mil and the evaluations branch will provide copies of the latest training information as well as detailed instructions for accessing individual SR profiles.

7) I have an existing SR profile for company grade officers. Will that profile continue forward or will that profile be restarted?

SRs with pre-existing profiles for company grade officers will have those profiles zeroed out and automatically restarted effective 1 OCT 2011. SR's will not need to take any action.

MSAF

1) How will my Rater know if I've either completed or initiated the MSAF?

Individuals who have initiated an MSAF 360 event will click the "Email Event status" button on the MSAF website located on the continue your 360 event page and receive an e-mail with the status of the event. That e-mail can be forwarded to the rater and serve as evidence that the MSAF has been initiated. Once an individual event is moved to the complete phase, the system will automatically send the user an email with the event status as "complete" which can be forwarded to the rater as evidence of completion of an MSAF event or the individual can generate an email status from the advance page by clicking on the event summary link then clicking on the "Email Event Status" link.

2) If I have not completed or initiated the MSAF will the Rater indicate such?

No. At this point raters will only include a statement if the Rated Officer (RO) has actually completed or initiated the MSAF.

3) Will the absence of the MSAF status result in the rendering of a referred evaluation report?

No. The purpose of including a notation about the MSAF on the evaluation form is only intended to raise visibility of this valuable leader development tool, not to penalize officers who do not avail themselves to the tool.

4) How often am I required to complete the MSAF?

The frequency of assessments for an individual should be based on length of time in current assignment, changes in assignment and at least every, but not limited to, 36 months. The OER will reflect whether or not an individual has completed an MSAF event (any completed Self-initiated, PME/CES, or Unit event is accepted) in the 36 months preceding the OER closeout date.

5) How do I initiate an MSAF?

MSAF training, instructions, assessment instruments, and feedback products are only available through web-based delivery at <https://msaf.army.mil>.

Successive Assignments

1) What is meant by “successive” assignments versus future assignments?

Future assignments annotated on reports were often so far into the future they served no useful purpose. By changing the term to “successive” assignments the intent is for SRs to focus on the RO’s current grade and career path and suggest three successive assignments which would be appropriate looking 3 to 5 years out.

2) Can the successive assignments entry include assignments outside my current specialty/branch/AOC/PMOS?

The recommended successive assignments should be limited to those relevant to the RO’s career path and should not be used to recommend branch transfer.

3) If I’m retiring/separating/received BCOM, do I still need to include “successive” assignments?

Under current regulatory guidelines three successive assignment recommendations are required regardless of the status of the RO or the received rating. When new regulatory guidelines are published this requirement may be relaxed.

4. Do I need to include “successive” assignments for all my rated officers or only for certain grades?

The entry in part VII (d) of the OER, related to “successive” assignments, is required for all officers. However, remember, only Army competitive category CPT’s receive potential career field and branch or potential career field and functional area recommendations in this block.

Support Form

1) Will the SR still be required to indicate receipt of the support form in Part VIIa?

Currently when using the WIZARD Platform in AKO Forms to complete an OER, the ***SR must select either the “yes” or “no” block in order to be able to digitally sign the report.*** Until the system can be updated SR's should continue to mark either “yes” or “no”. A “no” selection, however, need not be explained by the SR nor will it be considered derogatory.

2) Will my Rater and SR still be required to share their Support Form?

The emphasis on counseling and the sharing of goals and objectives among members of the rating change is still a required part of the evaluation process. How those goals and objective are passed between rating official and the rated officer will be left to the discretion of those individuals.

Relaxation of Change of Rater Reports

1) For the optional Memorandum of Input (MOI) instead of a Change of Rater (COR) report how is that time treated with regard to non-rated time?

If an officer receives a MOI for a rating period in lieu of a COR, the time captured by the MOI will be reflected as rated time when a report is finally rendered on the Rated Officer (RO). Example: RO's last OER had a THRU date of 25 July 2010. On 2 November 2010 the RO's Rater departs, but the RO continues to serve in the same position under the same Senior Rater (SR) and the SR elects to have the departing Rater render a MOI in lieu of the COR report. When the RO subsequently changes Duties on 20 March 2011, the Rater of record on 20 March 2011 will render a Change of Duty report for the period 26 July 2010 (the day following the last OER) through 20 March 2011 and utilize information in the MOI to assess the RO for the entire rating period.

2) If the RO receives a MOI upon the departure of his/her Rater and subsequently changes duties prior to the new Rater meeting eligibility requirements, how will the RO's assessment be accomplished?

While SR's should remain cognizant of any projected changes in a RO's duties to prevent such occurrences, should unavoidable circumstances result in the RO's departure prior to the new rater of record meeting eligibility requirements, the SR will act as both Rater and SR in that case.

3) If the Rater departs prior to meeting eligibility requirements can that Rater render an MOI?

No. The time under the departing Rater will be considered as non-rated time on any subsequent MOI or OER.

4) Can the SR reverse his decision to accept a MOI from a departing Rater at a later date after the MOI has already been issued?

No. The SR, once having made the decision and accepted the completed MOI in lieu of a Change of Rater report should not reverse that decision.

5) Can the RO appeal the MOI if he/she would rather have an OER?

No. The decision to render an MOI rests with the SR, not the RO or the departing Rater.

6) Can a RO appeal an evaluation report that does not include information from the MOI.

As with all evaluation reports, RO's who believe an evaluation report is incorrect, inaccurate, or in violation of the intent of the evaluation system may appeal reports utilizing the Army's Evaluation Redress Program. Details of the redress program are outlined in Chapter 6 of Army Regulation 623-3.

Miscellaneous

1) When will selections Boards begin to review enhanced OERs?

Any selection Board convened after 1 NOV 2011 could potentially see an enhanced evaluation report depending if the THRU date of the evaluation report was on or after 1 NOV 2011 and the report was processed in time to be seen by that Board.

2) How do I get a copy of the Army Directive announcing the implementation instructions for the enhanced OER?

Army Directives can be obtained from the Army Publishing Directorate website: <http://www.apd.army.mil/>

Points of Contact:

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- Mr. Mark Edwards, HRC Media Relations Chief, mark.edwards2@conus.army.mil, 502-613-4216
- For questions pertaining to MSAF/ 360 evaluation: Mr. Harry Sarles, US Army Command and General Staff College Public Affairs at 913-684-3097 or harrison.sarles@conus.army.mil