

NATIONAL GUARD BUREAU



GUIDE FOR PREPARATION OF OER/NCOER/AER APPEALS

NGB READINESS CENTER
NGB-ARP-DA (APPEALS)
111 South George Mason Drive
Arlington, VA 22204-1382

NOVEMBER 06

EVALUATION REPORT APPEALS GUIDELINES

In the total Army, several thousand evaluation reports are written on Officers, Warrant Officers and Noncommissioned Officers each year. Historically, the vast majority of those who render evaluation reports discharge this important responsibility with due care and consideration in accurately recording the performance and potential of their subordinates. In preparing this large number of evaluation reports on an annual basis, there are normally some rating officials who have not written evaluation reports as accurately and objectively as intended in the governing regulations. This guide is to provide Army National Guard Officers, Warrant Officers and Noncommissioned Officers information that will assist them when considering submitting an appeal to an evaluation report.

1. What should I appeal?

a. If you received an evaluation report which you firmly believed is an inaccurate or unjust evaluation of your performance and potential, or one that contains administrative errors, that report may be a candidate for appeal.

b. If you are simply dissatisfied with receiving a good report (favorable comments) because you believe it should be better, you should be aware that it is difficult to successfully challenge the judgments of your rating officials with clear and convincing evidence. Even if successful, the remedy applied would probably be to remove the portions proven inaccurate or unjust rather than raising the scores or block placements.

c. In deciding what to appeal, you must consider early on whether you can gather useful evidence in support of the appeal. Your self-authored statement alone **does not** suffice as evidence of an inaccurate, unjust or administratively flawed evaluation report. Remember, the report as accepted by the Department of the Army is presumed correct until you prove that it is not.

2. When should I appeal?

a. You should begin preparation of an appeal as soon as possible after receipt of an evaluation report with which you have good reason to strongly disagree. Some appellants find reluctance on the part of would-be supporters still serving under the same rating chain to provide statements, and this should be taken into consideration. Waiting too long adds to the difficulty of locating those who might offer support, or in gathering records that might serve as evidence.

3. What are the chances of successfully appealing an evaluation report?

a. Your success in appealing a report will depend largely on your efforts to present clear and convincing evidence that the evaluation is inaccurate or unjust. The best evidence is obtained from third parties who were in a position to observe your performance from the same perspective as your rating officials.

b. Statistics are not published on the approval/disapproval rate of evaluation report appeals, nor do they reflect a true picture of the effectiveness of the program. Some appeals are received at National Guard Bureau that only meet the minimum requirements of the regulation for acceptance and processing, while many others are well documented and reflect the efforts of the individual who is appealing the report. To portray a picture of the appeal approval rate by using statistics that are comprised of the cases containing quality evidence would only represent a distorted picture of the effectiveness of the program.

c. Each evaluation report is unique; each appeal is unique. It is important to remember that the evaluation redress system is designed to correct error or injustice, not weakness. Evaluations that reflect duty performance not on a level with previous or subsequent reports are presumed to be in error. The bottom line is that the success of your appeal depends mainly on you!

4. Preparing an appeal

a. Having decided what and when to appeal, you should begin laying the groundwork by a thorough review of the appropriate Army Regulation in effect at the time the challenged report was prepared. Using your copy of the challenged report, you should note any instances where provisions of the governing regulations were not followed. The National Guard Bureau, Appeals and Analysis Section will provide guidance for preparation of your appeal. They can be reached at commercial (703) 607-9153, DSN 327-9153 for OER and AER appeals, and (703) 607-9178, DSN 607-9178 for NCOER appeals. You may want to seek assistance from your local Personnel Service Center (PSC) or Staff Judge Advocate in accomplishing this task. While minor inconsistencies or irregularities in the preparation of an evaluation report are not usually the sole basis for removal they do add to the overall consideration of the merits of the appeal. Some serious irregularities, such as improper rating officials, may, in and of themselves, warrant full or partial relief.

b. You should then dissect the challenged report, making note of entry, evaluation and narrative comments with which you have good reason to disagree. Are there errors in the administrative portion of the report insofar as your name, grade, SSN, specialty/MOS, inclusive rated period, non-rated period, duty description and rating chain? If so, are there factual records that would back you up? As to the substantive portion of the report (which relate to numerical scores, block placements and narratives), are there inaccurate or unjust entries? If so, are there third party observers, records, or reports that would back up your contentions?

c. Make a list of those individuals who were in a good position to have observed your performance during the period of the challenged report and who might provide you a statement of support. More specifically, identify and list those who served in a position that would allow them to challenge or refute specific shortcomings or incidents for which you were faulted on the challenged report. Concentrate on identifying those who also would have knowledge of the expectations and demands of your rating officials and your working relationship with them, (Ex: BN XO in support of Assistance S-3). Also, make a list of any records or reports that might serve to refute portions of the challenged evaluation. Published rating chains, for instance, are used to contest correctness of the evaluation officials. Extracts from inspection or investigative reports are sometimes useful to challenge faulting remarks.

5. The hard part

a. After you have made a list of those individuals who might support your appeal, the next step is locating those who might have been reassigned, discharged or retired. Check first with your local Personnel Service Center (PSC) to see if your installation has a copy of the US Army Locator for members on active duty. If so, make arrangements to review that file for current Army addresses. If not available, send your list (include full name and SSN) to the Active Army Locator, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301. For those known to have retired or otherwise left active duty, send your correspondence to the National Personnel Records Center, 9700 Page Avenue, Saint Louis, MO 63132-5260. The individual's full name and SSN must be provided along with the correspondence that you want forwarded. To protect the privacy of the individual's no longer on active duty, these agencies will normally forward correspondence to the appropriate individual rather than provide an address. When requesting addresses always indicate that your request is for official use in support of an evaluation report appeal.

b. With respect to the list of records and reports that might be of assistance to you, write to the S-1 of your former unit and request copies of those applicable to you or your job. If an inspection report was prepared by a higher headquarters, write to that headquarters after obtaining the address at your installation/unit. In each request, state that it is for official use in conjunction with the evaluation report appeal.

c. While awaiting the addresses and documents requested, prepare the letters you intend to send in order to solicit support for your appeal. Identify yourself and why you are writing. Many appellants include a copy of the challenged report, or extracts thereof, with those portions identified that the person receiving correspondence is requested to address in his/her comments of support. In providing a letter of support the person should be advised to identify his/her position during the period of the challenged report, and the degree of observation of your performance and the interaction with your rating chain during the same period. Most importantly, request the person, if possible, to offer any first hand observation or knowledge that might refute any of those portions of the report being challenged.

In this regard, third party statements that merely say you were a good soldier, without addressing or refuting the shortcomings for which you were faulted provide little in the way of convincing support for your appeal.

d. Upon receipt of the requested addresses, finalize and dispatch your letters requesting support. Sending a self-addressed and stamped return envelope is usually a courtesy you extend in order to facilitate a speedy response. Be sure to refer to or include a copy of the sample format for a letter of support shown in this guide.

6. Preparation of your appeal

a. While awaiting responses to your request for support, you should begin preparation of your basic letter of appeal. Use this letter in memorandum format for the transmittal of your appeal. Identify in the paragraph your name, rank, SSN, the period of the report and the priority of your appeal, as determined in the appeal chapter of AR 623-3 and DA PAM 623-3*. Include a DSN or commercial phone number, e-mail address and current mailing address where you may be contacted. *** Please note: Appeals, where the evaluation has a thru date before 15 June 2006, will still be submitted in accordance with AR 623-105 (Officer) or AR 623-205 (Enlisted). Appeals, where the evaluation has a thru date of 15 June 2006 or any date thereafter, will be submitted in accordance with AR 623-3 and DA PAM 623-3, as these regulations have superseded AR 623-105 and AR 623-205.**

b. Identify the specific portion(s) of the report which you contest and clearly state your disagreement. Be clear, brief and specific. Limit your explanation in the cover memorandum to the basic facts. If detailed information is essential, add your statements as an enclosure to the appeal. Your self-authored statements are your only opportunity to talk to the board. The board will not contact you.

c. Request that the specific changes you believe are justified by the evidence that 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.

d. Appropriate appeal correspondence formats can be found in AR 623-3 and DA PAM 623-3, and it is recommended that the cover letter be typed, on military letterhead or white bond paper. All enclosures should be tabbed and listed for easy reference, and they should be cited in the appeal as evidence to support each contention you are making.

7. Submission

a. Upon receipt of supporting statements and documentary evidence, and before finalizing the appeal, you may wish to have the entire packet reviewed by a disinterested third party, in which you have trust and confidence. This third party review will help remove emotionalism and poor logic from your appeal. The appeal should not be

submitted until you are satisfied that you have presented a logical, well-constructed case, as fully documented as possible.

b. Submit the finalized original appeal, plus one complete copy, directly to the address listed on the front page of this guide. Verify that all necessary information (i.e. signature, date, mailing address, telephone numbers, e-mail address and priority) has been included before forwarding the appeal. All supporting statements must be original or certified true copies. Certification of documents may be done by local Staff Judge Advocate (SJA) or the Personnel Service Center (PSC).

8. Processing and Disposition of Appeals

a. The Appeals and Analysis Section of the Army National Guard will review the case upon receipt and notify you by letter that the appeal has been accepted or that the case is being returned for lack of usable evidence. The Chief, National Guard Bureau will resolve administrative appeals. Substantive appeals will be further forwarded for final review and decision by the Deputy Chief of Staff for Personnel (DCSPER), Officer Special Review Board (OSRB) or Enlisted Special Review Board (ESRB). Upon final determination of the case, the Appeals and Analysis section will notify you of the results.

b. The time necessary to process an appeal varies with the time and complexity of the appeal, the volume of appeals being processed at the time your appeal is accepted, and the extent of deliberation required to make an appropriate decision. Some Priority 3 cases will take six months or longer to adjudicate, while Priority 2 and 1 cases will take less time. Processing priorities are explained in AR 623-3, Chapter 6. For Officers that are scheduled to be considered by a DA Selection Board, this will not cause the appeal to be expedited or change priority.

c. In order to ensure full and just consideration of an evaluation report appeal, the primary members of the rating chain are normally contacted by the OSRB or ESRB for their comments. Sometimes this acts to the advantage of the appellant, sometime not. DA DCSPER, Officer or Enlisted Special Review Board office, must carefully evaluate and weigh all evidence provided, or available, in order to arrive at a fair, impartial and just determination. After approving an appeal where the officer was previously non-selected by DA Selection Board for promotion, the OSRB will also take into consideration whether promotion reconsideration is warranted. The appellant will be informed of the decision when notified of the OSRB/ESRB decision. For Officers the results of the promotion reconsideration board will be provided to the appellant by the Appeals and Analysis Section.

d. In all cases, whether the appeal is approved or denied totally or in part, documentation is placed on the Official Military Personnel File (OMPF), on the performance portion to include either (1) a memorandum for record which explains non-rated time or (2) the DA DCSPER letter which notifies the appellant that his/her appeal has been denied. When the appeal is denied either totally or in part, the restricted portion

of the OMPF is amended or created. A complete copy of the appeal correspondence is placed on the restricted portion of the OMPF.

e. If the appeal is denied, you may seek additional evidence and submit a new appeal or request relief from the next agency in the Army's redress system, the Army Board for Correction of Military Records (ABCMR). A case summary of the board's consideration is available under the Freedom of Information Act (FOIA). A request in accordance with AR 340-17 and AR 340-21 for a copy of the case summary under the FOIA should be sent to:

Army Human Resources Command (AHRC)
ATTN: AHRC-PAO
200 Stovall Street
Alexandria, VA 22332

9. Summary Checklist for Appellant

a. **Appellant's Letter:** Identify in the **SUBJECT** your name, rank, SSN, and the period of the report. In the first paragraph, state your name, rank, branch, SSN, type of report you are appealing, your current promotion/career status, pending personnel actions and appeal processing priority, state affiliation, and whether appeal is substantive, administrative or both. If your appeal is a priority 1 or 2, provide evidence to support the priority (i.e. non-select letter, discharge letter). In the last paragraph, include a request, if you desire, for your original correspondence to be returned to you in the event your appeal is denied. Provide a telephone number, commercial and/or DSN, E-mail Address and your mailing address.

Note: There is no requirement to process appeals through command channels. Every attempt will be made to avoid 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 your current address, phone number and E-mail address will allow for direct contact between the NGB personnel staff officer and you. This helps expedite the resolution of questions that may arise during the adjudication process and speeds up notification of results. Therefore, **appeals which 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.**

b. **Evidence:** Appeals based on technical (administrative) error must be proven by original or certified true copies of the appropriate documents (e.g. orders, leave and earning statements, appropriate medical documents verifying height/weight, DA Form 705 (APFT results) and DA Form 2-1). Claims of inaccurate or unjust evaluations must be supported by originals of typed statements from knowledgeable observers during the report period. These statements should be signed and dated on white bond paper and should be specific in content. Additional statements from rating officials are acceptable, but will not be the sole basis for appeal. Documents such as ARTEP, AGI, Command Inspection results, etc may be useful in supporting a substantive appeal.

c. **Copies:** Provide one original and one duplicate copy. The original packet must include originals, all statements and certified true copies of all documents.

d. **Follow-up: Status checks are DISCOURAGED.** You will be notified in writing by the Appeals & Analysis Section that your appeal was received. You will also be promptly notified, in writing, of the decision once it is finalized. Upon final decision, if not totally approved, you have further recourse by requesting a copy of the OSRB for Officers and Warrant Officers and ESRB for Enlisted case summary if appropriate, then submitting a second appeal strengthened by the OSRB or ESRB, or you may apply to the ABCMR under the provisions of AR 15-185.

e. For additional information concerning appeals, please contact one of the following agencies which is responsible for your particular component:

ACTIVE DUTY: Commander
Army Human Resource Command
ATTN: AHRC-MSE-A
200 Stovall Street
Alexandria, VA 22332-0442

ARMY RESERVE: Commander
Human Resource Command – Saint Louis
ATTN: AHRC-PRE-A
1 Reserve Way
Saint Louis, MO 63132-5200

NATIONAL GUARD: Chief, National Guard Bureau
ATTN: NGB-ARP-DA (Appeals & Analysis)
111 South George Mason Drive
Arlington, VA 22204-1382

Commercial: (703) 607-9153/9178
DSN: 327-9153/9178

f. If you have any questions on how to prepare an appeal, contact Personnel Division, Appeals & Analysis at DSN: 327-9153 (Officers/Warrant Officers) or DSN: 327-9178 (Enlisted). Commercial: (703) 607-9153 or 9178 before you submit the packet.

NATIONAL GUARD OFFICER'S / NCO'S CHECKLIST

Two complete copies of the appeal packet (one original and one copy) containing:

a. Cover memorandum stating the priority of your appeal, a brief explanation of the nature of your appeal, and the action you are requesting.

b. Enclosures (tabbed):

- 1) Detailed statements supporting each alleged error or injustice.
- 2) DA Form 2-1 or Officer Record Brief (ORB)
- 3) Two copies of the OER/NCOER being appealed
- 4) Appropriate evidence to support appeal
- 5) Phone numbers/E-mail Address

Rated Officer/NCO: Home: _____ Work: _____ E-mail

Rater: Home: _____ Work: _____ E-mail

Senior Rater Home: _____ Work: _____ E-mail

- 6) For substantive – official results from either AR 15-6 investigation or an EO, IG, or Commander's Inquiry requested by the applicant, which might support the applicant's claim of inaccuracy.

****Note:** In order to expedite processing, National Guard officers/enlisted who have been separated are asked to provide a current copy of their Official Military Personnel File (OMPF).

To obtain a copy of the OMPF send correspondence to:

The National Personnel Records Center
9700 Page Avenue
Saint Louis, MO 63132

The following information is required in the correspondence in order to obtain your record:

Complete Name, SSN, Branch of Service (ex: Army National Guard), date of service and date of birth.

(LETTERHEAD)

(Office Symbol)

(Date)

MEMORANDUM FOR (appropriate Agency, ATTN, address)

SUBJECT: Officer, Warrant Officer, Non Commissioned Officer or Academic
Evaluation Report Appeal (Report Period) (Appellant's name, rank, branch, SSN)

1. Under the provisions of AR 623-3, chapter 6 and DA PAM 623-3, I appeal the evaluation report (Report Period). Include your name, rank, branch, SSN, 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, DA Form 2-1, APFT score (DA Form 705) or other verifying documents. Original statements from knowledgeable individuals also may support your request.
4. Be aware that if the contested has been filmed on your OMPF, very minor corrections will be accomplished by adding to your file a Memorandum for Record explaining the correction.
5. Make sure to include a telephone number, commercial and/or DSN. Notify addressee promptly if your address changes. Appeals which do not include 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.

Enclosures

Signature Block

(Mailing address if other than letterhead)

Sample format of an Administrative Appeal
(LETTERHEAD)

(Office Symbol)

(Date)

MEMORANDUM FOR (appropriate Agency, ATTN, address)

SUBJECT: Officer, Warrant Officer, Non Commissioned Officer or Academic
Evaluation Report Appeal (Report Period) (Appellant's name, rank, branch, SSN)

1. Under the provisions of AR 623-3, chapter 6 and DA PAM 623-3, I appeal the evaluation report (Report Period). Include your name, rank, branch, SSN, 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 specific portions 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. Limit the information in this letter to the basic facts. Be sure to support your appeal with relevant statements from knowledgeable observers.
3. Request the specific corrective actions you believe are 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 corrections.
4. Include a request, if you desire, for your original correspondence to be returned to you in the event your appeal is denied. Give a telephone number, commercial and/or DSN. Appeals that do not include 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.

Enclosures

Signature Block

(Mailing address if other than letterhead)

Sample format of an Substantive Appeal
(LETTERHEAD)

(Office Symbol)

(Date)

MEMORANDUM FOR (appropriate Agency, ATTN, address)

SUBJECT: Officer, Warrant Officer, Non Commissioned Officer or Academic
Evaluation Report Appeal (Report Period) (Appellant's name, rank, branch, SSN)

1. Under the provisions of AR 623-3, chapter 6 and DA PAM 623-3, I appeal the evaluation report (Report Period). Include your name, rank, branch, SSN, 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 reads and as it should appear. Support claims of technical error with certified true copies verifying documents, e.g. rating schemes in effect throughout the entire rating period, orders, leave and earning statements, APFT scores (DA Form 705), DA Form 2-1 or other related documents.
3. The substantive error is (**Use this paragraph to identify specific portions 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. Limit the information in this letter to the basic facts. Be sure to support your appeal with relevant statements from knowledgeable observers. Request specific corrective actions that you believe are 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 corrections.
4. Request 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, you must document your request with sufficient evidence to warrant corrective action.
5. Include a request, if you desire, for your original correspondence to be returned to you in the event your appeal is denied. Give a telephone number, commercial and/or DSN. Appeals that do not include 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.

Enclosures

Signature Block

(Mailing address if other than letterhead)

Sample format of combined Administrative & Substantive Appeal

(LETTERHEAD)

(Office Symbol)

(Date)

(Address)

Dear ()::

**SUBJECT: Officer, Warrant Officer, Non Commissioned Officer or Academic
Evaluation Report Appeal (Report Period) (Appellant's name, rank, branch, 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 (duty position).

In the body of the request letter, cite those portions of the contested report you would like have addressed by the recipient of the letter. You may also wish to 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 assistance he/she might provide.

(Signature block)

(Mailing address if other than letterhead)

Note: This letter should not be the letter of recommendation or a statement of ability. It should provide specific details of accomplishments that directly relate to the statements and ratings on the contested OER.

Sample format of letter requesting third party support

(LETTERHEAD)

(Office Symbol)

(Date)

MEMORANDUM FOR

SUBJECT: Supporting Statement for Evaluation Report Appeal (Appellant's name, rank, branch, SSN)

During the period _____ thru _____ I served as (duty position and unit of assignment). In that position, I observed (Appellant's name), followed by words describing the frequency or closeness of the observation, including, if appropriate, whether author was knowledgeable of the working relationship between the appellant and the rating chain, or their expectation of him/her.

In the body of the support letter, relate any first-hand knowledge of the 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 and e-mail address (if have one) where the board may reach you, if clarification is necessary.

(Signature block)

Note: This letter should not be the letter of recommendation or a statement of ability. It should provide specific details of accomplishments that directly relate to the statements and ratings on the contested OER.

Sample format of third party letter of support

NCOER Appeal Packet Reference

This reference is to ensure all necessary documentation is included in packet. This is **NOT** a substitute for the "OER/NCOER/AER Appeal Guide" and AR 623-3, chapter 6 and Appendix F.

***** Please send 2 copies of the entire packet (one original and one copy)**

1. Cover memorandum must include the following:

___ Cover memo and mailing envelope should be addressed **FOR:** Chief, National Guard Bureau, Army National Guard Readiness Center, ATTN: NGB-ARP-DA (Appeals), 111 South George Mason Drive, Arlington, VA 22204-1382

___ In the first paragraph, applicant must specifically state they are submitting an NCOER appeal and are doing so under the provisions of AR 623-3, Chapter 6

___ Subsequent paragraph(s) of the cover memorandum must include:

- a. Appeal priority (found in AR 623-3, chapter 6, paragraph 10)
- b. Appeal type (substantive, administrative or both) **Appeals that are only administrative should be submitted to applicant's affiliated state for correction.**
- c. Why applicant believes NCOER(s) is inaccurate and how they want corrected.
- d. Contact number (home and work) for applicant and email address.
- e. Address (home and work) for applicant

2. Subject line of the cover memorandum needs to include the following information:

___ Name of applicant

___ SSN of applicant

___ State affiliation of applicant

___ Rank of applicant

___ PMOS of applicant

___ Time period of appealed NCOER(s)

___ **Duty addresses and phone numbers for rating scheme of appealed NCOER(s) – Senior rater, Rater, and Reviewer.** Also home addresses phone numbers and email address for rating scheme. This will be done on a separate sheet of paper.

___ **Profiled copy of each NCOER being appealed** – Need front and back of NCOER(s) to prove the appealed NCOER(s) is on the applicant's OMPF and can be appealed, the NCOER(s) the applicant wishes to appeal should be profiled, with either the PSC/PSB code filed in (Part 1, block o) or the PSC initials (part 1 block n). This should be the version of the NCOER currently on the applicant's OMPF. **NCOER's not on the applicant's OMPF cannot be appealed and do not need to be appealed.** Proof of the NCOER validity can also be achieved by getting the PSC/PSB office to provide a certified, true copy of the profiled NCOER with a printed statement on the NCOER saying something to the effect of "this is a certified true copy" **Applicant should be able to obtain these NCOER(s) from their affiliated state or their unit.**

___ **DA Form 2-1 (Personnel Qualification Record – PQR Part II.** Applicant should be able to obtain these from their affiliated state or their unit.

___ **Third party/Witness letter(s) to support appeal.** Self authored statements not enough per AR 623-3. This can be someone the applicant worked with (ideally during the rating period in question) that can vouch for their abilities.

___ **Official results from either AR 15-6 Investigation or an Equal Opportunity (EO) Inspector General (IG), or Commander's inquiry requested by the applicant, which might support the applicant's claim or inaccuracy** (if one was conducted).

___ Any other supporting documentation

***** Applicant must become familiar with AR 623-3 (Noncommissioned Officer Evaluation Reporting System) chapter 6.**

***** Applicant can also read ARP's OER/NCOER/AER Appeal Guide** on Guard Knowledge Online (GKO). To access this guide, go to the main GKO login page – <https://gko.ngb.army.mil>. After you have logged in, click on "ARNG" at the top left of the screen. Under "Human Resources (G1)", click on "Personnel Division". Under "DA Actions", click on "Appeals and Analysis". Click on "OER-NCOER-AER Guide (2)" and the guide will be displayed.

***** It is advisable to remove any emotion from the applicant's appeal.** Focus on the facts and the evidence. It may be helpful to have a disinterested third party review the appeal to distinguish emotional and factual content.

***** Per 623-3, substantive appeals must be submitted within 3 years of the NCOER's completion date.** Failure to submit an appeal within this time may be excused only if the appellant provides exceptional justification to warrant this exemption, for example, extended hospitalization.

***** Applicant may want to tab the appeal packet for easy reference.**

***** Any appeals that are missing required documentation will be returned without action.**