



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
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NGB-ARH

10 AUG 2006

MEMORANDUM FOR MILPOs

SUBJECT: Military Evaluation Systems Regulation Implementation, effective 15 Jun 06  
(NGB-ARH Memo #06-043)

1. References:

a. Army Regulation (AR) 623-3, Evaluation Reporting System, dated 15 May 2006.

b. Department of the Army Pamphlet (DA PAM) 623-3, Evaluation Reporting System, dated 15 May 2006.

c. Army Military Personnel MILPER Message 06-143, dated 12 May 2006, Subject: Military Evaluation Systems Regulation Implementation.

2. This memorandum provides implementation instructions for the Officers Evaluation Report (OER), Non-Commissioned Officer Evaluation Report (NCOER) and the Academic Evaluation Report (AER) for Army National Guard (ARNG) Soldiers made in references above.

3. Effective 15 June 2006, Army Regulation 623-3 is the official regulation for Personnel Evaluations. This regulation streamlines and coordinates policy among DA Forms 67-9 (OER), 2166-8 (NCOER) and 1059 (AER). The regulation maintains basic evaluation philosophy from previous regulations and accommodates new systems for collecting and delivering evaluation content from and among organizational users and National Guard Bureau.

4. The new regulation includes new evaluation forms. The new forms will be phased in as follows: from 15 Jun 06 through 12 Oct 06 rating officials may continue with established counseling procedures using existing form versions until the current evaluation period is completed.

5. After 12 Oct 06 rating officials may continue established counseling procedures using previous form versions until the current evaluation period is completed. The new counseling forms dated 15 Jun 06 will be initiated for the next rating period. Final evaluations, DA Form 67-9 dated prior to 15 Jun 06 will not be accepted at NGB.

NGB-ARH

SUBJECT: Military Evaluation Systems Regulation Implementation, effective 15 Jun 06  
(NGB-ARH Memo #06-043)

6. This transition plan provides a four month period of dual form use to ensure that all required reports with THRU dates before 13 Oct 06 will arrive at NGB for processing before the moratorium on old form versions.

7. The current methods used for processing OERs will remain in effect and available until the entire Army is successfully using the "My Forms" tab on AKO. For example: until electronic submission to NGB is in place, JFHQ will continue to submit evaluations to NGB using their current methods of submission. The revised regulation allows for an electronic preparation of evaluation forms in AKO under the "My Forms" tab. The functions on the web site will be released as they are ready for use and will gradually improve automation processing until the entire system is electronic (routing between rating officials and rated Soldiers, creation of support form, creation of final evaluation from support form, electronic signature, and electronic submission to NGB).

8. The "My Forms" tab on AKO is the Army's Forms Content Management Program (FCMP). This program contains more than just the OER and NCOER, the program encompasses all forms. Currently 125 forms are available through the AKO Portal. This system assists the user in creating and finalizing evaluations beginning with the support form to sending a completed form to NGB. Currently, data is pulled from TAPDB-G pre-filling in the top portion of the form from the database. The FCMP is focused on re-engineering the Army forms program, building an enterprise infrastructure and develop applications which focus on form data versus a specific form layout. This Forms Content Management Program will provide:

a. Electronic forms using PureEdge available through Army Publications Website.

b. Electronic signatures using ApproveIt also available through Army Publications Website.

c. Workflow is determined on how the routing is set up, i.e. from your unit, company, battalion, etc...

d. The program has a built in regulation (wizard) to assist with preparing the report.

e. Reporting capabilities – reports are still being created in the system.

9. Changes in the Evaluation Policy are as follows:

NGB-ARH

SUBJECT: Military Evaluation Systems Regulation Implementation, effective 15 Jun 06  
(NGB-ARH Memo #06-043)

a. Allows for electronic production of evaluation forms with digital signatures using an authorized application (AKO My Forms).

b. Allows for electronic submission to NGB. Current procedures for sending OER's to NGB should not change. Whoever sends the report to NGB now, i.e. JFHQ, will have the capability of sending it electronically instead of through the mail.

c. Allows for printing copies with only the last 5 digits of SSN visible; prints copies for official submission with entire SSN.

d. Requires that safety objectives and/or tasks be developed for every officer and NCO support/counseling forms. This is an elaboration of the existing "special interest item" requirements.

e. Adds, as a special interest item, that it is mandatory for rating officials to counsel and evaluate a leader's conduct of training on prevention of sexual misconduct or training on avoidance of sexual misconduct.

f. Changes rules for loss of a rating chain member when the Senior Rater is removed from the rating chain. Options include treating this as routine change or allowing the (removed) Senior Rater's rater to execute an evaluation if that individual meets qualifications (other than "time in position") and feels comfortable doing so.

g. Expands prohibited comments section to restricting comments on any non-judicial punishment actions that are filed locally. Rating officials may still comment on underlying behavior that resulted in punishment.

h. Allows for auto fill of information from ITAPDB.

#### 10. Evaluation Administrative Changes:

a. Added blocks for individual's email address. Use full email address; do not Truncate to @.

b. Added block for UIC.

c. Aligned report "reason for submission" codes between NCOER and OER.

d. Deletes requirement for APFT for Soldiers over 60 years.

#### 11. NCOER Admin Changes:

NGB-ARH

SUBJECT: Military Evaluation Systems Regulation Implementation, effective 15 Jun 06  
(NGB-ARH Memo #06-043)

a. Aligned date for evaluation to reflect date (20040115) instead of Month, Year (2004 01).

c. Moves rated NCO to signing the NCOER last.

d. Can be signed up to 14 days prior to THRU date.

e. If rated NCO is unavailable for signature, the Senior Rater comments and leaves the signature section blank.

f. Adds requirement for recommendation of rank and duty position to which a rated NCO should be recalled from retirement in the event of mobilization.

g. Aligns NCOER policy for time under suspension with that for officers.

- Suspended and relived, time is non-rated time.
- Suspended and not relieved, time is rated time.

## 12. OER Admin Changes:

a. Adds separate block for rater's narrative on potential.

b. Updates requirement for senior rater profile restarts to match procedures in place since inception of DA Form 67-9 system:

- Senior Rater must have at least 3 reports processed for the grade for Restart.
- One of those reports must be a documented misfire.
- Senior Rater have their Senior Rater's permission to restart.

c. Updates AMEDD section for OER preparation.

d. Adds GG grades for civilian senior raters.

e. Establishes that time on an Academic Evaluation Reports (AER) is counted as non-rated time on OER/NCOER. Regulation offers recording options for periods of non-rated time over nine months.

f. Changes administrative information on AER.

- Adds signature of rated Soldier.

NGB-ARH

SUBJECT: Military Evaluation Systems Regulation Implementation, effective 15 Jun 06  
(NGB-ARH Memo #06-043)

- Eliminates distinction between resident and non-resident courses on the report.
  - Adds block for referral process for negative AERs.
  - Eliminates period of report and leaves section for duration of course.
- g. Army War College will submit a DA Form 1059 (vice 1059-2).
- h. Clarifies rating official duties and aligns with OER & NCOER.
- i. Allows letters of academic evaluation to be submitted with DA Fm 1059-1s.
- j. Clarifies that AERs are produced on an annual basis. Offers some exceptions for Master's Degree level courses.

13. The functional point of contact for this action is CW3 Jill Graham, 703-607-9268 or via email [jill.graham@ng.army.mil](mailto:jill.graham@ng.army.mil) and the technical points of contact are Mr. Jamison or Ms. Baucum at 703-607-9698/7669.



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