



# AR 623-3 & DA Pam 623-3 Policy Change & Clarification!!

Army  
Evaluation  
Systems Update

An Informational Overview

UNCLASSIFIED



# Situation and Purpose

**Situation:** A routine Army required regulation review commenced in early 2010 in order to maintain AR 623-3 and DA Pam 623-3 regulations update to date and in compliance with The Army Publishing Program (AR 25-30). This publication revision, which is a major revision, is the final product from this review. **These revised publications DO NOT reflect the future Phase II Evaluation Reporting System Enhancements currently under development.** This regulation prescribes the policy and tasks for the Army's current Evaluation Reporting System, including officer, noncommissioned officer, and academic evaluation reports focused on the assessment of performance and potential. It includes policy statements, operating tasks, and rules in support of operating tasks. Some of the most significant revisions incorporate Army Directive 2011-16 - OER Enhancements, updates policy on the use of extended evaluation reports, expands the authorization of specific non-Department of Defense senior raters and Army senior raters in unique circumstances, and clarifies policy on accounting for academic evaluation report periods as nonrated time on officer and noncommissioned officer evaluation reports.

**Purpose:** To provide an overview of updated revisions to include Policy Change and Policy Clarification for the newly revised AR 623-3 and DA Pam 623-3 to the Army's Evaluation System . **The intent of this information briefing is to highlight significant changes. For a complete understanding of all changes, it is recommended that a detailed review of AR & DA Pam 623-3 be completed. NOTE: If errors exist within this training packet that is different from the published AR and DA Pam 623-3, the official publication supersedes this training information.**





DA Pam 623-3 AER

**DA PAM 623-3**





# DA Pam 623-3 Summary of Change

1. Incorporates Army Directive 2011-16 – OER Enhancement changes
2. Discusses the preparation and submission of evaluation reports the using the Army Knowledge Online (AKO) Forms application as the Army’s standard (throughout).
3. Maintains the requirement to use only those forms and applications or programs authorized by the Army Publishing Directorate and emphasizes the use of the most current form versions with enhanced capabilities (paragraphs 1-2, 2-1b(2), and 3-1c).
4. Clarifies rating officials’ procedural requirements clarifies minimum grade requirements for senior raters on evaluation reports (tables 2-1 through 2-7 and 3-1 through 3-5).
5. Mandates the use of valid Common Access Card-enabled digital signatures in electronic form templates and forms-producing applications (paragraphs 2-3b, 3-2b, and 5-2a(1)(a)).
6. Includes information on the automatic population of data in support forms, Officer Evaluation Reports (OERs) and Noncommissioned Officer Evaluation Report Forms (NCOERs) using AKO Forms system capabilities (paragraphs 2-4 and 3-3, and tables 2-1 and 3-1).
7. Specifies an exception to entering three future duty assignments on OERs when the rater indicates “Do Not Promote” and the senior rater indicates “Below Center of Mass Do Not Retain” (table 2-7).
8. Eliminates the requirement on retirement reports to enter the rank and assignment to which a rated Soldier should be recalled to active duty in the event of mobilization (in accordance with AR 623-3, paragraph 3-43), but also emphasizes the importance of identifying officers’ special skills on final OERs (table 2-5).
9. Identifies change of duty (Code 04) evaluation reports for NCOs as a reason for submission for changes of duty under the same rater, discharge/separation, and retirement (AR 623-3, paragraphs 3-40 and 3-43); deletes “PCS” (permanent change of station) as a reason for submission (tables 2-8 and 3-6).





# DA Pam 623-3 Summary of Change

10. Identifies new nonrated codes for Soldiers assigned to Warrior Transition Units (tables 2-9 and 3-7).
11. Consolidates and cross references policy related to active Army, U.S. Army Reserve (USAR), and Army National Guard evaluation reports (chapters 2 and 3).
12. Makes entry of the social security number (SSN) optional for the rater, intermediate rater, and reviewer on evaluation reports; full nine-digit SSNs are only required for the rated Soldier and the senior rater for positive identification and processing the report to the rated Soldier's Official Military Personnel File and, for OERs, the senior rater profile report (chapters 2 and 3).
13. Emphasizes the Army-wide use of the Interactive Web Response System as a virtual tool to monitor the acceptance and processing of evaluation reports at HQDA (chapters 2 and 3).
14. Provides procedural requirements for Army Physical Fitness Test (APFT) and Height/Weight entries when preparing academic evaluation reports (AERs) for military training courses and institutional training for which an APFT and height/weight screening (body fat composition compliance in accordance with AR 600-9) are required (paragraph 4-3).
15. Incorporates the capability to submit AERs prepared using the Army Training Requirements and Resources System electronically to HQDA (paragraphs 4-1b and 5-2a(1)(a)).
16. Updates policy on Army evaluation report appeals and Army Special Review Boards (chapter 6).
17. Changes the mailing addresses for manual submission of evaluation reports to HQDA (all OERs, active Army and USAR NCOERs, and AERs for all officers and USAR noncommissioned officers) and provides other evaluation report-related contact information (appendix B).
18. Fixes administrative errors (throughout).





# DA Pam 623-3 OER

# OER





# DA Pam 623-3 OER Revision Part I, Administrative Data

## OFFICER EVALUATION REPORT

For use of this form, see [AR 623-3](#) the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO)  
SEE PRIVACY ACT STATEMENT IN AR 623-3.

### PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SCOTT, ERIC C.		b. SSN 111-11-1111	c. RANK 1LT	d. DATE OF RANK (YYYYMMDD) 20101001	e. BRANCH IN	f. DESIGNATED SPECIALTIES / PAMOS (11-9) 11A		
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND A Co, 1-66th AR, 1 BCT, 4 ID, Fort Hood, TX			g.2. STATUS CODE 02		h. REASON FOR SUBMISSION Annual			
i. PERIOD COVERED		j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S APO EMAIL ADDRESS (.gov or mil)	n. UIC	o. CMD CODE	p. PSB CODE
FROM (YYYYMMDD)	THRU (YYYYMMDD)							
20101119	20111118	12		0	eric.c.scott2@us.army.mil	WASH14	UZ	FS16

### Policy Change:

OER part I: block g.2 – Removed "EAD", "TTAD" and "ADSW"; Added "ADOS", "CO-ADOS" and "ADOS-RC".

OER part I: block h. – "Code 19" HRC directed reports now mandated for APMC personnel (ALRs no longer valid).

### Policy Clarification:

OER part I: block g.1 - The address should reflect the rated officer's location as of the "THRU" date of the report. While in a deployed status, indicate the data of the deployed unit. **Alternatively, indicate the parent unit's address "w/dy at" (with duty at) the Soldier's deployed unit location.**

OER part I: block i. - The "THRU" date on change of rater and change of duty reports **will be the day before the change takes effect.** Likewise, for rated officers signing out on transition leave, the "THRU" date will be the rated officer's **final duty day in the assigned duty position before transition leave begins.**

OER part I: block o - for ARNG officers, use "GB" or "NG."

OER part I: block p - Enter the four-character alphanumeric personnel services battalion (PSB) code for the officer's servicing administrative office of the unit/organization/agency that prepared the OER.





U.S. ARMY

# DA Pam 623-3 OER Revision Part II, Authentication

## PART II - AUTHENTICATION *(Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)*

a. NAME OF RATER <i>(Last, First, MI)</i> LYNCH, TERRANCE B.	SSN 222-22-2222	RANK CPT ▼	POSITION Cdr, A Co, 1-66 AR	SIGNATURE / ... -	DATE (YYYYMMDD)
b. NAME OF INTERMEDIATE RATER <i>(Last, First, MI)</i> <b>SMITH, JOHN (GBR)</b>	SSN -	RANK ▼	POSITION	SIGNATURE / ... -	DATE (YYYYMMDD)
c. NAME OF SENIOR RATER <i>(Last, First, MI)</i> HOSTETLER, JOSEPH T.	SSN 333-33-3333	RANK LTC ▼	POSITION Cdr, 1-66 AR	SIGNATURE / ... -	DATE (YYYYMMDD)
SENIOR RATER'S ORGANIZATION 1-66th AR, 1 BCT, 4 ID Fort Hood, TX 76544		BRANCH AR	SENIOR RATER TELEPHONE NUMBER 254-123-4567	MAIL ADDRESS <i>(.gov or .mil)</i> joseph.hostetler@us.army.mil	
d. This is a referred report, do you wish to make comments? <input type="checkbox"/> Yes, comments are attached <input type="checkbox"/> No				e. SIGNATURE OF RATED OFFICER / ... -	DATE (YYYYMMDD)

### Policy Change:

OER part II: block a. & b. – **Rater and Intermediate Rater SSNs, now optional.** For rating officials of allied forces, leave the SSN blank. For rating officials of allied forces also enter the rater’s country or country abbreviation in parentheses after his or her name (for example, (AU), (Italy), (GBR), and so forth).

OER part II, block c. - **For senior raters of other Services**, in addition to their rank, **enter their branch of Service** (for example, U.S. Navy “USN”, U.S. Air Force “USAF”, U.S. Marine Corps “USMC”, U.S. Coast Guard “USCG” **in the branch block** in part II, block c. For example, a U.S. Navy captain would be entered as “CAPT” in the rank block and “USN” in the branch block. **For Department of the Army civilians only enter, “DAC”**; for civilians of other Services within DOD, enter “CIV” as the branch.

### Policy Clarification:

OER part II: block e. - Evaluation reports stating that the officer cannot sign due to CAC issues will not be processed. (Note: if unable to sign with CAC, manually signed evaluations can still be accepted, however, submission to process is then by mail)



U.S. ARMY

UNCLASSIFIED



# DA Pam 623-3 OER Revision Part III, Duty Description

## PART III - DUTY DESCRIPTION

a. PRINCIPAL DUTY TITLE **Platoon Leader**

b. POSITION AOC/BR **11A00**

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1.

(See DA Pam 623-3, paragraph 2-6)

**UNCHANGED FROM PREVIOUS REQUIREMENTS**





# DA Pam 623-3 OER Revision Part IV, Performance Evaluation

## Policy Change & Clarification:

Part IV: block c (APFT).

— For Soldiers with permanent profiles who have been cleared to take an alternate APFT, enter “PASS” or “FAIL” for the alternate APFT as prescribed by health care personnel. The APFT may include an alternate authorized aerobic event (walk, bike, or swim). No comment about the Soldier’s profile is required.

— For Soldiers with permanent profiles whose profiles prohibit them from taking the APFT, the entry will be left blank and the rater will explain the reason why it has been left blank.

— In accordance with AR 350–1, officers 55 years of age and older have the option of taking the three-event APFT or an alternate APFT, but they will not be considered as being on profile unless a current profile exists.

— Officers 60 years of age and older have the option of not taking the APFT; however, they must maintain a personal physical fitness program approved by a physician; (*Note: they must remain within compliance of height and weight standards of AR 600–9*).

— Officers awaiting Basic Officer Leaders Course (BOLC)/warrant officer basic course (WOBC) attendance may be given an APFT, but no formal record of the score will be maintained. No APFT entry will be made in part IV, block c on the OER, and the rater will explain the absence of the entry in part V, block b stating: “Officer exempt from APFT requirement in accordance with AR 350–1.” (*Note: height and weight entry and compliance with the body fat composition standards of AR 600–9 are annotated in part IV, block c of the OER*).

— Deployed units unable to administer the APFT due to mission or conditions will annotate OERs with the following statement: “Officer was unable to take the APFT during this period due to deployment for combat operations/contingency operations.” In accordance with AR 350–1 upon return from deployment, officers will be administered a record APFT no earlier than 3 months for active Army and 6 months for USAR and ARNG Officers. (*Note: Officers are not exempted from complying with height and weight requirements of AR 600–9*).

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater)					
CHARACTER Disposition of the leader: combination of values, attributes, and skills affecting leader actions					
a. ARMY VALUES (Comments mandatory for all "NO" entries. Use PART Vb.)			Yes	No	Yes No
1. HONOR: Adherence to the Army's publicly declared code of values			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
2. INTEGRITY: Possesses high personal moral standards; honest in word and deed			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
3. COURAGE: Manifests physical and moral bravery			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
5. RESPECT: Promotes dignity, consideration, fairness, & EO			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
6. SELFLESS SERVICE: Places Army priorities before self			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
7. DUTY: Fulfills professional, legal, and moral obligations			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
b. LEADER ATTRIBUTES / SKILLS / ACTIONS: First, mark "YES" or "NO" for each block. Second, choose a total of six that best describe the rated officer. Select one from ATTRIBUTES, two from SKILLS (Competence), and three from ACTIONS (LEADERSHIP). Place an "X" in the appropriate numbered box with optional comments in PART Vb. Comments are mandatory in Part Vb for all "No" entries.					
b.1. ATTRIBUTES (Select 1) Fundamental qualities and characteristics		<input checked="" type="checkbox"/> 1. MENTAL Possesses desire, will, initiative, and discipline	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 2. PHYSICAL Maintains appropriate level of physical fitness and military bearing	
b.2. SKILLS (Competence) (Select 2) Skill development is part of self-development; prerequisite to action		<input type="checkbox"/> 1. CONCEPTUAL Demonstrates sound judgment, critical/creative thinking, moral reasoning	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 2. INTERPERSONAL Shows skill with people: coaching, teaching, counseling, motivating and empowering	
		<input checked="" type="checkbox"/> 4. TACTICAL Demonstrates proficiency in required professional knowledge, judgment, and warfighting	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> 3. TECHNICAL Possesses the necessary expertise to accomplish all tasks and functions	
b.3. ACTIONS (LEADERSHIP) (Select 3) Major activities leaders perform: influencing, operating, and improving					
INFLUENCING Method of reaching goals while operating / improving		<input checked="" type="checkbox"/> 1. COMMUNICATING Displays good oral, written, and listening skills for individuals / groups	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 2. DECISION-MAKING Employs sound judgment, logical reasoning and uses resources wisely	
OPERATING Short-term mission accomplishment		<input type="checkbox"/> 4. PLANNING Develops detailed, executable plans that are feasible, acceptable, and suitable	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 5. EXECUTING Shows tactical proficiency, meets mission standards, and takes care of people/resources	
IMPROVING Long-term improvement in the Army, its personnel and organizations		<input type="checkbox"/> 7. DEVELOPING Invests adequate time and effort to develop individuals; motivates as leaders	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> 8. BUILDING Spends time and resources improving teams, groups and units; fosters ethical climate	
				<input checked="" type="checkbox"/> 3. MOTIVATING Inspires, motivates, and guides others toward mission accomplishment	
				<input type="checkbox"/> 6. ASSESSING Uses after-action and evaluation tools to facilitate consistent improvement	
				<input type="checkbox"/> 9. LEARNING Seeks self-improvement and organizational growth; envisioning, adapting and leading change	
c. APFT: PASS DATE: 20110910 HEIGHT: 72 WEIGHT: 185 YES					
d. <del>OFFICER DEVELOPMENT - MANDATORY</del> <del>YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, AND WO1s.</del>					
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>					
DA FORM 67-9, OCT 2011			PREVIOUS EDITIONS ARE OBSOLETE.		





# DA Pam 623-3 OER Revision Part IV, Performance Evaluation (cont.)

## Policy Change & Clarification :

### Part IV: block c (Height & Weight).

— If there is no unit weigh-in during the period covered by the report, the rater will enter the officer's height and weight as of the "THRU" date of the OER.

— For officers 60 years of age and older who must remain in compliance with height and weight standards, the height and weight entry will be completed. Soldiers 60 years of age or older are only exempted from the requirement to take the APFT.

— The rater will comment on a "NO" entry, indicating noncompliance with the standards of AR 600–9 in part V, block b. These comments should indicate the reason for noncompliance. **Medical conditions may be cited for noncompliance; however, the "NO" entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes.** The progress or lack of progress in a weight control program will be indicated.

— **Unless the Soldier has an approved request for an Army, DCS G–1 waiver of compliance with AR 600–9, the height and weight standards of AR 600–9 apply at all times,** even when the officer is deployed for combat or contingency operations. If the Soldier has an approved Army G–1 waiver, the rater will enter "Rated officer has an Army G–1 waiver of compliance with AR 600–9." In such cases, a copy of the Army G–1 approval memo will be submitted as an enclosure to the evaluation report. This entry will not be left blank.

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater)					
CHARACTER Disposition of the leader: combination of values, attributes, and skills affecting leader actions					
a. ARMY VALUES (Comments mandatory for all "NO" entries. Use PART Vb.)		Yes	No	Yes	No
1. HONOR: Adherence to the Army's publicly declared code of values		<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. RESPECT: Promotes dignity, consideration, fairness, & EO	
2. INTEGRITY: Possesses high personal moral standards; honest in word and deed		<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. SELFLESS-SERVICE: Places Army priorities before self	
3. COURAGE: Manifests physical and moral bravery		<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. DUTY: Fulfills professional, legal, and moral obligations	
4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
b. LEADER ATTRIBUTES / SKILLS / ACTIONS: First, mark "YES" or "NO" for each block. Second, choose a total of six that best describe the rated officer. Select one from ATTRIBUTES, two from SKILLS (Competence), and three from ACTIONS (LEADERSHIP). Place an "X" in the appropriate numbered box with optional comments in PART Vb. Comments are mandatory in Part Vb for all "No" entries.					
b.1. ATTRIBUTES (Select 1)		<input checked="" type="checkbox"/> 1. MENTAL	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 2. PHYSICAL	<input checked="" type="checkbox"/> NO
Fundamental qualities and characteristics		Possesses desire, will, initiative, and discipline		Maintains appropriate level of physical fitness and military bearing	
b.2. SKILLS (Competence) (Select 2)		<input type="checkbox"/> 1. CONCEPTUAL	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 2. INTERPERSONAL	<input checked="" type="checkbox"/> NO
Skill development is part of self-development; prerequisite to action		Demonstrates sound judgment, critical/creative thinking, moral reasoning		Shows skill with people: coaching, teaching, counseling, motivating and empowering	
		<input checked="" type="checkbox"/> 4. TACTICAL	<input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> 3. TECHNICAL	
		Demonstrates proficiency in required professional knowledge, judgment, and warfighting		Possesses the necessary expertise to accomplish all tasks and functions	
b.3. ACTIONS (LEADERSHIP) (Select 3) Major activities leaders perform: influencing, operating, and improving					
INFLUENCING		<input checked="" type="checkbox"/> 1. COMMUNICATING	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 2. DECISION-MAKING	<input checked="" type="checkbox"/> NO
Method of reaching goals while operating / improving		Displays good oral, written, and listening skills for individuals / groups		Employs sound judgment, logical reasoning and uses resources wisely	
OPERATING		<input type="checkbox"/> 4. PLANNING	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 5. EXECUTING	<input checked="" type="checkbox"/> NO
Short-term mission accomplishment		Develops detailed, executable plans that are feasible, acceptable, and suitable		Shows tactical proficiency, meets mission standards, and takes care of people/resources	
IMPROVING		<input type="checkbox"/> 7. DEVELOPING	<input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> 8. BUILDING	<input checked="" type="checkbox"/> NO
Long-term improvement in the Army its people and organizations		Invests adequate time and effort to develop individual subordinates as leaders		Spends time and resources improving teams, groups and units, fosters ethical climate	
				<input checked="" type="checkbox"/> 3. MOTIVATING	<input checked="" type="checkbox"/> NO
				Inspires, motivates, and guides others toward mission accomplishment	
				<input type="checkbox"/> 6. ASSESSING	<input checked="" type="checkbox"/> NO
				Uses after-action and evaluation tools to facilitate consistent improvement	
				<input type="checkbox"/> 9. LEARNING	<input checked="" type="checkbox"/> NO
				Seeks self-improvement and organizational growth, envisioning, adapting and leading change	
c. APFT: PASS		DATE: 20110910	HEIGHT: 72	WEIGHT: 185	YES <input checked="" type="checkbox"/>
d. OFFICER DEVELOPMENT - MANDATORY YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, AND WO1s					
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED?					
				YES	NO <input checked="" type="checkbox"/>

DA FORM 67-9, OCT 2011

PREVIOUS EDITIONS ARE OBSOLETE.

Page 1 of 2  
APD PE v1.01ES



UNCLASSIFIED



# DA Pam 623-3 OER Revision Part V, Performance and Potential

## Policy Change & Clarification:

- The last statement in part V, block b will indicate that the rated officer has completed, (or initiated), an Army multi-source assessment and feedback (MSAF) as required by AR 350-1.

- If the rated officer has not initiated or completed a multi-source assessment as of the “thru date” on the evaluation, no comment will not be entered. *(Note: MSAF are completed, at a minimum, every 36 months as required by AR 350-1.)*

- Mandatory comments still required as a result of entries in part IV will also be included in part V, block b.

- If the rater is serving as both rater and senior rater in accordance with AR 623-3, entry of the statement “I am serving as both rater and senior rater in accordance with AR 623-3, paragraph 2-20 (or 2-21, as applicable),” or “I am serving as rater and senior rater in accordance with CG, USAHRC, exception to policy” is still required in part V, block b.

- Part V, blocks c. and d. remain unchanged from previous requirements.

NAME	SCOTT, ERIC C.	SSN	111-11-1111	PERIOD COVERED	20101119	20111118
<b>PART V - PERFORMANCE AND POTENTIAL EVALUATION (Rater)</b>						
a. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIS/HER POTENTIAL FOR PROMOTION						
<input checked="" type="checkbox"/> OUTSTANDING PERFORMANCE, MUST PROMOTE <input type="checkbox"/> SATISFACTORY PERFORMANCE, PROMOTE <input type="checkbox"/> UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE <input type="checkbox"/> OTHER (Explain)						
b. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE, REFER TO PART III, DA FORM 67-9 AND PART IVa, b, AND PART Vb, DA FORM 67-9-1.						
(See DA Pam 623-3, paragraph 2-8)						
c. COMMENT ON POTENTIAL FOR PROMOTION.						
(See DA Pam 623-3, paragraph 2-8)						
d. IDENTIFY ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY THAT THIS OFFICER POSSESSES. FOR ARMY COMPETITIVE CATEGORY OPT ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.						
(See DA Pam 623-3, paragraph 2-6)						





U.S. ARMY

# DA Pam 623-3 OER Revision Part VI, Intermediate Rater

## PART VI - INTERMEDIATE RATER

(See DA Pam 623-3, paragraph 2-9)

**UNCHANGE FROM PREVIOUS REQUIREMENTS**



U.S. ARMY

UNCLASSIFIED



# DA Pam 623-3 OER Revision Part VII, Senior Rater

## Policy Change & Clarification:

- Part VII, block b. – required for Officers in grades 2LT through BG. (Army Directive 2011-16 incorporated).

- Part VII, block c. - anything unusual about the report will be noted here (for example, APFT and height and weight data or explanatory comments, if not included; inability or refusal of the rated officer to complete a DA Form 67–9–1; lack of rated officer’s signature; signatures are out of sequence on the report; changes in an evaluation resulting from rated officer comments; and that multiple referral attempts have been made to the rated officer).

- Part VII, block d. - For “Relief for Cause” reports on which the rater indicates “Do not promote” and the senior rater indicates a rating of “BCOM–Do Not Retain.” On these reports only, no successive duty positions are required.

PART VII - SENIOR RATER	
a. EVALUATE THE RATED OFFICER'S PROMOTION POTENTIAL TO THE NEXT HIGHER GRADE <input checked="" type="checkbox"/> BEST QUALIFIED <input type="checkbox"/> FULLY QUALIFIED <input type="checkbox"/> DO NOT PROMOTE <input type="checkbox"/> OTHER (Explain below)	
I currently senior rate <u>16</u> officer(s) in this grade A completed DA Form 67-9-1 was received with this report and considered in my evaluation and review <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain below)	
b. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)  <input type="checkbox"/> ABOVE CENTER OF MASS (Less than 50% in top box; Center of Mass if 50% or more in top box)  <input checked="" type="checkbox"/> CENTER OF MASS  <input type="checkbox"/> BELOW CENTER OF MASS RETAIN  <input type="checkbox"/> BELOW CENTER OF MASS DO NOT RETAIN	c. COMMENT ON PERFORMANCE/POTENTIAL  <p style="text-align: center;">(See DA Pam 623-3, paragraph 2-10)</p>
d. LIST THREE FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED. FOR ARMY COMPETITIVE CATEGORY CPT, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.  <p style="text-align: center;">(See DA Pam 623-3, paragraph 2-10)</p>	
DA FORM 67-9, OCT 2011	





# DA Pam 623-3 NCOER

# NCOER



# DA Pam 623-3 NCOER Revision - Part I



## NCO EVALUATION REPORT

For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO)  
SEE PRIVACY ACT STATEMENT  
IN AR 623-3.

### PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) THOMAS, DAVID M.		b. SSN 444-44-4444		c. RANK MSG ( )		d. DATE OF RANK 20060901		e. PMOSC 92Y52SG10	
f.1. UNIT ORG. STATION ZIP CODE OR APO, MAJOR COMMAND HHC, SPT BN, 13th COSCOM, Fort Hood, TX 76544 III Corps				f.2. STATUS CODE		g. REASON FOR SUBMISSION 03 Change of Rater			
h. PERIOD COVERED		i. RATED MONTHS 6	j. NON-RATED CODES E	k. NO. OF ENCL 0	l. RATED NCO'S EMAIL ADDRESS (.gov or .mil) david.m.thomas9@us.army.mil		m. UIC WASH26	n. CMD CODE UZ	o. PSB CODE FS16
FROM	THRU								
YEAR MONTH DAY 20090320	YEAR MONTH DAY 20091021								

## Policy Change:

NCOER part I: block f.2. – Removed "EAD", "TTAD" and "ADSW"; Added "ADOS", "CO-ADOS" and "ADOS-RC".

NCOER part I: block g. – "Change of Duty" now authorized for reason of submission (use only codes found in DA Pam, table 3-6)

## Policy Clarification:

NCOER part I: block d. - Enter the date of rank (YYYYMMDD) for the NCO's rank as of the "THRU" date of the report.

NCOER part I: block f.1. - The address should reflect the rated officer's location as of the "THRU" date of the report. While in a deployed status, indicate the data of the deployed unit. **Alternatively, indicate the parent unit's address "w/dy at" (with duty at) the Soldier's deployed unit location.**

NCOER part I: block h. - The "THRU" date on change of rater and change of duty reports **will be the day before the change takes effect.** Likewise, for rated officers signing out on transition leave, the "THRU" date will be the rated officer's **final duty day in the assigned duty position before transition leave begins.**

NCOER part I: block n. - for ARNG officers, use "GB" or "NG."

NCOER part I: block o. - Enter the four-character alphanumeric personnel services battalion (PSB) code for the officer's servicing administrative office of the unit/organization/agency that prepared the NCOER.



UNCLASSIFIED



# DA Pam 623-3 NCOER Revision - Part II

## PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)		SSN	SIGNATURE	DATE (YYYYMMDD)
BANKS, KATHERINE		555-55-5555		
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	RATER'S AKO EMAIL ADDRESS (.gov. or .mil)
LTC	AG	Army Contracting Agency	BN Commander	david.m.thomas278@us.army.mil
b. NAME OF SENIOR RATER (Last, First, Middle Initial)		SSN	SIGNATURE	DATE (YYYYMMDD)
JONES, WILLIAM A.		666-66-6666		
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	SENIOR RATER S AKO EMAIL ADDRESS (.gov. or .mil)
GS 15	AG	Army Contracting Agency	Acting Director	william.a.jones2789@us.army.mil
c. NAME OF REVIEWER (Last, First, Middle Initial)		SSN	SIGNATURE	DATE (YYYYMMDD)
SEMELSKI, REGINA		777-77-7777		
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	REVIEWER'S AKO EMAIL ADDRESS (.gov. or .mil)
COL	AG	Army Contracting Agency	BDE Commander	regina.semelski2789@us.army.mil
d. <input checked="" type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS		<input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)		
e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.			SIGNATURE	DATE (YYYYMMDD)

### Policy Change:

*NCOER part II: block a. – Rater SSN s now optional.* – For raters of other Services, in addition to the raters’ rank, enter their branch of Service (USN, USAF, USMC, or USCG). For example, a U.S. Navy captain would be entered as “CAPT” in the Rank block and “USN” in the PMOS/Branch block. Civil service raters will enter the pay grade (NSPS/GM/GG/GS/UA-#). For members of the senior executive service, “SES” will be entered in lieu of a rank/pay grade. For members authorized by an exception to policy or not in any category above, enter the appropriate grade level.

For DA (Army) civilians only enter “DAC”; for civilians of other Services within DOD, enter “CIV” as the Branch.

For rating officials of allied forces (under exceptional circumstances), leave the SSN blank. Enter the intermediate rater’s country or country abbreviation in parentheses after the name (for example, (AU), (Italy), (GBR), and so forth).

*The “P” entry may be used for rating officials who are in a promotable status and serving in a position authorized for the next higher grade/rank. If the senior rater is serving as both the rater and senior rater, the senior rater’s information and signature are required in parts II, blocks a and b.*





# DA Pam 623-3 NCOER Revision - Part II cont.

## PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)		SSN	SIGNATURE	DATE (YYYYMMDD)
BANKS, KATHERINE		555-55-5555		
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	RATER'S AKO EMAIL ADDRESS (.gov. or .mil)
LTC	AG	Army Contracting Agency	BN Commander	david.m.thomas278@us.army.mil
b. NAME OF SENIOR RATER (Last, First, Middle Initial)		SSN	SIGNATURE	DATE (YYYYMMDD)
JONES, WILLIAM A.		666-66-6666		
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	SENIOR RATER S AKO EMAIL ADDRESS (.gov. or .mil)
GS 15	AG	Army Contracting Agency	Acting Director	william.a.jones2789@us.army.mil
c. NAME OF REVIEWER (Last, First, Middle Initial)		SSN	SIGNATURE	DATE (YYYYMMDD)
SEMELSKI, REGINA		777-77-7777		
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT	REVIEWER'S AKO EMAIL ADDRESS (.gov. or .mil)
COL	AG	Army Contracting Agency	BDE Commander	regina.semelski2789@us.army.mil
d. <input checked="" type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS		<input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)		
e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.			SIGNATURE	DATE (YYYYMMDD)

## Policy Change:

NCOER part II, block b. – For senior raters of other Services, in addition to their rank, enter their branch of Service (for example, U.S. Navy “USN”, U.S. Air Force “USAF”, U.S. Marine Corps “USMC”, U.S. Coast Guard “USCG” in the branch block. For example, a U.S. Navy captain would be entered as “CAPT” in the rank block and “USN” in the branch block. For Department of the Army civilians only enter, “DAC”; for civilians of other Services within DOD, enter “CIV” as the branch.

## Policy Clarification:

NCOER part II, block e. - Evaluation reports stating that the Soldier cannot sign due to CAC issues will not be processed. If unable to sign with CAC, manually signed evaluations can still be accepted, however, submission to process is then by mail). The two-character branch entry will not be “GS” or the branch associated with an officer’s FA. For general officers use “GO.” The senior rater’s signature and date are required on the completed evaluation report even if he or she is unable to evaluate the rated NCO due to lack of qualification.





# DA Pam 623-3 NCOER Revision - Part III

## PART III - DUTY DESCRIPTION (Rater)

a. PRINCIPAL DUTY TITLE Contracting Command NCOIC		b. DUTY MOSC 92Y5OG1		
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars)  (See DA Pam 623-3, paragraph 3-6)				
d. AREAS OF SPECIAL EMPHASIS  (See DA Pam 623-3, paragraph 3-6)				
e. APPOINTED DUTIES  (See DA Pam 623-3, paragraph 3-6)				
f. COUNSELING DATES	INITIAL 20090330	LATER 20090620	LATER 20090918	LATER

### Policy Clarification:

*NCOER part III, block c.*—Enter the most important routine duties and responsibilities in a series of phrases, starting with action words, separated by semicolons, and ending in a period. Use the present tense to identify what the rated NCO is supposed to do in his or her duty position. Unless changes occurred during the rating period, the duty description on the NCOER should be the same as the one on the NCO counseling form (DA Form 2166–8–1). Scope should include the number of people supervised, equipment, facilities, dollars involved, and any other routine duties and responsibilities critical to mission accomplishment.

*For ARNG AGR Soldiers assigned as readiness NCO or training NCO, enter both the NCO’s table of organization and equipment (TOE) or table of distribution and allowances (TDA) assignment and the full-time support titles such as chief of a division/branch/section, or firing battery/readiness NCO. Include comments about both the position duties and the full-time support duties in blocks c through e.*





U.S. ARMY

# DA Pam 623-3 NCOER Revision – Part IV

## PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)

a. ARMY VALUES. Check either "YES" or "NO". (Bullet Comments are mandatory. Substantive bullet comments are required for "NO" entries.)

YES NO

**V**

**A**

**L**

**U**

**E**

**S**

Loyalty  
Duty  
Respect  
Selfless-Service

Honor  
Integrity  
Personal Courage

1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other Soldiers.
2. DUTY: Fulfills their obligations.
3. RESPECT/EO/EEO: Treats people as they should be treated.
4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.
5. HONOR: Lives up to all the Army values.
6. INTEGRITY: Does what is right - legally and morally.
7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).

YES	NO
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Bullet comments

(See DA Pam 623-3, paragraph 3-6)

**UNCHANGE FROM PREVIOUS REQUIREMENTS**



U.S. ARMY



# DA Pam 623-3 NCOER Revision – Part IV APFT

## Policy Change & Clarification:

Part IV: block c (APFT).

— In the space after the word “APFT” the rater will enter “PASS” or “FAIL” and the date (YYYYMMDD) of the most recent record APFT administered by the unit; it will be **within the 12-month period prior to the “THRU” date** of report. However, the APFT date does not have to fall within the period covered by the evaluation report. If the NCO was unable to participate in the most recent record APFT (for example, due to a profile or pregnancy), his or her status at that time will be documented appropriately. The APFT for Soldiers without profiles consists of push-ups, sit-ups, and a 2-mile run.

— For Soldiers with permanent profiles who have been cleared to take an alternate APFT, enter “PASS” or “FAIL” for the alternate APFT as prescribed by health care personnel and the date of the APFT. The APFT may include an alternate authorized aerobic event (walk, bike, or swim). No comment about the rated Soldier’s profile is required.

— For Soldiers with permanent profiles whose profiles prohibit them from taking the APFT, the entry will be left blank and the rater will explain the reason it has been left blank.

— Soldiers with temporary profiles at the time of the unit’s record APFT will enter “PROFILE” and the date (YYYYMMDD) the profile was awarded. The date of the profile must be within 12 months prior to the “THRU” date of the evaluation report.

— Sample entries are; “PASS 20100414”, “FAIL 20100507”, or “PROFILE 20100302.” APFT numerical scores will not be entered.

— The rater will address a “FAIL” entry for APFT in block c. Bullet comments for “FAIL” entries may include the reason(s) for failure and/or note any progress toward meeting physical fitness standards of AR 350–1.

RATED NCO'S NAME (Last, First, Middle Initial) THOMAS, DAVID M.		SSN 444-44-4444	THRU DATE 20091021
PART IV (Rater) - VALUES/NCO RESPONSIBILITIES			
b. COMPETENCE o Duty proficiency; MOS competency o Technical & tactical; knowledge, skills, and abilities o Sound judgment o Seeking self-improvement; always learning o Accomplishing tasks to the fullest capacity; committed to excellence (See DA Pam 623-3, paragraph 3-7)			
EXCELLENCE (Exceeds std)	SUCCESS (Meets std)	NEEDS IMPROVEMENT (Some)	(Much)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. PHYSICAL FITNESS & MILITARY BEARING o Mental and physical toughness o Endurance and stamina to go the distance o Displaying confidence and enthusiasm; looks like a Soldier (See DA Pam 623-3, paragraph 3-7)			
EXCELLENCE (Exceeds std)	SUCCESS (Meets std)	NEEDS IMPROVEMENT (Some)	(Much)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. LEADERSHIP			

APFT	PASS	20090920	HEIGHT/WEIGHT	69 / 181	YES
------	------	----------	---------------	----------	-----





# DA Pam 623-3 NCOER Revision – Part IV APFT cont.

## Policy Change & Clarification:

Part IV: block c (APFT).

— A comment on “PROFILE” entries will be made only if the rated NCO’s ability to perform his or her assigned duties is affected.

— The rater will explain the absence of an APFT entry in block c. If the APFT has not been taken within 12 months of the “THRU” date of the report the APFT data entry will be left blank and the rater will provide an explanation in block c. In accordance with AR 40–501, an APFT is not required for pregnant NCOs.

— In accordance with AR 350–1, NCOs 55 years of age and older have the option of taking the three-event APFT or an alternate APFT, but they will not be considered as being on profile, unless a current profile exists.

— Additionally, NCOs 60 years of age and older have the option of not taking the APFT; however, they must maintain a personal physical fitness program approved by a physician and remain within compliance of height and weight standards of AR 600–9. If no APFT is taken, leave the APFT entry blank and make a comment addressing the blank APFT entry, “NCO exempt from APFT requirement in accordance with AR 350–1.”

— NCOs who meet Army minimum standards for APFT, but fail to meet unit standards, will not be given a rating of “needs improvement” for physical fitness and military bearing, if such rating is based solely on the failure to meet unit standards.

— In accordance with AR 350–1, NCOs 55 years of age and older have the option of taking the three-event APFT or an alternate APFT, but they will not be considered as being on profile, unless a current profile exists.

RATED NCO'S NAME (Last, First, Middle Initial) THOMAS, DAVID M.		SSN 444-44-4444	THRU DATE 20091021
PART IV (Rater) - VALUES/NCO RESPONSIBILITIES			
b. COMPETENCE <input type="checkbox"/> Duty proficiency; MOS competency <input type="checkbox"/> Technical & tactical; knowledge, skills, and abilities <input type="checkbox"/> Sound judgment <input type="checkbox"/> Seeking self-improvement; always learning <input type="checkbox"/> Accomplishing tasks to the fullest capacity; committed to excellence (See DA Pam 623-3, paragraph 3-7)			
EXCELLENCE (Exceeds std)	SUCCESS (Meets std)	NEEDS IMPROVEMENT (Some)	(Much)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. PHYSICAL FITNESS & MILITARY BEARING <input type="checkbox"/> Mental and physical toughness <input type="checkbox"/> Endurance and stamina to go the distance <input type="checkbox"/> Displaying confidence and enthusiasm; looks like a Soldier (See DA Pam 623-3, paragraph 3-7)			
EXCELLENCE (Exceeds std)	SUCCESS (Meets std)	NEEDS IMPROVEMENT (Some)	(Much)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. LEADERSHIP APFT: PASS   20090920   HEIGHT/WEIGHT: 69 / 181   YES			





# DA Pam 623-3 NCOER Revision – Part IV Height/Weight

## Policy Change & Clarification:

Part IV: block c (Height/Weight).

- In the space after “Height/Weight” the rater will enter the rated NCO’s height and weight as of the unit’s last record weigh-in. If there is no unit weigh-in during the period covered by the report, the rater will enter the NCO’s height and weight **as of the “THRU” date of the NCOER.**

- An entry of “YES” or “NO” will be placed in the space next to the weight to indicate compliance or noncompliance with AR 600–9. Sample entries are: “72/180 YES” or “68/205 NO.”

— For NCOs 60 years of age and older, who must remain in compliance with height and weight standards, the “Height/Weight” entry will be completed. Soldiers 60 years of age or older are only exempted from the requirement to take the APFT.

— The rater will enter a “YES” for NCOs who meet the table screening weight or are in compliance with the body fat standards of AR 600–9, as determined by tape measurement and the use of DA Form 5501.

— The rater will comment on a “NO” entry, indicating noncompliance with the standards of AR 600–9, in part IV, block c. These comments should indicate the reason for noncompliance; medical conditions may be cited for noncompliance, however, the “NO” entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes. The progress or lack of progress in a weight control program will be indicated.

— Unless the Soldier has an approved request for Army, DCS G–1 waiver of compliance with AR 600–9, the height and weight standards of AR 600–9 apply at all times, even when the officer is deployed for combat or contingency operations. If the Soldier has an approved Army G–1 waiver, the rater will enter **“Rated NCO has an Army G–1 waiver of compliance with AR 600–9.”** In such cases, a copy of the Army G–1 approval memo will be submitted as an enclosure to the evaluation report. This entry will not be left blank.

RATED NCO'S NAME (Last, First, Middle Initial) THOMAS, DAVID M.		SSN 444-44-4444	THRU DATE 20091021
PART IV (Rater) - VALUES/NCO RESPONSIBILITIES			
b. COMPETENCE o Duty proficiency; MOS competency o Technical & tactical; knowledge, skills, and abilities o Sound judgment o Seeking self-improvement; always learning o Accomplishing tasks to the fullest capacity; committed to excellence			
(See DA Pam 623-3, paragraph 3-7)			
EXCELLENCE (Exceeds std)	SUCCESS (Meets std)	NEEDS IMPROVEMENT (Some) (Much)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
c. PHYSICAL FITNESS & MILITARY BEARING			
o Mental and physical toughness o Endurance and stamina to go the distance o Displaying confidence and enthusiasm; looks like a Soldier			
(See DA Pam 623-3, paragraph 3-7)			
EXCELLENCE (Exceeds std)	SUCCESS (Meets std)	NEEDS IMPROVEMENT (Some) (Much)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
d. LEADERSHIP			
APFT	PASS	20090920	HEIGHT/WEIGHT 69 / 181 YES





# DA Pam 623-3 NCOER Revision – Part V

## PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST      FULLY CAPABLE      MARGINAL

                                          

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

(See DA Pam 623-3, paragraph 3-8)

---



---



---

e. SENIOR RATER BULLET COMMENTS

(See DA Pam 623-3, paragraph 3-8)

c. SENIOR RATER. Overall performance

          

1    2    3                      4                      5

Successful                      Fair                      Poor

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.

          

1    2    3                      4                      5

Superior                      Fair                      Poor

### Policy Clarification: Part V: block e.

- The senior rater must address any fair or poor ratings
- The senior rater must address the lack of a rated NCO’s signature on the evaluation report. *Note. If the rated NCO is physically unavailable to sign (and cannot have it forwarded to him or her to sign), unable to sign, or refuses to sign the NCOER, for any reason, the senior rater will either resolve the problem or use the AKO Forms Wizard to automatically enter the appropriate statement explaining why the rated NCO’s signature is left blank in part II, block e. Otherwise, the AKO Forms Wizard application may not allow the report to be submitted through the AKO Portal. Evaluation reports stating that the NCO cannot sign due to CAC issues will not be processed. The report will not be delayed because it lacks the rated NCO’s signature.*
- In those cases when the senior rater is serving as both rater and senior rater, enter a bullet comment to explain why, such as “Rater relieved” or “Serving as rater and senior rater in accordance with AR 623-3, paragraph 2-20 (or para 2-21),” as appropriate. There is no requirement for the entry of this statement for GO and SES members serving in accordance with AR 623-3.





DA Pam 623-3 AER 1059 & 1059-1

# AER 1059 & 1059-1





# DA Pam 623-3 AER 1059 & 1059-1

SERVICE SCHOOL ACADEMIC EVALUATION REPORT		DATE (YYYYMMDD)		
For use of this form, see AR 623-3, the proponent agency is DCS, G-1				
1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. SSN	3. GRADE	4. BR	5. SPECIALTY/MOSC
6. COURSE TITLE	7. NAME OF SCHOOL		8. COMP	
9. THIS IS A REFERRED REPORT, DO YOU WISH TO MAKE COMMENTS?		10. DURATION OF COURSE (YYYYMMDD)		
<input type="checkbox"/> YES <input type="checkbox"/> NO		From: This:		
11. PERFORMANCE SUMMARY		12. DEMONSTRATED ABILITIES		
*a. <input type="checkbox"/> EXCEEDED COURSE STANDARDS <small>(limited to 20% of class enrollment)</small> b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS *c. <input type="checkbox"/> MARGINALLY ACHIEVED COURSE STANDARDS *d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS <small>*Rating must be supported by comments in ITEM 14</small>		a. WRITTEN COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR b. ORAL COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR c. LEADERSHIP SKILLS <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR d. CONTRIBUTION TO GROUP WORK <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR e. EVALUATION OF STUDENT'S RESEARCH ABILITY <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR <small>(SUPERIOR/UNSAT rating must be supported by comments in ITEM 14)</small>		
13. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <small>(A "NO" response must be supported by comments in ITEM 14)</small>				
14. COMMENTS <small>(This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs.)</small>				
15. AUTHENTICATION				
a. TYPED NAME, GRADE, BRANCH AND TITLE OF RATER		DATE (YYYYMMDD)	SIGNATURE	
b. TYPED NAME, GRADE, BRANCH AND TITLE OF REVIEWING OFFICER		DATE (YYYYMMDD)	SIGNATURE	
c. DATE (YYYYMMDD)		SIGNATURE OF RATED SOLDIER		

DA FORM 1059, MAR 2006 PREVIOUS EDITIONS ARE OBSOLETE. AFS #E-11-2006

CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT				
For use of this form, see AR 623-3, the proponent agency is DCS, G-1				
SECTION I - ADMINISTRATIVE DATA <small>(To be completed by the student detachment or installation Education Services Officer)</small>				
1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. SSN	3. GRADE	4. BR	5. SPECIALTY/MOSC
6. COMP		7. APPLICABLE REGULATION		
8. THIS IS A REFERRED REPORT, DO YOU WISH TO MAKE COMMENTS?		9. DURATION OF COURSE (YYYYMMDD)		
<input type="checkbox"/> YES <input type="checkbox"/> NO		From: This:		
SECTION II - EVALUATION <small>(To be completed by the civilian institution) ATTACH AN OFFICIAL TRANSCRIPT IN DUPLICATE</small>				
10. NAME AND ADDRESS OF CIVILIAN INSTITUTION				
11. EVALUATION <small>(Evaluation of Student Performance should be based on the normal standard of performance at the institution. Identify the discipline of study, degree, and any special achievements or deficiencies noted, etc. Include aptitude for further schooling.)</small>				
DATE (YYYYMMDD)		TYPED NAME, TITLE AND TELEPHONE NUMBER		SIGNATURE
SECTION III - ADMINISTRATIVE REVIEW <small>(To be completed by the Reviewer)</small>				
12. DID STUDENT SUCCESSFULLY COMPLETE THE COURSE? <small>(A "NO" response must be supported by comments in ITEM 13. An Official Transcript must be attached prior to submission of the report to the DAFP)</small> <input type="checkbox"/> YES <input type="checkbox"/> NO				
13. REVIEWER COMMENTS				
DATE (YYYYMMDD)		TYPED NAME AND TITLE		SIGNATURE
DATE (YYYYMMDD)		SIGNATURE RATED SOLDIER		

## Policy Change:

- Mandates an annual AER be prepared for schools that are longer than 12 months in duration





# DA Pam 623-3 AER

# AR 623-3





# AR 623-3 Summary of Change

1. Consolidates and cross references policy related to active Army, U.S. Army Reserve (USAR), and Army National Guard (ARNG) evaluation reports.
2. Provides evaluation reporting policy guidance specific to USAR and ARNG Soldiers in appendices G and H respectively, rather than chapters.
3. Updates submission methods for all evaluation reports (OERs, NCOERs, and AERs), making electronic submission using the Forms application (of the Forms Content Management Program) in Army Knowledge Online the Army-wide standard .
4. Updates and further coordinates policy and procedures for DA Form 67–9 (Officer Evaluation Report (OER)), DA Form 2166–8 (Noncommissioned Officer Evaluation Report (NCOER)), DA Form 1059 (Service School Academic Evaluation Report (AER)), and DA Form 1059-1 (Civilian Institution AER) (paragraph 1–1).
5. Discusses that HQDA selection board members and career managers will not have access to officers' masked first and second lieutenant OERs, once they are promoted to captain, or warrant officers' masked warrant officer one OERs, once they are selected for promotion to chief warrant officer three (paragraph 1-12).
6. Further clarifies the inclusion of AER periods as nonrated time for OERs and NCOERs (paragraphs 1-8, 3-14, 3-15, 3-42, 3-49, 3-50, and 3-51, and table 3-1) and specifies that comments on nonrated time periods may not be included in comments by rating officials (paragraphs 3-17a and 3-33c(2)).
7. Requires all requests for exceptions to policy regarding rating chains and/or senior rater rank/grade designation to be approved by HQDA at the beginning of the rating period (paragraph 2-7a(8)).
8. Authorizes a colonel serving as Chief of Staff to rate officers who are senior in date of rank (paragraph 2-7a(12)(b)).
9. Authorizes a colonel serving as Chief of Staff to senior rate the rated Soldiers of the personnel he/she rates, as an exception to policy (paragraph 2-7a(10)(b)).





# AR 623-3 Summary of Change

10. Further clarifies the requirements of Senior Executive Service employees as rating officials (paragraphs 2-7a(4), 2-7a(15)(a), 2-8b(2)(b), 2-8b(3), 2-15e, 2-17c(1)(a), 2-21b(1), 2-21b(3), and 2-21f; and table 2-1).
11. Specifies when rated Soldiers are eligible to receive evaluation reports (paragraph 2-10a).
12. Updates responsibilities of the rated Soldier and rating officials (paragraphs 2-10 through 2-15).
13. Authorizes the use of “P” for “promotable” for rating officials on NCOERs, when applicable (paragraph 2-11b).
14. Clarifies considerations regarding the loss of a rated Soldier and/or rating officials (paragraph 2-20).
15. Increases the minimum requirements for rating officials on USAR (Troop Program Unit) and ARNG (Man-Day) NCOERs (chapters 2 and 3 and appendices G and H).
16. Eliminates the requirement on retirement reports to enter the grade/rank and assignment to which a rated officer should be recalled to active duty in the event of mobilization (paragraph 3-2f).
17. Makes the use of social security numbers (SSNs) optional on support forms because these documents are used exclusively at the local level (paragraph 3-4d).
18. Includes new mandatory special interest items for support forms and performance counseling regarding maintenance of individual and unit deployment readiness, and support of behavioral health goals (paragraph 3-5b(2)).
19. Includes information on the Interactive Web Response System (IWRS) as a tool that enables all Soldiers to view the processing status of evaluation reports received at HQDA on or before the load date displayed in the IWRS (paragraphs 3-9a(e)4, 3-11d and 3-33m).





# AR 623-3 Summary of Change

20. Consolidates and cross references policy pertaining to the Senior Rater Profile Report (DA Form 67-9-2), expands on policy regarding senior rater profile management, and provides information about the Online Senior Rater Profile Report and Timeliness Report (paragraph 3-11).
21. Mandates an annual AER be prepared for schools that are longer than 12 months in duration (paragraph 3-14b).
22. Provides new guidance on Army Physical Fitness Test (APFT) and Height/Weight entries on AERs for military training courses and institutional training for which an APFT and height/weight screening (body fat composition compliance in accordance with AR 600-9) are required (paragraph 3-14c). Provides information on access to completed classified evaluation reports and local unit requirements regarding classified reports (paragraph 3-22).
23. Emphasizes the requirement to use only those forms and applications or programs authorized by Army Publishing Directorate and emphasizes the use of the most current form versions with enhanced capabilities (paragraph 3-33b).
24. Explains nonrated time considerations with regard to evaluation report processing and accounting for nonrated time in a Soldier's evaluation report history, guidance regarding acceptable and unacceptable gaps in a Soldier's rating history, and the issuance of nonrated time statements, when necessary (paragraphs 3-33c through 3-33f).
25. Mandates the use of digital signatures with Common Access Card (CAC) certificates in electronic form templates and forms-producing applications (paragraphs 3-11d, 3-33g and 3-33j).
26. Makes entry of the social security number (SSN) optional for the rater, intermediate rater, and reviewer on evaluation reports; full nine-digit SSNs are required for the rated Soldier and the senior rater (paragraph 3-33h).
27. Updates evaluation reporting guidance and procedures for Soldiers in special situations: those assigned to Warrior Transition Units and newly-commissioned officers/newly-appointed warrant officers (paragraph 3-34).





# AR 623-3 Summary of Change

28. Authorizes Code 04, Change of Duty evaluation reports for noncommissioned officers (NCOs) as a reason for submission for a rated NCO's change of duty under the same rater, discharge/separation, or retirement (paragraph 3-43); and eliminates "PCS" as a reason for submission on both OERs and NCOERs.
29. Incorporates the capability to submit AERs prepared using the Army Training Requirements and Resources System electronically to HQDA (paragraphs 3-14b(2), 3-14f(2), and 3-49h).
30. Updates the name and policy of Army Special Review Boards (chapter 4).
31. Clarifies evaluation reporting policy for new Judge Advocate General's Corps officers (appendix D).
32. Updates evaluation reporting policy for newly-commissioned Army Medical Department officers (appendix E).
33. Changes the mailing addresses for manual submission of evaluation reports to HQDA (all OERs, active Army and USAR NCOERs, and AERs for all officers and USAR noncommissioned officers) and provides other evaluation report-related contact information (appendix B).
34. Clarifies policy regarding nonparticipation of USAR Soldiers and related comments on evaluation reports (paragraphs G-4e and G-5g).
35. Clarifies evaluation reporting policy guidance for individual mobilization augmentee and Individual Ready Reserve officers attached to the United States Military Academy Liaison Officer Program (paragraph G-5j).
36. Changes evaluation reporting procedures from a letter of input to a DA Form 67-9 (OER) for Army Medical Department Professional Management Command-managed Army doctors and dentists (paragraph G-5k).
37. Fixes administrative errors (throughout).





# AR 623-3 Revision – Access to reports

## Applicable to both OERs and NCOERs

### Policy Clarification:

Old – (para 1-12) Access at HQDA limited to individual responsible for maintaining the file or authorized to use it for management purposes. Access to reports at local level limited to persons having command, admin, or rating official responsibility for the individual report.

### New – (para 1-12)

- a. *Access to Army evaluation reports at HQDA is limited to the rating officials on the report, the rated Soldier, the BN or BDE S1 or administrative office servicing the unit responsible for preparing and processing the report, and/or those authorized to use reports for personnel management purposes. Requests to access evaluation reports prepared by another unit or rating chain officials cannot be granted.*
- b. *Selection board members and career managers will not have access to officers' masked LT OERs in the OMPF, once they are promoted to CPT, or warrant officers' masked WO1 OERs, once they are selected for promotion to chief warrant officer three (CW3).*
- c. *Selection board members and career managers will not have access to NCOERs in an NCO's OMPF, once he or she is commissioned as an officer or appointed as a warrant officer.*
- d. *Individual copies of completed evaluation reports are available to rated Soldiers in their OMPFs. However, as classified reports are not maintained in an open online system, individual personal copies of completed classified reports are prohibited. Official copies of completed classified evaluation reports are maintained with the Soldier's official file for use in making career management decisions and for review by selection boards. Local units should maintain copies of submitted classified reports in accordance with AR 380-5 and as discussed in paragraph 3-22.*
- e. *Safeguarding of evaluation reports is essential as the information they contain is personal in nature.*





# AR 623-3 Revision — Loss of a Member of the Rating Chain (para 2-20)

## Applicable to both OERs and NCOERs

### Policy Clarification:

Old –

Lost of a member of the rating chain: When rating officials are suspended, they will not render evaluations until their status (and thus their ability to serve as rating officials) is decided. If relieved, the provisions of this paragraph apply. If not relieved, the provisions of this paragraph do not apply. (para 2-20a(3))

New - (para 2-20)

Lost of a member of a rating chain: If not relieved, the provisions of this paragraph do not apply, and evaluation reports held pending a status determination must be completed. (5) In cases when both the rater and senior rater are eliminated from the rating chain (and there is no intermediate rater), the rating period will normally be declared nonrated time with a nonrated code of “Z” and the next rating chain will account for that period of time in the next OER. *Note. Comments about events that occurred during nonrated periods are prohibited. If the rated officer will be seen by an HQDA level selection board, he or she may request a nonrated time statement, which he or she can submit with a letter to the president of the board to explain an abnormal gap in his or her evaluation report history. On a case-by-case basis, as an exception to policy, HQDA can approve the senior rater’s rater to serve as both rater and senior rater on the rated officer’s evaluation report. In order to evaluate the rated officer as the senior rater, he or she must be a member of the U.S. Armed Forces or employee of DOD, be of the appropriate rank or grade, and have adequate knowledge of the rated officer’s performance and potential to qualify him or her to render an evaluation report in place of the removed senior rater. Minimum senior rater time qualifications for this individual are not required. (OERs - para 2-20(4) & (5) - NCOERs – para 2-20b(c) & (5))*





# AR 623-3 Revision – Retirement Reports (para 3-2g(1))

**Applicable to both OERs and NCOERs**

## **Policy Clarification:**

Old – None.

New – (para 3-2)

Retirement Reports: Retirement reports that conclude a Soldier’s military career, if rendered, will have a “THRU” date that is the final day of supervision or last duty day before beginning transition leave (or before the effective date of retirement, if no transition leave is taken). (para 3-2g(1))





# AR 623-3 Revision – Counseling

## Applicable to both OERs and NCOERs

### Policy Clarification:

Old -

Special Interest Items: When applicable, rating officials will include rated Soldier performance associated with these special interest items in their overall assessment of performance on the evaluation form. AR 600–20 includes additional clarification of some of these issues. (para 3-4c(5)(b))

New -

Special Interest Items: When applicable, rating officials will include rated Soldier performance related to these special interest items in their overall assessment on the evaluation report form. Additionally, AR 600–20 states that additional special interest items may be mentioned in a Soldier’s evaluation report, when substantiated by a completed command or other official investigation (for example, CDR’s or Commandant’s Inquiry, AR 15–6 investigation, equal opportunity (EO) investigation, and/or investigations by official military or civil authorities). (para 3-5b)

For officers - DA Form 67–9–1 (or equivalent) is used throughout the rating period. DA Form 67–9–1a (or equivalent) will be used along with the DA Form 67–9–1 (or equivalent) for officers in the ranks of CPT, LT, CW2, and WO1. DA Form 67–9–1a is optional for other ranks. (para 2-12d(1))





## Applicable to OERs

### Policy Clarification:

#### Old –

A newly commissioned officer or newly appointed warrant officer will not be rated on an OER under any provisions of this regulation prior to completion of an officer basic course, except for relief for cause reports or provisions of paragraph 3–54 for AMEDD officers. The period prior to attending the basic course will be nonrated and will be accounted for in the initial evaluation report. (para 3-2h) When rating officials are suspended, they will not render evaluations until their status (and thus their ability to serve as rating officials) is decided. If relieved, the provisions of this paragraph apply. If not relieved, the provisions of this paragraph do not apply. (para 2-20a(3))

#### New -

Newly commissioned officers (active Army and ARNG) and newly appointed warrant officers will not be eligible to receive OERs, except for “Relief for Cause” reports, until after the completion of the respective officer basic course (either Basic Officer Leaders Course (BOLC) or warrant officer basic course (WOBC)). Units will begin the rating period upon arrival at the first duty station or assignment after completion of BOLC or WOBC. The officer’s first “Annual” (“Extended Annual”) OER will be due 1 calendar year after arrival at the first duty assignment (paras 3–34, 3–41, and 3–42) unless another event (for example, “Change of Rater” or “Change of Duty”) occurs. The “FROM” date in the period covered will be the commissioning or appointment date. *Note. See paragraph G–5m for guidance on evaluation report eligibility for newly commissioned USAR officers and newly appointed USAR warrant officers.* (para 2-10a(2)) If not relieved, the provisions of this paragraph do not apply, and evaluation reports held pending a status determination must be completed. (5) In cases when both the rater and senior rater are eliminated from the rating chain (and there is no intermediate rater), the rating period will normally be declared nonrated time with a nonrated code of “Z” and the next rating chain will account for that period of time in the next OER. *Note. Comments about events that occurred during nonrated periods are prohibited. If the rated officer will be seen by an HQDA level selection board, he or she may request a nonrated time statement, which he or she can submit with a letter to the president of the board to explain an abnormal gap in his or her evaluation report history. On a case-by-case basis, as an exception to policy, HQDA can approve the senior rater’s rater to serve as both rater and senior rater on the rated officer’s evaluation report. In order to evaluate the rated officer as the senior rater, he or she must be a member of the U.S. Armed Forces or employee of DOD, be of the appropriate rank or grade, and have adequate knowledge of the rated officer’s performance and potential to qualify him or her to render an evaluation report in place of the removed senior rater. Minimum senior rater time qualifications for this individual are not required.* (para 2-20(4) & and (5))





# AR 623-3 Revision – Inconsistent Ratings

## Applicable to NCOERs

### **Policy Clarification:**

Old –

Inconsistent Ratings

New -

In some instances, the reviewer may need to document non-concurrence with a report and/or inconsistencies between the rater's and senior rater's evaluations of a rated NCO. (para 2-16c)





# AR 623-3 Revision – Comments on Evaluation Reports

## Policy Clarification: **Applicable to both OERs and NCOERs**

Old – None

New -

Comments from Non-rated periods: Comments will not exceed the space provided on DA Form 67–9, DA Form 2166–8, DA Form 1059, or DA Form 1059–1. Additionally, comments must pertain exclusively to the rating period of the report; comments related to nonrated periods will not be included (that is, schooling, duties performed while suspended, and so forth). Awards and/or special recognition received during the rating period may be cited in evaluation comments (for example, “received the Humanitarian Service Medal” or “named the NCO of the Year”); however, comments related to scholastic achievements are limited to DA Form 1059 and DA Form 1059–1. See paragraph 3–34 for the exceptions pertaining to Warrior transition unit (WTU) Soldiers who are performing duty in addition to their healing mission. (para 3-17a)

Prohibited Comments: A rated Soldier who voluntarily seeks mental health counseling or is entered into a mental health care program for behavioral health issues that have not been detected by the chain of command will not be penalized by mention of this participation in a behavioral health treatment program in an evaluation report. Doing so would discourage self referral to obtain assistance from health care professionals when problems exist. In accordance with the Army’s behavioral health goals, leaders should support and encourage Soldiers to obtain the necessary assistance for behavioral health issues (para 3–5b(2)(c)). *This lessens the stigma associated with issues that warrant psychological care and treatment.* Behavioral health issues include a variety of unusual or inappropriate behaviors that may be associated with post-traumatic stress disorder, mild traumatic brain injuries, combat stress or other stress, and/or suicidal thoughts or tendencies. Once a Soldier has been identified in an evaluation report as having mental health issues based on information obtained independently of any information from health care personnel— (1) Voluntary entry into mental health counseling or a mental health care program, or evidence of successful treatment to remedy the original behavioral health issue, will be mentioned as a factor to the rated Soldier’s credit. (2) The rating chain should note the status of a rated Soldier’s behavioral health improvement and/or maintenance of an improved status in the evaluation report covering the period during which the Soldier’s status improved. (para 3-21b)





# AR 623-3 Revision – Rating Officials Eligibility

## Applicable to both OERs and NCOERs

### Policy Change:

Old -

The minimum grade to be a civilian rater is general schedule (GS) 07.

New -

No minimum grade requirement civilians to be raters for OERs or NCOERs

Members of the U.S. Coast Guard can serve as raters of officers and NCOs

*Loss of rated Soldier.* (1) Evaluation reports are not required for deceased Soldiers. (2) Any required evaluation reports with a “THRU” date prior to the date of a Soldier’s death can still be prepared for processing to the Soldier’s OMPF. (a) *The deceased Soldier’s file in the interactive Personnel Electronic Records Management System will remain open for 6 months after the date of a Soldier’s death, on a conditional basis, to allow for the final processing of any documentation (such as awards and/or DD Form 214 (Certificate of Release or Discharge from Active Duty)).* (b) *Submission and processing of any required evaluation reports must be accomplished within this 6-month window.* (para 2-20d)

Recalled Retired Soldiers can serve as rating officials. (para 3-32b)





# AR 623-3 Revision – Rating Official’s Eligibility

## Policy Change:

## Applicable to OERs

### Old-

The senior rater will be the immediate supervisor of the rater

To senior rate officers in the rank of BG and MG, the senior rater will be senior in grade or date of rank to the other members of the rating chain

### New-

Rater: A colonel (COL) serving as a COL-level Chief of Staff may rate a COL who is senior in date of rank. *Note. This does not apply to lieutenant colonel (LTC) Ps serving in a Chief of Staff position or COLs serving as acting Chiefs of Staff.* (para 2-5b(2))

#### Senior Rater:

- Removed requirement that the SR be at least one grade senior to the rated officer when an officer in a joint headquarters or activity rates an officer who is senior to him/her in date of rank. (para 2-5b(3))
  - The senior rater will normally be the immediate supervisor of the rater
  - Senior executive service (SES) members serving in DOD positions may senior rate all grades of rated officers, provided they are in the rated officer’s chain of supervision and are at least one level above the rater or intermediate rater of the rated officer. (para 2-7a(4))
  - Members of Congress may senior rate all grades of rated officers serving as fellows or military liaisons on the member’s personal staff. Normally, the Congress member’s civilian Chief of Staff, or another individual on the member’s staff who supervises the day-to-day duties of the rated officer, will serve as the rater (or intermediate rater) when the member of Congress is the senior rater. (para 2-7a(5))
  - Ambassadors may senior rate all grades of officers serving at U.S. Consulates under an ambassador’s authority. (para 2-7a(6))
  - Under unique circumstances, requests for other U.S. government officials (for example, political appointees) to serve as senior raters may be granted as an exception to policy. Written requests for an exception to policy will be submitted to HQDA in accordance with the guidance contained in paragraph (8), below. See paragraph 2–8a(2) and section IV of this chapter regarding supplementary review requirements. DA Pam 623–3 provides procedural guidance on evaluation report administrative data. (para 2-7a(7))
  - Removed BG requirement. Now reads “To senior rate officers in the rank of MG, the senior rater will be senior in grade or date of rank to the other members of the rating chain.” (para 2-7a(14)(b))
  - The senior rater is a COL serving in a COL-level Chief of Staff position and is, therefore, authorized to senior rate the rated Soldiers of the personnel he or she rates. *Note. This authority does not apply to a COL serving as the acting Chief of Staff.* (para 2-7a(12)(b))
- (This was previously in a general ETP which has now been incorporated into the regulation.)*





# AR 623-3 Revision – Rating Official's Eligibility

## Applicable to NCOERs

### Policy Change:

#### Old-

Allied Forces: Members of allied forces could not be raters of NCOs

As both Rater and Senior Rater: On NCOERs, a rater may act as both rater and senior rater when the rater is a general officer, officer of flag rank, or civilian with Senior Executive Service (SES) rank and precedence. (para 2-12(f))

#### New-

Allied Forces: Only in rare instances will members of allied armed forces be authorized to serve as raters. (para 2-5a(2))

As both Rater and Senior Rater: On NCOERs, a rater may act as both the rater and senior rater when the rater is a general officer or a civilian employee with SES rank and precedence (para 2-8b(3)). *A promotable COL working in a BG position may also serve as both the rater and senior rater.* (para 2-12f)

Senior Rater: The senior rater will be the immediate supervisor of the rater and designated as the rated NCO's senior rater for a minimum period of 60 calendar days (see chap 3, secs VIII and IX) **(this is not the same language as the OER where it says will normally be...)**





## Applicable to OERs and NCOERs

### Policy Change:

#### New-

There are two types of “Extended Annual” reports; one is mandatory to cover any period of nonrated time since the previous report, the other is optional and used only in exceptional situations.

**A mandatory code 10**, *“Extended Annual” evaluation report, will be prepared when a Soldier arrives at a unit with any nonrated time since the “THRU” date of the last evaluation report before a new rating relationship is established between the rated Soldier and his or her rater in a new unit. The “FROM” date of the period covered on the evaluation report will be the day after the “THRU” date of the last evaluation report. The rating period will begin on the Soldier’s arrival date. The “THRU” date will be 1 calendar year after the arrival date. There is no required length or type of nonrated time between the “THRU” date of the last evaluation report and the establishment of a new rating relationship in order to render an “Extended Annual” report.* (para3-42a)

**An optional “Extended Annual”** *evaluation report may be prepared under unique circumstances when a rated Soldier has had multiple raters since the beginning of the rating period and has not yet accumulated 90 rated days (120 rated days for USAR TPU, DIMA, or drilling IRR Soldiers and ARNG Soldiers) in the same duty under the same rater as of the date an “Annual” or “Extended Annual” report would normally become due. The “FROM” date of the report will be the day after the “THRU” date of the last evaluation report, any nonrated time will be covered by the appropriate nonrated codes, and the rating period will begin on the rated Soldier’s arrival date or the date the initial rating relationship was established after the “THRU” date of the last report. The period covered on the report will exceed 1 calendar year with a “FROM” date that is the day after the “THRU” date of the last evaluation report and a “THRU” date that includes 90 calendar days of rated time (120 days for USAR TPU, DIMA, or drilling IRR Soldiers and ARNG Soldiers).* (para3-42b)





# AR 623-3 Revision – Reason for Submission

Change of Duty Code 04

## Applicable to NCOERs

Policy Change:

Old - None

New -

Change of Duty Reports (code 04) now apply to NCOERs as they have for OERs





## Applicable to USAR and ARNG reports

### Policy Clarification:

New – (para 3-47)

This evaluation report is used only for USAR and ARNG Soldiers upon their release from service on active duty, as applicable. The reason for submission is code 12. The Soldier's status during his or her service on active duty will determine the reason for submission (DA Pam 623-3) as follows:

- a. Release from annual training ("REFRAT").*
- b. Release from active duty for training ("REFRADT").*
- c. Release from Active Duty Operational Support-Reserve Component ("REFRADOS-RC").*
- d. Release from Active Duty Operational Support ("REFRADOS").*
- e. Release from contingency operations-Active Duty Operational Support ("REFRCO-ADOS").*





# AR 623-3 Revision – Service School Academic Evaluation Report (DA Form 1059)

## Applicable to OERs and NCOERs

**Policy Clarification:** Accomplishments during the period covered by an AER

New – (para 3-49)

Comments pertaining to accomplishments during the period covered by an AER will not be included in OERs or NCOERs (DA Pam 623–3 contains AER preparation and processing instructions). AERs will be forwarded to the proper headquarters in accordance with appendix F and will be posted in the rated Soldier’s OMPF.

*The CG, TRADOC; the CDR, U.S. Army Medical Department Center and School; TJAG; and the Chief of Chaplains determine course structure and which Service schools or courses will provide AERs to students. This is particularly true for multi-phased courses.*





# AR 623-3 Revision – Service School Academic Evaluation Report (DA Form 1059)

## Applicable to OERs and NCOERs

### Policy Clarification:

New – (paras 3-49.h and 3-49.i)

*For courses of instruction that exceed 12 months, an interim DA Form 1059 will be prepared annually. The interim report will comment on the student's progress at the time of preparation. A final report will be prepared and submitted to HQDA (AHRC-PDV-ER) to arrive no later than 90 days after completion or termination of schooling or training.*

*Note. AERs prepared using the ATRRS may be submitted electronically to HQDA; these AERs will be visible in the IWRS.*

As an exception, for courses that exceed 1 calendar year, but are 15 months or less, only one DA Form 1059 will be submitted to cover the entire duration of the course.

*The APFT and height and weight data will be entered on the AER for courses that require an APFT to be taken in accordance with AR 350-1 (DA Pam 623-3 discusses these entries on DA Form 1059).*





## Applicable to OERs and NCOERs

### Policy Clarification:

New – (paras 3-49.h and 3-49.i)

*For courses of instruction that exceed 12 months, an interim DA Form 1059 will be prepared annually. The interim report will comment on the student's progress at the time of preparation. A final report will be prepared and submitted to HQDA (AHRC-PDV-ER) to arrive no later than 90 days after completion or termination of schooling or training.*

*Note. AERs prepared using the ATRRS may be submitted electronically to HQDA; these AERs will be visible in the IWRS.*

As an exception, for courses that exceed 1 calendar year, but are 15 months or less, only one DA Form 1059 will be submitted to cover the entire duration of the course.

*The APFT and height and weight data will be entered on the AER for courses that require an APFT to be taken in accordance with AR 350-1 (DA Pam 623-3 discusses these entries on DA Form 1059).*





## Applicable to OERs

### Policy Change:

Old –

Army Medical Specialist Corps officers serving on an initial tour of extended active duty in the Army following completion of the dietetic internship, Occupational Affiliation Program, or U.S. Army Baylor University Program in Physical Therapy, or Physician Assistant Program.

New – (para 3-52)

Removed requirement for Army Medical Specialist Corps officers to receive an Initial tour of extended active duty report.





## Applicable to OERs

### Policy Clarification:

New – (para 3-53)

- a. When the CG, USAHRC, decides there is a need for an evaluation report (para 1-4a (3) and other provisions of this chapter do not apply), an AHRC-directed report will be submitted on the rated Soldier. The reason for submission, code 19, AHRC-directed, will be used.*
- b. In extremely rare instances, CDRs may request that a report to be directed under provisions of this paragraph. Requests will be sent to USAHRC (AHRC-PDV-E) (see app F for address).*
- c. This type of report will also be used for Army Medical Department Professional Management Command (APMC) officers as indicated in paragraph G-5k.*





# AR 623-3 Revision – Memorandum of Input

Applicable to OERs

## **Policy Change:**

Old – Previously included within Army Directive 2011-16

New – See para 3-60





# AR 623-3 Revision – Evaluation Appeals

## Applicable to OERs and NCOERs

### Policy Clarification

#### New – para 4-7

Nonrated periods of time and missing evaluation reports require special consideration—

*Note. For evaluation reports on IMA and IRR Soldiers not performing duty, gaps will occur.*

*(a) 171A period of undocumented nonrated time resulting in a gap between completed evaluation reports in a Soldier's OMPF may be administratively corrected upon request from the rated Soldier, unless the period reflects a chain of command's failure to render a mandatory report that was due (paras 3–40 through 3–55). In some cases, administratively correcting a "FROM" date on a report may cause it to be not in accordance with the rules of AR 623–3. When this occurs, the Evaluation Appeals Office will mark "Corrected Copy per HQDA Appeals Office" so the altered "FROM" date will be understood by future selection boards and career managers.*

*(b) A period of time for which an evaluation report should have been prepared by the rating officials, but was not, will be left as a gap between reports in the Soldier's file. The Soldier should make every effort to obtain missing evaluation reports from the rating officials. If the Soldier is unable to obtain a missing evaluation report, the Soldier should submit a request for a nonrated time statement in accordance with paragraph 3–33e. Requests submitted under these circumstances will be adjudicated on a case-by-case basis.*

*Note. ARNG-specific nonrated time and missing evaluation reports are addressed in appendix H.*

*(c) Requests for the administrative correction of evaluation reports at HQDA for nonrated time will be mailed to USAHRC (AHRC–PDV–EA) (mailing and e-mail addresses are in app F).*





## Applicable to OERs

### Policy Clarification

New – Appendix D-2

*JAGC officers assigned to BCTs will have a rating chain that is in accordance with paragraph 2–3 and will normally be considered as serving under dual supervision; therefore, paragraph 2–22 applies.*

- (1) BDE JAs will, whenever possible, be rated by their local SJA and senior rated by the BCT CDR.
- (2) Trial counsel officers will normally be rated by the BDE judge advocate, intermediate rated by the BCT executive officer, and senior rated by the SJA.





## Applicable to OERs

### Policy Clarification

#### New – Appendix D-3

*Upon completion of FLEP, and while still affiliated with a university education program pending successful completion of a state bar exam, DA Form 1059–1 will be used to comment on any non-judge advocate duties performed after the officer successfully graduates law school but before the officer successfully completes a state bar examination. A FLEP officer completing BOLC is required to receive a DA Form 1059.*

*Note. This period of time will also be accounted for as nonrated time using the appropriate nonrated time codes on the rated officer's initial tour of extended active duty OER. It will cover the period since the "THRU" date of the last JAGC–OJT OER and before the first duty days performed as a JAGC officer.*





## Applicable to OERs

### Policy Clarification

#### New – Appendix E-2

Newly commissioned AMEDD officers begin their military careers with the necessary skill sets to perform their assigned duties even before successfully completing the Officer Basic Leaders Course (phases I and II). These officers are entitled to receive mandatory and optional evaluation reports as detailed in chapter 3. In order to receive an evaluation report, the rated officer must have been assigned under a rater for 90 calendar days.

*Note. For USAR AMEDD TPU, DIMA, and drilling IRR officers and ARNG AMEDD officers, the minimum required rating period is 120 calendar days, versus 90 calendar days (see apps G and H).*

The senior rater will comment in DA Form 67–9, part VII, block c, indicating that the officer has not yet completed the basic course as of the “THRU” date of the report. The “FROM” date on the first OER for an AMEDD officer will be his or her commissioning date.





## Applicable to OERs and NCOERs

### Policy Clarification

New – Appendix G

*Evaluation reports for Soldiers in sanctuary or AGR status will be submitted under the same guidance as for active Army Soldiers.*

Continuity of rating periods





## Applicable to OERs and NCOERs

### Policy Clarification

New –

When a Soldiers' participation is unsatisfactory due to failure to participate in any battle assemblies or AT, and so forth, and the Soldier is declared an unsatisfactory participant, he or she can no longer be evaluated; thereafter, until he or she returns to an active status and begin participating, the time period covered by the unsatisfactory performance will be documented as nonrated time on evaluation reports (nonrated code "A" in accordance with DA Pam 623–3). No report will be rendered until the Soldier returns to an active status and meets minimum rater qualifications (see para G–5g).

Officers attached or assigned to the APMC (see para G-5.k) : *Now require evaluation reports vs. previous ALR*





# AR 623-3 Revision – Managing Army National Guard Evaluations

## Applicable to OERs and NCOERs

### Policy Change:

Old –

In order to be eligible for an NCOER, ARNG Soldiers will complete 90 calendar days in the same duty position under the same rater.

New – (see para H-4)

In order to be eligible for an evaluation report, ARNG Soldiers will complete 120 calendar days (excluding nonrated periods) in the same duty position under the same rater.

*Note. No comments pertaining to any nonrated periods will be included on OERs or NCOERs*

*A newly commissioned officer or newly appointed warrant officer will not be rated on an OER prior to completing BOLC or WOBC in accordance with paragraphs 3–21 and 3–34b.*

