



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY REGIONAL MEDICAL COMMAND
CMR 442
APO AE 09042

REPLY TO
ATTENTION OF:

MCEU-PD

16 May 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ERMC Command Policy Memorandum 34, Officer/Enlisted Evaluation Reporting

1. **REFERENCES:**

- a. AR 623-105, Officer Evaluation Reporting System
- b. AR 623-205, Enlisted Evaluation Reporting System
- c. AR 25-400-2, The Army Records Information Management System (ARIMS)

2. **POLICY:**

a. Effective with the issuance of this memorandum, the contents will be strictly adhered to by all personnel within the Europe Regional Medical Command (ERMC) headquarters and by those who are part of the headquarters rating scheme. The procedures outlined in succeeding paragraphs will be maintained to ensure submission of military evaluations (Officer Evaluation Reports, Noncommissioned Evaluation Reports) are consistent with the guidelines established by Headquarters Department of the Army (HQDA). ERMC will meet or exceed the established HQDA standard for timely submission of evaluations as defined below.

b. Evaluation timeliness will be based on the date that evaluations are submitted to the responsible offices for processing.

(1) OERs for active duty officers will be considered on time if the OER reaches HQDA within 90 calendar days after the close out date of the OER.

(2) OERs for reserve officers on active duty will be considered on time if the OER reaches AR PERSCOM within 120 calendar days after the close out of the OER.

(3) NCOERs for active duty soldiers will be considered on time if the NCOER reaches USAEREC within 60 calendar days after the close out of the NCOER.

(4) NCOERs for reserve soldiers on active duty will be considered on time if the NCOER reaches AR PERSCOM within 90 calendar days after the close out of the NCOER.

3. **PURPOSE:** To provide principles of support, standards of service, policies, functions, and tasks governing the submission of all evaluations within Europe Regional Medical Command. The system is provided to ensure evaluations are submitted in a timely manner. Timely evaluations are key to the success of the individual soldier and the rating officials.

4. **GENERAL:**

a. The primary objective of this policy is to outline the requirements for the submission of timely evaluations.

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b. Raters should be aware of when evaluations are due for their personnel. Rated officers should also be proactive in informing their rating chain when an evaluation period is approaching.

c. Army Officer Evaluations:

(1) The ACSPER office will prepare OER shells 60 days prior to the completion of the rating period for all officers assigned to ERM headquarter. All other units will provide ERM ACSPER shells with Part I-III completed 60 days prior to the completion of the rating period. A weekly reminder list will also be published and will list all reports with an end date within 60 days of the date of the report. This report will also list those reports whose end dates have passed, but have not been received at DA.

(2) The OER shells will be forwarded to the rated officer. This officer will verify administrative data and complete Part III of the DA Form 67-9. Instructions will be provided to the Rated Officer regarding whom to forward the shell to after completing Part III. Rated officers will forward the DA Form 67-9 and a completed DA Form 67-9-1 to the Rater 14 days prior to the end date of the report. The DA Form 67-9 will be provided on disk and hard copy.

(3) The Rater will add Parts IV-V to the DA Form 67-9 provided by the rated officer and forward the report to the Intermediate Rater (if applicable) or Senior Rater NLT 7 days after the end date of the report. The DA Form 67-9 will be provided on disk, hard copy and with the rated officer's completed OER Support Form (DA Form 67-9-1).

(4) If applicable, the Intermediate Rater will add Part VI and forward the DA Form 67-9 to the Senior Rater NLT 10 days after the end date of the report. The DA Form 67-9 will be provided on disk, hard copy and with the rated officer's completed OER Support Form (DA 67-9-1).

(5) The Senior Rater will provide the completed DA Form 67-9 to the ACSPER for review, NLT 14 days after the end date of the report. If there is an Intermediate Rating official the Senior Rater will provide the completed OER NLT 17 days after the end date of the report. Rating officials will ensure the DA 67-9 is complete to include signatures, prior to submission to the ACSPER office.

(6) Within 3 days of receipt, the ACSPER office will review the evaluations for accuracy. Accurate reports will be forwarded to the local Personnel Service Battalion (PSB) for processing. Those reports with errors will be returned to the appropriate rating official for corrections and signatures. Reports that require corrections must be re-submitted to ACSPER office within 5 working days after receipt.

(7) All Change of Rater reports due to PCS/ETS are due in final format with signatures NLT 15 days prior to soldiers departure date.

d. Army NCO Evaluations:

(1) The ACSPER office will prepare NCO-ER shells 60 days prior to the completion of the rating period for all noncommissioned officers assigned to ERM headquarter. All other units will provide ERM ACSPER shells with Part I-III completed 60 days prior to the completion of the rating period. A weekly reminder list will also be published and will list all reports with an end date within 60 days of the date of the report. This report will also list those reports whose end dates have passed, but have not been received at DA.

(2) The NCO-ER shells will be forwarded to the Rated NCO. This NCO will verify administrative data and complete Part III of the DA Form 2166-8. Instructions will be provided to the Rated NCO regarding whom to forward the DA Form 2166-8 after completion of Part III. Rated NCOs will forward the DA Form 2166-8 to the Rater on disk and in hard copy 14 days before the end date of the report.

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(3) The Rater will complete Parts IV on the DA Form 2166-8 provided by the rated NCO and will forward to the Senior Rater NLT 7 days after the end date of the report. The DA Form 2166-8 will be provided on disk and in hard copy and with the rated NCOs counseling packet (NCO Counseling Checklist DA Form 2166-8-1).

(4) The Senior Rater will complete Part V on the DA Form 2166-8 provided by the Rater and will forward to the Reviewer NLT 14 days after the end date of the report. The DA Form 2166-8 will be provided on disk and in hard copy and with the rated NCOs counseling packet (NCO Counseling Checklist DA Form 2166-8-1).

(5) The Reviewer will provide the completed NCO-ER to the ACSPER office for review, NLT 17 days after the end date of the report. Rating officials will ensure the DA Form 2166-8 is complete to include signatures, prior to submission to the ACSPER office.

(6) Within 3 days of receipt, the ACSPER office will review the evaluations for accuracy. Reports that are found to be accurate will be forwarded to the PSB for processing. Those reports with errors will be returned to the appropriate rating official for corrections and signatures. Reports that require corrections must be re-submitted to ACSPER office within 5 working days after receipt.

(7) All Change of Rater reports due to PCS/ETS are due in final format with signatures NLT 15 days prior to soldiers departure date.

5. RESPONSIBILITIES:

a. ACSPER.

(1) Publish a Reminder List on a weekly basis and include those reports with an end date within 60 days as well as those reports whose end dates have passed, but have not been received at DA/EREC.

(2) Alert the command group in the event particular reports are in jeopardy of being late to DA/EREC.

(3) Provide the HQ Adjutant, Hospital Personnel Officer and Medical Task Force S1, a comprehensive rating scheme for review. Once sections have reviewed and approved the document, the rating scheme will be published/signed by the commander.

(4) Review and make submitted changes to the rating scheme and ensure those whose Rater or Principle Duty changes receive an evaluation, if required IAW established references. Changes to rating officials will only be accomplished after receipt of a Change of Rater.

(5) Provide the rated officer an evaluation shell and cover sheet with suspense dates NLT 60 days prior to the end date of evaluations.

(6) Review completed OERs and NCO-ERs for accuracy and forward to the PSB for quality control check and submission, as required.

(7) Provide evaluations that require corrections back to rater within 72 hours after receipt of report.

(8) Provide Senior Rater (or designated representative) the completed OER, after review by PSB.

(9) Provide Senior Rater the completed evaluations for reserve officers/noncommissioned officers for submission to the appropriate agency.

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(10) Monitor evaluations on a reoccurring basis to ensure they are processed at DA/EREC by using the Interactive Web Response System (IWRS).

(11) Verify newly assigned officers/noncommissioned officer received an evaluation prior to departure from last duty assignment.

(12) Maintain one hard copy of completed reports IAW established references.

(13) Forward completed OERs to units for processing by their serving PSB, if the servicing PSB is not located in Heidelberg.

b. Rating Officials.

(1) Provide ACSPER updates to the rating scheme after the Adjutant/Personnel Officer has forwarded it for review.

(2) Provide unforecasted reports if there is a change in rater or principle duty.

(3) Submit typed reports IAW paragraph 4 of this memorandum.

(4) If serving as a Senior Rater, maintain a valid Senior Rater profile IAW established references.

(5) If serving as a Senior Rater, ensure completed evaluations are mailed to appropriate agency, no later than 75 days after the end date of the report.

(6) Provide administrative data to update the rating scheme on all reserve personnel who should receive a report upon completion of their assignment.

(7) Those units that are not organic to ERM headquarters will prepare and forward shells to ERM ACSPER office IAW paragraph 4. Part I-III will be completed for DA Form 67-8 and DA Form 2166-8.

(8) Provide ACSPER office with information regarding newly assigned soldiers and ensure new personnel are added to Rating Scheme.

c. Rated Officers/NCOs.

(1) Provide the Rater an OER Shell with Part I-III completed, NLT 14 days prior to end date of the report.

(2) Provide ACSPER updates of administrative data required for the evaluation report.

(3) Provide Rated officials a complete Officer Support Form NLT 14 day's prior to close of rating period.

(4) Notify ACSPER in the event of Special Boards, changes in DEROS, or any event that would generate a change to the end date of a report.

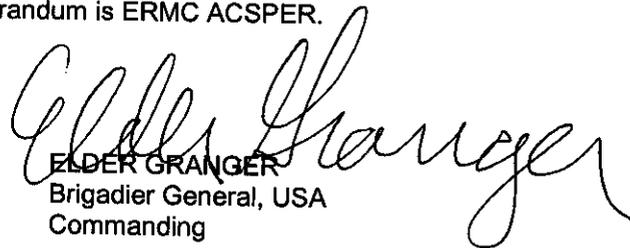
d. Administrative Assistants/Secretaries.

(1) Forward to ACSPER any draft reports received without the ACSPER cover sheet.

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- (2) Prepare reports IAW established references.
- (3) Assist Senior Raters in maintaining a valid profile.
- (4) Mail completed reports for active duty and reservist (both officers and noncommissioned officers) to the appropriate agency, at the discretion of the Senior Rater and notify ACSPER when the reports have been mailed.
- (5) Provide ACSPER office the status of reports as needed.
- (6) Develop an internal tracking system to maintain accountability of reports.
- (7) Notify ACSPER office on the date evaluations are mailed to the appropriate agency.

6. **PROPONENT:** The proponent for this memorandum is ERM ACSPER.


ELDER GRANGER
Brigadier General, USA
Commanding

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