AFVC-DA 25 JUN 14

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 1-508th PIR Company Grade Evaluation Processing and Tracking Procedures

1. References:

 a. MILPER 14-098 Enhancement to the OER system

 b. MILPER 13-349 Guidance and use regarding the draft officer evaluation report support form da 67-10-1a, xxx 2013, issued: [03 dec 13], with fillable form attached

 c. AR 623-3 Evaluation Reporting System, 31 March 2014

 d. DA Pam 623-3 Evaluation Reporting System, 31 March 2014

 e. AR 600-20 Army Command Policy, 18 March 2008

 f. ADRP 6-0 Mission Command (CHG 1), 17 May 2012

 g. DA Form 67-10-1A, Officer Evaluation Report Support Form, March 2014

 h. DA 67-10-1, Company Grade Plate (O1 - O3; WO1 - CW2) Officer Evaluation Report, 7 April 2014

2. Purpose. This Standing Operating Procedure is intended to provide standards for submission and processing of Company Grade Officer Evaluation Reports by those assigned or attached to 1-508th PIR. It establishes responsibilities of the rated officer, rater, intermediate rater, and senior rater as the rating chain, as well as responsibilities of the Battalion S1 and the Battalion Executive Officer for the review process.

3. Evaluation Processing

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| **Step** | **Responsibility** | **Action Required** |
| 1 | Rated Officer | Initiate Support Form in EES based on rating chain; **DO NOT CREATE OER** |
| 2 | Rater | Verify the following data before “Creating OER” in EES:1. Rating Chain (names spelling)
2. FROM and THRU Dates
3. SSNs, email addresses, and SR’s telephone number
4. Unit name and address

**Use Bn S1 for verification** |
| 3 | Rater | Generate OER in EES from the initiated Support Form **(this step CANNOT BE undone)** and evaluate the rated officer based on performance during the rating period. When applicable, coordinate with the Intermediate Rater for evaluation comments |
| 4 | Rater | Submit draft OER to S1 for initial review with suggested senior rater comments. Submit a digital version of the OER in PDF. **DO NOT** lock the performance rating until **step 10**. |
| 5 | Bn S1  | QA/QC draft OER and forward a hardcopy to the Bn XO |
| 6 | Bn XO | Review rater comments and advise accordingly. Make suggested corrections on the OER and return to Bn S1.  |
| 7 | Bn S1 | Return scanned copy of the OER to the rater with suggested corrections |
| 8 | Rater | Make appropriate adjustments and return the OER to Bn S1 (PDF format)  |
| 9 | Bn S1 | Forward corrected OER copy to Senior Rater (PDF format) |
| 10 | Senior Rater | Review / Add comments to OER in EES |
| 11 | Rater | Sign OER in EES – **Consult with SR before locking performance rating** |
| 12 | Senior Rater | Sign OER in EES |
| 13 | Rated Officer | Sign OER in EES |
| 14 | Senior Rater or Delegate | Upload OER to HRC |

4. Responsibilities.

1. **Rated Officer:** The rated officer initiates the support form in EES, verifies data contained in Part I of OER is accurate, and if applicable, communicates non-rated period to the rater.
2. **Rater:** Provides a copy of their support form, along with the senior rater’s support form to the rated officer at the beginning of the rating period. Ensures the rated officer creates a support form in EES. Creates the new OER in EES after verification with Bn S1.
3. **Intermediate Rater:** When applicable, the intermediate rater includes evaluation comments in the appropriate block of the OER in EES following the rater’s input.
4. **Senior Rater:** Provide support forms to rated officer.
5. **Bn S1:** Review all evaluations and verify the accuracy of administrative data prior to any signatures. Assist all raters and the senior rater by identifying upcoming evaluations. Maintain the battalion rating scheme.
6. **Bn XO:** Performs supplemental reviews of all evaluations. Makes suggestions to the raters as appropriate.

5. Procedures.

 a. **Signatures**: IAW AR 623-3 evaluations can be signed 14 days prior to the THRU date of the rated period. Order of signatures is rater, intermediate rater, senior rater, and lastly the rated officer. Strongly recommend waiting until THRU date before signing the evaluation.

 b. **Suspense**: All reports should be generated as a draft in EES NLT 30 days prior to the THRU date of the report.

 c. **Proficiency Status**: Raters will not lock their proficiency rating prior to the senior rater’s review. Proficiency rating can only be unlocked by HRC officials.

 d. **Creating OER**: Rated Officers will not create their OER in EES. This function is strictly reserved for the Rater. Rated Officers will only create their support form in EES.

6. Point of Contact for this SOP is the Battalion S1, CPT Ngoma at masonama.ngoma.mil@mail.mil, DSN 481-7053.

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 Commanding

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