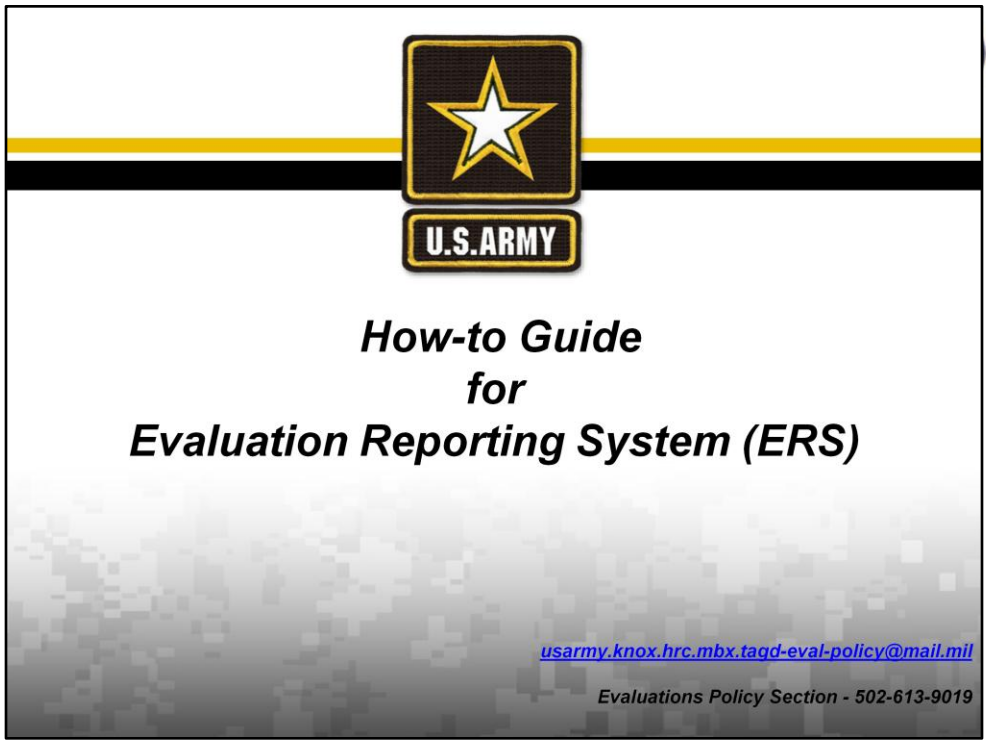
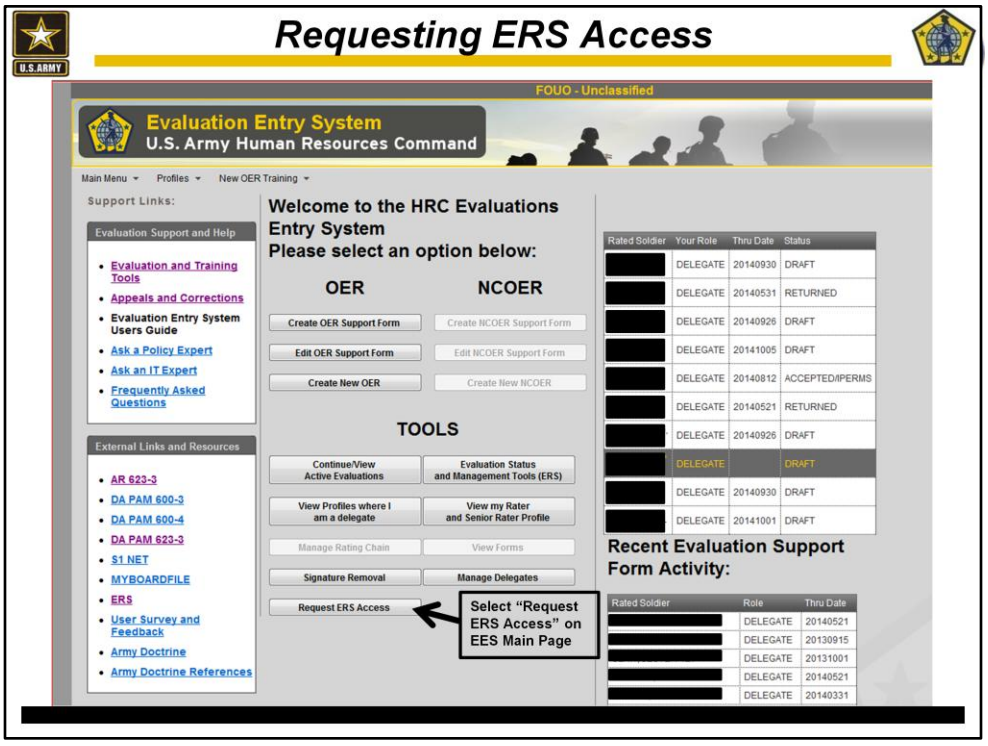
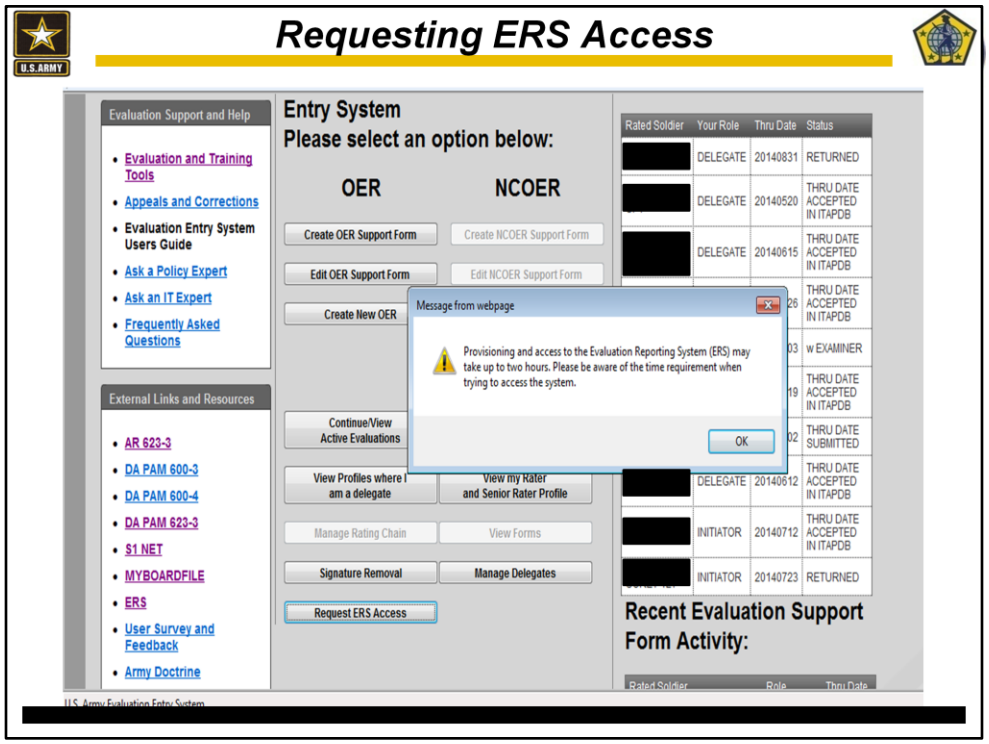

U.S.ARMY
How-to Guide
for
Evaluation Reporting System (ERS)
usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil
Evaluations Policy Section - 502-613-9019

Requesting ERS Access



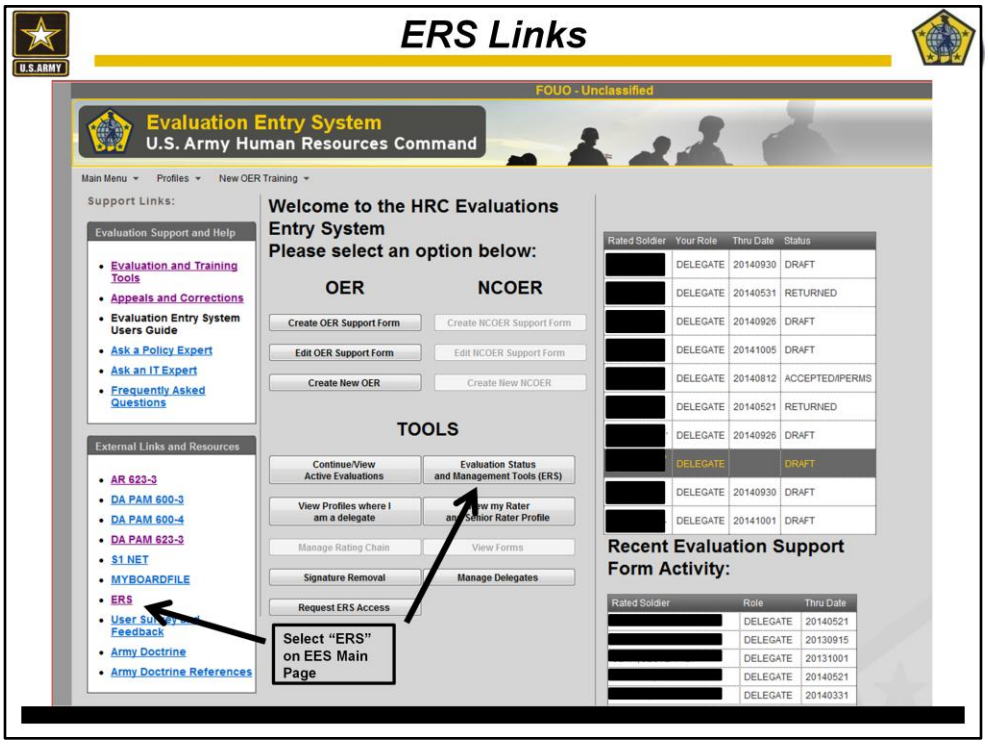
In order to access the Evaluation Reporting System (ERS) you must request ERS access. The link can be found on the Evaluation Entry System (EES) Landing Page.

Requesting ERS Access

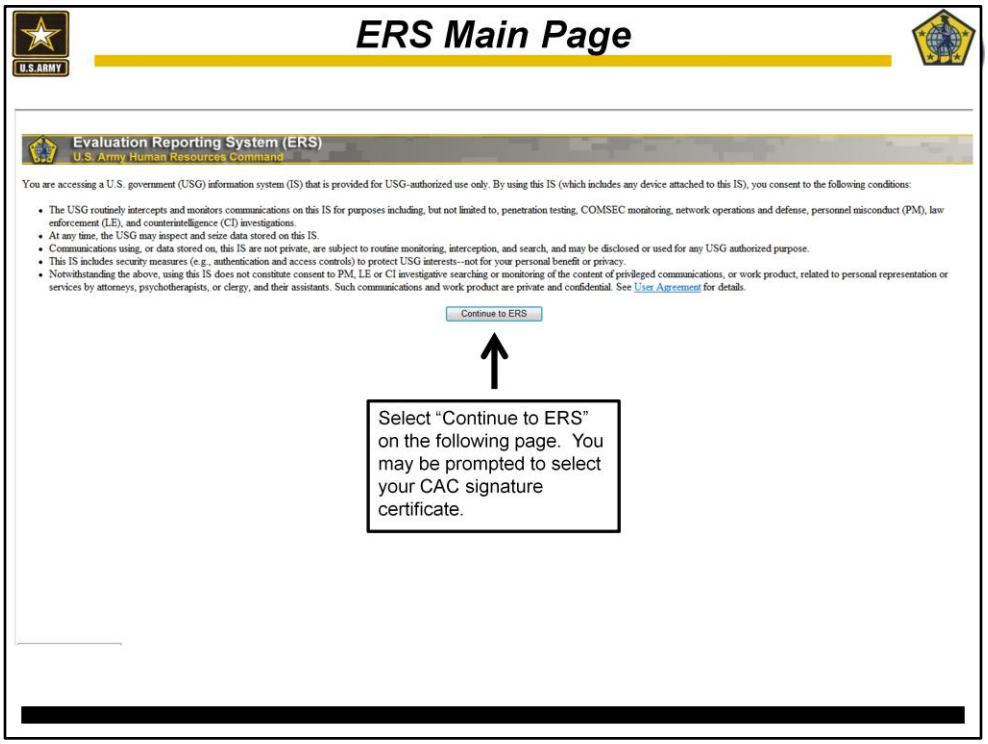


Once you select the “Request ERS Access” you will receive a message stating the provisioning and access to ERS may take up to two hours.

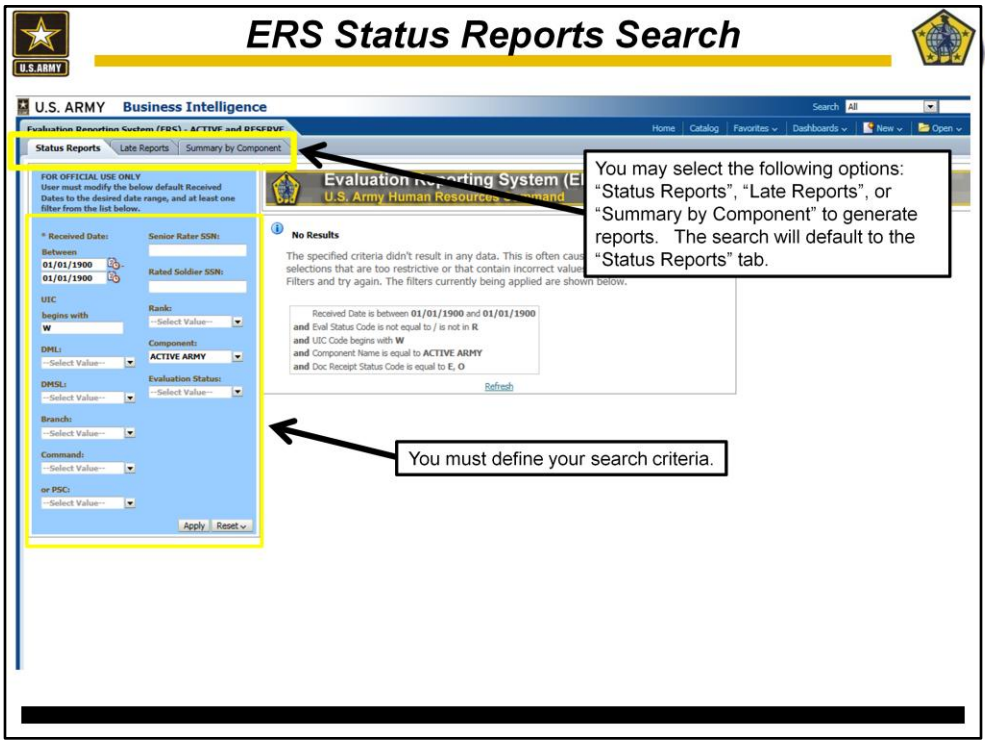
ERS Links



Select the Evaluation Reporting System (ERS) link from one of the two locations on the Evaluation Entry System (EES) Landing Page.



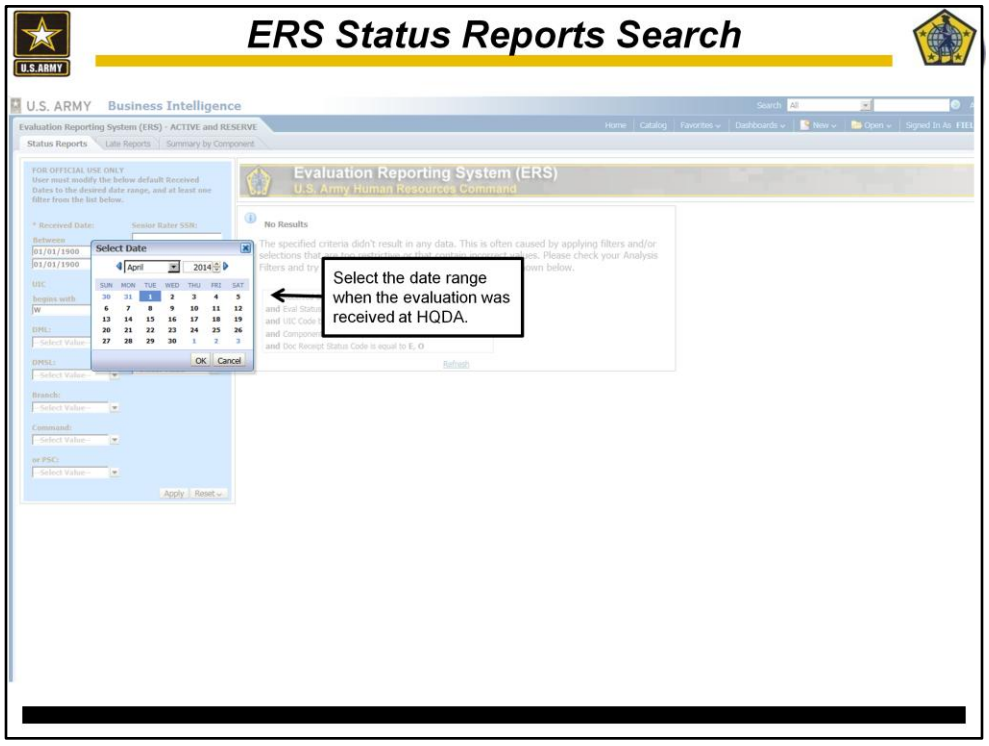
Select the "Continue to ERS" button on the following page. You may be prompted to select your CAC signature certificate.



*National Guard units- See slide 17 for instructions on how to search for unit data

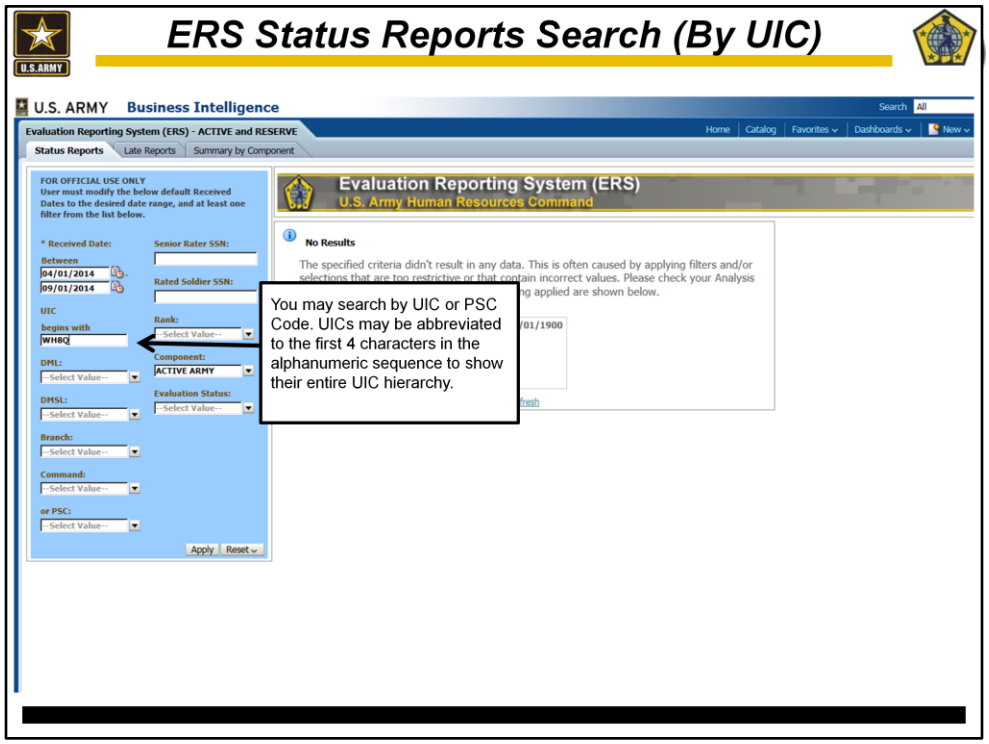
Next, you may select the following options to obtain data: "Status Reports", "Late Reports", or "Summary by Component". The search will default to the "Status Reports" tab.

It is recommended to find the search criteria (UIC, PSC, SR Rank, etc) that works best to obtain data for your organization. The search criteria will automatically filter to the next tabs, "Late Reports" and "Summary by Component".



Select the date range when the evaluation was received at HQDA.

*Note: You may type dates manually without using the “Select Date” filter (format MM/DD/YYYY).

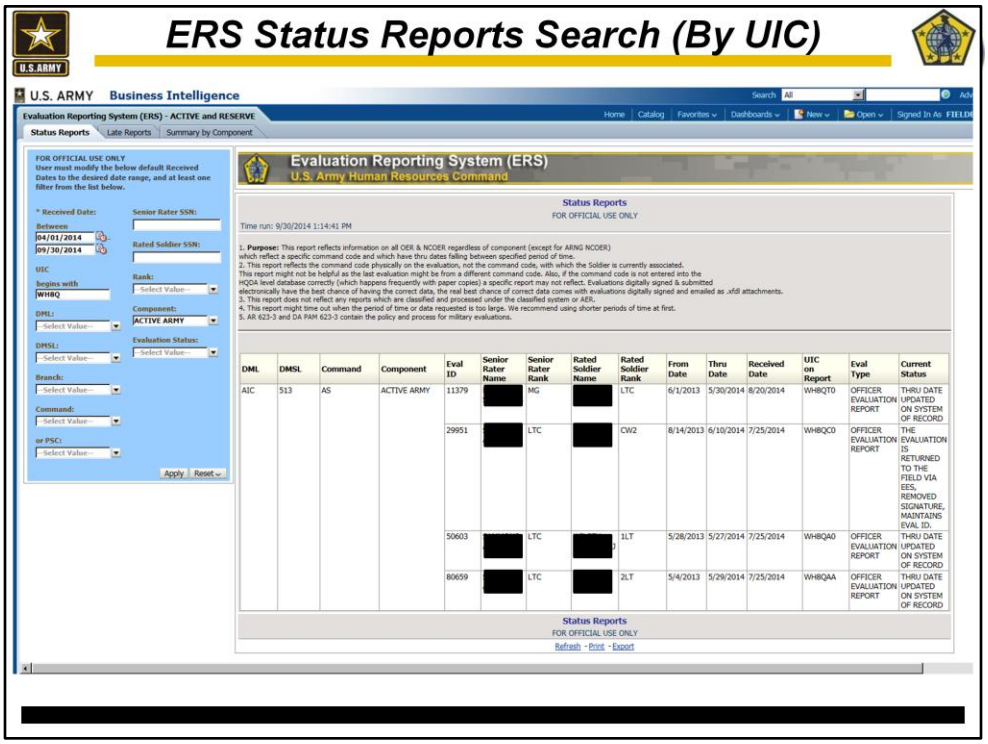


Once you have completed the date range, select another parameter to search.

UICs may be abbreviated to the first 4 characters in the alphanumeric sequence to show their entire UIC hierarchy.

-Example WH8QT0, WH8QA0, WH8QB0, WH8QC0 can all be viewed if the search box has “WH8Q” in the box.

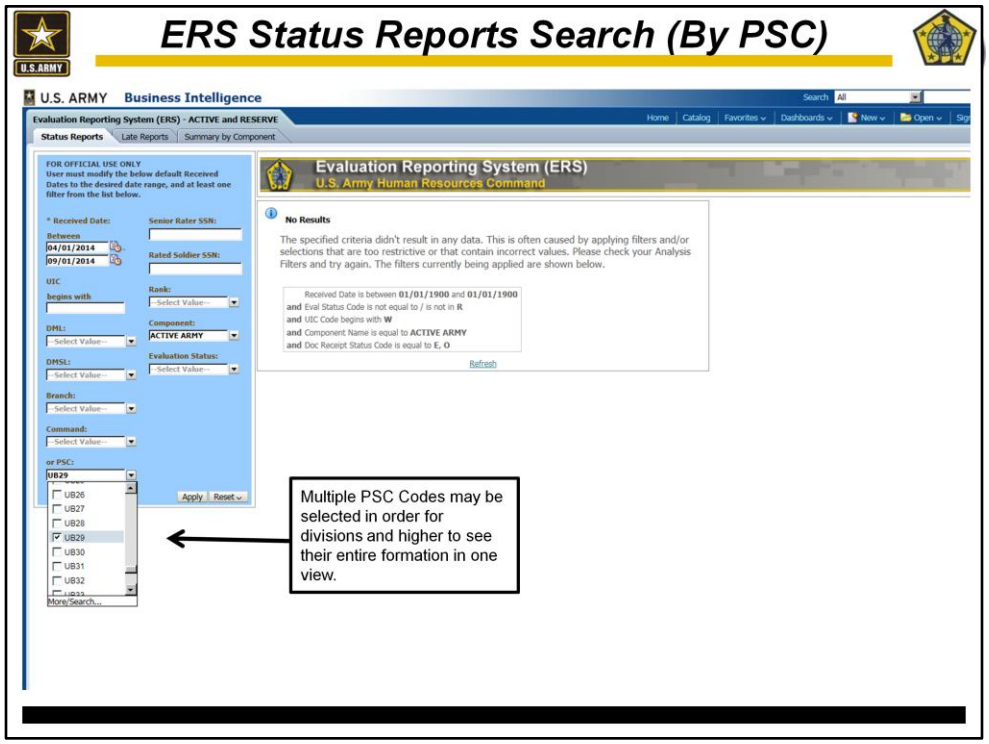
*Note: The database is case sensitive, UIC must be in ALL CAPS



Search results are displayed in the lower right portion of the screen.

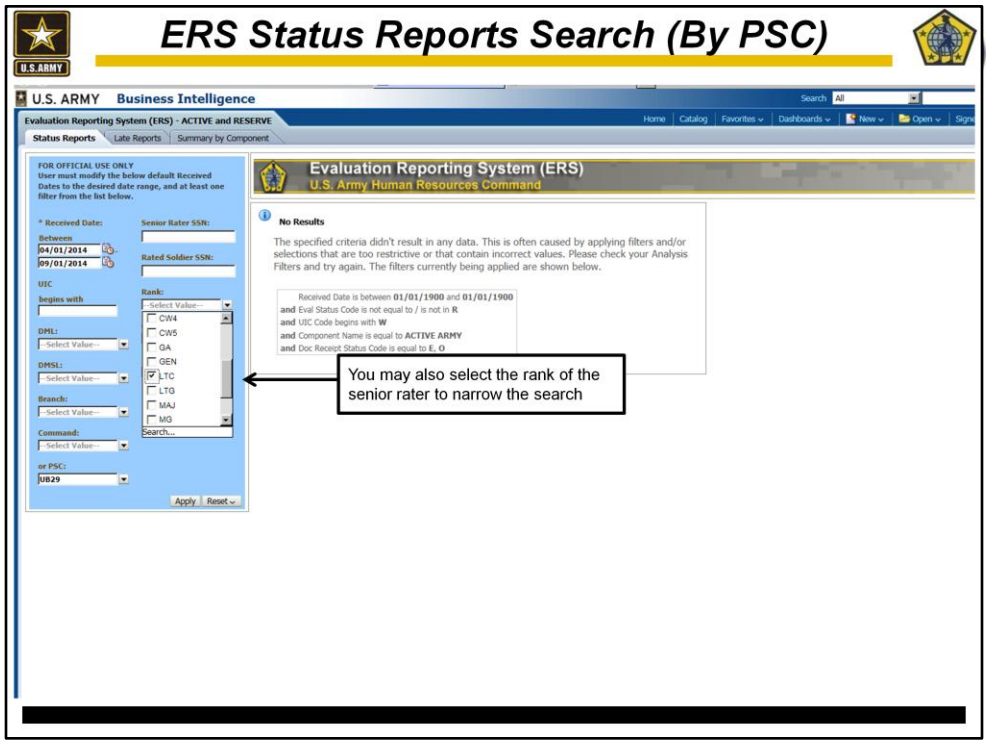
*DML- Distribution Management Level (DML codes are used to manage and distribute Soldiers to units at the division level or other major units subordinate to an Army command or agency led by a general officer.)

*DMSL- Distribution Management Sub-Level (DMSL codes are used to manage and distribute Soldiers to units at the brigade level, groups, or other units commanded or directed by a general officer or colonel.)

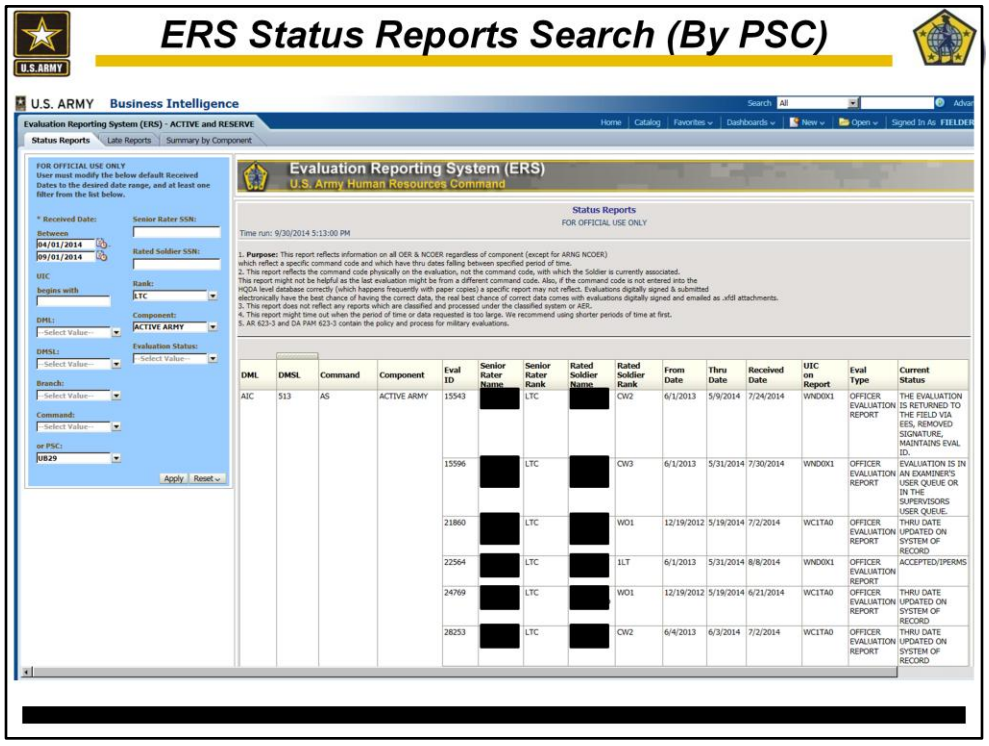


Once you have completed the date range, select another parameter to search.

-Multiple Personnel Service Center (PSC) Codes may be selected in order for divisions and higher to see their entire formation in one view.

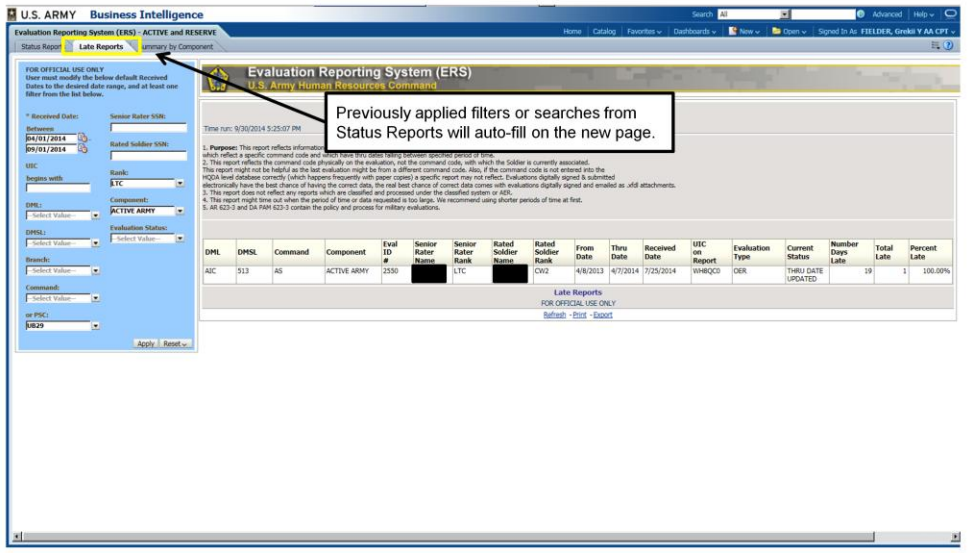


You may also indicate the rank of the senior rater to narrow the search, although this is not necessary.



Search results are displayed in the lower right portion of the screen.

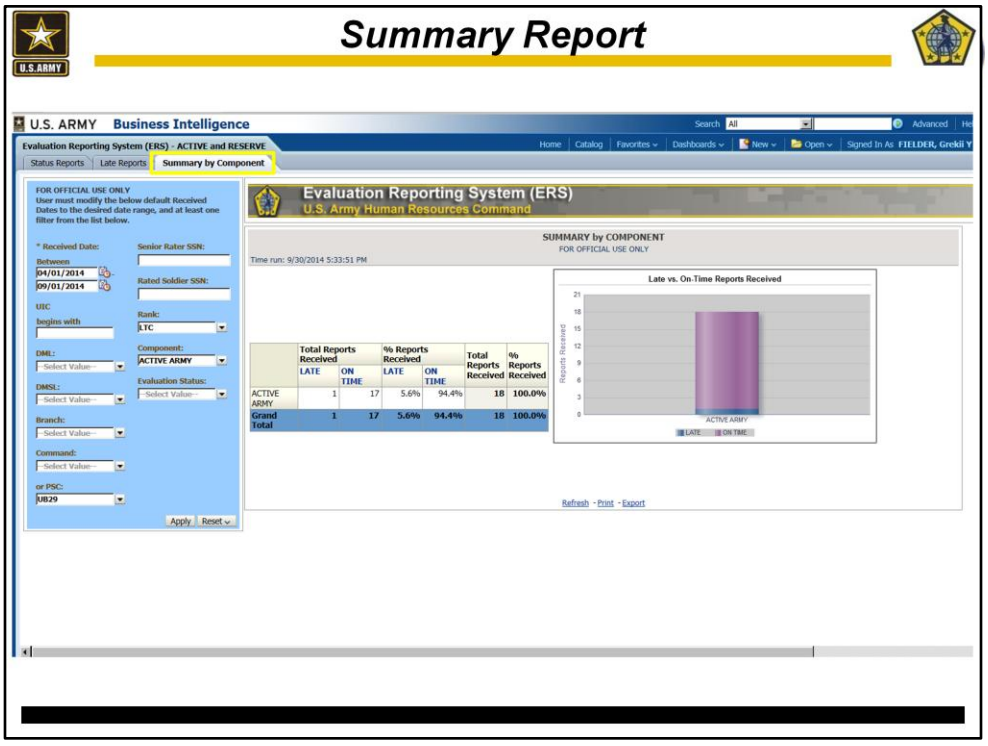
ERS Late Reports Search



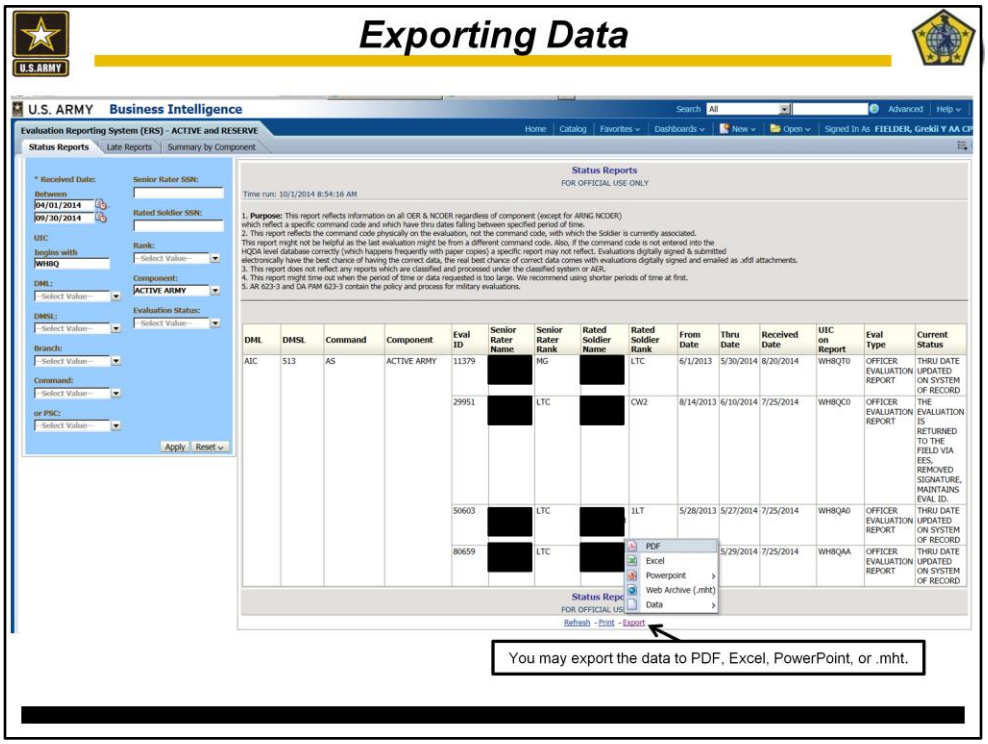
Select the “Late Reports” tab. Any previously applied filters or searches from Status Reports will auto-fill on the new page.

*Note: Reports that appear on the “Late Reports” tab will not appear on “Status Reports” tab.

Summary Report



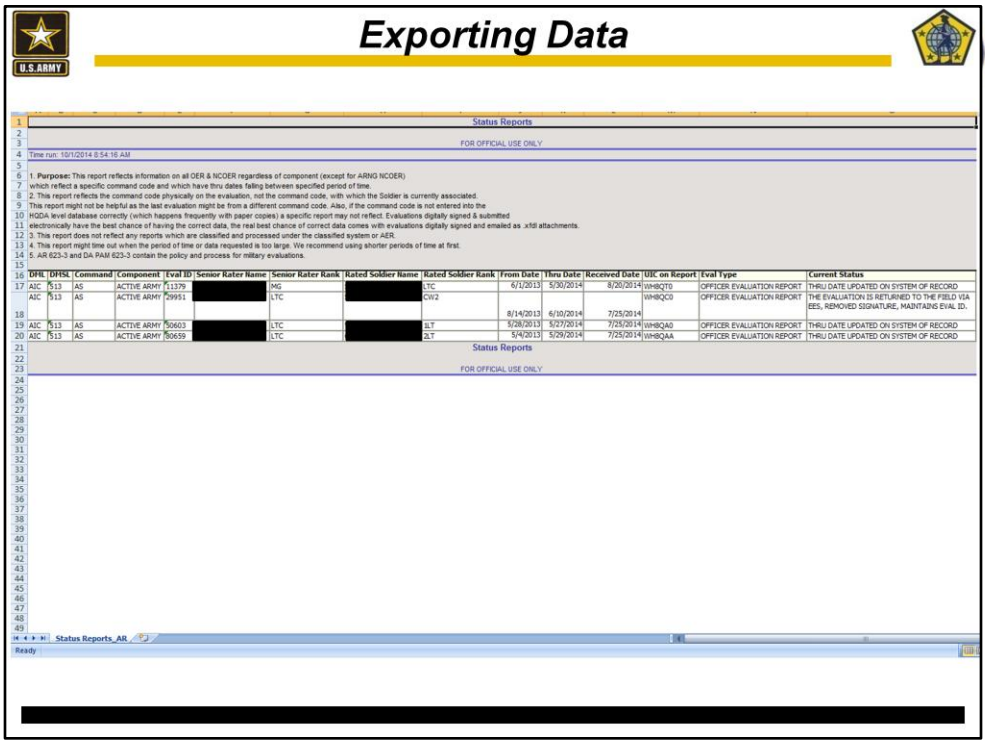
Select “Summary by Component” to obtain a comparison report which shows the number of late evaluations compared to the number of on time evaluations. It will automatically generate a bar graph and percentages for your organization. Any previously searched criterion will be auto-filled into this form.



All data searches may be exported to multiple formats for ease of presentation, synthesis, and analysis.

You may export the data to PDF, Excel, Powerpoint, or .mht.

Exporting Data



Status Reports

FOR OFFICIAL USE ONLY

Time run: 10/1/2014 8:54:16 AM

1. **Purpose:** This report reflects information on all OER & NCOER regardless of component (except for ARNG NCOER) which reflect a specific command code and which have thru dates falling between specified period of time.
2. This report reflects the command code physically on the evaluation, not the command code, with which the Soldier is currently associated. This report might not be helpful as the last evaluation might be from a different command code. Also, if the command code is not entered into the HQDA level database correctly (which happens frequently with paper copies) a specific report may not reflect. Evaluations digitally signed & submitted electronically have the best chance of having the correct data, the real best chance of correct data comes with evaluations digitally signed and emailed as .xfdl attachments.
3. This report does not reflect any reports which are classified and processed under the classified system or AER.
4. This report might time out when the period of time or data requested is too large. We recommend using shorter periods of time at first.
5. AR 623-3 and DA PAM 623-3 contain the policy and process for military evaluations.

DFIL	DHSL	Command	Component	Eval ID	Senior Rater Name	Senior Rater Rank	Rated Soldier Name	Rated Soldier Rank	From Date	Thru Date	Received Date	UIC on Report	Eval Type	Current Status
AIC	513	AS	ACTIVE ARMY	11379	[redacted]	MG	[redacted]	LTC	6/1/2013	5/30/2014	8/20/2014	WHBQT0	OFFICER EVALUATION REPORT	THRU DATE UPDATED ON SYSTEM OF RECORD
AIC	513	AS	ACTIVE ARMY	29951		LTC		CW2	8/14/2013	6/10/2014	7/25/2014	WHBQC0	OFFICER EVALUATION REPORT	THE EVALUATION IS RETURNED TO THE FIELD VIA EES, REMOVED SIGNATURE, MAINTAINS EVAL ID.
AIC	513	AS	ACTIVE ARMY	30603	[redacted]	LTC	[redacted]	2LT	5/28/2013	5/27/2014	7/25/2014	WHBQA0	OFFICER EVALUATION REPORT	THRU DATE UPDATED ON SYSTEM OF RECORD
AIC	513	AS	ACTIVE ARMY	30659		LTC		2LT	5/4/2013	5/29/2014	7/25/2014	WHBQAA	OFFICER EVALUATION REPORT	THRU DATE UPDATED ON SYSTEM OF RECORD

Status Reports

FOR OFFICIAL USE ONLY

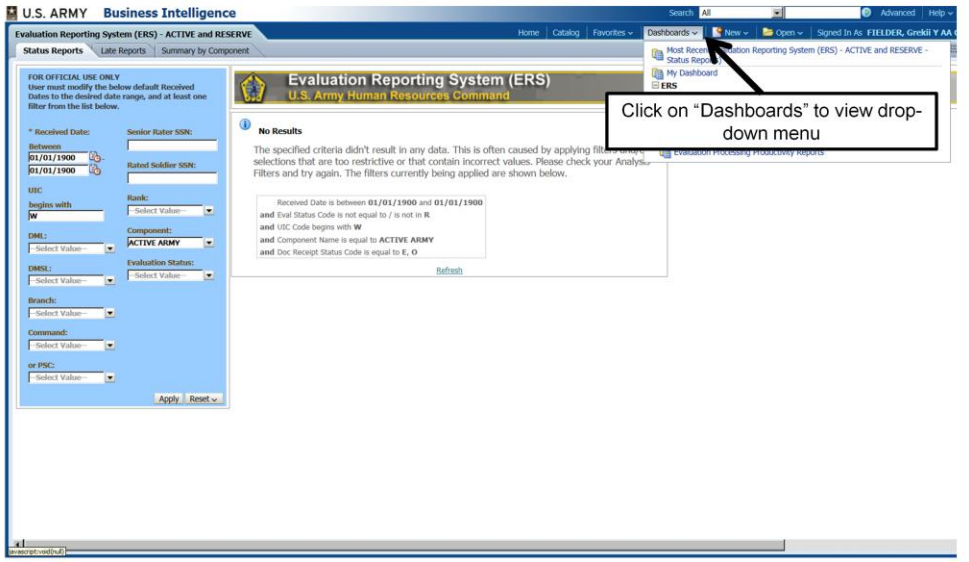
Status Reports_AR

Ready

[redacted]

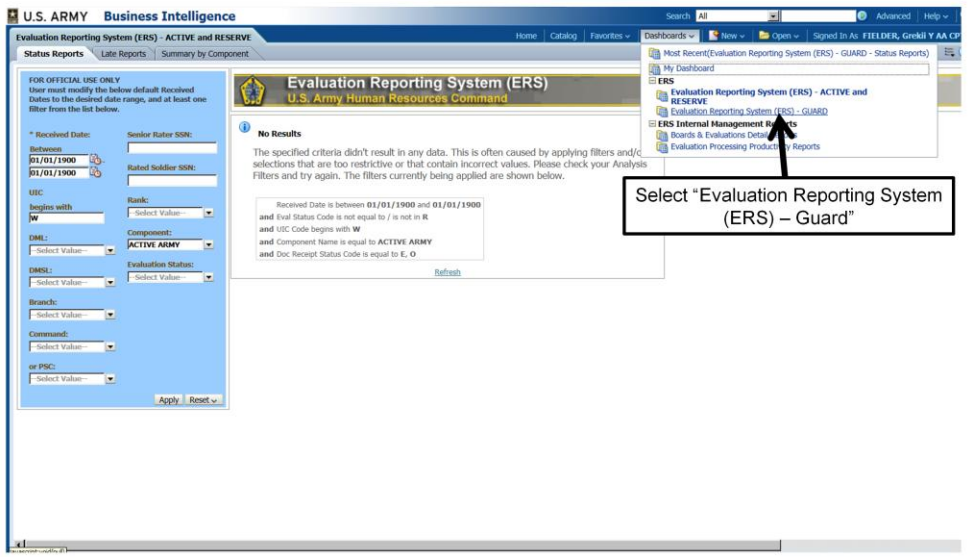
Example shown displays Status Reports data exported into Excel format. Recommend exporting data into Excel to filter pertinent/select information, if necessary.

ERS Status Reports Search (ARNG)

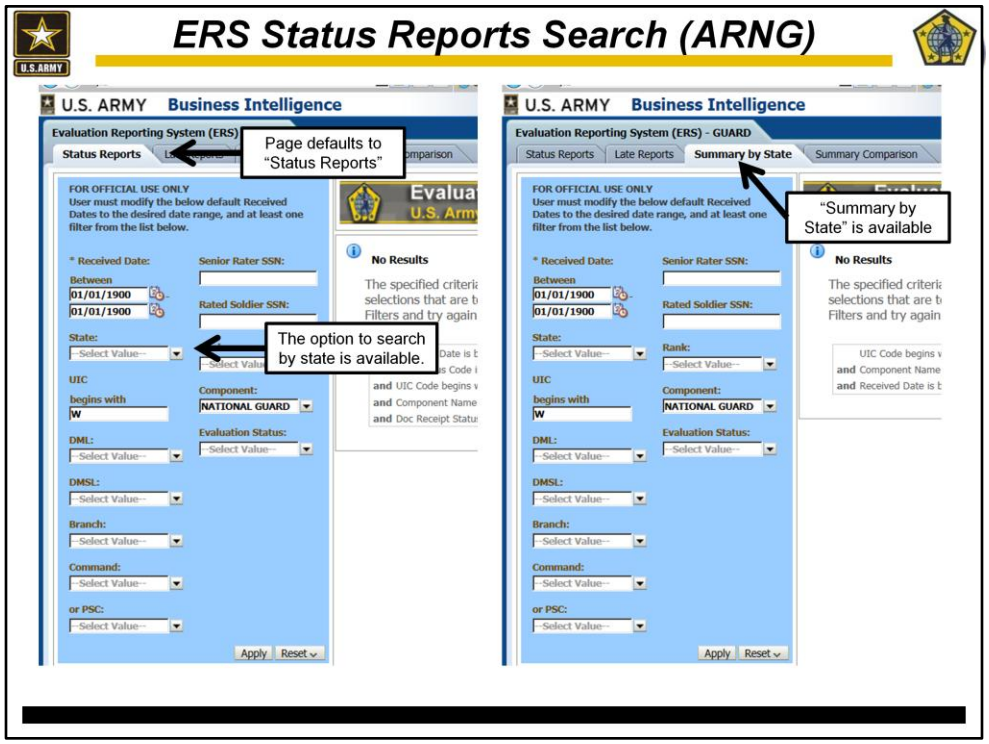


To obtain the status of ARNG reports, click on "Dashboards" to view ERS Reporting and Management Report Options.

ERS Status Reports Search (ARNG)



Next, select "Evaluation Reporting System (ERS) – Guard"



The search will default to the "Status Reports" tab. The option to search by state is available. Reference Slides 6 thru 16 for instructions on how to navigate through the database. An additional search tab appears to obtain a summary report by state.

Questions?

usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil

Evaluations Policy Section - 502-613-9019