**DEPARTMENT OF THE ARMY**

UNITED STATES ARMY RECRUITING BATTALION MINNEAPOLIS

BHW FEDERAL BUILDING, 1 FEDERAL DRIVE, SUITE 2916

FORT SNELLING, MN 55111



RCMW-MP-CO 19 January 2016

MEMORANDUM FOR Minneapolis Army Recruiting Battalion, Minneapolis, MN 55111

SUBJECT: Battalion S1 Standard Operating Procedures for Revised Non-Commissioned Officer Evaluation Report (NCOER) and NCOER Support Form

1. **PURPOSE**: To establish procedures and processes for the implementation of the Revised NCOER and NCOER SPT Form. This Standard Operating Procedure (SOP) does not address those policies and procedures already adequately defined in existing regulations or other published directives.

2. **SCOPE**: This SOP applies to all elements assigned or attached to the Minneapolis Army Recruiting Battalion (Bn) and is directive in nature.

3. **RESPONSIBILITIES:** Subordinate units will develop their own SOP in accordance with current policies and procedures (AR 623-3 and DA PAM 623-3) to ensure quality control and timeliness of submission.

4. **TIMELINESS**: IAW paragraph 5-2a (2), DA PAM 623-3, NCOERs are due to HQDA NLT 90 days after the THRU date of the report. All NCOERs are due for first look to the Bn S1 30 days prior to the rated NCO’s THRU date.

### 5. REQUIREMENTS: Computer, Common Access Card (CAC), Access to Internet and Evaluation Entry System (ESS).

6. **EVALUATION ENTRY SYTEM (EES):** EES is an HRC interface system on the Internet utilized to manage, process, and submit NCOER SPT forms and OERs; replacing the AKO Website My Forms. EES Website: https://evaluations.hrc.army.mil.

7. **SUBMISSION TO HQDA:** In order to maintain proper accountability and timeliness of all NCOERs, the Bn S1 and Bn Adjutant are the only designated individuals who will be authorized to submit reports to HQDA. All Center Leaders, 1SGs, and Company Commanders will designate the Bn NCOER clerk and the Bn Adjutant as a delegate in ESS. All digital signatures will be required at or after 14 days prior to the THRU date.

8. **PROCEDURES**: All NCOERs will be routed via email to the S1 section for initial review. Submit the NCOER draft in .pdf format to the S1 NCOER clerks. After the S1 and CSM have reviewed the NCOER and the Company has made the necessary changes, all signatures must be affixed on EES in a prompt manner.

9. **PROCESSING STEPS:**

 a**. Initial Counseling**: will be conducted within 30 days of the rated NCO’s arrival to the unit by the first line supervisor. It is the first line supervisor’s duty and responsibility that the rated NCO develops his/her NCOER support form via the EES Website.

 b. **NCOER Support Form**: requires completion by the rated Officer within the first 30 days with the first line supervisor’s initial counseling. The NCOER Support Form must be completed using the EES Website.

 c. **NCOER Evaluation Forms**:

 (1) The Performance blocks for the rater portion is now ‘Far Exceeded Standard’, ‘Exceeded Standard’, ‘Met Standard’, ‘Did Not Meet Standard’.

 (2) The Potential blocks for the senior rater portion is now ‘Most Qualified’ (ACOM equivalent), ‘Highly Qualified’ (COM equivalent), ‘Qualified’ (Is not a referral report), and ‘Not Qualified’.

 (3) DOD ID Numbers will be used in lieu of Social Security Numbers.

 (4) NCOERs will have three different forms: Direct Form, Organizational Form, and Strategic Form. At the Bn level, all three NCOER forms will be utilized:

1. Direct Form (SGT): The rater will assess the rated Soldier’s performance

in bullet comments. The senior rater will assess the rated Soldier’s potential in narrative comments. The senior rater has an unconstrained box check.

1. Organizational Form (SSG-1SG/MSG): The rater will assess the rated Soldier’s

performance in bullet comments. The senior rater will assess the rated Soldier’s potential in narrative comments. The senior rater has a constrained profile. ‘Most Qualified’ block limited to less than 24% (1 MQ for 7 other ratings for a total of 8 ratings in the profile; 2 MQ for 9 other ratings for a total of 11 ratings in the profile).

1. Strategic Form (CSM/SGM): The rater and senior rater will assess the rated

Soldier’s potential in narrative comments. The senior rater has a constrained profile. ‘Most Qualified’ block limited to less than 24% (1 MQ for 7 other ratings for a total of 8 ratings in the profile; 2 MQ for 9 other ratings for a total of 11 ratings in the profile).

 d. **Multi-Source Assessment Feedback (MSAF):** When the rated NCO is 30 days out from their evaluation THRU date they must ensure that their 360 MSAF is complete and up-to-date. It is a requirement that the rated NCO has a valid MSAF when receiving his evaluation report. All MSAFs are valid for three years from the completion date.

 e. **Managing Rater Profile:** The rater will have an unconstrained rater profile; however, rater tendencies can be scrutinized by HRC if there is a pattern of inflated assessments.

 f. **Managing Senior Rater (SR) Profile:** It is mandated by HRC that SRs will have to manage a SR profile. This will require the SR to calculate and plan their potential ratings for the NCOs they senior rate. The SR must be cognizant to maintain less than 24% for ‘Most Qualified’ or the SR will break profile. The online EES system will not allow the SR to misfire by preventing the rater from checking the ‘Most Qualified’ rating. Consequently, it is imperative that SRs manage their profiles diligently in order to preclude the possibility of a disservice to the rated Soldier that deserves a ‘Most Qualified’ rating.

 g. **Delegation & Submission to HRC:** All NCOs with rater or senior rater profiles will be required to add the unit’s S1 OIC and the unit’s S1 assistants as the delegate in order for proper QA/QC procedures on all NCOERs prior to submission to Army HRC.

10. **Rating Scheme:** The general guidance is that all NCOs in the rank of E6 and below are rated by the Center Leader and senior rated by the 1SG. The exception to this case is when the recruiter is senior in grade to the Center Leader, which will then require the 1SG as the rater and the Company Commander as the senior rater. For all NCOs in the rank of E7 or assigned to the position as the Center Leader, the 1SG is the rater and the Company Commander is the senior rater.

11. **Point of Contact** for this memorandum is

 LTC, MI

 Commanding