NGWI-AV-CO   21 August 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 1-147th Aviation Battalion Policy OER Evaluation Entry System (EES)

1. The following information is in regards to the workflow of Officer evaluations in the EES system IAW AR 623-3, DA PAM 623-3, ADP 6-22, ADRP 6-22, and Assistant Adjutant General directive via the Officer Personnel Branch, G1.

2. Upon notification of this policy all officers will be required S1 OIC/NCOIC personal identification information (PII). PII will be given via phone/in person and must be shredded and discarded appropriately, to prevent further use of that PII from other individuals who are not in need to know.

3. All officers and warrant officers will log into https://evaluations.hrc.army.mil/ the Evaluation Entry System with their CAC. This is to be completed NLT 4 May 2014 (and within 30 days of assessing into 147th AVN BN).

4. Support form and Officer Evaluation timeline:

   a. **Annual and Extended Annual OERs**: Support form and rater comments must be complete in EES *by the thru date of the OER.*

   b. **Change of Rater, Change of Duty, Senior Rater Option OERs**: Support form and rater comments must be complete *NLT 30 days after notification of transfer* taking place.

   c. If these timelines are not met, BN S1 **will** create an OER in EES and comments will be made on OER about a support form not being provided.

5. Officers select "manage delegates" button (bottom right hand of the Tools listing).

   a. Looks like this: DELEGATES FOR "YOUR NAME" IN THE ROLE OF "SENIOR RATER"

   b. Click Add Delegate

   c. Put in personal information of S1 OIC, click save.

  d. Checkmark the following blocks

   (a). "Manage delegates"

   (b), "View rating profile",

   (c) "Edit and submit evaluations"

  e. Click update permissions.

  f. Click Add Delegate

  g. Put in personal information of S1 NCOIC, click save.

  h. Repeat steps d through e.

   i. At the top where it states "IN THE ROLE OF" change this to the drop down of "RATER" and repeat steps b thru f above.

6. Workflow of this new system for our battalion structure is in the enclosed.

7. POC for this policy is 1LT Karla C. Riemer at 608-301-8365 or SFC Jacinta A. Elder at 608-301-8362.

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                                    Commanding