

How-to Guide for Evaluation Reporting System (ERS)

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Evaluations Policy Section - 502-613-9019



What is ERS?



- Evaluation Reporting System (ERS): Provides field users visibility of evaluation administrative information for Non-Commissioned Officer Evaluation Reports (NCOER) and Officer Evaluation Reports (OER) and Academic Evaluation Reports (AER) in all phases of processing from Initiation to Update through HRC to IPERMS and update of Officer and Enlisted Record Briefs (ORB, ERB).
- Also tracks older DA2166-8 NCOER and DA67-9 OER
- Access is granted via Evaluation Entry System



Army Doctrine References

1. EES

Evaluation Entry System U.S. Army Human Resources Command Profiles Main Menu New OER Training The system will be down on scheduled maintenance days shown in the EES Maintenance Schedule Need IT Assistance? Welcome to the HRC Evaluations Entry System 502-613-7777 Please select an option below: usarmy.knox.hrc.mbx.it-help-desk@mail.mil TOOLS IT FAQ OER NCOER **Need Policy Assistance?** View Profiles where I Create OER Support Form Create NCOER Support Form am a delegate 502-613-9019 View my Rater 2. Request and Senior Rater Profile warmy.knox.hrc.mbx.tagd-eval-policy@mail.mil Edit OER Support Form Edit NCOER Support Form **ERS** access POLICY FAQ Signature Removal **Evaluation Tools** Support Form Signature Removal Create New NCOER Create New OER Fraining Tools Appeals and Corrections Request ERS Access Continue/View 3. You will be Active NCOERs Evaluation Entry System Users Guide Status & Management Tools: notified Evaluation Reports System (ERS) Upload DA Form 2166-8 .pdf-f External Links and Resources NCOER Manage Delegates Message from webpage X 4. AFTER AR 623-3 • DA PAM 600-3 Counseling Management access is Report Tool • DA PAM 600-4 Provisioning and access to the Evaluation Reporting System (ERS) may DA PAM 623-3 successful, take up to two hours. Please be aware of the time requirement when S1 NET trying to access the system. use this MYBOARDFILE View Forms ERS button User Survey and Feedback OK Army Doctrine



ERS Main Page





You are accessing a U.S. government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law
 enforcement (LE), and counterintelligence (CI) investigations.
- · At any time, the USG may inspect and seize data stored on this IS.
- · Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See <u>User Agreement</u> for details.





ERS Status Reports Search













- Status Reports allows lookup by any status
- Late Reports displays late rate by unit or by rating official
- Summary by Component Allows comparison of late reports by Component against total reports submitted
- Initiated and Returned helps filter search to ONLY Reports in Draft and/or Returned for correction. Does not require delegate authority from EES
- Individual Lookup- allows queries for individual Soldiers





Example Follows



ERS Status Reports Search







ERS Status Reports Search (By UIC)







ERS Status Reports Filters



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DMSL:	Select Value	Т	CORRECTION	correction or at rating chain request
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Branch: Select Value	ACTIVE ARMY	G	SYNCHRONIZATION	Evaluations
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ERS Status Reports Search (By UIC)



Example Result

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ERS Status Reports Search (By PSC)



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ERS Status Reports Search (By PSC)







ERS Status Reports Search (By PSC)



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Summary Report Example Result



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10	HQDA electro	level da nically h	tabase com have the be	rectly (which ha at chance of ha	ppens free vice the co	quently with paper cop prect data, the real ber	ies) a specific repo st chance of correc	ort may not reflect. Evalu ct data comes with evalu	ations digitally signed & sub ations digitally signed and e	mitted mailed as xfd a	flachments.	:	:			:
12	3. This	report of	does not ret	flect any reports	s which are	e classified and proces	ssed under the clas	saified system or AER:		•						
13	4. This	report r	night time of	ut when the per	iod of time	or data requested is to	oo large. We recom	mend using shorter perio	ds of time at first.				:			
15	5. AR	023-3 8	IG LIA PAN	623-3 contain a	ne policy a	· · ·	evaluations.	:				:	:	:		:
16	DML	DHSL	Commane	Component	Eval ID	Senior Rater Name	Senior Rater R	tank Rated Soldier No	me Rated Soldier Ran	From Date	Thru Date	Received Date	VIC on Repair	t Eval Type	Current Status	
17	AIC	513	AS	ACTIVE ARMY	11379		MG		LTC	6/1/2013	5/30/2014	8/20/2014	WHBQTO	OFFICER EVALUATION REP	ORT THRU DATE UPDATED	ON SYSTEM OF RECORD
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18			•				•			· 8/14/2013	6/10/2014	· 7/25/2014		·		•
19	AIC AIC	513	AS ·	ACTIVE ARMY	50603		LTC		117	5/28/2013	5/27/2014	7/25/2014	WH8QA0	OFFICER EVALUATION REP	ORT THRU DATE UPDATED	ON SYSTEM OF RECORD
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Questions?

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

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