

# **Evaluation Entry System (EES)**

## **User's Guide**

**Fort Knox, KY  
14 April 2017**

## Table of Contents

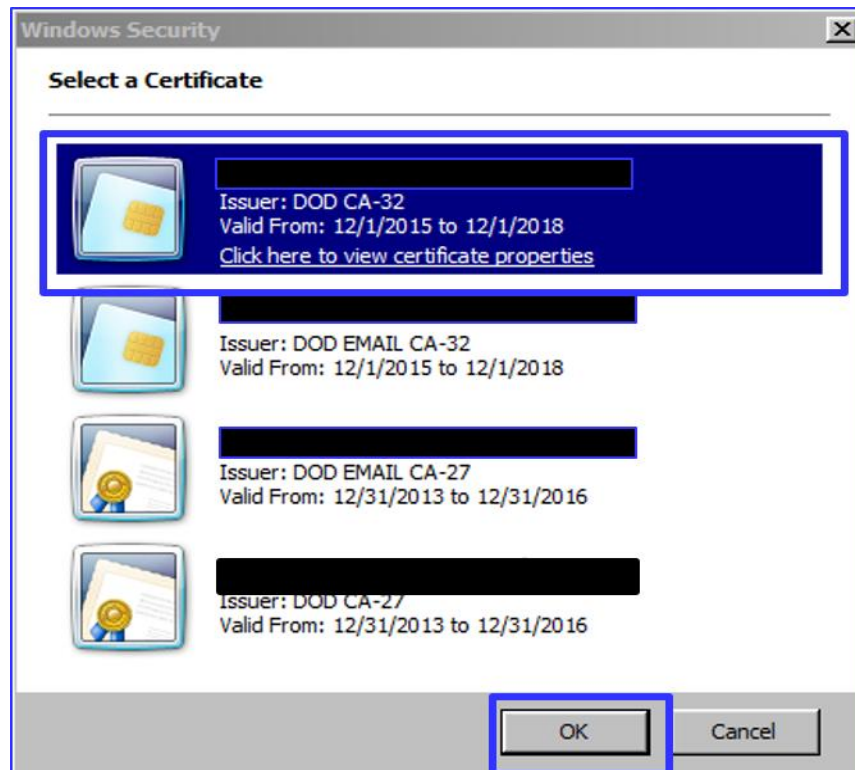
Accessing the Evaluation Entry System (EES).....	3
Navigating EES.....	4
Creating a NCOER Support Form.....	5
Creating a NCOER.....	9
Creating an OER Support Form.....	24
Creating an OER.....	29
EES Tools.....	36
View Profiles Where I am a Delegate.....	37
View my Rater and Senior Rater Profile.....	37
Signature Removal.....	38
Support Form Signature Removal.....	38
Request ERS Access.....	39
Status & Management Tools: Evaluation Reports System (ERS).....	39
Status Reports.....	40
Status Reports ARNG.....	44
DASH 2 Rater/Senior Rater Profile Manager.....	45
Accessing Manage Delegates Function .....	47
Adding a Delegate.....	48
Manage Delegates.....	49
Counseling Management Report Tool.....	50
Tips and FAQs.....	51
Troubleshooting.....	52
Unlock Rater Profile Process.....	54
Ways to Submit NCOER/OERs.....	54

## Accessing the Evaluation Entry System (EES)

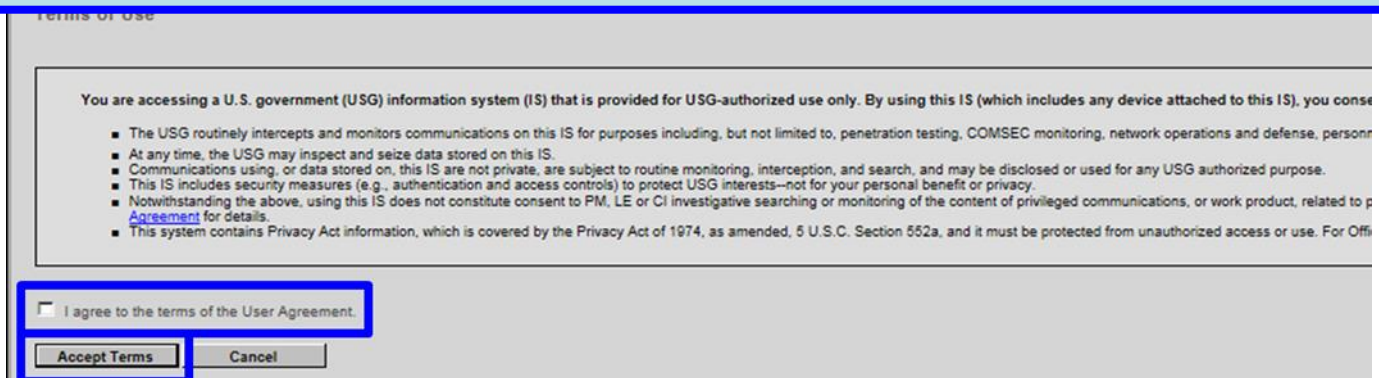
Users must use the <https://evaluations.hrc.army.mil/> web address to access EES.

Users must possess a valid DOD CAC.

Users will select their Digital Certificate and select "OK."



After users select the appropriate CAC card certificate, the web address will take users to the "Terms of Use" page. Users will select "I agree to the terms of the User Agreement" and select "Accept Terms."



# Navigating EES

Users can navigate EES's various functions from its Home Page.

To return "Home" or logout the system

Main Menu Profiles New OER Training New NCOER Training

Training resources for OERs and NCOERs

To view your profile and/or the profiles of individuals that you are a delegate for

**Need IT Assistance?**

502-613-7777

usarmy.knox.hrc.mbx.it-help-desk@mail.mil

IT FAQ

**Need Policy Assistance?**

502-613-9019

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

OER POLICY FAQ

NCOER POLICY FAQ

**Evaluation Tools**

Training Tools

Appeals and Corrections

Evaluation Entry System Users Guide

**External Links and Resources**

- AR 623-3
- DA PAM 600-3
- DA PAM 600-4
- DA PAM 623-3
- S1 NET
- MYBOARDFILE
- ERS
- User Survey and Feedback
- Army Doctrine
- Army Doctrine References

Welcome to the HRC Evaluations Entry System  
Please select an option below:

OER	NCOER	TOOLS
Create OER Support Form	Create NCOER Support Form	View Profiles where I am a delegate
Edit OER Support Form	Edit NCOER Support Form	View my Rater and Senior Rater Profile
Create New OER	Create New NCOER	Signature Removal
Continue/View Active OERs	Continue/View Active NCOERs	Support Form Signature Removal
	Upload DA Form 2168-8 .pdf-f NCOER	Request ERS Access
		Status & Management Tools: Evaluation Reports System (ERS)
		Manage Delegates
		Counseling Management Report Tool
		Manage Rating Chain
		View Forms

**Create / Continue Support Form:**  
 ANYONE can create and edit support forms.

to the HRC Evaluations Entry System

Please select an option below:

OER	NCOER	TOOLS
Create OER Support Form	Create NCOER Support Form	View Profiles where I am a delegate
Edit OER Support Form	Edit NCOER Support Form	View my Rater and Senior Rater Profile
Create New OER	Create New NCOER	Signature Removal
Continue/View Active OERs	Continue/View Active NCOERs	Support Form Signature Removal
	Upload DA Form 2166-8 .pdf-f NCOER	Request ERS Access
		Status & Management Tools: Evaluation Reports System (ERS)
		Manage Delegates
		Counseling Management Report Tool
		Manage Rating Chain

**Create / Continue Evaluation:**  
 ANYONE can create, but only Rater, Senior Rater, and Delegates can view and/or edit once saved.

**Manage Delegates:**  
 Go here to assign delegates.

Creation of an NCOER Support Form and corresponding NCOER

Creating a NCOER Support Form

**Create Support Form:**  
 Click on applicable button.

OER	NCOER	TOOLS
Create OER Support Form	Create NCOER Support Form	View Profiles where I am a delegate
Edit OER Support Form	Edit NCOER Support Form	View my Rater and Senior Rater Profile

### NCOER Individual Lookup

Enter the DOD ID/SSN and first two letters of the last name of the Rated Soldier and the rating officials. This will automatically search the Army personnel database and auto-populate the evaluation with administrative information. Incorrect information may be changed within the evaluation, but changes to the information in the personnel database require the use of other channels (S1 or Admin Support).

**Rated Soldier**

DOD ID Number: 1234567890 | Last Name: Away | Email: Squared.Away.mil@mail.mil

[Switch to search by SSN]

**Component**: RA | **Status Code**: [v]

**Rank**: SFC | Changes to the rank will be limited once the evaluation is created. Please ensure accurate selection of the rank for the time period the Soldier is in that rank.

**Date of Rank**: 20150811

**Promotable Info**  
Is the Rated Soldier promotable or selected to attend USASMA?  Yes  No

**Next Higher Grade**  
Is the Rated Soldier serving in a position authorized for the next higher grade?  Yes  No

**Frocked Info**  
Is the Rated Soldier frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked?  Yes  No

**Rank Reduction**  
Is the rated NCO reduced to Specialist or below?  Yes  No

**Rater**

DOD ID Number: 1234567890 | Last Name: Obvious | Email: Isee.Obvious.mil@mail.mil

[Switch to search by SSN]

Is this individual serving as both the Rater and Senior Rater?  Yes  No

**Senior Rater**

DOD ID Number: 1234567890 | Last Name: Pain | Email: Ima.Pain.mil@mail.mil

[Switch to search by SSN]

**Supplementary Reviewer (optional)**

DOD ID Number: | Last Name: | Email: |

[Switch to search by SSN]

Buttons: Cancel, Next

Can switch between SSN and DODID. Used when issued and entering an International Officer ID number.

Enter applicable information for: Rated NCO, Rater, Senior Rater, and Supplementary Reviewer (if applicable)

Email data comes from DMDC. Defaults to upper case but can be modified to lower case.

Confirm applicable information is correct. Click "NEXT"

Buttons: Previous, Cancel, Next

### NCOER Support Form Creation Confirmation

Role	DOD ID Number/SSN	Name	Email	Importing Data
Rated Soldier	123-45-6789	AWAY	Squared.Away.mil@mail.mil	No
Rater	123-45-6789	OBVIOUS	Isee.Obvious.mil@mail.mil	No
Senior Rater	123-45-6789	PAIN	Ima.Pain.mil@mail.mil	No
Supplementary Reviewer				No

Selecting "Next" will initiate an NCO Evaluation Support Form for the above mentioned individual. An email will be sent to each of the addresses listed above, notifying each individual of their involvement with the new evaluation support form.

Buttons: Previous, Cancel, Next

**Admin Data**

a. Last Name  First Name  M.I.  Suffix

b. DOD ID Number

c. Rank  d. Date of Rank

**Promotable Info**

Is the Rated Soldier promotable or selected to attend USASMA?  Yes  No

**Next Higher Grade**

Is the Rated Soldier serving in a position authorized for the next higher grade?  Yes  No

**Frocked Info**

Is the Rated Soldier frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked?  Yes  No

**Rank Reduction**

Is the rated NCO reduced to Specialist or below?  Yes  No

e. PMOSC

f. Unit, Org  Station  Zip or APO

Major Command

g. UIC Code  Component  Status Code  Thru Date of Last Completed Eval

h. Rated NCO's Email Address (.gov or .mil)   
Must use .gov or .mil

i. SSD and NCO Military Education Level Requirements  
Has the Rated Soldier met SSD and NCO requirements for the next grade?  Yes  No

Military Education Level  SSD Level

**Complete filling out the Part I Admin data.**

**Click "NEXT," and complete Part II Authentication (Rater/ Senior Rater/ Reviewer Info)**

**Duties and Responsibilities**

a. Principal Duty Title

b. Duty MOSC

c. Daily Duties and Scope (To include, as appropriate, people, equipment, facilities, and dollars)

d. Areas of Special Emphasis

e. Appointed Duties

**Complete filling out the Part III – Duty Description.**

**Indicate your Performance Goals and Expectations During the Rating Period in Part IV – Performance Goals and Expectations.**

Performance Goals and Expectations

Performance Goals and Expectations

Continued Comments

Previous Exit Next Save

**Objectives to be accomplished during the Rating Period**

Character

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

**Contributions and Accomplishments during the Rating Period**

**APFT Goals**

**Actual APFT Results**

Presence

APFT Goals

Pushups	Situps	Run: Min.	Sec.	Height	Weight
0	0	0	0	0	0

CURRENT RECORD APFT

a. Pass/Fail/Profile	Date	b. Height	Weight	Meets Body Fat Standards
		0	0	<input type="radio"/> Yes <input type="radio"/> No

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

**AR 350-1 and FM 7-22**

**AR 600-9 Chapter 3**



**Continue to indicate performance objectives and record significant contributions in Part V, blocks (c) - (f).**

**Senior Rater Comments in Part VI**

**Creating a NCOER**

\*Failing to comply with the error messages generated within EES could result in the inability to sign the evaluation or result in the evaluation being returned for corrections.

**Select the “Create NCOER” button on the top of the NCOER support form**

**Select the “Rated Soldier” button on the top of the NCOER**

**Complete filling out any Admin data that was not carried over from the Support Form.**

**Refer to DA PAM 623-3, Chapter 3**

Admin Data

a. Last Name First Name M.I. Suffix  
AWAY

b. DOD ID Number ✓  
1232838872 Clear DoDID

c. Rank d. Date of Rank  
SFC 20150801

Promotable Info  
Is the Rated Soldier promotable or selected to attend USASMA?  Yes  No

Next Higher Grade  
Is the Rated Soldier serving in a position authorized for the next higher grade?  Yes  No

Frocked Info  
Is the Rated Soldier frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked?  Yes  No

Rank Reduction  
Is the rated NCO reduced to Specialist or below?  Yes  No

e. PMOSC

f. Unit, Org Station Zip or APO

Major Command

g. Component/Status Code  
RA

h. UIC Code n. Rated NCO's Email Address (.gov or .mil)  
Squared.Away.mil@mail.mil  
Must use .gov or .mil

Exit Next Save Go to Signatures Print Draft

**Click "NEXT"**

**Select appropriate "Reason for Submission," Rating period, and "Non-Rated Code" if applicable**

**Click "NEXT"**

**AR 623-3, Chapter 3**

**DA PAM 623-3, Chapter 3**

**Enter any counseling dates that were not carried over from the Support Form.**

**If no counseling dates are entered, then it must be addressed in the Senior Rater's comments.**

**Click "NEXT"**

- AR 623-3, Chapter 3 - When applicable, enter a senior rater statement in part V, block b of the NCOER explaining the reason why counseling was not accomplished when counseling was not completed and counseling dates are omitted from the NCOER.

**Select the "Rater" button on the top of the NCOER**

**Rater Info**

a1. Rater's Last Name: OBVIOUS    First Name: ISEE    M.I.:    Suffix:

a2. Rater's DOD ID Number ✓: 1232838872    Clear DoDID

Rater's Military Branch: USA | US ARMY

a5. Rater's Rank: Captain

Promotable Info: Is this individual promotable and serving in a position authorized for the next higher grade?  Yes  No

a5. PMOSC/Branch:

a5. Rater's Organization:

a5. Duty Assignment:

a6. Rater's Email Address (.gov or .mil): Isee.Obvious.mil@mail.mil  
Must use .gov or .mil

Exit    **Next**    Save    Go to Signatures    Print Draft

**Complete filling out any Admin data that was not carried over from the Support Form.**

**Click "NEXT"**

**Duty Description**

a. Principal Duty Title:    b. Duty MOSC:

c. Daily Duties and Scope (To include, as appropriate, people, equipment, facilities, and dollars)

d. Areas of Special Emphasis:

e. Appointed Duties:

Previous    Exit    **Next**    Save    Go to Signatures    Print Draft

**Complete filling out the Duty Description**

**Refer to DA PAM 623-3, Chapter 3**

**At least five characters but no more than nine**

**Click "NEXT"**

- DA PAM 623-3, Chapter 3, block b—Duty MOSC - Enter duty military occupational specialty code (MOSC) (at least five characters but no more than nine). If ASI and/or language skill identifier are required, the duty MOSC will be either seven or nine characters; if the position does not require ASI or language skill identifier only five characters will be used. In cases where the rated NCO is filling an officer position, enter the enlisted MOSC that best matches the officer position.

The image shows a screenshot of a 'Performance Evaluation' form. The form includes fields for 'a. Pass/Fail/Profile', 'APFT Date', 'b. Height (inches)', 'Weight (lbs)', and 'Meets Body Fat Standards'. A red box highlights a mandatory comment requirement: 'Mandatory comment for APFT "FAIL," "NO APFT," "PROFILE" (if it hinders duty performance), "PREGNANT/POST PARTUM," and "NO" for AR 600-9 compliance'. Callout boxes point to 'AR 350-1 and FM 7-22' (pointing to the Pass/Fail/Profile dropdown), 'AR 600-9 Chapter 3' (pointing to the Meets Body Fat Standards radio buttons), and 'Refer to DA PAM 623-3, Chapter 3' (pointing to the dropdown). A 'Click "NEXT"' callout points to the 'Next' button in the navigation bar at the bottom.

- DA PAM 623-3, Chapter 3 - In the space after the word “APFT” the rater will enter “PASS” or “FAIL” and the date (YYYYMMDD) of the most recent record APFT administered by the unit; it will be within the 12–month period prior to the “THRU” date of NCOER. However, the APFT date does not have to fall within the period covered by the NCOER. If the NCO was unable to participate in the most recent record APFT (for example, due to a profile or pregnancy), his or her status at that time will be documented appropriately. The APFT for Soldiers without profiles consists of push-ups, sit-ups, and a 2–mile run.

The screenshot shows the 'Performance Evaluation Comments' interface. It is divided into three main sections: Character, Presence, and Intellect. Each section has a set of radio buttons for rating standards: MET STANDARD, FAR EXCEEDED STANDARD, EXCEEDED STANDARD, and DID NOT MEET STANDARD. The 'Character' section has a red callout box that says 'Mandatory Comments for SHARP adherence' pointing to the 'DID NOT MEET STANDARD' radio button. The 'Presence' section has a red callout box that says 'Mandatory Comments to support "DID NOT MEET STANDARD"' pointing to the 'DID NOT MEET STANDARD' radio button. The 'Intellect' section has a blue callout box that says 'SGT NCOERs will only have "MET STANDARD" and "DID NOT MEET STANDARD"' pointing to the 'MET STANDARD' and 'DID NOT MEET STANDARD' radio buttons. At the bottom, there are buttons for 'Previous', 'Exit', 'Next', 'Save', 'Go to Signatures', and 'Print Draft'. A blue callout box on the left says 'Click "NEXT"' with an arrow pointing to the 'Next' button.

**Bullet comments for SGT - 1SG/MSG**

**Substantive comments for "FAR EXCEEDED STANDARD," "EXCEEDED STANDARD," "DID NOT MEET STANDARD"**

**Refer to ADRP 6-22 and ADP 6-22 for addition information on Army's attributes and core leader competencies**

**Click "NEXT"**

**Mandatory Comments for SHARP adherence**

**Mandatory Comments to support "DID NOT MEET STANDARD"**

**SGT NCOERs will only have "MET STANDARD" and "DID NOT MEET STANDARD"**

- DA PAM 623-3, Chapter 3 - block c—Character - Rating officials will comment on how well the rated NCO promoted a climate of dignity and respect and adherence to the requirements of the SHARP Program. This assessment should identify, as appropriate, any significant actions or contributions the rated NCO made toward—
  1. Promoting the personal and professional development of subordinates.
  2. Ensuring the fair, respectful treatment of unit personnel.
  3. Establishing a workplace and overall command climate that fosters dignity and respect for all members of the unit.
  4. This assessment should also identify any failures by the rated NCO to foster a climate of dignity and respect and adherence to the SHARP Program.

- DA PAM 623-3, Chapter 3 - Bullet comments are mandatory regardless of the box check rating given (at least one bullet will be entered in each block of c through i). Standardized rules apply to bullet comments on NCOER. Bullet comments will—
  1. Be short, concise, to the point. Bullets will not be longer than two lines, preferably one, and no more than one bullet to a line.
  2. Start with action words (verbs) or possessive pronouns (his or her); personal pronouns (he or she) may be used; use past tense when addressing how the NCO performed and his or her contributions made during the rating period.
  3. Be double-spaced between bullets.
  4. Be preceded by a small letter “o” to designate the start of the comment. Each bullet comment must start with a small letter unless it is a proper noun (name) that is usually capitalized.
  5. Support the box checks by rating officials.
  6. Use a specific example only once; therefore, the rater must decide under which attribute and/or competencies the bullet fits best (or is most applicable).

**Bullets should be short, concise, to-the-point comments starting with action words (verbs) or possessive pronoun (his or her). Bullet comments will not be longer than two lines.**

**Comments must be preceded by a small “o” and start with a small letter unless it is a proper noun that is usually capitalized.**

**Bullet comments must be double spaced between bullets and a specific bullet can only be used once.**

**DA PAM 623-3,  
Chapter 3**

**Click “NEXT”**

Performance NCO Evaluation Comments Continued

Leads

FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Leads

Develops

FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Develops

Achieves

FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Achieves

Previous Exit **Next** Save Go to Signatures Print Draft



Enter the # of NCO's in this grade that you currently rate

Enter Overall **PERFORMANCE** bullet comments and select the appropriate rating.

Click the "Lock" button

No "Lock" button on the SGT NCOERs

Overall Performance

Is this individual serving as both the Rater and Senior Rater?  Yes  No

i. No. of NCOs currently rated in this grade:

FAR EXCEEDED STANDARD  0

EXCEEDED STANDARD  0

MET STANDARD  0

DID NOT MEET STANDARD  0

The value below each box equals the overall history of that rating in this grade AKA Rater Tendency. It is only displayed on the screen. It is not displayed on the form.

j. Comments  
Comments for Overall Performance

**Rater comments are limited to PERFORMANCE ONLY; comments on potential such as future military schooling, promotion or assignments are not authorized (AR 623-3, Chapter 3)**

Rater Tendency Assist Tool

Current Evaluation Rating

Far Exceeded Exceeded Met Did Not Meet N/A

Rater Tendency Average for this Grade

Far Exceeded Exceeded Met Did Not Meet N/A

Previous Exit Next Save Go to Signatures Print Draft

Click "NEXT"

- DA PAM 623-3, Chapter 3 — Rater Overall Performance
  - The rater makes an assessment of the rated NCO's overall **performance** when compared with all other NCOs of the same rank the rater has previously rated or currently has in his or her rated population. This **performance** is evaluated in terms of the majority of NCOs in the rater's population. If the **performance** assessment is consistent with the majority of NCOs in that grade the rater will place an "X" in the "MET STANDARD" box. If the rated NCO's performance exceeds that of the majority of NCOs in the rater's population, the rater will place an "X" in the "EXCEEDED STANDARD" or "FAR EXCEEDED STANDARD" box. (The intent is for raters to use these two boxes when identifying the upper third of NCOs for each rank, with further stratification of the upper third of NCOs placed within the "FAR EXCEEDED STANDARD" box). If the rated NCO's **performance** is below the majority of NCOs in the rater's population for that grade and the rater believes the rated NCO should be further developed, and/or the rated NCOs **performance** has not met standards required of an Army NCO, the rater will place an "X" in the "DID NOT MEET STANDARD" box.
  - An assessment of "DID NOT MEET STANDARD" in previous blocks c through h by the rater results in only an overall **performance** assessment of "MET STANDARD" or "DID NOT MEET STANDARD" able to be rendered by the rater.

- Bullet comments are mandatory and should compare the **performance** of the rated NCO with his or her contemporaries during the evaluation period (see AR 623-3). The focus is on **performance** results achieved and the manner by which they were achieved.

The Rater can now click on the “Click Here to Sign” button on the evaluation and sign the NCOER.

**SGM/CSM NCOER Part IV**  
(Refer to DA PAM 623-3, Chapter 3)

**AR 350-1 and FM 7-22**

**AR 600-9 Chapter 3**

Performance Evaluation

a. Pass/Fail/Profile  APFT Date  b. Height (inches)  Weight (lbs)  Meets Body Fat Standards  Yes  No

Required Comments (optional with "Pass" rating)

**Mandatory comment for APFT “FAIL,” “NO APFT,” “PROFILE” (if it hinders duty performance), “PREGNANT/POST PARTUM,” and “NO” for AR 600-9 compliance**

Click “NEXT”

Performance Evaluation Comments

Character  MET STANDARD  DID NOT MEET STANDARD

Character

**Mandatory Comments for SHARP adherence**

Click “NEXT”

- DA PAM 623-3, Chapter 3 - In the space after the word “APFT” the rater will enter “PASS” or “FAIL” and the date (YYYYMMDD) of the most recent record APFT administered by the unit; it will be within the 12-month period prior to the “THRU” date of NCOER. However, the APFT date does not have to fall within the period covered by the NCOER. If the NCO was unable to participate in the most recent record APFT (for example, due to a profile or pregnancy), his or her status at that time will be documented appropriately. The APFT for Soldiers without profiles consists of push-ups, sit-ups, and a 2-mile run.

- DA PAM 623-3, Chapter 3 - block c—Character - Rating officials will comment on how well the rated NCO promoted a climate of dignity and respect and adherence to the requirements of the SHARP Program. This assessment should identify, as appropriate, any significant actions or contributions the rated NCO made toward—
  1. Promoting the personal and professional development of subordinates.
  2. Ensuring the fair, respectful treatment of unit personnel.
  3. Establishing a workplace and overall command climate that fosters dignity and respect for all members of the unit.
  4. This assessment should also identify any failures by the rated NCO to foster a climate of dignity and respect and adherence to the SHARP Program.

**Comments must be in Narrative format**

**Click “NEXT”**

**Comments must be in Narrative format**

**Click the “Lock” button**

**Click “NEXT”**

The Rater can now click on the “Click Here to Sign” button on the evaluation and sign the NCOER.

Click the “Senior Rater” button

Print For Manual Submission    Exit    Submit to HQDA    Manage Enclosures    Delete

To edit a particular selection, choose the appropriate button below:

Rated Soldier    Rater    **Senior Rater**    Supplementary Reviewer

Rater Enlisted Advisor    Senior Rater Enlisted Advisor

---

NCO EVALUATION REPORT (SSG-1SG/MSG)    See Privacy Act Statement in AR 623-3.  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

---

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK	e. PMOSC
---------------------------------------	------------------------	---------	-----------------	----------

Complete any administrative data that was not carried over from the NCOER support form.

Senior Rater Info

b1. Senior Rater's Last Name    First Name    M.I.    Suffix  
PAIN    JMA      

b2. Senior Rater's DOD ID Number ✓  
1232838872    Clear DoDID

Senior Rater's Military Branch  
USA | US ARMY

b5. Senior Rater's Rank    Promotable Info  
Major    Is this individual promotable and serving in a position authorized for the next higher grade?     Yes     No

b5. PMOSC/Branch

b5. Senior Rater's Organization

b5. Duty Assignment

b6. Senior Rater's E-mail Address  
Jma.Pain.mil@mail.mil  
Must use .gov or .mil

Click “NEXT”

Exit    **Next**    Save    Go to Signatures    Print Draft

**Determine if a  
Supplementary  
Reviewer is required  
(AR 623-3, Chapter 2)**

**Is the Rater and/or  
Senior Rater an Army:  
E-9, CW-3 thru CW-5,  
or O-3 or higher?**

**AR 623-3, Chapter 2  
for Senior Rater  
qualifications**

**Enter the # of NCOs in  
this grade that you  
currently rate**

Sr. Rater Potential Rating

Is a Supplementary Reviewer required?  Yes  No

Does the Senior Rater meet minimum rating qualifications to evaluate the rated NCO?  Yes  No

Is the Rated NCO available for signature?  Yes  No

NCO refuses to sign?  NCO Refuses

Compared Potential

No. of NCOs currently rated in this grade

Rate the Soldier's potential compared with other NCOs of the same grade.

**Senior Rater comments must address the Soldier's potential.**

**Cannot mention box check or board language in the narrative (i.e., "MOST QUALIFIED NCO", "6+ NCO", "If my profile allowed, I would rate this NCO higher."); these are considered prohibited narrative**

**Click "NEXT"**

The screenshot shows the 'Sr. Rater Potential Rating' form. At the top, there are three questions: 'Is a Supplementary Reviewer required?' (radio buttons for Yes/No), 'Does the Senior Rater meet minimum rating qualifications to evaluate the rated NCO?' (radio buttons for Yes/No), and 'Is the Rated NCO available for signature?' (radio buttons for Yes/No). Below these is a checkbox for 'NCO refuses to sign?' with a label 'NCO Refuses'. A section titled 'Compared Potential' includes a text input for 'No. of NCOs currently rated in this grade' and a heading 'Rate the Soldier's potential compared with other NCOs of the same grade.' This section contains four radio button options: 'Most Qualified (24%)', 'Highly Qualified', 'Qualified', and 'Not Qualified'. Below the radio buttons are three text input fields: 'b. Comments on potential', 'c. List two successive assignments', and 'List one broadening assignment'. At the bottom of the form are five buttons: 'Previous', 'Exit', 'Next', 'Save', and 'Go to Signatures', followed by a 'Print Draft' button. A blue arrow points from the 'Click "NEXT"' callout to the 'Next' button.

**Refer to DA PAM 623-3, Chapter 3**

- AR 623-3, Chapter 3 - Any technique aimed at making specific words, phrases, or sentences stand out from the rest of the narrative, including, but not limited to the following: Inappropriate references to box checks (OERs and NCOERs) (for example, a senior rater may not refer to the box check that would have been given to a rated officer or NCO if his or her profile supported it, or characterization of the rated officer or NCO as a "top box", "MOST QUALIFIED",). Specific selection board-type language. Examples of this include, "definitely a 6+ Soldier".

**The Senior Rater can now click on the "Click Here to Sign" button on the evaluation and sign the NCOER.**

**The Rater Soldier can now click on the "Click Here to Sign" button on the evaluation and sign the NCOER.**

**If a Supplementary Reviewer is not required (AR 623-3, Chapter 2), the evaluation can now be submitted to HQDA for processing.**

Click the "Supplementary Reviewer" button, if applicable

Print For Manual Submission   Exit   Submit to HQDA   Manage Enclosures   Delete

To edit a particular selection, choose the appropriate button below:

Rated Soldier   Rater   Senior Rater   Supplementary Reviewer

Rater Enlisted Advisor   Senior Rater Enlisted Advisor

NCO EVALUATION REPORT (SSG-1SG/MSG)  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) AWAY SQUAD	b. SSN (or DOD ID No.) 422920072	c. RANK SGC	d. DATE OF RANK 20160901	e. PMOSC
---	-------------------------------------	----------------	-----------------------------	----------

Complete any administrative data that was not carried over from the NCOER support form.

Supplementary Reviewer Info

c2. Reviewer's Last Name   First Name   M.I.   Suffix

c2. DOD ID Number   Validate DoDID

[Switch to search by SSN]

Reviewer's Military Branch  
USA | US ARMY

c3. Reviewer's Rank   Promotable Info  
Is this individual promotable and serving in a position authorized for the next higher grade?   Yes   No

c3. PMOSC/Branch

c3. Reviewer's Organization

c3. Duty Assignment

c4. Do you wish to provide comments?   Yes   No

c7. Reviewer's E-mail Address  
Must use .gov or .mil

Exit   Next   Save   Go to Signatures   Print Draft

Indicate if you desire to provide any comments

Click "NEXT"

The Supplementary Review can now click on the "Click Here to Sign" button on the evaluation and sign the NCOER.

The evaluation can now be submitted to HQDA for processing

## Creation of an OER Support Form and corresponding OER

### Creating an OER Support form

**Enter applicable information for:  
Rated Officer,  
Rater,  
Senior Rater, and  
Intermediate Rater  
(if applicable)**

**Rated Officer**

DOD ID Number    Last Name    Email

[Switch to search by SSN]

f. Component    Status Code

Rank    Changes to the rank will be limited once the evaluation is created.  
Please ensure accurate selection of the rank for the time period the Soldier is to be evaluated.

Date of Rank   

**Promotable Info**

Is the Rated Officer promotable and serving in a position authorized for the next higher grade?     Yes  No

**Frocted Info**

Is the Rated Officer frocted to the next higher grade and serving in a position authorized for the rank to which he/she is frocted?     Yes  No

**Rater**

DOD ID Number    Last Name    Email

[Switch to search by SSN]

Is this individual serving as both the Rater and Senior Rater?     Yes  No

**Senior Rater**

DOD ID Number    Last Name    Email

[Switch to search by SSN]

**Intermediate Rater (optional)**

DOD ID Number    Last Name    Email

[Switch to search by SSN]

**Click "NEXT"**



**Complete the Admin Data for the Rated Officer**

Admin Data

a. Last Name First Name M.I. Suffix  
SMITH

b. DOD ID Number ✓  
1232838872 Clear DoDID

c. Rank d. Date of Rank  
1LT Clear Rank Date

Promotable Info  
Is the Rated Officer promotable and serving in a position authorized for the next higher grade?  Yes  No

Frooked Info  
Is the Rated Officer frooked to the next higher grade and serving in a position authorized for the rank to which he/she is frooked?  Yes  No

e. Branch f. Component Status Code  
RA

g. Unit, Org. Station Zip or APO Major Command

h. UIC Code i. Thru Date of Last Completed Eval  
Clear Thru Date

j. Rated Officer's AKO Email Address k. MSAF Date  
MIL@MAIL.MIL Clear MSAF Date  
Must use .gov or .mil

Exit Next Save

**Click "NEXT"**

**Complete the Admin Data for the Rater, Senior Rater, Intermediate Rater (if applicable), and Supplementary Reviewer (if applicable)**

**Authentication**

**Rater Information**

Last Name: [JOHNSON] First Name: [ ] M.I.: [ ] Suffix: [ ]

a2. DOD ID Number: [1232838872]

Rater's Military Branch: [USA | US ARMY]

Rank: [ ]

**Promotable Info**  
Is this individual promotable and serving in a position authorized for the next higher grade?  Yes  No

Position: [ ]

E-mail Address (.gov or .mil): [MIL@MAIL.MIL]

**Intermediate Rater Information**

Last Name: [ ] First Name: [ ] M.I.: [ ] Suffix: [ ]

c2. DOD ID Number: [ ]

[Switch to search by SSN]

Intermediate Rater's Military Branch: [USA | US ARMY]

Rank: [ ]

**Promotable Info**  
Is this individual promotable and serving in a position authorized for the next higher grade?  Yes  No

Position: [ ]

E-mail Address (.gov or .mil): [ ]

**Senior Rater Information**

Last Name: [WILLIAMS] First Name: [ ] M.I.: [ ] Suffix: [ ]

b2. DOD ID Number: [1232838872]

Senior Rater's Military Branch: [USA | US ARMY]

Rank: [ ]

**Promotable Info**  
Is this individual promotable and serving in a position authorized for the next higher grade?  Yes  No

Position: [ ] Organization: [ ]

Branch: [ ] Component: [ ]

Phone Number: [ ] Email Address (.gov or .mil): [MIL@MAIL.MIL]

**Supplementary Reviewer Information**

Last Name: [ ] First Name: [ ] M.I.: [ ] Suffix: [ ]

c2. DOD ID Number: [ ]

[Switch to search by SSN]

Supplemental Reviewer's Military Branch: [USA | US ARMY]

Rank: [ ]

**Promotable Info**  
Is this individual promotable and serving in a position authorized for the next higher grade?  Yes  No

Position: [ ]


E-mail Address (.gov or .mil): [ ]



**Click "NEXT"**

**Enter appropriate Counseling dates**


Verification of Face-to-Face Discussion

Initial Counseling

Date of Initial Counseling  

Support form available for Rated Officer by Rater on    Support form available for Rated Officer by Senior Rater on  


First Followup Counseling

Date  

Second Followup Counseling

Date  

Third Followup Counseling

Date  

**Click "NEXT"**

**Identify the Principal Duty Title, Position, and Duties and Responsibilities**

Duties and Responsibilities

a. Principal Duty Title

b. Position AOC/BR

c. Duties and Responsibilities

**Click "NEXT"**

Performance Objectives and Accomplishment

Indicate Your Major Performance Objectives

List Significant Contributions

Continued Comments

Previous Exit Next Save

**Indicate major performance objectives**

**Record significant contributions**

**Click "NEXT"**

**Repeat the above step for Part V, A - F**

Goals & Comments

Rater Self Development Goals

Senior Rater Comments

Continued Comments

Previous Exit Save

**Rater record Self Development Goals**

**Senior Rater record Comments**

**Click "Exit"**

## Creating an OER

\*Failing to comply with the error messages generated within EES could result in the inability to sign the evaluation or result in the evaluation being returned for corrections.

Select the "Create OER" button on the top of the OER support form

OFFICER EVALUATION REPORT SUPPORT FORM  
For use of this form, see AR 623-3 the proponent agency is DCS, G-1

See Privacy Act Statement in AR 623-3.

**PART I - ADMINISTRATIVE DATA (Rated Officer)**

a. NAME (Last, First, Middle Initial) SMITH	b. SSN (or DOD ID No.) 1232838872	c. GRADE/RANK 1LT	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	f. COMP Status Code A
g. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND			h. UIC CODE	i. THRU DATE OF LAST COMPLETED EVAL	

Select the "Rated Soldier" button

Print For Manual Submission   Exit   Submit to HQDA   Manage Enclosures   Delete

To edit a particular selection, choose the appropriate button below:

**Rated Soldier**   Rater   Intermediate Rater   Senior Rater   Supplementary Reviewer

COMPANY GRADE PLATE (O1 - O3; WO1 - CW2) OFFICER EVALUATION REPORT  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act Statement in AR 623-3.

**PART I - ADMINISTRATIVE DATA (Rated Officer)**

a. NAME (Last, First, Middle Initial) SMITH	b. SSN (or DOD ID No.) 1232838872	c. RANK 1LT	d. DATE OF RANK 20080801	e. BRANCH RA	f. COMPONENT RA
--	--------------------------------------	----------------	-----------------------------	-----------------	--------------------

Complete all Admin Data not auto populated from the support form

Refer to DA PAM 623-3, Chapter 2

Admin Data

a. Last Name: SMITH   First Name:   M.I.:   Suffix:  

b. DOD ID Number: 1232838872    Clear DoDID

c. Rank: 1LT   d. Date of Rank:    Clear Rank Date

Promotable Info  
Is the Rated Officer promotable and serving in a position authorized for the next higher grade?    Yes    No

Frocked Info  
Is the Rated Officer frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked?    Yes    No

e. Branch:   f. Component: RA   Status Code:  

g. Unit, Org.:   g. Station:   g. Zip or APO:  

g. Major Command:  

h. UIC Code:   n. Rated Officer's AKO Email Address: MIL@MAIL.MIL  
Must use .gov or .mil

Click "Next"

Exit   **Next**   Save   Go to Signatures   Print Draft

**Select appropriate "Reason for Submission," Rating period, and "Non-Rated Code" if applicable**

**Click "Next"**

**AR 623-3, Chapter 3**

**DA PAM 623-3, Chapter 2**

Admin Data Continued

i. Reason for Submission

j. From Date

j. Thru Date

k. Rated Months

Rated Days

l. Non-Rated Codes

Previous Exit **Next** Save Go to Signatures Print Draft

**Select the "Rater" button**

To edit a particular selection, choose the appropriate button below:

COMPANY GRADE PLATE (O1 - O3; WO1 - CW2) OFFICER EVALUATION REPORT  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1. See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE (Rated Officer)

a. NAME (Last, First, Middle Initial) SMITH	b. SSN (or DOD ID No.) 1232838872	c. RANK 11 T	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	f. COMPONENT (Status Code)
--	--------------------------------------	-----------------	-------------------------------	-----------	-------------------------------

**Complete all Admin Data not auto populated from the support form**

**Refer to DA PAM 623-3, Chapter 2**

Rater Info

a1. Rater's Last Name First Name M.I. Suffix  
JOHNSON

a2. Rater's DOD ID Number ✓  
1232838872

Rater's Military Branch  
USA | US ARMY

a3. Rater's Rank

Promotable Info  
Is this individual promotable and serving in a position authorized for the next higher grade?  Yes  No

a4. Rater's Position

a5. Rater's E-mail Address  
MIL@MAIL.MIL  
Must use .gov or .mil

**Click "Next"**

Exit **Next** Save Go to Signatures Print Draft

**Complete all information not auto populated from the support form**

**Refer to DA PAM 623-3, Chapter 2**

**Click "Next"**

**Duty Description**

Enter Principal Duty Title and Position AOC/Branch that matches with unit force structure documents. The information will reflect the duty title found on the DA Form 4037 (Officer Record Brief).

MSAF Date

PRINCIPAL DUTY TITLE

POSITION AOC/BR

State the rated soldier's significant duties and responsibilities.

**Refer to DA PAM 623-3, Chapter 2**

**Enter the number of Officers in this grade that you currently rate**

**Once rating is locked the rating cannot be unlocked by the Rater. A memo must be submitted to HRC to unlock the rating**

**Click "Next"**

**Performance Evaluation**

**AR 350-1 and FM 7-22** **AR 600-9 Chapter 3**

APFT Rating  APFT Date   Height (inches)  Weight (lbs)  Within Standards  Yes  No

Comments for APFT Results (optional with "Pass" rating)

**Mandatory comment for APFT "FAIL," "NO APFT," "PROFILE" (if it hinders duty performance), "PREGNANT/POST PARTUM," and "NO" for AR 600-9 compliance**

Was a completed DA Form 67-10-1A received with this report and considered in the evaluation and review?  
 Yes  No (explain in comments below)

Overall Performance Rating [Profile Stats](#) No. of Officers currently rated in this grade

EXCELS (49%)  PROFICIENT  CAPABLE  UNSATISFACTORY

Comments for Overall Performance Rating

Is this individual serving as both the Rater and Senior Rater?  
 Yes  No

- DA PAM 623-3, Chapter 2 - In the space after the word "APFT" the rater will enter "PASS" or "FAIL" and the date (YYYYMMDD) of the most recent record APFT administered by the unit; it will be within the 12-month period prior to the "THRU" date of the DA Form 67-10-1. However,

the APFT date does not have to fall within the period covered by the DA Form 67-10-1. If the rated officer was unable to participate in the most recent record APFT (for example, due to a profile or pregnancy), his or her status at that time will be documented appropriately. The APFT for Soldiers without profiles consists of push-ups, sit-ups, and a 2-mile run.

The screenshot shows a web-based form titled "Performance Evaluation Comments". It has three main sections: "Character", "Presence", and "Intellect". The "Character" section contains a red box with the text "Mandatory Comments for SHARP adherence". The "Presence" and "Intellect" sections are empty text boxes. At the bottom, there are five buttons: "Previous", "Exit", "Next", "Save", and "Go to Signatures", followed by a "Print Draft" button. A blue box on the left contains the text "Input narrative comments for each Performance block" and "Refer to DA PAM 623-3, Chapter 2". Another blue box at the bottom left contains the text "Click 'Next'", with a blue arrow pointing to the "Next" button.

- DA PAM 623-3, Chapter 2 - block c—Character - Rating officials will comment on how well the rated officer promoted a climate of dignity and respect and adherence to the requirements of the SHARP Program. This assessment should identify, as appropriate, any significant actions or contributions the rated officer made toward—
  1. Promoting the personal and professional development of subordinates.
  2. Ensuring the fair, respectful treatment of unit personnel.
  3. Establishing a workplace and overall command climate that fosters dignity and respect for all members of the unit.
  4. This assessment should also identify any failures by the rated officer to foster a climate of dignity and respect and adherence to the SHARP Program.



**Input narrative comments for each Performance block**

**Refer to ADRP 6-22 and ADP 6-22 for addition information on Army's attributes and core leader competencies**

**Click "Next"**

Performance Evaluation Comments Continued

Leads

Develops

Achieves

Have you annotated any negative comments within your narrative?  
 Yes  No

Previous Exit Next Save Go to Signatures Print Draft

**The Rater can now click on the "Click Here to Sign" button on the evaluation and sign the OER.**

**Select the "Senior Rater" button**

Print For Manual Submission Exit Submit to HQDA Manage Enclosures Delete

To edit a particular selection, choose the appropriate button below:

Rated Soldier Rater Intermediate Rater Senior Rater Supplementary Reviewer

COMPANY GRADE PLATE (O1 - O3; WO1 - CW2) OFFICER EVALUATION REPORT  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1. See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE (Rated Officer)

a. NAME (Last, First, Middle Initial) SMITH	b. SSN (or DOD ID No.) 1222838872	c. RANK 11 T	d. DATE OF RANK YYYYMMDD	e. BRANCH	f. COMPONENT (State Code)
--	--------------------------------------	-----------------	-----------------------------	-----------	------------------------------

**Complete all Admin Data not auto populated from the support form**

**Refer to DA PAM 623-3, Chapter 2**

Senior Rater Info

c1. Senior Rater's Last Name First Name M.I. Suffix  
WILLIAMS

b2. Senior Rater's DOD ID Number ✓  
1232838872 Clear DoDID

Senior Rater's Military Branch  
USA | US ARMY

c3. Senior Rater's Rank Promotable Info  
Is this individual promotable and serving in a position authorized for the next higher grade?  Yes  No

c4. Senior Rater's Position c5. Senior Rater's Organization

c6. Senior Rater's Branch c7. Senior Rater's Army Component

c8. Senior Rater's Phone Number c9. Senior Rater's E-mail Address  
MIL@MAIL.MIL  
Must use .gov or .mil

**Click "Next"**

Exit Next Save Go to Signatures Print Draft

**See AR 623-3 Chapter 2**

**Enter the number of Officers in this grade that you currently rate**

**Refer to DA PAM 623-3, Chapter 2**

**Click "Next"**

Sr. Rater Potential Rating

Is a supplementary review required?  Yes  No

Compared Potential No. of Officers currently rated in this grade

Do you meet the requirements to be this Rated Soldier's senior rater?  
 Yes  No

Rate the officer's potential compared with other officers of the same grade.

Most Qualified (49%) <input type="radio"/>	Highly Qualified <input type="radio"/>	Qualified <input type="radio"/>	Not Qualified <input type="radio"/>
--	---	------------------------------------	--

Comment on Potential

Is the Rated Officer available for signature?  Yes  No

Rated Officer refuses to sign?  Refuses to Sign

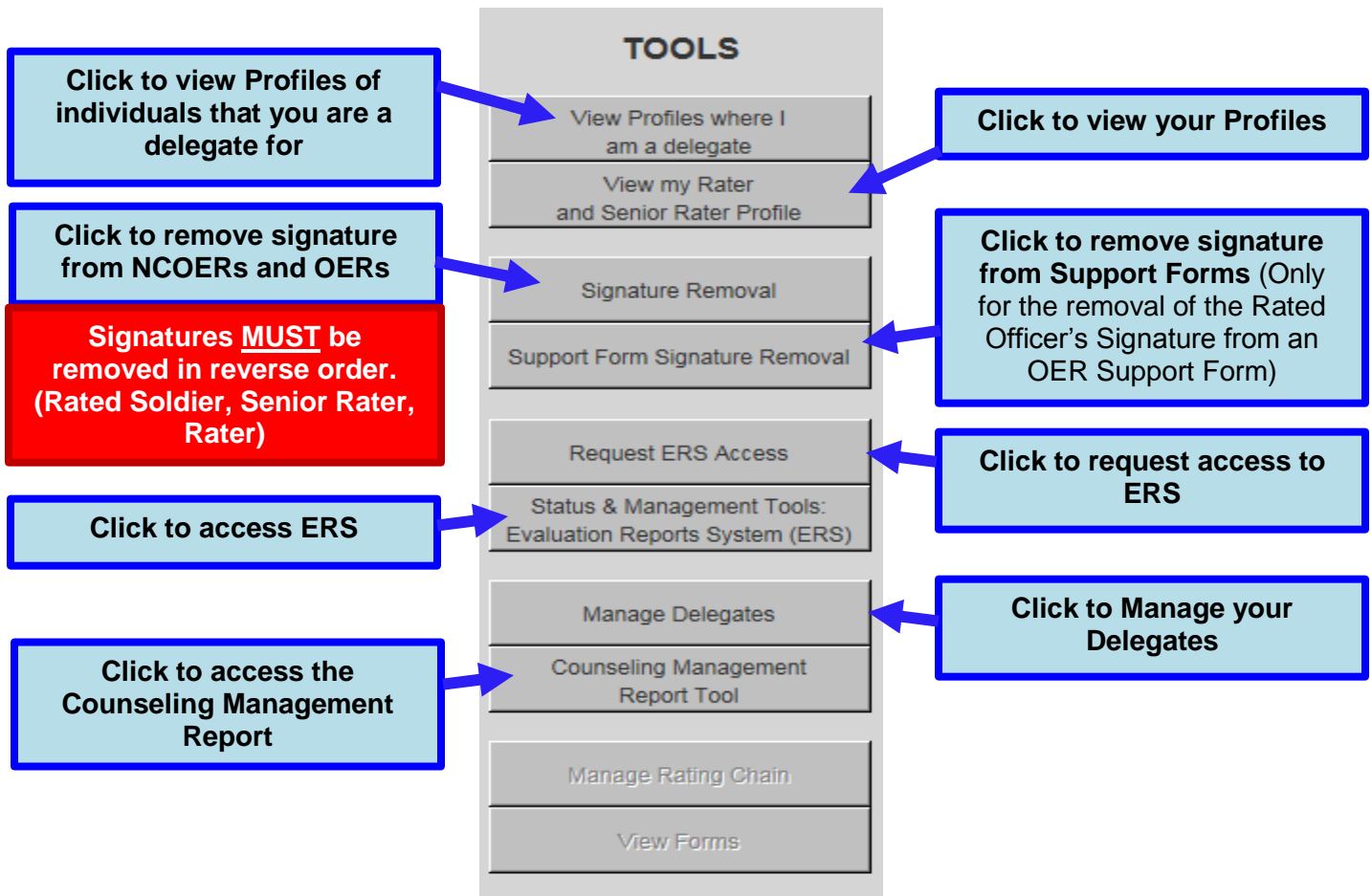
List 3 future successive assignments for which the officer is best suited

Have you annotated any negative comments within your narrative?  
 Yes  No

**The Senior Rater can now click on the "Click Here to Sign" button on the evaluation and sign the OER.**

**If there is no Intermediate rater and/or Supplementary Reviewer, the OER can now be signed by the Rated Officer and submitted to HQDA.**

## EES TOOLS



- Signatures must be removed in reverse order (Supplementary Reviewer, Rated Soldier, Senior Rater, and then Rater). Failure to remove signatures in reverse order will result in locking individuals out of the report.
- If signatures are removed in the incorrect order, have all individuals re-sign the evaluation and then remove signatures in the proper sequence.

## View Profiles where I am a delegate

Select the delegator for whom you would like to view profiles:

Note: A rating official must have declared you as a delegate and granted you the authority to view their profile. These delegations and profile permissions must be declared independently for that user's profiles as a Rater and a Senior Rater.

Steven Meyer ▾

**Select the individual that you are a delegate for**

**Rater Profile for OERs**

One item found.

Role	Rank Rated	EXCELS	PROFICIENT	CAPABLE	UNSATISFACTORY
RATER	2LT	0	3	0	0

**Rater Tendency for NCOERs**

3 items found, displaying all items.

Role	Rank Rated	FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
RATER	SFC	0	0	1	0
RATER	SGT	0	0	0	0
RATER	CSM/SGM	0	0	0	0

**Senior Rater Profile for NCOERs and OERs**

2 items found, displaying all items.

Role	Rank Rated	MOST QUAL / MULTI STAR	HIGHLY QUAL / PROMOTE TO BG	QUAL / RETAIN AS COL	UNQUAL / UNSATISFACTORY
SENIOR RATER	2LT	0	0	0	0
SENIOR RATER	SFC	0	0	0	0

## View my Rater and Senior Rater Profile

**Rater Profile for OERs**

One item found.

Role	Rank Rated	EXCELS	PROFICIENT	CAPABLE	UNSATISFACTORY
RATER	2LT	0	3	0	0

**Rater Tendency for NCOERs**

3 items found, displaying all items.

Role	Rank Rated	FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
RATER	SFC	0	0	1	0
RATER	SGT	0	0	0	0
RATER	CSM/SGM	0	0	0	0

**Senior Rater Profile for NCOERs and OERs**

2 items found, displaying all items.

Role	Rank Rated	MOST QUAL / MULTI STAR	HIGHLY QUAL / PROMOTE TO BG	QUAL / RETAIN AS COL	UNQUAL / UNSATISFACTORY
SENIOR RATER	2LT	0	0	0	0
SENIOR RATER	SFC	0	0	0	0

**Signature Removal** – Signatures can also be removed directly from the signature page

**Signatures MUST be removed in reverse order.  
(Rated Soldier, Senior Rater, Rater)**

**Search function to locate evaluation**

**Filter Lists:**  
 Rated Soldier Last Name:  Rated Soldier UIC:  Eval ID:  DOD ID Number:  SSN:

**OER Signatures**  
 One item found.

EvalID	Thru Date	Rated Soldier	Signed?	Rater	Signed?	Senior Rater	Signed?	Intermediate Rater	Signed?	Reviewer	Signed?	Status	Your Role
273399	20160730	WILLIAMS 2LT	NO	MEYER, STEVEN CPT	NO	MEYER, STEVEN LTC	YES		NO		NO	DRAFT	SENIOR RATER

Export options:

\*Click row to remove the signature.

**NCOER Signatures**  
 One item found.

EvalID	Rated Soldier	Signed?	Rater	Signed?	Senior Rater	Signed?	Reviewer	Signed?	Status	Your Role
273404	SMITH SFC	NO	JONES MSG	NO	MEYER, STEVEN	NO	MEYER, STEVEN	YES	DRAFT	REVIEWER

Export options:

\*Click row to remove the signature.

**Click the evaluation you want to remove your signature from**

**Warning:** You are about to remove your signature as a SENIOR RATER on Evaluation 273399 for the rated Soldier: WILLIAMS 2LT

Are you sure you want to continue?

**Confirm you want to remove signature**

- Signatures must be removed in reverse order (Supplementary Reviewer, Rated Soldier, Senior Rater, and then Rater). Failure to remove signatures in reverse order will result in locking individuals out of the report.
- If signatures are removed in the incorrect order, have all individuals re-sign the evaluation and then remove signatures in the proper sequence.

**Support Form Signature Removal**

- Only for removal of Rated Officer’s signature from an OER Support Form
- Signature and initials can also be removed directly from the signature page

**Search function to locate evaluation**

**Remove Support Signature:**  
 Rated Soldier Last Name:  Rated Soldier UIC:  Support Form ID:  SSN:  DOD ID Number:

One item found.

Support Form Id	Rated Soldier	Rater	Senior Rater	Your Role
216404	MEYER, STEVEN WO1	MEYER, STEVEN CW2	MEYER, STEVEN CW3	RATED OFFICER

Export options:

\*Click row to remove the signature.

**Click the Support Form you want to remove your signature from**

**Warning:** You are about to remove your signature as a RATED OFFICER on Support Form 216404 for the rated Soldier: MEYER, STEVEN WO1

Are you sure you want to continue?

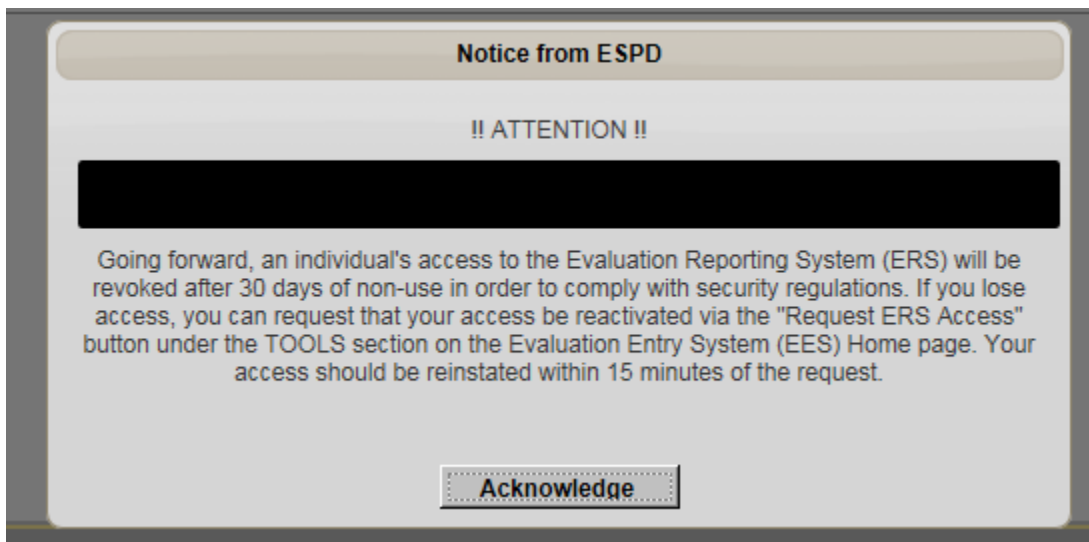
Yes

No

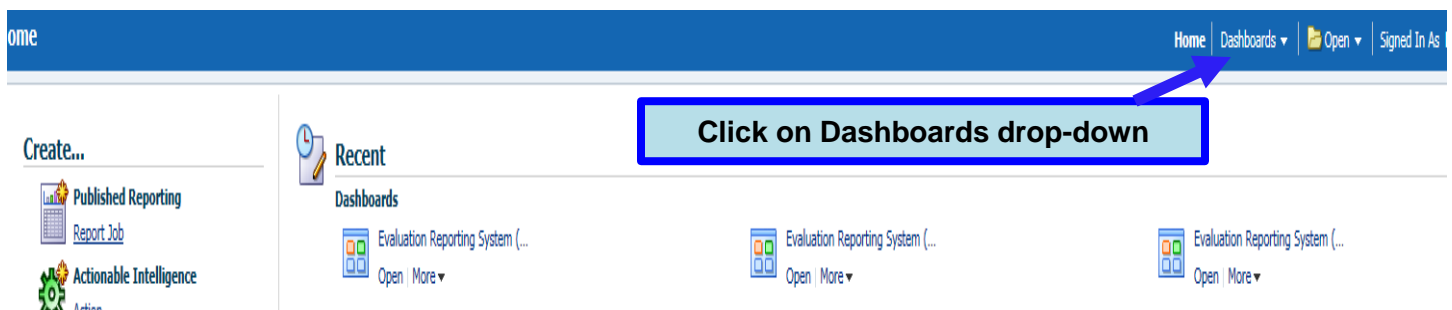
**Confirm you want to remove signature**

## Request ERS Access

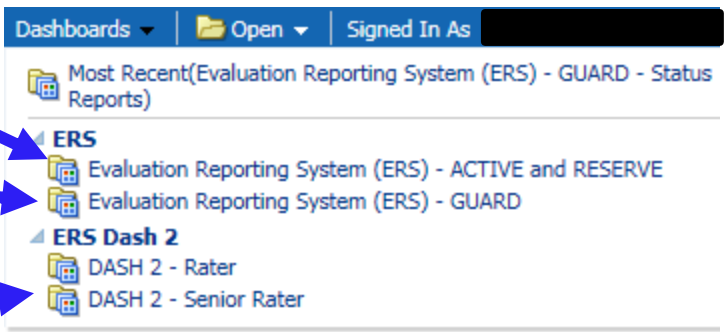
- Access should be granted within 15 minutes
- Access is revoked after 30 days of non-use
  - If access is revoked, the user will have to request access be reactivated



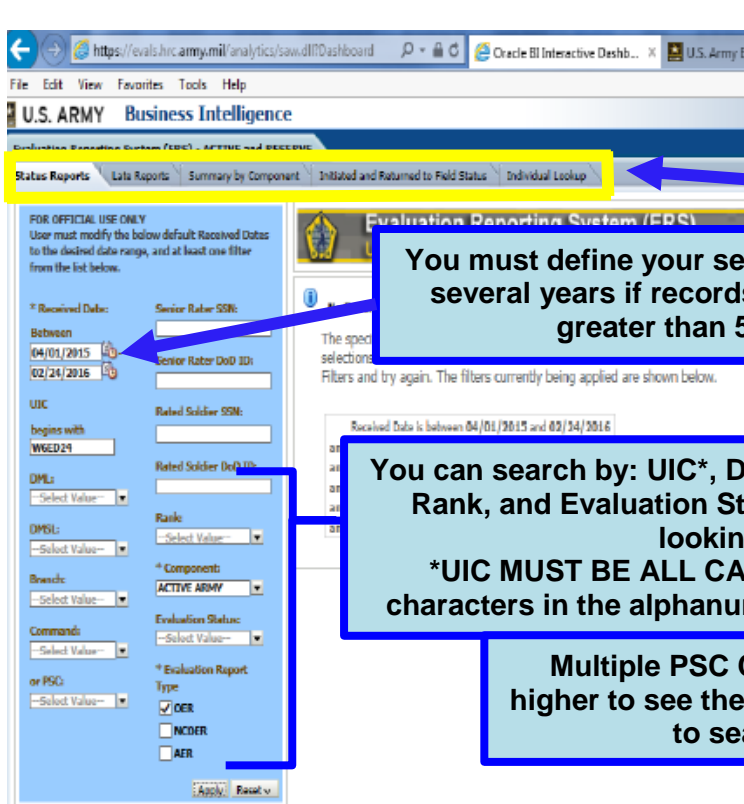
## Status & Management Tools: Evaluation Reports System (ERS)



- Status Reports for Active and Reserve
- Status Reports for National Guard
- Rater and Senior Rater Profile information & Timeliness Reports



**Status Reports**



You may select the following options: "Status Reports", "Late Reports", "Summary by Component", "Initiated and Returned", or "Individual lookup" to generate reports. The default is the "Status Reports" tab.

You must define your search criteria. Reporting will go back for several years if records exist- for performance reasons data greater than 5 years may not be available.

You can search by: UIC\*, DML, DMSL for units and filter by Branch, Command, Rank, and Evaluation Status (covered later). You can also filter if you are looking for OERs, NCOERs, or AERs.  
 \*UIC MUST BE ALL CAPS and UICs may be abbreviated to the first 3-4 characters in the alphanumeric sequence to show their entire UIC hierarchy.

Multiple PSC Codes may be selected in order for Divisions and higher to see their entire formation in one view. Recommendation is to search by PSC (BDE and below) or by UIC.

- 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 (initiated) and/or Returned for correction. Does not require delegate authority from EES
- Individual Lookup- allows queries for individual Soldiers



Evaluation Reporting System (ERS) - ACTIVE and RESERVE

Status Reports | Late Reports | Summary by Component | Initiated and Returned to Field Status | Individual Lookup

**FOR OFFICIAL USE ONLY**  
User must modify the below default Received Dates to the desired date range, and at least one filter from the list below.

\* Received Date: Between 01/01/2014 and 01/01/2014

Senior Rater SSN:   
Senior Rater DoD ID:

UIC begins with W

Rated Soldier SSN:   
Rated Soldier DoD ID:

DML: --Select Value--  
DMSL: --Select Value--

Branch: --Select Value--  
Command: --Select Value--

or PSC:  NULL  
 AF01  
 AM03  
 AM05  
 AM06  
 AM07  
 AM08  
 AM09  
More/Search...

\* Component: ACTIVE ARMY  
\* Evaluation Status: --Select Value--  
\* Evaluation Report Type:  OER  
 INCORP  
 ARR

Apply | Reset

**Evaluation Reporting System (ERS)**  
U.S. Army Human Resources Command

**No Results**  
The specified criteria didn't result in any data. This is often caused by applying filters and/or selection steps that are too restrictive or that contain incorrect values. Please check your an again. The filters or selection steps currently being applied are shown below.

Filters  
Received Date is between 01/01/2014 and 01/01/2014  
and Eval Status Code is not equal to / is not in R  
and Component Name is equal to ACTIVE ARMY  
and Evaluation Type Abbrev is equal to OER  
and UIC Code begins with W  
or "Command Structure" "UIC Code" LIVE USPER("AWM")

**Multiple PSC Codes may be selected in order for divisions and higher to see their entire formation in one view.**

**Searching by DML and or DMSL also works.**

Evaluation Reporting System (ERS) - ACTIVE and RESERVE

Status Reports | Late Reports | Summary by Component | Initiated and Returned to Field Status | Individual Lookup

**FOR OFFICIAL USE ONLY**  
User must modify the below default Received Dates to the desired date range, and at least one filter from the list below.

\* Received Date: Between 01/01/2014 and 01/01/2014

Senior Rater SSN:   
Senior Rater DoD ID:

UIC begins with W

Rated Soldier SSN:   
Rated Soldier DoD ID:

DML: --Select Value--  
DMSL: --Select Value--

Branch: --Select Value--  
Command: --Select Value--

or PSC: --Select Value--

Rank: --Select Value--  
 1LT  
 1SG  
 2LT  
 ADM  
 BG  
 CAPT  
 CDL  
 CMSGT  
Search...

Apply | Reset

**Evaluation Reporting System (ERS)**  
U.S. Army Human Resources Command

**No Results**  
The specified criteria didn't result in any data. This is often caused by applying filters and/or selection steps that are too res again. The filters or selection steps currently being applied are shown below.

Filters  
Received Date is between 01/01/2014 and 01/01/2014

**You may also select the rank of the rated Soldier to narrow the search**

Evaluation Reporting System (ERS) - ACTIVE and RESERVE

Status Reports | Late Reports | Summary by Component | Initiated and Returned to Field Status | Individual Lookup

**FOR OFFICIAL USE ONLY**  
User must modify the below default Received Dates to the desired date range, and at least one filter from the list below.

\* Received Dates: Senior Rater SSN: [ ]  
 Between 04/01/2015 - 02/01/2016  
 Senior Rater DoD ID: [ ]  
 UIC begins with WACCTO  
 Rated Soldier SSN: [ ]  
 DML: --Select Value--  
 Rated Soldier DoD ID: [ ]  
 DMSL: --Select Value--  
 Rank: --Select Value--  
 Branch: --Select Value--  
 \* Component: ACTIVE ARMY  
 Command: --Select Value--  
 Evaluation Status: --Select Value--  
 A  
 B  
 C  
 D  
 E  
 F  
 G  
 H  
 or PSC: --Select Value--  
 Search...

Evaluation Reporting System (ERS)  
U.S. Army Human Resources Command

**No Results**

The specified criteria selections that are Filters and try again. The filters currently being applied are shown below.

Select a filter (you can use one, multiple, all, or none) results will vary

CODE	TEXT	DEFINITION
I	DRAFT	Draft has been initiated
N	RECEIVED	Report has been received at HQDA
E	With Examiner	Report is being examined for compliance with AR623-3
M	MISFIRE	Profile does not support SR potential indication
R	REJECTED	Report has been rejected by HQDA
T	RETURNED, PENDING CORRECTION	RETURNED Report has been returned by HQDA for correction or at rating chain request
G	SYNCHRONIZATION	Awaiting Synchronization with SIPR and Hard Copy/Mailed Evaluations
B	SUBMITTED TO IPERMS	Submitted (By HRC) to AMHRR/IPERMS
U	PENDING IPERMS	Received by IPERMS (Iperms checks for correct formatting applies to all documents)
Z	Accepted IPERMS	Iperms has accepted the document into the permanent record
W	WITHDRAWN	Report returned at Senior Rater request
X	THRU DATE UPDATED	Internal tracking tool that validates IPERMS has pushed the last evaluation thru date to the ORB/ERB

Status Reports | Late Reports | Summary by Component | Initiated and Returned to Field Status | Individual Lookup

**FOR OFFICIAL USE ONLY**  
User must modify the below default Received Dates to the desired date range, and at least one filter from the list below.

\* Received Dates: Senior Rater SSN: [ ]  
 Between 04/01/2014 - 09/01/2016  
 Senior Rater DoD ID: [ ]  
 UIC begins with WH8Q  
 Rated Soldier SSN: [ ]  
 DML: --Select Value--  
 Rated Soldier DoD ID: [ ]  
 DMSL: --Select Value--  
 Rank: --Select Value--  
 Branch: --Select Value--  
 \* Component: ACTIVE ARMY  
 Command: --Select Value--  
 Evaluation Status: --Select Value--  
 OER  
 NCOER  
 AER  
 Apply Reset

Evaluation Reporting System (ERS)  
U.S. Army Human Resources Command

Time run: 9/5/2016 9:35:19 AM

A query for reports completed for UIC WH8Q + Active Component + ORB/ERB updated (Status code of X) as filters

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 .pdf 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.

DML	DMSL	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	Total Late	Percent Late
AIC	513	AS	ACTIVE ARMY			ZZZ		SGT	2/27/2013	2/26/2014	4/1/2014	WH8Q0	NON-COMMISSIONED OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						CPT		SFC	4/22/2013	2/1/2014	4/1/2014	WH8Q0	NON-COMMISSIONED OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						MAJ		SFC	6/30/2013	3/1/2014	4/1/2014	WH8Q0	NON-COMMISSIONED OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						ZZZ		SSG	9/2/2013	3/27/2014	4/3/2014	WH8Q0	NON-COMMISSIONED OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						LTC		CW2	3/16/2013	3/15/2014	4/4/2014	WH8Q0	OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						LTC		CW2	2/28/2013	2/27/2014	4/21/2014	WH8Q0	OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						LTC		1SG	3/20/2013	2/6/2014	4/24/2014	WH8Q0	NON-COMMISSIONED OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						LTC		WO1	9/13/2012	3/15/2014	4/29/2014	WH8Q0	OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	1	100.0%
						MAJ		SFC	4/16/2013	4/15/2014	4/30/2014	WH8Q0	NON-COMMISSIONED OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						CPT		SGT	8/1/2013	3/31/2014	4/30/2014	WH8Q0	NON-COMMISSIONED OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						MAJ		SSG	3/29/2013	3/28/2014	4/30/2014	WH8Q0	NON-COMMISSIONED OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%

Note derivatives of UIC WH8Q appear

				LTC		WO1	9/13/2012	1/15/2014	4/29/2014	WH8QT0	OFFICER EVALUATION REPORT	IPERMS	1	100.0%
				LTC		CW2	3/18/2013	3/17/2014	6/3/2014	WH8QA0	OFFICER EVALUATION REPORT	IPERMS	0	0.0%
				LTC		1LT	7/11/2013	3/31/2014	6/30/2014	WH8QT0	OFFICER EVALUATION REPORT	IPERMS	0	0.0%
				COL		CPT	12/2/2013	8/20/2014	11/13/2014	WH8QT0	OFFICER EVALUATION REPORT	IPERMS	0	0.0%
				LTC		CW3	8/5/2013	8/4/2014	2/24/2015	WH8QA0	OFFICER EVALUATION REPORT	IPERMS	1	100.0%
				MG		LTC	6/1/2013	5/30/2014			OFFICER EVALUATION REPORT	IPERMS		

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

PDF  
Excel 2007+  
Powerpoint 2007+  
Web Archive (.mht)  
Data

Status Reports																
FOR OFFICIAL USE ONLY																
Time run: 9/6/2016 10:15:21 AM																
<p>1 Purpose: This report reflects information on all OER &amp; 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.</p> <p>2 This report reflects the command code physically on the evaluation, not the command code, with which the Soldier is currently associated.</p> <p>3 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 &amp; 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 .xpdf attachments.</p> <p>4 This report does not reflect any reports which are classified and processed under the classified system or AER.</p> <p>5 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.</p> <p>6 AR 623-3 and DA PAM 623-3 contain the policy and process for military evaluations.</p>																
DML	DMSL	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	Total Late	Percent Late
AIC	513	AS	ACTIVE ARMY			MAJ		CW2	10/3/2012	10/2/2013	1/7/2014	WH8QA0	OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	1	100.0%
						LTC		CPT	4/26/2013	1/8/2014	1/10/2014	WH8QC0	OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	0	0.0%
						LTC		1LT	10/25/2012	7/10/2013	1/14/2014	WH8QT0	OFFICER EVALUATION REPORT	THE EVALUATION IS COMPLETED IN THE EPS SYSTEM AND IS READY FOR SUBMISSION TO IPERMS	1	100.0%
<b>Grand Total</b>															<b>44</b>	<b>24.6%</b>
Status Reports																
FOR OFFICIAL USE ONLY																

Status Reports | Late Reports | Summary by Component | Initiated and Returned to Field Status | Individual Lookup

**Evaluation Reporting System (ERS)**  
U.S. Army Human Resources Command

SUMMARY by COMPONENT  
FOR OFFICIAL USE ONLY  
Time run: 2/26/2016 11:08:32 AM

	Total Reports Received		% Reports Received		Total Reports Received	% Reports Received
	LATE	ON TIME	LATE	ON TIME		
ACTIVE ARMY	32	83	27.8%	72.2%	115	100.0%
ARMY RESERVE	18	36	33.3%	66.7%	54	100.0%
<b>Grand Total</b>	<b>50</b>	<b>119</b>	<b>29.6%</b>	<b>70.4%</b>	<b>169</b>	<b>100.0%</b>

Refresh - Print - Export

## Status Reports ARNG

U.S. ARMY Business Intelligence

Search: All | Advanced | Help

Home | Catalog | Favorites

Dashboards | New | Open

Most Recent(Evaluation Reporting System (ERS) - GUARD - Status Reports)

My Dashboard

ERS

- Evaluation Reporting System (ERS) - ACTIVE and RESERVE
- Evaluation Reporting System (ERS) - GUARD
- ERS Internal Management Reports
  - Boards & Evaluations Detail Reports
  - Evaluation Processing Productivity Reports

**Evaluation Reporting System (ERS)**  
U.S. Army Human Resources Command

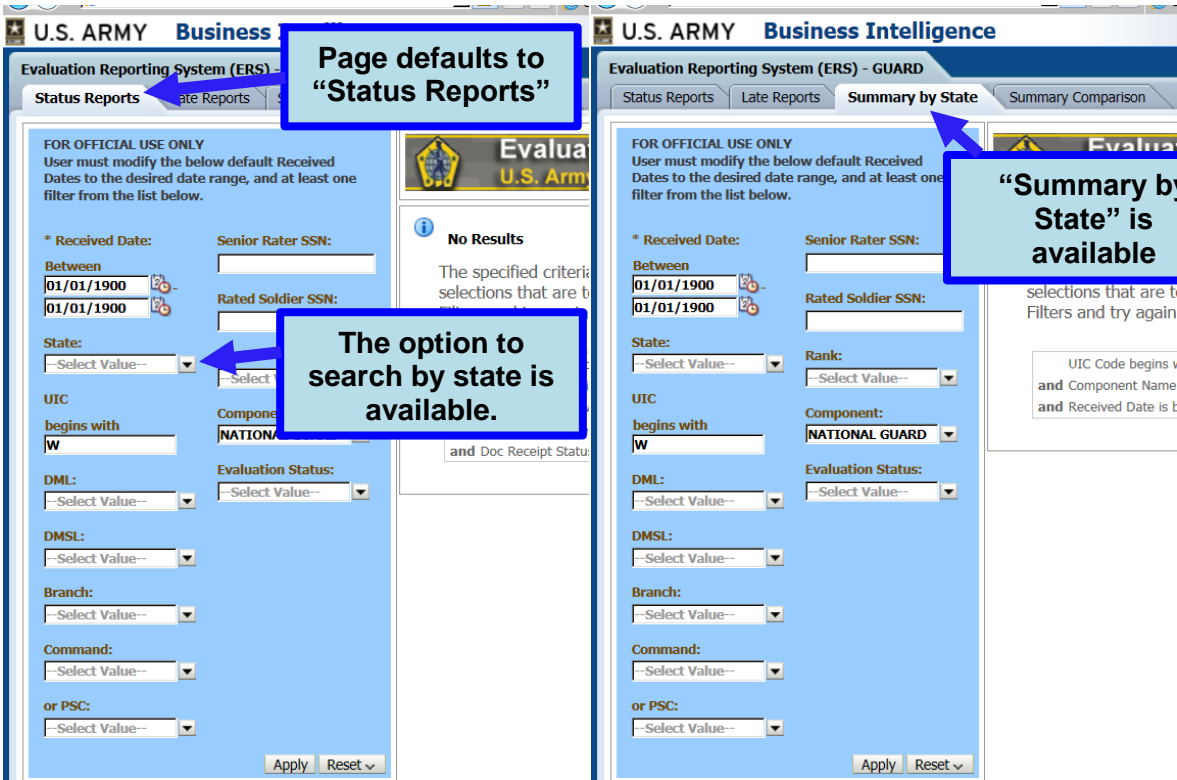
No Results

The specified criteria didn't result in any data. This is often caused by applying filters and/or selections that are too restrictive or that contain incorrect values. Please check your Analysis Filters and try again. The filters currently being applied are shown below.

Received Date is between 01/01/1900 and 01/01/1900  
and Eval Status Code is not equal to / is not in R  
and UIC Code begins with W  
and Component Name is equal to ACTIVE ARMY  
and Doc Receipt Status Code is equal to E, O

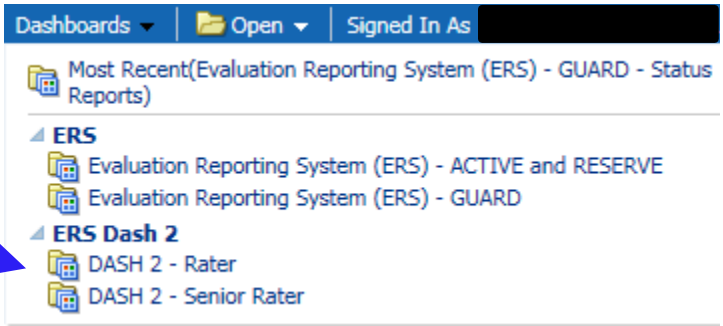
Refresh

**Select "Evaluation Reporting System (ERS) -Guard"**



**DASH 2 Rater/Senior Rater Profile Manager**

**Rater and Senior Rater Profile information & Timeliness Reports**



\* The steps are the same for both the Rater and Senior Rater DASH 2

**DASH 2 - Senior Rater**

Senior Rater Timeliness | Senior Rater Profile | Senior Rater Profile Detail

**Evaluation Reporting System (ERS)**  
U.S. Army Human Resources Command

**Select the type of report you desire.**

**Enter the Rater or Senior Rater information.**

**FOR OFFICIAL USE ONLY**  
User must enter SSN or DoD ID below to return data.

Senior Rater SSN:  Received Date: >= 01/01/2000

Senior Rater DoD ID:

**Senior Rater Timeliness Report**  
No Officer or NCO Evaluation Reports found.

**Click "Apply" and the report will be generated.**

**Names of Profiled Reports**  
For use of this form, see AR 623-3; Proponent Agency is Acofs, G-1  
**FOR OFFICIAL USE ONLY**

- Purpose:** This report displays information on all OERs and NCOERs regardless of the component which reflects a specific command code and which have through dates falling between a specified period of time.
- This report displays the command code which is physically on the evaluation not the command code the Soldier is currently associated with. This report may not be helpful as the last evaluation might have 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 be displayed. Evaluations digitally signed and submitted electronically have the best chance of having the correct data especially if they are emailed as .xfd attachments.
- This report does not display any reports which are classified and processed under the classified system or AER.
- This report may time out when the time period or the data set requested is too large. We recommend using shorter time periods or smaller data sets at first.
- AR 623-3 and DA PAM 623-3 contain the policies and processes for military evaluations.

Senior Rater Name	Senior Rater Rank	Senior Rater SSN	Senior Rater DoD ID	Evaluation Report Type
	MG		ZZZZZZZZZZ	OER
	COL		ZZZZZZZZZZ	OER
	MG		ZZZZZZZZZZ	OER
	OTH		ZZZZZZZZZZ	OER
			ZZZZZZZZZZ	OER

Rated Soldier Name	Rated Soldier Rank	Eval Received Date	Block	Label	Box 1	Box 2	Box 3	Box 4	Total Evals	Eval Period End Date	% Box1 / Total	% Box (1+2) / Total
WISHING WELL L	MAJ	10/26/2015	1	MOST QUALIFIED	1	0	0	0	1	04/15/2015	100.00%	100.00%
NOBODY EVERYBODY	CPT	10/26/2015	2	HIGHLY QUALIFIED	1	1	0	0	2	07/30/2014	50.00%	100.00%
WHITEHEAD MEETING L	CPT	10/26/2015	1	MOST QUALIFIED	1	0	0	0	1	06/18/2014	100.00%	100.00%
TEST NAME1 HERE	1LT	05/14/2015	2	HIGHLY QUALIFIED	1	1	0	0	2	06/22/2015	50.00%	100.00%
TEST NAME2 HERE	1LT	09/03/2014	1	MOST QUALIFIED	1	0	0	0	1	06/01/2014	100.00%	100.00%

**Reminders:**

- Effective 1 April 2014, the evaluation process will be completed using the Evaluation Entry System (EES). EES is the revised web-based tool at HRC which will be used to submit evaluations. EES will consolidate AKO MyForms wizard, IWRS, Excel profile calculators, etc.
- When evaluations are processed, the Senior Rater and Rater profiles are incremented at the time of submittal.
- Except for the first rating in a particular grade by a (Senior) Rater, the percentage of total ratings by grade in the top block (aka box) must remain below 50%.
- Evaluations on promotable Soldiers serving in positions at the authorized promotable grade will be processed and profiled at the promotable grade. Processing at the promotable grade will only occur when the evaluation displays a (P) with the rated Soldier's rank.
- Rating officials can discuss profile or policy issues with the Evaluation Systems Office. Telephone: (502) 613-9019 DNS: 983-9019 Email: usarmy.knox.hrc.mbx.taod-eval-policy@mail.mil

## Accessing Manage Delegates Function

- Access the Evaluation Entry System by clicking the link <https://evaluations.hrc.army.mil/>

The screenshot shows the HRC Evaluations Entry System home page. On the left, there are three sections: 'Need IT Assistance?' with contact info (502-813-7777, usarmy.knox.hrc.mbx.it-help-desk@mail.mil, IT FAQ), 'Need Policy Assistance?' with contact info (502-813-9019, usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil, OER POLICY FAQ, NCOER POLICY FAQ), and 'Evaluation Tools' (Training Tools, Appeals and Corrections, Evaluation Entry System Users Guide). At the bottom left is 'External Links and Resources' with links to AR 623-3, DA PAM 600-3, DA PAM 600-4, DA PAM 623-3, S1 NET, MYBOARDFILE, ERS, User Survey and Feedback, Army Doctrine, and Army Doctrine References.

The main content area is titled 'Welcome to the HRC Evaluations Entry System' and 'Please select an option below:'. It features three columns: OER, NCOER, and TOOLS. The OER column has buttons for 'Create OER Support Form', 'Edit OER Support Form', 'Create New OER', and 'Continue/View Active OERs'. The NCOER column has buttons for 'Create NCOER Support Form', 'Edit NCOER Support Form', 'Create New NCOER', 'Continue/View Active NCOERs', and 'Upload DA Form 2188-8 .pdf-f NCOER'. The TOOLS column has buttons for 'View Profiles where I am a delegate', 'View my Rater and Senior Rater Profile', 'Signature Removal', 'Support Form Signature Removal', 'Request ERS Access', 'Status & Management Tools: Evaluation Reports System (ERS)', 'Manage Delegates', 'Counseling Management Report Tool', 'Manage Rating Chain', and 'View Forms'. A blue box with a blue arrow points to the 'Manage Delegates' button. A blue text box with a blue border contains the instruction: '1) From the EES home page, select the “Manage Delegates” tab to access this function.'

## Adding a Delegate

Manage Delegates

Delegates for  in the role of:

Name	Manage Delegates	View Rating Profile	Edit Evaluations	Submit Evaluations/ Remove Signatures	Start Date	End Date

If you have been granted the “Manage Delegate” permission, you can select the individual for whom to add a delegate.

2) Use the drop down to select your rating official role that you would like that delegate to assist you with. This will enable that delegate to access only evaluations that you hold that rating official role.

Click “Add Delegate” at the bottom of page

Delegate Selection

Enter the DOD ID Number or SSN and first two letters of the last name of any individual for whom you wish to list as a delegate.

DOD ID Number  Last Name

[Switch to search by SSN]

3) Enter the DOD ID and first two letters of the individual’s name, ensure the delegate’s information is correct.

Delegate Selection

Enter the DOD ID Number or SSN and first two letters of the last name of any individual for whom you wish to list as a delegate.

DOD ID Number   Last Name  First Name  Email

Select the roles for which this individual should be a delegate.

Select All  
 Rater  
 Senior Rater  
 Intermediate Rater  
 Supplementary Reviewer

4) Select the roles you want to grant this individual delegation authority and then click “Save.”



## Manage Delegates

- Once you have delegates, you can update their authorizations as needed.

Manage Delegates

Delegates for  in the role of:

Name	Manage Delegates	View Rating Profile	Edit Evaluations	Submit Evaluations/ Remove Signatures	Start Date	End Date

If you have been granted the “Manage Delegate” permission, you can select the individual for whom you are managing delegates.

5) Select the role you want view / edit delegation authority for (Rater, Intermediate Rater, Senior Rater, and/or Supplementary Reviewer).

Permissions must be granted in each role that you wish to provide delegation authority.

Manage Delegates

Delegates for  in the role of:

	Name	Manage Delegates	View Rating Profile	Edit Evaluations	Submit Evaluations/ Remove Signatures	Enlisted Advisor	Start Date	End Date	
1		<input type="text" value="OER/NCOER"/>	<input type="text" value="OER/NCOER"/>	<input type="text" value="OER"/>	<input type="text" value="NCOER"/>	<input type="text" value="NCOER"/>	<input type="text" value="20170321"/>	<input type="text" value="20180321"/>	<input type="button" value="Remove"/>
2		<input type="text" value="OER/NCOER"/>	<input type="text" value="none"/>	<input type="text" value="OER/NCOER"/>	<input type="text" value="OER"/>	<input type="text" value="none"/>	<input type="text" value="20170320"/>	<input type="text" value="20190320"/>	<input type="button" value="Remove"/>
3		<input type="text" value="none"/>	<input type="text" value="OER/NCOER"/>	<input type="text" value="OER"/>	<input type="text" value="NCOER"/>	<input type="text" value="NCOER"/>	<input type="text" value="20170321"/>	<input type="text" value="20180321"/>	<input type="button" value="Remove"/>
4		<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="20170414"/>	<input type="text" value="20180414"/>	<input type="button" value="Remove"/>
5		<input type="text" value="none"/>	<input type="text" value="none"/>	<input type="text" value="NCOER"/>	<input type="text" value="OER"/>	<input type="text" value="none"/>	<input type="text" value="20170321"/>	<input type="text" value="20180321"/>	<input type="button" value="Remove"/>

6) You can grant as many or as few permissions as you desire. This must be done for each role (e.g. rater and senior rater) and can be tailored for each delegate. Permissions can be granted for OER, NCOER, OER/NCOER, or none.

7) The delegate will only have delegation authority for evaluations within this period. The default “End Date” will be 1 year from the date the delegate was added. The “End Date” can be a maximum of 2 years from the current date.

Must click “Update Permissions” at the bottom of the page in order to save any changes to the delegate permissions.

- Manage Delegates - only two delegates may be authorized to add delegates to the user’s delegate list. This enables these two delegates to add or remove delegates as needed.
- View Rating Profile - only two delegates may be authorized to view the user’s senior rater and rater profile (the delegates must be authorized access to each profile individually). This enables these two delegates to assist users in the management of their profile.
- Edit Evaluations – up to 15 delegates may be authorized to review and make changes to evaluations on behalf of the user.
- Submit Evaluations / Remove Signatures – up to 15 delegates may be authorized to submit evaluations to HQDA on behalf of the senior rater and to remove signatures of personnel they are a delegate for.
- Enlisted Advisor – up to 15 delegates may be authorized to be an enlisted advisor. This enables these delegates to review NCOERs and provide notes / suggested comments that only the user can see.

## Counseling Management Report Tool

**Counseling Management Report**

Filter Results By...

Support Form ID    Rank of Rated Soldier    UIC    Date of Initiated Support

               Search    Reset

4 items found, displaying all items.

Support Form ID	Initiated Date	Rated Soldier	UIC	Rater Initial Counseling	Later	Later	Later	Senior Rater Initial Counseling	Later	Your Role
<a href="#">216397</a>	2016-08-23		W78FAA	Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	RATER
<a href="#">216403</a>	2016-08-31		W78FAA	2016-08-31	2016-08-31	2016-08-31	2016-08-31	2016-08-31	2016-08-31	RATER
<a href="#">216403</a>	2016-08-31		W78FAA	2016-08-31	2016-08-31	2016-08-31	2016-08-31	2016-08-31	2016-08-31	SENIOR RATER
<a href="#">216403</a>	2016-08-31		W78FAA	2016-08-31	2016-08-31	2016-08-31	2016-08-31	2016-08-31	2016-08-31	REVIEWER

Export options:  CSV  Excel

**Search feature to find a specific Support Form**

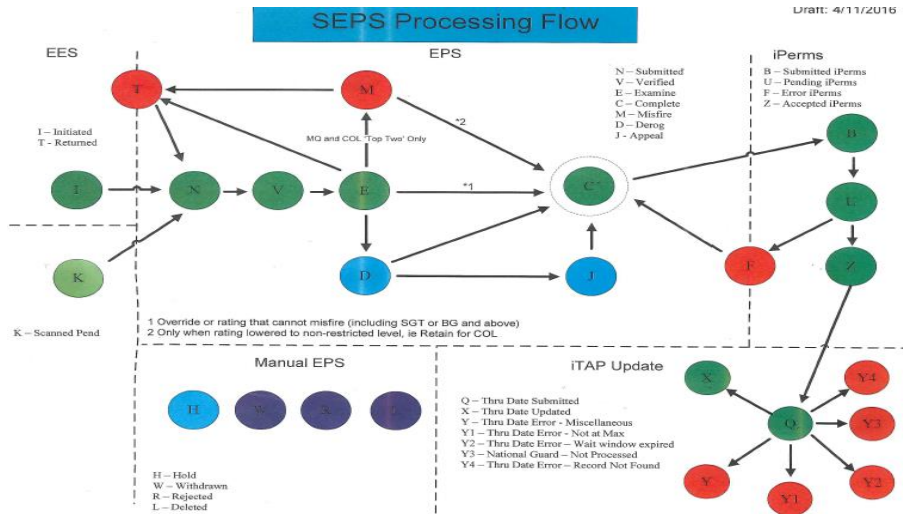
**Select “Support Form ID” to open an Adobe draft of the Support Form. \*You must be a delegate a rating official or the rated Soldier to see this information.**

## Tips & FAQs

- Incorrect Profile Numbers – Some Senior Rater Profiles have incomplete / incorrect data transferred into their EES Senior Rater Profile. To correct, the Senior Rater (due to sensitive nature of the information only the Senior Rater may request) submit a request via email to:
  1. [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil)
  2. Subject: Senior Rater Profile Verification
  3. Include Senior Rater’s full SSN, Ranks that need to be verified, why you think the data is incorrect
  
- Use the link below to download profile management tools. These tools will assist leaders in properly projecting future OER/NCOERs and subsequent block checks.  
<https://www.hrc.army.mil/TAGD/Evaluation%20Systems%20Homepage>.
  
- Sequencing – IAW AR 623-3 para 3-11, HQDA processes OER/NCOERs in order of receipt. This is extremely important to remember when OER/NCOERs are submitted by the three means available – EES, Mail and Email (deployed units only).
  
- Misfire –
  1. OER
    - Rater - The assessment will apply to raters of Company and Field Grade officers. It will NOT apply to raters of Strategic Leaders (O6). The rating is sequenced based on when the rating is “Locked” within EES. A report with an “Excels” rating that causes a rater’s profile to exceed the 49.9% limitation for “Excels” ratings in the rated officer’s grade will be automatically processed with a “Proficient” HQDA electronically generated label. The rater and the senior rater listed on the report will be notified of the misfire in EES, and the report will process accordingly.
    - Senior Rater - The senior rater profile continues with the limitation of less than 50%. Senior Rater profiles in effect prior to 1 April 14 migrated to the new OER for LTC and below. COL grade profiles restarted because the math changed for the top two boxes. Senior raters of O6s were given a credit of 5 in the “Retain as Colonel” block. Senior raters of O6s are limited to less than 24% in the “Multi- star Potential” block and no more than 25-49% in the “Promote to BG” block. Senior raters may choose not to give any “Multi-star Potential” and could give up to 49.9% in “Promote to BG” box but, Senior Raters cannot exceed a cumulative of 49.9% for both. The MISFIRE warning is provided twice in EES and if the Senior Rater or his delegate submits anyway, the report is automatically downgraded and it still counts against the Senior Raters higher box check indication. Senior Raters are able to see their profile in real time by selecting the BLUE profile indication when working on the Senior Rater BOX check portion of EES. The profile is calculated at the time the evaluation is “received” by HRC.
  2. NCOER
    - Rater – The rating is not constrained. The Rater’s tendency is imprinted on the evaluation when it is processed by HQDA.
    - Senior Rater - A report with a “Most Qualified” rating that causes a Senior Rater’s profile to exceed the 24% limitation for “Most Qualified” ratings in the rated Soldier’s grade will be automatically processed with a “Highly Qualified” HQDA electronically generated label.

The rater and the senior rater listed on the report will be notified of the misfire in EES, and the report will process accordingly.

- EES Workflow



\*Additional FAQs can be found on the EES Home Page (<https://evaluations.hrc.army.mil/index.html>)

OER - [https://evaluations.hrc.army.mil/viewDocument.html?msgTypTx=POLICY\\_FAQ](https://evaluations.hrc.army.mil/viewDocument.html?msgTypTx=POLICY_FAQ)

NCOER -

[https://www.hrc.army.mil/Site/Protect/Assets/Directorate/TAGD/Consolidated%20NCOER%20FAQs\\_7%20Oct%2015.pdf](https://www.hrc.army.mil/Site/Protect/Assets/Directorate/TAGD/Consolidated%20NCOER%20FAQs_7%20Oct%2015.pdf)

## Troubleshooting

- Unable to access an evaluation/support form
  1. Ensure all DOD ID/SSNs were correctly entered- 99.9% of all unable to view errors are because of this.
  2. If you are a delegate, ensure the following:
    - i. The applicable delegation authority has been granted
    - ii. Permission were granted for all delegated roles
    - iii. The delegation authority is still active (end date)
  3. If you are the rated soldier, ensure that the rater, intermediate rater (if applicable), and senior rater have signed the evaluation
  4. Ensure that the evaluation/support form was created on, and all user are using, the active EES webpage (<https://evaluations.hrc.army.mil/index.html>)
- Locked out of the evaluation
  1. Signatures must be removed in reverse order (Supplementary Reviewer, Rated Soldier, Senior Rater, Intermediate Rater and then Rater). Failure to remove signatures in reverse order will result in locking individuals out of the report. Have all individuals re-sign the evaluation and then remove signatures in the proper sequence.

2. Ensure all users click the “Exit” button when exiting the evaluation/support form. Have the last individual who was in the report open the evaluation and exit using the “Exit” button. Or wait ten minutes, at which time the lock should be automatically removed.
- Unable to lock rating (Can’t see lock button)
    1. No lock button on SGT NCOERs
    2. Can only be locked by the Rater (Delegates cannot lock rating)
    3. Rating cannot be locked more than 14 day before the THRU date.
    4. Ensure DOD ID/SSN are correct for the Rater
    5. Cannot use dual CAC Card reader
    6. Must use Microsoft Internet Explorer 9 or greater
  - Adding/Removing a Supplementary Reviewer
    1. Added/Removed by the Senior Rater
    2. “Senior Rater” button, Step 2
    3. For OERs, both the “Is a supplementary review required” question and the “Is a uniformed Army advisor available to perform the supplementary review” question must be answered ‘Yes’ in order to access the Supplementary Reviewer tab from the signature page.
    4. For NCOERs, the “Is a supplementary review required” question must be answered ‘Yes’ in order to access the Supplementary Reviewer tab from the signature page.
  - Deleting an evaluation from EES
    1. Remove all signatures from the evaluation
    2. Remove the rater lock (see “How to unlock rating”)
    3. Senior Rater can then delete the evaluation by clicking the “Delete” button on the Signature Page.
  - Cannot change the rated soldier’s rank or date of rank
    1. Remove all signatures from the evaluation
    2. Remove the rater lock (see “How to unlock rating”)
    3. Ensure that the rank and answers to the related questions are valid for the current form
      - i. For NCOER, rank + promotable + serving in next higher position
      - ii. For OER, rank + promotable + serving in next higher position
      - iii. For both, frocked rank date = Date of Rank
  - How to unlock rating
    1. NCOERs can be unlocked by the Rater if the evaluation has not been submitted to HQDA
      - i. Ensure a dual CAC Card reader is not being used
      - ii. Ensure all signatures have been removed
    2. OERs must be unlocked at HQDA
      - i. The Rater must submit a request for an Exception to Policy in Memorandum format thru the chain of command (his/her Rater and Senior Rater) to the Evaluations Branch Chief, AHRC-PDV-E
      - ii. Email to: [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil)
      - iii. Sample memo and additional details below.

## Unlock Rater Profile Process

In order to unlock a Rater profile within EES, a request for an Exception to Policy (ETP) in Memorandum format will be submitted by the Rater thru the chain of command (his/her Rater and Senior Rater) to the Evaluations Branch Chief:

### OFFICIAL LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM THRU (**Rater's Rater**)

FOR U.S. Army Human Resources Command, Attention: AHRC-PDV-E, 1600 Spearhead Division Avenue, Dept. #470, Fort Knox, KY 40122-5407

SUBJECT: Request for an Exception to Policy to Unlock Rater Profile (**Eval ID XXXXX**)

1. Request (**Rater's rank, full name**) rater profile for (**Eval ID XXXXX**) be unlocked due to (**provide justification**).
2. Point of contact for this request is (**POC's rank/title, full name, telephone number, and email address**).

Signature Block  
(**Rater's Senior Rater**)

- Once the ETP request is signed by the Rater's Senior Rater, the request will be forwarded to the following email address for review and processing: [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil). Please ensure the subject of the email is: **Unlock Evaluation**.

## Ways to Submit OER/NCOERS

1. EES – click “Submit to HQDA” button at top of OER/NCOER once all appropriate signatures are obtained.
2. Mail – mail hard copies to the following addresses (AR 623-3, Table F-1):
  - AERs:  
U.S. Army Human Resources Command  
(AHRC–PDV–ER) (Evaluation Processing)

1600 Spearhead Division Avenue, Department 470  
Fort Knox, KY 40122-5407

- OER/NCOERs:

U.S. Army Human Resources Command  
(AHRC-PDV-ER) (Evaluation Processing)  
1600 Spearhead Division Avenue, Department 470  
Fort Knox, KY 40122-5407

- Appeals:

U.S. Army Human Resources Command  
(AHRC-PDV-EA) (Evaluation Appeals)  
1600 Spearhead Division Avenue, Department 470  
Fort Knox, KY 40122-5407

3. Email – this option is for deployed units only (subject line: Deployed OER/NCOER), **must select 600 DPI or greater resolution for scanned OER/NCOERs. It is best to use EES whenever possible.**

- [usarmy.knox.hrc.mbx.tagd-eval-from-deployed@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-from-deployed@mail.mil)

\*Reference AR 623-3, Table F-1 for additional contact information