

Evaluation Entry System (EES) User's Guide



Fort Knox, KY
1 November 2025

FOREWORD

The purpose of this user's guide is to provide the user with basic knowledge on how to use the Evaluation Entry System (EES) to create and access documents critical to the evaluation of all Soldiers, to include the evaluation support forms and the evaluation reports themselves. All personnel who have an active, valid CAC, both the rating officials and the rated Soldier, have full access to EES. There is no access request required to enter EES.

Regulatory guidance on all aspects of the evaluation report process is found within Army Regulation (AR) 623-3 and Department of the Army Pamphlet (DA PAM) 623-3.

There are two EES sites that are available to all personnel: the EES site itself at <https://evaluations.hrc.army.mil> and the EES Training Site at <https://evalentry.hrc.army.mil>. (Do not use the non-training site for practice.)

Users can also request assistance by contacting the evaluations policy office at usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil or by calling 502-613-9019 and selecting option #3.

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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”, then will enter their PIN to complete the login.

Select a certificate for authentication

Site evaluations.hrc.army.mil:443 needs your credentials:



[Certificate information](#)

OK

Cancel

Microsoft Edge
(Preferred browser)

Select a certificate

Select a certificate to authenticate yourself to evaluations.hrc.army.mil:443

Subject	Issuer	Serial
[Redacted]	DOD ID CA-62	041CC1

[Certificate information](#)

OK

Cancel

Google Chrome

Terms of Use

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 it), you consent to the interception and monitoring of communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations, and information security. 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 are private and confidential. See [User Agreement](#) for details. This system contains Privacy Act information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access.

☐ I agree to the terms of the User Agreement.

Accept Terms

Cancel

After users select the appropriate CAC certificate and input their PIN, 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 click the “Accept Terms” button.

Navigating EES

Users can navigate EES's various functions from its homepage.

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

To return "Home", view NCOER Uploaded History Report, or logout of the system.

Main Menu ▾ Profiles ▾

The system will be down on scheduled maintenance days shown in the EE

Need IT Assistance?

1-866-335-2769

IT HELP DESK

IT FAQ

Need Policy Assistance?

502-613-9019

usarmy.knox.hrc.mbx.tagd-eval-policy@army.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	AER	TOOLS
Create OER Support Form	Create NCOER Support Form	AER Home	View Profiles where I am a delegate
Edit OER Support Form	Edit NCOER Support Form	AER File Upload	View my Rater and Senior Rater Profile
		AER File Upload Report	Signature Removal
Create New OER	Create New NCOER		Request ERS Access
Continue/View Active OERs	Continue/View Active NCOERs		Status & Management Tools: Evaluation Reports System (ERS)
	Upload DA Form 2166-8.pdf-f NCOER		View Permissions where I am a delegate
			Manage Delegates
			Counseling Management Report Tool
			Manage Rating Chain
			View Forms

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

Work on AERs: Go here to work on and submit AERs.

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

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

Upload DA Form 2166-8.pdf-f NCOER

AER

AER Home

AER File Upload

AER File Upload Report

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Signature Removal

Request ERS Access

Status & Management Tools: Evaluation Reports System (ERS)

View Permissions where I am a delegate

Manage Delegates

Counseling Management Report Tool

Manage Rating Chain

View Forms

Create / Continue Evaluation: ANYONE can create, but only rater, senior rater, and authorized delegates can view and/or edit once saved.

Manage delegates: Go here to assign delegates.

Creation of an NCOER Support Form

Create Support Form: Click on applicable button

A screenshot showing two columns of buttons. The left column is labeled 'OER' and contains 'Create OER Support Form' and 'Edit OER Support Form'. The right column is labeled 'NCOER' and contains 'Create NCOER Support Form' and 'Edit NCOER Support Form'. A yellow arrow points from the 'Create Support Form' text box to the 'Create NCOER Support Form' button.

In the event any of this information is incorrect or incomplete, the creator can manually update it.

Enter applicable information for: rated NCO, rater, senior rater, and supplementary reviewer (if applicable)

A screenshot of the 'NCOER Individual Lookup' form. The form has a title bar with 'Cancel' and 'Next' buttons. Below the title bar is a red oval containing the instruction: '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)'. The form is divided into sections: 'Rated Soldier', 'Promotable Info', 'Next Higher Grade', 'Frooked Info', 'Rank Reduction', 'Rater', and 'Senior Rater'. Each section contains fields for DOD ID Number, Last Name, and Email. The 'Rated Soldier' section has a checkbox for '[Switch to search by SSN]'. The 'Promotable Info' section has a radio button for 'Yes' and a selected radio button for 'No'. The 'Next Higher Grade' section has a radio button for 'Yes' and a selected radio button for 'No'. The 'Frooked Info' section has a radio button for 'Yes' and a selected radio button for 'No'. The 'Rank Reduction' section has a radio button for 'Yes' and a selected radio button for 'No'. The 'Rater' section has a radio button for 'Yes' and a selected radio button for 'No'. The 'Senior Rater' section has a radio button for 'Yes' and a selected radio button for 'No'. A yellow arrow points from the 'Create Support Form' text box to the 'Create NCOER Support Form' button. A yellow arrow points from the 'In the event any of this information is incorrect or incomplete, the creator can manually update it.' text box to the 'Rated Soldier' section. A yellow arrow points from the 'Enter applicable information for: rated NCO, rater, senior rater, and supplementary reviewer (if applicable)' text box to the 'Rater' and 'Senior Rater' sections. A yellow arrow points from the 'Can switch between SSN and DoDIDN. Use this when entering an International Officer ID number.' text box to the '[Switch to search by SSN]' checkbox. A yellow arrow points from the 'Only E5 and E8 reports allow the "Yes" selection here. E8s must meet specific criteria based on USASMA Resident Course graduation. Frocked NCOs (E7 to 1SG or E8 to SGM/CSM) must enter their frocked rank and date of rank.' text box to the 'Yes' radio button in the 'Promotable Info' section. A yellow arrow points from the 'Email data comes from DMDC. It defaults to upper case but can be modified to lower case. User can also correct errors manually. Email address must be a *.mil address.' text box to the email field in the 'Rater' section. A yellow arrow points from the 'Sometimes, the rater is also the senior rater. In such cases, click on "Yes" and the senior rater's information will be copied from the rater's information.' text box to the 'Yes' radio button in the 'Senior Rater' section. A yellow arrow points from the 'Click "Next".' text box to the 'Next' button at the bottom of the form.

Can switch between SSN and DoDIDN. Use this when entering an International Officer ID number.

Only E5 and E8 reports allow the "Yes" selection here. E8s must meet specific criteria based on USASMA Resident Course graduation. Frocked NCOs (E7 to 1SG or E8 to SGM/CSM) must enter their frocked rank and date of rank.

Email data comes from DMDC. It defaults to upper case but can be modified to lower case. User can also correct errors manually. Email address must be a *.mil address.

Sometimes, the rater is also the senior rater. In such cases, click on "Yes" and the senior rater's information will be copied from the rater's information.

Click "Next".

Confirm applicable information is correct, then click “Next”.

PreviousCancelNext

Form Creation Confirmation

	DOD ID Number/SSN	Name	Email	Importing Data
Rated Soldier	123-45-6789	AWAY	squared.away.mil@army.mil	No
Rater	123-45-6789	FORNIA	cal.e.fornia.mil@army.mil	No
Senior Rater	123-45-6789	BAMA	al.a.bama.mil@army.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.

PreviousCancelNext

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

NOTE

The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

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

20%

Complete filling out the Part I admin data.

Generally, the creator of the report should select "No" here as E6 and above are no longer considered "promotable". Only E8s who have graduated USASMA Resident Course can select "Yes" in all three blocks. Frocked NCOs (E7 to 1SG or E8 to SGM/CSM) must enter their frocked rank and date of rank.

Click "Next" and complete Part II Authentication (Rater / Senior Rater / Reviewer Info)

There is a status bar at the bottom of the page indicating your progress.

Complete filling out the Part II admin data.

Reviewer information is only required if a reviewer is required for the report. If no reviewer is needed, leave this entry blank.

Click "Next" and complete Part II Authentication (Rater / Senior Rater / Reviewer Info)

Authentication

Rater Information

a1. Last Name
First Name
M.I.
Suffix

FORNIA
CAL
E

a2. DOD ID Number

Clear DoDID

a3. Rater's Service Branch

USA | US ARMY

a3. Rater's Rank

Major

Promotable Info

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

a3. PMOSC/Branch

42H

a3. Rater's Organization

HOME

a3. Duty Assignment

BOSS

a4. E-mail Address (.gov or .mil)

cal.e.fornia.mil@army.mil

NOTE

The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Senior Rater Information

b1. Last Name
First Name
M.I.
Suffix

BAMA
AL
A

b2. DOD ID Number

Clear DoDID

b3. Senior Rater's Service Branch

USA | US ARMY

b3. Senior Rater's Rank

Lieutenant Colonel

Promotable Info

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

b3. PMOSC/Branch

42H

b3. Senior Rater's Organization

HOME

b3. Duty Assignment

SENIOR BOSS

b4. Email Address (.gov or .mil)

al.a.bama.mil@army.mil

NOTE

The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Supplementary Reviewer Information

c1. Last Name
First Name
M.I.
Suffix

SPACE
LOSTIN

c2. DOD ID Number

Clear DoDID

c3. Reviewer's Military Branch

USA | US ARMY

c3. Reviewer's Rank

Colonel

Promotable Info

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

c3. PMOSC/Branch

42H

c3. Reviewer's Organization

HOME

c3. Duty Assignment

ULTRA BOSS

c4. E-mail Address (.gov or .mil)

lostin.space.mil@army.mil

NOTE

The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Previous
Exit
Next
Save

27%

Complete Part III Principal Duty Title, Duty MOCS, Duty Description, Areas of Special Emphasis, and Appointed Duties. The Principal Duty Title should match MTOE / TDA and IPPS A entry but can be a title closer to actual duties performed if different.

If you've completed this part and returned to the support form, you can jump to specific sections.

Duties and Responsibilities

a. Principal Duty Title

b. Duty MOSC

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

DA PAM 623 3, Chapter 3

d. Areas of Special Emphasis

e. Appointed Duties

Continued Comments

If more information is required, click on "Continued Comments". This opens another free text box and is displayed on page three of the finalized support form.

Click "Next" to go to the next section.

Jump To

Previous

Exit

Next

Save

40%

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

47%

Indicate your Major performance objectives regarding your Character.

Character

Major performance objectives

Significant contributions and accomplishments

Throughout the rating period, enter your contributions and accomplishments here.

Continued Comments

Click "Next" to go to the next section.

Previous

Exit

Next

Save

53%

Disregard APFT Goals entries here until AFT information is updated on the form. You should enter AFT goals as objectives.

Throughout the rating period, enter your contributions and accomplishments here.

Indicate your Major performance objectives regarding your Intellect goals.

Indicate your Major performance objectives regarding how you want to Lead.

When leaving each performance objective, if no contributions/accomplishments are added, user must select "Next [Ignore Errors]" to continue.

Select "No APFT" and follow the succeeding prompts. The APFT was replaced by the ACFT (FY21) which was subsequently replaced by the AFT (1 June 2025). See AR 350 1, FM 7 22, MILPER Message 24 375, MILPER Message 25 224, MILPER Message 25 243, Army Directive 2022 05, and Army Directive 2025 06. Most recent fitness test results will be seen in significant contributions and accomplishments block. Users can manually adjust "ACFT" to "AFT" if applicable.

Click "Next" to go to the next section.

Throughout the rating period, enter your contributions and accomplishments here.

Click "Next" to go to the next section.

Throughout the rating period, enter your contributions and accomplishments here.

Click "Next" to go to the next section.

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 ☒ Yes ☐ No

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

60%

Intellect

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

67%

Leads

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

73%

Indicate your Major performance objectives regarding your plan for self development.

Develops

Major performance objectives

Significant contributions and accomplishments

Throughout the rating period, enter your contributions and accomplishments here.

Continued Comments

Previous Exit Next Save

80%

Click "Next" to go to the next section.

Indicate your Major performance objectives regarding your plan for Achievements.

Achieves

Major performance objectives

Significant contributions and accomplishments

Throughout the rating period, enter your contributions and accomplishments here.

Continued Comments

Previous Exit Next Save

87%

Click "Next" to go to the next section.

Senior Rater comments in Part VI

Senior Rater Comments

Senior Rater Comments

Continued Comments

Previous Exit Next Save

93%

Click "Next" to go to the next section.

Support form creator can exit from the form, print a draft, or go to the signature page.

Exit Print Draft Signature Page

Evaluation Support Form# 222285 AWAY

COMPLETED

Evaluation Support Form #: 222285

Rated Soldier: SSG SQUARED AWAY

Rater: MAJ CAL E WILL

Supplementary Reviewer: COL LOSTIN SPACE

Senior Rater: LTC AL A BAMA

100%

Upon return to the signature page, the rater will be able to initial the support form indicating that counseling was completed. This occurs quarterly.

PART II - AUTHENTICATION							
a1. NAME OF RATER (Last, First, MI) FORNIA, CAL, E	a2. SSN (or DOD ID No.) 1108685804	INITIAL DATE (YYYYMMDD)	LATER DATE (YYYYMMDD)	LATER DATE (YYYYMMDD)	LATER DATE (YYYYMMDD)	LATER DATE (YYYYMMDD)	LATER DATE (YYYYMMDD)
a3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT MAJ, 42H, HOME, BOSS				a4. RATER'S EMAIL ADDRESS (.gov or .mil) cal.e.fornia.mil@army.mil			
b1. NAME OF SENIOR RATER (Last, First, MI) BAMA, AL, A	b2. SSN (or DOD ID No.) 1232838872	INITIAL	DATE (YYYYMMDD)	LATER	DATE (YYYYMMDD)	LATER	DATE (YYYYMMDD)
b3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT LTC, 42H, HOME, SENIOR BOSS				b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) al.a.bama.mil@army.mil			
c1. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI) SPACE, LOSTIN	c2. SSN (or DOD ID No.) 1232838872						
c3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT COL, 42H, HOME, ULTRA BOSS		c4. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil) lostlin.space.mil@army.mil					
d. RATED NCO'S INITIALS		INITIAL	DATE (YYYYMMDD)	LATER	DATE (YYYYMMDD)	LATER	DATE (YYYYMMDD)

See DA PAM 623 3, para. 3 1 for procedure and frequency of counseling.

The support form can be edited throughout the rating period by the rated NCO or rating officials by clicking the "Edit" button.

Edit	Create NCOER	Manage Enclosures	Delete	Exit
Evaluation Support Form# 222285				
NCO 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				
a. NAME (Last, First, Middle Initial) AY	b. SSN (or DOD ID No.)	c. GRADE/RANK SSG	d. DATE OF RANK 20200801	e. PMOSC
f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND		g. UIC	h. RATED NCO'S EMAIL ADDRESS (.gov or .mil) squared.away.mil@army.mil	
i. D AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT? ☐ No ☒		MEL:	SSD:	

Creating an NCOER

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

There are two ways to create an NCOER within EES. One is by clicking on the “*Create New NCOER*” button on the EES homepage and the other is through the support form itself. The following steps begin in the support form, but the subsequent steps are identical, regardless of the creation process. The correct series 2166-9 form will be created based on the rated NCO’s rank. Parts I, II, and III of each form are identical.

DA PAM 623-3 contains multiple Tables which provide detailed instructions for how to fill out each form.

NCOER	
Create NCOER Support Form	
Edit NCOER Support Form	
Create New NCOER	
Continue/View Active NCOERs	
Upload DA Form 2166-8.pdf-f NCOER	

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

Edit	Create NCOER	Manage Enclosures	Delete	Exit
Evaluation Support Form# 222285				
NCO 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				
a. NAME (Last, First, Middle Initial) AWAY	b. SSN (or DOD ID No.)	c. GRADE/RANK SSG	d. DATE OF RANK 20200801	e. PMOSC
f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND		g. UIC	h. RATED NCO'S EMAIL ADDRESS (.gov or .mil) squared.away.mil@army.mil	
i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT? Yes ☐ No ☒		MEL:	SSD:	

Select the “*Rated Soldier*” button at the top of the NCOER.

To edit a particular selection, choose the appropriate button below:				
Rated Soldier	Rater	Senior Rater	Supplementary Reviewer	
	Rater Enlisted Advisor	Senior Rater Enlisted Advisor		

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. Component/Status Code:

h. UIC Code: n. Rated NCO's Email Address (.gov or .mil):
Must use .gov or .mil

NOTE
The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

The Rank and Date of Rank determines the DA Form that is created. Once the NCOER is created, this information **CANNOT** be changed unless appropriate for the form number.

Complete any admin data that was not carried over from the support form. Refer to DA PAM 623 3, Chapter 3.

Only E5 and E8 reports allow the "Yes" selection here. E8s must meet specific criteria based on USASMA Resident Course graduation. Frocked NCOs (E7 to 1SG or E8 to SGM/CSM) must enter their frocked rank and date of rank.

Click "Next".

Regardless of the method by which the report is created, the following process is identical. The applicable 2166-9 form will be created based on the rated officer's rank as entered on the support form or by the creator of the evaluation when entering the rated officer's rank.

Select appropriate “Reason for Submission”, rated period, and “Non Rated Code(s)”, if applicable.

Admin Data Continued

i. Reason For Submission

j. From Date

Thru Date

k. Rated Months

Rated Days

l. Non-Rated Codes

AR 623 3, Chapter 3

You can return to the previous page at any point during the NCOER creation.

Click “Next”.

*The “From Date” is automatically populated from the last completed NCOER’s “Thru Date”. Selecting “Annual” for the reason for submission will automatically input a “Thru Date” of 365 days (366 days for a leap year) after the “From Date”.

Enter any counseling dates that were not carried over from the support form.

Counseling Dates

Initial Counseling Date

Later Counseling Date (First)

Later Counseling Date (Second)

Later Counseling Date (Third)

AR 623 3, Chapter 3

If no counseling dates are entered, the senior rater must address the missing counseling in Part V of the NCOER.

Click “Next”.

Select the “Rater” button at the top of the NCOER.

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

Rater Info

a1. Rater's Last Name: FORNIA First Name: CAL M.I.: E Suffix:

a2. Rater's DOD ID Number: **Clear DoDID**

Rater's Service Branch: USA | US ARMY

a3. Rater's Rank: Major

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

a5. PMOSC/Branch: AG

a5. Rater's Organization: HHC, 1-1 BN

a5. Duty Assignment: S1

a6. Rater's Email Address (.gov or .mil): cal.e.fornia.mil@army.mil
Must use .gov or .mil

NOTE
The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Exit Next Save Go to Signatures Print Draft

Continue 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

Click "Next".

Must contain at least five characters but no more than nine.

Complete filling out the Duty Description. Refer to DA PAM 623 3, Chapter 3.

- DA PAM 623-3, Chapter 3, block b. – Duty MOSC – Enter Duty Military Occupational Specialty Code (DMOSC). Must contain at least five characters (but no more than nine) as shown on MTOE/TDA and IPPS-A entry. If ASI and/or language skill identifier is/are required, the DMOSC will be either seven or nine characters; if the position does not require an 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 DMOSC that best matches the officer position.

Select “No APFT” and follow the succeeding prompts. Refer to Appendix A for the proper procedure.

AR 600 9, Chapter 3

Performance Evaluation

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

LEAVE DATE BLANK!

Required Comments (optional with “Pass” rating)

Follow the instructions that appear in the pop-up windows after selecting “No APFT” from the drop-down menu. Rater must also explain ACFT/AFT and/or ht/wt failure. DA PAM 623-3, Chapter 3.

Previous Exit Next Save Go to Signatures Print Draft

Click “Next”.

- Until the NCOER form is updated with the latest guidance and includes the AFT annotation on the form, users must follow published MILPER Messages and Army Directives for the proper entry format for Part IV, blocks a. and b.
- Comments are mandatory for ACFT/AFT status of “FAIL”, “No ACFT/AFT”, “PROFILE” (only if it hinders duty performance), “PREGNANT/POST PARTUN”, and “NO” for AR 600-9 compliance. See DA PAM 623-3 for how to annotate those comments.
- DA PAM 623-3, Chapter 3—the PASS or FAIL date of the ACFT/AFT must be the most recent test administered by the unit; it must be within 12 months prior to the THRU date on the NCOER (this date does NOT have to have been within the rated period if that period is less than 12 rated months). If the rated NCO was unable to participate in the most recent record ACFT/AFT (for example, due to a profile or pregnancy), his/her status at that time will be documented appropriately.

Bullet comments are required for SGT 1SG/MSG

Substantive comments required for “FAR EXCEEDED STANDARD”, “EXCEEDED STANDARD”, and “DID NOT MEET STANDARD.”

Refer to ADRP 6 22 and ADP 6 22 for additional information on Army’s attributes and core leader competencies.

Performance Evaluation Comments

Character

MET STANDARD DID NOT MEET STANDARD

Character

Mandatory comments for SHARP adherence go here.

Presence

FAR EXCEEDED STANDARD EXCEEDED STANDARD MET STANDARD DID NOT MEET STANDARD [Dual Rater Special Instructions](#)

Presence

Mandatory comments to support “DID NOT MEET STANDARD” are required.

Intellect

FAR EXCEEDED STANDARD EXCEEDED STANDARD MET STANDARD DID NOT MEET STANDARD [Dual Rater Special Instructions](#)

Intellect

SGT NCOERs will only have “MET STANDARD” and “DID NOT MEET STANDARD” box options.

Historical Comments

Raters can view comments they’ve made on previous NCOERs.

Previous Exit Next Save Go to Signatures Print Draft

Click “Next”.

- 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 SHARP. This assessment should identify, as appropriate, any significant actions or contributions the rated NCO made toward—
 - Promoting the personal and professional development of subordinates.
 - Ensuring the fair, respectful treatment of unit personnel.
 - Establishing a workplace and overall command climate that fosters dignity and respect for all members of the unit.
 - Failing to foster a climate of dignity and respect and adherence to SHARP.

- 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 Part IV, c. through i.). Standardized rules apply to bullet comments on NCOERs. Bullet comments will—
 1. Be short, concise, and to the point. Bullets will not exceed two lines in length, 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 competency the bullet fits best (or is most applicable).

Bullets should be short, concise, and to the point, starting with action words (verbs) or possessive pronouns (his or her). Bullets must not exceed two lines in length.

Comments must be preceded by a small "o" and start with a small letter unless the first word 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

Performance NCO Evaluation Comments Continued

Leads

[Dual Rater Special Instructions](#)

FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☐ DID NOT MEET STANDARD ☐

Leads

Develops

[Dual Rater Special Instructions](#)

FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☐ DID NOT MEET STANDARD ☐

Develops

Achieves

[Dual Rater Special Instructions](#)

FAR EXCEEDED STANDARD ☐ EXCEEDED STANDARD ☐ MET STANDARD ☐ DID NOT MEET STANDARD ☐

Achieves

Historical Comments

Previous Exit Next Save Go to Signatures Print Draft

Click "Next".

Enter the number of NCOs in this grade that you currently rate. The number cannot be zero or blank.

Enter overall performance bullet comments and select the appropriate rating.

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	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
☐	☐	☐	☐
0	0	0	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).

Historical Comments

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".

SGT NCOERs will not have these performance boxes.

[Where's the Lock Button?](#)

- DA PAM 623-3, Chapter 3 – Rater Overall Performance
 - The rater assesses 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 most of the NCOs in the rater's population. If the performance assessment is consistent with most of the NCOs in the rater's population, the rater will select the radio button under "MET STANDARD". If the rated NCO's performance exceeds that of most of the NCOs in the rater's population, the rater will select the radio button under "EXCEEDED STANDARD" or "FAR EXCEEDED STANDARD". (The intent is for raters to use these two boxes when identifying the upper third of NCOs placed with the "FAR EXCEEDED STANDARD" box.) If the rated NCO's performance is below most of the NCOs in the rater's population for that grade and the rater believes the rated NCO should be further developed, and/or the rated NCO's performance has not met standards required of an Army NCO, the rater will select the radio button under "DID NOT MEET STANDARD".

2. 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” being able to be selected by the rater.
3. Bullet comments are mandatory and should compare the rated NCO’s performance against his or her contemporaries during the evaluation period (see AR 623-3). The focus is on performance results achieved and how they were achieved.

Once the rater verifies the rated Soldier’s rank, date of rank, and overall performance rating have been selected and input, the rater clicks on the “*Rater Lock*” button, then on the “*Click Here to Sign*” button.

PART II - AUTHENTICATION			
a1. NAME OF RATER (Last, First, Middle Initial) FORNIA, CAL, E	a2. SSN (or DOD ID No.) 1108685804	a3. RATER'S SIGNATURE Click Here to Sign Rater Lock	a4. DATE (YYYYMMDD)

SGM/CSM NCOER Part IV

Select “No APFT” and follow the succeeding prompts. Refer to Appendix A for the proper procedure.

AR 600 9, Chapter 3

Comments must be in NARRATIVE format

Performance Evaluation

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

LEAVE DATE BLANK!

Required Comments (optional with "Pass" rating)

Follow the instructions that appear in the pop-up windows after selecting “No APFT” from the drop-down menu. Rater must also explain ACFT/AFT and/or ht/wt failure. DA PAM 623-3, Chapter 3.

Previous Exit Next Save Go to Signatures Print Draft

Click “Next”.

- Until the NCOER form is updated with the latest guidance and includes the AFT annotation on the form, users must follow published MILPER Messages, PPOMs (ARNG), and Army Directives for the proper entry format for Part IV, blocks a. and b.
- Comments are mandatory for ACFT/AFT status of “FAIL”, “No ACFT/AFT”, “PROFILE” (only if it hinders duty performance), “PREGNANT/POST PARTUM”, and “NO” for AR 600-9 compliance. See DA PAM 623-3 for how to annotate those comments
- DA PAM 623-3, Chapter 3 – the PASS or FAIL date of the ACFT/AFT must be the most recent test administered by the unit; it must be within 12 months prior to the THRU date on the NCOER (this date does NOT have to have been within the rated period if that period is less than 12 rated months). If the rated NCO was unable to participate in the most recent record ACFT/AFT (for example, due to a profile or pregnancy), his/her status at that time will be documented appropriately.
- 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 SHARP. 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. Failing to foster a climate of dignity and respect and adherence to SHARP.

Comments must be in NARRATIVE format

Performance Evaluation Comments

Character

MET STANDARD ☒ DID NOT MEET STANDARD ☐

Character

Mandatory comments for SHARP adherence go here.

Historical Comments

Previous Exit Next Save Go to Signatures Print Draft

Click “Next”.

Comments must be in NARRATIVE format

Performance NCO Evaluation Comments Continued

Comments

Rater Performance Assessment

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).

Historical Comments

Previous Exit Next Save Go to Signatures Print Draft

Click "Next".

Enter the number of NCOs in this grade that you currently rate. The number cannot be zero or blank.

Enter overall performance Comments must be in NARRATIVE format.

Overall Performance

Is this individual serving as both the Rater and Senior Rater?

☐ Yes ☒ No

e. No. of NCOs currently rated in this grade

FAR EXCEEDED STANDARD EXCEEDED STANDARD MET STANDARD DID NOT MEET STANDARD

☐ ☐ ☐ ☐

0 0 0 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.

f. Comments

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).

Historical Comments

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".

Rater clicks on the "Rater Lock" button, then on the "Click Here to Sign" button.

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, Middle Initial) FORNIA, CAL, E	a2. SSN (or DOD ID No.) 1108685804	a3. RATER'S SIGNATURE Click Here to Sign Rater Lock	a4. DATE (YYYYMMDD)
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Select the "Senior Rater" button on the top of the NCOER.

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

Rated Soldier

Rater

Senior Rater

Supplementary Reviewer

Rater Enlisted Advisor

Senior Rater Enlisted Advisor

Continue filling out any admin data that was not carried over from the support form.

Senior Rater Info

b1. Senior Rater's Last Name First Name M.I. Suffix
BAMA AL A

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

Senior Rater's Service Branch
USA | US ARMY

b5. Senior Rater's Rank Lieutenant Colonel

Promotable Info
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
al.a.bama.mil@army.mil
Must use .gov or .mil

NOTE
The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Exit Next Save Go to Signatures Print Draft

Click "Next".

Determine if a supplementary reviewer is required (AR 623 3, Chapter 2).

Is the rated NCO available for signature? There is a difference between being available and refusing to sign.

Senior rater comments must address the Soldier's potential.

See AR 623 3, Chapter 2 and Table 2 1, for senior rater qualifications. Also refer to DA PAM 623 3, Chapter 3.

Enter the number of NCOs in this grade that you currently rate. The number cannot be zero or blank.

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

Click "Next".

- 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 is prohibited:
 - 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" or "MOST QUALIFIED".
 - Specific selection board-type language. An example of this is, "definitely a 6+ Soldier".

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

b1. NAME OF SENIOR RATER (Last, First, Middle Initial) BAMA, AL, A	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE Click Here to Sign	b4. DATE (YYYYMMDD)
---	-------------------------	--	---------------------

After thoroughly reviewing the evaluation, the rated Soldier can now click on the *“Click Here to Sign”* button on the evaluation and sign the NCOER.

RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.						
d1. COUNSELING DATES	INITIAL 20210930	LATER 20211215	LATER 20220314	LATER 20220606	d2. RATED NCO'S SIGNATURE  Click Here to Sign	d3. DATE (YYYYMMDD)

***NOTE:** The rated NCO’s signature verifies the administrative data in Parts I, II, and III, as well as the ACFT and height/weight entries in Part IV, blocks a. and b. The signature is NOT intended to indicate concurrence with the rater’s or senior rater’s assessment of the rated NCO.

If a supplementary reviewer is not required (AR 623 3, Chapter 3), the evaluation can now be submitted to HQDA by the senior rater for processing.

Check For Errors	Print For Manual Submission	Exit	 Submit to HQDA	Manage Enclosures	Delete
------------------	-----------------------------	------	--	-------------------	--------

If a supplementary reviewer is required (AR 623 3, Chapter 3), click on the *“Supplementary Reviewer”* button before anyone signs the report.

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

Rated Soldier	Rater	Senior Rater	 Supplementary Reviewer
	Rater Enlisted Advisor	Senior Rater Enlisted Advisor	

Continue filling out any admin data that was not carried over from the support form.

Supplementary reviewer will indicate if they desire to provide any comments.

Supplementary Reviewer Info

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

c2. DOD ID Number

[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

NOTE
The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Exit Next Save Go to Signatures Print Draft

Click "Next".

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

c1. SUPPLEMENTARY REVIEW REQUIRED? ☒ Yes ☐ No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, Middle Initial) GINIA, WEST, V
c4. COMMENTS ENCLOSED? ☐ Yes ☒ No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE  Click Here to Sign

The senior rater can now submit the evaluation to HQDA for processing

Creation of an OER Support Form

Create Support Form: Click on applicable button

A screenshot of a web interface showing two columns of buttons. The left column is titled 'OER' and contains two buttons: 'Create OER Support Form' and 'Edit OER Support Form'. The right column is titled 'NCOER' and contains two buttons: 'Create NCOER Support Form' and 'Edit NCOER Support Form'. A yellow arrow points from the text box on the left to the 'Create OER Support Form' button.

In the event any of this information is incorrect or incomplete, the OER creator can manually update it.

Enter applicable information for: rated officer, rater, senior rater, and Intermediate rater (if applicable)

A screenshot of the 'Evaluation Support Form Individual Lookup' form. The form has a title bar with 'Cancel' and 'Next' buttons. Below the title bar is a red oval containing the instruction: 'Enter the 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)'. The form is divided into sections: 'Rated Officer', 'Promotable Info', 'Frocked Info', 'Rater', 'Senior Rater', and 'Intermediate Rater (optional)'. Each section contains fields for 'DOD ID Number', 'Last Name', and 'Email', along with a '[Switch to search by SSN]' checkbox. The 'Rated Officer' section also includes a 'Rank' dropdown, a 'Date of Rank' field with a calendar icon, and a 'Clear Rank Date' button. The 'Promotable Info' and 'Frocked Info' sections each have a question with 'Yes' and 'No' radio buttons. The 'Rater' section includes a question 'Is this individual serving as both the Rater and Senior Rater?' with 'Yes' and 'No' radio buttons. The 'Senior Rater' and 'Intermediate Rater' sections also have the same fields as the 'Rated Officer' section. A yellow arrow points from the text box on the left to the 'Rated Officer' section. Another yellow arrow points from the text box on the right to the 'Rated Officer' section. A yellow arrow points from the text box on the right to the 'Rater' section. A yellow arrow points from the text box on the right to the 'Senior Rater' section. A yellow arrow points from the text box on the right to the 'Intermediate Rater' section. A yellow arrow points from the text box on the right to the 'Rater' section's 'Yes' radio button. A yellow arrow points from the text box on the right to the 'Next' button at the bottom.

Can switch between SSN and DoDIDN. Use this when entering an International Officer ID number.

Sometimes, the rater is also the senior rater. In such cases, click on Yes and the senior rater's information will be copied from the rater's information.

Email data comes from DMDC. It defaults to upper case but can be modified to lower case. User can also correct errors manually. Email address must be a *.mil address.

Click "Next".

Confirm applicable information is correct, then click "Next".

Previous Cancel Next

Evaluation Support Form Creation Confirmation

Role	DOD ID Number/SSN	Name	Email	Importing Data
Rated Soldier	1234567890	NA	carol.i.na.mil@army.mil	No
Rater	2345678901	YUH	george.yuh.mil@army.mil	No
Intermediate Rater				No
Senior Rater	3456789012	LAND	mary.land.mil@army.mil	No

Selecting "Next" will initiate an Officer 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.

Previous Cancel Next

Complete the admin data for the rated officer.

Admin Data

a. Last Name: NA First Name: CAROL M.I.: I Suffix:

b. DOD ID Number: 1234567890 Validate DoDID

[Switch to search by SSN] ☐

c. Rank: CPT d. Date of Rank: 20230101 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: Status Code:

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

h. UIC Code: i. Thru Date of Last Completed Eval: 20220331 Clear Thru Date

j. Rated Officer's AKO Email Address: carol.i.na.mil@army.mil
Must use .gov or .mil

NOTE: The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Exit Next Save

There is a status bar at the bottom of the page indicating your progress.

Click "Next".

21%

Verification of Face-to-Face Discussion

Initial Counseling

Date of Initial Counseling

Clear Initial Date

Support form available for Rated Officer by Rater on

Clear Rater Date

Support form available for Rated Officer by Senior Rater on

Clear Senior Rater Date

First Followup Counseling

Date

Clear 1st Followup Date

Second Followup Counseling

Date

Clear 2nd Followup Date

Third Followup Counseling

Date

Clear 3rd Followup Date

Previous

Exit

Next

Save

Enter appropriate counseling dates.

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

Click "Next".

DA PAM 623 3, Chapter 2

If you've completed this part and returned to the support form, you can jump to specific sections from here.

Must be in narrative format and written in active voice, e.g., "performs", "maintains", etc.

Duty title and AOC information should come from unit MTOE/TDA. If actual duties don't match MTOE/TDA, enter duty title closest to what officer is performing. AOC must contain first five characters of AOC from MTOE/TDA (e.g., 42H00). Branch code is optional.

Continued Comments

Jump

Previous

Exit

Next

If more information is required, click on "Continued Comments". This opens another free text box and is displayed on page three of the finalized support form.

Click "Next".

Input major performance objectives.

Performance Objectives and Accomplishment

Indicate Your Major Performance Objectives

List Significant Contributions

Continued Comments

Previous Exit Next Save

50%

Click "Next" to go to the next section.

Indicate your Major performance objectives regarding your Character.

Character

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

53%

Click "Next" to go to the next section.

Disregard APFT Goals entries here until AFT information is updated on the form. You should enter AFT goals as objectives.

Presence

APFT Goals

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

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

64%

Throughout the rating period, enter your contributions and accomplishments here.

Click "Next" to go to the next section.

Indicate your Major performance objectives regarding your Intellect.

Intellect

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

71%

Throughout the rating period, enter your contributions and accomplishments here.

Click "Next" to go to the next section.

Indicate your Major performance objectives regarding how you want to lead.

Leads

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

79%

Throughout the rating period, enter your contributions and accomplishments here.

Click "Next" to go to the next section.

Indicate your Major performance objectives regarding your plan for self development.

Develops

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

86%

Throughout the rating period, enter your contributions and accomplishments here.

Click "Next" to go to the next section.

Indicate your Major performance objectives regarding your plan for Achievements.

Achieves

Major performance objectives

Significant contributions and accomplishments

Continued Comments

Previous Exit Next Save

93%

Throughout the rating period, enter your contributions and accomplishments here.

Click "Next" to go to the next section.

Rater provides self development goals for the rated officer.

Senior rater inputs comments as needed.

Goals & Comments

Rater Self Development Goals

Senior Rater Comments

Continued Comments

Previous Exit Save

100%

Click "Save".

Jump To

Rated Officer
Rater Info
Counseling
Duties & Responsibilities
Performance Objectives
Character
Presence
Intellect
Leads
Develops
Achieves
Self Development
Signature Page

After clicking "Save", click on "Jump To" and select the Signature Page.

Rated officer signs support form indicating when initial counseling took place and when follow up counseling took place. After signing, the rater and senior rater enter their signature/initials.

PART III - VERIFICATION OF FACE-TO-FACE COUNSELING

MANDATORY RATER/RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIES, AND PERFORMANCE OBJECTIVES. RATING PERIOD TOOK PLACE ON (DATE) 20220413

RATED OFFICER INITIALS [Click Here to Sign](#)

RATER INITIALS

SENIOR RATER INITIALS

RATED OFFICER ACCESS TO SUPPORT FORMS PRIOR TO INITIAL COUNSELING: RATER (Date 20220413) SENIOR RATER (Date 20220413)

PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:

COUNSELING SESSION	DATE	RATED OFFICER INITIALS	RATER INITIALS	SENIOR INITIALS
FIRST FOLLOW-UP	20220720	Click Here to Sign		
SECOND FOLLOW-UP	20221011	Click Here to Sign		
THIRD FOLLOW-UP	20230118	Click Here to Sign		

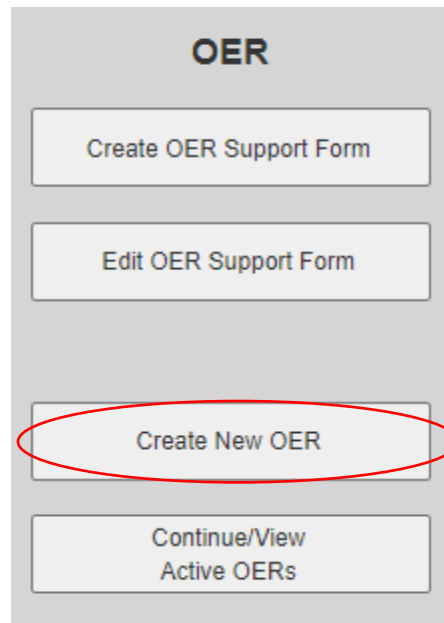
Creating an OER

There are two ways to create an OER within EES.

Above the completed support form, click on the “Create OER” button.



The other way is to click on the “Create New OER” button on the EES homepage.



Regardless of the method by which the report is created, the following process is identical. The applicable 67-10 form will be created based on the rated officer’s rank as entered on the support form or by the creator of the evaluation when entering the rated officer’s rank.

*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.

The following screens show the company grade form (DA Form 67-10-1).

Click on the "Rated Soldier" button.

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

Rated Soldier	Rater	Intermediate Rater	Senior Rater	Supplementary Reviewer
---------------	-------	--------------------	--------------	------------------------

Complete any admin data that was not carried over from the support form. Refer to DA PAM 623 3, Chapter 2.

Admin Data

a. Last Name: NA First Name: CAROL M.I.: I Suffix:

b. DOD ID Number: 1234567890

[Switch to search by SSN] ☐

c. Rank: CPT d. Date of Rank: 20230101

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: Status Code:

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

g. Major Command:

h. UIC Code: n. Rated Officer's AKO Email Address: carol.i.na.mil@army.mil
Must use .gov or .mil

NOTE
The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Click "Next".

Select appropriate "Reason for Submission," rating period, and "Non Rated Code(s)" (if applicable)

Admin Data Continued

i. Reason for Submission

j. From Date

j. Thru Date

k. Rated Months

Rated Days

l. Non-Rated Codes

AR 623 3, Chapter 2

You can return to the previous page at any point during the NCOER creation.

Click "Next".

*Selecting "Annual" for the reason for submission will automatically input a date that is 365 days (366 for a leap year) after the "From Date" entry into the "Thru Date" box. If it does not, the individual creating the report can manually input the date.

Verify the information here, then click "Next".

Doc ID # 1112341 NA - 1234567890 Rating Period: - This evaluation is not referred.

Please click next to continue.

Click on the "Rater" button.

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

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: FORNIA First Name: CAL M.I.: E Suffix:

a2. Rater's DOD ID Number: 1234567890

Rater's Service 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: cal.e.fornia.mil@army.mil
Must use .gov or .mil

NOTE
The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Click "Next".

Complete all admin data not auto populated from the support form. Refer to DA PAM 623 3, Chapter 2.

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).

PRINCIPAL DUTY TITLE:

POSITION AOC/BR:

State the rated soldier's significant duties and responsibilities.

Position AOC or branch will contain, at a minimum, the first five characters of the position requirements code derived from the unit TDA/MTOE or closest match for duties performed (e.g., 42B00).

Click "Next".

Select "No APFT" and follow the succeeding prompts. Refer to Appendix A for the proper procedure.

AR 600 9, Chapter 3

Performance Evaluation

APFT Rating APFT Date **LEAVE DATE BLANK!** Height (inches) Weight (lbs) Within Standards ☐ Yes ☐ No

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

Follow the instructions that appear in the pop-up windows after selection "No APFT" from the drop-down menu and guidance in DA PAM 623-3, Chapter 2.

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**

☐ ☐ ☐ ☐

[Where's the Lock Button?](#)

Comments for Overall Performance Rating

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

*See Appendix A for ACFT and AFT entry guidelines and examples

- Until the OER form is updated with the latest guidance and includes the AFT annotation on the form, users must follow published MILPER Messages, PPOMs (ARNG), and Army Directives for the proper entry format for Part IV, block a.
- Comments are mandatory for ACFT/AFT status of "FAIL", "No ACFT/AFT", "PROFILE" (only if it hinders duty performance), "PREGNANT/POST PARTUM", and "NO" for AR 600-9 compliance. See DA PAM 623-3 for how to annotate those comments.
- DA PAM 623-3, Chapter 2 – the PASS or FAIL date of the ACFT/AFT must be the most recent test administered by the unit; it must be within 12 months prior to the THRU date on the OER (this date does NOT have to have been within the

rated period if that period is less than 12 rated months). If the rated officer was unable to participate in the most recent record ACFT/AFT (for example, due to a profile or pregnancy), his/her status at that time will be documented appropriately.

This entry only appears on the DA Form 67 10 1 and 67 10 2.

Enter the number of officers in this grade that you current rate.

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

☐

[Where's the Lock Button?](#)

Comments for Overall Performance Rating

Rater comments are limited to the rated officer's PERFORMANCE ONLY. Comments on potential such as future military schooling, promotion, or assignments is prohibited (AR 623-3, Chapter 3).

Historical Comments

Is this individual serving as both the Rater and Senior Rater?

☐ Yes ☒ No

Previous

Exit

Next

Save

Go to Signatures

Print Draft

Click "Next".

- DA PAM 623-3, Chapter 2 – Overall Performance Rating
 1. The rater assesses the rated officer's overall performance when compared with all other officers of the same rank the rater has previously rated or currently has in his or her rated population.
 2. This performance is evaluated in terms of the majority of officers in the rater's population. If the performance assessment is consistent with the majority of officers in that grade, the rater will select the radio button under "PROFICIENT". If the rated officer's performance exceeds that of the majority of officers in the rater's population, the rater will select the radio button under "EXCELS". The intent is for the rater to use this box to identify the upper third of officers for each rank. In order to maintain a credible profile, the rater must have less than 50 percent of the ratings of a rank in the "EXCELS" category. Fifty percent or more in the "EXCELS" category will result in a "PROFICIENT" label. If the rated officer's performance is below the majority of officers in the rater's population for that grade and the rater believes the rated officer should be further developed, the rater will select

the radio button under “CAPABLE”. If the rated officer’s performance is below the majority of officers in the rater’s population for that grade and the rater does not believe the rated officer’s performance has met standards required of an Army officer, the rater will select the radio button under “UNSATISFACTORY”.

Input narrative comments for each performance block. Refer to DA PAM 623 3, Chapter 2.

Performance Evaluation Comments

Character

Mandatory comments for SHARP adherence go here.

Presence

Intellect

Historical Comments

Previous Exit Next Save Go to Signatures Print Draft

Click “Next”.

- 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 SHARP. 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. Failing to foster a climate of dignity and respect and adherence to SHARP.

Input narrative comments for each performance block. Refer to ADRP 6 22 and ADP 6 22 for additional information on Army's attributes and core leader competencies as well as DA PAM 623 3, Chapter 2.

Performance Evaluation Comments Continued

Leads

Develops

Achieves

Historical Comments

Have you annotated any negative comments within your narrative?

☐ Yes ☐ No

Previous Exit Next Save Go to Signatures Print Draft

If there are any negative comments in the rater's portion, the rater must select "Yes" here. This will make the report a "Referred" report.

Click "Next".

The rater must click on the "Rater Lock" button in order to lock in their performance box check, the rated officer's rank, and the rated officer's date of rank. Rater cannot click on the "Click Here to Sign" button until it is locked.

PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VI and the administrative data is correct)			
a1. NAME OF RATER (Last, First, Middle Initial) FORNIA, CAL, E	a2. SSN (or DOD ID No.) 1108685804	a3. RANK MAJ	a4. POSITION Boss
a5. EMAIL ADDRESS (.gov or .mil) cal.e.fornia.mil@army.mil	a6. RATER'S SIGNATURE Why Can't I sign? Rater Lock		a7. DATE(YYYYMMDD)

When the rater clicks on the "Rater Lock" button, this warning message occurs. This is just a warning that is cleared when the rater clicks the "OK" button. Note that if the rater wants to change the rating or Soldier's rank, the rater's senior rater must approve the profile unlock.

evalentry.hrc.army.mil says

WARNING: You are locking your Overall Performance Rating and the rated Soldier's rank. To get the report unlocked, you must submit a request, approved by your senior rater, to HQDA

OK Cancel

When the rater clicks the signature button, this warning will appear. If the rater is confident in the overall performance selection they've made, they should click "OK". If not, the rater should click "Cancel" to go back into the report and make necessary adjustments before signing. If the rater signs the evaluation and then wants to change their box selection, they must submit an unlock request memorandum endorsed by their rater and senior rater to HQDA. See "Tips & Facts" later in this guide.

evalentry.hrc.army.mil says

Your digital signature has the same legal effect and consequences as a hand written signature. Your digital signature acknowledges that you are the rater (the immediate supervisor of the rated officer) as identified on the established rating chain and meet the criteria to serve as the designated rating official IAW AR 623-3. Your signature confirms and verifies your portion of the evaluation has been prepared administratively correct in accordance with Army Regulation 623-3. Department of Army Pamphlet 623-3 and your provided assessment represents your considered opinion and objective judgment of the rated officer at the time of preparation.

OK

Cancel

The senior rater can now click on the "Senior Rater" button

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

Rated Soldier	Rater	Intermediate Rater	Senior Rater	Supplementary Reviewer
---------------	-------	--------------------	--------------	------------------------

Doc ID # 289585

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.
---	--

Senior Rater Info

c1. Senior Rater's Last Name	First Name	M.I.	Suffix
ANA	LOUIS	C	

c2. Senior Rater's DOD ID Number 

Senior Rater's Service Branch
 USMC | US MARINE CORP 

c3. Senior Rater's Rank
 LTCOL | LIEUTENANT COLONEL 

c4. Senior Rater's Position
 DEP CDR

c5. Senior Rater's Organization
 1-3 BDE

c8. Senior Rater's Phone Number
 1234567890

c9. Senior Rater's E-mail Address
 louis.c.ana@usmc.mil
 Must use .gov or .mil

NOTE
 The entire entered email address will be saved in the system, but it may be truncated on the printed form if it exceeds the space allowable.

Exit Next Save Go to Signatures Print Draft

Complete all admin data not auto populated from the support form. Refer to DA PAM 623 3, Chapter 2.

Click "Next".

Refer to DA PAM 623 3, Chapter 2

Enter the number of officers in this grade that you currently senior rate. It cannot be zero or blank. Refer to DA PAM 623 3, Chapter 2.

Sr. Rater Potential Rating

Is a supplementary review required? ☐ Yes ☒ No

Compared Potential [Profile Stats](#) 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%) ☐ Highly Qualified ☐ Qualified ☐ Not Qualified ☐

Comment on Potential

Historical Comments

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

Input narrative comments focusing on the rated officer's potential. Refer to DA PAM 623 3, Chapter 2.

List up to three (minimum of two) successive assignments. Refer to DA PAM 623 3, Chapter 2.

Click "Next".

If there are any negative comments in the rater's portion, the rater must select "Yes" here. This will make the report a "Referred" report.

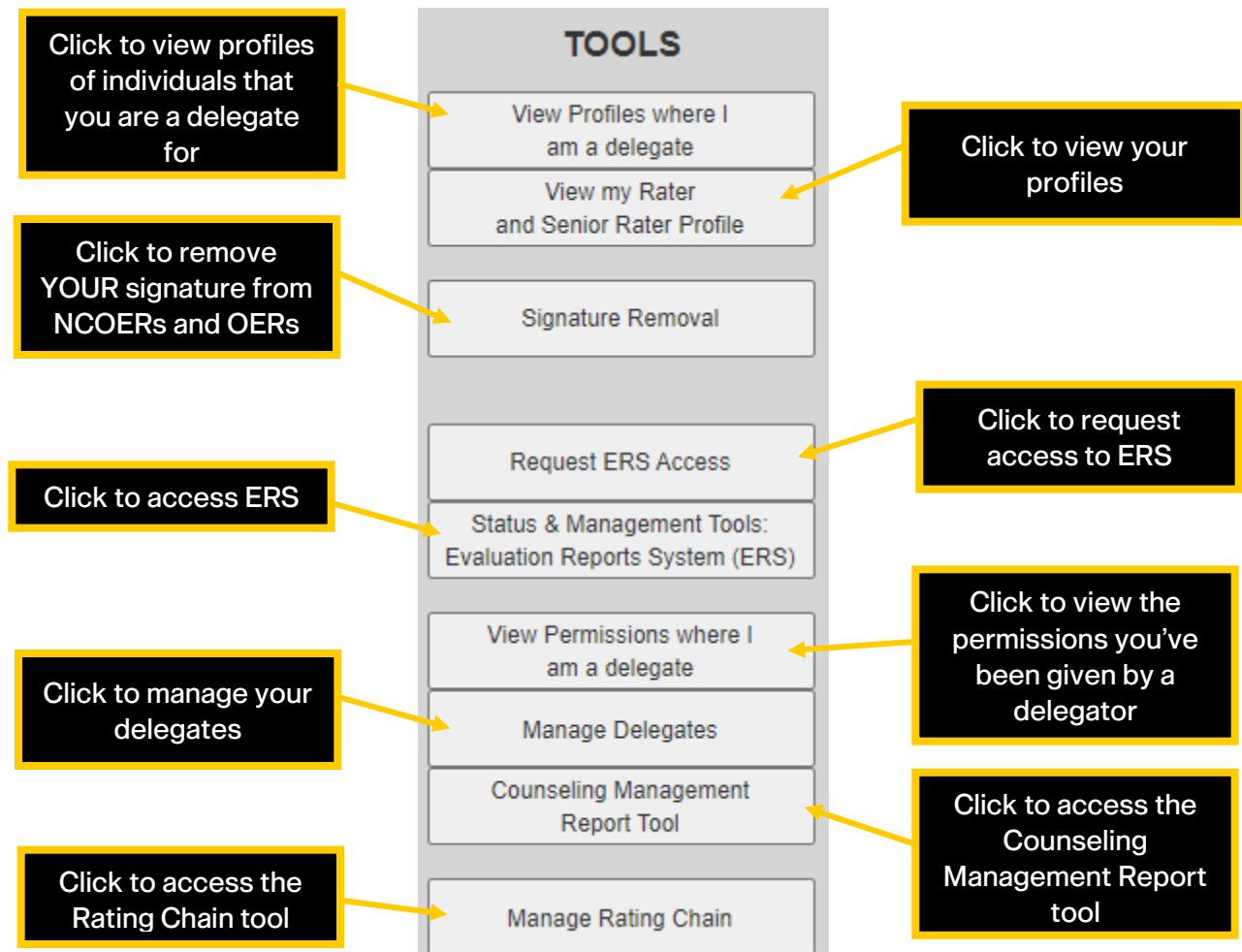
- DA PAM 623-3, Chapter 2 – Senior Rater Potential Box Check
 1. The senior rater assesses the rated officer's overall potential when compared with all other officers of the same rank the senior rater has previously rated or currently has in his or her rated population.
 2. This potential is evaluated in terms of the majority of officers in the population. If the potential assessment is consistent with the majority of officers in that grade the senior rater will select the radio button under "HIGHLY QUALIFIED". If the rated officer's potential exceeds that of the majority of officers in the senior rater's population, the senior rater will place an "X" in the "MOST QUALIFIED" box. The intent is for the senior rater to use this box to identify the upper third of officers for each rank. In order to

maintain a credible profile, the senior rater must have less than 50 percent of the ratings of a rank in the “MOST QUALIFIED” top box. Fifty percent or more in the “MOST QUALIFIED” top box will result in a “HIGHLY QUALIFIED” label. If the rated officer’s potential is adequate, but beneath the majority of officers in the senior rater’s population for that grade and the senior rater believes the rated officer should be retained for further development, the senior rater will place an “X” in the “QUALIFIED” box. If the rated officer’s potential is below the majority of officers in the senior rater’s population for that grade and the senior rater does not believe the rated officer should be retained, the senior rater will place an “X” in the “NOT QUALIFIED” box.

As long as the rater’s signature is on the report, the senior rater can now click on the “Click Here to Sign” button on the evaluation and sign the OER.

c1. NAME OF SENIOR RATER (Last, First, Middle Initial) ANA, LOUIS, C			c2. SSN (or DOD ID No.)	c3. RANK LTCOL	c4. POSITION DEP CDR
c5. SENIOR RATER'S ORGANIZATION 1-3 BDE	c6. BRANCH USMC	c7. COMPONENT NONE	c9. EMAIL ADDRESS (.gov or .mil) louis.c.ana@usmc.mil		
c8. SENIOR RATER PHONE NUMBER 123-456-7890		c10. SENIOR RATER'S SIGNATURE 			c11. DATE(YYYYMMDD)

EES TOOLS



- Signatures must be removed from an evaluation report in reverse order (Supplementary Reviewer, Rated Soldier, Senior Rater, and Rater). Failure to remove signatures in reverse order will result in locking individuals out of the report.

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

Rater Profiles

2 items found, displaying all items

Rater profiles for OERs

Role	Rank Rated	EXCELS	PROFICIENT	CAPABLE	UNSATISFACTORY
RATER	MAJ	4	5	0	0
RATER	CW4	1	4	0	0

Rater Tendency

One item found.

Rater Tendency for NCOERs

Role	Rank Rated	FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
RATER	1SG/MSG	2	0	0	0

Senior Rater Profile

5 items found, displaying all items.

Senior Rater Profile for NCOERs and OERs

Role	Rank Rated	MOST QUAL / MULTI STAR	HIGHLY QUAL / PROMOTE TO BG	QUAL / RETAIN AS COL	UNQUAL / UNSATISFACTORY
SENIOR RATER	MAJ	0	0	0	0
SENIOR RATER	CPT	1	3	0	0
SENIOR RATER	SSG	1	1	0	0
SENIOR RATER	SFC	0	0	0	0
SENIOR RATER	1SG/MSG	0	1	0	0

View my Rater and Senior Rater Profiles

Rater Profiles

2 items found, displaying all items.

Rater profiles for OERs

Role	Rank Rated	EXCELS	PROFICIENT	CAPABLE	UNSATISFACTORY
RATER	MAJ	4	5	0	0
RATER	CW4	1	4	0	0

Rater Tendency

One item found.

Rater Tendency for NCOERs

Role	Rank Rated	FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD
RATER	1SG/MSG	2	0	0	0

Senior Rater Profile

5 items found, displaying all items.

Senior Rater Profile for NCOERs and OERs

Role	Rank Rated	MOST QUAL / MULTI STAR	HIGHLY QUAL / PROMOTE TO BG	QUAL / RETAIN AS COL	UNQUAL / UNSATISFACTORY
SENIOR RATER	MAJ	0	0	0	0
SENIOR RATER	CPT	1	3	0	0
SENIOR RATER	SSG	1	1	0	0
SENIOR RATER	SFC	0	0	0	0
SENIOR RATER	1SG/MSG	0	1	0	0

Signature Removal – Signatures should be removed from the signature page in the active evaluation screen *IN REVERSE ORDER*. When an error occurs, use this tool.

Search function to locate a specific evaluation

Filter Lists:

Rated Soldier Last Name: Rated Soldier UIC: Eval ID: DOD ID Number: SSN:

OER Signatures

2 items found, displaying all items.

EvalID	Thru Date	Rated Soldier	Signed?	Rater	Signed?	Senior Rater	Signed?	Intermediate Rater	Signed?	Reviewer	Signed?	Status	Your Role
289585	20230720	BULL, JESSICA 2LT	NO	FORNIA, CAL LTC	YES	ANA, LOUIS	YES		NO		NO	Draft	SENIOR RATER
289585	20230720	BULL, JESSICA 2LT	NO	FORNIA, CAL LTC	YES	ANA, LOUIS	YES		NO		NO	Draft	RATER

Export options: [CSV](#) [Excel](#)

*Click row to remove the signature.

NCOER Signatures

One item found.

EvalID	Thru Date	Rated Soldier	Signed?	Rater	Signed?	Senior Rater	Signed?	Reviewer	Signed?	Status	Your Role
274048	20190301	ZBXCBBXC, DSGGG SFC	NO	GATES, JEFFREY CW2	YES	GATES, JEFFREY LTC	NO		NO	Draft	DELEGATE for RATER

Export options: [CSV](#) [Excel](#)

*Click row to remove the signature.

Search function to locate a specific evaluation

Warning: You are about to remove your signature as a PERSON on Evaluation #### for the rated Soldier:

Are you sure you want to continue?

Yes

No

Confirm you want to remove signature

- Signatures must be removed from an evaluation report in reverse order (Supplementary Reviewer, Rated Soldier, Senior Rater, and Rater). Failure to remove signatures in reverse order will result in locking individuals out of the report. Soldiers who lose access to a report will have to use the Signature Removal tool.

Request Evaluation Reports System (ERS) Access

- Access should be granted within two hours of request
- Access is revoked after 30 days of non-use

evaluations.hrc.army.mil says

Provisioning and access to the Evaluation Reporting System (ERS) may take up to two hours. Please be aware of the time requirement when trying to access the system.

OK

Accessing ERS

Click here to access ERS main. You can also click on the Dashboards drop down menu to the right to see the same menu options.

Available Dashboards for Fonia, Cal E AA LTC

ASBS 2.0 Am I Being Considered? Board Eligibility - (Guard Only) Board Eligibility	ERS Combined Evaluation Reporting System (ERS)	ERS Dash 2 DASH 2 - Rater DASH 2 - Senior Rater
--	--	---

ASBS 2.0 Access **Status Reports** **Rater and Senior Rater Profile information & Timeliness Reports**

The above options are also available at the top right corner of ERS by clicking on the "Dashboards" drop down menu.

Home | Dashboards ▾ | Create ▾ | Open ▾ | Signed In As

- Most Recent(Home Page - page 1)
- ASBS 2.0
 - Am I Being Considered?
 - Board Eligibility - (Guard Only)
 - Board Eligibility
- ERS Combined
 - Evaluation Reporting System (ERS)
- ERS Dash 2
 - DASH 2 - Rater
 - DASH 2 - Senior Rater

You may select any of the tabs at the top of the screen to access various status reports.

ORACLE Analytics

Evaluation Reporting System (ERS)

Status Reports | Late Reports | Late Reports Summary | Summary by State | Initiated and Returned to Field Status | Individual Lookup | Daily EES Numbers

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

FOR OFFICIAL USE ONLY --- Make your selection(s) from the filters listed below. Those with an asterisk (*) are required.

* Component Name
☐ ACTIVE ARMY
☐ ARMY RESERVE
☐ NATIONAL GUARD

State (NG Only):
--Select Value--

Evaluation Types
☐ OER ☐ NCOER ☐ AER

Evaluation Status:
--Select Value--

* Received Dates
Between 07/01/2025 and 07/01/2025

UIC
begins with W

DML:
--Select Value--

Branch:
--Select Value--

Rated Soldier SSN:
Senior Rater SSN:

Rated Soldier DoD ID:
Senior Rater DoD ID:

Rated Soldier Rank:
--Select Value--

Apply Reset

No Results
The specified criteria didn't result in any records. The filters or selection steps currently being applied are shown below.

Filters

Received Date is between 07/01/2025 and 07/01/2025 and Eval Status Code is not equal to / is not in I, K, L, R, S, W and Component Name is equal to ARMY and UIC Code begins with W or "Command Structure", "UIC Code" LIKE UPPER(W%) and Eval Status Group is not equal to / is not in Rejected

You must define your search criteria. The more information you provide, the more refined your search will be. "*" denotes a required field.

You can search by: Component, State, UIC*, DML, DMSL for unit and filter by Branch, Command, Rank, and Evaluation Status (covered later). You can also filter for the type of form: OER, NCOER, AER.

*UICs may be shortened to at least the first four characters in the alphanumeric sequence to show the entire UIC hierarchy.

- Status Reports – allows lookup by any status
- Late Report – displays late rate by unit or by rating official
- Late Reports Summary – displays late vs. on-time reports received graphically and numerically
- Summary by State – displays late vs. on-time reports graphically and numerically for a specific state
- Initiated and Returned to Field Status – helps filter search to ONLY reports in draft (initiated) and/or returned for corrections. Does not require delegate authority from EES.
- Individual Lookup – allows queries for individual Soldiers
- Daily EES Numbers – displays evaluation and support form counts by status between a selected date range

ORACLE Analytics

Evaluation Reporting System (ERS)

Status Reports | Late Reports | Late Reports Summary | Summary by State | Initiated and Returned to Field Status | Individual Lookup | Daily EES Numbers

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

FOR OFFICIAL USE ONLY --- Make your selection(s) from the filters listed below. Those with an asterisk (*) are required.

* Component Name
☐ ACTIVE ARMY
☐ ARMY RESERVE
☐ NATIONAL GUARD

State (NG Only):
 --Select Value--

Evaluation Type:
☐ OER ☐ NCOER ☐ AER

Evaluation Status:
 --Select Value--

* Received Date:
 Between 07/01/2025 07/01/2025

UIC:
 begins with W

DML:
 --Select Value--

Branch:
 --Select Value--

Rated Soldier SSN:
 --Select Value--

Senior Rater SSN:
 --Select Value--

Rated Soldier DoD ID:
 --Select Value--

Senior Rater DoD ID:
 --Select Value--

Rated Soldier Rank:
 --Select Value--

Apply Reset

No Results
 The specified criteria could not be found.
 The filters or selection criteria may be too restrictive. Try again.

Filters
 Received Date is between 07/01/2025 and 07/01/2025
 and Eval Status Code is OER
 and Component Name is ACTIVE ARMY
 and UIC Code begins with W
 or "Command Structure": "UIC Code" LIKE UPPER("W%")
 and Eval Status Group is not equal to / is not in Rejected

Refresh

Multiple parameters may be selected from these drop down menus. Users may also search with partial information.

User may print the data or export to pdf, Excel, PowerPoint, or HTML

Note that derivatives of UIC WH8Q appear

Status Reports FOR OFFICIAL USE ONLY																
Time run: 7/1/2025 1:26:53 PM																
1. Purpose: This report contains information on OERs, NCOERs, and AERs for all Army components. 2. This report does not reflect any reports which are classified and processed under the classified system. 3. AERs that were manually uploaded as a pdf-f document are not included in this report. 4. AR 623-3 and DA PAM 623-3 contain the policy and process for military evaluations. 5. This report reflects the command code on the evaluation, not the command code with which the Soldier is currently associated. 6. Because UIC, Command, and State are not captured on an AER, AERs will not be listed on the report if UIC, DML, DMSL, Command, or State filters are used. 7. 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.																
DML	DMSL	CMD	Component	Eval ID	Senior Rater	SR Rank	Rated Soldier	DODID	Soldier Rank	From Date	Thru Date	Received Date	UIC on Report	Eval Type	Eval Status	Total Late
AIC		513	AS	ACTIVE ARMY	7629111	LTC			CW2	3/2/2024	3/1/2025	5/7/2025	WH8QT0	OER	Accepted by iPERMS	0
				7722031		1LT			SGT	6/24/2024	3/31/2025	5/29/2025	WH8QT0	NCOER	Accepted by iPERMS	0
				7741932		1SG			SGT	3/8/2024	3/7/2025	5/13/2025	WH8QB0	NCOER	Accepted by iPERMS	0
Grand Total																0

Sample Excel version of above query



Evaluation Reporting System

U.S. Army Human Resources Command

This tab shows all reports that have been submitted past the 90 day submission standard and gives the unit full visibility

FOR OFFICIAL USE ONLY -- Make your selection(s) from the filters listed below. Those with an asterisk (*) are required.

* Component Name

- ☒ ACTIVE ARMY
☐ ARMY RESERVE
☐ NATIONAL GUARD

Evaluation Type:

- ☒ OER ☒ NCOER

* Received Date:

Between 05/01/2025 07/01/2025

UIC

begins with

DML:

--Select Value--

Branch:

--Select Value--

Senior Rater SSN:

--Select Value--

DMSL:

--Select Value--

Command:

--Select Value--

Senior Rater DoD ID:

--Select Value--

State (NG Only):

--Select Value--

Apply Reset

Late Reports

FOR OFFICIAL USE ONLY

Time run: 7/1/2025 1:37:00 PM

- Purpose:** This report contains information on OERs and NCOERs for the Active, Reserve, and Guard components.
- This report does not reflect any reports which are classified and processed under the classified system.
- AR 623-3 and DA PAM 623-3 contain the policy and process for military evaluations.
- This report reflects the command code on the evaluation, not the command code with which the Soldier is currently associated.
- 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.

DML	DMSL	Command	Component	Eval ID	Senior Rater	Senior Rater Rank	Rated Soldier	Rated Soldier Rank	From Date	Thru Date	Received Date	UIC on Report	Evaluation Type	Evaluation Status	Number Days Late	Total Late
			ACTIVE ARMY			CPT		SFC	12/2/2023	11/4/2024	5/30/2025		NCOER	With Examiner	118	1
						OTH		SSG	4/20/2024	2/8/2025	5/21/2025		NCOER	With Examiner	13	1
						WO1		SGT	2/1/2024	1/30/2025	6/5/2025		NCOER	With Examiner	37	1
						CPT		SSG	2/10/2024	2/8/2025	6/2/2025		NCOER	With Examiner	25	1
						1LT		SGT	11/1/2023	1/31/2025	6/26/2025		NCOER	With Examiner	57	1
						SFC		SGT	2/1/2024	1/31/2025	5/2/2025		NCOER	Returned for Correction	2	1
						MAJ		SGT	5/1/2024	10/1/2024	6/11/2025		NCOER	With Examiner	164	1
						WO1		SSG	2/2/2024	1/31/2025	6/2/2025		NCOER	With Examiner	33	1
						LTC		1SG	9/28/2023	8/2/2024	6/2/2025		NCOER	With Examiner	215	1
Grand Total															664	9

Late Reports

FOR OFFICIAL USE ONLY

Refresh Print Export



Evaluation Reporting System (ERS)

U.S. Army Human Resources Command

FOR OFFICIAL USE ONLY -- Make your selection(s) from the filters listed below. Those with an asterisk (*) are required.

* Component Name

- ☒ ACTIVE ARMY
☒ ARMY RESERVE
☐ NATIONAL GUARD

Evaluation Type:

- ☒ OER ☒ NCOER

* Received Date:

Between 09/01/2023 09/30/2024

UIC

begins with

DML:

--Select Value--

Branch:

--Select Value--

Senior Rater SSN:

--Select Value--

DMSL:

--Select Value--

Command:

--Select Value--

Senior Rater DoD ID:

--Select Value--

Apply Reset

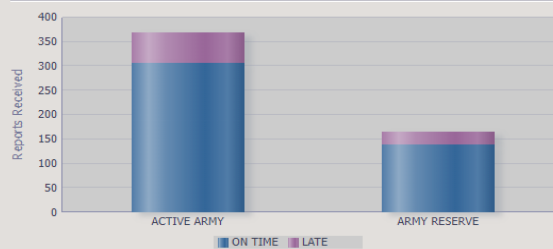
Late Reports Summary

FOR OFFICIAL USE ONLY

Time run: 9/30/2024 1:31:10 PM

- Purpose:** This report contains information on OERs and NCOERs for the Active, Reserve, and Guard components.
- This report does not reflect any reports which are classified and processed under the classified system.
- AR 623-3 and DA PAM 623-3 contain the policy and process for military evaluations.
- This report reflects the command code on the evaluation, not the command code with which the Soldier is currently associated.
- 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.

Late vs. On-Time Reports Received



	LATE	ON TIME	% LATE	% ON TIME	Total Received
ACTIVE ARMY	63	306	17.1%	82.9%	369
ARMY RESERVE	26	139	15.8%	84.2%	165
Grand Total	89	445	16.7%	83.3%	534

Refresh Print Export

Status Reports by State for ARNG

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

FOR OFFICIAL USE ONLY --- Make your selection(s) from the filters listed below. Those with an asterisk (*) are required.

Component: NATIONAL GUARD

State:

Evaluation Type: ☒ OER ☐ NCOER

* Received Date: Between 09/01/2023

Apply Reset

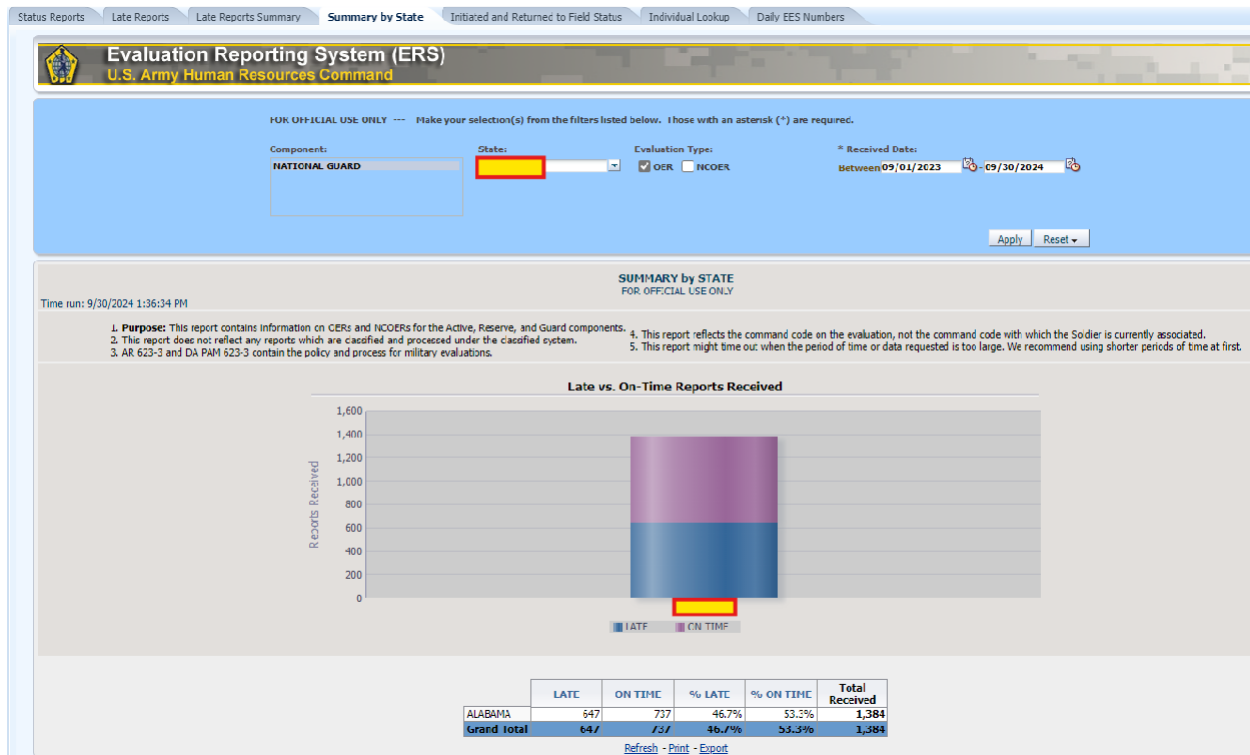
No Results

The specified criteria didn't result in any data. This is often caused by applying filters or selection steps currently being applied are too restrictive or that contain incorrect values. Please check your analysis filters and selection steps, and try again.

Filters

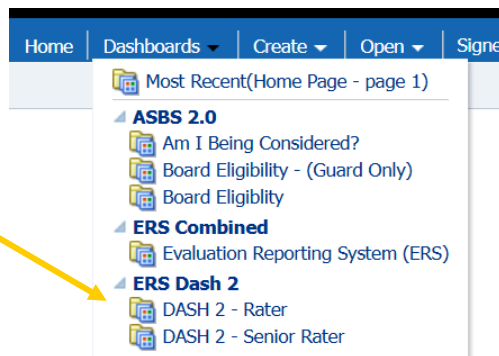
Component Name is equal to NATIONAL GUARD
and Eval Status Code is not equal to / is not in L, W, R, S, I, K
and Received Date is between 09/30/2024 and 09/30/2024
and Evaluation Type Abbrev is not equal to / is not in AER
and Eval Status Group is not equal to / is not in Rejected

Select specific state for search



DASH 2 Rater / Senior Rater Profile Manager

Rater and senior rater profile information & timeliness



*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 (OER)
For use of this form, see AR 623-3; Proponent Agency is AcofS, G-1
FOR OFFICIAL USE ONLY

Senior Rater Name	Senior Rater Rank	Senior Rater SSN	Senior Rater DoD ID
	OTH		

Rated Soldier Name	Rated Soldier Rank	Eval ID	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
	CPT		06/30/2022	2	HIGHLY QUALIFIED	1	3	0	0	4	05/26/2022	25.00%	
	CPT		06/03/2021	2	HIGHLY QUALIFIED	1	2	0	0	3	05/26/2021	33.30%	
	CPT		10/08/2020	2	HIGHLY QUALIFIED	1	1	0	0	2	10/23/2020	50.00%	
	CPT		09/22/2020	1	MOST QUALIFIED	1	0	0	0	1	08/20/2020	100.00%	

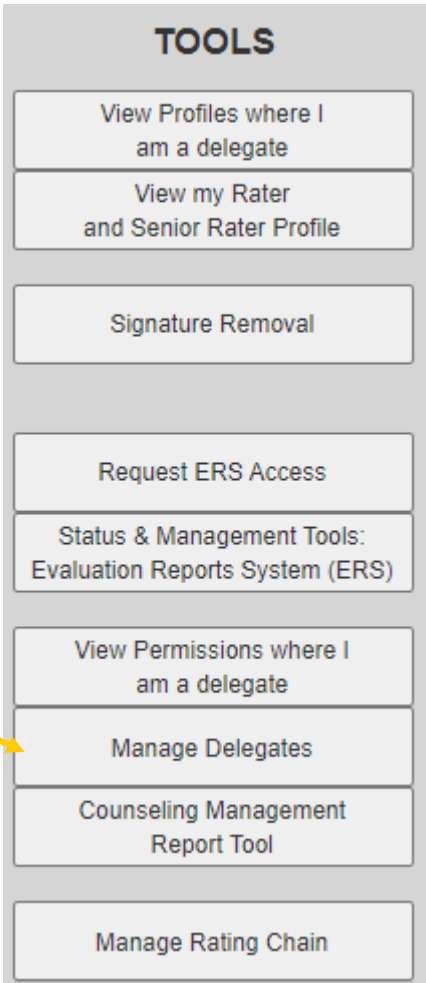
Reminders:

- 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.
- Senior Rater profiles are incremented at the time of submittal. Rater profiles are incremented when the rating is locked - if not locked, they are incremented upon receipt at HQDA.
- Except for the first rating in a particular grade, the percentage of Box 1 ratings must remain below 50% of the total ratings for the rated ranks of LTC and below.
- 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.
- For the rated rank of COL, the percentage of Box 1 ratings must remain below 24% of the total ratings, and the percentage of Box 1 + Box 2 ratings must remain below 50% of the total ratings.
- For the NCO rated ranks, the percentage of Box 1 ratings from the Senior Rater must be equal to or less than 24% of the total ratings.
- Rater tendency is incremented upon receipt at HQDA and is currently not limited. However, to remain credible, Raters are encouraged to limit their left most box checks to those that truly exceed the standard.
- 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.tagd-eval-policy@mail.mil

Names of Profiled Reports (OER)
FOR OFFICIAL USE ONLY
[Refresh](#) - [Print](#) - [Export](#)

Accessing Manage Delegates Function in EES

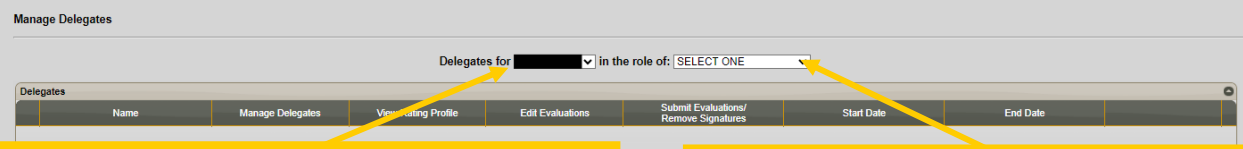
From the EES homepage, select the “Manage Delegates” button to access this function



TOOLS

- View Profiles where I am a delegate
- View my Rater and Senior Rater Profile
- Signature Removal
- Request ERS Access
- Status & Management Tools: Evaluation Reports System (ERS)
- View Permissions where I am a delegate
- Manage Delegates**
- Counseling Management Report Tool
- Manage Rating Chain

Adding a Delegate



Manage Delegates

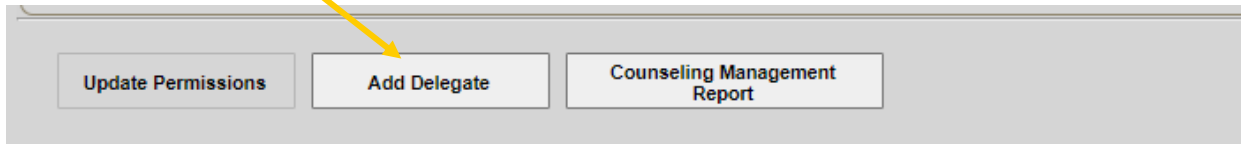
Delegates for [dropdown] in the role of: [SELECT ONE]

Delegates	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

Use the drop down menu 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 on which you hold that rating official role.

Click "Add Delegate" at the bottom of the page



Update Permissions Add Delegate Counseling Management Report

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] ☐

Save Cancel

Enter the DoDIDN and first two letters of the individual's name and 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

Clear

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

- ☐ Select All
- ☐ Rater
- ☐ Senior Rater
- ☐ Intermediate Rater
- ☐ Supplementary Reviewer

Select the roles you want to grant to this individual and then click "Save"

Save Cancel

***Once you have delegates, you can update their authorization access as needed**

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

Use the drop down menu to select the role you want to 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

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.

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.

- **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/directed.
- **View Rating Profile** – only two delegates may be authorized to view the user’s senior rater and rater profiles (the delegates must be authorized access to each profile individually). This enables these two delegates to assist users in the management of their profiles.

- 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.

Update Permissions

Add Delegate

Counseling Management Report

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

Counseling Management Report Tool

Counseling Management Report

Filter Results By...

Support Form ID

Rank of Rated Soldier

UIC

Date of Initiated Support

5 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
222285	2022-08-17		VVA1FD0	Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	RATER
222219	2023-06-07			Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	RATER
222219	2023-06-07			Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	SENIOR RATER
224048	2024-03-27			Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	RATER
224048	2024-03-27			Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated	SENIOR RATER

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 of 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.
 2. Subject: Senior Rater Profile Verification.
 3. Include the senior rater's full DoDIDN, ranks that need to be verified, and why you think the data is incorrect.
- Go to the [Evaluation Systems Homepage](#) to download profile management tools. These tools will assist leaders in properly projecting future OER/NCOERs and subsequent block checks.
- 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
 - o 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. EES will not allow a rater to select “Excels” if his/her profile will not support it so the rater cannot misfire in EES.
 - o 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 three times in EES and if the Senior Rater or his delegate submits anyway, the report is automatically downgraded and still counts against the Senior Rater’s higher box check

indication. Senior Raters can 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.

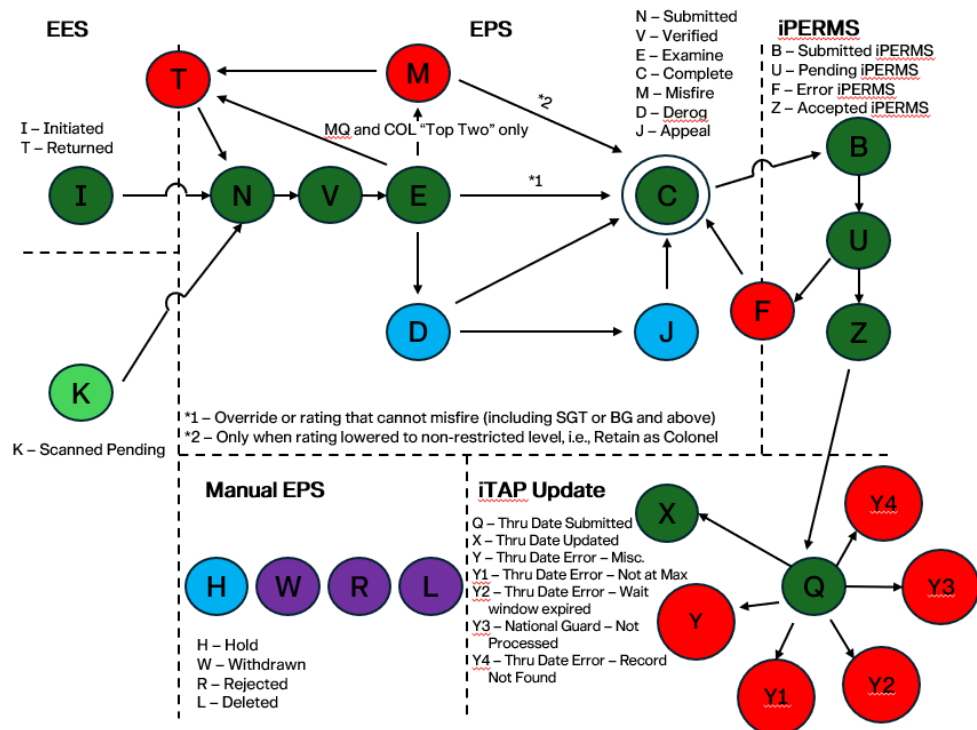
2. NCOER

o Rater – The rating is not constrained. The Rater’s tendency is imprinted on the evaluation when it is processed by HQDA.

o 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.

- EES Workflow

Only evaluation reports in “E” status will be returned for corrections. HQDA will return reports at the senior rater’s request via email. Evaluations will NOT be returned once they are filed in the rated Soldier’s iPERMS.



** Additional FAQs can be found on the [EES Homepage](#) or by type of report: [OER](#) or [NCOER](#)

Troubleshooting

- Unable to access an evaluation / support form
 1. Ensure all DoDIDN/SSNs were correctly entered – 99% 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. Permissions were granted for all delegated roles.
 - iii. The delegation authority is still active (has not expired).
 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 users are using, the active [EES webpage](#).
- 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.
 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 10-15 minutes, at which time the lock should be automatically removed.
 3. Rated Soldiers do not have access to evaluation reports until their rating officials have signed the report. Wait until the rater, intermediate rater (if applicable), and senior rater have signed the report before attempting to access it.
- Unable to lock rating (Can’t see lock button)
 1. There is no lock button on SGT NCOERs.
 2. Can only be locked by the rater (delegates cannot lock ratings).
 3. Rating cannot be locked more than 14 days before the THRU date.
 4. Ensure DoDIDN/SSN is correct for the rater.
 5. Cannot use dual CAC reader.
 6. Works best on Microsoft Edge web browser.
- Adding/Removing a supplementary reviewer
 1. Added/Removed by the senior rater.
 2. “Senior Rater” button then next screen.
 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 a draft evaluation from EES
 1. Remove all signatures from the evaluation (in reverse order).
 2. Remove the rater lock (see “How to Unlock Rating” below).
 3. Either rating officials 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 on draft evaluation
 1. Remove all signatures from the evaluation (in reverse order).
 2. Remove the rater lock (see “How to Unlock Rating” below).
 3. Ensure that the rank and answers to the related questions are valid for the current form:
 - i. For NCOER: rank + promotable + serving in the next higher position (NCOs are not considered “promotable” anymore so select “No” when asked if they are promotable (exceptions for MSG in specific situations)).
 - ii. For OER: rank + promotable + serving in the next higher position.
 - iii. For both: frocked rank and date = actual rank and Date of Rank, NOT frocked rank and date.
- 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 is not being used.
 - ii. Ensure all signatures have been removed.
 2. OER must be unlocked at HQDA.
 - i. The rater must submit a request for an Exception to Policy in MEMORANDUM THRU format through his/her rater and senior rater (see AR 25-50 for memo format) to the Evaluations Branch Chief (AHRC-PDV-E). Contact evaluations policy office at usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil for a template or see sample memo and instructions below.
 - ii. Send via email to usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil.

Unlock Rater Profile Process

To request to unlock the performance rating on an evaluation in EES, the rater will submit a request for an Exception to Policy. Sample and instructions are as follows:



OFFICE SYMBOL

Date

MEMORANDUM THRU

Rater's Rater (***include rank and full name of the rater's rater during the period on the report, which should be the senior rater on the report***) (digital signature here)

Rater's Senior Rater during the period on the report (***include rank and full name***) (digital signature here)

FOR Evaluations Branch, Evaluations, Selections and Promotions Division (AHRC-PDV-E), U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407

SUBJECT: Request for Exception to Policy to Unlock Rater's Overall Performance Rating (Eval ID XXXXXXX)

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

(rater's digital signature)

Rater's Signature Block

To request to unlock the performance rating on an evaluation in EES, the Rater will submit a request for an Exception to Policy, in Memorandum format, through his Rater and Senior Rater to the Chief, Evaluations, Selections and Promotions Division.

Once the memorandum has electronic signatures from all three officials, the rater will forward the memorandum to the following email address: usarmy.knox.hrc.mbx.tagd-eval-policy@army.mil. The appropriate rating officials are those in position during the period on the report.

Please ensure the subject of the email is "Rater Unlock Request" or something similar.

Ways to Submit OERs/NCOERs

1. EES (PREFERRED METHOD) – click “Submit to HQDA” button at the top of the OER/NCOER once all appropriate signatures are on the report.
2. Mail (see paragraph 3-34.h. in AR 623-3) – mail hard copies to the following addresses (AR 623-3, Table F-1):

- AERs/OERs/NCOERs:

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

- Appeals:

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

3. Email (see paragraph 3-34.h. in AR 623-3) – this option is for deployed units only (subject line: Deployed OER/NCOER). Must select 600 DPI or greater resolution for scanned OERs/NCOERs. It is best to use EES whenever possible. The email address for deployed evaluations is as follows:

usarmy.knox.hrc.mbx.tagd-eval-from-deployed@army.mil

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

APPENDIX A

Fitness Test Entry

THRU date before 1 JUNE 2025:

Select “No APFT” and follow the succeeding prompts. The APFT was replaced by the ACFT (FY21) which was subsequently replaced by the AFT (1 June 2025). ACFT status may still be entered until the rated Soldier takes a record AFT. See AR 350-1; FM 7-22; MILPER Messages 25-224 and 25-243; Army Directives 2022-05 and 2025-06; and Army EXORD 218-25 (and subsequent FRAGOs).

AR 600-9, Chapter 3

Performance Evaluation

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

Comments for APFT Results (optional with “Pass” rating)

Follow the instructions that appear in the pop-up windows after selecting “No APFT” from the drop-down menu.

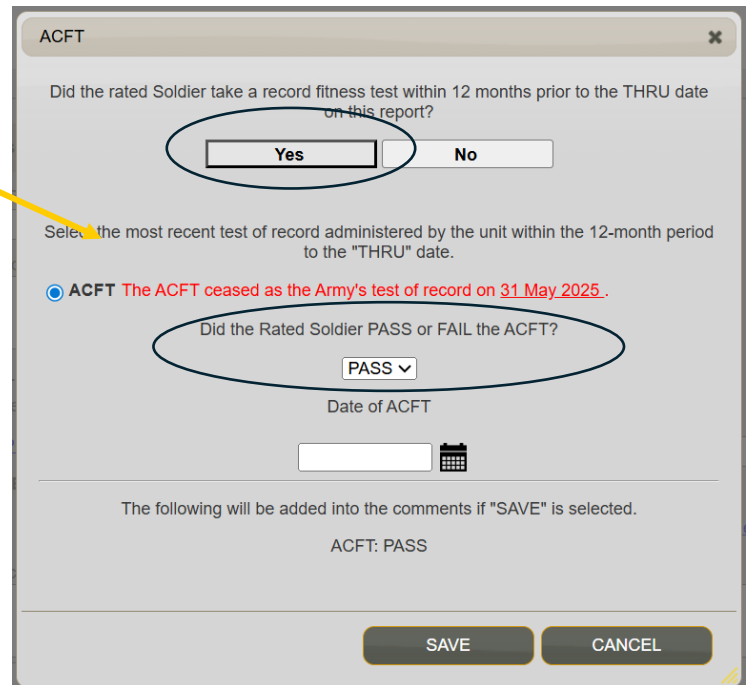
After selecting “No APFT”, the rater will receive a pop up dialogue box asking if the rated Soldier took a fitness test in the 12 months prior to the THRU date.

ACFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

At any point, the rater may click the “CANCEL” button to close the dialogue box and return to the previous page with no changes.

If the rater selects "Yes", indicating that the rated Soldier took an ACFT, they will be prompted to select whether the rated Soldier passed or failed the ACFT from a drop down menu.



ACFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☒ **ACFT** The ACFT ceased as the Army's test of record on 31 May 2025.

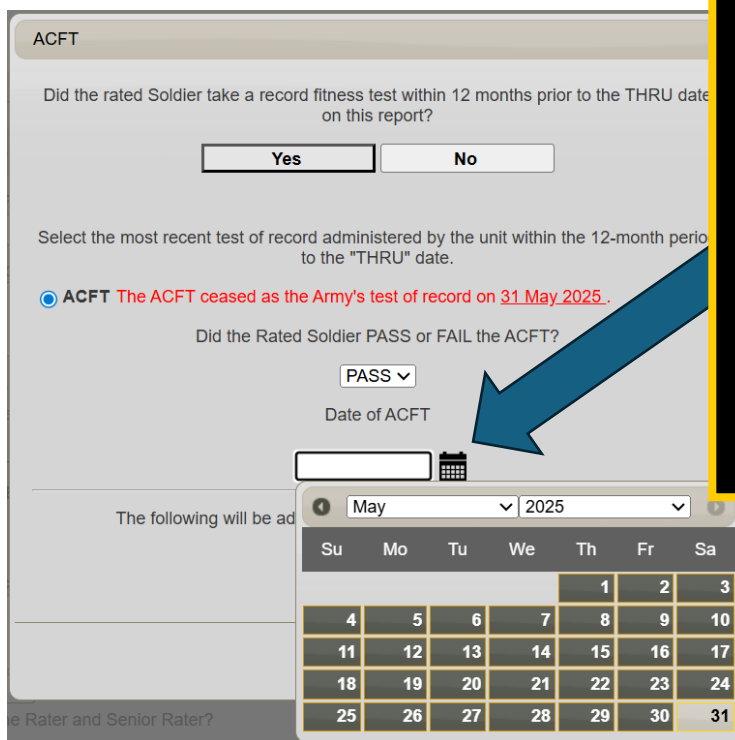
Did the Rated Soldier PASS or FAIL the ACFT?

Date of ACFT



The following will be added into the comments if "SAVE" is selected.

ACFT: PASS



ACFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☒ **ACFT** The ACFT ceased as the Army's test of record on 31 May 2025.

Did the Rated Soldier PASS or FAIL the ACFT?

Date of ACFT



The following will be added into the comments if "SAVE" is selected.

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

If either PASS or FAIL is selected, the rater will be given the option to enter/select a date of the ACFT. A "datepicker" icon is added that provides the calendar input option for graphically selecting the date. Rater can select the date the Soldier passed or failed the ACFT by clicking on the calendar icon and subsequently selecting the month, year, and day that the Soldier passed or failed the ACFT (this date must be within the 12 months prior to the THRU date on the report it does NOT have to have been during the rated period). The rater can also enter the date manually in the following format: YYYYMMDD.

Once the date is selected (or manually entered), a dialogue box will appear similar to what is shown here. The rater will either select "SAVE" or "CANCEL".

ACFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☒ **ACFT** The ACFT ceased as the Army's test of record on 31 May 2025.

Did the Rated Soldier PASS or FAIL the ACFT?

Date of ACFT

The following will be added into the comments if "SAVE" is selected.

ACFT: PASS 20250501

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 IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)	
a. APFT Pass/Fail/Profile: _____ Date: _____ Height: _____ Weight: _____ Within Standard? _____ Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army weight standards? ACFT: PASS 20250501	

If the user selects "SAVE" with the previously shown selections, it will add text to the start of the "Comments for APFT Results" field.

NOTE: If any text exists in this field before this process, that text will remain and this new statement will be appended to the beginning.

Performance Evaluation

To enter an ACFT score, please select No APFT from the drop down.

APFT Rating

APFT Date

Height (inches)

Weight (lbs)

Within Standards
☐ Yes ☐ No

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

ACFT: PASS 20250501

If the rater selects “No”, indicating that the rated Soldier did not take an ACFT, the drop down options will change from “PASS” and “FAIL” to three options: “No ACFT”, “PROFILE”, or “Pregnant/Post Partum”.

No ACFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Was there No ACFT, a Profile, or was the Soldier Pregnant/Post Partum?

Rater must explain why the Rated Soldier did not take a record fitness test within the 12 months prior to the thru Date

The following will be added into the comments if "SAVE" is selected.

ACFT: No ACFT -

COMPANY GRADE PLATE (O1 - O3; WO1 - CW2) OFFICER EVALUATION REPORT		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 IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)		
a. APFT Pass/Fail/Profile:	Date:	Height: Weight: Within Standard?
Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army weight standards?		
ACFT: No ACFT -		

The selection of “No ACFT” or “Pregnant/Post Partum” are the only options where no date is required. If “No ACFT” is selected, the rater will be given the opportunity to enter an explanation for no ACFT taken in the blank. That explanation will appear after “No ACFT ” in the pop up window.

NOTE: Raters should not simply reiterate that the rated Soldier didn’t take an ACFT. They must explain the reason the rated Soldier did not take the ACFT.

Performance Evaluation

To enter an ACFT score, please select No APFT from the drop down.

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

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

ACFT: No ACFT -

After clicking on the “SAVE” button with the previous selections, the “No ACFT” prepopulated text will appear similar to what is seen here and will include the explanation provided by the rater in the explanation block.

The "PROFILE" option enables entry/selection of a date, but the prompt is looking for the date the temporary profile was issued, rather than an ACFT date. Rater follows the same steps to select the date the profile was issued as they followed when selecting the date the rated Soldier passed or failed the ACFT.

No ACFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Was there No ACFT, a Profile, or was the Soldier Pregnant/Post Partum?

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☒ **ACFT** The ACFT ceased as the Army's test of record on 31 May 2025.

Date of PROFILE

The following will be added into the comments if "SAVE" is selected.

AFT: Profile

The "PROFILE" selection is only authorized for temporary profile. If the rated Soldier has a permanent profile which prevents them from taking ALL of the ACFT events, see instructions above for the "No ACFT" selection. Rater will explain that the rated Soldier has a permanent profile preventing taking any portion of the ACFT. Also found in DA PAM 623-3 in the Table applicable to the specific form being filled out.

When "Pregnant/Post Partum" is selected from the drop down menu after "No" is selected for taking an ACFT, the rater will see this window. This option will prepend specific text into the comment area as annotated below.

No ACFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Was there No ACFT, a Profile, or was the Soldier Pregnant/Post Partum?

The following will be added into the comments if "SAVE" is selected.

Exempt from requirements IAW AR 40-502 and AR 600-9.

THRU date AFTER 1 JUNE 2025:

Select "No APFT" and follow the succeeding prompts. The APFT was replaced by the ACFT (FY21) which was subsequently replaced by the AFT (1 June 2025). AFCT status may still be entered until the rated Soldier takes a record AFT. See AR 350-1; FM 7-22; MILPER Messages 25-224 and 25-243; Army Directives 2022-05 and 2025-06; and Army EXORD 218-25 (and subsequent FRAGOs).

AR 600-9, Chapter 3

Performance Evaluation

APFT Rating APFT Date **LEAVE DATE BLANK!** Height (inches) Weight (lbs) Within Standards ☐ Yes ☐ No

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

Follow the instructions that appear in the pop-up windows after selecting "No APFT" from the drop-down menu.

After selecting "No APFT", the rater will receive a pop up dialogue box asking if the rated Soldier took a fitness test in the 12 months prior to the THRU date.

Note that the pop-up window title now addresses both ACFT and AFT.

ACFT or AFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

At any point, the rater may click the "CANCEL" button to close the dialogue box and return to the previous page with no changes.

If the rater selects "Yes", indicating that the rated Soldier took a fitness test, they will be prompted to select which fitness test they took with an explanation of when the ACFT ceased to be official and the AFT began.

ACFT or AFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☐ ACFT The ACFT ceased as the Army's test of record on 31 May 2025.

☐ AFT The AFT is the Army's test of record on 01 Jun 2025.

*A record ACFT remains valid for 12 months after it was taken so even if the THRU date on the report is 1 JUN 25 and after, the rater may enter the status of the most recent record ACFT taken prior to the THRU date.

If the rater selects radio button for ACFT, guidance from previous pages applies. See pages 65-69 above.

ACFT or AFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☒ ACFT The ACFT ceased as the Army's test of record on 31 May 2025.

☐ AFT The AFT is the Army's test of record on 01 Jun 2025.

Did the Rated Soldier PASS or FAIL the ACFT?

Date of ACFT

The following will be added into the comments if "SAVE" is selected.

ACFT: PASS

*The remainder of the steps mirror previous process outlined above for an ACFT status

If the rater selects radio button for AFT, more information is provided about AFT standards and requirements.

Rater will be prompted to select whether the rated Soldier passed or failed the ACFT from a drop down menu.

Rated Soldier component matches Part I on the report.

If "PASS" is selected, the rater must answer the next question regarding combat specialty status of rated Soldier.

The screenshot shows a web form titled "ACFT or AFT". It contains several sections with annotations:

- Section 1:** "Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?" with "Yes" and "No" buttons.
- Section 2:** "Select the most recent test of record administered by the unit within the 12-month period to the 'THRU' date." with two radio buttons:
 - ☐ ACFT The ACFT ceased as the Army's test of record on 31 May 2025.
 - ☒ AFT The AFT is the Army's test of record on 01 Jun 2025.
- Section 3:** "Did the Rated Soldier PASS or FAIL the AFT?" with a dropdown menu showing "PASS".
- Section 4:** "Rated Component: Active" with a dropdown menu.
- Section 5:** "Army designated AOC/MOS combat fitness standards required?" with "Yes" and "No" radio buttons.
- Section 6:** "General AFT Standard Pass = 300 or above Fail = Below 300".
- Section 7:** "Combat fitness standards apply for combat specialty Soldiers in the following combat AOC/MOS: 11A, 11B, 11C, 11Z, 12A, 12B, 13A, 13F, 18A, 180A, 18B, 18C, 18D, 18E, 18F, 18Z, 19A, 19C, 19D, 19K, 19Z." (This section is circled in red in the original image).
- Bottom:** "SAVE" and "CANCEL" buttons.

List comes from HQDA EXORD 218-25. General AFT standard is 300 and above for a passing score for all Soldiers. Combat specialty Soldiers must achieve a 350 or above to pass the Combat Standard. Combat standard goes into full effect on 1 January 2026 for AC Soldiers, and 1 June 2026 for RC Soldiers.

If rated Soldier is in a combat specialty, rater must select the "Yes" radio button. Rater is then provided another question and answer regarding the rated Soldier's achievement of combat fitness standard.

If "No" is selected, the next question does NOT appear. The remainder of the steps mirror previous process outlined above for a passing ACFT status

ACFT or AFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

☒ Yes ☐ No

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☐ ACFT The ACFT ceased as the Army's test of record on 31 May 2025.

☒ AFT The AFT is the Army's test of record on 01 Jun 2025.

Did the Rated Soldier PASS or FAIL the AFT?

☒ PASS ☐ FAIL

General AFT Standard
Pass = 300 or above
Fail = Below 300

Rated Component: **Active**

Army designated AOC/MOS combat fitness standards required?

☒ Yes ☐ No

Achieved minimum combat fitness standard requirements (i.e. overall score 350 and above)?

☐ Yes ☐ No

Combat fitness standards apply for combat specialty Soldiers in the following combat AOC/MOS: 11A, 11B, 11C, 11Z, 12A, 12B, 13A, 13F, 18A, 180A, 18B, 18C, 18D, 18E, 18F, 18Z, 19A, 19C, 19D, 19K, 19Z.

SAVE **CANCEL**

If rated Soldier is in a combat specialty and they achieved combat fitness standard, rater must select the "Yes" radio button.

ACFT or AFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

☒ Yes ☐ No

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☐ ACFT The ACFT ceased as the Army's test of record on 31 May 2025.

☒ AFT The AFT is the Army's test of record on 01 Jun 2025.

Did the Rated Soldier PASS or FAIL the AFT?

☒ PASS ☐ FAIL

General AFT Standard
Pass = 300 or above
Fail = Below 300

Rated Component: **Active**

Army designated AOC/MOS combat fitness standards required?

☒ Yes ☐ No

Achieved minimum combat fitness standard requirements (i.e. overall score 350 and above)?

☒ Yes ☐ No

Combat fitness standards apply for combat specialty Soldiers in the following combat AOC/MOS: 11A, 11B, 11C, 11Z, 12A, 12B, 13A, 13F, 18A, 180A, 18B, 18C, 18D, 18E, 18F, 18Z, 19A, 19C, 19D, 19K, 19Z.

Date of AFT

The following will be added into the comments if "SAVE" is selected.

AFT: PASS

SAVE **CANCEL**

*The remainder of the steps mirror previous process outlined above for a passing ACFT status

If rated Soldier is in a combat specialty and they did NOT achieve combat fitness standard, rater must select the "No" radio button and enter the total points the rated Soldier achieved on the record AFT.

*The remainder of the steps mirror previous process outlined above for a passing ACFT status

ACFT or AFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Yes **No**

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☐ **ACFT** The ACFT ceased as the Army's test of record on 31 May 2025.

☒ **AFT** The AFT is the Army's test of record on 01 Jun 2025.

Did the Rated Soldier PASS or FAIL the AFT?

PASS

General AFT Standard
Pass = 300 or above
Fail = Below 300

Rated Component: **Active**

Army designated AOC/MOS combat fitness standards required?

☒ Yes ☐ No

Achieved minimum combat fitness standard requirements (i.e. overall score 350 and above)?

☐ Yes ☒ No

Score:

Date of AFT

The following will be added into the comments if "SAVE" is selected.

AFT: PASS

SAVE **CANCEL**

If rated Soldier fails the record AFT, rater selects "FAIL" from the drop down menu and follows previous instructions as a failure above.

ACFT or AFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

Yes **No**

Select the most recent test of record administered by the unit within the 12-month period to the "THRU" date.

☐ **ACFT** The ACFT ceased as the Army's test of record on 31 May 2025.

☒ **AFT** The AFT is the Army's test of record on 01 Jun 2025.

Did the Rated Soldier PASS or FAIL the AFT?

FAIL

General AFT Standard
Pass = 300 or above
Fail = Below 300

Date of AFT

The following will be added into the comments if "SAVE" is selected.

AFT: FAIL

SAVE **CANCEL**

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 IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)		
a. APFT Pass/Fail/Profile: _____ Date: _____ Height: _____ Weight: _____ Within Standard? _____ Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army weight standards? AFT: PASS 20250709		

If the user selects "SAVE" with the previously shown selections, it will add text to the start of the "Comments for AFT Results" field.

NOTE: If any text exists in this field before this process, that text will remain and this new statement will be appended to the beginning.

Performance Evaluation

To enter an ACFT or AFT score, please select No APFT from the drop down.

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

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

AFT: PASS 20250709

If the rater selects "No", indicating that the rated Soldier did not take an ACFT, the drop down options will change from "PASS" and "FAIL" to four options: "No ACFT", "Pregnant/Post Partum", "No AFT", or "PROFILE".

No ACFT or No AFT

Did the rated Soldier take a record fitness test within 12 months prior to the THRU date on this report?

☐ Yes ☒ No

Was there No ACFT, No AFT, a Profile, or was the Soldier Pregnant/Post Partum?

Rater must explain why the Rater selected this option. Record fitness test within the 12 months prior to the THRU date.

The following will be added to the comments if "SAVE" is selected.

AFT: No ACFT -

The rater must select the appropriate answer based on the type of fitness test the unit administered most recently prior to the THRU date. For example, if the unit administered a record ACFT on 15 MAY but the rated Soldier did not participate, the rater must select "No ACFT" from the menu. If the unit administered a record AFT after 1 JUN 25, the rater must select "No AFT" from the menu.

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 IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)		
a. APFT Pass/Fail/Profile: _____ Date: _____ Height: _____ Weight: _____ Within Standard? _____ Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army weight standards? AFT: No AFT -		

The selection of "No ACFT"/"No AFT" or "Pregnant/Post Partum" are the only options where no date is required. If "No ACFT"/"No AFT" is selected, the rater will be given the opportunity to enter an explanation for no ACFT or AFT (as appropriate) taken in the blank. That explanation will appear after "No ACFT /AFT " in the pop up window.

NOTE: Raters should not simply reiterate that the rated Soldier didn't take an ACFT. They must explain the reason the rated Soldier did not take the ACFT.

Performance Evaluation

To enter an ACFT or AFT score, please select No APFT from the drop down.

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

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

AFT: No AFT -

After clicking on the "SAVE" button with the previous selections, the "No ACFT"/"No AFT" prepopulated text will appear similar to what is seen here and will include the explanation provided by the rater in the explanation block.