



DEPARTMENT OF THE ARMY
Headquarters, 5th Brigade, 4th Region (ROTC)
2421 Dickman Road, Suite 80
Fort Sam Houston, Texas 78234-5080

ATOD-E

13 September 2002

MEMORANDUM FOR All Apache Brigade Personnel

SUBJECT: Brigade Policy Memorandum 9 - Evaluation Reports

1. References:

- a. Memorandum, HQ Cadet Command, Subject: Policy Memorandum 18 – Junior Reserve Officers’ Training Corps (JROTC) Instructor Management, 5 January 1998.
- b. Memorandum, HQ Fourth Region (ROTC), Subject: Evaluation Reports, 19 October 1999.
- c. Memorandum, HQ Fourth Region (ROTC), Subject: Officer and NCO Evaluation Reports, 29 October 1999.
- d. AR 145-2, Junior Reserve Officers’ Training Corps Program – Organization, Administration, Operation, and Support, 24 February 2000.
- e. AR 623-105, Officer Evaluation Reporting System, 1 April 1998.
- f. AR 623-205, Noncommissioned Officer Evaluation Reporting System, 15 May 2002.
- g. MILPER message 02-114 on need for AKO address on NCOERs.

2. General: Leaders and supervisors of this brigade have a significant impact on the lives and well being of soldiers in the form of an evaluation report. The responsibility associated with the preparation of efficiency evaluations is very serious because these reports are the basis for determining one’s advancement, continuation in the Army as a career, assignments, schooling, family life, and overall morale. It is incumbent on the chain of command to ensure that all evaluation reports are prepared in a timely, accurate, and fair manner.

3. Rating Chains.

- a. Officer Evaluation Reports (OERs): As Brigade Commander, I serve as rater or senior rater to all commissioned officers in the brigade. In our current rating scheme, I rate the Professors of

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Military Science (PMSs), the Brigade Executive Officer, and Director, High School Programs. For Junior Reserve Officers' Training Corps (JROTC) programs, I will serve as reviewer or senior rater for Directors of Army Instruction (DAIs) and Senior Army Instructors (SAIs). All OERs and JROTC Instructor Annual Performance Appraisals will comply with latest changes set forth in references a and e.

b. Noncommissioned Evaluation Reports (NCOERs): For NCOs in the battalions, I will senior rate the senior NCOs rated by the PMS and review all other NCOERs. The Brigade SGM will review all NCOERs prior to submission to Fourth Region.

c. COMTek Cadre: Performance evaluations will be conducted per the Internal Inspection/Evaluation Plan. Annual COMTek cadre evaluations are written by the Program Manager. The PMS is encouraged to provide written input, formal or informal, to the Program Manager to support his evaluation his evaluation of ComTek cadre by the end of the academic year, but not later than the end of July.

d. Rating Schemes: Rating schemes will be submitted to Brigade Headquarters when there is a change of rater or senior rater for any person on the rating scheme or a new cadre member reports into the battalion. A copy of the rating scheme form is enclosed. Use of this form is mandatory and information must be complete. Ensure IRR officers and NCOs are included in your rating scheme. No battalion may have an Individual Ready Reserve (IRR) officer assigned who because of rank cannot be rated by the Battalion Commander. I will not rate any IRR personnel.

4. Support Forms.

a. Raters will establish OER Support Forms with rated officers early in the rated period as required by Army regulation. Raters will also use the support form as a basis for performance counseling during the rating period and should update the support form when changes occur.

b. When forwarding an OER for senior rater comments, the rater will include a copy of the completed OER Support Form (with the significant contributions authored by the rated officer) signed by both parties and recommended senior rater comments.

5. Submission Requirements and Suspenses.

a. The only way to avoid late OERs and NCOERs is to plan ahead, particularly during the summer when most cadre PCS and/or deploy to camp. Although the Brigade Headquarters will provide battalions with a suspense roster, it is the responsibility of each battalion to know when evaluation reports are required. The fact that a required evaluation report is not reflected on the Brigade suspense roster is not an excuse for a late report. Take care of your people. I will not tolerate late evaluation reports in this brigade.

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b. Battalions must know when each rated soldier's current rating period ends (i.e., the "thru date / month" for the report) and initiate OER and NCOER actions in a timely manner. For an OER where the Brigade Commander is the rater, the rated officer will provide the following items to the Brigade Commander no later than (NLT) 21 days prior to the "thru date" on the OER:

(1) The completed, signed OER Support Form.

(2) A DA Form 67-9 (hard copy and on disk) completed through Part I - Administrative Data and with the APFT and height/weight information entered in part IVd.

(3) AR 623-105 requires the rater and senior rater to recommend a career field for all Army competitive captains through lieutenant colonels on DA Form 67-9. Rating officials will consider the "whole person" with factors such as demonstrated performance, educational background, technical or unique expertise, military experience or training, and personal preference of the officer.

c. For an OER where the Brigade Commander is senior rater, raters will provide the following items to the Brigade Commander NLT 10 days prior to the "thru date" of the OER:

(1) A cover memorandum that includes a recommendation for the senior rater profile (i.e., above center mass, center of mass, below center mass) and proposed senior rater comments that support the recommendation.

(2) Statement that the individual has seen the report and is aware of rater recommendation to senior rater.

(3) The completed, signed OER Support Form.

(4) Two original, DA Forms 67-9 signed and dated by the rater completed through Part Vc (Part VI if there is an intermediate rater) prior to forwarding to the senior rater. AR 623-105, para 3-17, states the rater must sign/date the report prior to forwarding to the senior rater and the rater cannot date the form earlier than 14 days prior to the closeout date. If there is an intermediate rater, he/she must also sign and date the report prior to forwarding to the senior rater.

(5) After the senior rater portion of the OER has been completed, the report will be forwarded to the rated officer for signature and date. Instructions will be provided for disposition of the report.

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d. For an NCOER where the Brigade Commander is the senior rater, the rater will provide the following items to the Brigade Commander NLT the 15th of the month that is the end-month of the rating period:

(1) A cover memorandum that includes:

(a) Recommended senior rating, 1 through 5, for both performance and potential.

(b) Recommended senior rater bullets addressing promotion, schooling, and next assignment.

(2) The original copy of the NCOER with administrative data and the rater's portion completed, signed and dated by the rater, and two signed blank NCOER forms. Note: Fax a

copy of the NCOER to the Brigade SGM for review prior to mailing the original. This should be done around the first of the closeout month to allow for correction and mail time.

6. Feedback to the Rated Individual.

a. As soon as a rater or senior rater identifies personal or performance shortcomings that warrant and cause the consideration of rendering an adverse rating, that rating official should counsel the soldier. There should be no surprise adverse or marginal evaluation reports in reference to recurring deficiencies.

b. Once a report is sent to PERSCOM it becomes a permanent part of an individual's file and is difficult to change. Even if change can happen, it is not timely and the erroneous report may negatively affect a soldier's career in the interim. In the interest of fairness and as an integral part of our leadership responsibility, we must be absolutely certain that evaluations accurately reflect the performance and potential of the rated individual and that we process these evaluations in a timely manner.



DAVID A. AHRENS
COL, FA
Commanding

Encl
as

CF:
5th Bde Battalion Commanders
Each JROTC DAI and SAI
Fourth Region HQ, ATOD-ZB