

SAMPLE BULLETS EXTRACTED OUT OF PREVIOUS NCO-ER UPDATES WHICH JUSTIFIED RATINGS MARKED

This enclosure provides a sample of Excellence, Success, and Needs Improvement NCO-ER Bullets highlighted in recent Quarterly NCO-ER Updates as being those bullets that justified the marked rating. This should help a rater in distinguishing between a 'success', 'excellence' or 'needs improvement' bullet. Note that excellence bullets should be clearly articulated as something above the ordinary, something quantifiable. Excellence bullets should be demonstrated by specific examples and measurable results, as are the sample ones in this enclosure. The last part of the enclosure contains example senior rater bullets that selection boards like to see. Senior rater bullets need to be clear, concise and reflect potential for promotion, higher level schooling and positions of responsibility.

EXAMPLES OF SUCCESS BULLETS

- selected to compete at DA level in the Phillip A. Connelly competition
- 100% accountability of all property during change of command inventories
- completed over 60 hours of military correspondence courses during rating period
- Sergeant's Time briefing book selected as standard for the battalion
- totally committed to quality of awards, NCO-ERs and OERs, 100% timeliness and processing rate utilizing his system and expertise
- provides students the latest in course material by devoting countless after-duty hours revising lesson plans
- motivated three soldiers to compete in Division NCO of the Year competition
- demonstrated competence resulted in her selection as NCOIC, Preventive Dentistry Course, over five more senior NCOs
- his competence enabled him to rank 3d of 20 recruiters in mission accomplishment
- competed in brigade level NCO of the Quarter Board in which he placed second of seven NCOs
- improved supply reconciliation of overdue documents by 66% with expert knowledge of ammunition procedures
- developed and supervised a company Force Protection Plan for an OCONUS deployment resulting in zero incidents or compromise
- commended by Kenyan Minister of Defense for his outstanding medical instruction to over 150 Kenyan soldiers
- planned and executed an immunization program for a reserve battalion allowing over 200 personnel to receive all required shots
- completed six semester hours during the rating period towards a Bachelor's Degree despite an extremely high OPTEMPO
- maintained 100% accountability of over 1 million dollars worth of equipment

- sets the example in the battalion for NBC proficiency, often lends his expertise to other companies, improving their NBC training
- completed the battalion's monthly Unit Status Report (USR) requirement for the past 6 months with zero defects
- expertly performed security and circulation control of a 6,700km sector in Bosnia.

EXAMPLES OF EXCELLENCE BULLETS

- achieved three honor platoon awards during rating period
- developed a rigorous PT program which resulted in improvement of section APFT scores from an average of 224 to an average of 246
- achieved an outstanding rating on 3 out of 4 command inspections, best in the battalion
- improved the processing rate of pay actions from 65% to 94% in less than 3 months
- in the absence of an officer, commanded the detachment on two separate missions at JRTC
- coordinated and executed ahead of schedule the set up of a local area network for 240 computers during the battalion move
- selected by the JTF Commander to serve as the J3 to train an ARNG staff on all aspects of TOC Operations
- commended by numerous officers for his exceptional training of the national military academy of the former Soviet Republic of Moldova
- awarded the FORSCOM's MG Aubrey "Red" Newman Award for leadership excellence
- maintained strict accountability of more than \$30,000 in donated humanitarian relief medical supplies for the Kosovo area
- first-choice reporter on prestigious MacArthur Awards ceremony in Pentagon – lauded by Chief of Public Affairs for 117 releases to media
- selected as a finalist for the White-House Military Office Senior NCO of the Year
- processed over 200 evaluations for all four military services; error-free and achieved an exceptional 98 percent on-time rate
- nominated for the Agency's "Technician of the Year"
- coordinated the movement of 184,000 pounds of equipment worth over \$2.5 million maintaining 100% accountability
- maintained 100% accuracy for 7 Major Subordinate Command ammunition accounts valued at over \$28 million
- led by example by mentoring two soldiers toward successful achievement of their gold recruiter rings
- team APFT average of 294
- accounted for Property Book valued at over \$20 million
- displayed technical mastery of his instrument as solo bugler during wreath laying ceremony for the Defense Minister of Greece
- demonstrated excellent work habits and attention to detail that contributed to a 26% rise in EIB success
- directly responsible for 7 soldiers being awarded the EFMB
- biked across Georgia; 468 miles in 6 days

- maintained a 100% SIDPERS accuracy rate for all transactions for 12 months
- his aggressive training program resulted in 12 soldiers excelling in the Army's Culinary Arts competition; Winning 16 medals
- selected three times as 1SG, Co B, Academy Battalion above his peers
- won the Ironperson Award at the Battle Staff NCO Course for scoring 356 points on the extended APFT scale
- selected over 10 senior SFCs to be Detachment First Sergeant
- received a 100% rating from the Command Inspection Program in NBC, Property Book, and vehicle maintenance

EXAMPLES OF NEEDS IMPROVEMENT BULLETS

- failed to meet APFT standards for the two mile run and sit-ups with a total score of 148
- lack of supervision over subordinates and failure to follow procedures resulted in the loss of \$2,000 worth of equipment
- demonstrated little concern for the security and accountability of sensitive items during cyclic field exercises
- improper purchase from subordinate adversely affected morale and discipline within the section
- consistently failed to meet administrative suspenses
- counseled by the Battalion CSM for having the most disorganized platoon in the company
- failed to develop subordinates; did not perform mandatory performance counseling for the NCO-ER
- many times has failed to inspect soldiers and their equipment
- perception of improper conduct adversely affected morale and discipline within the Division
- unexcused absence from duty left platoon enlisted soldiers unsupervised
- failed to comply with instructions of superiors on several occasions
- encouraged soldiers to grow by cheating for each other
- integrity compromised upon submission of false documents
- constantly complained about time spent in the field

STRONG SENIOR RATER PERFORMANCE AND POTENTIAL BULLETS

- promote to SFC immediately
- an exceptionally talented and gifted NCO who consistently produced superb results – a must select for promotion
- in top 5 percent of all SSGs I have worked with in my past 11 years of service
- models, mentors, and motivates soldiers to emulate Army values
- selected over other senior NCOs to manage the administrative section of the largest directorate in the Agency
- unlimited potential; one of tomorrow's leaders; promote now

- absolutely outstanding NCO whose performance and abilities clearly outdistance that of his peers
- capitalize on his leadership abilities and select for Drill Sergeant School
- clearly capable of serving with distinction in the most demanding and critical assignments
- promote immediately, place in leadership positions
- send to ANCO and assign as a trainer of soldiers
- would be an invaluable asset on any Battalion Staff
- the epitome of a professional NCO warrior; a model for all others to emulate
- unlimited potential; clearly a future First Sergeant
- promote first time eligible in the secondary zone
- outperformed 99 percent of his peers; clearly the best NCO in the battalion
- unlimited potential, promote now, send to 1SG's course and assign as a 1SG
- his demonstrated competence and potential deserves immediate promotion to MSG
- his leadership is directly responsible for his platoon being rated number one of twelve

HEIGHT, WEIGHT, APFT AND PROFILE INFORMATION

The following information is provided to assist you in the preparation of personnel evaluations and related administrative data.

APFT: Per AR 350-41, para 9-8b(1), active duty Army soldier will take the APFT at least twice each year. A minimum of 4 months are required between record tests. Accordingly, if a soldier does not take a test within 8 months after the previous APFT, he will be in the 9th month - with 4 months minimum until the next record test, a soldier will not meet the 2 per 12-month standard of the regulation (9+4=13). Medical profiles are an obvious exception (see below).

* On the evaluation, the entry for the APFT will reflect the ratee's status on the date of the most recent APFT administered by the unit within the 12 month period prior to the last rated day of supervision (THRU month). If a NCO has taken two tests within a year, can they choose which APFT score to use? ***NO!*** The entry reflects the NCO's status on the date of the unit's ***most recent*** APFT (Remember, the commander can direct an APFT be given to one person; the score can be used as long as the APFT is taken within the rated period). If an NCO has a permanent profile and is authorized to take the alternate event test, then the entry must reflect that the NCO completed the APFT. The entry will read "PASS YYMM" or "FAIL YYMM" or "PROFILE YYMO".

- Comments are mandatory for an entry of "FAIL". Rating of "***Needs Improvement***"

must reflect actual APFT Score. Example bullet:

o Failed to meet APFT standards for the two mile run and sit-ups with a total score of 149

- Comments on "PROFILE" are mandatory. If an NCO has a profile which prevents taking the APFT, a bullet comment is required on how the profile affects his ability to perform normal duties, ***not*** his ability to take the APFT.

- If no APFT within the last 12 months and no profile, the entry is left blank and the rater must explain why.

- For a pregnant soldier, if an APFT was completed prior to pregnancy and within the last 12 months, those results will be entered. If not taken due to pregnancy within the last 12 months, the entry will be left blank and the following comment entered: "Exempt from APFT requirements IAW AR 40-501"

Failure to pass the APFT or failure to take the APFT within the required period will result in flagging of the soldier IAW AR 600-8-2, para 1-13. Soldiers who fail consecutive APFTs may face elimination action.

If a soldier receives a profile, the appropriate code must be entered (1,2,3, or 4) on the DA Form 3349 in the PULHES rating. All medical documents pertaining to the type and length of the profile must be given to the Company Training NCO to track APFT exemptions and availability for testing. Soldiers with permanent or extended temporary (more than 90 days) profiles should have the medical authority indicate an alternate APFT, if appropriate. The alternate APFT is entered the same way as the regular APFT on the evaluation - there is no distinction.

HT/WT. IAW AR 600-9, Section III, para 20, at a minimum, all soldiers will be weighed-in when they take the APFT or at least every six months.

* On the evaluation, enter the rated NCO's height and weight (inches and pounds) respectively as of the unit's last weigh-in. If there is no weight-in during the period covered by the report, the rater will enter the NCO's height and weight as of the "THRU" data of the NCO-ER. An entry of "YES" or "NO" will be placed in the space next to the weight to indicate compliance or noncompliance with AR 600-9. Sample entries "**72/180 YES**" or "**68/205 NO**".

- The requirement to enter the bullet "Within body fat standards of AR 600-9" for NCOs who exceed the weight for height screening table, but are within the body fat standards for his age group, was **deleted** by MILPER Message 98-044. That statement will **not** be used.

- Rater will comment on a "NO" entry, indicating noncompliance with the standards of AR 600-9 in Part IVc. Comments will indicate the reason for noncompliance. Medical conditions may be cited for noncompliance, however the "NO" entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes. The progress or lack of progress in weight control programs will be indicated.

- For pregnant soldiers, the entry will be left blank and the following statement placed as a comment: "Exempt from weight control standards of AR 600-9"

* Soldiers not in compliance with the Ht/Wt screening tables and body fat standards of AR 600-9 will be flagged and placed in a weight control program. Personnel are required to weigh-in at least monthly to track progress. Failure to maintain progress will result in elimination action.