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# EVALUATIONS

*Dedicated to Excellence*

***Noncommissioned Officer Evaluation Reporting System, AR 623-205***

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## **NCO-ERs types and Due Dates**

- 1. Annual (2)→** Must be turned into the PSD **30 days** after the "Thru Date" month. Unit commanders receive notification from the PSD about upcoming annual NCOERs 3 months in advance. The start date is the month following the previous NCOERs Thru Date. For example, if the previous NCOER was "Thru" 0005, this annual NCOER would read 200006-200105.
- 2. Change of Rater (3)→** Must be turned into the PSD **30 days** the month after the "Thru Date." The PSD cannot track these dates; it is the responsibility of the unit. The PAC for each unit must monitor changes to the unit rating scheme and ensure evaluations are turned in to the PSD on time.
- 3. Complete the Record Report (4)→** The Department of the Army sets the suspense for these evaluations. Promotion boards normally determine these dates.
- 4. Relief for Cause Report (5)→** Must be turned into the PSD **30 days** of the month following the "Thru Date" on the report.
- 5. 60 Day Rater Option (7)→** Used only for short tours (14 months or less) Senior Rater must approve the report and meet minimum qualification.

- 6. Senior Rater Option (8)→** Rated NCO has not received a report in the preceding 90 rated days and senior rater must meet minimum rating qualifications.

## Timeliness

Late NCO-ERs are receiving much attention in 1CD. The names of soldiers receiving late NCO-ERs are being briefed by unit. Ensure your unit has NO late NCO-ERs by tracking SIDPERS queries and monitoring the unit's rating scheme. A report is late if it is received at EREC over **60 days** past the "Thru Date." Allow the PD enough time to process the report and mailed it.

## Accuracy

Accuracy is a critical component when submitting NCO-ERs. Ensure the NCO-ER is written according to the regulation before sending it to the Senior Rater and Reviewer for signature. Those that are submitted with errors **will be returned to the unit for corrections→ this could result in a late NCOER** going to the EREC.

# Common Errors

- 1. Rating Period**→ The beginning month is always the month following the end month of the last report. The ending month is always the month of the event that generates the report. Rating periods of two consecutive evaluations cannot overlap (i.e. if last report was 200011, the new report can NOT have a start date of 200111). An NCO's first report begins on the effective date of promotion to E5 (i.e. for an NCO who was promoted to E5 in December and had a change of rater in September, the dates on the NCOER would be 200012-200109).
- 2. Weight**→ The rater will enter the NCO's verified height and weight followed by YES to indicate that the soldier meets the weight requirements, even after the body fat measurement. Rater specific bullets are mandatory to explain the absence of height and weight data, to explain any NO indicating noncompliance (note any medical waiver and indicate progress or lack of in a weight control program)
- 3. APFT**→ The date of the APFT is mandatory and must be within a year of the "Thru Date." If the soldier is on temporary profile, describe the soldier's ability to perform assigned duties. If the soldier is on permanent profile, he/she should take an alternate event test. Rater specific bullets are mandatory to explain an APFT entry of FAIL or PROFILE. Comments on FAIL entries will address reasons for failure and note any progress toward meeting physical fitness standards. Comments on PROFILE entries will describe the rated NCO's ability to perform assigned duties.
- 4. Counseling Dates**→ The counseling dates reported on the evaluation need to reflect the rating period. There can not be any dates listed before the start date or after the "Thru date."
- 5. Specific explanations for negative comments**→ A "NO" in part IV (Values / responsibilities), a "needs improvement" in any of the 5 boxes. A "marginal" in overall potential, or a 4 or 5 block (Fair or Poor) by the senior rater, MUST have an explanation, and it cannot be a generic statement.
- 6. Bullet comments**→ Bullet comments should be single-spaced with two spaces between each bullet. Three line bullets are not permitted.

**7. Justification bullet →** Rater indicates the level of performance (excellence, success, or needs improvement) for each responsibility by placing a hand-written “X” in the appropriate box. Definitions of performance levels are objective in nature:

**a.** Excellence: achieved by only a few; clearly better than most others (received a physical fitness badge for 280 score on APFT; qualified entire squad as expert with M-16 and M-203; awarded the expert infantry badge)

**b.** Success: meets all standards of rating, fully competitive for schooling and promotion (constantly teaching soldiers, constantly seeking to improve, established comprehensive cross-training program for his section).

**c.** Needs improvement: missed meeting some standards (had highest deadline rate in the company due to apathy, unprepared to conduct formal training on 3 occasions) Specific bullet examples are mandatory for excellence and needs improvement rating. Specific bullets can only be used ones, therefore, the rater must decide under which responsibility the bullet fits best or is most applicable.

**EXAMPLES OF ACCEPTABLE &  
NONACCEPTABLE BULLET COMMENTS  
(USAEREC)**

<b>ACCEPTABLE</b>	<b>NONACCEPTABLE</b>
a) Cited for or received a DUI	a) Anything outside report period (except for RFC)
b) AWOL	b) Allegation
c) Tested positive on urinalysis	c) Anything pending
d) Senior rater may say recommend/request discharge, separation or QMP	d) Article 15
e) Apprehended	e) Letter of reprimand
f) Arrested	f) Letter of admonishment
g) Incarcerated	g) Non-judicial punishment
h) Criminal incident	h) Chapter discharge
i) Fraud	i) Flagged
j) Placed on TDRL	j) Court martial
k) Deserted	k) Reduction
l) Dropped from the rolls	l) Civil trial

m) Violated AR 600-20 (fraternization) or similar regulatory non-compliance	m) Reenlistment / letter of declination (same as bar)
n) Letters of indebtedness	n) Charged with...
o) Driver's license was revoked	o) Suspended or loss of security clearance
	p) Received letter of counseling
	q) Received disciplinary action
	r) Rehabilitatively reassigned
	s) Pending medical board
	t) Found guilty
	u) Convicted of...
	v) Titled (same as charged)
	w) Retirement
	x) Bar to reenlistment.