



# ***Evaluation Entry System NCOER (CSM/SGM)***

Module 6d: NCOER (CSM/SGM)

as of 18 April 2015

Good morning/afternoon. My name is \_\_\_\_\_. I'm the \_\_\_\_\_ at \_\_\_\_\_.

Today we will go through the steps to create, edit, complete and submit a DA Form 2166-9-3 NCOER (CSM/SGM) in the Evaluation Entry System.

Please feel free to ask questions at anytime.

NEXT SLIDE



## Agenda

- Accessing Evaluation Entry System (EES)
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Assessment
- Potential Assessment
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

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The topics that we will cover today range from how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-3, CSM/SGM NCOER.

**At this time, we need the class to form into three person teams. Now, each of you will need to share your full DOD ID (found on back of your CAC) / SSN. These will be used for training purposes only and will be destroyed at the conclusion of training.**

NEXT SLIDE



## Evaluation Entry System (EES)

<https://evaluations.hrc.army.mil/>  
(EES website)

NCOER training URL will be released on / about 29 May 2015  
and will remain active until mid-August 2015

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EES is an online data entry system, that enables Leaders to create, complete, edit, submit and track evaluations.

Personnel can access EES at the above website. Until 1 September 2015, only the Officer Evaluation Reports (OERs) functions will work at this website.

In order to train yourself and your personnel on EES's NCOER capabilities, you must use the training website address. This training website will be active until mid-August 2015. At that time, all entered data will be erased.

**At this time, click on the NCOER training link.**

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# EES Terms Page

S. Army Evaluation Entry System - Windows Internet Explorer

https://evaluations.hrc.army.mil/

U.S. Army Evaluation Entry Sys... Structured Self Developme

Page - Safety - Tools -

FOUO - Unclassified

## Evaluation Entry System

U.S. Army Human Resources Command

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I agree to the terms of the User Agreement.

Accept Terms Cancel

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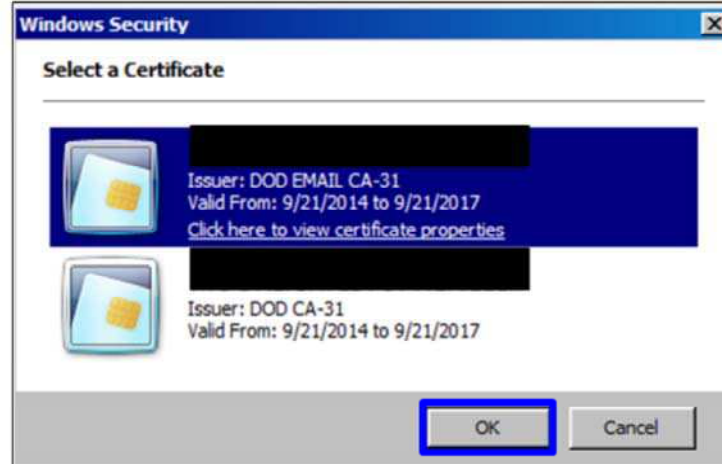
This is the EES home page.

**In order to access it, you must first agree to the terms of the User Agreement.**

NEXT SLIDE



## EES Digital Credentials



Once you agree to the Users Agreement, you must select your certificate and **click OK.**

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**For training purposes the team member serving as the “Rater” will click the “Create New NCOER” button.**

It is important to note that EES is not designed for the Rated NCO to create his / her own NCOER. Once the Rated NCO exits the NCOER, the Rated NCO will not be able to re-enter the NCOER until the Rater and Senior Rater have signed their sections of the NCOER.

While EES enables anyone to create an NCOER, given that person has the necessary administrative date, it is recommended that either the Rater or Rater’s Delegate creates the NCOER.

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# NCOER Creation

**NCOER Individual Lookup**

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).

**Rated NCO**

DOD ID Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

[Switch to search by SSN]

Component: \_\_\_\_\_ Status Code: \_\_\_\_\_

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

Date of Rank: \_\_\_\_\_

**Promotable Info**

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

**Next Higher Grade**

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

**Frocted Info**

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

**Rater**

DOD ID Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

[Switch to search by SSN]

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

**Senior Rater**

DOD ID Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

[Switch to search by SSN]

**Supplementary Reviewer (optional)**

DOD ID Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

[Switch to search by SSN]

**Next**

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The user will first enter the full DOD ID (from back of CAC card) / SSN and first two letters of the Rated NCO's last name. At this time the Rated NCO's correct full name and email address should appear. If it is correct click OK.

At this time verify the accuracy of the Rated NCO's component, Rank, and Date of Rank. Then select "Yes" or "No" for the next three questions. For the DA Form 2166-9-3, these will apply if the Rated NCO is a MSG(P) serving in an authorized SGM/CSM position. It is important to remember that MSG(P)'s rated on a DA Form 2166-9-3 NCOER will be added to the Senior Rater's SGM/CSM profile.

**For the purpose of this training the Rated NCO's name is the person serving in that role for this exercise and the rank will be SGM, with a Date of Rank of 1 March 2014.**

Once the Rated NCO's section is completed you will enter the full DOD ID or SSN and first two letters of the Rater and Senior Rater.

**Enter the data of the persons serving in each of these roles for this exercise.**

Note, failure to enter the correct full DOD ID or SSN of any person on this page will prevent that person (Rated NCO, Rater, Senior Rater, or Reviewer) from accessing this NCOER Support Form.

Once you have confirmed the accuracy of the Rated NCO and Rating Official's data **click "Next."**

NEXT SLIDE



## NCOER Creation Confirmation

Evaluation Creation Confirmation

Role	SSN	Name	Email	Importing Data
Rated Soldier				Yes
Rater				Yes
Supplemental Reviewer				No
Senior Rater				Yes

Selecting "Begin" will initiate a SGM/CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT 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 ncoerEvaluation.

This is the user's opportunity to verify the correct Rating Officials are selected before initiating a NCOER.

Once this data is verified, **click "Begin."**

NEXT SLIDE





# Rated NCO's Administrative Data

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SGM	e. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B60
f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 1BN, 3BDE, Fort Best, 11111, FC		b. STATUS CODE RA	h. UIC WAAAAA	i. REASON FOR SUBMISSION (2) Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20150320		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL				

**Admin Data**

a. Last Name: SOLDIER      First Name: RATED      M.I.:      Suffix:

b. DOD ID Number:

c. Rank: SGM      d. Date of Rank: 20140301

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

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

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

e. PMOSC: 11B60

f. Unit, Org, Station, Zip or APO  
HHC, 1BN, 3BDE      Fort Best      11111

Major Command: FC - US ARMY FORCES COMMAND

g. Component/Status Code: RA

h. UIC Code: WAAAAA      n. Rated NCO's AND Email Address: @MAIL.MIL  
Must use: .gov or .mil

Buttons: Exit, Next, **Save**, Go to Signatures, Print Draft

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The user will now enter the Rated NCO's administrative data to include:

PMOSC, assigned Unit / Station / Zip, UIC Code, schooling and SSD Level.

**For the purposes of this training use the following administrative data.**

- Name = Rated NCO's
- Rank = SGM
- PMOSC = 11Z60
- Promotable = "No"
- Next Higher Grade = "No"
- Frooked Info = "No"
- Unit Org = HHC, 1BN, 3BDE
- Station = Fort Best
- Zip or APO = 11111
- Major Command = US Army Forces Command
- Component = Regular Army

Once this data is correctly entered, click "Next."

NEXT SLIDE



## Rated NCO's Administrative Data (cont.)

a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DOD ID No.)	c. RANK SGM	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B00
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 1BN, 3BDE, Fort Best, 11111, FC			g. STATUS CODE RA	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL
FROM (YYYYMMDD) 20150320	THRU (YYYYMMDD) 20160318	12		0	

Admin Data Continued

i. Reason For Submission: 02 | Annual

j. From Date: 20150320

Thru Date: 20160318

k. Rated Months: 12

Rated Days: 365

l. Non-Rated Codes: [SELECT NON-RATED CODES]

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

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This is a continuation of the Rated NCO's administrative data.

**From the drop down menu, select the correct Reason Code for this NCOER's submission. For this exercise we will select Annual.**

**Then, using the calendar, select the correct From and Thru Dates for this rating period.** This will provide the gross amount of Rated Months and Days.

Note, incorrect Thru Dates for complete the record evaluations are one of the top three reasons for returns.

If this is a type of NCOER that can have Non-Rated time, such as Change of Rater or Extended Annual, click the "Non-Rated Code button."

Note, a good TTP is to click the "Save" button at the end of each page before clicking "Next", before leaving your workstation for any period of time, or answering the phone. If the session times out your data will be lost.

NEXT SLIDE



## Non-Rated Codes

Non-Rated Codes

Code	Start Date	End Date	Reason
------	------------	----------	--------

[+ Add](#) [Edit](#) [Delete](#) [Search](#) [Reload](#) Page 1 of 0 [10](#) No records to view

Note: Only the first four codes will appear on the form. All codes entered will be used to calculate Non-Rated time, and that time must occur during the rating period.

[Previous](#) [Exit](#) [Save](#) [Go to Signatures](#) [Print Draft](#)

You may add as many Non-Rated Codes / Periods as required but only the first four codes will appear in Part I, Block I.

**Click “Add” in order to select a Non-Rated Code.**

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## Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code: **A - AWOL/DESERT/UNSAT PART AR135-91**

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Reason: \_\_\_\_\_

0 | 10 | No records to view

be used to calculate Non-Rated time, and

Save Go to Signatures Print Draft

**A - AWOL/DESERT/UNSAT PART AR135-91**  
A - AWOL/DESERT/UNSAT PART AR135-91  
C - CONFINED IN MIL/CIV DETENT FCLTY  
D - TDRL STAT  
E - LV EXCESS OF 30 DAYS  
F - UNDER ARREST  
G - HEAL W/DUTY WTU SLDL ONLY  
H - HEAL NO OTHR DUTY WTU SLDL ONLY  
I - TRANS BETW DUT STAT/LV/PTDY/TDY  
M - MIA  
P - PATIENT DOC CARE/UNABL TO PERM  
Q - LACK OF RATER QL  
R - NEW RCTR PGM  
S - STUD/MIL OR CIV SCHOOL  
**T - ON TDY/SPC DTY/TCS < 90 DAYS**  
W - POW  
X - AUTH ABS PART SPC PGM  
Z - NONE OF THE ABOVE

From the drop down menu, select the correct code.

At this time select "S."

NEXT SLIDE



## Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code: E - LV EXCESS OF 30 DAYS

Start Date: 20151101 | yyyymmdd

End Date: Nov 2015

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					

Reason: No records to view

to calculate Non-Rated time, and

Go to Signatures

Print Draft

Now use the calendar to select the correct Start and End Dates for this Non-Rated period.

Select any dates you desire.

NEXT SLIDE



## Non-Rated Codes (cont.)

Non-Rated Codes

Add Record

Code: E - LV EXCESS OF 30 DAYS

Start Date: 20151101 (yyyyymmdd)

End Date: 20151202 (yyyyymmdd)

Submit Cancel

Reason

No records to view

Previous Exit Save Go to Signatures Print Draft

Once you have checked verified the data is correct, click “Submit.”

If the data is incorrect you can correct or click “Cancel.”

Then you click “Previous” to return to the administrative page. Now EES will auto calculate the net amount of Rated Months and Days (subtracting the Non-Rated time from the total amount of time covered by this NCOER.)

**For the purpose of training click “Cancel” and then “Previous.”**

**Once back to the administrative page click “Next.”**

NEXT SLIDE



# Counseling Dates

PART II - AUTHENTICATION

d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	d2. RATED NCO'S SIGNATURE	d3. DATE(YYYYMMDD)
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Counseling Dates

Initial Counseling Date

Later Counseling Date (First)

Later Counseling Date (Second)

Later Counseling Date (Third)

Mar 2015

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				

Previous    Exit    Next

Print Draft

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**Now use the drop down calendar to enter the correct Counseling Dates from the NCOER Support Form.**

Remember that the initial counseling is within 30 days of the NCOER's From Date and each later counseling is quarterly.

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## Counseling Dates (cont..)

PART II - AUTHENTICATION						
#1. COUNSELING DATES	INITIAL 20150324	LATER 20150618	LATER 20150910	LATER 20151204	#2. RATED NCO'S SIGNATURE	#3. DATE(YYYYMMDD)

Counseling Dates

Initial Counseling Date	<input type="text" value="20150324"/>
Later Counseling Date (First)	<input type="text" value="20150618"/>
Later Counseling Date (Second)	<input type="text" value="20150910"/>
Later Counseling Date (Third)	<input type="text" value="20151204"/>

Once this data is correctly entered, click "Next."

NEXT SLIDE





## Check on Learning

1. In August 2015, what will happen to the data entered into the NCOER Training Environment?
2. Ideally who should create a new NCOER in EES?
3. Can Rating Officials access an NCOER if their DOD ID / SSN is incorrectly entered into EES?
4. Does the User have to manually calculate the number of Rated Months?

At this time, discuss these questions.

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# Rater

Print For Manual Submission

Exit

Submit to HQDA

Manage Enclosures

Delete

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

Rated Soldier

**Rater**

Senior Rater

Reviewer

Rater Enlisted Advisor

Senior Rater Enlisted Advisor

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act Statement in AR 623-3.

### PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SGM	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B60
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 1BN, 3BDE, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20150320		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS (gov or .mil) @MAIL.MIL				

### PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE <a href="#">Why Can't I sign?</a>	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT LTC, 11A, HHC, 1BN, 3BDE, Battalion Commander		a6. RATER'S EMAIL ADDRESS (gov or .mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE <a href="#">Click Here to Sign</a>	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT COL, 11A, HHC, 3BDE, Brigade Commander		b6. SENIOR RATER'S EMAIL ADDRESS (gov or .mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? <input type="radio"/> Yes <input checked="" type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT
c4. COMMENTS ENCLOSED? <input type="radio"/> Yes <input checked="" type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (gov or .mil)
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 20150324	LATER 20150818	LATER 20150910
		LATER 20151204	d2. RATED NCO'S SIGNATURE
			d3. DATE (YYYYMMDD)

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Now that the Rated NCO's section is complete, users may enter either the Rater or Senior Rater's administrative data and assessment of the Rated NCO.

Typically, the Rater's section is completed next.

**To enter the Rater's section, click the "Rater" button.**

NEXT SLIDE



## Rater Administrative Data

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a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE	a4. DATE (YYYYMMDD)
a5. RANK/PMOSC/BRANCH/ORGANIZATION/DUTY ASSIGNMENT LTC, 11A, HHC, 1BN, 3BDE, Battalion Commander		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

**Rater Info**

a1. Last Name:     First Name:     M.I.:     Suffix:

a2. DOD ID Number  ✔

a5. Rank:     PMOSC/Branch:     Organization:     Duty Assignment:

a6. Email Address (.gov or .mil):   
Must use .gov or .mil

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Unclassified

The user will enter the Rater's administrative data on this page.

**For the purposes of this training use the following administrative data.**

- Rank** = LTC
- PMOSC** = 11A
- Unit Org** = HHC, 1BN, 3BDE
- Station** = Fort Best
- Duty Assignment** = Battalion Commander

Once this data is correctly entered, click "Next."

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**U.S. ARMY**

## Duty Description

a. PRINCIPAL DUTY TITLE  
BATTALION COMMAND SERGEANT MAJOR

b. DUTY MOSC  
11Z60

c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities, and dollars)  
May enter up to seven lines of text. Beginning with action words. Separated by semi-colons.

d. AREAS OF SPECIAL EMPHASIS  
Limited to two lines of text. Duty Titles. Separated by semi-colon.

e. APPOINTED DUTIES  
Limited to two lines of text. Duty Titles. Separated by semi-colon.

Duty Description

a. Principal Duty Title  
BATTALION COMMAND SERGEANT MAJOR

b. Duty MOSC  
11Z60

c. Daily Duties and Scope (To include, as appropriate, people, equipment, facilities, and dollars)  
May enter up to seven lines of text. Beginning with action words. Separated by semi-colons.

d. Areas of Special Emphasis  
Limited to two lines of text. Duty Titles. Separated by semi-colon.

e. Appointed Duties  
Limited to two lines of text. Duty Titles. Separated by semi-colon.

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

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The user will enter the Rated NCO's Principal Duty Title and Duty MOSC for this rating period.

The user may enter up to seven lines of text to describe the Daily duties and responsibilities of the Rated NCO.

The user may enter up to two lines of text to list the Rated NCO's Areas of Special Emphasis and Appointed Duties for this rating period.

**For training purposes, enter "Battalion Command Sergeant Major", 11Z60, and "May enter up to seven lines of text." "May enter up to two lines of text." and May enter up to two lines of text." each appropriate block.**

Once this data is correctly entered, click "Next."

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# Physical Fitness

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED 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: <u>PASS</u> Date: <u>20151023</u> b. Height: <u>56</u> Weight: <u>150</u> Within Standard? <u>YES</u>				
Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards May enter up to five lines of text.				
Performance Evaluation				
Pass/Fail/Profile	APFT Date	Height (inches)	Weight (lbs)	Meets Bodyfat Standards
<input type="text" value="PASS"/>	<input type="text" value="20151023"/>	<input type="text" value="56"/>	<input type="text" value="150"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Required Comments (optional with "Pass" rating) May enter up to five lines of text.				
Previous Exit <b>Next</b> Save Go to Signatures Print Draft				

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The user will use the drop down menu to select the proper assessment of the Rated NCO's APFT.

Then the user will use the calendar to select the correct date of the Rated NCO's most recent APFT for this rating period. If the NCO did not take an APFT during this rating period (such as a Change of Rater NCOER) then the user may enter an APFT date up to one year prior to this NCOER's Thru Date.

Next, the user will enter the Rated NCO's most recent height and weight data obtained by the Rated NCO's unit.

Once the user selects "Yes" or "No" as to whether the Rated NCO Meets Body fat Standards, the use may enter up to five lines of text.

Rater comments are mandatory if the Rated NCO failed the APFT, did not have an authorized reason for not taking the APFT (IAW AR 623-3), or did not meet body fat standards.

Note, users cannot enter comments until the above administrative data is entered.

**For training purposes the Rater will insert data of their choice and then type "May enter up to five lines of text."**

Once this data is correctly entered, click "Next."

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# Character Narrative

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED 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)		
c. 1) Character: (Adherence to Army Values, Empathy, and Warrior Ethos/ Service Ethos and Discipline. Fully supports SHARP, EO, and EEO.)		May enter up to five lines of text in narrative format.
MET STANDARD <input type="radio"/> DID NOT MEET STANDARD <input type="radio"/>		
Performance Evaluation Comments		
Character		
MET STANDARD <input type="radio"/> DID NOT MEET STANDARD <input type="radio"/>		
Character		May enter up to five lines of text in narrative format.
Previous Exit <b>Next</b> Save Go to Signatures Print Draft		

The Rater will select the correct assessment as to whether the Rated NCO Met or Did Not Meet the Standard for Character.


The user may enter up to five lines of text in narrative format to describe the Rated NCO's character.

Comments assessing the Rated NCO's adherence / support of the Army's SHARP program are mandatory.

**For training purposes, click "Met Standard" and type "May enter up to five lines of text in narrative format."**

Once this data is correctly entered, click "Next."

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 **Rater Performance**

SGM TO CSM GRADE PLATE (E3) NON-COMMISSIONED 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.
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**PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)**

Provide narrative comments which demonstrate performance regarding organizational/strategic competencies (i.e., providing vision, motivation, and inspiration, leading and inspiring change, dealing with uncertainty and ambiguity, creating a positive environment to prepare for the future, expanding knowledge in cultural and geopolitical areas, self-awareness and recognition of impact on others, building team skills and processes, allocating the right resources, capitalizing on unified action partner assets, capitalizing on technology, accomplishing missions consistently and ethically) in the Rated NCO's current duty position. Remaining Attributes and Competencies must be addressed in the narrative. Presence as it relates to military and professional bearing, fitness, confident, and resilient, intellect as it relates to mental agility, sound judgment, innovation, interpersonal tact, and expertise. Leads as it relates to leads others, builds trust, extends influence beyond chain of command, leads by example, and communicates. Develops as it relates to creates a positive command/workplace environment, fosters esprit de corps, prepares self, develops others, and stewards the profession. Achieves as it relates to gets results.

4. COMMENTS:

Performance NCO Evaluation Comments Continued:

Comments

ncoerEvaluation.performanceObjectives.cmtTx  
May enter up to five lines of text in narrative format.

Previous Exit Next Save Go to Signatures Print Draft

Unclassified 23

The user may enter up to five lines of text in narrative format to assess the Rated NCO's performance regarding organizational competencies and attributes during this rating period.

**For training purposes, type “May enter up to five lines of text in narrative format.”**

Once this data is correctly entered, click “Next.”

NEXT SLIDE



## Rater Overall Performance Rating

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED 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)						
e. I currently rate <input type="text" value="1"/> NCOs in this grade.						
FAR EXCEEDED STANDARD <input type="radio"/>	EXCEEDED STANDARD <input type="radio"/>	MET STANDARD <input type="radio"/>	DID NOT MEET STANDARD <input type="radio"/>			
f. COMMENTS: May enter up to four lines of text in narrative format.						
Overall Performance						
i. No. of NCOs currently rated in this grade						
<input type="text" value="1"/>						
FAR EXCEEDED STANDARD <input type="radio"/>	EXCEEDED STANDARD <input type="radio"/>	MET STANDARD <input type="radio"/>	DID NOT MEET STANDARD <input type="radio"/>			
j. Comments May enter up to four lines of text in narrative format.						
Previous		Exit	Next	Save	Go to Signatures	Print Draft

The user will enter the number of NCOs the Rater currently rates in this grade.

Then the user will select the Rater's assessment of the Rated NCO's overall performance during this rating period.

The Rater's assessment is unconstrained but historical ratings are captured in the Rater's Tendency. Note, the Rater's current Rater and Senior Rater can view the Rater's Rating Tendency in EES.

The user may enter up to four lines of text in narrative format to comment on the Rated NCO's overall performance during the rating period as compared to all NCOs in this grade the Rater has ever rated.

### For training purposes:

- Enter "2" for No. of NCOs currently rated in this grade
- Select "Exceeded Standard"
- Type "May enter up to four lines of text in narrative format."

Once this data is correctly entered, click "Next."

NEXT SLIDE





## Check on Learning

1. What is a reason that can prevent the User from entering comments in the APFT block?
2. Is the Rater's assessment constrained?
3. Who can view the Rater's Tendency in EES?
4. Do Raters of SGM / CSMs write their comments in bullet or narrative format?

At this time, discuss these questions.

NEXT SLIDE



# Senior Rater

Print For Manual Submission

**Exit**

Submit to HQDA

Manage Enclosures

Delete

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

Rated Soldier

Rater

**Senior Rater**

Reviewer

Rater Enlisted Advisor

Senior Rater Enlisted Advisor

SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act  
Statement in AR 623-3.

### PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SGM	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B60
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 1BN, 3BDE, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20150320 THRU (YYYYMMDD) 20160318		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL				

### PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE Why Can't I sign?	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT LTC, 11A, HHC, 1BN, 3BDE, Battalion Commander		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE Click Here to Sign	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT COL, 11A, HHC, 3BDE, Brigade Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? <input type="radio"/> Yes <input checked="" type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)		c3. RANK PMOSC BRANCH ORGANIZATION DUTY ASSIGNMENT
c4. COMMENTS ENCLOSED? <input type="radio"/> Yes <input checked="" type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)
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 20150324	LATER 20150618	LATER 20150910
d2. RATED NCO'S SIGNATURE		d3. DATE (YYYYMMDD)	

Unclassified

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Now the Rater will click "Exit."

Once the Rater has exited the NCOER, the Senior Rater will click "Senior Rater" to enter the Senior Rater's administrative data and assessment of the Rated NCO's potential.

NEXT SLIDE



## Senior Rater Administrative Data

**PART II - AUTHENTICATION (Rated Soldier's signature verifies officer has seen completed NCOER Parts I-VI and the administrative data is correct)**

b1. NAME OF SENIOR RATER (Last, First, Middle Initial) RATER, SENIOR	b2. SSN (or DOD ID No.) .....	b3. SIGNATURE	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT COL, 11A, HHC, 3BDE, Brigade Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL	

**Senior Rater Info**

b1. Senior Rater's Last Name: RATER  
First Name: SENIOR  
M.I.:  
Suffix:

b2. Senior Rater's DOD ID Number ✓  
[ ]

b5. Senior Rater's Rank: COL  
Is the Senior Rater promotable and serving in a position authorized for the next higher grade?  Yes  No

Senior Rater's Position: Brigade Command  
Senior Rater's Organization: HHC, 3BDE

PMOSC/Branch: 11A  
b6. Senior Rater's E-mail Address: @MAIL.MIL  
Must use .gov or .mil

Unclassified

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The user will enter the Senior Rater's correct Rank, Position, unit, and PMOSC / Branch on this page.

**For the purposes of this training use the following administrative data.**

- Rank = COL
- PMOSC = 11A
- Unit Org = HHC, 3BDE
- Station = Fort Best
- Duty Assignment = Brigade Commander

Once this data is correctly entered, click "Next."

NEXT SLIDE

**Senior Rater Potential Rating**

**U.S. ARMY**

**PART VI - SENIOR RATER OVERALL POTENTIAL**

a. Select one box representing rated NCO's potential compared to others in the same grade whom you have rated in your career. I currently senior rate 7 NCOs in this grade.

b. COMMENTS: May enter up to five lines of text in narrative format.

MOST QUALIFIED  
 HIGHLY QUALIFIED  
 QUALIFIED  
 NOT QUALIFIED

c. List two successive assignments and one broadening assignment (3 - 5 years).

Successive Assignment: 1) Duty Title Only      2) Duty Title Only      Broadening Assignment: Duty Title Only

**Sr. Rater Potential Rating**

Is a Supplementary Reviewer required?  Yes  No

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

Is the Rated NCO available for signature?  Yes  No  No Response

NCO refuses to sign?  NCO Refuses

Compared Potential [Profile Stats](#) No. of NCOs currently rated in this grade | 7

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

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

b. Comments on potential: May enter up to five lines of text in narrative format.

c. Two future successive assignments

Duty Title Only

Duty Title Only

List a broadening assignment

Duty Title Only

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

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Unclassified

The user must ensure the correct number of NCOs currently rated in this grade is entered.

The user will then select the assessment for the Rated NCO.

Note, that the Senior Rater's total number (for up to the date of this NCOER's Thru Date) of Most Qualified assessments must be less than 50% (49.9% or less). If the Senior Rater's profile will not support a Most Qualified assessment a warning will appear and the Most Qualified assessment will be grayed out.

The user may enter up to five lines of text in narrative format to comment on the potential of the Rated NCO. The Senior Rater's narrative supports the "box check" and should include potential for future assignments, schooling, and promotion (unless assessing a SGM/CSM).

Lastly, the user will enter the Duty Title of two future successive assignments (such as Battalion Operations SGM and Brigade Operations SGM) and one broadening assignment (such as NCOES Commandant).

**For training purposes:**

- Enter "9" for No. of NCOs currently rated in this grade,
- Select "Highly Qualified"
- Type "May enter up to five lines of text in narrative format." and "Duty Title Only" for the two successive assignments and one broadening assignment.

Once this data is correctly entered, click "Next."

NEXT SLIDE




## ***Check on Learning***

1. What does the Senior Rater assess?
2. What could prevent a Senior Rater from rendering a “Most Qualified” assessment?
3. What can the Senior Rater comment on?

At this time, discuss these questions.

NEXT SLIDE



# Content Review

Print For Manual Submission | 
 Exit | 
 Submit to HQDA | 
 Manage Enclosures | 
 Delete

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

Rated Soldier | 
 Rater | 
 Senior Rater | 
 Reviewer

Rater Enlisted Advisor | 
 Senior Rater Enlisted Advisor



SGM TO CSM GRADE PLATE (E9) NON-COMMISSIONED OFFICER EVALUATION REPORT  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

See Privacy Act Statement in AR 623-3.

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. RANK SGM	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B60
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 1BN, 3BDE, Fort Best, 11111, FC		g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20150320 THRU (YYYYMMDD) 20160315		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0
n. RATED NCO'S EMAIL ADDRESS ( gov or mil ) @MAIL.MIL				

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S	a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE  <a href="#">Why Can't I sign?</a>	a4. DATE
a5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT LTC, 11A, HHC, 1BN, 3BDE, Battalion Commander		a6. RATER'S EMAIL ADDRESS ( gov or mil ) @MAIL.MIL	
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE  <a href="#">Click Here to Sign</a>	b4. DATE
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT COL, 11A, HHC, 3BDE, Brigade Commander		b6. SENIOR RATER'S EMAIL ADDRESS ( gov or mil ) @MAIL.MIL	
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)		c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT
c4. COMMENTS ENCLOSED? <input checked="" type="radio"/> Yes <input type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS ( gov or mil )

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 20150324	LATER 20150618	LATER 20150910	LATER 20151204	d2. RATED NCO'S SIGNATURE	d3. DATE (YYYYMMDD)
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**As a team review all sections for accuracy / editing.**

Top Ten most common reasons for returned evaluations are:

- APFT Data / Ht/Wt Data – date must be during rated period or up to 12 months prior to Thru Date (cannot be after Thru Date)
- Inappropriate text – Rating Officials cannot comment on Marital Status, Race, Religion, Sexual Orientation, etc.
- Missing Rated Soldier's Signature – Senior Rater must state reason why Rated Soldier did not sign (refused, unable, unavailable)
- Missing Mandatory SHARP comments – must be in Character block
- Nonrated codes – improperly used for Annual Evaluations and Extended Annual Evaluations
- Promotable Rank – incorrectly entered for Soldiers that are not serving in an authorized position for the next higher rank
- Signed more than 14 days prior to Thru date
- Signature Sequence – must be signed in sequence by Rater, Senior Rater, Reviewer (if required) and Rated Soldier
- Thru Date – must use the correct date listed in MILPER messages for future selection boards.
- Unauthorized Potential comments by Rater – Raters can only assess performance.

**Once complete exit.**

NEXT SLIDE



# EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

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
<a href="#">Create OER Support Form</a>	<a href="#">Create NCOER Support Form</a>
<a href="#">Edit OER Support Form</a>	<a href="#">Edit NCOER Support Form</a>
<a href="#">Create New OER</a>	<a href="#">Create New NCOER</a>
<a href="#">Continue/View Active OERs</a>	<a href="#">Continue/View Active NCOERs</a>

TOOLS

<a href="#">View Profiles where I am a delegate</a>	<a href="#">View my Rater and Senior Rater Profile</a>
<a href="#">Manage Rating Chain</a>	<a href="#">View Forms</a>
<a href="#">Signature Removal</a>	<a href="#">Manage Delegates</a>
<a href="#">Request ERS Access</a>	<a href="#">Evaluation Status and Management Tools (ERS)</a>

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
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Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------

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Unclassified

Now each team member needs to sign the OER in sequence beginning with the **Rater**.

**Do this by clicking “continue / View Active NCOERs.”**

NEXT SLIDE



# Active NCOER List

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

50 items found, displaying 76 to 90.  
1 2 3 4 [Next][Last]

EvalID	Intr Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
235874	0160319	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
235872	0151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	REVIEWER	
235261	0151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	

Now, click the NCOER you want to sign.

NEXT SLIDE





# Sign / Submit the NCOER

<a href="#">Print For Manual Submission</a>		<a href="#">Exit</a>	<a href="#">Submit to HQDA</a>	<a href="#">Manage Enclosures</a>	<a href="#">Delete</a>
To edit a particular selection, choose the appropriate button below:					
<a href="#">Rated Soldier</a>		<a href="#">Rater</a>		<a href="#">Senior Rater</a>	
<a href="#">Rater Enlisted Advisor</a>		<a href="#">Senior Rater Enlisted Advisor</a>		<a href="#">Reviewer</a>	
SGM to CSM GRADE PLATE (E5) NON-COMMISSIONED OFFICER EVALUATION REPORT For use of this form, see AR 623-3; the proponent agency is DCS, G-1.				See Privacy Act Statement in AR 623-3.	
PART I - ADMINISTRATIVE DATA					
a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DOD ID No.)	c. RANK SGM	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B60
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 1BN, 3BOE, Fort Best, 11111, FC			g. STATUS CODE	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02   Annual
j. PERIOD COVERED FROM (YYYYMMDD) 20150320		k. RATED MONTHS 12	l. NON RATED CODES	m. NO. OF ENCLOSURES 0	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL
PART II - AUTHENTICATION					
a1. NAME OF RATER (Last, First, MI) RATER, SOLDIER'S		a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE <a href="#">Why Can't I sign?</a>		a4. DATE
a5. RANK, PMOSC ORGANIZATION DUTY ASSIGNMENT LTC, 11A, HHC, 1BN, 3BOE, Battalion Commander		a6. RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL			
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR		b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE <a href="#">Click Here to Sign</a>		b4. DATE
b5. RANK, PMOSC ORGANIZATION DUTY ASSIGNMENT COL, 11A, HHC, 3BOE, Brigade Commander		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL			
c1. SUPPLEMENTARY REVIEW REQUIRED? <input type="radio"/> Yes <input checked="" type="radio"/> No	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, MI)		c3. RANK, PMOSC, BRANCH ORGANIZATION DUTY ASSIGNMENT		
c4. COMMENTS ENCLOSED? <input type="radio"/> Yes <input checked="" type="radio"/> No	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)		
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 report's process of AR 623-3.					
d1. COUNSELING DATES	INITIAL 20150324	LATER 20150618	LATER 20150910	LATER 20151204	d2. RATED NCO'S SIGNATURE
					d3. DATE (YYYYMMDD)

Unclassified

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Now the "Rater" will sign the NCOER.

**If there are any errors the signature block will have a "Why Can't I sign?" Hover your cursor over this link and view the errors. Make the necessary corrections and sign the NCOER.**

**Once you have signed click "Exit".**

**Now all Rating Officials will repeat the steps until all appropriate signatures have been applied.**

Once the final signature is applied the Senior Rater will open the NCOER and **click "Submit to HQDA."**

Note, submission without all signatures is one of the top five reasons for returned evaluations.

Note, remember to have all appropriate signatures on the NCOER before submitting the NCOER to HQDA.

NEXT SLIDE



# EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
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- [Evaluation Entry System Users Guide](#)
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- [DA PAM 600-3](#)
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- [S1.NET](#)
- [MYBOARDFILE](#)
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- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

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

OER	NCOER
<a href="#">Create OER Support Form</a>	<a href="#">Create NCOER Support Form</a>
<a href="#">Edit OER Support Form</a>	<a href="#">Edit NCOER Support Form</a>
<a href="#">Create New OER</a>	<a href="#">Create New NCOER</a>
<a href="#">Continue/View Active OERs</a>	<a href="#">Continue/View Active NCOERs</a>

TOOLS

<a href="#">View Profiles where I am a delegate</a>	<a href="#">View my Rater and Senior Rater Profile</a>
<a href="#">Manage Rating Chain</a>	<a href="#">View Forms</a>
<a href="#">Signature Removal</a>	<a href="#">Manage Delegates</a>
<a href="#">Request ERS Access</a>	<a href="#">Evaluation Status and Management Tools (ERS)</a>

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
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Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------

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Unclassified

Now everyone click on “continue / View Active NCOERs” to view the status of this NCOER.

NEXT SLIDE



## Active NCOER List

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

90 items found, displaying 76 to 90.  
[View](#) [Print](#) [1](#) [2](#) [3](#) [4](#) (Next/Last)

EvalID	Thru Date	Rated Soldier	Signed?	Rater	Locked?	Signed?	Senior Rater	Signed?	Status	Your Role	Comments
125574	20160318	SOLDIER, RATED SGM	NO	RATER, SOLDIER'S LTC	No	NO	RATER, SENIOR COL	NO	DRAFT	SENIOR RATER	
125972	20151217	SOLDIER, RATED SSG	NO	RATER, SOLDIER'S 2LT	No	NO	RATER, SENIOR 1LT	NO	DRAFT	REVIEWER	
125954	20151110	SOLDIER, RATED SGT	NO	RATER, SOLDIER'S SSG	No	NO	RATER, SENIOR SFC	NO	DRAFT	SENIOR RATER	

### Common Status Categories

- Draft – still with unit / has not been submitted to HQDA
- Submitted – unit has submitted to HQDA
- w / Examiner – NCOER has been assigned to an Examiner
- Returned – Examiner returned NCOER to unit for corrections
- Submitted to IPERMS – submitted by HRC to Soldier's Record
- Thru Date Submitted – Last NCOER's Thru Date updated on ERB
- Rejected – HQDA rejected NCOER (mostly duplicate reports)

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Unclassified

**Now, everyone will look at the status of this NCOER.**

It should have a status of "Submitted."

Some other common Status categories are:

Draft – still with unit / has not been submitted to HQDA

Submitted – unit has submitted to HQDA

w / Examiner – NCOER has been assigned to an Examiner

Returned – Examiner returned NCOER to unit for corrections

Submitted to IPERMS – submitted by HRC to Soldier's Record

Thru Date Submitted – Last NCOER's Thru Date updated on ERB

Rejected – HQDA rejected NCOER (mostly duplicate reports)

Note, Rating Officials can leverage this tool to determine the status of the evaluation and who has signed the evaluation.

NEXT SLIDE



## Check on Learning

1. How does the user access a NCOER in order to review it?
2. In what order must the NCOER be signed?
3. Who can submit a NCOER to HQDA?
4. How can the user track an NCOER's status in EES?

At this time, discuss these questions.

NEXT SLIDE



## Summary

---

- Accessing EES
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Evaluation
- Potential Evaluation
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

Unclassified

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During this briefing, we covered how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-3, CSM/SGM NCOER.

NEXT SLIDE



# Questions



Ask an IT Expert:

[usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)

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Pending your questions this concludes my briefing.

If at any time you come across an system error that you or your unit HR professional cannot solve, such as difficulty digitally signing the evaluation or disappearing administrative data, please send a detailed email with screen shots to [usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)



## ***Practical Exercise***

Now that we have covered the steps to create, complete and edit a DA Form 2166-9-3 let's conduct a Practical Exercise.

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# Scenario 1

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SGM	Zip or APO:	11223
PMOSC:	19Z6O	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Army Reserve
Next Higher Grade:	"No"	UIC:	WAAAAA
Froked Info:	"No"	Reason for Submission:	Change of Rater
Unit Org:	HHC, 2BN, 1BDE	From Date:	20141101
Station:	Fort Awesome	Thru Date:	20151002

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	MAJ	LTC	N/A
PMOSC:	11A	11A	N/A
Unit Org:	HHC, 2BN, 1BDE	HHC, 2BN, 1BDE	N/A
Station:	Fort Awesome	Fort Awesome	N/A
Duty Assignment:	Battalion S3	Battalion Commander	N/A
Promotable:	"No"	"No"	N/A

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At this time, form your three person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.**

Now, have all team members look at their list of Active NCOERs to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed this NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.

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## Scenario 2

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	CSM	Zip or APO:	77777
PMOSC:	68Z6O	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Army Reserve
Next Higher Grade:	"No"	UIC:	WAAAAA
Froked Info:	"No"	Reason for Submission:	Change of Rater
Unit Org:	Best Medical Care Around	From Date:	20151101
Station:	Fort Best Care	Thru Date:	20160531

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	COL	COL	N/A
PMOSC:	67A	67A	N/A
Unit Org:	Best Medical Care Around	Best Medical Care Around	N/A
Station:	Fort Best Care	Fort Best Care	N/A
Duty Assignment:	Commander	Deputy Regional Commander	N/A
Promotable:	"No"	"No"	N/A

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For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.**

Now, have all team members look at their list of Active NCOERs to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed this NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.

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# Scenario 3

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SGM	Zip or APO:	54321
PMOSC:	19Z6O	Major Command:	US Army Forces Command
Promotable:	"No"	Component:	Army Reserve
Next Higher Grade:	"No"	UIC:	WAAAAA
Froked Info:	"No"	Reason for Submission:	Annual
Unit Org:	HHC, 1BDE	From Date:	20150101
Station:	Fort Wish You Were Here	Thru Date:	20161231

Rating Officials			
	Rater	Senior Rater	Reviewer
Rank:	LTC	COL	N/A
PMOSC:	11A	11A	N/A
Unit Org:	HHC, 1BDE	HHC, 1BDE	N/A
Station:	Fort Wish You Were Here	Fort Wish You Were Here	N/A
Duty Assignment:	BDE S3	BDE Commander	N/A
Promotable:	"No"	"No"	N/A

Unclassified

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For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.**

Now, have all team members look at their list of Active NCOERs to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed this NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 4 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	CSM	Zip or APO:	98765
PMOSC:	25Z60	Major Command:	US Army Training Command
Promotable:	"No"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Frosted Info:	"No"	Reason for Submission:	Annual
Unit Org:	HHC, 2 SC BN, 2 SC BDE	From Date:	20150218
Station:	Fort Wonderful	Thru Date:	20160217

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	LTC	COL	N/A
PMOSC:	25A	25A	N/A
Unit Org:	HHC, 2 SC BN, 2 SC BDE	HHC, 2 SC BDE	N/A
Station:	Fort Wonderful	Fort Wonderful	N/A
Duty Assignment:	Battalion Commander	Brigade Commander	N/A
Promotable:	"No"	"No"	N/A

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At this time, form your three person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed).

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

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# Scenario 4 (Parts III, IV & V)

Part III (Rater)			
Block a.	Battalion CSM		
Block b.	25Z60		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	"Pass"	"20151115"	
Block b.	"Rated NCO's" HT / WT	"Yes"	o May enter up to five lines of text
Block c.	"Met Standard"	May enter up to five lines of text arranged in narrative format	
Block d.	May enter up to five lines of text arranged in narrative format		
Block e.	1	"Exceeded Standard"	
Block f.	May enter up to four lines of text arranged in narrative format		
Part V (Senior Rater)			
Block a.	4	"Highly Qualified"	
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only

Once its creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 5 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	CSM	Zip or APO:	88888
PMOSC:	68Z60	Major Command:	US Army Medical Command
Promotable:	"No"	Component:	Regular Army
Next Higher Grade:	"No"	UIC:	WAAAAA
Frosted Info:	"No"	Reason for Submission:	Change of Rater
Unit Org:	Awesome Medical CMD	From Date:	20150317
Station:	Fort Most Awesome	Thru Date:	20151007

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	COL	BG	N/A
PMOSC:	67A	GO	N/A
Unit Org:	Awesome Medical CMD	Best Regional MED CMD	N/A
Station:	Fort Most Awesome	Fort Here We Are	N/A
Duty Assignment:	Commander	Regional Commander	N/A
Promotable:	"No"	"No"	N/A

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During this scenario switch roles of Rated NCO, Rater and Senior Rater.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

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## Scenario 5 (Parts III, IV & V)

Part III (Rater)		
Block a.	Awesome Medical CMD CSM	
Block b.	68Z60	
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons	
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons	
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons	
Part IV (Rater)		
Block a.	"Pass"	"20150625"
Block b.	"Rated NCO's" HT / WT	"Yes" <span style="float: right;">o May enter up to five lines of text</span>
Block c.	"Met Standard"	May enter up to five lines of text arranged in narrative format
Block d.	May enter up to five lines of text arranged in narrative format	
Block e.	2	"Exceeded Standard"
Block f.	May enter up to four lines of text arranged in narrative format	
Part V (Senior Rater)		
Block a.	11	"Highly Qualified"
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.	
Block c.	Duty Title Only	Duty Title Only <span style="float: right;">Duty Title Only</span>

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Once its creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 6 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
Rank:	SGM	Zip or APO:	33333
PMOSC:	11Z6O	Major Command:	National Guard JFHQ - State
Promotable:	"No"	Component:	National Guard
Next Higher Grade:	"No"	UIC:	WAAAAA
Frosted Info:	"No"	Reason for Submission:	Annual
Unit Org:	2d to None State	From Date:	20150510
Station:	2d to None State Capital	Thru Date:	20160509

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
Rank:	LTC	COL	N/A
PMOSC:	35A	11A	N/A
Unit Org:	2d to None State	2d to None State	N/A
Station:	2d to None State Capital	2d to None State Capital	N/A
Duty Assignment:	Emergency Services LNO	Chief of Emergency OPs	N/A
Promotable:	"No"	"No"	N/A

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During this scenario switch roles of Rated NCO, Rater and Senior Rater.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

NEXT SLIDE



## Scenario 6 (Parts III, IV & V)

Part III (Rater)			
Block a.	Interagency Liaison		
Block b.	11Z60		
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons		
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons		
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons		
Part IV (Rater)			
Block a.	"Pass"	"20150925"	
Block b.	"Rated NCO's" HT / WT	"Yes"	o May enter up to five lines of text
Block c.	"Met Standard"	May enter up to five lines of text arranged in narrative format	
Block d.	May enter up to five lines of text arranged in narrative format		
Block e.	1	"Exceeded Standard"	
Block f.	May enter up to four lines of text arranged in narrative format		
Part V (Senior Rater)			
Block a.	3	"Highly Qualified"	
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.		
Block c.	Duty Title Only	Duty Title Only	Duty Title Only

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Once its creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.

NEXT SLIDE