



DEPARTMENT OF THE ARMY  
49ER ARMY ROTC BATTALION  
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE  
9201 UNIVERSITY CITY BOULEVARD, MEMORIAL HALL  
CHARLOTTE NC 28223-0001

ATCC-DDN-CUC

15 March 2011

MEMORANDUM FOR 49er Battalion Cadre, Staff and Cadets

SUBJECT: Battalion Policy # 17, Timely Completion of Performance Evaluations

1. References:

- a. AR 623-3, Evaluation Reporting System, 29 August 2007
- b. AR 623-3 Noncommissioned Officer Evaluation Reporting System
- c. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures.

2. Purpose. This memorandum establishes procedures for NCOER and OER timelines.

3. Summary: Accurate preparation and timely submission of OERs/NCOERs is an essential part of taking care of Soldiers. LATE Reports will not be tolerated. Evaluations must be in compliance with the appropriate regulation, i.e., quantifiable bullets, administratively correct.

4. Initiating the evaluation

a. Evaluations are due on an annual basis, or when another event occurs to require a report (see DA Pam 623-3, Table 2-8). With coordination with the rating chain, HRA will initiate all evaluation reports. Annual reports are tracked internally by the HRA section and shells are generated approximately 45 days prior to the thru date.

b. The Rated Soldier, Rater, and Senior Rater, in coordination with HRA, are ultimately responsible for initiation of all reports. With the exception of annual reports, Raters and/or Senior Raters will notify the S1 for all other reports (i.e. change of rater, change of duty). Once HRA receives the notification (email or verbal) for an evaluation, a shell is generated.

5. Evaluation Tracking

a. Tracking. HRA, the rated Soldier, Rater, and Senior Rater are responsible for tracking the evaluation and ensuring timely submission.

6. Officer Evaluation Reports (OERs) Submission Timelines

a. OERs. OERs are submitted to S1 NLT 14 days after the thru date on the evaluation. S1 will QA, re-route for signatures (if necessary), and forward to HQ NLT no later than 30 days before the end date of the OER. All OER packets that will be senior rated by the Brigade Commander will include OER support form, DA Form 67-9-1, Brigade Commander's recommended comments, recommended block and 3 future assignments for block VIIId, as well as potential career field for future service. The OER should be filled out thru block Vc. The entire OER should be on AKO (Forms) account. The rated officer should not sign the OER prior to the Brigade Commander receiving it. OERs will be submitted for the following reasons:

1. Annual, Code 05
2. Change of Rater, Code 03
3. Permanent Change of Station (PCS), or Change of Duty, Code 04
4. Relief for Cause, Code 18
5. Complete the Record, Code 21
6. Senior Rater Option, Code 22
7. Rater Option, Code 23

b. To ensure that OERs are processed in a timely manner, each battalion will submit an officer rating scheme to BDE S1 quarterly to be received by the **10th of the month** during the months of October, January, April and July or when a change has been made. All rating schemes will have the PMS' signature.

#### 7. Noncommissioned Officer Evaluation Reports (NCOERs) Submission Timelines

a. Noncommissioned Officer Evaluation Reports (NCOERs), DA Form 2166-8, are required to be at the HRC, Enlisted Records, no later than 90 days after the closing month of the NCOER. It is imperative; therefore, that the unit responsible for initiating evaluations do so in a timely manner. Make sure all NCOERs are on the (v6.0 version) of the form.

b. All completed NCOER drafts must be submitted to the Brigade S1 section NLT 30 days before the closing month of the NCOER via AKO (Forms) account.

c. NCOERs will be submitted for the following reasons:

1. Annual, Code 2
2. Change of Rater, Code 3
3. Relief for Cause, Code 5

d. When the Brigade Commander serves as the senior rater, PMS will provide recommended senior rater bullet comments for part Ve.

e. To ensure that NCOERs are processed in a timely manner, each battalion will submit an enlisted rating scheme to brigade quarterly to be received by the **10th of the month** during the months of October, January, April and July or when a change has been made. All rating schemes must have the PMS' signature, be free of SSANs and posted on the company bulletin board.

8. Point of contact for this policy letter is Mrs. Wright at (704) 687-8509



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