



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR**  
**9820 FLAGLER ROAD, SUITE 213**  
**FORT BELVOIR, VIRGINIA 22060-5928**

REPLY TO  
ATTENTION OF

IMBV-HBS-A

8 September 2014

MEMORANDUM FOR US Army Garrison Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #25, Garrison Military Evaluation Reporting System Procedures

1. REFERENCES.

- a. AR 623-3 (Evaluation Reporting System), 31 March 2014
- b. DA Pam 623-3 (Evaluation Reporting System), 31 March 2014
- c. AR 600-20 (Army Command Policy), 18 March 2008, RAR 20 September 2012
- d. MILPER 14-098, Evaluation Reporting System Army Regulation 623-3, DA Pamphlet 623-3 and Associated Prescribed Forms, Issued 7 April 2014
- e. MILPER 13-349 Guidance and Use Regarding the Draft Officer Evaluation Report Support Form DA 67-10-1a, Issued 3 December 2013

2. PURPOSE. This policy prescribes the proper procedures for managing Officer and Noncommissioned Officer Evaluation Reports (OERs and NCOERs). This policy focuses on ensuring the effective assessment of leader performance and potential and the rated leader's ability to foster a climate of dignity and respect while adhering to the Army's Sexual Harassment/Assault Response and Prevention Program. It reflects updated Army policy on the use of new grade plate officer evaluation forms.

3. APPLICABILITY. This policy applies to all military personnel assigned to the Fort Belvoir Garrison.

4. POLICY. Evaluating the performance and potential of our Officers and NCOs is an essential part of developing our leaders and strengthening our Army. Effective communication through frequent and constructive counseling and mentoring is the foundation upon which meaningful evaluations are based. Evaluations will be managed in compliance with the appropriate regulations listed in the references above and procedures outlined below.

5. PROCEDURES.

a. As Soldiers in-process, the assigned directorate's OIC/NCOIC will provide Headquarters Battalion's S1 the Soldier's proper rating chain. This will allow the rating scheme to be immediately updated and sent forward for approval. Once approved, the updated rating scheme will be published to the Headquarters Battalion Share Portal.

**"LEADERS IN EXCELLENCE"**

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b. Raters play the most significant role in the evaluation process. The rater will ensure all evaluations are error free, ready for proper processing and contain all mandatory comments IAW current regulations.

c. At the beginning of the rating period either the rated officer or the rater will initiate a support form in the Evaluation Entry System (EES), using DA Form 67-10-1A. Initiation of the support form will occur after the initial face-to-face counseling has been completed and duty descriptions, responsibilities and performance objectives have been established.

d. Raters will ensure that the appropriate counseling is being conducted throughout the rating period and that the content of the evaluation is of no surprise to the rated Officer or NCO.

e. As of 1 April 2014, all officer evaluations with a thru date of 1 April 2014 will be completed using the EES, DA Form 67-10. NCOERs will continue to use DA Form 2166-8 and be processed using AKO.

f. Evaluation reports that require signatures from the Garrison or higher headquarters will be entered into the EES no later than 30 days prior to the thru date of the evaluation for review by the Headquarters Battalion S1. Headquarters Battalion will have 14 days to review, edit, process and forward to Garrison with a 14 day suspense to have the evaluation completed. All reports will be submitted to HQDA for completion prior to the 90 day deadline as required.

g. Now that EES is in effect, raters and senior raters both have a profile to be managed. Once a profile rating is locked, it cannot be unlocked; therefore, raters and senior raters should use extreme caution before making their final decision. All corrections and adjustments will be made before locking in a profile rating.

h. Only the Headquarters Battalion Adjutant or his/her designated representative will submit evaluations to Human Resources Command (HRC). This single point of submission will ensure the accuracy of reports and timely submission to HRC, and will also ensure senior rater profiles are managed appropriately.

6. PROPONENT. The proponent for this policy is Headquarters Battalion. The point of contact is the Battalion Adjutant at 703-806-5657.

  
MICHELLE D. MITCHELL  
Colonel, AG  
Commanding