



Evaluation Entry System Overview (NCOER Support Form)

Module 5a: NCOER Support Form

as of 18 April 2015

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

Today I'm going to provide you an overview and demonstration of how to create, edit, and complete a DA Form 2166-9-1A NCOER Support Form in the Evaluation Entry System.

Please feel free to ask questions at anytime.

NEXT SLIDE



Agenda

- Accessing EES
- Landing Page
- Initiating NCOER Support Form
- Administrative Data
- Attributes and Competencies
- Editing Support Forms

Unclassified

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The topics that we will cover today range from how to use EES to create, complete, and edit DA Form 2166-9-1a, NCOER Support Form.

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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.

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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

FOUO - Unclassified

Evaluation Entry System

U.S. Army Human Resources Command

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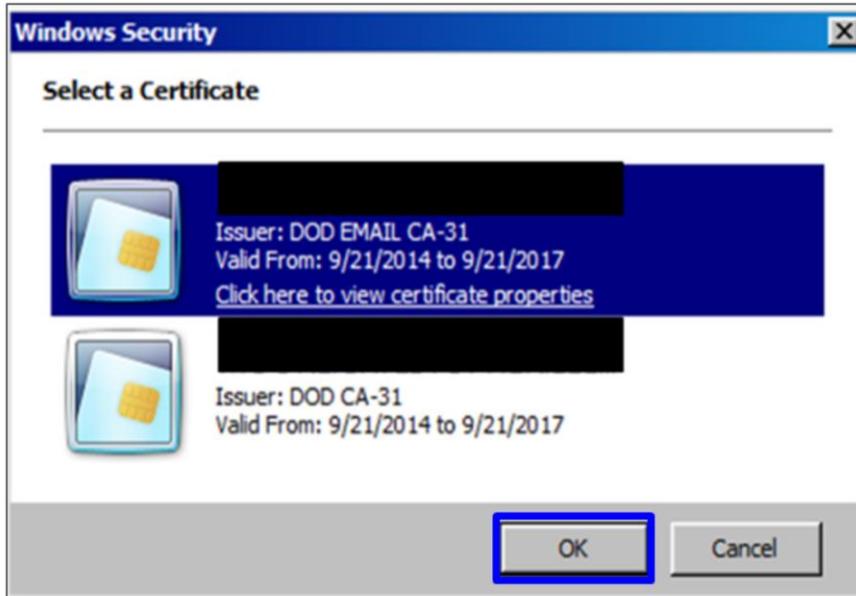
This is the EES home page.

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.

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 |
|---|---|
| Create OER Support Form | Create NCOER Support Form |
| Edit OER Support Form | Edit NCOER Support Form |
| Create New OER | Create New NCOER |
| Continue/View Active OERs | Continue/View Active NCOERs |

TOOLS

| | |
|---|--|
| View Profiles where I am a delegate | View my Rater and Senior Rater Profile |
| Manage Rating Chain | View Forms |
| Signature Removal | Manage Delegates |
| Request ERS Access | Evaluation Status and Management Tools (ERS) |

Recent Evaluation Activity:

| Rated Soldier | Your Role | Thru Date | Status |
|---------------|-----------|-----------|--------|
|---------------|-----------|-----------|--------|

Recent Evaluation Support Form Activity:

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

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To create a new NCOER Support Form click the “Create NCOER Support Form” button.

It is important to note that EES is designed for the Rated NCO to create his / her own NCOER Support Form.

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DA Form 2166-9-1A / NCOER Support Form

NCOER Individual Lookup

Enter the SSN and first two letters of the last name of the rated Soldier and the rating official. 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 (SI or Admin Support).

Rated NCO

OOD 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

Frooked info

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

Rater

OOD 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

OOD ID Number: Last Name: Email:

Switch to search by SSN

Supplementary Reviewer (optional)

OOD ID Number: Last Name: Email:

Switch to search by SSN

Cancel Next

Unclassified

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The user will first enter the full DOD ID (from the back of the 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. It is important to remember that promotable NCO's serving in an authorized position at the next higher grade will be added to the Senior Rater's profile for that grade. (SSG (P) serving in a SFC position will count against the Senior Rater's SFC profile).

Note, incorrect use of (P) promotable rank is one of the most common reasons for returned evaluations.

Once the Rated NCO's section is completed you will enter the full DOD ID / SSN and first two letters of the Rater, Senior Rater and Supplementary Reviewer's last name (if required).

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



Rating Officials

Previous Cancel Next

NCOER Support Form Creation Confirmation

| Role | SSN | Name | Email | Importing Data |
|-----------------------|------------|------------|------------|----------------|
| Rated Soldier | [REDACTED] | [REDACTED] | [REDACTED] | Yes |
| Rater | [REDACTED] | [REDACTED] | [REDACTED] | Yes |
| Supplemental Reviewer | [REDACTED] | [REDACTED] | [REDACTED] | Yes |
| Senior Rater | [REDACTED] | [REDACTED] | [REDACTED] | Yes |

Selecting "Next" will initiate an NCO Evaluation Support Form 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 evaluation support form.

Previous Cancel **Next**

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This is the user's opportunity to verify the Rated NCO, Rater, and Senior Rater's full DOD ID / SSN and email addresses one more time before initiating a NCOER.

Once this data is verified, click "Next." **Selecting "Next" will initiate an NCO Evaluation Support Form and an email will be sent to rating chain members.**

NEXT SLIDE



Rated NCO's Administrative Data

| | | | | |
|--|------------------|---|---|-------------------|
| a. NAME (Last, First, Middle Initial) SOLDIER, RATED | b. GRADE/ID No. | c. GRADE/RANK SGT | d. DATE OF RANK (YYYYMMDD) 20150301 | e. PMOSC 11B20 |
| f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BDE, Fort Best, 111111 | g. UIC WAAAAA | h. RATED NCO'S EMAIL ADDRESS (gov or .mil) @mail.mil | | |
| i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/Joint ASSIGNMENT? Yes <input checked="" type="radio"/> No <input type="radio"/> | | MEL: X | SSD: 2 | |

Admin Data

| | | | |
|---|-----------------------------|----------------------|---------------|
| a. Last Name SOLDIER | First Name RATED | M.I. | Suffix |
| b. DOD ID Number <input checked="" type="checkbox"/> Clear DoDID | | | |
| c. Rank SGT | d. Date of Rank 20150301 | | |
| Promotable Info Is the Rated NCO promotable or selected to attend USASMA? <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |
| Next Higher Grade Is the Rated NCO serving in a position authorized for the next higher grade? <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |
| Frocked Info Is the Rated NCO frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |
| e. PMOSC 11B20 | | | |
| f. Unit, Org. B Co, 1BN, 3BDE | Station Fort Best | Zip or APO 111111 | Major Command |
| g. UIC Code WAAAAA | Component RA | Status Code | |
| h. Rated Officer's AKO Email Address @mail.mil Must use .gov or .mil | | | |
| i. SSD and NCO Requirements Has the rated NCO met SSD and NCO requirements met for the next grade? <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |
| Military Education Level WARRIOR LDR CRS | SSD Level SSD 2 | | |

Exit Next Save

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

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

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

NEXT SLIDE



Rating Officials' Administrative Data (cont.)

Authentication

- Rater Information

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

a2. DOD ID Number:

a3. Rank: P/ACSC/branch: Organization: Duty Assignment:

[SGO] [11B30] [B Co, 1BN, 38DE] [Squad Leader]

a4. E-mail Address (gov or mil): @mail.ms

Promotable info: Is the Rater promotable and serving in a position authorized for the next higher grade? Yes No

- Senior Rater Information

b1. Last Name: RATER First Name: SENIOR M.I.: Suffix:

b2. DOD ID Number:

b3. Rank: P/ACSC/branch: Organization: Duty Assignment:

[SPC] [11B40] [B Co, 1BN, 38DE] [Platoon Sergeant]

b4. E-mail Address (gov or mil): @mail.ms

Promotable info: Is the Senior Rater promotable and serving in a position authorized for the next higher grade? Yes No

- Supplementary Reviewer Information

c1. Last Name: REVIEWER First Name: SUPPLEMENTAL M.I.: Suffix:

c2. DOD ID Number:

c3. Rank: P/ACSC/branch: Organization: Duty Assignment:

[CPT] [11A] [B Co, 1BN, 38DE] [Company Commander]

c4. E-mail Address (gov or mil): @mail.ms

Promotable info: Is the Supplementary Reviewer promotable and serving in a position authorized for the next higher grade? Yes No

The user will now enter the Rating Officials' administrative data to include the DOD ID / SSN on this page.

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

NEXT SLIDE



Check on Learning

1. When will users be able to create and edit NCOER Support Forms in EES?
2. Can Rating Officials access an NCOER Support Form if their DOD ID / SSN is incorrectly entered into EES?
3. Should users enter the Rated NCO's promotable rank on the Support Form if the Rated NCO is not serving in an authorized position at the next higher grade?

At this time, discuss these questions.

NEXT SLIDE

Duty Description

U.S. ARMY

a. PRINCIPAL DUTY TITLE
FIRE TEAM LEADER

b. DUTY MOSC
11B

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.

Duties and Responsibilities

a. Principal Duty Title
FIRE TEAM LEADER

b. Duty MOSC
11B | INFANTRYMAN

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.

Continued Comments

Previous Exit **Next** Save

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Unclassified

(Make entries in the bottom section of the form not in the upper section)

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.

Note, during the OER fielding numerous users entered data in the wrong fields and lost their data

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

(Once you click "Next" the material entered in the lower portion will update in the upper section of the form.)

NEXT SLIDE



Performance Goals & Expectations

PART IV - PERFORMANCE GOALS AND EXPECTATIONS (Rated NCO)

INDICATE YOUR PERFORMANCE GOALS AND EXPECTATIONS DURING THIS RATING PERIOD

o May enter up to sixteen lines of text and spaces; for example, x5 two-line bullets with a one-line space between them

Performance Goals and Expectations

Performance Goals and Expectations

o May enter up to sixteen lines of text and spaces; for example, x5 two-line bullets with a one-line space between them

Continued Comments

Previous

Exit

Next

Save

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Unclassified

The user may enter up to sixteen lines of text to describe the Rated NCO's Performance Goals and Expectations.

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

(Remember, enter data in the lower section of the form)

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Character

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

a. CHARACTER: (Army Values, Empathy, Warriors Ethos/Service Ethos, Discipline. Fully supports SHARP, EO, and EEO.)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Character

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous Exit Next Save

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Unclassified

The user may enter up to eight lines of text and spaces to describe the Rated NCO's Character Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Character contributions and accomplishments.

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

NEXT SLIDE

Presence

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

b. PRESENCE: (Military and professional bearing, Fitness, Confidence, Resilience)

APFT GOALS:
 PU: 60 SU: 75 RUN: 13 HEIGHT/WEIGHT 69 / 175 (ONLY AS NEEDED)

CURRENT RECORD APFT:
 APFT Pass/Fail/Profile: DATE 20151021
 HEIGHT 69 WEIGHT 185 Within Standard? ____

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:
 o May enter text

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:
 o May enter text

Presence

APFT Goals

| Pushups | Situps | Minutes | Seconds | Height | Weight |
|---------|--------|---------|---------|--------|--------|
| 60 | 75 | 13 | 15 | 69 | 175 |

CURRENT RECORD APFT

| Pass/Fail/Profile | Date | Height | Weight | Meets Bodyfat Standards |
|-------------------|----------|--------|--------|--|
| PASS | 20151021 | 69 | 185 | <input type="radio"/> Yes <input type="radio"/> No |

Major performance objectives

o May enter text

Significant contributions and accomplishments

o May enter text

Continued Comments

Previous Exit Next Save

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Note, the user must enter the APFT and Height / Weight data before entering the text comments. EES provides a drop down menu and calendar to ensure users enter data in the correct format.

The user may enter up to eight lines of text and spaces to describe the Rated NCO's Presence Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Presence contributions and accomplishments.

(Remember, work in the bottom section of the form)

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

NEXT SLIDE



Intellect

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

c. INTELLECT: (Mental agility, Sound judgment, Innovation, Interpersonal tact, Expertise)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:
o May enter up to eight lines of text and spaces;
for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:
o May enter up to eight lines of text and spaces;
for example, x3 two-line bullets with spaces between

Intellect

Major performance objectives
o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments
o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous Exit **Next** Save

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Unclassified

The user may enter up to eight lines of text and spaces to describe the Rated NCO's Intellect Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Intellect contributions and accomplishments.

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

NEXT SLIDE

Leads

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

d. LEADS: (Leads others, Builds trust, Extends influence beyond the chain of command, Leads by example, Communicates)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Leads

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous Exit **Next** Save

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The user may enter up to eight lines of text and spaces to describe the Rated NCO's Leads Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Leads contributions and accomplishments.

Note, if users need more space for text they can click on "continued Comments." Text entered into this box is consolidated with any other section's continued comments onto one page.

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

NEXT SLIDE



Develops

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

e. DEVELOPS: (Creates a positive command/workplace environment, Fosters esprit de corps, Prepares self, Develops others, Stewards the profession)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:
o May enter up to eight lines of text and spaces;
for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:
o May enter up to eight lines of text and spaces;
for example, x3 two-line bullets with spaces between

Develops

Major performance objectives
o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments
o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous Exit **Next** Save

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The user may enter up to eight lines of text and spaces to describe the Rated NCO's Develops Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Develops contributions and accomplishments.

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

NEXT SLIDE



Achieves

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

f. ACHIEVES: (Gets results)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:
o May enter up to eight lines of text and spaces;
for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:
o May enter up to eight lines of text and spaces;
for example, x3 two-line bullets with spaces between

Achieves

Major performance objectives
o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments
o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

Previous Exit Next Save

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The user may enter up to eight lines of text and spaces to describe the Rated NCO's Achieves Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Achieves contributions and accomplishments.

Guidance for entries in Part V can be found in ADRP 6-22.

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

NEXT SLIDE



Senior Rater Comments

| | | |
|---|--|---|
| NCO EVALUATION REPORT SUPPORT FORM 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 VI - SENIOR RATER COMMENTS | | |
| May enter up to eight lines of text in narrative form. | | |
| Senior Rater Comments | | |
| Senior Rater Comments May enter up to eight lines of text in narrative form. | | |
| Continued Comments | | |
| Previous Exit Next Save | | |

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The user may enter up to eight lines of text and spaces to Senior Rater's Performance Goals and Expectations of the Rated NCO.

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

NEXT SLIDE



Completed Support Form

Exit Print Draft

Evaluation Support Form# 202211

COMPLETED

Evaluation Support Form #: 202211

Rated: _____

Rater: _____

Supplemental Reviewer: _____

Senior Rater: _____

100%

EES will direct users to the Evaluation Support Form completion page once they have created the NCOER Support Form.

At this time, users can either “Exit” or “Print” the NCOER Support Form by clicking the appropriate button.

NEXT Slide.



Editing Support Forms

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](#)
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External Links and Resources

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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

Create OER Support Form Create NCOER Support Form

Edit OER Support Form **Edit NCOER Support Form**

Create New OER Create New NCOER

Continue/View Active OERs Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate View my Rater and Senior Rater Profile

Manage Rating Chain View Forms

Signature Removal Manage Delegates

Request ERS Access Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

| Rated Soldier | Your Role | Thru Date | Status |
|---------------|-----------|-----------|--------|
|---------------|-----------|-----------|--------|

Recent Evaluation Support Form Activity:

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

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Users will click the “Edit NCOER Support Form” in order to update an active NCOER Support Form.

NEXT SLIDE.



Active NCOER Support Form List

Active NCOER Support Forms:

Rated Soldier Last Name: Rated Soldier UIC: Support Form ID: SSN:

3 items found, displaying all items.

| Support Form Id | Rated Soldier | Rater | Senior Rater | Your Role |
|-----------------|---------------|-------|--------------|--------------|
| 202211 | | | | REVIEWER |
| 202210 | | | | SENIOR RATER |
| 202185 | | | | SENIOR RATER |

*Click row to continue the Support Form.

Users will select the correct NCOER Support Form from the list of Active NCOER Support Forms.

NEXT SLIDE.



Navigating NCOER Support Form

U.S. ARMY

Jump To

- Rated NCO
- Rater Info
- Duty Description
- Performance Goals
- Character
- Presence
- Intellect
- Leads
- Develops
- Achieves
- Senior Rater Comments
- Signature Page

Exit Next

Evaluation Support Form# 202211 SOLDIER

NCO EVALUATION REPORT SUPPORT FORM
For use of this form, see AR 623-3 the proponent agency is DCS, G-1

PART I - ADMINISTRATIVE DATA (Rated NCO)

| | | |
|--|------------------------|--------------------|
| a. First, Middle Initial) RATED | b. SSN (or DOD ID No.) | c. GRADE/RA SGT |
| e. STATION, ZIP CODE OR APO, MAJOR COMMAND 3BDE, Fort Best, 111111 | | g. UIC WAAAAA |
| f. COES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT? | | MEL: X |

a. Last Name First Name M.I. Suffix

SOLDIER RATED

b. DOD ID Number

c. Rank d. Date of Rank

SGT 20150301

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When editing the NCOER Support Form, users can use the “Jump To” feature to navigate to specific sections.

NEXT SLIDE.



Initialing the NCOER Support Form

| | | | | | | | |
|---|--|-------------------------|------------------------|---|----------------------|---|-------------------|
| Edit | | Create NCOER | | Manage Enclosures | | Delete | |
| NCO EVALUATION REPORT SUPPORT FORM 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. GRADE/RANK SGT | d. DATE OF RANK (YYYYMMDD) 20150301 | e. PMOSC 11B2O |
| f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BDE, Fort Best, 111111 | | | | | g. UIC WAAAAA | h. RATED NCO'S EMAIL ADDRESS(.gov or .mil) @mail.mil | |
| i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT? Yes <input type="radio"/> No <input type="radio"/> | | | | | MEL: X | | SSD: 2 |
| PART II - AUTHENTICATION | | | | | | | |
| a1. NAME OF RATER (Last, First MI) SOLDIER'S, RATER | | a2. SSN (or DOD ID No.) | | INITIAL | DATE | LATER | DATE |
| a3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT SSG, 11B30, B Co, 1BN, 3BDE, Squad Leader | | | | a4. 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.) | | INITIAL | | DATE | |
| b3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT SFC, 11B40, B Co, 1BN, 3BDE, Platoon Sergeant | | | | b4. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @mail.mil | | | |
| c1. NAME OF SUPPLEMENTAL REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTAL | | | | c2. SSN (or DOD ID No.) | | | |
| c3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT CPT, 11A, B Co, 1BN, 3BDE, Company Commander | | | | c4. SUPPLEMENTAL REVIEWER'S EMAIL ADDRESS (.gov or .mil) @mail.mil | | | |
| d. RATED NCO'S INITIALS | | | | INITIAL | DATE | LATER | DATE |
| | | | | | | | |
| Unclassified | | | | | | | |
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The appropriate personnel will initial the NCOER Support Form after each designated counseling session.

The Rater and Rated NCO will initial the NCOER Support Form initially and quarterly thereafter.

The Senior Rater will initial the NCOER Support Form initially and one time thereafter prior to the NCOER's Report Thru Date.

NEXT SLIDE



Check on Learning

1. Name some topics the Rated NCO enters into the Support Form.
2. Describe how to edit a NCOER Support Form.
3. When do the Rating Officials and Rated NCO initial the NCOER Support Form?
4. Where can Rating Officials get guidance on entries in Part V for character, presence, intellect, etc?

At this time, discuss these questions.

NEXT SLIDE



Summary

- Accessing EES
- Landing Page
- Initiating NCOER Support Form
- Administrative Data
- Attributes and Competencies
- Editing Support Forms

During this briefing, we covered today how to use EES to create, complete, and edit DA Form 2166-9-1a, NCOER Support Form.

NEXT SLIDE



Questions



Ask an IT Expert:

usarmy.knox.hrc.mbx.it-help-desk@mail.mil

Unclassified

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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