



U.S. ARMY MEDICAL
COMMAND



The Army OER: What You Need to Know



Purpose

To provide practical guidance and advice on key areas of concern to focus on with regard to your Officer Evaluation Reports (OER).

References and Resources

- OER Policy:
 - AR 623-3, Evaluation Reporting System
 - DA Pam 623-3, Evaluation Reporting System
- Evaluation Systems Office, Human Resources Command:
 - (703) 325-9660 (DSN: 221),
tapcmse@conus.army.mil
- Officer Evaluations Clerk, Brooke Army Medical Center
 - (210) 808-4178 (DSN: 420),
tapcmse@conus.army.mil

Officer Evaluation Reports

- **Provides Criteria for Personnel Management Decisions**
 - **Promotions / Assignments / Career Development**
- **Establishes Performance and Character Standards**
- **Prescribes Organizational Core Values**
- **Provides Performance Feedback**
- ***O E R - The Most Important Document in an Officer's Career !***

Leadership in the evaluation process

- **Top down emphasis**
- **Communication**
- **Coordination**
- **Coaching**
- **Counseling**
- **Blending mission, development, performance**

Support Form

- **Enhances leadership communication**
- **Links performance to mission**
- **Facilitates leader development**
- **Provides ratee input into OER**

Developmental Support Form

- **Socializes to Army values & leadership doctrine/culture**
- **Standardizes developmental counseling**
- **Crosswalks mission & development**
- **Incorporates preceptorship objectives**

OER Title and Duties

- ***Duty Title:***
 - **Understandable**
 - **Universal Terms**
 - **OER/ORB match**
- ***Duties:***
 - **Specific scope, breadth, and leader responsibilities**
 - **Type of unit, not MTF specific**
 - **TDA and TOE roles**
 - **Dual hat roles**

Importance of a Good Narrative

- Provide selection boards and personnel managers adequate information to make their decisions.
- Allow for field impact on the selection of future leaders.
 - Opportunity to advance the “Best”
 - Establish Senior Rater Accountability
 - Confidence that others cannot inflate
 - Narratives focus on Quantitative Performance & Potential
- Enhance Leader Development
 - Focus on Officer Development at Company Grade Level
 - Basis in Army Values, Doctrine & Leadership
 - Emphasis on Counseling
- Link Performance to Mission

Rater Narrative

Focus on specific, quantifiable performance –

- *What an officer did and how well*
- *Quantify and Qualify Performance and Potential*

- The rater is the first individual to write a narrative on the reverse side of an OER.
- Narrative should explain what the rated officer did and how well he/she did it.
- A laundry list of superlatives is not helpful to selection boards – more is not necessarily better.
- Selection board members do use the rater's narrative in their file deliberations; more intensely when they are looking for in-depth information about a rated officer's performance and potential.
- When there is no senior rater (due normally to lack of rating official qualifications) the rater's narrative is the one which provides the input on both performance and potential.
- Block Vc.
 - Must include specific comments concerning rated officer potential
 - Emphasize potential for the near term (next 3-5 years: command, assignment, school and promotion)
- Block Vd. – Ensure that you list any skill sets or professional qualifications that might be useful to future functional designation boards.

Senior Rater Narrative

Should quantify and qualify the passion (or lack thereof) that senior rater has for rated officer's performance and potential.

- Selection boards should understand what input the Senior Rater is providing without having to guess.
- There are no “magic” or “buzz” words to convey Senior Rater intent.
- Focus on potential (3 to 5 years; command, assignment, schooling and promotion).
- Cannot mention Box Check in the narrative (i.e., “ACOM Officer”, “If my profile allowed, I would rate this officer higher.”)
- Avoid Disconnect with Box Check
 - Example: Large population, COM Box Check, but Exclusive Narrative
 - Exceptions: Immature profiles, Back to Back reports
- Be careful with your narrative – ***don't say the same thing for all your people (Boards can easily detect repeated verbiage)***

No Comparison Box Check in VIIb

For reports that do not require a box check Part VII.b. (CPTs, LTs, WO1s, and CW2s):

- The narrative (along with the remaining information in Section VII) is what primarily conveys Senior Rater intent.
- Senior Raters should use quantified and qualified statements within narrative.
- The word picture discerned from the narrative should inform selection board members as to the Senior Rater's assessment of that officer's performance and potential.

OER

- **Part IV**
 - **Army Values: Y/N**
 - **Attributes: Y/N and select one**
 - **Skills: Y/N and select two**
 - **Actions: Y/N and select three**
- **Junior Officer Development: only answer yes/no if RATED OFFICER rates lieutenants or WO1**

OER

- **“NO” = Referred OER**
- **Failed APFT/HT-WT:
Comments Mandatory**
- **Profile = No comments if officer
can perform duties**
- **Outstanding Performance/Must
Promote is the norm**

Performance and Potential

- **Performance & potential in one block**
- **Focus on results achieved/manner achieved**
- **Blends duty description, objectives, contributions**
- **Unique Skills (optional)**
- **Career field/Functional area**

Criteria for Box Check

- **Performance**
- **Potential**
- **Scope of Responsibility for Grade**
- **Scope of Involvement**
- **Leadership**
- **Impact of Contributions**
- **Commitment**
- **Proactive & Opportunity-seeking**
- **Continuing Education**
- **Military Bearing**
- **APFT/Ht-Wt**
- **Other**

3 P's for Potential

- **Professional Schooling (Mil/Civ)**
- **Promotion**
- **Position or Assignment (x3 in next 3-5 yrs with increased responsibility)**

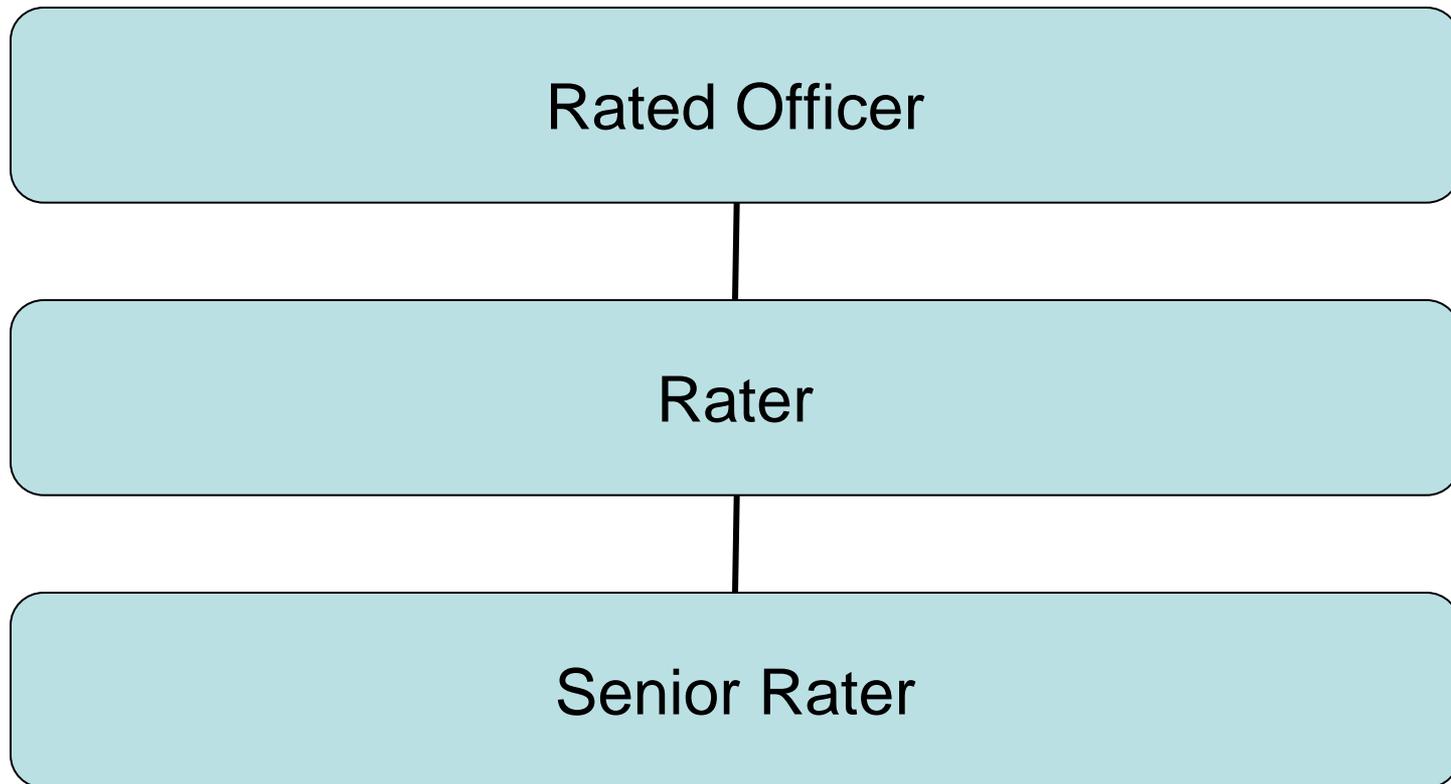
Suggested Discriminator Statements

- **“Among the best....”**
- **“In top 1% (or 5%, etc) of all officers rated...”**
- **“Most outstanding in my 26 years of service”**
- **“Definitely promote now.”**
- **“Select below the zone for xxxx”**
- **“One of the AMEDD’s top leaders.....”**

Suggested Discriminator Statements Con't

- **“Unlimited potential to contribute....”**
- **“Must be groomed for top key executive level leadership positions”**
- **“Will serve anywhere, any place, any time with this officer.”**
- **“Exceptional clinical expert and forward thinking leader...”**
- **“Select for CGSC in residence”**

Know Your Rating Scheme

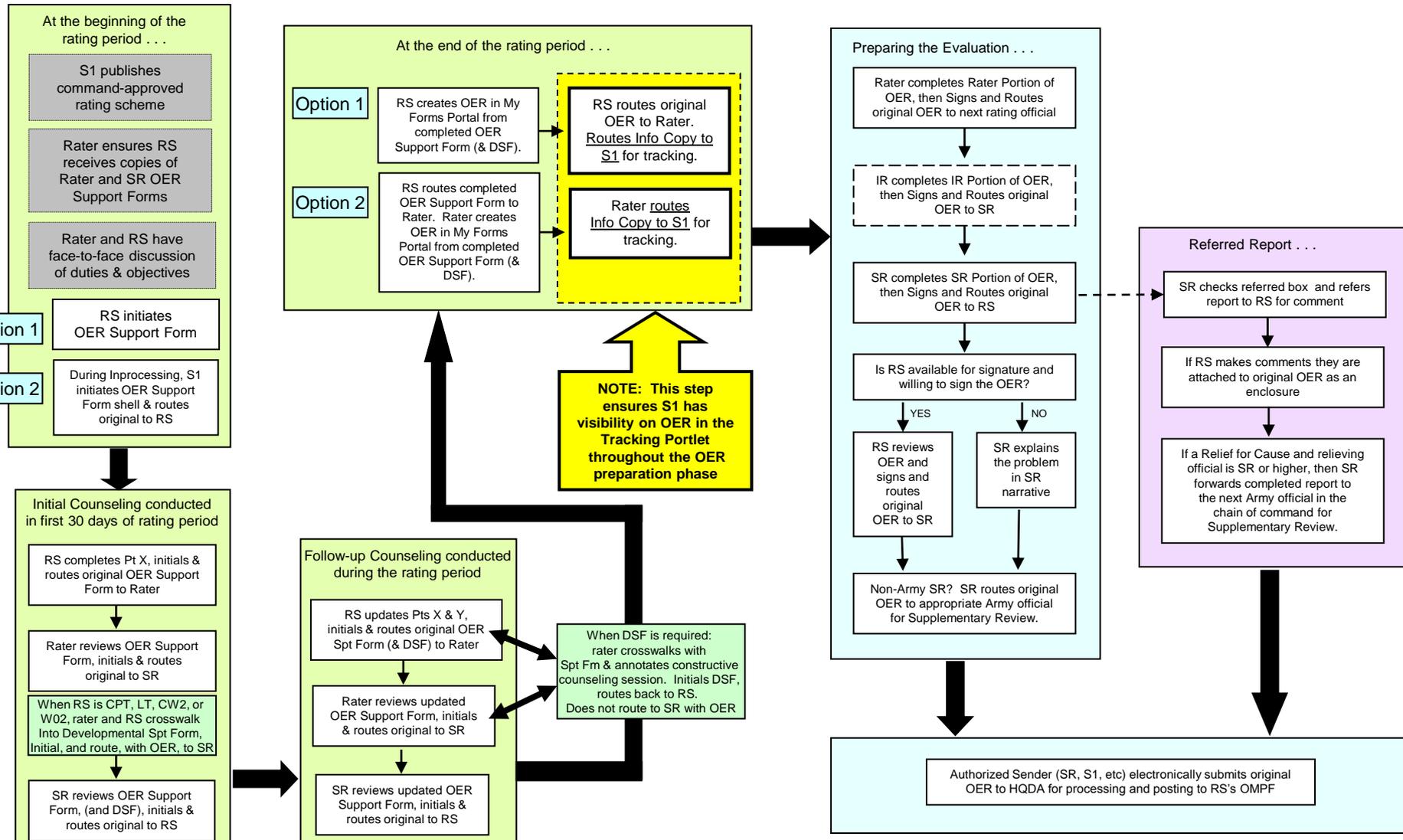


Army Regulation 623-3 requires rating scheme be posted in a general area of the workplace.

AKO My Forms Portal Evaluations Business Process - Officers

LEGEND

- RS Rated Soldier
- IR Intermediate Rater
- SR Senior Rater
- Action in My Forms Portal
- Action offline



SAUSHEC: THE ARMY OER
S1 tracks OER status using Tracking Portlet in AKO My Forms Portal.
WHAT YOU NEED TO KNOW

Evaluations, Selections, & Promotions Division

Training on My Forms and evaluating in an electronic environment

What's New!
[Evals & My Forms on AKO](#)

Welcome

[Contact Us](#)

Evaluations, Selections and Promotions Division (ESP) is a division inside The Adjutant General Directorate (TAGD) of the US Army Human Resources Command (HRC). ESP consists of three (3) major branches and is authorized 203 civilian and military personnel organized around the core personnel functions of evaluations, selections and promotions. In conjunction with Army G1, ESP sets and executes policy concerning AERs, OERs, NC-OERs and promotions for all components.

Info Applications

[AER Automated Applications](#)

Key Items / Hot Links

- [AC Board Schedule](#)
- [RC Board Schedule](#)
- [AC Promotion Lists](#)
- [RC Promotion Lists](#)
- [OER System Information](#)
- [How to write OER Narratives](#)
- [How to get Evaluations to the Board File](#)
- [NCO-ER System Information](#)
- [Appeals & Corrections](#)
- [The Initial Evaluation Timeliness Report](#)

Latest Evaluation Initiatives

- [Information Paper on Single OER Profile](#)
- [FAQ Single OER Profile](#)
- [Information Paper on Evaluation Timeliness Report](#)
- [FAQ Evaluation Timeliness Report](#)
- [Training Slides Evaluation](#)

Use this website or HRC home page for information and applications.

Locating Eval System Help on AKO

The screenshot shows the AKO website interface. The top navigation bar includes 'Home', 'My Workspace', 'Site Map', 'My Favorites', 'Quick Links', and 'Self Service'. The 'Self Service' link is circled in red. Below this, the 'My Personnel' link is also circled in red. A search bar is visible on the right. The main content area is divided into sections: 'My Personnel' (with a red circle around the link), 'My G-1 Personnel', 'Active Duty Officers', and 'Officer Personnel Self-Service Applications'. The 'My G-1 Personnel' section lists various services, with 'Check your entire Official Military Personnel File (OMPF)' highlighted by a red box. The 'Officer Personnel Self-Service Applications' section lists several tasks, with 'Check your Senior Rater Profile (Dash 2)' and 'Check to see if HRC has received your OER (IWRS)' highlighted by a red box. A text box on the left provides additional context about the OER applications.

AKO location of 2 online applications (under My Personnel) which support evaluation system management with real time evaluation info..

The specific location will change when we include NCOER info (expected FY08).

We are working to move locations also because it currently listed under the Active Duty Officers section. These 2 applications give information on OER from all 3 components.

SAUSHEC:THE ARMY OER
WHAT YOU NEED TO KNOW

QUESTIONS

Visit the MyForms Portal in AKO
to prepare and track OERs

