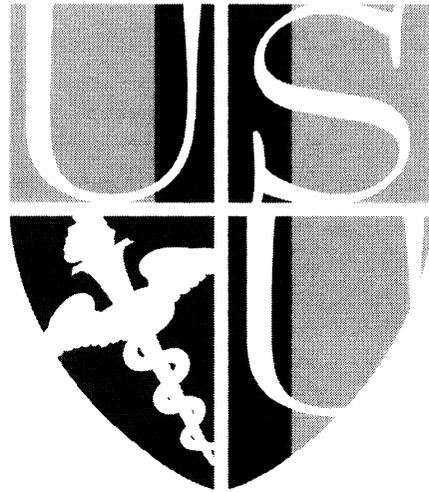


**USUHS
INSTRUCTION
1305**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Officer/Enlisted Evaluation Reports

Instruction 1305

JUL 22 2004

(MPO)

ABSTRACT

This Instruction defines responsibilities for all personnel who are in the rating chain of military personnel assigned to the University. It provides guidance on when, and under what circumstances, military members of the different services are due evaluations.

A. Reissuance and Purpose. This reissues USUHS Instruction 1305^a to:

1. Establish the Officer/Enlisted Evaluation Report program.
2. Incorporate guidance in AR 623-105^b, "Officer Evaluation Reporting System," November 15, 1981; DA Circular 623-88-1^c, "Noncommissioned Officer Evaluation Reporting System," February 1, 1988; AR 623-1^d, "Academic Evaluation System," October 14, 1985; AFR-3610^e, "Officer Evaluation System," August 1, 1988; AFR 39-62^f, "Enlisted Evaluation System;" BUPERSINST 1610.10 of 2 August 1995^g, "Navy Performance Evaluation and Counseling System;" PHS Manual Circular 341^h, "Annual Commissioned Officers' Effectiveness Reports."

B. References. *See Enclosure 1.*

C. Background. An Evaluation Report (ER) is the single most important document affecting a military member's career. It provides information used in selection for assignments, schooling, and promotions. It

is essential that each report be rendered accurately and fairly, so that a reliable indication of competence is given when an individual is compared with others of the same grade. Timely submission of these reports is mandatory. Late reports may adversely affect the career progression of the individual being rated, and are therefore inexcusable.

D. Applicability. This Instruction applies to Officer and Enlisted personnel of all military departments, and the Public Health Service assigned to, or attached to the Uniformed Services University of the Health Sciences (USUHS).

E. Policy. It is USUHS policy that Officer/Enlisted Evaluation reports fully and accurately reflect the ratee's performance. Reports must be completed by established suspense dates. Raters will notify the Military Personnel Office (MPO), by memorandum, in advance, if suspenses cannot be met. Chairpersons/Activity Heads will notify MPO, by memorandum, of personnel or organizational changes which cause a rating scheme to change.

F. Responsibilities. *See Enclosures for service-specific requirements.*

1. Rating chain officials will:
 - a. Comply with applicable portions of instructions accompanying each report.
 - b. Complete applicable portions of the report.
 - c. Provide suggested comments (typed, double-spaced on a separate sheet of paper) for next rating chain official(s) when the next rating chain official(s) is outside the department (i.e., Dean and/or President or Brigade Commander).
 - d. Counsel ratee according to service policies and regulations, and meet specific service responsibilities as outlined in Enclosures 7-13.
 - e. Notify MPO of any rating scheme change within the respective departments.
 - f. Provide final typed reports (with the exception of Navy Fitness Reports). *See Enclosure 2.*
 - g. Return reports to the MPO by the suspense date.

2. The MPO will:
 - a. Ensure that all uniformed personnel are informed of their rating scheme.
 - b. Ensure that all officials in the rating chain are aware of the members for whom they are responsible for rating, and of the dates such reports are required.
 - c. Notify all raters and other rating chain officials when reports are required.
 - d. Establish suspenses for raters and others in the rating chain that will ensure timely completion, review, and submission of these reports.
 - e. Provide necessary forms.
 - f. Monitor progress of reports being prepared.

- g. Provide assistance and administrative expertise as to the proper preparation of each report.
- h. Review all military evaluations after each rating chain official has completed his/her portion, and then forward each to the next official.
- i. Forward completed reports to the appropriate military personnel offices.
- j. Maintain a file of current applicable directives and assist in interpretation, as required.
- k. Inform all rating officials of any changes in the Military Personnel Evaluation systems, and provide training for such changes.
 1. Print Navy Fitness Reports in final format.

3. Department Activity Head, Chairperson will:
 - a. Notify MPO, by memorandum, of personnel or organizational changes which cause a rating scheme to change.
 - b. Ensure that evaluations are prepared by the required suspense dates.

4. The Dean, School of Medicine (DSOM) will review all evaluations from within the School of Medicine (SOM).

5. Dean, Graduate School of Nursing will review all evaluations from within the Graduate School of Nursing (GSN).

6. Brigade Commander will review all evaluation reports prior to submission to the individual service personnel centers.

7. Senior Enlisted Advisors (SEA) will review enlisted evaluation reports of their respective service and sign when necessary. *See Enclosures 7 through 12.*

8. Command Master Chief/
Command Sergeant Major will review all
enlisted evaluation reports.

G. Medical Officer Candidates.

1. Evaluation reports will be rendered
annually at the end of the academic year.

- a. MS-I - June
- b. MS-II - May
- c. MS-III - June
- d. MS-IV - May

NOTE: Navy Fitness Reports on
Medical Students will have a closeout date
of May 31.

2. Reports are due to the respective
services 30 days after the designated
closeout date with the exception of Navy
Fitreps, which are due 15 days after the
closeout date.

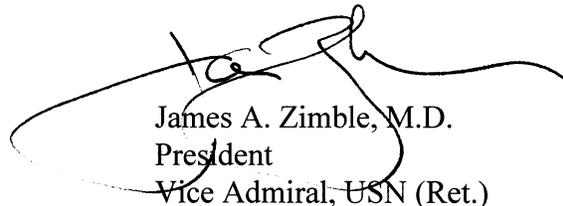
H. Graduate Fellow Officers.

Except for Air Force officers, officers
under orders to USUHS for pre-doctoral,
post-doctoral, or other types of graduate
education will be evaluated by the Associate
Dean for Graduate Education. Air Force
Education/Training Reports for graduate
fellows are not done at USUHS. Army and
Navy graduate fellow evaluations come
under the same preparation instructions as
evaluations for USUHS staff and faculty.

I. Information Requirements.

Enclosures 2-6 provide an explanation of the
requirements for rating chain officials.

J. Effective Date. This Instruction is
effective immediately.



James A. Zimble, M.D.
President
Vice Admiral, USN (Ret.)

Enclosures:

- 1. References
- 2. Procedures
- 3. Army Officer Evaluation Reporting Requirements for Rating Chain Officials
- 4. Army Enlisted Evaluation Reporting Requirements for Rating Chain Officials
- 5. Navy Officer Fitness Reports Reporting Requirements for Rating Chain Officials
- 6. Navy Enlisted Evaluation Reporting Requirements for Rating Chain Officials
- 7. Air Force Officer/Enlisted Reporting Requirements for Rating Chain Officials
- 8. Public Health Service Officer Evaluation Reporting Requirements and Responsibilities of Rating Chain Officials
- 9. Army Officer Evaluation Reports Responsibilities of Rating Chain and Other Officials
- 10. Army Noncommissioned Officer Evaluations Responsibilities of Rating Chain and Other Officials
- 11. Navy Officer Fitness Reports Responsibilities of Rating Chain and Other Officials
- 12. Navy Enlisted Performance Evaluations Responsibilities of Rating Chain and Other Officials
- 13. Air Force Officer Evaluations Responsibilities of Rating Chain and Other Officials
- 14. Air Force Enlisted Evaluations Responsibilities of Rating Chain and Other Officials

REFERENCES

- (a) USUHS Instruction 1305, "Officer/Enlisted Evaluation Reports," December 11, 1986 (hereby cancelled)
- (b) AR 623-105, "Officer Evaluation Reporting System," November 15, 1981
- (c) DA Circular 623-88-1, "Non-commissioned Officer Evaluation Reporting System," February 1, 1988
- (d) AR 623-1, "Academic Evaluation Reporting System," October 14, 1985
- (e) AFR 36-10, "Officer Evaluation System," August 1, 1988
- (f) AFR 39-62, "Enlisted Evaluation System," May 1, 1989
- (g) BUPERSINST 1610.10, "A Navy Performance Evaluation and Counseling System," August 2, 1995
- (h) PHS Manual Circular 342, September 1, 1991, "Annual Commissioned Officers' Effectiveness Reports"

PROCEDURES

1. U.S. ARMY.

a. Officers

(1) A report will be initiated on the rated officer who has completed at least 90 calendar days in the same position under the same rater during the same rating period and one of the following conditions occur:

(a) Annual report - A report is mandatory on completion of one calendar year of duty following the "THRU" date of the last report.

(b) Change of Rater - A report is mandatory when the rated officer's immediate supervisor changes.

(c) Change of Duty - A report is mandatory when the rated officer has a change of principal duty, even though the rater remains the same. This includes reassignment within the University, and upon issuance of Permanent Change of Station (PCS) orders.

(d) Separation - A report is mandatory when the rated officer is separated from active duty. This applies without regard to the reason for separation.

(e) Other - Occasions for other reports being rendered include, but are not limited to, relief or incapacitation of rater, upon recommendation for involuntary separation, or failing selection for promotion. *(Refer to paragraphs 5-6 through 5-26, AR 623-105^b for additional reasons for reports.)*

b. Enlisted - only personnel in the grades of E-5 and above receive evaluation reports.

(1) Annual - A report will be submitted 12 months after the most recent of the following events:

(a) Ending month of last report.

(b) Effective date of promotion to Sergeant.

(2) Change of Rater - A report will be submitted whenever the designated rater is changed, as long as minimum rater qualifications of 90 calendar days are met.

(3) Other - Occasions for other reports, which include, but are not limited to, Complete the Record reports and Relief for Cause reports, are outlined in paragraphs 2-9 and 2-10, DA CIR 623-88-1^c.

2. U.S. NAVY.

a. Regular Periodic Evaluations will be rendered in accordance with the following schedule:

Officer:

<u>GRADE</u>	<u>SUBMISSION DATE</u>
0-1	31 May
0-2	28/29 February & 31 August
0-3	31 January
0-4	31 October
0-5	30 August
0-6	31 July

Enlisted:

<u>GRADE</u>	<u>SUBMISSION DATE</u>
E-3 and Below	31 January
E-4	30 June
E-5	31 March
E-6	30 November
E-7	30 September
E-8	30 September
E-9	30 April

b. Regular Evaluations will also be submitted on the following occasions:

- (1) Officer
- (a) Detachment of reporting senior.
- (b) Detachment of officer

including separation. This report is optional for members who retire.

NOTE: A Periodic Report may be extended by letter for up to two months to serve as either of the above reports. These reports will be completed prior to the member's detachment.

(c) Special Reports -

Occasions for special reports include, but are not limited to, elimination of physical readiness deficiency, declining performance or misconduct. Submit special reports in accordance with NAVMILPERSCOMINST 16611.1, Chapter 4.

(2) Enlisted:

(a) Upon transfer, evaluation will be completed 10 working days prior to member's detachment from the USUHS.

(b) Separation (SEP)

Reports - Submit 10 working days prior to a member being released from active duty or discharged without immediate reenlistment.

(c) Advancement/Frocking (ADV) Reports - Submit as of the date prior to frocking or date prior to advancement, if not previously frocked.

NOTE: A letter of extension of Periodic Reports up to 3 months may be used in place of the above reports.

(d) Special (SPEC) Reports -

Occasions for special reports include, but are not limited to, temporary appointment to

officer status, detachment of reporting senior, superior or substandard performance. Submit special reports in accordance with BUPERSINST 1616.9 2-2, Section 2-7.

3. U.S. AIR FORCE. Officer Performance Reports and Enlisted Performance Reports are prepared:

a. On the rated individual who has completed at least 120 calendar days under the same rater and one of the following conditions occur:

(1) One year has elapsed since close out of last evaluation.

(2) A change of rater occurs, provided a minimum of 120 days has elapsed since the close of the last report.

(3) An individual is reassigned, providing 120 days has elapsed since the last report.

b. When directed by Headquarters Air Force.

4. U.S. PUBLIC HEALTH SERVICE. Reports for members of the Public Health Service assigned to the University are due by September 30, and are to be mailed to the Office of Commissioned Personnel Operation Division no later than October 21 annually. In cases of Permanent Change of Station (PCS), reports are due 30 days after date of transfer.

ARMY OFFICER

EVALUATION

Reporting Requirements for Rating Chain Officials

OFFICERS

RATER: A rater must be an officer of the U.S. or Allied Armed Forces or an employee of a U.S. Government agency. The rater will normally be the immediate supervisor of the rated officer. The immediate supervisor is the individual who directs and is most responsible for the rated officer's performance. The rater must be senior to the rated officer in grade or date of rank. *For exceptions to this rule, see paragraphs 3-5, AR 632-105.*

INTERMEDIATE RATER: The intermediate rater must be an officer of the U.S. or Allied Armed Forces or an employee of a U.S. Government agency. A military intermediate rater must be senior in grade or date of rank to the rated officer. A civilian intermediate rater has no minimum grade requirement; however, he or she must be an officially designated supervisor of the rated officer. The intermediate rater will usually be the rater's immediate supervisor; however, he or she may be any supervisor between the rater and the senior rater in the

rated officer chain of command. This rule is waived when the provisions of paragraphs 3-28 or paragraph C-4, appendix C, AR 623-105 apply.

SENIOR RATER: The senior rater must be an officer of the U.S. Armed Forces or an employee of DoD. Normally, the senior rater must be supervisor above the rater and intermediate rater in the rated officer's chain of command or supervisory chain. The minimum grade for a senior rater is O-4 (or a promotable O-3 in a position authorized O-4 or higher). The minimum grade for a civilian senior rater is GS-14 or any member of the Senior Executive Service. However, a civilian senior rater must be an officially designated supervisor of the rated officer serving at an appropriate level above the rater. Other rules on the required grades of senior raters are summarized in Figure 3-1, AR 632-105.

NOTE: In certain situations, the supervisor can serve as both the rater and the senior rater, per paragraph 3-17, AR 623-105.

ARMY ENLISTED

EVALUATION

Reporting Requirements for Rating Chain Officials

ENLISTED

RATER: The rater must be the first line supervisor of the rated soldier and designated as the rater for a minimum period of three rated months and must be a Sergeant or higher, if Military, and senior to the rated soldier by either pay grade or date of rank. Where rank is the same, seniority is determined by date of rank. If the soldier is on a Headquarters, Department of the Army (HQDA) recommended list for promotion to one of the top three enlisted grades, and is serving in an authorized position for the new grade, then he or she may rate any soldier he or she supervises if after the rater's promotion he or she will be senior in pay grade or date of rank to the rated soldier. Commanders may appoint a U.S. civilian rater, GS-6 or above, when a first line military supervisor is not available and when the civilian supervisor is in the best position to accurately evaluate the soldier's performance. Members of other U.S. Military services who meet the qualifications above may be raters. Members of Allied Forces are not authorized to be raters.

ENDORSER/SENIOR RATER: The endorser/senior rater must be in the direct line of supervision of the rated soldier and designated as the endorser for a minimum period of three months. He or she must be senior to the rater in grade or date of rank. Commanders may appoint U.S. civilian endorsers, GS-6 or above, when a military supervisor is not available, and when the

civilian supervisor is in the best position to accurately evaluate the soldier's performance. Members of other U.S. Military services who meet the qualifications above may be endorsers. Members of Allied Forces are not authorized to be endorsers. An endorser is not required when the rater is a general officer, officer of Flag Rank, or U.S. civilian with Senior Executive Service rank and precedence.

REVIEWER: The reviewer must be a commissioned officer, warrant officer, Command Sergeant Major, or Sergeant Major in direct line of supervision and senior in grade or date of rank to both the rater and endorser. Commanders may appoint officers of other U.S. Military services or U.S. civilians, GS-6 and above, or other civilian pay scales as determined by the commander, as reviewers when grade and line-of-supervision requirements are met. Either the rater or endorser is a uniformed Army official. In cases where both the rater and endorser are other than uniformed Army rating officials, and no Army reviewer is available, the report will be reviewed by a uniformed officer (Army) in the rated soldier's MILPO. As an exception, the MILPO officer is not required to be senior to the rater or endorser. When the rater or endorser is a general officer, officer of flag rank, or U.S. civilian with Senior Executive Service rank and precedence, that officer will also act as reviewer and complete Part V, D of the report.

NAVY OFFICER

FITNESS REPORTS

Reporting Requirements for Rating Chain Officials

FITNESS REPORT WRITER: The incumbent in a position or office of the ratee's supervisor who is responsible for obtaining input from the ratee and responsible for completing the ratee's Fitrep.

REGULAR REPORTING SENIOR: The officer of the Armed Forces of the U.S. or its allies, or a civilian official of the U.S. to whom a naval officer has formally reported for duty or temporary duty pursuant to competent orders. If the orders require reporting to more than one person or command for the same period of duty, the first person or commander listed on the orders (unless otherwise specified) is the reporting senior; others are concurrent reporting seniors. The regular reporting senior is responsible for ensuring that all aspects of the performance of a subordinate are evaluated and made a matter of record. The reporting senior is ultimately responsible for the promotion recommendation of all officers and also for the ranking of those officers in the same comparison groups. (See NAVMILPERS-COMINST 1611.1A, p.p.2-4, paragraphs 2-10.) Unless delegated otherwise, the

reporting senior on all Regular Fitness Reports on USUHS staff and faculty shall be the President, USUHS.

NAVY PERSONNEL EVALUATION ADVISOR: A Navy Personnel Evaluation Advisor will be appointed to monitor evaluation practices with regard to Navy personnel and provide assistance and advice. This practice encourages conformity to NAVMIL-PERSCOMINST 1611.1A and to accepted Navy practices. The incumbent in this position will be an appropriate U.S. Navy officer assigned to USUHS. The officer will review the rough draft fitness reports of all staff/faculty/graduate students assigned to USUHS. In the case where the Navy Evaluation Advisor has his or her own fitness report pending, a temporary alternate Advisor will be assigned to review the regular Evaluation Advisor's fitrep and also those fitreps of officers in his grade. The Navy Evaluation Advisor will provide for the regular reporting senior a recommended ranking of officers in comparison groups. Problems which cannot be resolved informally shall be reported to NMPC-32.

NAVY ENLISTED

EVALUATION

Reporting Requirements for Rating Chain Officials

ENLISTED PERFORMANCE
EVALUATION REPORTS

REPORTING SENIOR: A reporting senior is any member of the U.S. Armed Forces or civilian official of the U.S. Federal Government who is authorized to submit evaluation reports. A reporting senior may submit evaluation reports only on authorized occasions, and may only evaluate performance during the period of the report unless otherwise provided in BUPERSINST 1616.9.

DELEGATED REPORTING SENIOR
AUTHORITY: A delegated reporting senior is a person designated by the Commanding Officer to submit evaluation reports for which that Commanding Officer would otherwise be responsible. At USUHS, all

enlisted evaluations will be signed by delegated reporting seniors. This person will be the lowest supervisor in the ratee's chain of command who meets the following criteria:

(1) **REPORTS ON E-5 AND ABOVE:** Reports on members in the grades E-5 and above, including members frocked to E-5, may not be delegated below the grade of lieutenant commander (O-4) or GM-13 or equivalent. Exceptions require written approval of the Chief of Naval Personnel (Pers-322).

(2) **REPORTS ON E-4 AND BELOW:** Reports on members in the grades of E-4 and below may not be delegated below the grade of chief petty officer (E-7) or GS-11 or equivalent. Exceptions are not permitted.

AIR FORCE

OFFICER/ENLISTED

Reporting Requirements for Rating Chain Officials

OFFICERS

RATER: The rater is the first official in the rating chain serving in a grade equal to or higher than the ratee. Date of rank is not considered.

ADDITIONAL RATER: The additional rater is the next official in the rating chain, after the rater, serving in a grade equal to, or higher than, the ratee. A Colonel, however, may be the additional rater for another Colonel. The additional rater for health profession officers (AFSC9XXX) on Extended Active Duty (EAD) must be serving in a grade equal to, or higher than, the rater and ratee.

REVIEWER: For Majors and below, the reviewer must be at least a Colonel or equivalent in a wing commander or equivalent position as determined by management level. For OPRs on Lieutenant Colonels and Colonels, the reviewer is the

first general officer or equivalent in the rating chain. Equivalent civilian grades are determined by management levels based on the responsibilities of that civilian position.

ENLISTED

RATER: The rater is the person (commissioned officer, warrant officer, non-commissioned officer (NCO) or civilian equivalent of NCO grade) designated as the immediate supervisor of the ratee.

RATER'S RATER: Person immediately supervising the rater.

ENDORSER: For E-9, E-8, and E-7: The endorser must be at least a Major (or equivalent) or a civilian (at least a GS-12 or similar grade). When the rater's rater meets grade requirements, an endorser is not necessary. For E-6 and below: The endorser is the rater's rater.

PUBLIC HEALTH SERVICE

OFFICER EVALUATION

Reporting Requirements and Responsibilities
of Rating Chain Officials

RATING OFFICIAL: Immediate supervisor is the rating official. (Rating official must be first line supervisor of one or more officers.) Sections II, III, IV & V of Form PHS 838 are to be completed by the rating officer. (Section I is completed by the person being rated.)

REVIEWING OFFICER: The reviewing officer, in most cases, is the immediate

supervisor of the officer's rating official (i.e., supervisor). It is the reviewing official's duty to fill out Section VI, indicating therein any specific disagreements or agreements with evaluations by the rating official. Space is also provided for comments by other higher levels of management to review and comment on the Commissioned Officer Evaluation Report (COER) at their election.

ARMY OFFICER

EVALUATION REPORTS

Responsibilities of Rating Chain and Other Officials

RATED OFFICER: Describes accurately his/her duties, objectives and significant contributions on DA Form 67-8-1 at the end of the rating period. *See AR 623-105 3-3 for additional responsibilities.*

RATER: Counsels rated officer throughout the rating period. Reviews DA Form 67-8-1 at the end of the rating period and, if appropriate, uses it to provide information about job description. Verifies rated officer's Army Physical Fitness Test (APFT) and height and weight. Provides an objective and comprehensive evaluation of the rated officer's performance and potential on DA Form 67-8. Provides suggested comments, double-spaced typed on a separate sheet of paper, for Intermediate Rater and/or Senior Rater when Intermediate Rater and/or Senior Rater are outside the department. *See AR 623-105 3-6 for additional responsibilities.*

INTERMEDIATE RATER: Assesses the performance of the rated officer using all reasonable means. If appropriate, provides information on DA Form 67-8-1 to assist the senior rater in his/her evaluation. Renders an objective evaluation of the rated officer's

performance and potential on DA Form 67-8. *See AR 623-105 3-9 for additional responsibilities.*

SENIOR RATER: Uses all reasonable means to become familiar with rated officer's performance. Assesses the ability of the rated officer. Ensures that rating officials counsel the rated officer throughout the period. Considers information on DA Form 67-8-1 when evaluating the officer. Evaluates rated officer's potential relative to his/her contemporaries. *See AR 723-105-3-12 for additional responsibilities.*

BRIGADE COMMANDER: Reviews all reports for appropriateness.

DEAN, SCHOOL OF MEDICINE: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

DEAN, GRADUATE SCHOOL OF NURSING: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

ARMY NONCOMMISSIONED OFFICER

EVALUATIONS

Responsibilities of Rating Chain and Other Officials

RATER: Counsels the rated noncommissioned officer (NCO) on his/her duty performance and professional development throughout the rating period. At a minimum, the rated NCO will be counseled within the first 30 days of each rating period and quarterly thereafter. DA Form 2166-7-1 is mandatory for use by rater when counseling NCO's CPL thru Platoon Sergeant/Sergeant First Class (PSG/SFC). Uses completed 2166-7-1 to complete the Noncommissioned Officer Evaluation Report (NCO-ER) and maintains the 21667-1 until after NCO-ER for that period has been approved and submitted to the U.S. Army Enlisted Records and Evaluation Center (USAEREC). Assesses performance of rater NCO, using all reasonable means. Prepares a fair, correct report evaluating the NCO's duty performance, values/NCO responsibilities, and potential. Verifies Parts I and II and enters the APFT and height and weight results on NCO-ER. Provides suggested comments, double-spaced typed on a separate sheet of paper, for Senior Rater when Senior Rater is outside the department. *See DA CIRC 623-1 3-6 for more information on responsibilities.*

SENIOR ENLISTED ADVISOR (SEA):
Reviews enlisted evaluations and provides input concerning the preparation of reports.

**COMMAND MASTER
CHIEF/COMMAND SERGEANT MAJOR:**
Reviews enlisted evaluations.

SENIOR RATER: Uses all reasonable means to become familiar with rated NCO's

performance evaluation. Prepares a fair, correct report evaluating the NCO's duty performance, professionalism, and potential. Obtains the rated NCO's signature in part II of the NCO-ER. Ensures the rated NCO is aware his/her signature does not constitute agreement or disagreement with the report, but that the rated NCO has seen the completed report. *See DA CIRC 623-88-1 3-8 for more information.*

REVIEWER: Ensures that the proper rater and senior rater complete the report. Examines evaluations rendered to ensure they are clear, consistent and in just accordance with the known facts. Indicates concurrence or nonconcurrence with rater and/or senior rater. If reviewer judges that the rater and/or senior rater have not evaluated the rated NCO in a clear, consistent, or just manner, the reviewer will approach the rating officials concerning the discrepancy. If the NCOER is then revised so that the reviewer no longer disagrees, the reviewer will then concur. If the reviewer still disagrees, he/she will nonconcur and add an enclosure which clarifies the situation and renders an opinion as to the performance and potential.

**REVIEWER MAY ONLY COMMENT
WHEN IN DISAGREEMENT WITH THE
RATER AND/OR SENIOR RATER. *See
DA CIRC 623-88-1 3-10 for more
information.***

BRIGADE COMMANDER: Reviews all reports for appropriateness.

DEAN, SCHOOL OF MEDICINE: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

DEAN, GRADUATE SCHOOL OF NURSING: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

NAVY

OFFICER FITNESS REPORTS

Responsibilities of Rating Chain and Other Officials

RATED OFFICER: Is responsible for ensuring the continuity of his/her own fitness report. Upon reporting to USUHS, provides the new reporting senior and/or fitness report writer the date of the last Regular report. Has the right to submit written fitness report input. *See NAVMILPERSCOMINST1661.1A Chapter 15 for additional information.*

FITNESS REPORT WRITER: Is responsible for obtaining input from the rated officer and is responsible for rendering an accurate evaluation of the rated officer's performance by completing NAVPERS 1611/1 WORKSHEET.

NAVY PERSONNEL EVALUATION

ADVISOR: Monitors evaluation practices with regard to Navy personnel and provides assistance and advice. Review of rough fitness reports by the Navy Personnel Evaluation Adviser is encouraged to ensure conformity to NAVMIL-PERSCOMINST 1611.1A and to accepted Navy practices. Problems which cannot be resolved

informally should be reported to COMNAV-MILPERSCOM (NMPC-32).

BRIGADE COMMANDER: Reviews all reports for appropriateness.

REGULAR REPORTING SENIOR: Is responsible for ensuring that all aspects of the performance of a subordinate are evaluated and made a matter of record. He/she is ultimately responsible for the promotion recommendation of all officers and also for the ranking of those officers in the same comparison group. He/she is responsible for obtaining rated officer's signature when necessary. Signs in Block 85 of 1611/1.

DEAN, SCHOOL OF MEDICINE: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

DEAN, GRADUATE SCHOOL OF NURSING: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

NAVY ENLISTED

PERFORMANCE EVALUATIONS

Responsibilities of Rating Chain and Other Officials

RATED MEMBER: Monitors the continuity of his/her evaluation record. May submit written input for any evaluation report. *See BUPERSINST 1616.9 Chapter 12 for additional information.*

REPORT SENIOR: Ensures all evaluation reports are promptly and properly submitted, and that equitable standards are used throughout the command.

DELEGATED REPORTING SENIOR: Is responsible for obtaining written input for the evaluation report and using it to complete NAVPERS 1616/24 WORKSHEET. Signs the final evaluation.

SENIOR ENLISTED ADVISOR: Reviews enlisted evaluations and provides input

concerning the preparation of reports.

COMMAND MASTER CHIEF/COMMAND SERGEANT MAJOR: Reviews enlisted evaluations.

BRIGADE COMMANDER: Reviews all reports for appropriateness.

DEAN, SCHOOL OF MEDICINE: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

DEAN, GRADUATE SCHOOL OF NURSING: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

AIR FORCE

OFFICER EVALUATIONS

Responsibilities of Rating Chain and Other Officials

RATER: Prepares Officer Performance Reports (OPRs). Ensures ratee's duty titles clearly reflect the type of work and level of responsibility of the ratee. Provides suggested comments, double-spaced typed on a separate sheet of paper, for an Additional Rater when an Additional Rater is outside the department.

ADDITIONAL RATER: Reviews OPRs (and returns to the rater for reconsideration, if necessary) to ensure an accurate, unbiased, and un-inflated evaluation by the rater. Completes section VII of the OPR. Assumes the rater's responsibilities under the conditions listed in paragraph 3-5b(2) of AFR 36-10.

REVIEWER: Reviews OPRs (and returns to the additional rater and rater for reconsideration, if necessary) to ensure an accurate, unbiased, and uninflated evaluation by the previous evaluators. When appropriate, nonconcurrs with previous evaluators and makes comments. Approves

unit mission descriptions. Directs the additional rater to assume the rater's responsibilities when paragraph 3-5b(2) of AFR 36-10 applies.

AIR FORCE ADVISOR (SENIOR AIR FORCE OFFICER): Advises non-Department of the Air Force (DAF) evaluators of Air Force rating policies and procedures. Reviews OPRs for compliance with the policies of AFR 36-10. Signs below section VIII on OPR form. *See AFR 36-10 3-13 for additional information.*

BRIGADE COMMANDER: Reviews all reports for appropriateness.

DEAN, SCHOOL OF MEDICINE: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

DEAN, GRADUATE SCHOOL OF NURSING: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

AIR FORCE

ENLISTED EVALUATIONS

Responsibilities of Rating Chain and Other Officials

RATER: Observes the ratee's behavior and duty performance, achievements, efficiency and the ratee's subordinates' morale and compliance with set standards. Evaluates the ratee's typical performance in relation to specific performance factors. Provides feedback to help ratees improve their performance. Records the ratee's duty performance and makes a promotion recommendation based on performance that accurately describes the ratee when compared with others of the same grade and Air Force specialty. Provides suggested comments, double-spaced typed on a separate sheet of paper, for Rater's Rater when Rater's Rater is outside the department.

SENIOR ENLISTED ADVISOR (SEA): Reviews enlisted evaluations and provides input concerning the preparation of reports. Also, signs as Air Force Advisor for evaluations on AB through Tsgt (AF Form 910). *See AFR 39-62, paragraphs 1-3 for more information.*

COMMAND MASTER CHIEF/
COMMAND SERGEANT MAJOR: Reviews enlisted evaluations.

RATER'S RATER AND ENDORSER: Must be aware of the ratee's typical performance. Ensures the ratee receives performance feedback as required. Carefully reviews the recorded performance

information. Reports not completely substantiated should be returned to the previous evaluator for reconsideration of ratings. Makes promotion recommendations based on ratee's performance evaluation that accurately describes the ratee when compared with others of the same grade and Air Force specialty. *See AFR 39-62, paragraph 1-3 for more information.*

COMMANDER: Senior Air Force Officer who signs under "Commanders Review." Reviews report. If he/she agrees, the commander will mark "concur," and sign. If he/she disagrees with report, the commander will discuss the disagreement with previous evaluators, mark "nonconcur" if the disagreement is not resolved, sign, and provide comments on an AF Form 77. *See AFR 39-62, paragraphs 4-5 and 5-10 for additional information.*

BRIGADE COMMANDER: Reviews all reports for appropriateness.

DEAN, SCHOOL OF MEDICINE: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.

DEAN, GRADUATE SCHOOL OF NURSING: If applicable, reviews reports from his/her area of responsibility prior to the President, USUHS.