



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON, FORT BELVOIR  
HEADQUARTERS, BATTALION  
6089 ABBOTT ROAD, SUITE 2118  
FORT BELVOIR, VIRGINIA 22060-5928

IMBV-HB

MEMORANDUM FOR Headquarters Battalion, U.S. Army Garrison, Fort Belvoir,  
Virginia 22060

SUBJECT: Headquarters Battalion Military Evaluation Reporting System,  
Policy Letter #4

1. Reference:

- a. AR 623-3 (Evaluation Reporting System), 4 November 2015.
- b. DA Pam 623-3 (Evaluation Reporting System), 10 November 2015.
- c. AR 600-20 (Army Command Policy), 6 November 2014.

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.

3. Applicability: This policy applies to all military personnel assigned or attached to Headquarters Battalion (HQBN), U. S. Army Garrison, Fort Belvoir.

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 OIC/NCOIC will provide the Battalion S1 the Soldier's rating chain within 15 days of in-processing. Once approved, the updated rating scheme will be published on the bulletin board and forwarded to each subordinate units' supervisor.

b. Raters play the most significant role in the evaluation process. Raters will provide evaluations which are error free and contain all mandatory comments IAW current regulations.

**“LEADERS IN EXCELLENCE”**

c. Within 30 days of the beginning of a rating period initial counseling will be conducted for all NCOs, WO1-CW2s, and company grade Commissioned Officers, IAW Reference a, para. 1- 8e. Further counselling thereafter will be conducted quarterly. Within 90 days of the beginning of the rating period the rated Officer or NCO will initiate a support form in the Evaluation Entry System (EES), using DA Form 67-10-1A or 2166-9-1A, respectively. 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. IAW Reference a, para. 1-8e, initial counseling will be conducted within 30 days after the beginning of the rating period, and quarterly thereafter, for all NCOs, WO1-CW2s, and company grade commissioned officers.

d. Raters will ensure that the appropriate counseling is conducted throughout the rating period and that the content of the evaluation is of no surprise to the rated Officer or NCO. Raters will identify the senior rater to the rated Soldier during the initial counseling. If at any time changes to the rating chain occurs, the rater must identify and inform the Battalion S1 as soon as possible to determine if an evaluation is required.

e. Evaluation reports that requires a signature from Garrison or higher level headquarters will be entered into the EES no later than 30 days prior to the thru date of the evaluation, provide a copy of the SMs SRB and APFT card for review by the 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.

f. Raters and senior raters both have rating profiles managed in EES. Once a profile rating is locked, it is arduous to unlock; therefore raters and senior raters should use extreme caution before making final rating decision. All corrections and adjustments will be made before locking in a rating.

g. The Battalion Adjutant and the Battalion Commander will be made delegates in EES for any evaluations in which the Garrison Commander is the rater or senior rater. The Battalion Adjutant and the Battalion Command Sergeant Major will be delegates in EES for any evaluations in which the Garrison Command Sergeant Major is the rater or senior rater. Delegates are to assist the rater and senior rater in the sequencing of submissions in EES and to ensure that error free evaluations are submitted to HRC. Additionally, the Battalion Command Sergeant Major will review all NCOERs prior to signatures.

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SUBJECT: Policy Memorandum #4, Military Evaluation Reporting System Procedures

6. Proponent: The proponent for this Policy Letter #4 is Headquarters Battalion, USAG. Point of contact is Mr. Keith A. Cashion, HQBN S1, (703) 805-5696 or [usarmy.belvoir.usag.mbx.hq-bn-s1@mail.mil](mailto:usarmy.belvoir.usag.mbx.hq-bn-s1@mail.mil).

DAVID P. FLEMING  
LTC, AG  
Commanding