(Office Symbol) (Date)

MEMORANDUM FOR (Appropriate Agency – Appendix B)

SUBJECT: Evaluation Report Appeal (Appellant’s Name, Rank, SSN, Report Period Covered)

1. Under the provisions of AR 623-3 Evaluation Reporting System, I appeal the subject evaluation report. (Include pending personnel actions and appeal processing priority.)

2. This appeal is based on both administrative and substantive error. (Identify the specific portion of the report you believe is in error. State each entry as it now appears and as it should appear. Support your claim of technical error with certified true copies of verifying documents, for example, rating schemes in effect throughout the entire rating period, orders, leave and earnings statements, APFT scorecard (DA Form 705) or other valid documents related to your appeal.)

3. The substantive error is…. (Identify the specific portion of the report and state your disagreement. Be clear, brief, and specific. Limit your explanation to basic facts. If detailed information is essential to support your appeal, include with your appeal statements from knowledgeable individuals independent of the rating chain. Statements from the rating officials may be added as supplemental information.)

4. (Request the specific changes you believe are justified by the evidence you provide. Your request may be a combination of changes or a total removal of the report. Remember that you must document your request with sufficient evidence to warrant corrective action. If the THRU date of the OER or NCOER exceeds the 3-year time limit as outlined in AR 623-3, add a paragraph explaining why a waiver should be granted. Only exceptional justification will be accepted by the Army Special Review Board, the approval authority for waivers.)

5. (Be sure to include a telephone number, preferably DSN, at which you may be reached. Notify the addressee promptly if your address changes.)

Encls (Signature block with mailing address,

1. Copy of evaluation report if other than address on letterhead)

2. (Number and list enclosures

of appropriate evidence)