



Defense Health Agency **ADMINISTRATIVE INSTRUCTION**

NUMBER 100
July 23, 2018

J-1, MPSD

SUBJECT: Military Evaluations (EVALs)

References: See Enclosure 1.

1. **PURPOSE.** This Defense Health Agency-Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (k), establishes the Defense Health Agency's (DHA) procedures for evaluating the performance of military officers and enlisted personnel assigned to DHA.

2. **APPLICABILITY.** This DHA-AI does not apply to Foreign Liaison Officers. This DHA-AI applies to all Military Service members to include: assigned, administratively attached, or detailed Service members, and other military personnel assigned temporary or permanent duties at DHA, to include regional and field activities (remote locations). This AI does not apply to J-11 (National Capital Region Medical Directorate and its subordinate organizations) except Army personnel serving as Director or Senior Enlisted Advisor of a Military Treatment Facility or Joint Pathology Center.

3. **POLICY IMPLEMENTATION.** It is DHA's policy, pursuant to References (c) through (k) and the procedures outlined in Enclosure 3, that DHA personnel utilize Service defined systems (Army's Evaluation Entry System (EES), Navy's NAVFIT98A, Air Force's Virtual Processing Center (vPC) via MyPERS) and procedures to complete applicable Service-specific counseling, assessment and evaluations with support from the Business Support Office (BSO) and Military Personnel Support Division (MPSD). A designated Uniformed Advisor for each Service will ensure Service-specific criteria are applied to members of that Service.

4. **RESPONSIBILITIES.** See Enclosure 2.

5. **PROCEDURES.** See Enclosure 3.

6. RELEASABILITY. **Not cleared for public release**. This DHA-AI is available to users with Common Access Card (CAC) authorization on the DHA SharePoint site at: <http://www.health.mil/dhapublications>.

7. EFFECTIVE DATE. This DHA-AI:

- a. Is effective upon signature.
- b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with DHA-Procedural Instruction 5025.01 (Reference (c)).



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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, "Publication System," August 21, 2015
- (d) Army Regulation 623-3, "Evaluation Reporting System," November 4, 2015
- (e) BUPERSINST 1610.10D PERS-32, "Navy Performance Evaluation System," May 1, 2015
- (f) Air Force Instruction 36-2406, "Officer and Enlisted Evaluation Systems," November 8, 2016
- (g) Marine Corps Order P1610.7F Ch1-2 "Performance Evaluation System (PES)," June 22, 2009, as amended
- (h) DoD Directive 5400.11, "DoD Privacy Program," October 29, 2014
- (i) Defense Health Agency Memorandum, "Defense Health Agency Authority for Navy Fitness Reports and Evaluations," September 20, 2017
- (j) Department of the Army Pamphlet 623-3, "Evaluation Reporting System," November 10, 2015
- (k) Defense Health Agency Memorandum, "Defense Health Agency Army Rating Scheme," November 1, 2017

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will:

a. Provide guidance through the Deputy Assistant Director for Administration and Management (J-1), Military Personnel Support Division (MPSD) to DHA Directorates and Special Staff concerning regulatory requirements governing Military Evaluations.

b. Designate in writing a senior officer of the Army, Navy, and Air Force to serve as that Service's Uniformed Advisor to provide oversight of the service-specific aspects of the DHA Evaluation program and to coach members of the Uniformed Advisor's Service.

c. Ensure that a DHA Army rating is approved and published on a semi-annual basis.

d. Ensure compliance with the AI and underlying Service policies.

2. DEPUTY ASSISTANT DIRECTORS (DAD) AND SPECIAL STAFF, DHA. The DHA Directorates and Special Staff will:

a. Ensure that all military personnel are counseled and evaluated, in a consistent, fair, and timely manner, in accordance with specific Service regulatory guidance and timelines contained in Table 2. Tri-Service Evaluation due dates.

b. Designate Army Rating Officials for Soldiers in their organizations and ensure that those Rating Officials comply with this AI for granting permissions in appropriate Army information systems.

c. Notify the MPSD of duty changes (e.g., Permanent Change of Assignment, transfer, etc), retirements, or separation actions of military personnel that will affect the rating schemes or generation of EVALs.

d. Provide the MPSD an updated rating chain for all assigned Soldiers at least twice a year, as requested by MPSD.

e. Designate and provide the MPSD a primary point of contact (POC) to facilitate information updates and requests.

f. Ensure that Navy personnel in their organizations are well represented on DHA Navy ranking boards.

g. Will not maintain separate Army rating scheme records from those maintained by MPSD but will ensure that directorate-level working notes are synchronized with the authoritative MPSD records.

h. Air Force members/rating chain will utilize the Personnel Action Request (PAR) form for any changes that will affect the ratee's current or future evaluation i.e. change of rater, Duty Title, etc.

i. Air Force rating chain will process the evaluation through the Virtual Processing Center (VPC), via MyPers.

3. CHIEF, MPSD. The Chief, MPSD, will:

a. Maintain this AI and supporting policies to ensure the efficient functioning of the three Service evaluation programs across DHA and provide advice to all DHA staff members on their responsibilities as Ratees and rating officials.

b. Notify designated POCs of required EVALs at least 60 days prior to the due date and provide a timeline for the completion of each report.

c. Provide consolidated updates to the designated POCs at least monthly for evaluation tracking.

d. Coordinate with designated POCs to develop and continually maintain an Army rating scheme that is structured as not to cause pooling, or to elevate rating chains beyond the Senior Rater's ability to have adequate knowledge of each Soldier's performance and potential.

e. Submit the DHA Army rating scheme to the Director, DHA for approval on a semi-annual basis.

f. Ensure that the approved DHA Army rating scheme is accessible, either manually or electronically, to each rated Soldier and each member of each rating chain within 30 days of its authentication by the DHA Director.

g. Designate two MPSD staff members to serve as Delegates in the Evaluation Entry System for Rating Officials of Army personnel.

h. Ensure that Navy ranking boards are scheduled and coordinated with all Directorates and Special Staff.

i. Develop and provide training and guidance to DHA personnel on their responsibilities as rating officials of Army, Navy, or Air Force personnel, including Service-specific guidance and procedure publications.

j. Develop and monitor metrics for compliance with this AI and the underlying Service policies and prepare and report findings regularly to DHA Leadership as directed.

4. ARMY SENIOR RATERS. Senior Raters will:

a. Upon designation as Rating Official of Army personnel, familiarize themselves with the provisions of this AI and Reference (d), establish a user account in the EES, and grant permissions in EES to the Delegates designated by the Chief, MPSD, as well as any other Delegates the Senior Rater needs to assist with editing EVALs.

b. Establish a consistent and fair approach to rating Army personnel, manage their Senior Rater Profiles (SRPs) and communicate this approach and SRP to subordinate Raters and rated individuals

c. Ensure Raters properly counsel and evaluate rated Soldiers.

d. Ensure that EVALs initiated by MPSD or rated individuals are processed and submitted in accordance with MPSD established timelines.

e. Fully complete all Rater and Senior Rater entries as provided for in References (d) and (j) whenever designated to serve as both Rater and Senior Rater under any provision of Reference (d).

f. Not submit Army EVALs to Army Human Resources Command but will delegate that role to MPSD personnel.

5. ARMY RATERS. Raters will:

a. Upon designation as a Rating Official of Army personnel, familiarize themselves with the provisions of this AI and Reference (d), establish a user account in the EES, and grant permissions in EES to the Delegates designated by the Chief, MPSD, as well as any other Delegates the Rater needs to assist with editing EVALs.

b. Establish a consistent and fair approach to rating Army personnel, manage their Rater Profile and Rater Tendency reports, and coordinate with Senior Raters to integrate rated individuals into the Senior Rater's approach and SRP.

c. Maintain communication with Senior Raters throughout the Rated Period to ensure synchronization of understanding of the rated individual's contributions and potential.

d. Counsel rated 30 days of each Rated Period and as required by circumstances thereafter, communicate mission requirements clearly and effectively.

e. Maintain knowledge of the rating cycle for each rated individual, proactively identify report-generating events and coordinate the initiation of mandatory or optional reports with MPSD.

f. Ensure accuracy of administrative information through coordination with the MPSD.

6. INDIVIDUAL RATEES. Individual Ratees will:

a. Familiarize themselves with the provisions of this AI and Reference (d) through (k) as applicable, understand the rating chain designated for them, and participate in the evaluation process on as prescribed in service regulations/instructions and in accordance with MPSD guidance.

b. Ensure all information required is provided to their rater to allow completion of evaluations in accordance with MPSD guidance, to include support form.

c. Coordinate with rater to notify MPSD of any changes in duty assignment or rating chain that effect the evaluation program.

7. NAVY SENIOR ENLISTED ADVISOR. The Senior Enlisted Advisor will:

a. Serve as an advisor to the Officer-In-Charge, DHA Navy Element and to the Director, DHA, on all enlisted evaluation matters.

b. Advocate for proper counseling during the reporting period.

c. Advocate for timeliness of report submissions.

d. Provide advice and guidance for evaluation processes within the DHA.

8. ARMY UNIFORMED ADVISOR. The Army Uniformed Advisor will:

a. Monitor evaluation practices applicable to Army Ratees.

b. Provide assistance and advice to Rating Officials (as required) on matters pertaining to Army EVALs.

c. Provide Supplementary Review of Army EVALs as required.

d. Advise DHA Army Ratees and rating officials on their responsibilities in the evaluation process.

e. Participate in the adjudication of Command Climate concerns related to the evaluation system.

9. OFFICER-IN-CHARGE (OIC), DHA NAVY ELEMENT. The OIC, Navy Element will:

a. Serve as an advisor to the Director, DHA, on all Navy Officer Fitness Report matters.

b. Chair ranking boards for Navy E-7 to O-5 (the CAPT/O-6 board will be chaired by the Deputy Director, DHA).

c. Advocate for proper Officer counseling during the reporting period.

d. Provide advice and guidance for officer fitness reports throughout the DHA.

10. AIR FORCE UNIFORMED ADVISOR. The Uniformed Air Force Advisor will:

a. The Air Force Advisor advises non-DAF evaluators of Air Force rating policies and procedures and reviews OPRs, EPRs, and PRFs for compliance with the provisions of the Air Forces Instructions.

b. Normally, a senior Air Force military member on duty with the activity or agency assumes this position. However, the ML may designate any Air Force member or Department of the Air Force (DAF) official meeting the grade requirement with the activity or agency to serve as advisor.

c. Conduct a review of the evaluation.

d. Advise the Evaluators on matters pertaining to the evaluation.

ENCLOSURE 3

PROCEDURES

1. DHA Military Personnel

a. The Army utilizes the Evaluations Entry System (EES) to complete EVALs for Army personnel. A Rater and Senior Rater are identified with the completion of a duty memorandum when a member in-processes to the DHA. Once supervisory roles are established, the Rater and Senior Rater are required to create an EES account. Once the accounts are created, the Senior Rater coordinates with MPSD to establish delegate roles for MPSD Army Human Resources (HR) Specialists. In doing so, Army HR personnel will guide Raters and Senior Raters through the required counseling (see Table 1: Army Rater and Senior Rater Counseling Frequency) and evaluation process to include meeting deadlines as outlined in the Army regulation and final submission of the evaluation to the U.S. Army Human Resources Command (HRC).

Table 1. Army Rater and Senior Rater Counseling Frequency

Counseling: Army Regulation 623-3, 1-8e (Reference (d))	Counseling Frequency: Army Regulation 623-3, 1-8e (Reference (d))
E-1–E-4 (Specialist)	Not applicable
E-4 (Corporal)–E-9	Initial counseling within 30 days of the beginning of the rating period, quarterly thereafter.
W-1 & W-2	Initial counseling within 30 days of the beginning of the rating period, quarterly thereafter.
O-1–O-3	Initial counseling within 30 days of the beginning of the rating period, quarterly thereafter.
W-3–W-5; O-4–O-9	As needed basis

b. The Navy utilizes NAVFIT98A to complete FITREPs/EVALs for DHA Navy personnel. The Navy DHA Element publishes a Plan of Action and Milestone (POA&M) memorandum 120 days prior to close-out of Navy personnel FITREPs/EVALs. These POA&Ms provide line-by-line instructions and timelines for directorate supervisors to ensure EVALs are submitted in a timely manner. Upon completion of an evaluation, MPSD Navy HR personalists route the report for signature, as well as consolidate and mail the reports to the Navy Personnel Command for record inclusion.

c. The Air Force utilizes the Virtual Processing Center (VPC) to complete EVALs for DHA Air Force Personnel. The Air Force requires Raters and additional Raters of Officer and Enlisted personnel to establish a myPers account, which will allow users to have access to VPC to process an evaluation. MPSD Air Force HR Specialists require a draft evaluation to be forwarded to

them in the aforementioned system no later than (NLT) 30 days prior to the member’s evaluation close-out date.

d. Table 2: Tri-Service Evaluation Due Dates below provides a helpful chart for Tri-Service evaluation due dates to J-1, MPSD, and when the evaluation is late to the Service-specific Personnel Center.

Table 2. Tri-Service Evaluation Due Dates

If the evaluation is:	It is due to J-1, MPSD by:	It is late to the Service-specific Personnel Center if:
Army	NLT THRU Date	90 days after THRU Date
Navy	NLT close-out date, with signed summary sheet	15 days after close-out
Air Force	30 days after close-out to Military Personnel Section	60 days after close-out to Air Force Personnel Center (AFPC)

e. All EVALs and counseling will be treated as personally identifiable information and handled in accordance with Reference (h).

f. Counseling is important for all military personnel in the DHA. Counseling will be conducted within Service-specific requirements, but may be conducted more often to ensure alignment with current missions, to maintain a positive work environment, and to open communication with the Service member.

g. Negative or referred EVALs will be handled in accordance with Service-specific regulatory processes.

h. All evaluation reports that are submitted on the occasion of the Rater’s or member’s permanent change of station (PCS) transfer will be completed prior to the Rater or member detaching or departing from the Agency, regardless of the member’s branch of Service. Exceptions will be coordinated with the MPSD. For Air Force personnel, this type of move mandates a change to the close-out date. The date will change to 30 days prior to the date of departure (either member or supervisor).

2. Army Personnel

a. Soldiers assigned to the DHA will be incorporated into the consolidated DHA Army Rating Scheme upon arrival and their information will be updated throughout their tours of duty at DHA. All DHA staff members responsible for supervising or supporting Soldiers assigned to the DHA must understand and perform their Army-specific roles in managing and documenting the performance of Army officers and non-commissioned officers. The Army relies on the evaluations submitted by leaders across the force for an accurate understanding of the potential of these Soldiers to perform and contribute at higher grades or to benefit the Army through

advanced education and training or assignment to key billets, including as commanders and their senior enlisted advisors. The MPSD provides critical information updates and guidance throughout the evaluation cycle for each individual and the organization collectively, but rated Soldiers and their supervisors and support staff are responsible for executing the program properly.

b. Upon receipt of a Soldier newly assigned to the DHA or newly re-assigned within DHA, each JDIR or SS section will prepare and submit to MPSD a Principal Duty Assignment Memo (first completed during inprocessing), paying particular attention to the designation of Rating Officials and the effective dates of those designations. MPSD will receive and review those designations and incorporate them into the DHA Army Rating Scheme or coordinate with the submitting organization if the designations are in-appropriate or other data is incorrect.

c. DHA complies with the requirement in Reference (d) to create, publish, and manage a rating scheme for Soldiers through the MPSD. JDIRs and SS sections are responsible for providing accurate, timely information to MPSD and for ensuring that rating chain decisions are based on the proper criteria and implemented promptly. MPSD will use all appropriate means (direct correspondence, emails, and Web publishing) to ensure that Reference (d) and the resulting DHA Army Rating Scheme are available to Ratees and Rating Officials. Decisions on designating Rating Officials must be based on the following criteria:

(1) Rating officials are fully qualified to meet their responsibilities.

(2) Rating chains correspond as nearly as practicable to the chain of command or chain of supervision. Where a Soldier routinely reports to someone other than the designated Rater or Senior Rater (a “workload supervisor”), the organization submitting that proposed rating chain will explain the circumstances for MPSD review prior to incorporation into the DHA Army Rating Scheme.

(3) Ratees are not pooled among Senior Raters and Senior Raters are not overly senior such that Senior Raters lose the ability to have adequate, personal knowledge of each Soldier’s performance and potential. Note: Pooling Ratees, or elevating the rating chain beyond the Senior Rater’s ability to have the required personal knowledge, for the purpose of protecting the access of a specific group to elevated assessments runs counter to the intent of the Evaluation Reports System. Rating schemes based on pooling erode Soldiers’ confidence in the fairness and equity of the system and in their leaders. Senior Raters must evaluate and identify their best Soldiers based on each one’s performance and potential, regardless of the particular position they occupy.

(4) Designations take into account the known or predictable life-cycle events for the Ratee and potential Rating Officials so as to minimize non-rated time, EVALs without Senior Rater input due to lack of qualification for time, and situations in which the Senior Rater is pressured to violate submission timelines in order to sequence the submission of reports. Designations are not made retroactively.

d. Throughout the course of a Soldier’s tour of duty at DHA, the Soldier, MPSD, and the Soldier’s supervisors and support staff will remain aware of Army-wide and Soldier-specific life-

cycle events that may result in a Report Generating Event (RGE). RGEs for Soldiers occur through changes, planned or unplanned, in supervisors while performing the same duties; significant changes in assigned duties while reporting to the same supervisors; Army-wide policy announcements; the scheduling of promotion and selection boards; normal duty rotations or relief from specific duties for cause; the passage of time since the last EVAL; and other, irregular causes. In all cases, the Army evaluation system is applied at the individual level, not at the organizational or Army level as may be the case with other Services. Under the Army system, an EVAL on a given Soldier may be required by actions that apply only to the Rater or Senior Rater or by non-selection for promotion. MPSD personnel will maintain awareness of higher-level potential RGEs and communicate them across the DHA. DHA Soldiers and their supervisors and support personnel must also monitor for RGEs at the local level and notify MPSD. Together, the MPSD and the involved individuals should capture all potential RGEs and will plan the proper reaction to the potential RGE and generate a report, if warranted. MPSD will also work with the organization to submit updated rating chain information as needed and ensure that this information is incorporated into the DHA Army Rating Scheme.

e. Reference (d) contains detailed guidance on the qualifications of Rating Officials for Soldiers. DHA personnel must pay particular care in selecting and designating Rating Officials to ensure that these qualifications are met at the beginning of every rating period and throughout the course of that rating period. Selection of Rating Officials is important both to ensure that the resulting reports will be administratively correct for submission to Army Human Resources Command and to ensure that the DHA mission is properly supervised while individual Soldiers are given proper guidance and career-enhancing support. All Soldiers share with their Rating Officials responsibility for understanding the Army's evaluation reporting system as a part of a performance management system as well. The Senior Raters of Army personnel bear primary responsibility for the quality and correctness of each EVAL submitted. Therefore, the qualifications for Senior Raters are more stringent. Care must be given to designating the correct Senior Rater. Table 3 provides details on Senior Rater qualifications.

Table 3. Army Required Grades of Senior Raters

Rank of rated officer	Minimum rank or grade of military senior rater	Minimum grade/schedule and pay grades of civilian supervisor senior rater (Merit/GS pay grade)
WO1-CW5 / 2LT / 1LT	O-4 MAJ/Maj/(CPTP)	GS-13 or equivalent
WO1-CW5 / 2LT / 1LT	O-4 MAJ/Maj/(CPTP)	GS-13 or equivalent
1LTP / CPT	O-5 LTC/Lt Col/MAJP	GS-13 or equivalent
CPTP/MAJ	O-6 COL/Col/LTCP	GS-13 or equivalent
MAJP/LTC	O-6 COL/LTCP	GS-13 or equivalent
LTCP/COL	O-7 BG/Bgen/Brig Gen/(COLP)	SES (see paras 2-7a(4) and 2-7a (15)(b))
COLP/BG	Senior to the rater and immediate rater	Senior to the rater and intermediate rater

f. The structure and nature of DHA routinely result in situations in which Soldiers are supervised by non-Army Rating Officials. All DHA staff members entrusted with supervisory responsibilities over Soldiers must work to make themselves familiar with the rules of the Army-specific system and how to use it most effectively. MPSD and the Army Uniformed Advisor are available to help these Rating Officials know and execute their responsibilities. Where necessary, the Army Uniformed Advisor will play a formal role in EVALs by conducting the Supplementary Review required by Reference (d) where no other Rating Official is an Army officer or civilian employee. Table 4 provides detail on the circumstances in which a supplementary review is required.

Table 4. Supplementary Requirements for Army Officer Evaluation Report and Non-Commissioned Officer Evaluation Report

Supplementary Review requirements by Uniformed Army Advisor (OER)						
Rater	Uniformed Army Soldier	Other Rating Official	Other Rating Official	Uniformed Army Soldier	Other Rating Official	Other Rating Official
Intermediate Rater	Uniformed Army Soldier	Uniformed Army Soldier	Other Rating Official	Other Rating Official	Uniformed Army Soldier	Other Rating Official
Senior Rater	Uniformed Army Soldier	Uniformed Army Soldier	Uniformed Army Soldier	Other Rating Official	Other Rating Official	Other Rating Official
Army Uniformed Advisor conducts Supplementary Review	NO	NO	NO	NO	NO	YES
Supplementary Review requirements by Uniformed Army Advisor (NCOER)						
Rater	Uniformed Army Soldier	Other Rating Official	Uniformed Army Soldier in the rank of SGM/CSM, CW3-CW5, CPT and above	Uniformed Army Soldier in the rank of E-5 through E-8, WO1, CW2, 2LT, 1LT	Other Rating Official	Other Rating Official
Senior Rater	Uniformed Army Soldier in the rank of SGM/CSM, CW3-CW5, CPT and above	Uniformed Army Soldier in the rank of SGM/CSM, CW3-CW5, CPT and above	Other Rating Official	Other Rating Official	Uniformed Army Soldier in the rank of E-7, E-8, WO1, CW2, 2LT, 1LT	Other Rating Official
Army Uniformed Advisor conducts Supplementary Review	NO	NO	NO	YES	YES	YES

g. Reference (d) requires that all EVALs address only the period covered, with rare exceptions. MPSD will be involved in all exceptional cases to ensure compliance with the rules and to protect the Army's and the Soldier's interests. Because the end of a given rating period is followed immediately by the start of the next rating period, it is important that all EVALs are processed in as close to real-time as possible. The EVAL is the final report of an ongoing performance management process. Therefore, counseling is required throughout the rating period. Reference (d) outlines the situations in which counseling is required. Table 1 provides a

summary of these requirements, based on the rank of the Ratee. MPSD will assist with understanding the requirements for counseling and how to document it.

h. The Army relies on timely submission of EVALs to ensure that senior Army leaders can make the best-informed decisions about Soldiers. Reference (d) requires all Army EVALs to be submitted to Army Human Resources Command not later than (NLT) 90 days after the THRU Date of the EVAL. To ensure that this happens, DHA requires that Rating Officials be proactive in preparing reports and to submit them, without signatures, to MPSD NLT than the THRU Date. Between the THRU Date and the required submission date, MPSD will coordinate between the Ratee and Rating Officials for accuracy and completeness and obtain signatures. EES allows Raters to lock their box checks 14 days prior to the THRU Date. All participants in the Army EVAL process in DHA must adhere to this timeline both to eliminate late reports and to ensure that Soldiers are properly supervised.

i. The Army uses electronic systems to manage its evaluation reporting system. The EES is a centrally managed information system that allows Ratees, Rating Officials, and their Delegates to record rating chains and prepare, process, and submit EVALs. All participants in the Army EVAL process in DHA must familiarize themselves with the EES and use it properly to eliminate process breakdowns and late reports. Access to EES is Common Access Card (CAC)-enabled, so every effort must be made to ensure all Rating Official actions in EES are completed prior to departure on retirement or separation moves. Reference (d) provides an exception to policy for submitting EVALs outside of EES, but DHA personnel will not plan to use this exception as a matter of convenience. DHA policy requires all Rating Officials of Soldiers to grant Delegate permissions in EES to designated MPSD personnel.

j. Army Human Resources Command (HRC) assigns Raters and Senior Raters of Soldiers Rater and Senior Rater Profiles, respectively, to ensure that these Rating Officials comply with the forced-distribution requirements of Reference (d). All participants in the Army EVAL process in DHA must understand their role in creating and managing their individual Rater Profile (RP) or Senior Rater Profile (SRP). A mis-managed RP or SRP can negatively affect the rated Soldier by causing reports to be rejected or recorded with lower-than-expected assessments. Army promotion and selection boards are designed and instructed to hold accountable Raters and Senior Raters who are Army officers themselves for their compliance with forced-distribution requirements. The EES provides a number of tools for Rating Officials to manage RPs and SRPs. MPSD will assist any DHA-assigned Rating Official of Soldiers with using these tools to understand and manage their Rater Tendencies and “rater lock” decisions, box-check profiles, and sequencing decisions. These administrative control measures are important to the overall management of the Army evaluation reporting system. Raters and Senior Raters must develop and counsel their rated officers, plan out their rating strategy, and manage their profiles to identify their best personnel and render the appropriate report at the right time.

k. DHA staff members designated as Army Senior Raters must pay particular attention to their SRPs. Because the Army population in DHA is small, DHA Senior Raters will tend to have immature profiles for longer than the Army system expects. The SRP Report in EES will be very important to this Rating Officials to emphasize to the Senior Rater his or her role in

providing credible information to HQDA and the importance sending reports in the correct sequence. SRPs continue, without interruption, as individuals transition between personnel categories (for instance, retiring from the Army and becoming a civil servant). The Army relies upon Potential evaluations by Senior Raters to identify emerging leaders to shape the future of the Army. Being eligible to receive the appropriate Potential evaluation in a given EVAL period is of paramount importance to an individual Soldier's career progression. These twin obligations of Senior Raters, to the Army and to the Soldier, require Senior Raters to be very deliberate in counseling Soldiers and reporting on Potential in every EVAL. The SRP is the principal tool for Senior Raters to plan their ratings. MPSD will assist any Senior Rater with SRP management upon request.

3. Navy Personnel

a. Reporting Senior: The Director, DHA, is assigned as Reporting Senior for all U.S. Navy active duty and reserve staff assigned to DHA. In accordance with Reference (e), U.S. Navy Commanding Officers, officers in charge and their Service, and civilian equivalents within the U.S. Federal Government are eligible to serve as a Reporting Senior. A Reporting Senior assigned U.S. Navy active duty or reserve staff is responsible to the Chief of Naval Personnel for administering the Navy Performance Evaluation System (PES), in accordance with Reference (e).

b. Delegated Reporting Senior: The Deputy Director, Officer-In-Charge, Navy Element, and Directorate Directors are appointed as Delegated Reporting Seniors, in accordance with Reference (i), and are responsible to the Director, DHA, for administering the Navy PES, in accordance with Reference (e).

c. Senior Rater/Rater: Table 5: Defense Health Agency Organizational Positions denotes DHA organizational positions designated Senior Raters and Raters who are responsible to their Directorate Director for administering the Navy PES, in accordance with Reference (e), for Navy staff assigned to their Division.

Table 5. Defense Health Agency Organizational Positions for Navy Personnel

DHA	RATER	SENIOR RATER	DELEGATED REPORTING SENIOR
E-1–E-4	DHA immediate supervisor, first GS-5/E-6, or higher in Service member’s Chain of Command.	DHA Division Chief, first GS-6/E-7, or higher in the Service member’s Chain of Command.	Directorate Director or Deputy Director, DHA
E-5	DHA immediate supervisor, first GS-6/E-7, or higher in Service member’s Chain of Command.	DHA Division Chief, first GS-6/E-7, or higher in the Service member’s Chain of Command.	
E-6	DHA immediate supervisor, first GS-6/E-7, or higher in Service member’s Chain of Command.	DHA Division Chief, first GS-6/E-7, or higher in the Service member’s Chain of Command.	Officer-In-Charge, Navy Element
E-7–E-9	N/A	N/A	Director
O-1–O-6 W2–W5	N/A	N/A	Director

d. All Delegated Reporting Seniors, Senior Raters, and Raters will make themselves familiar with Reference (e), with emphasis on the following sections:

(1) Reference (e), Enclosure 1e , Navy Performance Evaluation System Overview for Commanding Officers, Delegated Reporting Seniors and Raters;

(2) Reference (e), Enclosure 2, Chapter 13 – Guidance for Comments;

(3) Reference (e), Enclosure 2, Chapter 16 – Enlisted Advancement Recommendations, Performance Marks, Performance Mark Averages, and Electronic Service Record Entries;

(4) Reference (e), Enclosure 2, Chapter 17 – Member Input, Review of Record, Statement, and Appeals; and

(5) Reference (e), Enclosure 2, Chapter 18 – Performance Counseling.

e. Table 6: Evaluation Timelines and Table 7: Mid-term Counseling Schedule denote evaluation timelines and mid-term counseling schedules, respectively.

Table 6. Navy Evaluation Timelines

	Officers (All)	Enlisted (All)
January	O-3	None
February	O-2	None
March	CWO5 / 4 / 3	E-5
April	O-5	E-9
May	O-1	None
June	None	E-4
July	O-6	E-3, E-2, and E-1
August	None	None
September	CWO2	E-8 and E-7
October	O-4	None
November	None	E-6
December	None	None

Table 7. Navy Mid-term Counseling Schedule

	Officers (All)	Enlisted (All)
January	O-6	E-3, E-2, and E-1
February	None	None
March	CWO2	E-8 and E-7
April	O-4	None
May	None	E-6
June	None	None
July	O-3	None
August	O-2	None
September	CWO5 / 4 / 3	E-5
October	O-5	E-9
November	O-1	None
December	None	E-4

(1) Occasions for Regular Reports are outlined in Reference (e), Chapter 3.

(2) Occasions for Concurrent and Concurrent/Regular Reports are outlined in Reference (e), Chapter 4.

f. The Reporting Senior will ensure that the FITREP/EVAL standards have been met, and will determine the final distribution of promotion recommendations with the member's summary group. The complete report will then be prepared and signed by the Member and the delegated Reporting Senior.

g. A summary letter must accompany completed FITREPs/EVALs that were grouped or ranked together. The summary letter will be generated by MPSD for all Officers and E-6 and Senior, and by the Directorate administrative point of contact (POC) or business operation for all E-5 and junior assigned to their directorate.

4. Air Force Personnel

a. The Rater is the official in the rating chain designated by management to provide periodic performance counseling/assessments and initiate EVALs (usually the Ratee's immediate supervisor).

b. For officers, the Rater must be an officer or civilian serving in a grade equal to or higher than the Ratee.

c. For enlisted personnel, the Rater must be an officer, an NCO, or a civilian serving in a grade equal to or higher than the Ratee. Leadership may appoint a Rater serving in the same grade as the Ratee without regard to date of rank.

(1) Additional Rater: The Second Evaluator in the rating chain, after the Rater, to endorse an evaluation. This is usually the Rater's rater.

(a) For officers, the additional Rater must be serving in a grade equal to or higher than the Rater and in a grade higher than the Ratee.

(b) A Colonel may be the additional Rater for a Colonel.

(c) For health profession officers (Air Force Specialty Code 4XXX), the additional Rater must be serving in a grade equal to or higher than the Rater and Ratee.

(d) For Master Sergeant through Chief Master Sergeant, the additional Rater must be serving in a grade equal to or higher than the Rater.

(2) Additional Reviewer/Senior Rater/Final Evaluator

(a) A Senior Rater must be the person holding the Senior Rater Identification designated by the Management Level for the Ratee's organizational Personnel Accounting Symbol. For DHA personnel, the Senior Rater is the Director, DHA.

(b) EVALs will only contain one general officer in the rating chain and that general officer must be the Senior Rater. There are very limited exceptions to this rule.

(c) When the final Evaluator on the evaluation is not a U.S. Air Force officer or an Department of the Air Force civilian, an Air Force Advisor must review/sign the evaluation. An Air Force Advisor does not have to be senior in rank to the final evaluator. Air Force Advisors are designated in writing by the Senior Rater.

(d) For officers, the reviewer must be the Ratee’s Senior Rater and will be the final Evaluator on the Officer Performance Report (OPR).

(e) The reviewer must be the first general officer, or equivalent, in the rating chain that has been designated as a Senior Rater by the Management Level.

d. Air Force EVALs fall into three categories for both Officer and Enlisted personnel.

(1) Annual: EVALs projected a year from the last evaluation on file. Table 8 provides details on Enlisted Evaluation Timeline.

(2) Change of Reporting Official: EVALs can be generated, any time, prior to an annual evaluation (e.g., upon departure of Ratee/Rater or a change in duty section/supervisor). A minimum of 120 days of supervision on the Rater’s part is generally required.

(3) Directed by Headquarters U.S. Air Force or Commander: Rated individuals are required to use the through date as directed by the respective message directing the evaluation.

e. Air Force Officers. In cases where the Ratee retires or separates, EVALs are optional and are at the Rater’s discretion (depending upon close-out date and departure date).

f. Air Force Senior NCO (E-7–E-9) Enlisted Performance Reports (EPRs). Mandatory eligibility requirements for Senior Rater endorsement consideration:

- (1) Meet time in grade requirement in accordance with Reference (f).
- (2) Completion of Community College of the Air Force degree (any specialty).
- (3) Completion of Air Force Senior NCO Correspondence or In-residence Course.

Table 8. Air Force Enlisted Evaluation Timeline

Rank/Grade	Static Close Out Date (SCOD)	Due to MPSD
CMSgt/E-9	31 May	28 April
SMSgt/E-8	31 July	28 June
MSgt/E-7	30 September	30 August
TSgt/E-6	30 November	28 October
SSgt/E-5	31 January	28 December
SrA/E-4	31 March	28 February

ENCLOSURE 4

ARMY EVALUATION PROCESS STEPS

NO.	STEP	OWNER	NOTES	
1)	Establish and Verify the Rating Chain for new Army personnel and Incorporate Into the DHA Army Rating Scheme	Directorate Business Support Office, Rated Officer, Rater, Senior Rater and MPSD.	<p>1. The JDIR or SS support personnel prepare and submit a Principal Duty Assignment Memorandum to MPSD designating Rating Officials and their Effective Dates.</p> <p>2. MPSD verifies eligibility and qualifications of designated rating officials and other data and incorporates the Ratee onto the DHA Army Rating Scheme.</p> <p>2. MPSD supports the Rating Officials in obtaining access to the required Army information systems, to include Army Knowledge Online and the Evaluations Entry System.</p>	
2)	Counseling and Duty Performance	Directorate Business Support Office, Rated Officer, Rater, Senior Rater and MPSD	<p>(Officer) Beginning of the rating period; shortly after the rated officer assumes his/her duties, the Rater provides the rated officer with a copy of their and the Senior Rater's support form DA Form (67-10-1A). The rated officer then drafts his/her support form to include duty description (Part IV) and major performance objectives (Part V). Within first 30 days, the Rater conducts initial counseling with rated officer.</p> <p>Note: The electronic version of DA Forms 67-10-1A within EES can be used to create draft OER allowing portions of DA Form 67-10-1A data to auto populate onto the draft OER.</p>	<p>(Enlisted) Beginning of the rating period; shortly after the rated NCO assumes his/her duties the Rater provides the rated NCO with a copy of their and the Senior Rater's support form (DA 2166-9-1A). The rated NCO then drafts his/her support form to include duty description (Part III), performance goals and expectations (Part IV) and major performance objectives (Part V). Within first 30 days, the Rater will conduct the first counseling session with the rated NCO.</p> <p>Note: Using the Wizard application within the EES allows the automatic population for the rated NCO's administrative data in part I of the electronic form based on the most current data from the authoritative database at HQDA.</p>

NO.	STEP	OWNER	NOTES
3)	Monitor for Report-Generating Events (RGEs)	MPSD, Rater, Senior Rater	1. MPSD, Rater and Senior Rater joint monitor conditions for RGEs and incorporate this information into the working DHA Army Rating Scheme. 2. When an RGE is anticipated within the next 90 days, MPSD notifies the Directorate and the Rating Officials to initiate the EVAL. .
4)	Initiate Evaluation Report	Rater	The Rater initiates the Evaluation Report by writing the duties and responsibilities, verifying administrative data, and completing their portion of the evaluation (Part I - IV of OER based on rank)by accessing the Army EES at: https://evaluations.hrc.army.mil
5)	Prepare Evaluation	Rater and Senior Rater	The Rater and the Senior Rate collaborate to prepare the evaluation report using the EES, performing their specific roles as outlined in Reference (d).
6)	Supplementary Review	Rater, Senior Rater, and Army Uniformed Advisor	Where necessary, the Rater and Senior Rater coordinate with the Army Uniformed Advisor for input and supplementary review (except signature).
7)	Review EVAL for accuracy and completeness	MPSD	MPSD reviews the Evaluation Report for accuracy and completeness and coordinates with the Rater and Senior Rater for changes / corrections.
8)	Authenticate the EVAL	Rater, Senior Rater, Ratee, Uniformed Army Advisor	1. The Rater and Senior Rater sign the EVAL 2. The Senior Rater counsels the Ratee and coordinates the Ratee's signature. 3. The Army Uniformed Advisor signs the EVAL as required.
9)	Submit the EVAL	MPSD	MPSD completes final review and forwards the report to HRC.
10)	Continue to Monitor / Resolve Discrepancies	MPSD	MPSD monitors EES until the report is fully processes and coordinates with the rating chain to resolve discrepancies identified by HRC, if any.

ENCLOSURE 5

NAVY EVALUATION PROCESS STEPS

NO.	STEP	OWNER	NOTES
1)	Is the evaluation periodic?	Directorate	If yes, <i>proceed to Step 3.</i> If no, <i>proceed to Step 2, Out of Scope Evaluations.</i>
2)	OUT OF SCOPE PROCESS: Other EVALs	MPSD	The other occasions for report include: <ul style="list-style-type: none"> • Adverse Evaluation • Detachment of Individual • Detachment of Reporting Senior • E-6 Promotion to E-7 • Special Evaluation Report due to MPSD 60 days prior to close-out, PCS, Detachment etc. <i>Proceed to Step 2.</i>
3)	Send POA&M 120 days prior to close-out	MPSD, Officer In Charge (OIC) Navy Element	Provides template, line-by-line instruction, timelines, and supporting documents to complete an evaluation/FITREP. <i>Proceed to Step 4.</i>
4)	Provide input	Service member	Provides input to Rater (E-1-E-6) or Reporting Senior (W-2-O-6), in accordance with Reference (e), Chapter 17, paragraph 17-3. <i>Proceed to Step 5.</i>
5)	Initiate/Review evaluation within NAVFIT98A Program	Supervisor	The supervisor creates the evaluation in NAVFIT98A, reviews the evaluation for spelling, grammar, and accurate description of accomplishments achieved during period of report. The NAVFIT98A Program has previously been downloaded on the individual's computer. The link to download the program is: http://www.public.navy.mil/bupers-npc/career/performanceevaluation/Pages/SoftwareFor.ms.aspx). <i>Proceed to Step 6.</i>
6)	Review/Validate	Directorate Administrative support/business operation	Once the review is complete, the directorate validates the evaluation with the NAVFIT98A validation function. MPSD can provide administrative assistance or guidance if needed. <i>Proceed to Step 7.</i>
7)	Administer a directorate ranking board	Directorate	Ensure that the number of promotion recommendation (EP, MP,...) follows the provision set forth by Reference (e). <i>Proceed to Step 8.</i>
8)	Is the Service member an E-6 or junior?	Directorate	If yes, <i>proceed to Step 9.</i> If no, <i>proceed to Step 11.</i>
9)	Print report and Summary Letter, and ensure all signature blocks are signed	Directorate Administrative support/business operation	The Directorate Administrative support/business operation needs to print the updated report and Summary Letter in order to make an official signature using a pen. <i>Proceed to Step 10.</i>
10)	Sign report	Delegated Reporting Senior	The Delegated Reporting Senior reviews and signs the report. <i>Proceed to Step 17.</i>

NO.	STEP	OWNER	NOTES
11)	Provide report and supporting documents	Directorate	Provides report and other supporting documents stipulated in the POA&M. <i>Proceed to Step 12.</i>
12)	Administer an agency ranking board	Deputy Director, OIC Navy Element, MPSD, Directorate representative	Ensure that the number of promotion recommendation (EP, MP,...) follows the provision set forth by Reference (e). <i>Proceed to Step 13.</i>
13)	Review	OIC Navy Element	Reviews the report and make changes to meet the Director's Strategic Objectives. <i>Proceed to Step 14.</i>
14)	Print report and Summary Letter, and ensure all signature blocks are signed	MPSD	MPSD print the updated report and Summary Letter in order to make an official signature using a pen. <i>Proceed to Step 15.</i>
15)	Sign report	Director	The Director reviews and signs the report. <i>Proceed to Step 16.</i>
16)	Distribute report	MPSD	Distribute report to directorate for briefing and signature. <i>Proceed to Step 17.</i>
17)	Brief/counsel Service member	Directorate	Brief and counsel service member. <i>Proceed to Step 18.</i>
18)	Return report	Directorate	Return report to MPSD for consolidation and mailing. <i>Proceed to Step 19.</i>
19)	Mail summary group EVALs	MPSD	<i>The process then ends.</i>

ENCLOSURE 6

AIR FORCE EVALUATION PROCESS STEPS

NO.	ACTION OWNER	NARRATIVE
1)	---	Start.
2)	Commander's Support Staff (CSS) (Initiator)	<p>Forward evaluation shell to Rater.</p> <p>The CSS will access the VPC site using the myPers Website at: https://mypers.af.mil/. If a CSS technician does not have a myPers account, the CSS Technician will create an account before proceeding any further.</p> <p>Inside the myPers Website, select the 'Access the VPC Dashboard' link under the 'I Would Like To' section of the home page.</p> <p>Upon entering the site, open the VPC Dashboard hyperlink.</p> <p>Under the VPC Dashboard, click the 'Worklist' tab, and select evaluation in the 'Type' box from the dropdown menu. section. Note: Click the refresh button to update the action requests displayed. Click on the 'Open Initiation' link. This will open any new evaluation needed to be processed to the Rater. This is where the Military Personnel Support (MPS)/CSS will initiate the 'EVALs' process.</p> <p>The CSS will initiate and route the evaluation form/shell to the applicable Rater once the Automated notification has been received from Military Personnel Data System (MilPDS). Search for the Rater in the Select Rater block. Once the accurate Rater has been identified by the MPS/CSS, select the submit option for further processing.</p> <p>Note: If the evaluation requires a 'wet' ink signature, the EPR/OPR will not be processed through the VPC Dashboard. Please continue to follow the current guidance in Reference (f), Officer and EES.</p>
3)	Rater	<p>Make decision. Is form/shell correct?</p> <p>The Rater will need to log in to the VPC Dashboard using the myPers Website at: https://mypers.af.mil/.</p> <p>Inside the myPers Website, select the 'Access the VPC Dashboard' link under the 'I Would Like To' section of the home page.</p> <p>Select the 'Worklist' tab, then set 'Action Requests' status of 'View' to 'Assigned to Me.'</p> <p>Change 'All,' then change 'Type' to 'Evaluation,'</p> <p>Click 'Refresh' to begin the initial evaluation or coordinate on an evaluation. The Rater can view pending coordination.</p>

NO.	ACTION OWNER	NARRATIVE
3) Cont.	Rater	<p>To open, click to highlight the entry, and select 'Open Coordination.'</p> <p>Note: If the shell is incorrect, go to Step 4. If the form/shell is correct, go to Step 5. Also, If it is determined that you are not the correct Rater, use the 'Coordinator Remarks' area to add the statement: 'I am not the Rater.' (type it in or use the dropdown to select the canned statement), select the 'Return to Initiator' option in the next coordination box, and select 'Submit' at the bottom of the screen. A message should notify you that the CSS has been made aware of the discrepancy.</p>
4)	CSS	<p>Make correction/orders new evaluation shell. The MPS/CSS will make corrections, in MilPDS, if the evaluation shell is inaccurate and order a new evaluation shell once "received" by the Rater. Go back to Step 2.</p>
5)	Rater	<p>Prepare draft evaluation and forward to the next level of coordination.</p> <ol style="list-style-type: none"> 1. Access the VPC Dashboard under the 'I Would Like To' section on the myPers home page at https://mypers.af.mil. 2. Click on the 'Worklist' tab. 3. The 'Worklist' tab will display a list of items for your coordination. To view all actions requiring your coordination, make sure under 'Action Requests,' the 'View' reflects 'Assigned to me (All),' then 'Type' select 'Evaluation,' and then 'Status' select 'Open' from the dropdown menus. Finally, click the 'Refresh' button. All EVALs requiring your action will populate. 4. Click on the individual's name whose evaluation you want to take action/coordinate on (highlighted), and click on 'Open Coordination.' 5. Replace the previous draft form with the updated draft (should already be saved to your system –) to the 'Updated EPR/OPR Attachment' area by clicking on the 'Add' button. Select 'yes' when asked 'Would you like to Replace...'. 6. After completing the draft, use spell check to audit your entries. Next, save the form to your hard, or shared drive using the standard file naming convention may be used on all EVALs: 7. Form name-last name-first initial-last four of SSN-close-out date.PDF (no spaces/all caps) <p>EXAMPLE: AF911PAGMT6789080627.PDF</p> <ol style="list-style-type: none"> 8. Include coordinator remarks (manually type them in or select canned statements from the dropdown menu) and Use 'Search' to select an individual with a VPC account, or use the role dropdown menu to select an individual with an assigned role in the 'Next Coordination' section. Each coordinator will be identified either by role, individual account, and/or role/rank, and name. This will depend upon your choice from the dropdown menu.

NO.	ACTION OWNER	NARRATIVE
5) Cont.	Rater	<p>9. Choose a role or individual to receive the evaluation/attachments for coordination then under ‘Next Coordination’, from the dropdown menu, select the applicable ‘Role’. Note: All roles are automatically identified through the MilPDS.</p> <p>10. Read and follow the instructions when ‘Searching’ for an individual within VPC for the next Rater/coordinator.</p> <p>11. The Rater/coordinator information will now be populated. Click ‘Submit’ to end the current coordination and pass the evaluation on to the next Rater/coordinator.</p> <p>12. In the ‘Additional Attachments’ section, you have the ability to add additional documentation to support this evaluation. (e.g., Air Force (AF) FITREP, Single Uniform Request Formats (SURF), AF Form 77 etc.).</p> <ul style="list-style-type: none"> a. Select a row in the attachment table to add an attachment in that row. b. Click ‘Submit’ to end the current coordination and pass evaluation on to the next Rater/ coordinator. c. A message will explain that the next coordinator has been notified and a summary report with an ‘Evaluation Request ID number’ will be available for you to save. d. Prior to forwarding to the next coordinator, use the ‘Spell Check’ feature to quality review your initial draft. <p>Note: If at any point during the coordination process the evaluation cannot be electronically signed, the EPR/OPR will not be processed through the VPC Dashboard. Please continue to follow the current guidance in Reference (f), Officer and EES pertaining to this issue.</p>

NO.	ACTION OWNER	NARRATIVE
6)	Coordinator (Additional Reviewer, Ratee, CC, etc.)	<p>Review, replace version.</p> <p>1. Make changes, if necessary, and replace the evaluation version on VPC. This is a recurring step for all additional Raters, reviewers, etc., up to and including the final reviewer. Once all revisions have been made, the evaluation is returned to the Rater.</p> <p>NOTE: Prior to forwarding to the evaluation to the next coordinator, a spell check feature has been added to assist each coordinator in a quality review of the initial draft.</p> <p>2. Additional Raters, reviewers, CCs, exec, etc., (Coordinators) process steps:</p> <p style="padding-left: 20px;">a. Inside the myPers Website, click on the ‘Access the VPC Dashboard’ link under the ‘I Would Like To’ section.</p> <p style="padding-left: 20px;">b. Click on the ‘Worklist’ tab and change ‘Action Requests - View’ to ‘Assigned to Me/Viewable by Me.’ Change to ‘All,’ and change ‘Type’ to ‘Evaluation,’ click ‘Refresh’ to begin the coordination process on an evaluation. The coordinator will be notified of pending action through the Dashboard. Click on the entry to highlight it and click on ‘Open Coordination’ to begin coordination.</p>

NO.	ACTION OWNER	NARRATIVE
6) Cont.	Coordinator (Additional Reviewer, Ratee, CC, etc.)	<p>c. There will be members whose primary duty will be to act as quality control and to guard against inaccuracy and exaggeration. These coordinators can go over any previous coordination by clicking on and highlighting an entry. A single coordination may be viewed at a time. Select the most recent coordination and click on the ‘Display’ button to view the most current AF Form.</p> <p>d. If there are changes to be made or recommendations to improve the evaluation, type those comments in the ‘Coordinator Remarks’ box in the ‘Current Coordination’ section or use the dropdown menu to select from a set of prepared statements. You as a coordinator can make changes to the evaluation and simply upload the revised evaluation in to the ‘Current Coordination’ section and add the revised evaluation in to the ‘Updated EPR/OPR Attachment’ box.</p> <p>e. If the changes need to be made before further coordination can be continued, the current coordinator should select the ‘Previous Coordinator’ button to return the comments and form to the ‘Previous Coordinator’ for action.</p> <p>f. If no revisions are required, then click the ‘Copy previous EPR/OPR without Changes’ link under the ‘Updated EPR/OPR Attachment’ box to place the current draft copy of the evaluation in this area for the ‘Next Rater/Coordinator.’</p> <p>g. If the changes are not required in order to continue coordination, but can be incorporated at a later time, click the ‘Next Rater/Coordinator’ button to forward comments and form to the next coordinator in the process.</p> <p>3. Additional Attachments:</p> <p>Use the attachment fields at the right to add any documents related to this evaluation (e.g. AF FITREP, SURF, AF Form 77 etc.).</p> <p>Select a row in the attachment table to add an attachment in that row. These attachments will be visible to all coordinators.</p>
7)	Coordinator (Additional Reviewer, Ratee, CC, etc.)	<p>Make final decision. Final Evaluator reviewed the report?</p> <p>If the Final Evaluator has not reviewed the evaluation, proceed to Step 8.</p> <p>If the Final Evaluator has reviewed the evaluation, forward to Rater for further processing. Proceed to Step 9.</p>
8)	Coordinator (Additional Reviewer, Ratee, CC, etc.)	<p>Forward to next Evaluator.</p> <p>If the Final Evaluator has not reviewed the Ratee’s evaluation, forward to the next Evaluator for review. Go to Step 6 until the Final Evaluator has completed the review.</p> <p>Once the Final Evaluator receives the evaluation the Final Evaluator will forward the evaluation to the Rater for further processing.</p>

NO.	ACTION OWNER	NARRATIVE
9)	Rater	<p>E-sign and forward to the next Evaluator. NOTE: No signature may be added to the final draft until after the closeout date.</p> <ol style="list-style-type: none"> 1. When the evaluation is ready for signatures, the rater will open coordination and can review any previous coordination by clicking on and highlighting the entry. Select the most recent coordination (the final draft) and click on the ‘Display’ button to view the form. 2. Digitally sign the form by clicking on the signature block. If you are unable to use e-signature, the EPR/OPR will not be processed through the vPC Dashboard. Please continue to follow the current guidance in AFI 36-2406, Officer and Enlisted Evaluation Systems. <ol style="list-style-type: none"> a. Digital signatures must be used for all evaluators and reviewers. Once a digital signature has been applied, it cannot be deleted. b. If one evaluator or reviewer is unable to digitally sign the evaluation, all evaluators and reviewers must wet sign and date the evaluation. c. Forms must be digitally signed with a CAC. d. Certified true copies must be certified by the CSS or designated unit evaluations monitor. 3. Digitally sign and validate the evaluation. The following pop-ups will appear, follow this process to digitally sign the evaluation: <ol style="list-style-type: none"> a. Digital Signature Viewer - Select ‘Sign.’ b. Select ‘Your Signature Identity.’ Select your name from the list and click ‘OK.’ c. Digital Signature Viewer. Select ‘OK’ to use a valid e-signature. The e-signature and date will now be identified. Save the form to your desktop. Upload the signed form by locating the ‘Updated OPR/EPR Attachment’ area and click the ‘Add’ button. Select ‘yes’ when asked ‘Would you like to Replace...’. d. The rater will use the ‘Role’ dropdown menu or select the next coordinator (additional rater, reviewer, etc.) from the vPC search area to sign the final draft AF Form. Click the ‘Submit’ button. A message will indicate that the next coordinator has been notified and there will be an option to view the summary report. e. The rater will ensure all signatures are collected before the evaluation is finally returned. The rater will collect the ratee’s signature. 4. The rater opens coordination. Check the form file and verify all signatures have been collected and that the form is in order. Select ‘Copy previous OPR/EPR without changes’ and forward it to the ratee for the final signature. Select ‘Ratee’ from the ‘Role’ dropdown and click ‘Submit.’ Set up a feedback session with the ratee and review the evaluation.

NO.	ACTION OWNER	NARRATIVE
10)	Coordinator (Additional Reviewer, Ratee, CC, etc.)	<p>Make decision Final Evaluator e-signed the evaluation?</p> <p>1. Has the evaluation been e-signed by the Final Evaluator? If ‘No’, proceed to Step 11 as the Final Evaluator must be the last Evaluator to sign the report. If ‘Yes’, e-sign and forward to the Rater; go to Step 12.</p> <p>NOTE: Signatures may not be added to the final draft until after the close-out date.</p> <p>2. Review the evaluation form before signing. Digitally sign the form by clicking on the signature block.</p> <ul style="list-style-type: none"> a. Digital signatures must be used for all Evaluators and Reviewers. Once a digital signature has been applied, it cannot be deleted. b. If one Evaluator or Reviewer is unable to access a digital signature, all Evaluators and Reviewers must wet sign and date the evaluation. c. Forms must be digitally signed with a CAC. <p>3. The following pop-ups will appear; follow this process to digitally sign the AF Form:</p> <ul style="list-style-type: none"> a. Digital Signature Viewer – Select ‘Sign’. b. Select “Your Signature Identity”. Select your name from the list, and click ‘OK’. c. Digital Signature Viewer – Select ‘OK’ to use valid e-signature. The electronic signature and date will now be identified – saving the form to your desktop. d. Digital Signature Viewer. Select ‘OK’ to use a valid e-signature. The electronic signature and date will now be identified. Save the form. Upload the signed evaluation form from your desktop Browse to find the specific file and attach the document to the ‘Updated Attachment’ area. Click on the ‘Add’ button. Enter remarks in the ‘Coordinator Remarks’ box by typing them in manually or using the canned statements that are available in the dropdown menu. e. The final approval authority now uses the dropdown menu and selects the ‘Rater’ as the next coordinator. The Rater will collect the final signature of the Ratee on the evaluation form. Click the ‘Submit’ button, and a message will indicate that the next coordinator has been notified and there will be an option to view the summary report. f. If an evaluation in pending coordination action and 30 days or more has elapsed, an automated notification will be sent to the Rater.

NO.	ACTION OWNER	NARRATIVE
11)	Coordinator (Additional Reviewer, Ratee, CC, etc.)	<p>Forward to the next Evaluator.</p> <ol style="list-style-type: none"> 1. Review the evaluation form before signing. Digitally sign the form by clicking on the signature block. <ol style="list-style-type: none"> a. Digital signatures must be used for all Evaluators and reviewers. Once a digital signature has been applied, it cannot be deleted. b. If one Evaluator or reviewer is unable to access a digital signature, all Evaluators and reviewers must wet sign and date the evaluation. c. Forms must be digitally signed with a CAC. 2. The following pop-ups will appear; follow this process to digitally sign the AF Form: <ol style="list-style-type: none"> a. Digital Signature Viewer - Select 'Sign'. b. Select 'Your Signature Identity'. Select your name from the list, and click 'OK'. 3. Digital Signature Viewer - Select 'OK' to use valid e- signature. The electronic signature and date will now be identified – saving the form to your desktop. 4. Save the form. Upload the signed evaluation form your desktop Browse to find the specific file and attach the document to the 'Updated Attachment' area. Click on the 'Add' button. Enter remarks in the 'Coordinator Remarks' box by typing them in manually or using the canned statements that are available in the dropdown menu. 5. The final Evaluator now uses the dropdown menu and selects the 'Rater' as the next coordinator.
12)	Air Force Advisor	<p>Is the Final Evaluator or Reviewer an Air Force Member? If so, go to step 13. If not, forward the evaluation to the Air Force Advisor (AFA). AFA will follow steps 11 and forward to ratee for E-Signature.</p> <p>When the final evaluator on an OPR, EPR or TR is not an Air Force military member, an Air Force Advisor is required to sign that respective section of the evaluation. Normally, a senior Air Force military member on duty with the activity or agency assumes this position. For officers, the advisor will be serving in the grade of colonel or above. For SNCOs, the advisor will be serving in the grade of major or above. For TSgts and below, the advisor will be serving in the grade of MSgt or above. Additionally, an O-6 cannot sign on another O-6. Forward Ratee for E-Signature (Step 13)</p>
13)	Rater	<p>Forward to Ratee for E-Signature. The Rater will open coordination and check the evaluation form and verify all signatures have been collected and that the form is in order. 'Copy previous OPR/EPR without changes' and forward it to the Ratee for the final signature. Select 'Ratee' from the 'Role' dropdown menu and click 'Submit.' Set up a feedback session with the Ratee to review the evaluation.</p>

NO.	ACTION OWNER	NARRATIVE
14)	Coordinator (Additional Reviewer, Ratee, CC, etc.)	Make Decision. Has Ratee e-signed? No, proceed to Step 15 when Ratee refuses or unable to E-sign. Yes, proceed to Step 16 for forward processing to MPS/CSS.
15)	Rater	E-signs for Ratee if unable or refuses to sign. The Rater will select, ‘Member declines to sign’ , and will sign the evaluation if the Ratee refuses to sign it. The Rater will then forward the evaluation to the MPS/CSS by selecting the ‘Submit’ button. If the Ratee does not acknowledge receipt or does not take any action with the evaluation within 30 days from when it was forwarded to the Ratee, the system will automatically return it back to the Rater. The Rater will need to select ‘Member unable to sign’ and digitally sign the evaluation. They will then submit it to the MPS/CSS for further processing.
16)	Rater	Forward to MPS/CSS. Once the Ratee (or Rater when applicable) has acknowledged and signed the evaluation and it has been sent to the Rater, forward directly to the MPS/CSS (if applicable) for further processing.
17)	MPS/CSS	Make Decision. Corrections needed? If ‘Yes’ , Return to Rater for corrective actions by clicking ‘Return to Rater’ . Upon completion of corrections being made by the Rater, the Rater will proceed to step 16. If ‘No’ , proceed to step 18.
18)	MPS/CSS	Send Report to AFPC, Evaluation branch. Send the report to AFPC, Evaluation branch by selecting ‘Send To TFSC/MPS/CSS’ from the drop down menu once the Rating and MilPDS information has been updated. Ensure that the evaluation information has been updated prior to submitting to AFPC, Evaluation branch.
19)	AFPC, Evaluation Branch	Review Final Evaluation and Forward to Automated Records Management System. Perform a quality review of the final evaluation and forward to Automated Records Management System .
20)	---	End .

Notes:

1. Digitally signed EVALs: Attach EPR/OPR and other supporting documents (AF Form 77– if applicable) to the VPC Dashboard.
2. If the evaluation requires a ‘wet’ ink signature, the EPR/OPR will not be processed through the VPC Dashboard. Please continue to follow the current guidance, in accordance with Reference (f), Officer and EES.
3. A request in the VPC application will not proceed without an attachment. The user will receive an ‘on-screen’ message advising them that an evaluation must be attached to submit through VPC Dashboard.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

1LT	First Lieutenant
1LTP	First Lieutenant Promotable (Army)
2LT	Second Lieutenant
AFA	Air Force Advisor
AFPC	Air Force Personnel Center
AKO	Army Knowledge Online
BG	Brigadier General
BSO	Business Support Office
CAC	Common Access Card
CAPT	Captain (Navy)
CDR	Commander
CMSgt	Chief Master Sergeant (Air Force)
COL	Colonel
COLP	Colonel Promotable (Army)
CPT	Captain (Army)
CPTP	Captain Promotable (Army)
CSM	Command Sergeant Major (Army)
CSS	Commander's Support Staff
CW	Chief Warrant
DA	Department of the Army
DAD	Deputy Assistant Director
DHA	Defense Health Agency
DHA-AI	Defense Health Agency-Administrative Instruction
EES	Evaluations Entry System (Army)
EP	Early Promote (Navy)
EPR	Enlisted Performance Report (Air Force)
ERS	Evaluation Reporting System (Army)
EVAL	Evaluation
FITREP	Fitness Report (Navy)
HQDA	Headquarters Department of the Army
HR	Human Resources
HRC	Human Resources Command (Army)
LCDR	Lieutenant Commander (Navy)
LT	Lieutenant (Navy)

LTJG	Lieutenant Junior Grade (Navy)
MAJ	Major
MAJP	Major Promotable (Army)
MG	Major General
MilPDS	Military Personnel Data System (Air Force)
MP	Must Promote (Navy)
MPS	Military Personnel Support
MPSD	Military Personnel Support Division
MSG	Master Sergeant (Army)
MSgt	Master Sergeant (Air Force)
NCO	non-commissioned officer
NCOER	Non-Commissioned Officer Evaluation Report (Army)
NLT	no later than
OER	Officer Evaluation Report (Army)
OIC	Officer In Charge (Navy)
OPR	Officer Performance Report (Air Force)
PCS	permanent change of station
PES	Performance Evaluation System
POA&M	Plan of Action and Milestone
POC	point of contact
RGE	Report Generating Event (Army)
RP	Rater Profile (Army)
RSCA	Reporting Senior Cumulative Average (Navy)
SGM	Sergeant Major (Army)
SMSgt	Senior Master Sergeant (Air Force)
SRA	Senior Airmen (Air Force)
SRP	Senior Rater Profile (Army)
SSN	Social Security number
SS	Special Staff
SSgt	Staff Sergeant (Air Force)
SURF	Single Uniform Request Formats (Air Force)
TSGT	Technical Sergeant (Air Force)
USASMA	United States Army Sergeants Major Academy
VPC	Virtual Processing Center (Air Force)
WO	Warrant Officer

PART II. DEFINITIONS

Additional Rater. Second Evaluator in the rating chain after the Rater. (Air Force)

Air Force Advisor. Senior Officer and/or Enlisted member appointed to review EVALs.

Chief EVAL. Type of report filed for members in grades E-7 through E-9. (Navy)

Enlisted Personnel. A member of the armed forces with a paygrade from E-1 to E-9.

EPR. Type of evaluation filed for enlisted members. (Air Force)

EVAL. Type of report filed for members in the grade of E-1 through E-6. (Navy, also used as a generic term for all evaluations throughout this publication)

FITREP. Type of report filed for members in the grade of WO2 through WO6. (Navy)

NCOER. Type of report filed for members E-5 through E-9. (Army)

OER. Type of report filed for members in the grade of WO1 to O-7. (Army)

OPR. Type of evaluation filed for grades of O-6 and below. (Air Force)

Ratee. Individual whose performance is the basis for the evaluation.

Rater. Immediate supervisor. An assigned person who will write the evaluation.

Raters and Senior Raters. EVAL reports on personnel E6 and junior should contain the signatures of a Rater and a Senior Rater. The signature of the Reporting Senior is required. This ensures that Navy's Senior enlisted and junior officer supervisors are properly included in the enlisted EVAL process. (Navy)

Report-Generating Event. An event in the lifecycle of the Ratee, Rater, Senior Rater, unit or Service that either requires or permits the generation of an evaluation; may include the departure of a Ratee or rating official from a set of duties, the passage of a set period of time, a re-organization of the unit, a selection or promotion board, a Service-wide announcement, or other event. (Army)

Reporting Senior. A person designated by the Director, DHA, to submit fitness or evaluation reports for which that the Director would otherwise be responsible. (Navy)

Senior Rater/Reviewer. Personnel Accounting Symbol Code Owner of Ratee (Director of the Agency). (Air Force)

Supplementary Reviewer. An Army officer designated to review OERs and NCOERs prepared by rating chains without an Army officer, NCO, or DA civilian employee; within DHA, the Army Uniformed Advisor.

Support Form. Member-generated tool to set performance expectation and report outcomes.

Uniformed Advisor. A senior Army, Navy, or Air Force officer designated by the DHA Director to perform Service-specific reviews and provide guidance to members of other Services on executing the Uniformed Advisor's Service's evaluation system.