

NCO EVALUATION REPORT (SGT)

For use of this form, see AR 623-3 and DA PAM 623-3; the proponent agency is DCS, G-1.

**SEE PRIVACY ACT STATEMENT
IN AR 623-3**

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)		b. SSN (or DOD ID No.)	c. RANK	d. DATE OF RANK	e. PMOSC
f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND			g. STATUS CODE	h. UIC	i. REASON FOR SUBMISSION
j. PERIOD COVERED		k. RATED MONTHS	l. NONRATED CODES	m. NO OF ENCLOSURES	n. RATED NCO'S EMAIL ADDRESS (.gov or .mil)
FROM	THRU				
YEAR MONTH DAY	YEAR MONTH DAY				

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, Middle Initial)		a2. SSN (or DOD ID No.)	a3. RATER'S SIGNATURE		a4. DATE (YYYYMMDD)
a5. RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT		a6. RATER'S EMAIL ADDRESS (.gov or .mil)
b1. NAME OF SENIOR RATER (Last, First, Middle Initial)		b2. SSN (or DOD ID No.)	b3. SENIOR RATER'S SIGNATURE		b4. DATE (YYYYMMDD)
b5. RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT		b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil)
c1. SUPPLEMENTARY REVIEW REQUIRED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	c2. NAME OF SUPPLEMENTARY REVIEWER (Last, First, Middle Initial)	c3. RANK	PMOSC/ BRANCH	ORGANIZATION	DUTY ASSIGNMENT
c4. COMMENTS ENCLOSED? <input type="checkbox"/> YES <input type="checkbox"/> NO	c5. SUPPLEMENTARY REVIEWER'S SIGNATURE		c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (.gov or .mil)	
<p>RATED NCO: I understand my signature does not constitute agreement or disagreement with the assessments of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials and counseling dates in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IVa and IVb are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.</p>					
d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER	d2. RATED NCO's SIGNATURE
					d3. DATE (YYYYMMDD)

PART III - DUTY DESCRIPTION (Rater)

a. PRINCIPAL DUTY TITLE <i>Match the unit force mgmt. doc or that most accurately reflects actual duties performed (ex: FMSweb)</i>	b. DUTY MOSC <i>See SRB/at least five characters but no more than nine (see DA PAM 623-3 for ASI/Language skill instructions)</i>
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities, and dollars) <i>Enter the most important routine duties and responsibilities in a series of phrases, starting with action words, separated by semicolons, and ending in a period. Use the present tense to identify what the rated NCO is supposed to do in his or her duty position. Unless changes occurred during the rating period, the duty description on the NCOER should be the same as the one on the DA Form 2166-9-1A (Support Form). Scope should include the number of people supervised, equipment, facilities, dollars involved, and any other routine duties and responsibilities critical to mission accomplishment.</i>	
d. AREAS OF SPECIAL EMPHASIS <i>A list of tasks and/or duties, separated by semicolons, and ending with a period. Include the most important items that applied at any time during the rating period.</i>	
e. APPOINTED DUTIES <i>Duties appointed to the NCO not normally included in the duty description, ensure to cover within blocks D-H (ending in a period).</i>	

PART IV - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

a. APFT Pass/Fail/Profile: _____ Date: _____	b. Height: _____ Weight: _____ Within Standard? _____
<i>(Comments required for "Failed" APFT, "No" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards.)</i>	
Mandatory comments required for a failed or a "No" APFT	
<p>c. CHARACTER: (Include bullet comments addressing Rated NCO's performance as it relates to adherence to Army Values, Empathy, Warrior Ethos/Service Ethos, and Discipline. Fully supports SHARP, EO, and EEO.)</p> <p>MET STANDARD <input checked="" type="checkbox"/> DID NOT MEET STANDARD <input type="checkbox"/></p>	<p>COMMENTS: Qualitative/Quantitative and substantiated bullet comments. Explain areas where a rated NCO is particularly strong or needs improvement. Bullet comments are mandatory regardless of the box check rating given (at least one bullet will be entered in each block of c through i). Include Mandatory SHARP bullet. (1) Be short, concise, to the point. Bullets will not be longer than two lines, preferably one, and no more than one bullet to a line. (Continue on page 2)</p>

PART IV - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

<p>d. PRESENCE: (Military and professional bearing, Fitness, Confidence, Resilience.)</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD </p>	<p>COMMENTS:</p> <p align="center">(2) Bullets should answer 2 if not 3 of the following; "What did they do/how did they do it/what was the impact?/results"</p>
<p>e. INTELLECT: (Mental agility, Sound judgment, Innovation, Interpersonal tact, Expertise.)</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD </p>	<p>COMMENTS:</p> <p align="center">(3) Start with action words (verbs) or possessive pronouns (his or her); personal pronouns (he or she) may be used; use past tense when addressing how the NCO performed and his or her contributions made during the rating period.</p>
<p>f. LEADS: (Leads others, Builds trust, Extends influence beyond the chain of command, Leads by example Communicates.)</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD </p>	<p>COMMENTS:</p> <p align="center">(4) Be double-spaced between bullets.</p> <p align="center">(5) Be preceded by a small letter "o" to designate the start of the comment. Each bullet comment must start with a small letter unless it is a proper noun (name) that is usually capitalized.</p>
<p>g. DEVELOPS: (Creates a positive command/ workplace environment, Fosters esprit de corps, Prepares self, Develops others, Stewards the profession.)</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD </p>	<p>COMMENTS:</p> <p align="center">(6) Support the box checked by rating officials.</p>
<p>h. ACHIEVES: (Gets results.)</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> MET STANDARD <input type="checkbox"/> DID NOT MEET STANDARD </p>	<p>COMMENTS:</p> <p align="center">(7) Use a specific example only once; therefore, the rater must decide under which attribute and/or competencies the bullet fits best (or is most applicable)</p>

RATER OVERALL PERFORMANCE

<p>i. I currently rate _____ NCOs in this grade.</p> <p>COMMENTS:</p>	<ul style="list-style-type: none"> o Enumeration: # of # or top ## percent o bullet format o No potential comments! <p align="center" style="color: red;">The rater makes an assessment of the rated NCOs overall performance when compared with all other NCO's of the same rank the rater has previously rated or currently has in his or her rated population. This performance is evaluated in terms of the majority of NCOs in the rater's population.</p>
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PART V - SENIOR RATER OVERALL POTENTIAL

<p>a. Select one box representing Rated NCO's potential compared to others in the same grade whom you have rated in your career. I currently senior rate _____ NCOs in this grade.</p> <p><input type="checkbox"/> MOST QUALIFIED</p> <p><input type="checkbox"/> HIGHLY QUALIFIED</p> <p><input type="checkbox"/> QUALIFIED</p> <p><input type="checkbox"/> NOT QUALIFIED</p>	<p>b. COMMENTS: Strong Comments Contain</p> <ul style="list-style-type: none"> • Enumeration: # of # or top ## percent of... • Senior rater professional opinion • Potential • Use narrative to capture the rater's enthusiasm (or lack of) for the NCO; this reinforces the box checks • Recommend education, promotion, and assignment (3-5 years out) <p><u>Assessment of Overall Potential:</u> MOST QUALIFIED: strong potential for selection ahead of peers HIGHLY QUALIFIED: strong potential for selection with peers QUALIFIED: capable of success at next level; promote if able NOT QUALIFIED: not recommended for promotion</p>
<p>c. List two successive assignments and one broadening assignment (3-5 years). For successive assignments utilize the Soldiers career map, do not make up</p> <p>Successive Assignment: 1) _____ 2) _____ positions Broadening Assignment: _____</p>	