

Army Regulation 623-205

Personnel Evaluation

Noncommissioned Officer Evaluation Reporting System

Headquarters
Department of the Army
Washington, DC
15 May 2002

UNCLASSIFIED



SUMMARY of CHANGE

AR 623-205

Noncommissioned Officer Evaluation Reporting System

This administrative revision--

- o Corrects paragraph references throughout.
- o Changes the rank from SG to SGT throughout.
- o Specifically, this revision--
- o Changes title of regulation from "Enlisted Evaluation Reporting System" to "Noncommissioned Officer Evaluation Reporting System."
- o Changes chapter 2, section I, heading from "Submission of Reports" to "Managing the Rating Chain."
- o Changes chapter 3 title from "Rating Chain Qualifications and Responsibilities" to "Evaluation Forms and Preparation."
- o Eliminates Noncommissioned Officer Evaluation Report requirements for command sergeants major serving in three and four star nominative positions (para 3-2).
- o Changes DA Form 2166-7-1 to DA Form 2166-8-1, changes wording from "after counseling," to "before the noncommissioned officer departs the counseling session." Adds new Army "values" to form (chap 3, sec II).
- o Changes DA Form 2166-7 to DA Form 2166-8 and adds Army "values" to form (chap 3, sec III).
- o Substitutes "awarded physical fitness badge" for mandatory Army physical fitness test numerical score as justification for excellence rating (para 3-11).
- o Changes Complete-the-Record Report rating period to 90-rated days (para 3-31).
- o Establishes Senior Rater Option Report (para 3-32).
- o Establishes 60-day Short-Tour Option Report (para 3-33).
- o Changes chapter 4 title from "Appeals" to "Army National Guard."
- o Changes chapter 5 title from "Army National Guard and U.S. Army Reserve" to "U.S. Army Reserve."
- o Changes chapter 6 title from "Evaluation Forms and Procedures" to "Evaluation Report Redress Program."

Effective 1 June 2002

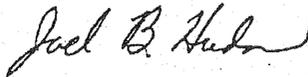
Personnel Evaluation

Noncommissioned Officer Evaluation Reporting System

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

History. This printing publishes a revision of this publication. Changes made under this revision are explained in the summary of change.

Summary. This regulation prescribes the policies and procedures for the Noncommissioned Officer Evaluation Reporting System. It includes policy statements, operating tasks, rules in support of operating tasks, and sequential steps of each operating task.

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States (ARNGUS),

including periods when administered as members of the Army National Guard, and the U.S. Army Reserve (USAR). Those provisions that apply only to a particular component are so indicated. This regulation will be used upon mobilization.

Proponent and exception authority.

a. The proponent of this regulation is the Deputy Chief of Staff, G-1. The Deputy Chief of Staff, G-1 has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency that holds the rank of colonel or the civilian equivalent.

b. Requests for clarification or exceptions to policies will be sent to Commander, U.S. Total Army Personnel Command; Chief, National Guard Bureau (CNGB); or Chief, Army Reserve (CAR), as appropriate.

Army management control process.

This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from Commander, U.S. Total Army Personnel Command, ATTN: (TAPC-MSE), 200 Stovall Street, Alexandria, VA 22332-0442.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Total Army Personnel Command, ATTN: TAPC-MSE, 200 Stovall Street, Alexandria, VA 22332-0442.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard of the United States (ARNGUS), and the U.S. Army Reserve (USAR).

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*This regulation supersedes AR 623-205 dated 17 December 2001.

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Chapter 1 Introduction

Section I Information

1-1. Purpose

This regulation prescribes the enlisted evaluation function of the military personnel system. It is linked to AR 600-8 and provides principles of support, standards of service, policies, tasks, rules, and steps governing all work required in the field to support the Noncommissioned Officer Evaluation Reporting System (NCOERS). It also provides guidance regarding redress programs including Commander's inquiries and appeals.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Executive agents. Acting as executive agents for the Secretary of the Army, the Commanding General (CG), PERSCOM; Chief, National Guard Bureau (CNGB); and the Commander, AR-PERSCOM are responsible for the effective operation of the NCOERS. In addition, State Adjutants General exercise certain responsibilities on behalf of the Army National Guard.

(1) The State Adjutants General will—

(a) Exercise final review authority on all evaluation reports prior to acceptance in the official files. This includes—

1. Determining that a report is correct as submitted and needs no further action.

2. Correcting, or returning to rating officials for correction, reports that may be in error, may violate provisions of this regulation, or would result in an injustice to an individual or a disservice to the Army.

3. Directing commanders to investigate apparent errors or violations of this regulation and to submit their findings or recommendations. These will be filed in official files or otherwise disposed of as the executive agent deems appropriate.

(b) Direct the rendering of reports when circumstances warrant and other provisions of this regulation do not apply.

(c) Dispose of commander's inquiries conducted according to paragraph 6-3 and the subject evaluation as deemed appropriate.

(2) The CG, PERSCOM (for the Active Army), CNGB (for the Army National Guard) and CAR (for the U.S. Army Reserve) will clarify or grant exceptions to policies, as the need arises.

b. Commanders.

(1) The commanders at all levels will ensure that—

(a) A copy of this regulation is available to the rated noncommissioned officer (NCO) and rating officials.

(b) Rating chains correspond as nearly as practical to the chain of command and supervision within an organization, regardless of component or geographical location.

(c) For all except ARNGUS, rating chains are drawn up by name, given effective dates, published, and distributed to each rated NCO and each member of the rating chain. Any changes to rating chains will also be published and distributed. No changes may be retroactive.

(d) For ARNGUS (not on Active Guard Reserve (AGR) or Full-Time National Guard Duty (FTNGD)), official rating schemes are published by duty position and posted in the unit so all NCOs are familiar with who their rating officials are (rater, senior rater, and reviewer). The published rating schemes will include the effective date of the rating chain. The rating scheme for ARNGUS/AGR NCOs will be by name.

(e) Each rating official is fully qualified to meet his or her responsibilities.

(f) Rating officials give timely counseling to subordinates on professionalism and job performance, encouraging self-improvement when needed.

(g) Reports are prepared by the rating officials designated in the published rating scheme.

(h) Rated NCOs are provided a copy of their completed evaluation report (see para 3-16).

(i) NCOs receive assistance, if requested, in preparing and submitting appeals (see chap 6).

(j) Reports are carefully prepared with a true sense of fairness, and submitted in sufficient time to reach the U.S. Army Enlisted Records and Evaluation Center (USAEREC), CNGB, the appropriate State Adjutant General (AG), or AR-PERSCOM, via first class mail, no later than the established suspense dates. Suspense dates are as follows: Not later than 60 days for Active Army and AGR NCOs, or 90 days for ARNGUS/USAR and soldiers not on active duty or FTNGD, after the ending month of the report. (See app B for addresses.)

(k) The duties described in paragraph 6-3 are performed when a report rendered by a subordinate appears illegal, unjust, or otherwise in violation of this regulation.

(2) The commanders at all levels will request from CDR, PERSCOM, ATTN: TAPC-MSE, Alexandria, VA 22332-0442, the appropriate State AG, or OCAR, ATTN: DAAR-PE, 2400 Army Pentagon, Washington, DC 20310-2400, clarification of policies, exceptions to policies, or specific guidance when situations arise that—

(a) Are not clearly covered by this regulation.

(b) Would result in an injustice to an individual or the Army if specific guidance is not provided or an exception not granted.

(3) The commanders at all levels will charge the command sergeant major or sergeant major with the responsibility for quality control of Noncommissioned Officer Evaluation Reports (NCO-ERs), to include ensuring that reports are accurate and submitted on time. However, no one can direct a rater or senior rater to render or change bullet comments on a report felt to be accurate and just.

1-5. Manpower resources

Manpower Staffing Standards Systems (MS3) recognizes the evaluation function as being the functional responsibility of the Evaluation Work Center of the Personnel Service Battalion (PSB). Manpower officials will use the workload factors (obtained from MS3) to determine the manpower authorizations.

1-6. Levels of work

a. Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or some equivalent in the tactical force). The focus of the guidance in this regulation is on those levels.

(1) Unit and battalion-level work is clearly defined by where it is performed.

(2) Installation-level work is subdivided into work centers. This regulation identifies the work center required to perform the work for manpower purposes.

b. This regulation will address the following levels of work:

(1) Soldiers. Work beginning with input from a soldier.

(2) Unit. Work executed at unit level.

(3) Battalion. Work executed at battalion level.

(4) Command and staff (C&S). Work executed within the chain of command (other than battalion). The specific C&S work center covered by this regulation is plans and staff support (SS).

(5) Personnel support (PS). Work executed in a personnel support organization. The specific PS work centers covered by this regulation are evaluation (EVAL), enlisted records (ENRC), and in/out-processing (IOPR).

1-7. ARNGUS-AGR title 10 and title 32 NCOs

a. ARNGUS-AGR personnel on active duty UP section 12301(d), title 10, United States Code, are those with ARNGUS full-time NGB-controlled positions, while section 502(f), title 32, United States Code AGR soldiers are those with ARNGUS full-time state-controlled positions.

b. For the purpose of this regulation, reference to ARNGUS-AGR includes both title 10 and 32 NCOs, unless specifically stated otherwise.

c. Throughout this regulation, the policies and procedures governing the ARNGUS-AGR parallel those of the Active Army with the following exceptions:

(1) *Submission of completed NCO-ERs.* Submit completed NCO-ERs to the appropriate State Adjutant General (instead of USAEREC). For title 10 AGR NCOs, the servicing Personnel Service Battalion (PSB) will retain the original copy in the Military Personnel Records Jacket (MPRJ) and forward a copy to the appropriate Adjutant General, and career management file maintained at NGB (app B).

(2) *Filing of NCO-ERs in MPRJ.* Copies of all ARNGUS NCO-ERs are filed in the permanent section of the rated NCO's MPRJ.

(3) *Processing of NCO-ERs.* The servicing PSB will process NCO-ERs for title 10 NCOs, whereas the ARNGUS personnel officer will process NCO-ERs for title 32 NCOs.

(4) *Rating chains.* The rating chain for ARNGUS-AGR (title 32) NCOs will include an AGR individual, preferably the NCO's immediate supervisor, when it will not violate the chain of command. Where it is impractical to have an AGR in the rating chain, a memorandum of input will be provided to the rater by the AGR supervisor. The memorandum will be similar to the requirement established in table 3-5, note 1.

1-8. U.S. Army Reserve-Active Guard Reserve Program

a. The U.S. Army Reserve-Active Guard Reserve (USAR-AGR) Program provides a highly qualified corps of USAR NCOs to meet support requirements for USAR programs and projects. The participants are soldiers serving on active duty in an AGR status (10 USC 12301(d)). They are not programmed against the Active Army end strength. The USAR-AGR program is supervised by the U.S. Army Reserve Full-Time Support Management Division (FTSMD) through a centralized personnel management system.

- a. Because of his or her enthusiasm and zeal for implementing the Army's Equal Opportunity Program.
- b. In retaliation for criticism of command policies and practices related to that program.

Section V

Types of Reports (Active Army, ARNGUS-AGR, and USAR-AGR)

3-27. Authorized reports

Only those reports authorized by this regulation will be submitted. Reports in paragraphs 3-29, 3-30, 3-31, and 3-32 are mandatory reports and take precedence over optional reports in paragraphs 3-33, 3-34, and 3-35. The event requiring a report determines the type of report.

3-28. Starting the initial reporting period

The first report received by an Active Army, ARNGUS/USAR AGR NCO will be determined by the date of the event requiring a report (for example, change of rater, annual). The beginning month will be the month of the effective date of promotion to sergeant, reversion to NCO status (after serving as a commissioned or warrant officer for 12 months or more), reentry on active duty (after a break in service of 12 months or more), or the date of the memorandum from the Army Board for Correction of Military Records (ABCMR), which approves reinstatement in an NCO grade.

3-29. Annual

- a. A report will be submitted 12 months after the most recent of the following events:
 - (1) Ending month of last report.
 - (2) Effective date of promotion to sergeant.
 - (3) Reversion to NCO status after serving as a commissioned or warrant officer for 12 months or more.
 - (4) Reentry on active duty in a rank of sergeant or above after a break in enlisted service of 12 months or more.
- b. The 90-day rater minimum qualification period must be met. In cases when it is not, the annual report period will be extended until the minimum rater qualification period is met.
- c. An annual report will not be signed prior to the first day of the month following the ending month of the report.
- d. An annual report will not be submitted when the provisions for the Change-of-Rater Report apply.
- e. The senior rater will complete both the rater and senior rater portions of the NCO-ER, provided that minimum rater qualifications are met, under the following circumstances:
 - (1) The rater dies, is relieved, reduced, or absent without leave.
 - (2) Rater is declared an unsatisfactory participant based on AR 135-91, paragraph 4-9b (for ARNGUS and USAR not on active duty or FTNGD).
 - (3) Rater is declared missing or incapacitated (to such an extent that the reviewer, on the advice of medical authorities, believes the rater is unable to submit an accurate evaluation) after the report period but before the report is signed.

3-30. Change-of-Rater

- a. A report will be submitted whenever the designated rater is changed as long as the minimum rater qualifications are met. The minimum rating period is 90 rated days. Rater changes include:
 - (1) Rater or rated NCO is reassigned.
 - (2) Rater or rated NCO departs on extended TDY or SD (see para 3-31).
 - (3) Rater or rated NCO is released from active duty or full-time National Guard duty early based on AR 635-200 or AR 135-178, or normal expiration term of service (ETS), except for discharge and immediate reenlistment.
 - (4) Rated NCO is reduced to CPL/SPC or below. Part Ic will contain the 'reduced' rank and part Id will reflect the effective date of the reduction. Reduction to another NCO grade (for example, SFC to SG) does not require a report, unless the actual rater changes.
 - (5) When paragraph 3-29e applies. The senior rater will complete both the rater and senior rater portions of the reports on each of the rater's subordinates (provided senior rater meets minimum rater qualifications) and will enter a brief explanation of the reason for the report in part Ve (for example, "rater deceased" or "rater relieved"). When both the rater and senior rater are unable to render an evaluation because of any combination of these factors, a report will not be submitted. The period will be shown as nonrated on the next report. Code "Q" will be used to explain nonrated period.
- b. A Change-of-Rater Report is mandatory when the rated NCO is separated from active duty. As an exception, retirement reports of less than one year will be rendered at the option of the rater or senior rater or when requested by the rated NCO.
- c. The Change-of-Rater Report may not be signed before the date the change occurs. In the event of PCS, ETS, or retirement, the report may be completed and signed up to 10 days prior to the date of departure in order to facilitate

orderly outprocessing. However, when this is done, the rating period ends as of the rater's signature date (that is, a report cannot be signed before the rating period ends).

3-31. Temporary duty, special duty, or compassionate reassignment

a. When an NCO departs on temporary duty (TDY) or special duty (SD) under one of the following conditions, change of rater reports for both the NCO and their eligible subordinates will be submitted, provided rater qualifications are met, prior to departure:

- (1) To attend a resident course of instruction or training scheduled for 90 calendar days or more at a service school.
- (2) To attend a civilian academic or training institution on a full-time basis for a period of 90 calendar days or more.
- (3) To perform duties not related to his or her primary functions in his or her parent unit under a different immediate supervisor for 90 days or more. In cases where it cannot be determined if the TDY or SD will last for 90 days, a report will be submitted. A report is not authorized if the NCO will still be responsible to or be receiving instructions from rating officials in the parent organization.

b. An NCO on TDY or SD other than (1) and (2) above who is not responsible to rating officials in his or her parent organization will be rated by the TDY or SD supervisor according to table 3-5. The TDY or SD supervisor will ensure that a rating scheme is published (see para 1-4b).

c. An NCO on TDY or SD who remains responsible to rating officials in his or her parent organization will continue to be rated for that period, regardless of its length, by the normal rating officials. Memorandum input from officials at TDY or SD location is optional (see table 3-5, note 1).

d. An NCO attached to an organization pending compassionate reassignment remains responsible to his or her parent unit and will not receive an evaluation report from the attached organization. Memorandum input from the supervising officials of the attached organization is mandatory (see table 3-5, note 1).

3-32. Relief-for-Cause

a. A report is required when an NCO is relieved for cause regardless of the rating period involved. Relief-for-cause is defined as the removal of an NCO from a rateable assignment based on a decision by a member of the NCO's chain of command or supervisory chain. A relief-for-cause occurs when the NCO's personal or professional characteristics, conduct, behavior, or performance of duty warrants removal in the best interest of the U.S. Army (see AR 600-20, para 2-15). If, for whatever reasons, the relief does not occur on the date the NCO is removed from his or her duty position or responsibilities, the suspended period of time between the removal and the relief will be nonrated time included in the period of the relief report. The published rating chain at the time of the relief will render the report; no other report will be due during this nonrated period. When an NCO is suspended from duties pending investigation, every effort should be made to retain the established rating chain until the investigation is resolved.

b. If relief-for-cause is contemplated on the basis of an informal AR 15-6 investigation, the referral procedures contained in that regulation must be complied with before the act of initiating or directing the relief. This does not preclude a temporary suspension from assigned duties pending application of the procedural safeguards contained in AR 15-6. A relief-for-cause should be the final action after all investigations have been completed and a determination made.

c. The following specific instructions apply to completing a relief report:

(1) The rating official directing the relief will clearly explain the reason for relief in part IV, if the relieving official is the rater; if the relieving official is the senior rater, in part Ve.

(2) If the relief is directed by an official other than the rater or senior rater, the official directing the relief will describe the reasons for the relief in an enclosure (not to exceed one page) to the report.

(3) Regardless of who directs the relief, the rater will enter the bullet, "The rated NCO has been notified of the reason for the relief" in part IVf.

(4) The minimum rater and senior rater qualifications and the minimum rating period are 30 rated days. The fundamental purpose of this restriction is to allow the rated NCO a sufficient period to react to performance counseling during each rating period. Authority to waive this 30-day minimum rating period and rater and senior rater qualification period in cases of misconduct is granted to a general officer in the chain of command or an officer having general courts-martial jurisdiction over the relieved NCO. The waiver approval will be in memorandum format and attached as an enclosure to the report (see para 3-24).

(5) The date of relief determines the "THRU" date of the report (see para 3-7d(7)(b)). Relief-for-Cause Reports may be signed at anytime during the closing or following month of the report.

(6) When the rater is relieved, or when the rated NCO and the rater are concurrently relieved, the senior rater will complete the rater and senior rater portions of the report for each of the rater's subordinates. Enter "rater relieved" in part Ve, and do not identify the relieved rater in part IIa. (Refer to paragraph 2-15c.)

(7) When computation of rated months outlined in table 3-2 results in zero (0) rated months, as an exception to normal policy, DA Form 2166-8, part I, item j, will reflect one rated month.

d. Cases where the rated NCO has been suspended from duties pending an investigation should be resolved by the chain of command as expeditiously as possible to reduce the amount of nonrated time.

3-33. Complete-the-Record Report

a. At the option of the rater, a Complete-the-Record Report may be submitted on an NCO who is about to be considered by a DA centralized board for promotion, school, or CSM selection, provided the following conditions are met:

(1) The rated NCO must be in the zone of consideration (primary or secondary) for a centralized promotion board or in the zone of consideration for a school or CSM selection board.

(2) The rated NCO must have been under the same rater for at least 90 rated days as of the ending month established in the message announcing the zones of consideration.

(3) The rated NCO must not have received a previous report for the current duty position.

b. Complete-the-Record Reports are optional. Therefore, the absence of such a report from the Official Military Personnel File (OMPF) at the time of the board's review will not be a basis to request standby reconsideration unless the absence is due to administrative error or a delay in processing at the Enlisted Records Evaluation Center (EREC).

c. Complete-the-Record Reports will not be signed prior to the first day of the month following the ending month.

d. This paragraph is also applicable to the ARNGUS and USAR Command Sergeant Major Programs and ARNGUS and USAR promotion boards centralized at State or MUSARC headquarters, NGB, and AR-PERSCOM.

3-34. Senior Rater Option

a. When a change in senior rater occurs, the senior rater may direct that a report be made on any NCO for whom he or she is the senior rater. This applies only if the following conditions are met:

(1) The senior rater has served in that position for at least 60 rated days. In cases where a General Officer is serving as both rater and senior rater the minimum rater requirement will also be 60 rated days versus the normal 90-day requirement.

(2) The rater meets the minimum requirements to give a report.

(3) The rated NCO has not received a report in the preceding 90 rated days.

b. In instances where an evaluation report would become due within 60 calendar days after the change in senior rater, the senior rater will submit a Senior Rater Option Report to prevent an NCO-ER being submitted later without a senior rater evaluation, provided the requirements of paragraphs 3-34a(1)-(3) are met.

3-35. Sixty-Day Option

When one of the conditions described in paragraphs 3-29 through 3-31 occurs but there are fewer than 90 rated days but more than 59 rated days in the rating period, a report may be submitted at the option of the rater. However, the following conditions must be met:

a. The rated NCO must be serving in an overseas designated short tour for a period of 14 months or less. (See appendix B, AR 614-30 for all others tour identification by area.)

b. The senior rater must meet the minimum time-in-position requirements to evaluate (60 rated days) and must approve or disapprove submission of the report. When the senior rater disapproves the submission of the report, he or she will state the basis for the disapproval and return the report to the rater. The rater will inform the rated NCO that the report has been disapproved and will destroy the report.

Section VI

Processing Responsibilities

3-36. Personnel Service Battalion or Reserve Component personnel officer responsibilities

The Personnel Service Battalion (PSB) or Reserve Component (RC) personnel officer will—

a. Follow procedures in tables 3-6, 3-8, and 3-9.

b. Review the submitted report for completeness and administrative accuracy. Return reports that contain errors to the rating officials, advising them to correct the report.

c. Ensure that the rated NCO's signature or a statement explaining its absence has been entered in part II (see para 2-11d).

d. Enter the number of enclosures (may be handwritten) and ensure that they meet the requirements of paragraph 3-24.

e. Complete part I (k through o).

(1) If the NCO departs the installation or RC command before the report is completed, the gaining PSB or RC command must be notified, in writing, to update the NCO's DA Form 2A with the ending month and type of report. In this case, enter the date of written notification in part II of the report.

(2) In no case will the report be hand carried by the rated NCO or forwarded to the gaining PSB or RC command

for completion. The PSB or RC personnel officer who initiates the report will complete and forward it to the appropriate office.

f. Provide a copy of the completed report including any authorized enclosures to the rated NCO.

(1) A signed copy of the report may be given to the rated NCO, forwarded to him or her in a sealed envelope through the distribution center, or sent by first-class mail.

(2) The NCO's copy of a Relief-for-Cause Report or report that the NCO refuses to sign will be sent by certified mail when it cannot be given directly to the NCO.

g. For all grades in the Reserve Component (RC), including ARNGUS-AGR and USAR-AGR, make a copy of the report and file it in the permanent section of the rated NCO's Military Personnel Records Jacket (MPRJ).

h. Forward originals of all completed reports by first-class mail in sufficient time to reach the below addresses not later than 60 days (for active Army) and 90 days (for ARNGUS/USAR—not on active duty or FTNGD) after the ending month of the report. Reports must be forwarded intact (separated reports will not be accepted for processing):

(1) *Active Army*. CDR, USAEREC, ATTN: PCRE-RE, 8899 East 56th Street, Indianapolis, IN 46249-5301.

(2) *Army National Guard of the United States (including ARNGUS-AGR)*.

(a) For AGR title 10 NCOs, the original NCO-ER or a photostatic copy will be filed in the permanent section of the NCO's MPRJ and maintained by the servicing PSB. A copy of the NCO-ER will be forwarded by the PSB to the appropriate State Adjutant General with a copy sent to Chief, National Guard Bureau, ATTN: NGB-ARZ-SEC, 111 South George Mason Dr., Arlington, VA 22204-1382.

(b) All other ARNGUS NCOs, including ARNGUS-AGR title 32 NCOs, will have their NCO-ERs forwarded to the appropriate State Adjutant General.

(3) *U.S. Army Reserve, including USAR-AGR*. CDR, AR-PERSCOM, ATTN: ARPC-PSV-EE, 1 Reserve Way, St. Louis, MO 63132-5200.

i. Assist NCOs, if requested, in preparing and submitting appeals (see para 6-6).

3-37. USAEREC/CNGB/State Adjutant General/AR-PERSCOM Program Responsibilities

The USAEREC/CNGB/State Adjutant General/AR-PERSCOM will—

a. Record and process all NCO-ERs received.

b. Edit all reports for administrative errors.

c. File each accepted NCO-ER in the OMPF.

d. Administer and process appeals of NCO-ERs in compliance with chapter 6.

Table 3-1
Reports by code and type

Report code: 1

Type of report: First (Does not apply to Active Army, see chaps 4 and 5.)

Report code: 2

Type of report: Annual

Report code: 3

Type of report: Change of Rater

Report code: 4

Type of report: Complete the Record

Report code: 5

Type of report: Relief for Cause

Report code: 6

Type of report: Release from AT/ADT/ADSW/AGR/EAD/TTAD (See chaps 4 and 5.)

Report code: 7

Type of report: 60-day Rater Option

Report code: 8

Type of report: Senior Rater Option
