

MILPER MESSAGE NUMBER : 07-262
AHRC-MSE
PHASE 3-ELECTRONIC EVALUATION SUBMISSION
Issued: [10/10/2007]

1. PURPOSE. TO ANNOUNCE IMPLEMENTATION OF ELECTRONIC SUBMISSIONS OF ACTIVE AND USAR NONCOMMISSIONED OFFICER EVALUATION REPORTS (NCOER) USING MY FORMS ON AKO AND THE LIFTING OF SUBMISSION RESTRICTIONS FOR OFFICER EVALUATION REPORTS (OER) THAT ARE REFERRED OR HAVE ATTACHMENTS OR ENCLOSURES.

A. PHASE 1 IMPLEMENTATION ACTIVATED THE SEND TO HQDA FEATURE IN MY FORMS ON AKO FOR REGULAR ARMY OERS. PHASE 2 IMPLEMENTATION ACTIVATED THE SEND TO HQDA FEATURE IN MY FORMS ON AKO FOR USAR AND ARNG OERS.

B. ADDITIONAL PHASES WILL CONTINUE TO BE IMPLEMENTED AND ANNOUNCED SEPARATELY.

2. REFERENCES. ARMY REGULATION AND DA PAMPHLET 623-3, MILPER MESSAGES 06-047, 06-116, 06-143, 07-043, AND 07-133, CONCERNING ELECTRONIC PREPARATION AND SUBMISSIONS OF MILITARY EVALUATIONS ON MY FORMS ON AKO.

3. PHASE 3 IMPLEMENTATION:

A. WE HAVE ACTIVATED THE "SEND TO HQDA" FUNCTION OF MY FORMS ON AKO FOR REGULAR ARMY AND USAR NCOER. NOTE: FOR THIS FUNCTION TO WORK PROPERLY THE NCOER PUREEDGE FORM VERSION MUST BE VERSION 6.00 OR HIGHER. VERSION NUMBERS ARE LOCATED IN THE LOWER RIGHT HAND CORNER OF THE FORM.

B. UNITS ALSO ARE NOW ABLE TO ELECTRONICALLY SUBMIT REFERRED OERS AND EVALUATIONS WITH ATTACHMENTS OR ENCLOSURES THROUGH MY FORMS ON AKO.

4. UNITS HAVE SEVERAL OPTIONS TO ACCOMMODATE SUBMISSION TO HRC OF NCOER WRITTEN ON EARLIER VERSIONS OF THE PUREEDGE FORM:

(1) REGULAR ARMY, DIGITALLY-SIGNED NCOER ON AN EARLIER VERSION OF THE PUREEDGE FORM WILL BE SENT VIA NCOER UPLOAD, IF THE UNIT IS ALREADY AUTHORIZED TO DO SO, UNTIL THE NCOER UPLOAD PROGRAM IS NO LONGER AUTHORIZED AS DESCRIBED IN PARAGRAPH 5D OF THIS MESSAGE.

(2) REGULAR ARMY, INK-SIGNED NCOER WILL BE SUBMITTED USING THE NCOER UPLOAD PROGRAM, IF THE SENDER IS ALREADY AUTHORIZED TO DO SO, UNTIL THE NCOER UPLOAD PROGRAM IS NO LONGER AUTHORIZED AS DESCRIBED IN PARAGRAPH 5D OF THIS MESSAGE OR MAILED TO HRC-INDIANAPOLIS, ATTN: AHRC-RE, 8899 EAST 56TH STREET, INDIANAPOLIS, IN 46249-5301.

(3) UNITS NOT HAVING AUTHORIZATION TO SEND REGULAR ARMY NCOER VIA NCOER UPLOAD PROGRAM MUST MAIL NCOER TO HRC-INDIANAPOLIS, ATTN: AHRC-RE, 8899 EAST 56TH STREET, INDIANAPOLIS, IN 46249-5301.

(4) USAR, DIGITALLY-SIGNED NCOER ON AN EARLIER VERSION OF THE PUREEDGE FORM, MAY BE EMAILED (IN .XFDL FORMAT) TO USARNCOER.EVALS@CONUS.ARMY.MIL. UNITS SHOULD INDICATE IN EMAIL TEXT THAT THE ATTACHED USAR NCOER CANNOT CURRENTLY BE SUBMITTED BY MY FORMS AND REQUEST IT BE ACCEPTED FOR PROCESSING. THIS METHOD OF SUBMISSION MAY BE USED UNTIL THE NCOER BY EMAIL PROGRAM IS NO LONGER AUTHORIZED AS DESCRIBED IN PARAGRAPH 5D OF THIS MESSAGE.

(5) USAR, INK-SIGNED NCOER WILL BE MAILED TO HRC-ST. LOUIS, ATTN: AHRC-PAV-EO, 1 RESERVE WAY, ST. LOUIS, MO, 63132-5200

5. ADDITIONAL INFORMATION:

A. RESPONSE FROM THE FIELD IN THE LAST SIX MONTHS HAS BEEN VERY POSITIVE ABOUT ELECTRONIC EVALUATIONS PROCESSING IN MY FORMS. SUCH EVALUATIONS ARE COMPLETED QUICKLY, HAVE FEWER ERRORS, AND RESULT IN THE BEST QUALITY DOCUMENT IN A SOLDIER'S OMPF. IN ADDITION, COMMANDERS GAIN VISIBILITY OVER RATING OFFICIALS' PROGRESS IN EVALUATION PREPARATION AND SUBMISSION WHICH HELPS ENSURE TIMELY SUBMISSIONS. ANOTHER ADVANTAGE IS THAT OER SENT TO HQDA VIA MY FORMS ARE VISIBLE IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) WITHIN DAYS OF SUBMISSION (A FEATURE THE NCOER WILL BENEFIT FROM ONCE NCOER PROCESSING IS INCLUDED IN IWRS IN MAR 08).

B. REFERENCES IN PARAGRAPH 2 OF THIS MESSAGE COVERS TECHNOLOGY REQUIREMENTS, FORM PREPARATION AND MY FORMS USE, REGULATORY DUTIES AND RESPONSIBILITIES, AND EDUCATION TOOLS. RESTRICTIONS IN REFERENCED MILPER MESSAGES CONCERNING ELECTRONIC SUBMISSIONS ARE SUPERSEDED BY SUBSEQUENT MESSAGES. USERS MAY ACCESS BRIEFINGS, FREQUENTLY ASKED QUESTIONS, AND TRAINING MATERIAL AT: [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/MSD/MSDWEB.HTM](https://www.hrc.army.mil/site/active/tagd/msd/msdweb.htm). THE S1 NET EVALUATIONS COMMUNITY PROVIDES AN INTERACTIVE VENUE: ([HTTPS://FORUMS.BCKS.ARMY.MIL/SECURE/COMMUNITYBROWSER.ASPX?ID=166639](https://forums.bcks.army.mil/secure/communitybrowser.aspx?id=166639)).

C. THE LATEST VERSION OF THE SUPPORT/COUNSELING AND EVALUATION FORMS MUST BE USED AS THESE CONTAIN CORRECTIONS TO TECHNICAL ERRORS IN PREVIOUS VERSIONS. THE UPDATED VERSION OF DA FORM 2166-8 (NCOER), VERSION 6.00, WAS RELEASED PRIOR TO THIS MESSAGE. THE ARMY IS NOW USING PUREEDGE VERSION 6.00 FOR BOTH OER AND NCOER FORMS. THE LATEST VERSIONS OF FORMS ARE FOUND ON MY FORMS OR ARMY PUBLISHING DIRECTORATE'S WEBSITE ([WWW.APD.ARMY.MIL](http://www.apd.army.mil)). CREATING AN EVALUATION FROM A SUPPORT/COUNSELING FORM ALWAYS RESULTS IN THE LATEST EVALUATION VERSION. EXPECTED RELEASE OF NEWER VERSIONS OF BOTH THE OER AND NCOER IS NOVEMBER 2007.

D. THE LAST DAY FOR NONDEPLOYED UNITS TO USE THE NCOER UPLOAD (FOR REGULAR ARMY REPORTS) AND NCOER BY EMAIL PROGRAM (FOR BOTH REGULAR ARMY AND USAR REPORTS) WILL BE 31 JANUARY 2008. THIS DATE ALLOWS UNITS AT LEAST 90 DAYS TO FINALIZE CURRENTLY WORKING NCOER PREPARED IN HARD COPY FORMAT. NONDEPLOYED UNITS WILL ONLY BE ALLOWED TO SEND NCOERS VIA NCOER UPLOAD OR NCOER BY EMAIL AFTER THIS DATE WITH AN APPROVED EXCEPTION FROM THE POC LISTED IN PARAGRAPH 6. DEPLOYED UNITS WILL BE ALLOWED TO USE ELECTRONIC SUBMISSION ON MY FORMS AS WELL AS NCOER UPLOAD AND NCOER BY EMAIL AND MAIL AFTER 31 JANUARY 2008 UNTIL FINISHED WITH REDEPLOYMENT OPERATIONS.

E. FOR NCOER LATENESS PURPOSES AND BOARD CUT OFF DATE PURPOSES, NCOER SUBMITTED IN MY FORMS ARE NOT CONSIDERED "SUCCESSFULLY RECEIVED BY HQDA" UNTIL

THE SENDER CORRECTS ALL IDENTIFIED ERRORS AND THE RESUBMITTED NCOER IS ACCEPTED FOR PROCESSING. THE HRC GOAL IS TO ACTION EACH REPORT WITHIN 24 HOURS: EITHER ACCEPT FOR FURTHER PROCESSING OR RETURN FOR CORRECTION. IF YOU ARE NOT CONFIDENT IN YOUR ABILITY TO PRODUCE AN ERROR-FREE REPORT DO NOT WAIT UNTIL ITS DUE DATE TO HQDA TO SUBMIT. HOWEVER, WHEN RATING OFFICIALS USE WIZARD FORMS FOR COUNSELING AND EVALUATIONS, WITH DIGITAL SIGNATURES, MOST COMMONLY-MADE ERRORS ARE ELIMINATED. THEREFORE, ACCEPTANCE AT HQDA SHOULD NOT BE A PROBLEM.

6. POC: EVALUATION SYSTEMS OFFICE, TELEPHONE (703) 325-9660 (DSN: 221),
EMAIL: TAPCMSE@CONUS.ARMY.MIL

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