

## INFORMATION PAPER

AHRC-PDV-E  
12 September 2011

SUBJECT: Army Directive 2011- 16 – Memorandum of Input Use

1. Purpose. To provide clarification of the enhancements to the Officer Evaluation Reporting System Memorandum of Input use in accordance with the published Army Directive 2011-16.
2. Background. Army Directive 2011-16, Changes to the Army Evaluation Reporting System, dated 15 September 2011 announced several enhancements to the Officer Evaluation Report for evaluations with THRU dates on or after 1 November 2011. Included in that directive was an enhancement designed to reduce the number of short term evaluation reports by relaxing the rules for Change of Rater reports and providing Senior Raters the option of using a memorandum of input from a departing Rater rather than completing a Change of Rater report.
3. Information.
  - a. The optional memorandum of input use applies only to Officer Evaluation Reports.
  - b. At the Senior Rater's discretion, officers who change Raters, but continue to perform the same duties under the same Senior Rater, may receive a memorandum of input from their departing Rater (Rater of Record) in lieu of a Change of Rater evaluation under certain circumstances.
  - c. Upon approving, the Senior Rater, will direct the Rater of Record to complete a memorandum of input on the rated officer if that rated officer has served under the Rater of Record for at least 90 days (120 days for USAR TPU, DIMA, and drilling IRR Soldiers or ARNG Soldiers). Senior Raters are encouraged to use a memorandum of input when circumstances permit.
    - (1) The memorandum of input will include the following information: date, grade, name, SSN of the rated officer, and the period covered by the assessment. The text will contain a description of the rated officer's duties and an assessment of his/her performance (see attached example).
    - (2) The memorandum of input will be submitted to the Senior Rater. Copies of the completed memorandum of input will be provided to the rated officer and the next Rater of Record **by the Senior Rater**. All final memorandums of input are to be used by the final Rater of Record when completing the final evaluation. Memorandum(s) of input will not be forwarded or attached to the final evaluation when submitting to HQDA.
  - d. Prior to directing use of a memorandum of input, Senior Raters should be aware of future changes in a rated officer's duties to preclude a situation where a rated officer receives a memorandum of input from a departing Rater of Record only to change duties before his/her next Rater of Record meets minimum rating eligibility requirements (90 days or 120 days for USAR TPU, DIMA, and drilling IRR Soldiers or ARNG Soldiers). If the Senior Rater is aware the rated officer is pending departure or change in duties before the next Rater of Record would

meet rating eligibility requirements, the Senior Rater should not exercise the use of the memorandum of input option and the appropriate report should be rendered.

(1) In instances where any Rater of Record does not meet minimum requirements to serve as a rater (90 days or 120 days for USAR TPU, DIMA, and drilling IRR Soldiers or ARNG Soldiers) during the rating period, that period of time will be considered as non-rated time when the final evaluation is completed by the last Rater of Record.

(2) In rare circumstances where the last Rater of Record does not meet minimum requirements to serve as a rater (90 days or 120 days for USAR TPU, DIMA, and drilling IRR Soldiers or ARNG Soldiers), the Senior Rater will prepare the final evaluation as both the Rater and Senior Rater.

e. If a rated officer has received memorandum(s) of input and his/her current Rater of Record dies, is declared missing, is relieved, or becomes mentally or physical incapacitated (whether that Rater of Record meets minimum rating eligibility requirements or not), the Senior Rater should act as both Rater and Senior Rater on the required rendered evaluation.

f. If the Senior Rater dies, is declared missing, is relieved, or becomes mentally or physical incapacitated, the provisions of paragraph 2-20a(2) of Army Regulation 623-3 dated 10 August 2007 will apply.

g. The memorandum of input cannot be used when a mandatory report (other than a Change of Rater) is due.

h. When an OER is rendered, the rating period will commence on the day following the last OER and end on the date of the event requiring the report to be rendered. The rated months should include all rated and non-rated time covered by the memorandum(s) of input. The "Rated Months" cannot exceed a total of 12 months.

4. Attached are example timelines, as well as a template for a memorandum format.

5. POC. Evaluation Systems Office, Human Resources Command, Commercial (502) 613-9019, (DSN: 983), email: [hrc.tagd.evalpolicy@conus.army.mil](mailto:hrc.tagd.evalpolicy@conus.army.mil).

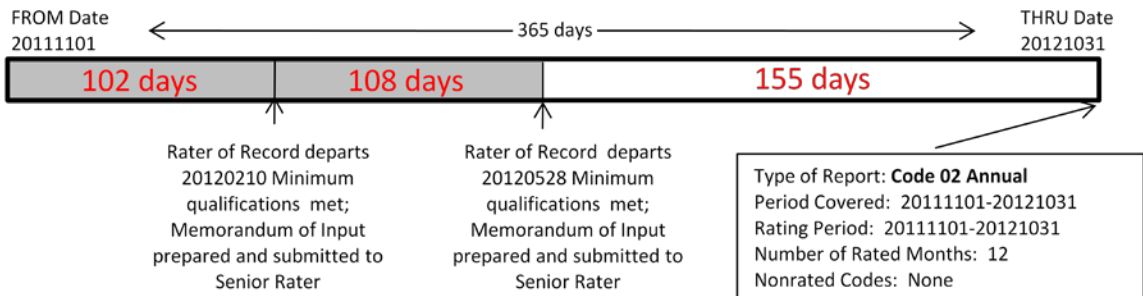
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Approved by: Mr. David C. Griffiee  
Chief, Evaluation System Branch

## SAMPLE Timelines of Memorandum of Input for Evaluation Reports

The following sample timelines depicts examples of Memorandum of Input use IAW Army Directive **2011-16**:

### Example 1 – Memorandum of input

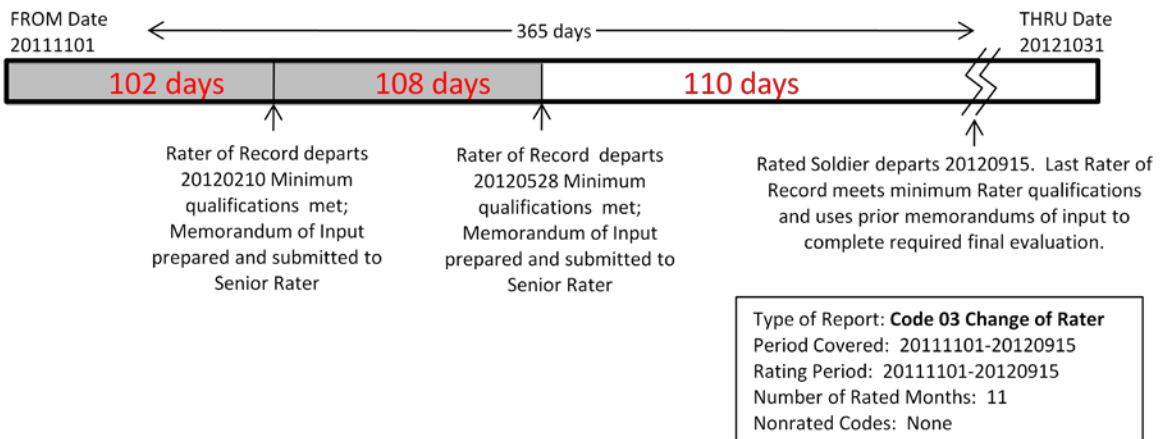
THRU Date Last Report - 20111031



Memorandum of Input(s) used by last Rater of Record who then uses them to complete the required Annual evaluation.

### Example 2 – Memorandum of input

THRU Date Last Report - 20111031



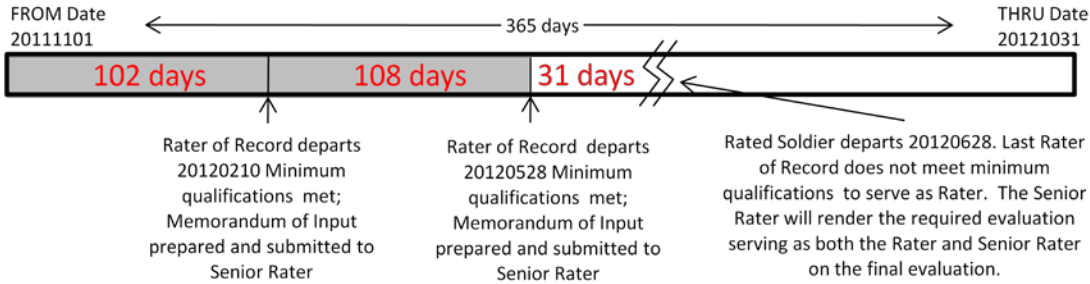
Memorandum of Input(s) utilized by last Rater of Record who uses them to complete the Change of Rater evaluation.

## SAMPLE Timelines of Memorandum of Input for Evaluation Reports

The following sample timelines depicts examples of Memorandum of Input use IAW Army Directive 2011-16:

### Example 3 – Memorandum of input

THRU Date Last Report - 20111031



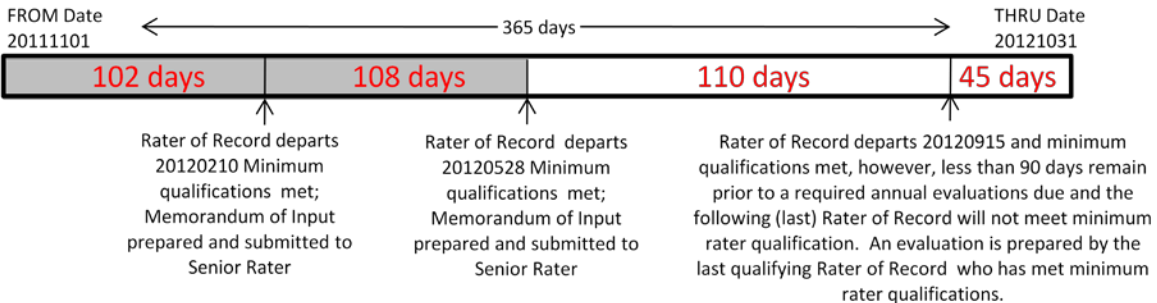
*It is important for the Senior Rater to monitor the rated Officer's situation closely to prevent these rare situations from occurring.*

Type of Report: **Code 03 Change of Rater**  
 Period Covered: 20111101-20120628  
 Rating Period: 20111101-20120628  
 Number of Rated Months: 8  
 Nonrated Codes: None

Memorandum of Input(s) utilized by Senior Rater who will serve as both the Rater and Senior Rater using them to complete the required evaluation.

### Example 4 – Memorandum of input

THRU Date Last Report - 20111031



Type of Report: **Code 03 Change of Rater**  
 Period Covered: 20111101-20120915  
 Rating Period: 20111101-20120915  
 Number of Rated Months: 11  
 Nonrated Codes: None

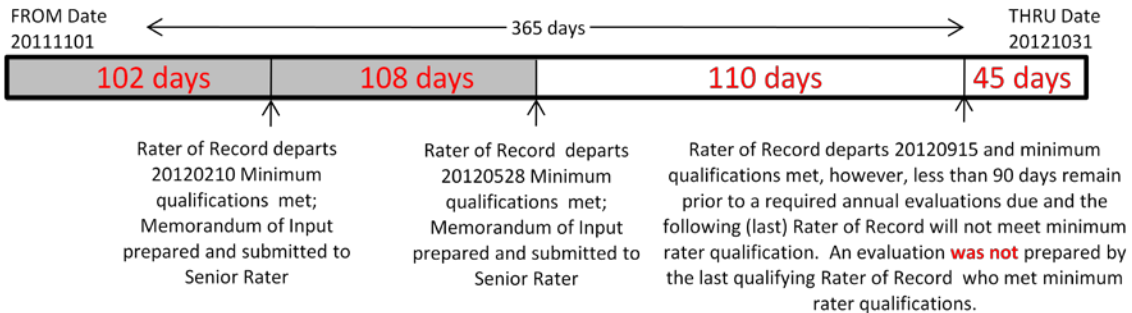
Memorandum of Input(s) utilized by last qualifying Rater of Record who uses them to complete the Change of Rater evaluation.

## SAMPLE Timelines of Memorandum of Input for Evaluation Reports

The following sample timelines depicts examples of Memorandum of Input use IAW Army Directive **2011-16**:

### Example 5 – Memorandum of input

THRU Date Last Report - 20111031

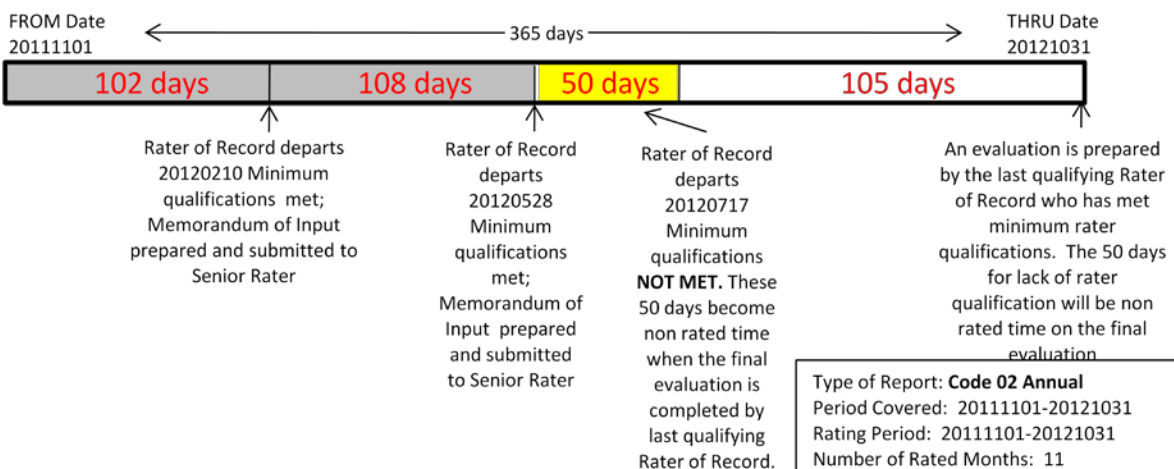


Type of Report: **Code 02 Annual**  
 Period Covered: 20111101-20121031  
 Rating Period: 20111101-20121031  
 Number of Rated Months: 12  
 Nonrated Codes: None

**Memorandum of Input(s) utilized by Senior Rater who will serve as both the Rater and Senior Rater using them to complete the required Annual evaluation.**

### Example 6 – Memorandum of input

THRU Date Last Report - 20111031



Type of Report: **Code 02 Annual**  
 Period Covered: 20111101-20121031  
 Rating Period: 20111101-20121031  
 Number of Rated Months: 11  
 Nonrated Codes: Q

**Memorandum of Input(s) utilized by last qualifying Rater of Record who uses them to complete the final Annual evaluation.**



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNIT NAME  
STREET ADDRESS  
CITY, STATE 12345-0001

(Office Symbol)

(Date)

MEMORANDUM FOR

SUBJECT: Memorandum of Input for (Rated Soldier's name, grade, last four and period of report)

1. This is an example of a memorandum of input using a modified block style. The text will be limited to one page evaluating the officer on his/her performance and potential during the observed period.
2. A copy of this memorandum of input will be given to the rated officer and the next Rater of Record by the senior rater.

(Signature block of the Rater)