DEPARTMENT OF THE ARMY
HEADQUARTERS, TRAINING SUPPORT BATTALION
3360 EARLY STREET
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO
ATTENTION OF

ATSG-SB

12 July 2010

MEMORANDUM FOR All Training Support Battalion Personnel

SUBJECT: Policy Memorandum #11 - Processing of Officer Evaluation Reports (OERs) Noncommissioned Officer Evaluation Reports (NCOER) and Officer/NCO Rating Schemes.

1. This memorandum establishes policies and timelines for the initiation, submission, and processing of Officer and Enlisted evaluations. This policy letter is not intended as a supplement to AR 623-3 or DA Pam 623-3, but addresses the Training Support Battalion's unique processing requirements and timelines.

2. Evaluations for all Soldiers assigned or attached to the TSB (includes CMD GRP, AGS, FMS, RRS, TDD, and TSB Proper) will be processed, and/or routed, through the TSB S1. Reports will not be submitted directly to the Fort Jackson Military Personnel Division (MPD) or to Human Resource Command (HRC).

3. Effective 1 April 2008 all Officer Evaluation Reports (OER) and Non-Commissioned Officer Evaluation Reports (NCOER), except Army National Guard (ARNG) NCOER must be electronically submitted to Headquarters Department of the Army (HQDA) via Army Knowledge Online (AKO) My Forms for processing into an Official Military Personnel File (OMPF) :

a. Evaluations - All Soldier evaluations will route to the TSB NLT 15 days after the thru date of the report. This includes officer and enlisted evaluations. Evaluations are due to the Soldier Support Institute G1 no later than the 20th day of the following month. Evaluations submitted to the TSB on the 16th day or later require a memorandum of lateness signed by the Commander or 1SG as appropriate, with an explanation for the delay.

b. Electronic submission in My Forms requires that evaluations be prepared with digital signatures. Classified evaluations will be submitted in paper format. In order to be submitted electronically in My Forms, OER must be version 4.00 or higher and NCOER must be version 6.00 and higher. Units are advised to stop using the older versions immediately. Always initiate evaluations from the Army Publishing Directorate website or within My Forms to ensure you are using the latest version.

c. All personnel moves or actions which require the submission of a report other than annual will be reported to the TSB S1 by memorandum or email to ensure S1 can track and log the evaluations. Information to be provided is the Soldier's name, the rating period, and the type of report.

4. Transitioning to electronic evaluations program requires evaluations to be routed electronically to the S1 for tracking. The senior rater will submit completed evaluations electronically directly to HRC.

5. All Soldiers will out process Fort Jackson with a completed evaluation. No exceptions.

6. Rating Schemes will be submitted to the Soldier Support Institute G1 by the fourth working day of each month.

7. ***One Team, One Mission!***

SULA L. IRISH
LTC, AG
Commanding