

<p>CEHR-MS</p> <p>OCE Supplement to Army Regulation 623-105</p>	<p>Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000</p>	<p>AR 623-105</p> <p>1 Mar 94</p>
	<p>Personnel Evaluation</p> <p>OFFICER EVALUATION REPORTING SYSTEM (USACE SUPPL 1)</p>	
	<p>Distribution Restriction Statement Approved for public release; distribution is unlimited.</p>	

CEHR-MS

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

USACE SUPPL 1
to AR 623-105

USACE Supplement 1
to AR 623-105

1 March 1994

Personnel Evaluation
OFFICER EVALUATION REPORTING SYSTEM

Local supplementation of this regulation is prohibited without approval of HQ USACE (CEHR-M). If exceptions are granted, commanders of major subordinate commands, district commands, field operating activities, and laboratories will furnish two copies to HQ USACE (CEHR-MS), Washington, DC 20314-1000.

AR 623-105, 31 March 1992 is supplemented as follows:

Chapter 1 (General): Paragraph 1-4, Responsibilities

Add the following as subparagraph 1-4e(3):

(3) Regardless of the total allowance of 60 days authorized by paragraph 1-4e(k), the following schedule will be adhered to in the submission of the evaluation reports: All OER's receiving a rating or senior rating from a HQ USACE general officer must be sent to CEHR-MS, to arrive NLT 30 days after the "THRU" date of the report. Those receiving a senior rating by the Commander, USACE must arrive at HQ USACE (CEHR-MS) NLT 20 days after the "THRU" date of report.

(a) Personnel Officer. Forward DA Form 67-8 (parts I and II completed) to the rated officer a minimum of 15 days prior to completion of the rating period.

(b) Rated Officer. Forward to rater by the "THRU" date of report DA Form 67-8; complete part III and parts IVa.3 and IVa.12 and verify parts I and II and complete DA Form 67-8-1, through part IVc.

This supplement supersedes USACE Supplement 1, dated 31 January 1992, to AR 623-105, dated 15 November 1981

(c) Rater. Verify rated officers entries in parts IVa.3 (physical fitness) and IVa.12 (HT/WT) and complete rater's portions of DA Form 67-8 and DA Form 67-8-1 within 10 days after "THRU" date of report and forward to senior rater, or intermediate rater when one is used. Comments are required in part IVb of OER for APFT entries of "Fail" or "Profile". Also for a "Yes" entry for HT/WT when an officer exceeds the HT/WT but is within allowable body standards.

(d) Intermediate Rater (if used). Complete intermediate rater's portion of DA Forms 67-8 and 67-8-1 and forward to senior rater within 10 days of receipt of report.

(e) Senior Rater. Complete senior rater's portions of DA Form 67-8 and forward it to personnel officer within 10 days of receipt of report unless the OER requires referral procedures. If such actions are required, initiate them without delay (see chapter 1, section IV, - Exceptional Processing Procedures).

Add the following as subparagraph 1-4f:

d. See Appendix P for rating chain for HQ, USACE, commanders of major subordinate commands, district commands, field operating activities, and laboratories. All USACE rating chains will be published quarterly utilizing ENG Form 4779-R, Officer Evaluation Report Rating Chain. See Appendix Q for administrative instructions and sample form. A copy of the published rating chain will be forwarded to CEHR-MS for review and distribution to rating officials within HQ USACE, if applicable.

Chapter 2 (The Evaluation Reporting Process): Paragraph 2-2. The Beginning of the following Rating Period.

Add the following as subparagraph c:

c. Within 15 days after the beginning of the rating period, the rated officer will schedule a face to face discussion of duties and performance objectives with the rater. This session is required within 30 days of the beginning of the rating period. A DA Form 67-8-1 will be used to document this discussion (see section II, chapter 4 for purpose and use of the support form). (Correspondence and telephone conversation may be used as alternatives due to geographic separation, followed by a face to face discussion at the earliest opportunity.)

Chapter 3 (The Rating Chain): Paragraph 3-1, General.

Add the following as subparagraphs 3-1e and 3-1f:

e. For USACE organizations the authority to deviate from rating chains specified in Appendix P, this supplement, is the Commander of USACE.

f. ER 350-3-5, Professional Development of First Tour USACE Officers, paragraph 8, provides specific guidance on rating chains for company grade officers assigned to USACE.

Chapter 4 (Evaluation Principles, Forms, and Procedures):
Section III, DA Form 67-8 (OER), Paragraph 4-12 Part III, Duty
Description.

Add the following as subparagraph 4-12a(4):

(4) For major subordinate commanders and district commanders, it will be written so as to start with the phrase "Commands the ***, a DA designated *** level command", and will relate the duties performed to a comparable military combat arms function if possible. Avoid USACE/engineering specific terms, jargon, abbreviations and acronyms.

APPENDIXES: Following Appendix O insert Appendixes P (pages P-1 through P-4) and Q (Q-1 through Q-4).

FOR THE COMMANDER:

2 Appendixes
APP P- Rating Chain
APP Q- ENG Form 4779-R



WILLIAM D. BROWN
Colonel, Corps of Engineers
Chief of Staff

APPENDIX P

Rating Chain

1. General. Rating channels are normally the same as command channels. When the commander is a rating officer and there is no qualified rating official below HQ USACE, the report will be completed by the Assistant Commander/Director, or Chief, Separate Staff Office having primary cognizance over the activity, unless otherwise specified in paragraph 2, below.

2. Rating Officials. Listed below are the normal positions of rating officials USACE/OCE-P elements and USACE Commands. Modifications will be made to the rating chain when rater/senior rater is junior to the rated officer/rater to comply with the provisions of AR 623-105.

<u>RATED OFFICER</u>	<u>RATER</u>	<u>INTERMEDIATE RATER</u>	<u>SENIOR RATER</u>
a. Deputy Commander, USACE	Commander, USACE		Commander, USACE
b. Directors, Civil Works and Military Programs	Deputy Commander, USACE		Commander, USACE
c. Division Commanders, LMVD, MRD, NAD, TAD, NCD, NPD, ORD, POD, SAD, SPD, SWD, NED	Deputy Commander, USACE		Commander, USACE
d. Division Commander, HND	Director, Military Programs		Commander, USACE

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APPENDIX P: RATING CHAIN

<u>RATED OFFICER</u>	<u>RATER</u>	<u>INTERMEDIATE RATER</u>	<u>SENIOR RATER</u>
e. Deputy Division Commanders, NAD, SAD, MRD, SWD, SPD, NPD, POD	Division Commander		Deputy Commander, USACE
f. Deputy Division LTC Commanders, TAD and SAD	Division Commander		Director, Military Programs
g. Deputy Division Commanders, NCD, and LMVD	Division Commander		Director, Civil Works
h. COL, District Commanders	Division Commander		Commander, USACE
i. LTC, District Commanders	Division Commander		Deputy Commander, USACE
j. Commander, Prime Power Battalion	Director, Military Programs		Deputy Commander, USACE
k. HQ USACE:			
(1) Executive Director, OCE-P	Chief of Staff		Deputy Commander, USACE
(2) Executive Director, CEMP	Director, CEMP		Deputy Commander, USACE

APPENDIX P: RATING CHAIN

<u>RATED OFFICER</u>	<u>RATER</u>	<u>INTERMEDIATE RATER</u>	<u>SENIOR RATER</u>
(3) Executive Director, CECW Director, CECW			Deputy Commander, USACE
¹ (4) CECC	Asst Chief Proc/Senior Asst Chief Counsel		Senior Chief Counsel
(5) CECS	Deputy Commander, USACE		Commander, USACE
(6) CEHR-M	Director, Human Resources		Deputy Commander, USACE
² (7) CEIM	Chief of Staff or Deputy Commander, USACE		Deputy Commander, USACE or Commander, USACE
² (8) CEPA	Chief of Staff or Deputy Commander, USACE		Deputy Commander, USACE or Commander, USACE
² (9) CEPM	Chief of Staff or Deputy Commander, USACE		Deputy Commander, USACE or Commander, USACE

1. Report will require a supplemental review.

2. Deputy will rate if officer is senior to COS. TIG seniority will determine rating chain.

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APPENDIX P: RATING CHAIN

<u>RATED OFFICER</u>	<u>RATER</u>	<u>INTERMEDIATE RATER</u>	<u>SENIOR RATER</u>
² (10) CEPR	Chief of Staff or Deputy Commander, USACE		Deputy Commander, USACE or Commander, USACE
l. Deputy Director/ Commander, Labs (COLs)	Director, Research and Development		Deputy Commander, USACE
m. Deputy Director/ Commander, Labs (LTCs)	Lab Director	Director, Research and Development	Deputy Commander, USACE
n. Senior Project Manager (MAJs and LTCs)	Lab Director	Director, Research and Development	Deputy Commander, USACE
o. Project Manager	Lab Director	Director, Research and Development	Chief of Staff or 1st COL in Chain of Command
p. The Engineer Inspector General, USACE	Commander, USACE		Commander, USACE
q. LTCs and COLs Engineer Inspector General Office, USACE	The Engineer Inspector General, USACE		Deputy Commander, USACE

APPENDIX Q

ENG FORM 4779-R

1. General. a. All USACE elements will utilize ENG Form 4779-R for publishing rating chains.

b. Rating chain lists will be revised/corrected, as required, upon any personnel changes and furnished to each officer concerned with an information copy to Commander, USACE (CEHR-MS). As a minimum, each rating chain will be reviewed quarterly and forwarded to CEHR-MS with a revised effective date of 1 Oct, 1 Jan, 1 Apr and 1 Jul.

c. ENG Form 4779-R will be used by all USACE subordinate commands; however, commanders of major subordinate commands will consolidate reports of districts under their jurisdiction into one form reflecting all assigned/attached personnel and forward it to HQ USACE (CEHR-MS).

d. Within HQ USACE the directorates of Military Programs and Civil Works, the office of the USACE Inspector General and the Office of the Chief Counsel, as well as the Office, Chief of Engineers-Pentagon will prepare a rating scheme under the guidelines of paragraph 1b above and forward it to HQ USACE (CEHR-MS). Other assigned/attached personnel will be covered under a rating scheme published by CEHR-MS, and signed by the Chief of Staff, USACE.

2. Instructions for completing ENG Form 4779-R.

a. The rating scheme will include the name, rank, branch, SSN, and duty title of each assigned/attached officer to include the commander.

b. Columns a thru d will be filled out completely for the initial entry of each officer. Subsequent entries in the chain will reflect officer's rank and last name.

c. Column e will reflect the servicing MILPO of the senior rater.

d. Column f and g are self explanatory.

e. Each ENG Form 4779-R will be authenticated by the activity commander/director, as appropriate.

OFFICER EVALUATION REPORT RATING CHAIN USACE SUPPL 1, AR 623-105		EFFECTIVE DATE:		PAGE _____ OF _____ PAGES		
TO:		FROM:				
COMMANDER, USACE (CEHR-M), WASH DC 20314-1000						
COPY FURNISHED: EACH PERSON LISTED						
RATED OFFICER (Name/Gr/SSN/Dy Title)	RATER (Name/Gr/SSN/Dy Title)	INTERMEDIATE RATER (Name/Gr/SSN/Dy Title)	SENIOR RATER (Name/Gr/SSN/Dy Title)	S/R MILPO	LETTER REPORT (Yea/No)	DUAL SUPER. (Yea/No)
FOR ILLUSTRATION PURPOSES ONLY (Local reproduction authorized - blank masters available from local FMO)						

(Proprietary: CEHR-M)

EDITION OF AUG 82 IS OBSOLETE

ENG FORM 4779-R, JAN 92

OFFICER EVALUATION REPORT RATING CHAIN (Continued)					PAGE _____ OF _____ PAGES	
RATED OFFICER (Name/Gr/SSN/Dy Title) <i>a</i>	RATER (Name/Gr/SSN/Dy Title) <i>b</i>	INTERMEDIATE RATER (Name/Gr/SSN/Dy Title) <i>c</i>	SENIOR RATER (Name/Gr/SSN/Dy Title) <i>d</i>	S/R MILPO <i>e</i>	LETTER REPORT (Yes/No)	DUAL SUPER. (Yes/No) <i>f</i>
<p>FOR ILLUSTRATION PURPOSES ONLY (Local reproduction authorized - blank masters available from local FMO)</p>						
AUTHENTICATION:						DATE:

(Reverse of ENO Form 4775-R)

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DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)

1. **AUTHORITY:** Sec 301 Title 5 USC; Sec 3012 Title 10 USC.
2. **PURPOSE:** DA Form 67-8, Officer Evaluation Report, serves as the primary source of information for officer personnel management decisions. ENG Form 4779-R, Officer Evaluation Report Rating Chain, serves as a guide for the preparation of the Officer Evaluation Report.
3. **ROUTINE USE:** DA Form 67-8 will be maintained in the rated officer's Official Military Personnel File (OMPF) and Career Management Individual File (CMIF). A copy will be provided to the rated officer either directly or sent to the forwarding address shown in Part I, DA Form 67-8. ENG Form 4779-R is for organizational use and to ensure rating officials are established in accordance with AR 623-105 and rater, intermediate rater, and senior rater meets requirements and qualifications in accordance with AR 623-105.
4. **DISCLOSURE:** Disclosure of the rated officer's SSN (Part I, DA Form 67-8) is voluntary. However, failure to verify the SSN may result in a delayed or erroneous processing of the officer's OER. Disclosure of the information in Parts a, b, c, and d, ENG Form 4779-R is voluntary. However failure to provide the information requested will result in an evaluation of the rated officer without the benefits of that officer's comments. Should the rated officer use the Privacy Act as a basis not to provide the information requested, the Officer Evaluation Report Rating Chain will contain the rated officer's statement to that effect and be forwarded through the rating chain in accordance with AR 623-105.