

will enter the following statement in Part Vb: "Exempt from APFT requirement IAW AR 40-501".

c. Detailed instructions for completing height and weight entries are as follows:

(1) In the space after Height and Weight the rater will enter (typed) the rated officer's height and weight respectively as of the units last weigh-in. If there is no weigh-in during the period covered by the report, the rater will enter the officer's height and weight as of the "thru" date of the OER. An entry of "YES" or "NO" will be placed in the space next to the weight to indicate compliance or noncompliance with AR 600-9. Sample entries are: "HEIGHT: 72 WEIGHT: 180 YES", "HEIGHT: 71 WEIGHT: 225 NO", or "HEIGHT: 73 WEIGHT: 215 YES".

(2) For an officer who exceeds the screening table weight a "YES" entry may only be entered after a body fat measurement has been completed and he or she is found to be within body fat standards.

(3) The rater will comment on a "NO" entry, indicating noncompliance with the standards of AR 600-9 in Part Vb. These comments should indicate the reason for noncompliance; medical conditions may be cited for noncompliance, however, the "NO" entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes. The progress or lack of progress in weight control programs should be indicated.

(4) For pregnant officers, the entire entry is left blank. The rater will enter the following statement in Part Vb: "Exempt from weight control standards of AR 600-9".

### **3-19.2. Part IVd Junior Officer Developmental Support Form**

a. If the rater rates any LTs/WO1s, he or she places a "x" either in the "yes" or "no" box to indicate compliance with the requirements of the JODSF (DA Form 67-9-1a). The JODSF rater's responsibilities are described in paragraph 3-12.

b. If the rater does not rate any LTs/WO1s, he or she places an "x" in the "NA" box.

c. Comments are mandatory for a "no" entry and are written in Part Vb.

### **3-20. Part V, Performance and Potential Evaluation (Rater)**

a. Part V of the form provides for the rater's evaluation of the rated officer's performance and potential. (These evaluations are further defined in para 1-10.)

b. Detailed instructions for this part are as follows:

(1) Part Va. The rater compares the rated officer's performance and potential for promotion with that of his or her contemporaries (para 1-10). The focus is on results achieved and the manner by which they were achieved. The rater places an "x" in the appropriate box. The "Other" box in Part Va is for cases that do not fit the promotion recommendations that are given. For example, this box may be used for warrant officers in grade CW5. The rater may use the "Other" box for colonels (0-6) if he or she wishes to recommend retention on active duty without advocating promotion to brigadier general. The "Other" box may also be used for those reports made according to paragraph 3-45, if the rater decides it is appropriate. This box may not be used with entries in Part Vb as a gimmick to highlight promotion recommendations. These recommendations are more appropriately described by other boxes.

(2) Part Vb. The rater comments on specific aspects of performance and potential. These comments are mandatory. As a minimum, the comments should address the key items mentioned in the duty description in Part III and, as appropriate, the duty description, objectives and contributions portions of the OER support form. Evaluation of potential consists of an assessment of the rated officer's ability to perform in positions of greater responsibility. Comments should be specific and address, as appropriate, the officer's potential for promotion, military and civilian schooling, specific assignment (both in terms of level of organization and level of responsibility), and command. Comments regarding separation

should be reserved for the rated officer's final active duty report. If the report is not a final active duty OER, comments concerning separation are permitted only if the rated officer has an approved release date or if a retirement application has been received by PERSCOM. If the rated officer is retiring, or is being released to the U.S. Army Reserve (USAR) after 20 or more years of active duty, the rater will indicate the grade and assignment for which the officer should be recalled to active duty in the event of mobilization (e.g., grade of colonel, installation DPCA). This recall statement applies only if the OER is the rated officer's final active duty report.

(3) Part Vc. (Completion of this block concerning unique skills is optional.)

(a) The rater will provide narrative comments indicating any unique skills/expertise which the rated officer possesses. The rater should focus on identifying any ability of special value to the Army which may not be evident in other areas of an officer's personnel file. This may include a detailed understanding of a particular technological application, a specialized expertise in an aspect of the Army's mission, or an in-depth understanding of a foreign culture. Some of the types of unique skills to consider are:

1. Simulations
2. Language proficiency/fluency
3. Special computer skills
4. Advanced technical degree
5. Special resource management skills
6. Special writing skills (published author)

(b) Upon implementation of the Officer Personnel Management System (OPMS) XXI, rater's must enter a recommended Career Field for all Army Competitive Category CPTs through LTCs.

### **3-21. Part VI, Intermediate Rater (if applicable)**

a. This section is for the intermediate rater's evaluation of performance and potential, if applicable. This is the only part of the report that is completed by the intermediate rater.

b. Narrative comments by the intermediate rater are mandatory. Simply stating concurrence with the rater's evaluation does not fulfill the intent of this paragraph. If the intermediate rater has not been in the position the minimum number of days necessary to evaluate the rated officer, he or she will enter the following statement: "I am unable to evaluate the rated officer because I have not been (his or her) intermediate rater for the required number of days."

c. If the intermediate rater performs the functions of the rater, as authorized in paragraph 2-20b, he or she will complete the rater's parts of the form. In this case, Part VI will only cite the authority and reasons for assuming the rater's responsibilities.

### **3-22. Part VII, Senior Rater**

a. Part VII of the DA Form 67-9 provides for the senior rater's evaluation of the rated officer's performance and potential and is intended to capitalize on the senior rater's additional experience, broad organizational perspective, and tendency to focus on the organizational requirements and actual performance results. To assist the senior rater, information on the rated officer is contained on DA Form 67-9-1 and is intended to supplement more traditional means such as personal observation, reports and records, other rating officials, etc. To ensure that the senior rater is a senior official with a broad organizational perspective, minimum requirements are set forth in paragraph 2-6.

b. In evaluating the whole officer, rating officials may consider the fact that an officer is in a zone of consideration for promotion, command, or school selection. Accordingly, a subsequent statement from a rating official that he or she rendered an inaccurate "center of mass" or lower evaluation of a rated officer's potential in order to preserve "above center of mass" ratings for other officers (e.g. those in a zone for consideration for promotion, command, or school selection) will not be a basis for appeal.

c. The senior rater's evaluation is made by comparing the rated officer's performance and potential with all other officers of the same grade the senior rater has rated or will rate, (First and Second Lieutenants are compared separately and will be tracked separately

in the senior rater's profile). Detailed instructions for this part are as follows:

(1) Part VIIa. Based on the rated officer's duty performance, the senior rater assesses the rated officer's potential to perform duties and responsibilities at the next higher grade compared with all other officers of the same grade and then places an "x" in the appropriate box. Comments in Part VIIc are mandatory for boxes checked "Do Not Promote" or "Other". The "Other" box is for cases that do not fit the promotion recommendations that are given. For example, this box may be used for warrant officers in grade CW5. It may also be used for Colonels (O-6), if the senior rater wishes to recommend retention on active duty without advocating promotion to brigadier general and for reports made according to paragraph 3-45, if appropriate. The senior rater will enter the total number of officers he currently senior rates in that grade. This information, in conjunction with additional information contained on the HQDA electronically generated label, will help DA selection boards identify senior raters with small rating populations and weigh the report accordingly. The senior rater will also check the appropriate box concerning receipt of the DA Form 67-9-1.

(2) Part VIIb.

(a) The senior rater makes an assessment of the rated officer's overall potential in comparison with all other officers of the same grade the senior rater has senior rated or has currently in his or her senior rater population. This potential is evaluated in terms of the majority of officers in the population. If the potential assessment is consistent with the majority of officers in that grade the senior rater will "x" the CENTER OF MASS box. If the rated officer's potential exceeds that of the majority of officer's in the senior rater's population, the senior rater will "x" the ABOVE CENTER OF MASS/CENTER OF MASS box. (The intent is for the senior rater to use this box to identify their upper third in each grade) However, in order to maintain a credible profile, the senior rater must have less than 50% of the ratings of a grade in the top box. Fifty percent or more in the top box will result in a CENTER OF MASS label. If the rated officer's potential is below the majority of officers in the senior rater's population for that grade and the senior rater believes the rated officer should be retained for further development, the senior rater will "x" the BELOW CENTER OF MASS-RETAIN box. If the rated officer's potential is below the majority of officers in the senior rater's population for that grade and the senior rater does not believe the rated officer should be retained on active duty the senior rater will "x" the BELOW CENTER OF MASS-DO NOT RETAIN box.

(b) Part VIIb will not be completed on General Officers. For General Officers, an HQDA electronically generated Label which states "General Officer" will be placed over the boxes in Part VIIb.

(c) To ensure maximum rating flexibility when rating populations change or to preclude a top box check from inadvertently profiling as a CENTER OF MASS rating, senior raters need to maintain a "cushion" in their top box rather than simply playing the line at less than 50%. This is best accomplished by limiting the top box to no more than one third of all ratings in that grade.

(d) To provide senior raters flexibility when initially establishing a credible senior rater profile, the first single top box report processed against the senior rater's profile at that grade will generate an ABOVE CENTER OF MASS label, regardless of the actual profile. However, all other reports will receive an HQDA electronically generated label which reflects the senior rater's profile at the time the report processes.

(3) Part VIIc. The senior rater enters narrative comments in this block. Bullet comments are prohibited. These comments should focus on the rated officer's potential and future assignments but may also address performance, the administrative review, or the evaluations of the rater and intermediate rater. Anything unusual about the report will also be noted here (e.g., APFT and height and weight data or explanatory comments if not included; the inability or refusal of the rated officer to complete a DA Form 67-9-1; lack of rated officer's signature; signatures are out of sequence on the

report; changes in an evaluation resulting from rated officer comments; multiple referrals to the rated officer; etc.). If the senior rater's evaluation is based on infrequent observation of the rated officer, this fact may be noted. Senior raters may also comment on the fact the rated officer is in a rating population that includes three or less officers. The senior rater may not comment on or make reference to the actual placement of the box check in Part VIIb.

(4) Part VIId. (Completion of this block is mandatory.)

(a) Based on the rated officer's duty performance and demonstrated potential, the senior rater will list three future assignments, focusing on the next 3-5 years for which the rated officer is best suited.

(b) Upon implementation of the Officer Personnel Management System (OPMS) XXI, senior rater's must also enter a recommended career field for all Army competitive category CPTs through LTCs.

(5) Mandatory comments. Comments by the senior rater are mandatory. Simply stating concurrence with the rater's or intermediate rater's evaluation does not fulfill the intent of this paragraph. When the senior rater has not been in the position the minimum number of days necessary to render a report, he or she will enter the following statement: "I am unable to evaluate the rated officer because I have not been (his or her) senior rater for the required number of days".

(6) Senior rater serving as rater. In those cases where the senior rater is also serving as the rater, he or she will complete the rater's portion of the report. However, comments in Part Vb are optional, but this block must be used to cite the authority for the rating official to act as both rater and senior rater. (Appropriate comments include "Serving as rater and senior rater in accordance with AR 623-105, para 2-20" or "Serving as rater and senior rater in accordance with AR 623-105, para 2-21" or "Serving as rater and senior rater IAW Cdr PERSCOM exception to policy dated \_\_\_\_\_.") The senior rater must complete all blocks in Part VII. Comments in Part VIIc are mandatory. The senior rater will sign the report in both the senior rater's and the rater's signature blocks.

### 3-23. HQDA Electronically Generated Label

a. The senior rater's profile is computed and maintained at HQDA showing only those officers listed on the Total Army Personnel Database - Active Officer (TAPDB-AO) maintained at PERSCOM. The profile will contain all OERs rendered by the senior rater for the rated officer's grade and accepted as correct by DA. The grade in which a promotable rated officer (excluding Warrant Officers) will be profiled is determined by the manner in which the grade is entered in Part Ic, DA Form 67-9 (see para 2-8c and d). The profiling of US Army Reserve and Army National Guard Officers is covered in Chapters 4 and 5.

b. The HQDA electronically generated label overlays the senior rater potential box check, Part VIIb. It compares the senior rater's box check with the senior rater boxes in Part VIIb and/or the senior rater profile at the time the OER processes at HQDA. This comparison generates a label when the report processes. The label contains one of the following statements: ABOVE CENTER OF MASS (number of ratings in the first box are less than 50% of all ratings in the profile for that grade); CENTER OF MASS (a rating in the 2nd box regardless of the profile or a rating in the 1st box when 50% or more of all ratings in the profile for that grade are in the first box); BELOW CENTER OF MASS-RETAIN (a rating in the 3rd box regardless of the senior rater profile); BELOW CENTER OF MASS-DO NOT RETAIN (rating in the 4th box regardless of the senior rater profile); NOT EVALUATED (Senior rater does not meet rating qualifications); and GENERAL OFFICER (Rated officer is a General Officer).

c. The label will also contain the rated officer's and senior rater's grade, name, and SSN, the date the report processed at HQDA, total ratings by the senior rater in that grade, and the number of times the rated officer has been rated by this senior rater, which will help identify senior raters with small rating populations.

d. OERs are batched processed and incremented against the senior rater's profile based on the day of receipt at HQDA. For example: The senior rater's profile is "2" in the top box and "4" in the second box. Two top box reports arrive at HQDA the same day. The