



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600

ATSF-W

7 June 2011

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter # 32, NCOER Procedures

1. All Noncommissioned Officers in this command are entitled to a complete, fair and timely evaluation of their duty performance. As a chain of command, we have the responsibility for the timely submission of these reports through appropriate channels to the Enlisted Records Branch at Army Human Resource Command.
2. To guarantee this responsibility, all first drafts of any Change of Rater or Annual NCOER are due to the S-1 NCOIC **NLT end of the first week following the rating period.** If the 15th day falls on a weekend, the report will be due on the last workday PRIOR to the 15th day.
3. The NCOER packet includes a NCOER coversheet, the Draft NCOER, the counseling form, copy of the APFT card, and the body fat worksheet (if applicable.) NCOERs will not be accepted until the packets are complete.
4. The S-1 Section lists NCOERs that are due during Command and Staff.
5. NCOs will not be cleared until their NCOER and the change of rater report(s) of their NCO(s) they rate are complete.
6. **Failure of the rating chain to submit the final draft IAW the above stated suspense will result in the entire rating chain remaining at their place of duty until completion of the report.**
7. To ensure NCOER accuracy, these quality control (QC) procedures should be followed:
 - S-1, ensures that all data on Parts I & II is accurate.
 - Seniors/School Chiefs, ensure accuracy of existing areas and ensure content of bullets justify the rating.
 - The final QC is completed by the Deputy Commandant and the Commandant.

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9. School Chiefs and Staff NCOICs will update the NCOER rating scheme NLT the last Friday of every month to the S-1.

10. POC is the undersigned @ DSN 442-2417.



BRYAN A. PINKNEY
CSM, USA
Commandant