

**MILPER MESSAGE NUMBER : 08-031**  
**AHRC-PDV**  
**MILITARY EVALUATION ACCOUNTABILITY AND PROCESSING**  
**INFORMATION CHANGES – PART 1**  
Issued: [01/30/2008]

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1. Purpose. This is the first in a series of MILPER Messages to inform and prepare units prior to changes in military evaluation processing standards so that reports can be submitted in a timely manner (within 90 days after the THRU date) and meet selection board requirements.

2. References.

a. AR 623-3 and DA PAM 623-3.

b. MILPER Message, 07-262, Phase 3 - Electronic Evaluation Submission

3. Information.

a. Reminder: HRC is discontinuing NCOER Upload & Email for nondeployed units. The last day for nondeployed units to submit NCOER by the NCOER Upload process (for Regular Army NCOER) and the NCOER by Email Program (for both Regular Army and USAR reports) is 31 January 2008. After that date units must submit NCOER either electronically in My Forms on AKO or as a hard copy by mail. Deployed units are encouraged to electronically submit reports in My Forms if possible but retain authorization for NCOER Upload, e-mail attachments, and mail as necessary until finished with redeployment operations. This event was originally announced in reference 2.b. above.

b. Restrictions on Form Versions for Electronic Submission in My Forms. Units are reminded that electronic submission is restricted to version 6.00 or higher for NCOER and 4.00 or higher for the OER. If you attempt to electronically submit an older form version, the report will not submit to HQDA. In order to prevent this error, rating officials should create evaluations from support forms in My Forms or pull the latest version of the form off My Forms or Army Publishing Directorate's website. Rating officials with evaluations already prepared on old versions must mail them to HQDA.

c. Change to IWRS. By 1 May 2008, rating officials and units will be able to obtain information concerning Regular Army and USAR NCOER using Interactive Web Response System (IWRS). IWRS is an online application designed for S1 and Commander use and reflects administrative information from evaluations through a variety of reports. ARNG NCOER information will not be reflected as these NCOER are submitted to individual States and territories for processing into Official Military Personnel Files.

d. Online Senior Rater Evaluation Timeliness Report to include Regular Army and USAR NCOERs -- After 1 May 08, senior raters of Regular Army and USAR NCOER can view their Senior Rater Evaluation Submission Timeliness Report online. At this time, the report only reflects late OERs (RA, USAR & ARNG) and only OER senior raters have access via the Online Senior Rater Profile Application. Starting in May 2008, all senior raters (OER & NCOER) will be able to access this application using their AKO logon and obtain a copy of their individual Evaluation Submission Timeliness Report, which will reflect both OERs (All three component) and NCOERs (Except ARNG). This report is found at the first screen after logon to the Online Senior Rater Profile Application. The NCOER timeliness data on this report only applies to NCOER received at HRC on and after 1 May 08. Individuals who have only senior rated NCOs (and not officers) will not have a Senior Rater Profile report as we are not implementing an OER-like profile for NCOER.

e. Mailing address change for NCOER. The mailing address for all Regular Army and USAR NCOER submitted in hard copy will change effective 1 May 2008 when USA HRC aligns HQDA level processes impacting the NCOER. Units can avoid problems or delays by electronically submitting all NCOER in My Forms on AKO. Information and training on My Forms use can be found at the POC website. The correct address will be made available within 30 days in a subsequent MILPER Message.

4. POC: Evaluation Systems Office, telephone (703) 325-9660 (DSN: 221), email: [tapcmse@conus.army.mil](mailto:tapcmse@conus.army.mil)

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