



DEPARTMENT OF THE ARMY
HEADQUARTERS, 26TH AREA SUPPORT GROUP
UNIT 29237
APO AE 09102

AEUSG

1 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Commander, Staff Memorandum 1A, Personnel – General,
Management of Officer Evaluation Reports

This memorandum expires one year from date of publication

1. References:

- a. AR 623-105, Officer Evaluation Reporting System, 1 April 1998.
- b. USAREUR Regulation 623-105, Processing Officer Evaluation Reports, 16 July 1998.

2. This SOP defines responsibilities and procedures for the management of officer evaluation (OER) reporting. Report management provides for: the initial identification of rated officers, the approval of and continuous update of the rating chain (also known as the rating scheme), the type of OER report required, whether a mandatory or optional report and when next due, submission of draft reports and comments, and the internal control of reports within Base Support Battalions (BSB) and Area Support Group (ASG) staff. Emphasis is placed on weekly reminders of OER coming due, delivery of draft reports to the ASG, the timely completion of final reports from draft comments, and the process to schedule officers for face-to-face counseling, completion and sending the reports to Personnel Service elements for submission to HQDA. The SOP applies to anyone charged with the handling or completion of OERs within 26th ASG.

3. The Officer Evaluation Report is not an end tool. It has the distinct advantage of being able to be used to link performance to missions, enhance leader development, and the development of Soldiers and the workforce below the leader. It is a primary tool for obtaining performance information for use during promotion boards and training recommendations. Properly completed OERs permit a view of an officer's potential for increased utilization throughout the Army.

Encl
OER Management

/s/
ROBERT C. RUSH, JR
Colonel, IN
Commanding

DISTRIBUTION:

For Action:

- 1 – Each Staff Section, 26th ASG
- 1 – Commander, 1-214th AVN BN
- 1 - Commander, 233d BSB
- 1 – Commander, 293d BSB
- 1 – Commander, 411th BSB
- 1 – Commander, 415th BSB
- 1- Adjutant, 26th ASG
- 1 – S-2/3, 26th ASG
- 1 – Director Of Logistics, 26th ASG
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- 1 – Staff Judge Advocate, 26th ASG
- 1 – Public Affairs Officer, 26th ASG
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- 1 – Chaplain, 26th ASG
- 1 – Safety Officer, 26th ASG
- 1 – Department of Public Works, 26th ASG
- 1 – GRA, 26th ASG
- 1 – Inspector General, 26th ASG

For Information:

- 1 – HQ, IMA-E
- 1 – Commander, 1st PERSCOM

Officer Evaluation Report Management

1. General: BSB and ASG staff elements will adhere to the following OER processing steps shown below.

a. AR 623-105 governs The Officer Evaluation Report System and is supplemented in USAREUR to provide for processing of completed reports.

b. DA Form 67-9 (Officer Evaluation Report), Oct 07, and DA Form 67-9-1 (Officer Evaluation Report Support Form), Oct 97 will be used.

c. ASG and BSB Administrators will prepare and submit OER shells to rated officers 30 days prior to the completion of the rating period (the thru date of the report). The rated officers will verify administrative data and complete Part III of DA Form 67-9.

d. The ASG OER Manager will develop and distribute via email a weekly OER reminder list of annual evaluations with an ending date (thru date) occurring within 30 days of the date of the reminder report. This information will be derived from the monthly BSB and ASG staff rating chains/rating schemes, and from any other information affecting the officer, e.g., change of rater, change of duty, etc.

e. Rated officers also bear responsibility for the accuracy and timeliness of their reports. They should know when their next reports are due, strive to provide raters with accurate support forms, and except for annual reports, should ensure rating chain administrators know reports may be due because of change of command, change of rater, change of duty, or similar circumstances.

f. Rating officials will complete applicable parts of DA Form 67-9, and if any type of rating activity is executed by the 26th ASG Commander the reports will be sent to the ASG OER Manager to arrive a minimum of 15 days prior to the completion of the rating period.

g. The ASG OER Manager will review reports on the day of receipt and where possible, correct minor report deficiencies or cause the report to be returned to the originating unit. Preparing activities should strive to submit reports without errors. All reports will be reviewed for spelling and use of grammar before they arrive at 26th ASG HQ. **If required to be returned to the unit or ASG staff activity, deficient reports will be corrected, signed if applicable and returned to the ASG OER Manager within 48 hours of receipt in that unit or ASG staff activity.**

h. First time (in draft) reports will be routed to the ASG Commander and following return with his comments, will be prepared by the ASG OER Manager in final form within two (2) working days of receipt. Reports will be held in the ASG Command Group awaiting arrival of the rated officer for the review of the report, and face to face counseling, report signature by the ASG Commander. The ASG OER Manager will coordinate counseling dates with the Commander's Secretary and with the rated officer.

i. Officers due change of rater OER because of PCS/ETS or movement to a new duty

location will see the ASG Commander for counseling and report signature not later than 15 days prior to departure date.

j. Army timelines for submission of OER will be met.

(1) OERs for active duty officers will be considered on time if the OER reaches HQDA within 90 calendar days after the thru date of the report.

(2) OERs for reserve officers on active duty will be considered on time if the OER reaches AR PERSCOM within 120 days after the thru date of the report.

2. Rating chains, rating scheme:

a. Will be designated, approved and maintained in accordance with AR 623-105.

b. Will include the date on which each rating official was designated.

c. Will be authenticated by the Commander, published to show an effective date and a copy provided to each rated officer and each rated official.

d. Can be annotated to show duty changes, rating official changes.

e. Will be **published monthly** as authenticated revisions, with effective dates, provided again to each rated officer and rating official, and copies provided to supporting Personnel Service units; will be **updated daily** if conditions merit a change in OER thru dates.

f. A copy of the initial rating chain, rating scheme and each monthly update will be provided to the following (**call the ASG Adjutant for individual names and email addresses of personnel in positions below, DSN 373-1320**):

26th ASG OER Manager (email: _____)

26th ASG Adjutant (email: _____)

26th ASG Command Group Operations Manager
(email: _____)

g. The ASG OER Manager will be notified via email in the event of **any** DEROS change or **any** activity that would generate a change to the end date of a report.

3. Types of reports (other than initial tour as regards 26th ASG and subordinate units).

a. Change of rater – Mandatory report when the rated officer ceases to serve under the immediate supervision of the rater and minimum rating qualifications has been met. Officers departing commands whether on permanent change of station or between organizations will be provided change of rater reports.

b. Change of duty – Mandatory report when the rated officer has a change in principal duty, even though the rater remains the same.

c. Annual evaluation – Mandatory report on completion of one calendar year of duty following the “thru” date of the last report.

d. TDY or Special Duty – Mandatory report as based on specific conditions outlined in paragraph 3-43, reference 1a.

e. Relief for Cause – Mandatory report regardless of the rating period, defined as an early release of an officer from a specific duty or assignment directed by superior authority and based on a decision that the officer has failed in his or her performance of duty.

f. PERSCOM directed – Mandatory report when PERSCOM decides there is a need for a report.

g. Senior Rater Option – Optional report when a change in senior rater occurs, and the senior rater may direct a report on any officer for whom he or she is the senior rater, and specific conditions are met (paragraph 3-54, reference 1a).

h. Rater option – Optional report based on specific conditions as outlined in paragraph 3-40 through 3-44, reference 1a.

i. Sixty day option – Optional report based on specific conditions as outlined in paragraph 3-40 through 3-44, reference 1a, there are fewer than 90 calendar days but more than 59 calendar days (excluding non-rated periods) in the rating period, the rated officer is serving in an overseas command designated for short tour, the senior rater must meet the minimum time-in position.

4. Management Procedures.

a. Base Support Battalion (BSB):

(1) BSB Commanders ensure rating chain lists and the identification of officers who require OER, beginning and thru dates, and type report.

(2) Ensure report status is a discussion topic at weekly Command and Staff updates.

(3) Ensure OERs requiring action by the 26th ASG Commander follow guidelines below:

(a) Placed in pocketed file folders, labeled externally with the attached cover sheet.

(b) Include a 3 ½” diskette with OER and/or draft comments

(c) File folders will include, in addition to the 3 ½” diskette:

(1) Four (4) copies of the front page of the OER, free of errors with rater or intermediate rater signatures on all pages. The second page will be left blank. Information for the second page will be on the diskette.

(2) legible or typed draft comments appropriate to the rating official (rater, intermediate rater, senior rater).

(3) OER Support Form. The most recent edition of the individual’s Officer Record Brief (ORB) in hard copy and a copy will be electronically forwarded (sent via email) to the OER Manager at the same time the OER file folder is being delivered.

(4) Deliver folders directly to the 26th ASG Command Group OER Manager. Files containing OERs will not be placed into distribution, placed in distribution centers or given to other administrative personnel.

(5) On notification, require officers to be present in the 26th ASG Command Group to review their completed reports, receive Commander’s interview/counseling, sign reports.

(6) Expeditiously submit approved, signed reports by transmittal to the supporting Personnel Detachment, and on their return, send by transmittal to HQDA OER Branch. Provide the 26th ASG OER Manager a copy of the document transmitting the report to HQDA.

b. 26th ASG:

(1) OER Manager: Ensures that NO OER enter the Commander’s Office – unless logged, are presented for his initial review, or prepared for final signature with officer present for counseling.

(a) Conduct daily coordination with ASG and BSB staff; determine status of reports being processed and those which require processing 30 days out from the thru date.

(b) Publish ASG HQ OER rating scheme.

(c) Monitor receipt of monthly BSB rating scheme.

(d) Receive, log incoming OER folders, route to ASG Commander.

(e) On return from ASG Commander: immediately type comments from drafts by the 26th ASG Commander, coordinates, schedules interview for the rated officer with Commander's Secretary, and on interview date ensure the officer reviews the OER before counseling.

(f) Ensure NO OER files remain in the HQ without action over 48 hours.

(g) On completion of counseling, signatures, route to appropriate Personnel Detachment.

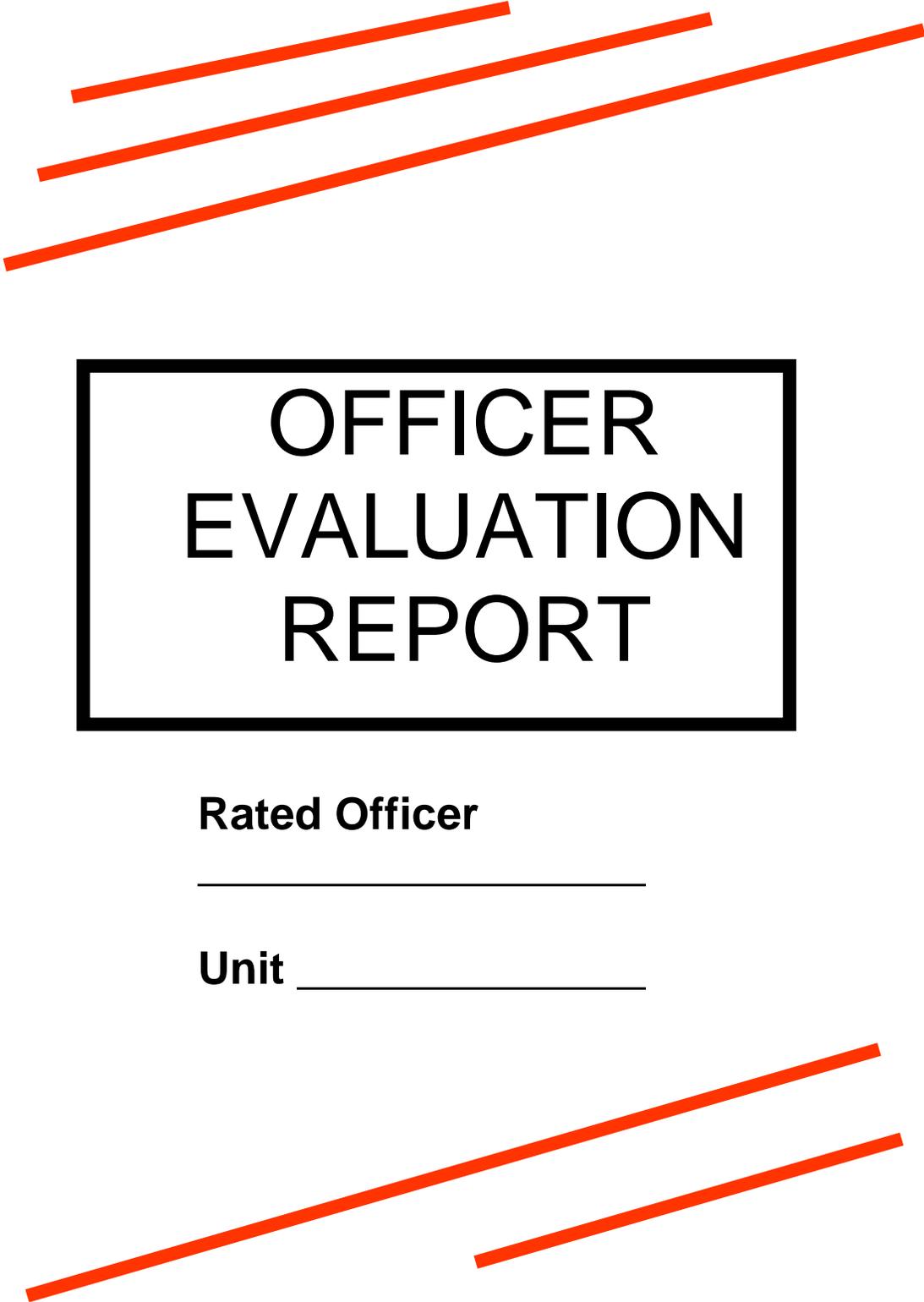
(h) Compile, brief weekly OER status at Command/Staff Updates.

(i) Maintains paper copy of all completed or forwarded OER.

5. Non-Negotiable: The ASG Commander will see reports only twice, under the following circumstances:

(a) Initial receipt of draft reports for review and comments

(b) During counseling of the rated officer, and signature on applicable report. The rated officer will have read the report before reporting for counseling, usually accomplished in the Command Suite, HQ, 26th ASG.



**OFFICER
EVALUATION
REPORT**

Rated Officer

Unit _____

OER Processing Steps

- Officer and rating chain prepare and maintain counseling record, DA Form 67-9-1
- BSB, ASG prepare, distribute, maintain rating schemes
- BSB, ASG prepare, distribute OER shell to rated officer 45 days prior to thru date of report, Part I completed
- Rated officer completes Parts II-III
- Rater, Intermediate Rater, Senior Rater complete Parts IV-VII
- If ASG CDR in rating chain, report arrives at ASG OER Manager minimum 30 days prior to thru date of report
- ASG OER Manager reviews OER file for required contents, notes, drafts, routes to ASG Commander, on return completes OER within 48 hours, coordinates with Commander's Secretary and rated officer for OER review and face-to-face counseling with ASG Commander
- If the ASG CDR is the rater, before his verbiage/comments leave the HQ as part of a draft to the next higher level, he will discuss those comments with the rated officer.
- Reminder that report administrators at all levels will strive to ensure reports are accurate before they arrive at the ASG HQ (and within respective commands).
Return of deficient reports to units or ASG staff will be the exception. Minor corrections will be made by the ASG OER Manager under the following conditions:
 - Corrections are clean and neat and do not detract from HQDA capability to place reports on the officer's OMPF
 - The careful use of White Out is permitted
 - The rated officer must see all changes
 - No change will be made that would render a report adverse
 - Corrections will not be initialed

DA FORM 67-9 (REVERSE SIDE)

<small>NAME</small>	<small>SSN</small>	<small>REPORT CODE(S)</small>
PART V - PERFORMANCE AND POTENTIAL EVALUATION (96-4)		
6. EVALUATE THE ADEQUACY OF THE PERFORMANCE DURING THE PERIOD OF OBSERVATION AND INDICATE POTENTIAL FOR PROMOTION: <input type="checkbox"/> UNSATISFACTORY PERFORMANCE, MAJOR PROMOTE <input type="checkbox"/> SATISFACTORY PERFORMANCE, PROMOTE <input type="checkbox"/> UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE <input type="checkbox"/> OTHER (EXPLAIN)		
7. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE AND POTENTIAL FOR PROMOTION (REFER TO PART II, DA FORM 67-9 AND PART III & IV, DA FORM 67-9)		
<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">7</div> <p style="font-size: 1.2em; margin-top: 20px;">* Show potential as separate paragraph in this block</p>		
<small>7. COMMENT ON THE QUALITY OF THE SUPERVISOR'S OBSERVATION OF SUPERVISED SUBJECT'S PERFORMANCE, THE QUALITY OF THE SUPERVISOR'S OBSERVATION OF THE SUPERVISOR'S SUPERVISORY SKILLS, AND THE SUPERVISOR'S COMMENTS ON THE SUPERVISOR'S SUPERVISORY SKILLS.</small>		
PART VI - INTERMEDIATE RATER		
<small>PART VI - INTERMEDIATE RATER</small>		
<small>PART VII - SENIOR RATER</small>		
8. EVALUATE THE ADEQUACY OF THE PERFORMANCE DURING THE PERIOD OF OBSERVATION: <input type="checkbox"/> BEST QUALIFIED <input type="checkbox"/> FULLY QUALIFIED <input type="checkbox"/> NO NOT PROMOTE <input type="checkbox"/> OTHER (EXPLAIN)		
<small>For entry on the grade... (continued on the grade...)</small>		
9. POTENTIAL, CORRELATED WITH THE GRADE (SEE DA FORM 67-9, PART III, DA FORM 67-9)		
<input type="checkbox"/> ABOVE CENTER OF MASS <small>(Less than 50% of mass in top half)</small>	10. COMMENT ON PERFORMANCE, POTENTIAL	
<input type="checkbox"/> CENTER OF MASS		
<input type="checkbox"/> BELOW CENTER OF MASS RETAIN		
<input type="checkbox"/> BELOW CENTER OF MASS DO NOT RETAIN		
<small>11. LIST 3 THE QUALIFICATIONS OF WHICH THE OFFICER IS BEST QUALIFIED TO PROMOTE (CONSTRUCTIVE COMMENTS THROUGHOUT ALSO INCLUDE A POTENTIAL COMMENT FIELD FOR REFERENCE).</small>		

7. See guidance of paragraph 3-20



- Include potential comments (comments which address future) in both the rater and senior rater narratives. Put them at the end of the narrative.
- Make sure reports are signed by all parties (rater, intermediate rater, senior rater, and rated officer). Some reports arrive at PERSCOM without signatures.
- Provide accurate social security numbers.
- When applicable, include unique skills (see page 8 for examples).
- When rated officers have been selected for promotion, and are serving in an authorized position for the grade to which they are to be promoted, enter “P” next to their current grade (e.g. CPTP, LTCP, CW2P). These reports will be profiled against the promotable grade population.



Don'ts

- **Don't evaluate potential in the Unique Skills box, part Vc.**
- **Don't add gimmicks to narratives (e.g. bolding, bullet comments, underlining, picture framing, etc.) Reports will be returned.**
- **Raters: Don't forget potential comments in Part Vb. They are mandatory.**



Sample Rating Scheme

26TH ASG HEADQUARTERS OFFICER RATING SCHEME

RATED OFFICER	DOR	DEROS	RATER	INTERMEDIATE	SENIOR RATER	LAST OER	NEXT OER DUE
NAME, NAME LTC, IN, 000-00-0000 BSB COMMANDER NAME.NAME @ EFF DT: 20020819	20010201	20050708	RUSH, ROBERT C. JR. COL, IN, 000-00-0000 ASG COMMANDER robertc.rush@	HALL, RUSSELL B. SES, 000-00-0000 DIR, IMA-E russell.hall@	NAME, NAME C. BGEN, 000-00-0000 CDR, 21st TSC bennie.williams@	20030902	20040902

1. Rating scheme will be monitored daily and as exception to AR 623-105, updated monthly
2. The above OER Rating Scheme is provided effective 1 July 2004.
3. Point of contact for this rating scheme is: (name and DSN)

NAME.NAME
 GRADE,
 BRANCH
 Commanding

OFFICER EVALUATION REPORT										SEE PRIVACY ACT STATEMENT ON DA FORM 67-9-1	
PART I - ADMINISTRATIVE DATA											
a. NAME (Last, First, Middle Initial)				b. SSN		c. RANK		d. DATE OF RANK		e. BRANCH	f. SPECIALTY / PROG. NO.
3-16.d.				3-16.d.		3-16.d.		3-16.d.		3-16.d.	3-16.d.
g. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND								h. REASON FOR SUBMISSION			
								3-16.d.			
i. PERIOD COVERED			j. RATED MONTHS	k. RATED CODES	l. NO. OF ENCL.	m. RATED OFFICER COPY (Check one and date)		n. PSB INITIAL	o. CMD CODE	p. PSB CODE	
FROM	THRU					1. Given to Officer	2. Forwarded to Officer	Date			
Year	Month	Day	Year	Month	Day	3-16.d.	3-16.d.	3-16.d.	3-16.d.	3-16.d.	
PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)											
a. NAME OF RATER (Last, First, MI)			b. SSN	c. RANK	d. POSITION		e. SIGNATURE		f. DATE		
3-17							3-17.c.				
g. NAME OF INTERMEDIATE RATER (Last, First, MI)			h. SSN	i. RANK	j. POSITION		k. SIGNATURE		l. DATE		
3-17							3-17.c.				
m. NAME OF SENIOR RATER (Last, First, MI)			n. SSN	o. RANK	p. POSITION		q. SIGNATURE		r. DATE		
3-17							3-17.c.				
s. SENIOR RATER'S ORGANIZATION				t. BRANCH		u. SENIOR RATER TELEPHONE NUMBER		v. E-MAIL ADDRESS		w. SIGNATURE OF RATED OFFICER	
3-17.b.								3-17.c.		3-17.c.	
x. This is a referral report, do you wish to make comments?										y. SIGNATURE OF RATED OFFICER	z. DATE
<input type="checkbox"/> Yes, comments are attached										<input type="checkbox"/> No	
PART III - DUTY DESCRIPTION 3-18											
a. PRINCIPAL DUTY TITLE						b. POSITION ACQR					
3-18.c.						3-18.c.					
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IV, DA FORM 67-9-1											
3-18.c.											
PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater) 3-19.a.											
CHARACTER Disposition of the leader: combination of values, attributes, and skills affecting leader actions											
b. ARMY VALUES (Comments mandatory for all "NO" entries. Use PART Vb) 3-19.b.											
1. HONOR: Adherence to the Army's publicly declared code of values	2. INTEGRITY: Possesses high personal moral standards; honest in word and deed	3. COURAGE: Manifests physical and moral bravery	4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier	5. RESPECT: Promotes dignity, consideration, fairness, & EO	6. SELFLESS-SERVICE: Places Army priorities before self	7. DUTY: Fulfills professional, legal, and moral obligations	Yes	No	Yes	No	
b. LEADER ATTRIBUTES SKILLS ACTIONS: First, mark "YES" or "NO" for each block. Second, choose a total of six that best describe the rated officer. Select one from ATTRIBUTES, two from SKILLS (Competence), and three from ACTIONS (LEADERSHIP). Place an "X" in the appropriate numbered box with optional comments in PART Vb. Comments are mandatory in Part Vb for all "No" entries. 3-19.b.											
b.1. ATTRIBUTES (Select 1)	1. MENTAL	YES	NO	2. PHYSICAL	YES	NO	3. EMOTIONAL	YES	NO		
Fundamental qualities and characteristics	Possesses desire, will, initiative, and discipline			Maintains appropriate level of physical fitness and military bearing			Displays self-control; calm under pressure				
b.2. SKILLS (Competence) (Select 2)	1. CONCEPTUAL	YES	NO	2. INTERPERSONAL	YES	NO	3. TECHNICAL	YES	NO		
Skill development is part of self development; prerequisite to action	Demonstrates sound judgment, critical/creative thinking, moral reasoning			Shows skill with people: coaching, teaching, counseling, motivating and empowering			Possesses the necessary expertise to accomplish all tasks and functions				
	4. TACTICAL	Demonstrates proficiency in required professional knowledge, judgment, and warfighting						YES	NO		
b.3. ACTIONS (LEADERSHIP) (Select 3) Major activities leaders perform: influencing, operating, and improving	1. COMMUNICATING	YES	NO	2. DECISION-MAKING	YES	NO	3. MOTIVATING	YES	NO		
Method of reaching goals while operating / improving	Displays good oral, written, and listening skills for individuals / groups			Employs sound judgment, logical reasoning and uses resources wisely			Inspires, motivates, and guides others toward mission accomplishment				
4. PLANNING	YES	NO	5. EXECUTING	YES	NO	6. ASSESSING	YES	NO			
Short-term mission accomplishment	Develops detailed, executable plans that are feasible, acceptable, and suitable			Shows tactical proficiency, meets mission standards, and takes care of people/resources			Uses after-action and evaluation tools to facilitate consistent improvement				
7. DEVELOPING	YES	NO	8. BUILDING	YES	NO	9. LEARNING	YES	NO			
Long-term improvement in the Army / its people and organizations	Invests adequate time and effort to develop individual subordinates as leaders			Spends time and resources improving teams, groups and units; fosters ethical climate			Seeks self-improvement and organizational growth; embraces, adapting and leading change				
c. APFT: 3-19.1.b.	DATE: 3-19.1.b.	HEIGHT: 3-19.1.c.	WEIGHT: 3-19.1.c.								
d. JUNIOR OFFICER DEVELOPMENT - MANDATORY YES OR NO ENTRY FOR RATERS OF LTs AND WD1s. See MILPER MSG #99-113											
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW UP COUNSELINGS CONDUCTED?											
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA											

NAME	SSN	PERIOD COVERED
PART V - PERFORMANCE AND POTENTIAL EVALUATION (Rater) 3-20		
a. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIS/HER POTENTIAL FOR PROMOTION 3-20.b. <input type="checkbox"/> OUTSTANDING PERFORMANCE, MUST PROMOTE <input type="checkbox"/> SATISFACTORY PERFORMANCE, PROMOTE <input type="checkbox"/> UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE <input type="checkbox"/> OTHER (Explain)		
b. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE AND POTENTIAL FOR PROMOTION. REFER TO PART II, DA FORM 67-9 AND PART IVa, b, AND c DA FORM 67-9.		
3-20.b.		
c. IDENTIFY ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY THAT THIS OFFICER POSSESSES. FOR ARMY COMPETITIVE CATEGORY CPT THROUGH LTC, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.		
3-20.b.		
PART VI - INTERMEDIATE RATER		
3-21		
PART VII - SENIOR RATER 3-22		
a. EVALUATE THE RATED OFFICER'S PROMOTION POTENTIAL TO THE NEXT HIGHER GRADE 3-22.c. <input type="checkbox"/> BEST QUALIFIED <input type="checkbox"/> FULLY QUALIFIED <input type="checkbox"/> DO NOT PROMOTE <input type="checkbox"/> OTHER (Explain below)		
b. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)		d. Currently senior rate _____ officiate in this grade e. Completed DA Form 67-9 was reviewed with this report and considered in my evaluation and review <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in c)
c. COMMENT ON PERFORMANCE/POTENTIAL	3-22.c.	
<input type="checkbox"/> ABOVE CENTER OF MASS <small>(Less than 50% in top box; Center of Mass if 50% or more in top box)</small>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> For General Officers use MILPER MSG #00-031. </div>	
<input type="checkbox"/> CENTER OF MASS		
<input type="checkbox"/> BELOW CENTER OF MASS RETAIN		
<input type="checkbox"/> BELOW CENTER OF MASS DO NOT RETAIN		
f. LIST 3 FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED. FOR ARMY COMPETITIVE CATEGORY CPT THROUGH LTC, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.		3-22.c.