



OHIO MILITARY RESERVE

Regulation 623-1

ENLISTED EVALUATION REPORTING SYSTEM (EERS)

Headquarters, Ohio Military Reserve
Office of the Assistant Chief of Staff,
Personnel and Administration, G1
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio
43452-9578

01 September 1998

OHMR Regulation 623-1

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Enlisted Evaluation Reporting System (EERS)

By Order of the Governor:

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Summary. This Regulation sets forth policy of the Ohio Military Reserve and gives detailed instructions on the Enlisted Evaluation Reporting System.

Supersedes. This regulation supersedes OHMR-R 623-1, 01 January 1986

Applicability. This regulation applies to all enlisted personnel of the Ohio Military Reserve in pay grade E5 and above.

Supplementation. Supplementation of this regulation and establishment of command and local policies is strictly prohibited.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Personnel and Administration, OHMR-G1, Camp Perry Training Site, 1000 Lawrence Avenue, Port Clinton, Ohio, 43452-9578.

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1. Purpose. This regulation sets forth the policies and procedures governing the Enlisted Evaluation Reporting System. Appendix A explains how to prepare, and: submit OHMR Form 2166 for personnel in pay grade E5 through E9 and SP5 through SP6.

2. Reference.
AR 623-205

3. Responsibilities.
a. Rating chains must correspond as nearly as practical to the chain of command within a command. Commanders will establish controls to insure compliance with the followings
(1) Official rating schemes are published, by name or duty position, and are posted in the unit so that personnel know their rater, endorser, and reviewer.

(2) Reports are prepared by the individuals designated in the published rating chain.

(3) All rated personnel are provided a copy of their completed evaluation report.

(4) Reports are prepared fairly, carefully, and properly filed in the subject's personnel file DA 201.

b. Commanders will request from Adjutant OHMR, clarification of policies or exceptions to policies when situations arise which are not covered by this regulation.

4. Rating periods. The minimum authorized period for an EER is three (3) months.

5. Reports.
a. The initial report is the first EER' submitted an personnel in pay grade E5/SP5 or above who

have not been previously evaluated in the EER system. Prepare the initial report for whichever of the following occurs first:

- (1) Reenlistment.
- (2) Transfer to another OHMR unit.
- (3) Required for promotion action.
- (4) Annual reporting month.

b. Regular report will be submitted as follows:

- (1) Pay Grade E5/SP5. Prepare as of last day of reporting month: August
 - (2) Pay grade E6/SP6. Prepare as of last day of reporting month: September
 - (3) Pay Grade E7. Prepare as of Last day a+ reporting month: October
 - (4) Pay Grade E8 and E9. Prepare as of last day of reporting month: November
- c. An annual report will be submitted 12 months after the ending month of the last report submitted under this regulation. If 12 months have elapsed since, the ending month of the last report,

but the required three (3) month minimum rating period has not been met, the annual period will be extended until the minimum requirements are met.

6. Rating scheme. Refer to Appendix B; Sample Rating Scheme.

7. Disposition of Reports. Reports will be distributed as follows:

- a. Individual concerned.
- b. Individual's Military Personnel Records Jacket DA 201.
- c. Promotion Board upon consideration for promotion.
- d. Adjutant OHMR.

8. Battalion, Brigade and Corps general responsibilities.

- a. Record and process all EERs received.
- b. Edit all reports for administration errors.
- c. File all ERRs in Enlisted Personnel Files

DA 201

APPENDIX A (Preparation of OHMR Form 2166) to OHMR Regulation 623-1 (Enlisted Evaluation Reporting System)

Preparation of OHMR Form 2166 - Enlisted Evaluation Report

1. Part I, Administrative Data. Part I will be completed by the personnel officer. The rater will verify Part I data with the rated personnel. Notify the personnel officer of any errors.

a. BLOCK A. Self-explanatory.

b. BLOCK B. Self-explanatory.

c. BLOCK C. Enter the three-letter abbreviation for the personnel's military rank, not pay-grade. (Ex: SSG)

d. BLOCK D. Enter the six digit date of rank in year-month-date sequence. (Ex: 981101)

e. BLOCK E. Enter the five-place Primary MOS Code. (Ex 95B30)

f. BLOCK F. Enter data in the order listed on the form. (Ex: 431st MP Co, 43rd Bn. 4th MP Bde, 212 E. Wooster St., Bowling Green, OH 43402)

g. BLOCK G. Enter the reason for report as listed in para. 6 OHMR 623-1. (Ex: Promotion, Reenlistment, etc.)

h. BLOCK H.

(1) FROM Date Enter the beginning date in the boxes, using two digit numerical Identifiers for year and month. (Ex: 98 11) The beginning month is, always the month following the ending month of the last report

(2) THRU Date. Enter the ending date in the same manner as the beginning date. (ex: 98 11) The ending month is always the month of the event which generates the report, regardless of when the event occurs during that month (e.g. 1st day, 10th day, or 28th day)

i. BLOCK I. Subtract the non-rated months, if any, from the total calendar months. Enter the remainder - the number of rated months.

2. Part II. Duty Description. The rater will complete Part II and verify the information with the rated personnel.

a. It is the endorser's responsibility to obtain the rated personnel's signature and insure that this block is completed properly.

b. The rated personnel's signature authenticates the administrative data, Part I, and

duty description, part 11, are correct and is the primary verification of the accuracy thereof.

c. BLOCK D. The reviewer has overall responsibility for insuring the timely submission of an accurate EER, in accordance with OHMR 623-1.

3. Part VI. Score summary. It is the endorser's responsibility to complete this part.

a. Enter the rater's total from part In A (0-40 possible points) in the rater's score total box for part III. Do the same for the endorser's part III score.

b. Transfer the rater's score from part IV, evaluation of potential, to the rater's score summary box for part IV. Do the same for the endorser's part IV score.

c. Total the rater's summary scores and enter the result (080 possible points) in the rater's "Sum" box. Do the same for the endorser's summary scores

d. Calculate the final Report Score by adding the rater's and endorser's sums together and dividing the total by 2. (When only one rating official is involved, their score sum becomes the final Report Score).

7. Part VII. Distribution. This part is the responsibility of the Personnel Officer. Blocks A, B, and C are self-explanatory.

APPENDIX B (Sample Rating Scheme) to OHMR Regulation 623-1 (Enlisted Evaluation Rating System)

SAMPLE RATING SCHEME

1. This sample rating scheme is shown to give individual commands guidelines for establishing their own rating schemes.
2. Units will establish their rating schemes in accordance with their Tables of Organization.

GRADE	DUTY POSITION	RATER	INDORSER	REVIEWER
E9	Sergeant Major	Bn/Bde Cdr	Bde Cdr	Corps Cdr
E8	1st Sergeant	Unit Cdr	Bn Cdr	Bde Cdr
E7	Platoon Sgt	Platoon Ldr	Unit Cdr	Bn Cdr
E6	Squad Ldr	Platoon Sgt	Platoon Ldr	Unit Cdr
E6	Supply Sgt	Supply Off.	Exec. Off.	Unit Cdr
E6	1st Cook	Food Svc Sgt	Mass Off.	Exec. Off.
E6	Commo Chief	Commo Plt Ldr	Exec. Off.	Unit Cdr
E5	Unit Clerk	1st Sgt	Exec. Off.	Unit Cdr