



LOUISIANA NATIONAL GUARD

PROTECT WHAT MATTERSSM

Officer Evaluation Report Business Practices
Company Commander / 1SG Course
7 – 9 December 2022



Agenda

- References
- Manage Delegates
- Shells & Reports
- ACFT / APFT / HT&WT Guidance
- Contact Information



References

- AR 623-3, Evaluation Reporting System, 14 June 2019
- DA Pam 623-3, Evaluation Reporting System, 27 September 2019
- ADP 6-22, Army Leadership, 31 July 2019
- MILPER Message 22-333, ACFT Entry/Evaluations, 1 September 2022
- Army Directive (AD) 2022-05, ACFT, 23 March 2022
- ETP to AR 600-8-2, ACFT Diagnostic Pass to Lift Flag, 13 Jun 2022
- PPOM 22-023, Execution of ACFT, 15 June 2022

- Links:
 - <http://www.hrc.army.mil/>
 - EES: <https://evaluations.hrc.army.mil/index.html>
 - [https://arngg1.ngb.army.mil/v3/Portal/ \(Personnel Division/Personnel Actions/Evaluations/All Site Content/ Sites and Workspaces-OER training files\)](https://arngg1.ngb.army.mil/v3/Portal/)
 - <https://armypubs.army.mil/>



Manage Delegates

<https://evaluations.hrc.army.mil/index.html>

Need IT Assistance?

502-613-7777

usarmy.knox.hrc.mbx.it-help-desk@mail.mil

IT FAQ

Need Policy Assistance?

502-613-9019

usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil

OER POLICY FAQ

NCOER POLICY FAQ

Evaluation Tools

Training Tools

Appeals and Corrections

Evaluation Entry System Users Guide

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View
Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View
Active NCOERs

Upload DA Form 2166-8 .pdf-f
NCOER

TOOLS

View Profiles where I
am a delegate

View my Rater
and Senior Rater Profile

Signature Removal

Support Form Signature Removal

Request ERS Access

Status & Management Tools:
Evaluation Reports System (ERS)

Manage Delegates

Counseling Management
Report Tool

Manage Rating Chain

View Forms

246



Shells & Reports

- **Shell Best Practices**

- Create annual OER for upcoming year (adjust as necessary base on COR, COD, etc.)
- Creating shells help with your tracking in EES
- Don't lock evaluations because only HRC can unlock an evaluation to update rank in case of promotion

- **Reports**

- Unit Data folder has delinquency and projected reports updated monthly at minimum
- Reports incorporate transfers, reassignments, etc.
- Email OER mailbox with discrepancies in reports



APFT / ACFT / HT & WT Guidance

- **Thru Date of 30 Sep 2022 or earlier –**
 - If officer has a passing APFT 1 April 2019 or later, entry “*No APFT IAW Army Directive 2022-05*” is authorized
 - If officer has not taken and passed APFT 1 April 2019 or later or officer, officer should be flagged and OER is referred; above entry not authorized
 - **M-Day:** Passing diagnostic ACFT is authorized to remove existing flag



APFT / ACFT / HT&WT Guidance

- **Eval Thru Date 1 Oct 2022 or later –**
 - **AGR:** record ACFT status must be indicated on OER
 - **M-Day:**
 - record ACFT status must be indicated on OER with a “Thru Date” < 1 Apr 2023
 - “*No ACFT IAW Army Directive 2022-05*” entry for evaluations with a thru date \geq 1 Apr 2023 for officers with passing APFT after 1 April 2019
 - Reference to “APFT” is not authorized (AGR & M-Day)
- **Height & Weight –**
 - Data entry required for all evaluations
 - Must comment IAW DA Pam 623-3 if standard is not met



U.S. ARMY

DA Form 67-10 series OER Examples



Form Location:
Part IV, block a.

1st Select "NO APFT" from the APFT drop down menu; exception for when pregnant / postpartum

ACFT = PASS

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

a. APFT Pass/Fail/Profile: Date: Height: Weight: Within Standard?

Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards? [Reset Item a. APFT/Pass/Fail/Profile](#)

ACFT: PASS 20221001

- * Note 1: Mandatory Entry is the RECORD ACFT status and RECORD status date. No diagnostic ACFT information is permitted.
- * Note 2: Optional ACFT comments are permitted (this includes ACFT record total score, individual record event scores).
- * Note 3: NO APFT content permitted - APFT is no longer the test of record.

ACFT = FAIL

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

a. APFT Pass/Fail/Profile: Date: Height: Weight: Within Standard?

Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards? [Reset Item a. APFT/Pass/Fail/Profile](#)

ACFT: FAIL 20221001 (Must explain the reason for failure and note any progress toward meeting physical fitness standards).

- * Note 1: Mandatory Entry is the RECORD ACFT status and RECORD status date. No diagnostic ACFT information is permitted.
- * Note 2: Optional ACFT comments are permitted (this includes ACFT record total score, individual record event scores)
- * Note 3: NO APFT content permitted - APFT is no longer the test of record.

ACFT = PROFILE

Soldiers with temporary profiles at the time of the unit's record ACFT will enter "PROFILE" and the date the profile was awarded. The date of the profile must be within 12 months prior to the "THRU" date.

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

a. APFT Pass/Fail/Profile: Date: Height: Weight: Within Standard?

Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards? [Reset Item a. APFT/Pass/Fail/Profile](#)

ACFT: PROFILE 20221001

- * Note 1: Mandatory Entry is the RECORD ACFT status and RECORD status date. No diagnostic ACFT information is permitted.
- * Note 2: Optional ACFT comments are permitted (this includes ACFT record total score, individual record event scores)
- * Note 3: NO APFT content permitted - APFT is no longer the test of record.

ACFT = NO ACFT

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

a. APFT Pass/Fail/Profile: Date: Height: Weight: Within Standard?

Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards? [Reset Item a. APFT/Pass/Fail/Profile](#)

ACFT: NO ACFT - Exempt from ACFT requirements IAW AR 40-502. Comment explaining why is mandatory.)

- * Note 1: Mandatory Entry is the RECORD ACFT status and RECORD status date. No diagnostic ACFT information is permitted.
- * Note 2: Optional ACFT comments are permitted (this includes ACFT record total score, individual record event scores)
- * Note 3: NO APFT content permitted - APFT is no longer the test of record.

Select "Pregnant/Post Partum" from the APFT drop down menu

ACFT = Pregnant / Post Partum

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

a. APFT Pass/Fail/Profile: Date: Height: Weight: Within Standard?

Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards? [Reset Item a. APFT/Pass/Fail/Profile](#)

ACFT: NO ACFT - Exempt from ACFT requirements IAW AR 40-502.

- * Note 1: Mandatory Entry is the RECORD ACFT status and RECORD status date. No diagnostic ACFT information is permitted.
- * Note 2: Optional ACFT comments are permitted (this includes ACFT record total score, individual record event scores)
- * Note 3: NO APFT content permitted - APFT is no longer the test of record.



Frequently Asked Questions (FAQs)

Q1) Can I choose to take the APFT and put that on my evaluation?

A1) No, you cannot enter any APFT information IAW MILPER Message 22-099. After 1 OCT 2022, the APFT is not a valid fitness test. The effective dates for full implementation of the ACFT are 1 October 2022 for RA and USAR (AGR) and 1 April 2023 for USAR (less AGR). The APFT can only be taken in certain unique and situational instances between 1 OCT 2020 and before 31 MAR 2022, but it is no longer a valid entry on the evaluation forms. Valid APFT/ACFT scores must be within 12 months of the THRU date on evaluation forms.

Q2) I took a diagnostic ACFT in August and chose to convert it to a record ACFT. I have an NCOER coming due mid-October. Can I enter that ACFT information on it even though I took the test before it became the standard?

A2) Yes. The date of the diagnostic ACFT becomes the date of the record ACFT even though it was taken before 1 OCT 2022. However, that date can only be entered on your evaluation if the THRU Date is 1 OCT 2022 or later.

Q3) Do I have to input the ACFT score on the evaluation in the APFT block?

A3) No. Scores are optional and can be included at the discretion of the rater in the APFT comments section.

Q4) The evaluation forms still have APFT and not ACFT. When will this change?

A4) DA Form 67-10 series Officer Evaluation Reports (OERs), DA Form 2166-9 series Non-Commissioned Officer Evaluation Reports (NCOERs), and DA Form 1059 series Academic Evaluation Reports (AERs) are not currently scheduled to change. However, HQDA Evaluations Policy Branch is reviewing the new ACFT requirements and may adjust the forms in the future. When a decision is made to adjust the forms, they will be modified in conjunction with AR and DA PAM 623-3 scheduled revisions.

Q5) I haven't taken an APFT since 2019. MILPER Message 22-099 says to use Army Directive 2022-05 as a reason for not taking it. I am not scheduled to take the ACFT until December with my unit but my evaluation is due 1 NOV 2022. What do I put in the APFT block for a reason for not taking a record fitness test?

A5) The rater will select "NO APFT" from the drop down menu and will indicate "No ACFT" in the comments block along with an appropriate explanation as to why you haven't taken the ACFT yet (e.g. unit has not scheduled a record ACFT, or Soldier has not completed a record ACFT). You could request through your unit to take a record ACFT prior to your evaluation THRU date if you want to have a valid fitness test on your evaluation.



Questions?



PROTECT WHAT MATTERSSM

POC

SSG Clifford Anderson

clifford.s.anderson5.mil@army.mil

504-278-8694

SFC Laquanna Blanchard

laquanna.m.blanchard.mil@army.mil

504-278-8016

ng.la.laarng.mbx.officer-evaluation-reports@army.mil