Profiling

Module 4: Profiling
Agenda

- Evaluation Reporting System
  - Responsibilities of the Rating Chain
  - Role of the Rating Chain & Keys to Success
  - Developing a Rating Philosophy

- Rater Overall Performance
  - Rater Comments
  - Rater Tendency
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  - Rater Tendency Report

- Senior Rater Overall Potential
  - Senior Rater Narrative
  - Senior Rater Consistency
  - Immature Profile / Small Population
  - Senior Rater Profile Calculation
  - Senior Rater Profile Box Check Warning
  - Senior Rater Profile Labeling Rules
  - Managed Profile Technique
Evaluation Entry System (EES) Tools
- Rater Tendency / Senior Rater Profile Link
- Rater Tendency / Senior Rater Profile
- ERS Link to Senior Rater Profile (DASH 2)
- Senior Rater Profile Dashboard
- Senior Rater (DASH 2)
- Senior Rater Profile Management Tool
- How to Assign / Manage Delegates
Primary function of the evaluation report is to provide key information to HQDA for use in making critical personnel management decisions.

The NCOER is an assessment tool.
- Stand-alone evaluation for a specific rating period
- Rater comments focused on specific, quantifiable performance
- Senior rater narrative focused on potential
- Senior rater profile for senior raters of SSG-CSM/SGM; limited to 24% for the “MOST QUALIFIED” selection

Promotion selection system is based on current and future force structure requirements.
- Cannot predict selection board results – DA Centralized Selection Boards use the “Whole File Concept”
- Use the top box to identify your best NCOs

Commander is the overall caretaker of all personnel systems.

Counseling is key.
Responsibilities of the Rating Chain

Rating Chains:
- Are established by commanders and maintained by rating officials
- Tie rated NCO’s performance to a specific senior / subordinate relationship
- Correspond as nearly as practicable to chain of command and supervision
- Are established by name, given effective dates, published, and distributed to all concerned
- List the rated NCO and all rating officials

Rating Roles:
- RATER
  - Day-to-day performance & counseling
  - Met standards? Yes / No
  - Narrow, more specific
- SENIOR RATER
  - Potential & mentorship
  - Capstone evaluation, spread of quality
  - Adherence to policy & intent
  - Broader, more general
- SUPPLEMENTARY REVIEWER
  - Required in certain situations
  - Performed by uniformed Army-designated rating official

Critical Point: Separating rater and senior rater & keeping supervisors at lowest levels have been keys to success
Role of the Rating Chain & Keys to Success

- Senior rater is the “owner” of the evaluation and is responsible for timely completion
- Mentor/Develop your subordinates
  - Support Form – tool available to aid in defining/guiding goals and objectives throughout rating period, provides feedback to rated individual – not a lot of space but should be catalyst of conversation
- Understand how our Evaluation System works
  - Fairly and accurately assess subordinates – participate in counseling
  - Senior rater narrative is key: exclusive vs. strong narrative to describe subordinate
  - Quantify potential…identify your best
  - Be careful… What you don’t say is just as damaging as what you do say
- Verify/Certify your subordinates on how to assess – ask them to bring their counselings and assessments with them to their counseling
- Understand how to manage your rater & senior rater profile – develop your rating philosophy
- Anticipate and project “next” evaluation
  - Current thru date on file plus 12 months or known changes of rater
  - Complete the record dates for those being considered by a board
- Monitor when reports are required, that they’re submitted on time, and unit rating schemes are current and accurate (Leader responsibility)
  - Use Evaluation Entry System (EES) to prepare and submit, track with reporting tools within
  - Be aware of sequencing
Developing a Rating Philosophy

- **Mission** – know your population and identify your best

- **Counseling** – ensure counseling is accomplished; those who can, will improve

- **Decide how to assess**, particularly “FAR EXCEEDED STANDARD” based on performance and “MOST QUALIFIED” based on potential

- **Write well** – quantify and qualify in narrative; correspond comments with box check as the system allows; use the narrative to paint the picture

- **Plan** – think series of reports (number of times you will rate an NCO), projected departures, and future boards
Check on Learning

1. What is the primary function of the evaluation report?

2. What are centralized promotions based on?

3. What is the role of a rater? senior rater? supplementary reviewer?

4. Who establishes and approves rating chains?
<table>
<thead>
<tr>
<th>Performance Measures</th>
<th>Direct-level (SGT)</th>
<th>Organizational- and Strategic-level (SSG through CSM/SGM)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAR EXCEEDED STANDARD</strong></td>
<td>Rated NCO performs extraordinarily above the required Army standards and organizational goals of leader competencies and attributes; leadership enables Soldiers and unit to far surpass required organizational and Army standards; demonstrated performance epitomizes excellence in all aspects; this NCO and his/her Soldiers consistently take disciplined initiative in applying leader competencies and attributes; results have an immediate impact and enduring effect on the mission, their Soldiers, the unit, and the Army; demonstrated by the best of the upper third of NCOs of the same grade.</td>
<td></td>
</tr>
<tr>
<td><strong>EXCEEDED STANDARD</strong></td>
<td>Rated NCO performs above the required Army standards and organizational goals of leader competencies and attributes; this NCO and his/her Soldiers often take disciplined initiative in applying leader competencies and attributes; results have an immediate impact on the mission, their Soldiers, the unit, and the Army; this level of performance is not common, typically demonstrated by the upper third of NCOs of the same grade.</td>
<td></td>
</tr>
<tr>
<td><strong>MET STANDARD</strong></td>
<td>Rated NCO successfully achieves and maintains the required Army standards and organizational goals of leader competencies and attributes; effectively meets and enforces the standard for the unit and those in his/her charge; succeeds by taking appropriate initiative in applying the leader competencies and attributes; results have a positive impact on the mission, their Soldiers, the unit, and the Army; this level of performance is considered normal and typically demonstrated by a majority of NCOs of the same grade.</td>
<td></td>
</tr>
<tr>
<td><strong>DID NOT MEET STANDARD</strong></td>
<td>Rated NCO fails to meet or maintain the required Army standards and organizational goals of leader competencies and attributes; does not enforce or meet the standard for the unit or those in his/her charge; exhibits/displays minimal or no effort; actions often have a negative effect on the mission, their Soldiers, the unit, and the Army.</td>
<td></td>
</tr>
</tbody>
</table>
### Rater Overall Performance

<table>
<thead>
<tr>
<th>RATER OVERALL PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Select one box representing Rated NCO's overall performance compared to others in the same grade whom you have rated in your career. I currently rate Army NCOs in this grade.</td>
</tr>
<tr>
<td>FAR EXCEEDED STANDARD</td>
</tr>
</tbody>
</table>

j. COMMENTS:

- **"FAR EXCEEDED STANDARD" / "EXCEEDED STANDARD"** – identify the upper third of NCOs for each rank with further stratification of the upper third by use of the “FAR EXCEEDED STANDARD” box check

- **"MET STANDARD"** – identify NCOs who successfully achieved and maintained required Army and organizational standards

- **"DID NOT MEET STANDARD"** – identify NCOs who did not meet required Army and organizational standards
Rater Comments

Focus on specific, quantifiable performance –
• Identify what a NCO did and how well they performed
• Quantify and qualify performance

- The rater is the first individual to assess and write comments.
- Comments should explain what the rated NCO did and how well he/she performed.
- A laundry list of superlatives is not helpful to selection boards – more is not necessarily better.
- Selection board members use the rater’s comments in their file deliberations when they are looking for in-depth information on the rated NCO’s performance.
- In the event the senior rater does not meet the minimum time requirements, then the rater’s comments are the sole basis for assessing the rated NCO.
- Rater Overall Performance section
  - Must include comment(s) concerning rated NCO’s overall performance
Tracks the rating history for each rater of NCOs (SSG-CSM/SGM) for all components (Regular Army, Reserve, Guard)

Emphasizes the following:
- Importance of the rater’s role and responsibility to provide credible information to HQDA
- Importance of a rater’s sequencing of NCOER submissions to avoid inflation

Provides information to HQDA Selection Boards and Army Leadership on the rater’s rating tendency

Continues without interruption as the rater moves from unit to unit, position to position, regardless of promotion

Rater Tendency restart
Rater Tendency Label

(applies to SSG-CSM/SGM)

Key information includes the following:

- Rater tendency (i.e., rating history) – the value below each box equals the overall history of those ratings in this grade
- Rater tendency label will be imprinted on the NCOER and viewable within the Evaluation Entry System (EES) by the rater’s rater and senior rater

Note: This is the rater’s “capstone” assessment of performance and opportunity to “stratify / quantify.”
Tracks the rating history of each rater for NCOs of all components by rank (SSG through CSM / SGM). Raters do not maintain a rater tendency on NCOs in the rank of SGT and below.
Check on Learning

1. Name and describe the four performance box checks for rater overall performance?

2. The rater tendency applies to which component and grade plate NCOERs?

3. Is the rater tendency constrained?

4. What is the rater tendency report?
“MOST QUALIFIED” – identify NCOs with strong potential for promotion in the secondary zone; ahead of peers (Note: Senior rater cannot have more than 24% of total ratings in a grade to retain the MOST QUALIFIED label.)

“HIGHLY QUALIFIED” – identify NCOs with strong potential for promotion with peers

“QUALIFIED” – identify NCOs who demonstrate potential to be successful at the next level; promote if able

“NOT QUALIFIED” – identify NCOs who do not demonstrate potential for promotion; recommend separation
Senior Rater Narrative

- Should quantify and qualify the passion (or lack thereof) that the senior rater has for the rated NCO’s potential

- Selection boards should not have to guess – **Send a clear message**

- What is not said can have the same impact as what is said

- Be careful with your narrative – don’t say the same thing for all your NCOs

- Avoid using the same verbiage year-to-year for the same NCO

- Be consistent … words match the box check

- Cannot mention box check or board language in the narrative (i.e., “MOST QUALIFIED NCO”, “6+ NCO”, “If my profile allowed, I would rate this NCO higher.”); these are considered prohibited narrative comments
Senior raters need to amplify their potential box checks by using the narrative to clearly send the appropriate message to selection boards. The following classification of types of narratives may serve as a guide and assist in sending a clear message:

- **Exclusive narratives** – those which clearly describe superior performance/potential above that of the vast majority; associated with early promotion and are restrictive in nature (e.g., top 1%, 3%, 5%, etc. of all NCOs, the best among a select grade or group, promote in the secondary zone)

- **Strong narratives** – those which describe significant performance accomplishments and enthusiastically recommend promotion, assignment to key duty positions linked to upward mobility and appropriate military schooling (e.g., among the best, easily in the top third of the NCO Corps, definitely promote this NCO, secondary zone potential, one of my best NCOs)

- **Enumeration** – a technique used to rank order NCOs in a particular grade based on demonstrated performance and/or potential (e.g., #1 of 6)
Future Guidance to DA Centralized Selection Boards for the New NCOER

- Check DA Label: “Total Ratings” (5 or less = immature profile)
- Check Part V block a – same grade in population (3 or less = small population)
- **Expect** “HIGHLY QUALIFIED” assessment if immature profile and/or small population exists
- Focus on Senior Rater’s narrative
Based on the profile limitation of 24%, a senior rater can render a “MOST QUALIFIED” assessment for a particular grade (SSG through CSM/SGM) as follows:

- Any one of the first four reports
- The second “MOST QUALIFIED” assessment no earlier than the ninth report \((2 / 9 = 22.2\%)\)
- The third “MOST QUALIFIED” assessment no earlier than the thirteenth report \((3 / 13 = 23.1\%)\)
- The fourth “MOST QUALIFIED” assessment no earlier than the seventeenth report \((4 / 17 = 23.5\%)\)
As each NCOER is rendered, the Evaluation Entry System (EES) will automatically calculate the senior rater profile. If the profile does not support a “MOST QUALIFIED” selection, then EES will display the above warning notification and the “MOST QUALIFIED” option will be grayed out.
Senior Rater Profile Labeling Rules

- **Rule #1**: If the Senior Rater checks the “HIGHLY QUALIFIED,” “QUALIFIED,” or “NOT QUALIFIED” box, then the report is always labeled as indicated on the form.
  - The sum of “HIGHLY QUALIFIED,” “QUALIFIED,” and “NOT QUALIFIED” box checks must always be at least 76% of total ratings rendered.

- **Rule #2**: If the senior rater checks the “MOST QUALIFIED” box and the senior rater’s use of “MOST QUALIFIED” is no more than 24% of the total ratings, then the report is labeled “MOST QUALIFIED.”
  - An entry of “MOST QUALIFIED” will only be accepted if the mathematical result of the entry is no more than 24% of the total number of reports rendered in that grade.

- **Rule #3**: “MISFIRE” – If the senior rater completes a pdf-fillable NCOER and checks the “MOST QUALIFIED” box and the senior rater profile is greater than 24%, then the report is automatically downgraded and labeled “HIGHLY QUALIFIED” upon receipt at HQDA and the senior rater is charged with a “MOST QUALIFIED.”
  - EES will not allow senior rater misfires.
### Managed Profile Technique – Rule 1

*the comparison of box check to SR Profile*

<table>
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<tr>
<th>Profile</th>
<th>RNCO:</th>
<th>SR:</th>
<th>Date:</th>
<th>Total Ratings:</th>
<th>Ratings This NCO:</th>
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<tbody>
<tr>
<td>Highly Qualified</td>
<td>Smith, Bob</td>
<td>Dodd, Jane</td>
<td>2017-02-01</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>Qualified</td>
<td>Smith, Bob</td>
<td>Dodd, Jane</td>
<td>2017-02-01</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>Not Qualified</td>
<td>Smith, Bob</td>
<td>Dodd, Jane</td>
<td>2017-02-01</td>
<td>20</td>
<td>2</td>
</tr>
</tbody>
</table>

Regardless of profile.

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**Rule 1:**
- Select one box representing Rated NCO’s potential compared to others in the same grade whom you have rated in your career. I currently senior rate Army NCOs in this grade.

- HIGHLY QUALIFIED
- QUALIFIED
- NOT QUALIFIED

---

**HQDA COMPARISON OF THE SENIOR RATER’S PROFILE AT THE TIME THIS REPORT PROCESSED**

**HIGHLY QUALIFIED**
- RNCO: Smith, Bob
- SR: Dodd, Jane
- Date: 2017-02-01
- Total Ratings: 20
- Ratings This NCO: 2

**QUALIFIED**
- RNCO: Smith, Bob
- SR: Dodd, Jane
- Date: 2017-02-01
- Total Ratings: 20
- Ratings This NCO: 2

**NOT QUALIFIED**
- RNCO: Smith, Bob
- SR: Dodd, Jane
- Date: 2017-02-01
- Total Ratings: 20
- Ratings This NCO: 2
Managed Profile Technique – Rule 2
(the comparison of box check to SR Profile)

MOST QUALIFIED – 1
HIGHLY QUALIFIED – 5
QUALIFIED – 2
NOT QUALIFIED – 0
TOTAL RATINGS = 8

MOST QUALIFIED – 2
HIGHLY QUALIFIED – 5
QUALIFIED – 2
NOT QUALIFIED – 0
TOTAL RATINGS = 9

Profile is 22.2% (2 of 9).

HQDA COMPARISON OF THE SENIOR RATER’S PROFILE AT THE TIME THIS REPORT PROCESSED

MOST QUALIFIED
RNCO: SMITH, BOB
SR: DODD, JANE
DATE: 2017-02-01
TOTAL RATINGS: 9
RATINGS THIS NCO: 2

Top block check labeled “MOST QUALIFIED” when profile is not more than 24% in top block.
Managed Profile Technique – Rule 3
(the comparison of box check to SR Profile)

MOST QUALIFIED – 2
HIGHLY QUALIFIED – 5
QUALIFIED – 2
NOT QUALIFIED – 0
TOTAL RATINGS = 9

MOST QUALIFIED – 3
HIGHLY QUALIFIED – 5
QUALIFIED – 2
NOT QUALIFIED – 0
TOTAL RATINGS = 10

“MISFIRE” – Top block check labeled “HIGHLY QUALIFIED” when profile is greater than 24% in top block.

MISFIRE – Profile is 30% (3 of 10).

HQDA COMPARISON OF THE SENIOR RATER’S PROFILE AT THE TIME THIS REPORT PROCESSED

HIGHLY QUALIFIED
RNCO: SMITH, BOB
SR: DODD, JANE
DATE: 2017-02-01
TOTAL RATINGS: 10
RATINGS THIS NCO: 2
Check on Learning

1. Name and describe the four potential box checks for senior rater overall potential?

2. What is the difference between the “MOST QUALIFIED” and “HIGHLY QUALIFIED” box checks?

3. What is an immature profile and small population?

4. Describe the senior rater misfire?

5. What are the senior rater profile labeling rules?
Profiling
Practical Exercise 1
Module 4 PE Instructions

First take 10 minutes to write down what you think is the importance of senior rater profile management and the impact of an improperly managed senior rater profile.

Now form the classroom into four equally sized groups. Take the next 15 minutes to discuss your thoughts with the group.

Each group will select a representative to present the group’s section of the briefing.
### Evaluation Entry System (EES) Tools

**Welcome to the HRC Evaluations Entry System**

Please select an option below:

<table>
<thead>
<tr>
<th><strong>OER</strong></th>
<th><strong>NCOER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Create OER Support Form</td>
<td>Create NCOER Support Form</td>
</tr>
<tr>
<td>Edit OER Support Form</td>
<td>Edit NCOER Support Form</td>
</tr>
<tr>
<td>Create New OER</td>
<td>Create New NCOER</td>
</tr>
<tr>
<td>Continue/View Active OERs</td>
<td>Continue/View Active NCOERs</td>
</tr>
</tbody>
</table>

#### Recent Evaluation Activity:
- Rated Soldier
- Your Role
- Thru Date
- Status

#### Recent Evaluation Support Form Activity:
- Rated Soldier
- Role
- Thru Date

### Support Links:
- Evaluation Support and Help:
  - Evaluation and Training Tools
  - Appeals and Corrections
  - Evaluation Entry System Users Guide
  - Ask a Policy Expert
  - Ask an IT Expert
  - Frequently Asked Questions

### External Links and Resources:
- AR 623-3
- DA PAM 600-3
- DA PAM 600-4
- DA PAM 623-3
- S1 NET
- MYBOARDFILE
- ERS
- User Survey and Feedback
- Army Doctrine
- Army Doctrine References

**https://evaluations.hrc.army.mil/**
### Rater Tendency / Rater and Senior Rater Profiles

#### Rater Tendency

4 items found, displaying

<table>
<thead>
<tr>
<th>Role</th>
<th>Rank</th>
<th>FAR EXCEEDED STANDARD</th>
<th>EXCEEDED STANDARD</th>
<th>MET STANDARD</th>
<th>DID NOT MEET STANDARD</th>
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<tr>
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<td>1</td>
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<td>SGM</td>
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</table>

#### Rater Profiles

3 items found, displaying all items.

Only applies to Officers

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<tr>
<th>Role</th>
<th>Rank</th>
<th>EXCELS</th>
<th>PROFICIENT</th>
<th>CAPABLE</th>
<th>UNSATISFACTORY</th>
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<td>MAJ</td>
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</table>

#### Senior Rater Profiles

3 items found, displaying all items

<table>
<thead>
<tr>
<th>Role</th>
<th>Rank</th>
<th>MOST QUAL / MULTI STAR</th>
<th>HIGHLY QUAL / PROMOTE TO BG</th>
<th>QUAL / RETAIN AS COL</th>
<th>NOT QUAL / UNSATISFACTORY</th>
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<tbody>
<tr>
<td>SENIOR RATER</td>
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</tbody>
</table>
Senior Rater Profile Dashboard

Evaluation Reporting System (ERS) - ACTIVE and RESERVE
U.S. Army Human Resources Command

No Results

The specified criteria didn’t result in any data. This is often caused by applying filters and/or selections that are too restrictive or that contain incorrect values. Please check your Analyst Filters and try again. The filters currently being applied are shown below.

Received Date: 06/23/2014 and 06/24/2014

and Eval Status Code is not equal to / is not in R

and Doc Receipt Status Code is equal to / is in L

and UIC Code is equal to W0000X

and Component Name is equal to ACTIVE ARMY

Refresh
Senior Rater Profile (DASH 2)

Placeholder for DASH 2
# Senior Rater Profile Management Tool

<table>
<thead>
<tr>
<th>NAME</th>
<th>Position</th>
<th># of NCOERs previously received in current position (include previous SR’s OERS)</th>
<th>Last NCOER / Type / Rating</th>
<th>Projected NCOER (Date of next NCOER)</th>
<th>Projected Type (Type of report - use codes)</th>
<th>Projected Rating - How I would rate this NCO if I rated all NCOs in this grade today (24% or less in MQ / adjust as events dictate)</th>
<th>NCOER to DA (90days) - Date report needs to be at DA (Board reports need to get to DA per board message).</th>
<th>Subsequent NCOER - Will the officer receive more reports from you after the projected NCOER, if so, how many?</th>
<th>Date of Rank</th>
<th>Next Board/Date - Next selection board the NCO would be eligible for (Use chart profile management board dates).</th>
<th>Projected Departure</th>
<th>STATUS: Support Form received, draft initiated, signed by all appropriate personnel, submitted to DA, received by DA, submitted to Soldier’s Record</th>
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<tbody>
<tr>
<td>Alpha, John A</td>
<td>Platoon Sergeant</td>
<td>0</td>
<td>6-Sep-15 5-Sep-16</td>
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<tr>
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<tr>
<td>Delta, Bob D</td>
<td>Platoon Sergeant</td>
<td>0</td>
<td>15-Feb-17 14-Feb-18</td>
<td>AN</td>
<td>HQ</td>
<td>14-May-18</td>
<td>No</td>
<td>1-Nov-15</td>
<td>15-Feb-19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Echo, Todd E</td>
<td>Platoon Sergeant</td>
<td>0</td>
<td>20-Feb-17 19-Feb-18</td>
<td>AN</td>
<td>HQ</td>
<td>19-May-18</td>
<td>No</td>
<td>1-Sep-15</td>
<td>20-Feb-19</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Senior Rater Profile

<table>
<thead>
<tr>
<th>Most Qualified</th>
<th>Highly Qualified</th>
<th>Qualified</th>
<th>Not Qualified</th>
<th>TOTAL</th>
<th>% Top Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>8</td>
<td>13%</td>
</tr>
</tbody>
</table>

Note: Promotable NCOs serving in positions authorized the promotable grade will be profiled at the promotable grade if listed as (P) on the NCOER.

<table>
<thead>
<tr>
<th>Ratings</th>
<th>NCOER Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>MQ - Most Qualified (limited to 24%)</td>
<td>AN = Annual</td>
</tr>
<tr>
<td>HQ - Highly Qualified</td>
<td>PCS = PCS</td>
</tr>
<tr>
<td>Q - Qualified</td>
<td>CR = Change of Rater</td>
</tr>
<tr>
<td>NQ - Not Qualified</td>
<td>RFC = RFC Relief for Cause</td>
</tr>
<tr>
<td></td>
<td>CD = Change of Duty</td>
</tr>
<tr>
<td></td>
<td>SRO = SR Option</td>
</tr>
<tr>
<td></td>
<td>CTR = Complete the Record</td>
</tr>
</tbody>
</table>
1. How can you view your rater tendency? senior rater profile?

2. How can you view profiles in which you are a delegate?

3. What is the Evaluation Status and Management Tools (ERS)?

4. Where is the Senior Rater Profile Report (DASH 2) located?
How to Assign / Manage Delegates

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

**TOOLS**
- View Profiles where I am a delegate
- View my Rater and Senior Rater Profile
- Manage Rating Chain
- View Forms
- Signature Removal
- Manage Delegates
- Request ERS Access
- Evaluation Status and Management Tools (ERS)
How to Assign / Manage Delegates (cont.)

Manage Delegates

Delegates for Rater, Senior in the role of SENIOR RATER

<table>
<thead>
<tr>
<th>Name</th>
<th>Manage Delegates</th>
<th>View Rating Profile</th>
<th>Edit and Submit Evaluations</th>
<th>1SG/SGM/CSM Reviewer</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegate, SR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20160101</td>
<td>20161231</td>
</tr>
</tbody>
</table>

Instructions

Delegation allows Raters and Senior Raters to designate authority for the processing of evaluations in their organization. Creating delegates will allow up to two delegates to see/manage the Senior Rater’s Profile or the Rater’s Profile (the delegates must be authorized access to each profile individually).

Select the box under "View Rating Profile" to authorize viewing of the Senior Rater or Rater Profile.

Only two delegates may be authorized to add names to this list. If "Manage Delegates" is checked, up to two individuals will be authorized to add other administrative personnel authorized to assist in the preparation and submission of evaluations.

Select the box under "Manage Delegates" to authorize adding names to this list.

Up to ten delegates may be authorized to assist in the preparation and submission of evaluations on your behalf after signatures are applied.

Select the box under "Edit and Submit Evaluations" to authorize assistants in the preparation and submission of evaluations.
Delegate Selection

Enter the DOD ID Number or SSN and first two letters of the last name of any individual for whom you wish to list as a delegate.

<table>
<thead>
<tr>
<th>DOD ID Number</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Switch to search by SSN]  

Save  Cancel
Ensure to select the proper role (Rater or Senior Rater).

You must click “Update Permissions” to validate this as a successful transaction.

NOTE: Ensure the Start Date is set to 20150901. If the Start Date is after this date, any evaluation/support form submitted prior to the delegation date will not be visible to the delegate.
Ensure to select the proper role (Rater or Senior Rater)

Click “Remove”.

You must click “Update Permissions” to validate this as a successful transaction.
Advisor, Enlisted 1234567890 (04/14/2015 17:05:01): Sir, I'll review this tomorrow.

Advisor, Enlisted 1234567890 (04/15/2015 08:05:26): Sir, I reviewed this NCOER. Per our discussion, this assessment is appropriate.
1. Who assigns senior rater delegates?

2. How many administrators can one senior rater have?

3. What is the maximum number of delegates for each rating official?

4. How often is a senior rater required to update their permissions?

5. Who can view a senior rater’s profile within EES?

6. Describe the rater / senior rater enlisted advisor delegate function?