

It's your career ...
and ... it's your
Officer Record Brief

Officer Record Brief

- What is it?
 - One page historical road map of where you have been and what you have done
 - Board members closely scrutinize your ORB.
 - It is imperative your ORB is accurate, up-to-date and your correct duty title and MOS are listed
- How is it used?
 - Used by PERSCOM – personnel managers
 - Board Selection
 - Primary Management tool used in determining where to assign officers

Officer Record Brief

- How is it updated?
 - Personnel Service Center (PSC/PSB)
 - PERSCOM
 - SIPDERS3 (Standard Installation/Division Personnel System)
- How to correct your ORB
 - Three times a year, PERSCOM sends a new ORB to your PSC for maintenance
 - You are required to annually update your ORB sent out on your birth month
 - Annotate corrections, sign and date at the bottom right hand corner
 - Return the update/corrections to your PSC
 - DO NOT wait for the annual audit to update changes, submit them as they occur

A One Page Snapshot of You!

ORB Layout

Consists of ten sections plus the heading

Location

Description

Heading	ORB Type/Date/Career Field/Branch/Component/ADOR/SSN/Name
Section I	Assignment History
Section II	Security Data
Section III	Service Data
Section IV	Personal/Family Data
Section V	Foreign Language
Section VI	Military Education
Section VII	Civilian Education
Section VIII	Awards and Decorations
Section IX	Assignment Information
Section X	Remarks

Guideline for the ORB is DA Pam 600-8 or AR 680-29

Officer Record Brief – The Heading

Type of ORB

CODE

1100

1300

1330

1500

1510

2300

2900

DESCRIPTION

Replacement Brief

DA Selection Board – Promotion

DA Selection Board – Regular Army

DA On-line Query

Annual Audit

Projected Assignment

Individual Requested

Brief Date

Year and Month and date (20000709)

Career Field Designation/Date

Blank for AMEDD Officers

Branch

The basic branch entry – AN, MC, MS, DE, VC, CH, SP

Component

RA, USAR, NG

AD Grade – ADOR

Current Grade (CPT, MAJ, LTC) Active Date of Rate

SSN

Name

Check Overseas Service Data

1

SECTION I - ASSIGNMENT INFORMATION				OVERSEAS DUTY	
YR/MO RTN	ENTRY	MONTH	ICS	SHORT	LONG
199003	BK	06	N	1	
199606	KS	12	N		
199407	HI	47	C	DROS	DEROS
199103	SA	01	N	19960628	NA
DATE DEPARTURE				CONUS DEPARTURE DATE	
ARRIVE OS				199500	
CAREER FIELD INFORMATION - COMMISSIONED/MEDD/WARRANT					
BR CODE/MEDMOS 1/PMOS		FNC TNL AREA CD/MEDMOS 2/SMOS			
11		45			
BR AOC/MEDMOS 3/PMOS SQI		FNC TNL AREA AOC/SMOS SQI			
A		A			
SKILLS 3X 3Z 5S					
BASIC BRANCH/PMOS INFANTRY					
FUNCTIONAL AREA SMOS COMPTROLLER					
CAREER TRACK	SINGLE	BRANCH	DUAL	FUNCTIONAL AREA	
PRIMACY	X		X		
PREV BRANCH/PMOS 11					
PREV FUNCTIONAL AREA					
CONTROL CAREER MANAGEMENT FIELD 11Z00					
PROJECTED CAREER MANAGEMENT FIELD 45Z00					
GEOGRAPHIC ORIENTATION					

Check Security Data:
 -Ensure that your security data is correct and is up to date (check w/ your unit S2 or security manager)

2

SECTION II - SECURITY DATA	
INVEST NAC	
DTEIN	19861023 DTPSCG
CLNC	SEC

3

SECTION III - SERVICE DATA			
BASD	CURRENT PPN	EAD	CURRENT TOUR
19891111	D5		19891112
BASIC DATE OF APT	BASIC YR GP	SOURCE OF ORIG APT	
19901102	FY1990	ROTC-DMG	
MO/DAYS AFCS	MO/AFS	TYPE OF ORIG APT	
130/19	131	RA	
CURR SVC AGRM/EXPR DATE		DATE OF PROJ/MAND RET	
2 LT-W01	1 LT-CW2	CPT-CW3	MAJ-CW4
PDOR	19890618	19911112	19940501
	LTC-CW5	COL	BG
			MG
PDOR			
TDOR	LTG		GEN

Check your dates of rank

Section I - Assignment Information

Overseas Duty

YR/MON RTN

CTRY (AR 680-29)

AL	Albania
BE	Belgium
GE	Germany
HA	Haiti
HO	Honduras
KS	Korea
SA	Saudi Arabia

MONTH

(total number of months served)

TCS (Tour Completion Status)

C Normal Tour Completed

SHORT

LONG

NUMBER OF TOURS

DROS

Most recent return from
Overseas

DEROS

Date eligible for return from
Overseas

CONUS Departure Date

DATE Dependents Arrived OS

Section I - Assignment Information

BR Code/Med MOS1/PMOS

BRANCHES 60-62 MEDICAL CORPS

<u>MOS</u>	<u>Description</u>
60N	Anesthesiologist
60S	Ophthalmologist
61F	Internist
61H	Family Practice
61J	General Surgeon
61K	Thoracic Surgeon
61M	Orthopedic Surgeon
61N	Flight Surgeon
61 P	Physiatrist
61Q	Therapeutic Radiologists
61R	Diagnostic Radiologist
61Z	Neurosurgeon
62A	Emergency Room Physician
62B	Filed Surgeon

Section I - Assignment Information

BR Code/Med MOS1/PMOS

BRANCH 66 ARMY NURSE CORPS

<u>MOS</u>	<u>Description</u>
66C	Psychiatric/Mental Health Nurse
66E	Operating Room Nurse
66F	Nurse Anesthetist
66H	Medical-Surgical Nurse

ADDITIONAL SKILL IDENTIFIERS

<u>ASI</u>	<u>Description</u>
7T	Clinical Nurse Specialist
8A	Critical Care Nursing
8D	Midwifery
8E	Family Nurse Practitioner
8F	Community Health Nursing
8G	Obstetric and Gynecologic Nursing
8J	Infection Control Nursing
M5	Emergency Nursing

Section I - Assignment Information

BR Code/Med MOS1/PMOS

MFA 70 HEALTH SERVICES

<u>MOS</u>	<u>Description</u>
70A	Health Care Administration
70B	Health Services Administration
70C	Health Services Comptroller
70D	Health Services Systems Mgt
70E	Patient Administration
70F	Health Services Human Resources
70H	Health Services Plans, Operations, Intelligence, Security and Training
70K	Health Services Material

MFA 72 PREVENTIVE MEDICINE SCIENCES

<u>MOS</u>	<u>Description</u>
72A	Nuclear Medicine Science
72B	Entomology
72C	Audiology
72D	Environmental Science
72E	Sanitary Engineer

Section I - Assignment Information

BR Code/Med MOS1/PMOS

ADDITIONAL SKILL IDENTIFIERS

<u>ASI</u>	<u>Description</u>
2B	Air Assault
3A	Joint Duty Assignment Qualified
4H	Branch Automation Officer
5K	Instructor
5N	Inspector General
5P	Parachutist
5Q	Pathfinder
5W	Jumpmaster
6P	Master Fitness Trainer
9I	Health Facilities Planner

Proficiency Designators

9A
9B
9C
9D
9E

Section I - Assignment Information

BR Code/Med MOS1/PMOS

BRANCH 65 ARMY MEDICAL SPECIALIST CORPS

<u>MOS</u>	<u>Description</u>
65A	Occupational Therapy
65B	Physical Therapy
65C	Dietitian
65D	Physician Assistant

ADDITIONAL SKILL IDENTIFIERS

<u>ASI</u>	<u>Description</u>
7H	Upper Extremity Musculoskeletal Evaluation
M1	Orthopedic Physician Assistant
M2	Emergency Medicine Physician Assistant
M3	Aviation Medicine Physician Assistant

Section I - Assignment Information

BR Code/Med MOS1/PMOS

BRANCH 67 MEDICAL SERVICE CORPS

<u>MOS</u>	<u>Description</u>
67A	Health Services
67B	Laboratory Sciences
67C	Preventive Medicine Science
67D	Behavioral Science
67E	Pharmacy
67F	Optometry
67G	Podiatry
67J	Aeromedical Evacuation

BRANCH 64 VETERINARY CORPS

<u>MOS</u>	<u>Description</u>
64A	Field Veterinary Service
64B	Veterinary Preventive Medicine
64C	Veterinary Laboratory Animal Medicine
64D	Veterinary Pathology
64E	Veterinary Comparative Medicine
64F	Veterinary Clinical Medicine
64Z	Senior Veterinarian (Immaterial)

Section I - Assignment Information

BR Code/Med MOS1/PMOS

BRANCH 63 DENTAL CORPS

<u>MOS</u>	<u>Description</u>
63A	General Dentist
63B	Comprehensive Dentist
63D	Periodontist Dentist
63E	Endodontist Dentist
63F	Prosthodontist Dentist
63H	Public Health Dentist
63N	Oral and Maxillofacial Surgeon
63E	Executive Dentist (Immaterial)

Proficiency Designators

- 9A Determined by TSG
- 9B Certification by a recognized dental specialty board or the Federal Services Board of General Dentistry
- 9C Completion of an approved residency and/or academic program which meets the eligibility requirements of a specialty board approved by the ADA or the Federal Board of General Dentistry
- 9D Completion of formal training program approved by the ADA of at least 12 months duration to augment the AOC 63A
- 9E Designates dental officers in residency training programs

Section I - Assignment Information

BR Code/Med MOS1/PMOS

BRANCH 56 CHAPLAIN

<u>MOS</u>	<u>Description</u>
56A	Command and Unit Chaplain
56D	Clinical Pastoral Educator

ADDITIONAL SKILL IDENTIFIERS

<u>ASI</u>	<u>Description</u>
7E	Chaplain Education and Training
7F	Pastoral Coordinator
7K	Marriage and Family Ministries
7M	Chaplain Resource Manage
7R	Hospital Ministries
7S	Combat Medical Pastoral Care Specialist

Section II- Security Data

<u>Code</u>	<u>Description</u>
INVEST	Reflects type of investigation
DTEINV	Year and Month the investigation was completed
CLNC	The clearance that you possess (TS, SEC, Confidential)

Section III- Service Data - Procurement Program Number (PPN)

- Two digit coded printed on the appointment to active duty orders
- Identifies the source from which commissioned and appointed

Procurement Program Number (PPN)

<u>Code</u>	<u>Description</u>
D5	USAR Commissioned officer on Active Duty
KE	HPSP incurred obligation 4 yrs - AD 4 years
LC	HPSP incurred obligation - Army FYGME or AGDP - 1-3 years
LE	HPSP incurred obligation - Army FYGME or AGDP - 1-4 years
LG	HPSP incurred obligation - Army FYGME or AGDP - 1-5 years
SH	Appointed as USAR commissioned officer from ROTC-4 yr ROTC program AD requirement
SJ	ROTC-DMG appointed as USAR commissioned from 4 yr ROTC graduate - 3 yr AD requirement
TB	Voluntary AD (Initial tour non-military person) - All AMEDD
TR	Physical Therapy Masters Degree Course -- AMSC
UF	2 year ROTC scholarship program - 4 yr requirement
U9	3 year ROTC scholarship program - 4 yr requirement
X2	Voluntarily OAD from Retired Reserves - AD obligation < 4 yrs

Section IV- Personal Family Data

Religion Codes are found in para 1-68 of AR 680-29
e.g. **SOWD-BAPT-FELWSHIP** means
Southwide Baptist Fellowship

Section V - Foreign Language Language Proficiency Codes

<u>Code</u>	<u>Description</u>
None	No Experience
Elementary	Minimum Experience
Limited	Routine Level
Minimum Prof	Advance Level
Full Prof	Full Professional
Native	Native Bilingual

Section VI – Military Education

<u>Code</u>	<u>Description</u>
1	Senior Service College Grad
2	Senior Service College Resident
3	Army War College Selectee (correspondence studies)
4	Command Staff College Grad
5	Command Staff College Selectee
6	Branch Advanced Course Grad
7	Branch Basic Course Grad
8	Specialty Course
L	CAS ³ Phase I Enrollee
M	CAS ³ Phase I completion
N	CAS ³ Grad

Section IIV- Civilian Education

<u>Code</u>	<u>Description</u>
A	Fully Funded
B	Degree Completion
D	Cooperative Degree
F	ROTC Delay Entry
G	Prior to Accession

Awards and Decorations:
 Verify. Badge orders and award certificates need to be on your performance microfiche.

7

SECT. VII - CIVILIAN EDUCATION	
LEVEL COMPLETED	BACCALAUREATE
INSTITUTION	CA, CA STATE U, SAN BERNARDI
DISCIPLINE	PSYCHOLOGY
INSTITUTION	BA G
DISCIPLINE	PSY
INSTITUTION	YR
DISCIPLINE	YR

Ensure your Civilian Education data is correct.

8

SECT. VIII - AWARDS AND DECORATIONS	
MSM -02	SWABS-01
ARCOM-03	ASR -01
AAM -04	OSR -02
NUSM -01	NATOMDL
AFEM -01	SAKULIBM
SWASM -01	KUKULIBM
	AIR ASLT
	CIB
	EIB
	PRCHTBA
	RGRT

8

Ensure the current duty title reflects your current job (NO JARGON/LIMIT ABBREVIATIONS)

Verify the date of last OER, needs to match what's in your microfiche.

9

DATE OF AVAILABILITY		DATE OF LAST PCS		SECTION IX - ASSIGNMENT HISTORY				DATE OF LAST OER	ORG ZIP CODE
ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	I.C.C.	COMPL	DUTY TITLE	DMOS
PROG									
CURRENT	15550715		W3V6	US TOTAL ARMY PERSC	ALEXANDRI	7VA	MP	ASSIGNMENT OFFICER	11A100380
15TH PREV	15550324	03	0005	IN BN 02 HHC	FT HOOD	5TX	FC	COMPANY COMMANDER	11A003X00
2ND PREV	15550322	05	0005	IN BN 02 HHC	BEGNIA	DK	FC	COMPANY COMMANDER	11A003X00
3RD PREV	15550324	05	0005	IN BN 02 HHC	FT HOOD	5TX	FC	COMPANY COMMANDER	11A003X00
4TH PREV	15520509	11	0005	IN BN 02 C/O A	FT HOOD	5TX	FC	COMPANY COMMANDER	11A003000
5TH PREV	15561102	09	0001	AR HHC 01 BDE	FT HOOD	5TX	FC	BRIGADE S1	41A000000
6TH PREV	15550726	03	0001	AR HHC 01 BDE	FT HOOD	5TX	FC	ASSISTANT S3	11A000000
7TH PREV	15550705	12	0002	IN HHC INF DIV	CP RED CL	KS	P6	ASST DIVISION PLANS OFF	11A000000
8TH PREV	15550731	12	0027	IN BN 04 HHC	SCHOFELD	HI	F1	BATTALION S1	11A000000
9TH PREV	15520511	14	0027	IN BN 04 A CO	SCHOFELD B	HI	F1	CO EXECUTIVE OFFICER	11A000000
10TH PREV	15520102	04	0027	IN BN 04 HHC	SCHOFELD B	HI	F1	MORTAR PLATOON LEADER	11A000000
11TH PREV	15510015	10	0027	IN BN 04 A CO	SCHOFELD B	HI	F1	RIFLE PLATOON LEADER	11B000000
12TH PREV	15510131	01	0003	3RD ARMY HHC	SALDI	SA	FC	RIFLE PLATOON LEADER	11B000000
13TH PREV	15500828	05	0027	IN BN 04 A CO	SCHOFELD B	HI	F1	RIFLE PLATOON LEADER	11B000000
14TH PREV									
15TH PREV									
16TH PREV									
17TH PREV									
18TH PREV									
19TH PREV									

Verify your assignment history: No blank entries or entries with “incoming personnel” or “student” or “excess/surplus”. Only your PSB can change the current duty line/title.

SECT. X - REMARKS
<p>ASSIGNMENT CONSIDERATIONS: MARRIED TO SVC MEMBER</p> <p>DATE LAST PHOTO 199912</p> <p>CONUS AREA PREFERENCES FT CAMPBELL FT LEWIS FT STEWART</p> <p>OVERSEAS AREA PREFERENCES HAWAII GERMANY ALASKA</p> <p>RGMT AFL: 27TH INFANTRY DUTY PREFERENCES COMMAND STAFF, TROOP-DIV/INST JOINT+COMBINED STAFF YRMO.LAST.PREF.STATEMENT.199912</p>

If you have any prior enlisted/warrant service, ensure that the number of months are accurate.

REMARKS:

Ensure the following is correct:

1. Assignment Considerations (i.e. EFMP Married to SVC Member, etc.).
2. Date of last photo needs to match the date on the DA photo you submitted to PERSCOM.
3. Regimental Affiliation needs to match the Regimental Crest you wear above your right breast pocket in your DA photo.

Promotion Boards

DA Photo

Board ORB

Microfiche

DA Photo

- **You never get a second chance of making a first impression**
- The DA Photo is the first document board members review
- Rule of Thumb
 - Make the best fresh impression
 - No more than six month old
 - Bring someone with you
 - Never wear your uniform there
 - Check the Regulations!
 - AR 670-1: Wear and Appearance of Army Uniforms and Insignia
 - AR 640-30: Photographs for Military Personnel Files

BRANCH INSIGNIA WILL BE WORN ON BOTH LAPELS, 1 1/4 INCHES BELOW THE U.S. INSIGNIA. THE BRANCH INSIGNIA WILL BE POSITIONED SO THAT THE CENTER LINE OF THE BRANCH INSIGNIA BISECTS THE CENTER LINE OF THE U.S. INSIGNIA AND IS PARALLEL TO THE INSIDE EDGE OF THE LAPEL.

OFFICER INSIGNIA OF GRADE WILL BE WORN CENTERED ON THE SHOULDER LOOPS, 5/8 INCH FROM THE OUTSIDE SHOULDER SEAM.

CENTER REGIMENTAL CREST 1/8 INCH ABOVE THE TOP OF THE POCKET FLAP. WEAR THE REGIMENTAL CREST 1/4 INCH ABOVE UNIT AWARDS AND FOREIGN BADGES IF WORN.
DOES YOUR ORB CORRECTLY REFLECT YOUR REGIMENTAL AFFILIATION?

CENTER UNIT AWARDS (YOU EARNED) 1/8 INCH ABOVE THE TOP OF THE POCKET FLAP.

CENTER THE NAME PLATE ON THE FLAP OF THE RIGHT POCKET BETWEEN THE TOP OF THE BUTT ON AND THE TOP OF THE POCKET.

**WHEN IN DOUBT -
CONSULT AR 670-1!!!!!!**

THE SLEEVE WILL BE 1 INCH BELOW THE BOTTOM OF THE WRIST BONE.

CHECK TO ENSURE THAT YOUR NAME AND SOCIAL SECURITY NUMBER ARE CORRECT.

YOUR NAME
YOUR SSN#
99-12-02
CPT IN

A0122

**Your
Smile
Goes
Here!**

THE U.S. INSIGNIA WILL BE WORN 5/8 INCHES ABOVE THE NOTCH ON BOTH COLLARS WITH THE CENTER LINE OF THE INSIGNIA BISECTING THE NOTCH AND PARALLEL TO THE INSIDE EDGE OF THE LAPEL.

CENTER UNIT CRESTS ON THE SHOULDER LOOPS AN EQUAL DISTANCE FROM THE INSIDE EDGE OF THE INSIGNIA OF GRADE AND THE OUTSIDE EDGE OF THE BUTT ON, WITH THE BASE OF THE INSIGNIA POINTED TOWARD THE OUTSIDE SHOULDER SEAM.

CENTER SHOULDER SLEEVE INSIGNIA ON THE LEFT SLEEVE 1/2 INCH BELOW THE TOP OF THE SHOULDER SEAM.

RIBBONS WORN IN ORDER OF PRECEDENCE FROM THE WEARER'S RIGHT TO LEFT IN ONE OR MORE ROWS EITHER WITH NO SPACE BETWEEN ROWS OR 1/8 INCH SPACE BETWEEN ROWS. NO MORE THAN FOUR RIBBONS WILL BE WORN IN ANY ONE ROW. CENTER RIBBONS 1/8 INCH ABOVE THE POCKET FLAP. THIRD AND SUBSEQUENT ROWS MAY BE ALIGNED TO THE LEFT TO PRESENT A BETTER APPEARANCE.

CENTER SKILL BADGES ON THE POCKET FLAP 1/8 INCH BELOW THE SEAM WITH AT LEAST 1 INCH BETWEEN BADGES.

**NO INFANTRY BLUE CORD, GREEN LEADERSHIP TABS OR METALLIC TABS!
ALSO, NO UNIT AWARDS UNLESS YOU WERE IN THE UNIT WHEN THEY WERE AWARDED.**

PROMOTION ORBs

- Promotion ORBs are different from regular ORBs
 - some personal information is deleted in the upper, right corner.
- Verify your:
 - Date of rank
 - Active federal service
 - Assignment history
 - Awards
 - Security clearance data
 - Military education levels
 - Civilian education levels
- Ensure the dates are accurate:
 - PULHES (medical exam w/ date within five years of board)
 - Last photo date
 - Last OER date
- When you update or make corrections, write neatly and sign the promotion ORB once you completely review the data.

JOB TITLE

JOB Description

AFPT/HT/WT

Rater first and last sentence

Senior Rater's first and last sentence

HQDA Electronically Generated Label

- Reflects senior rater profile
- Label overlays SR potential evaluation
- Comparison of box check to profile
- Label indicates one of the following
 - ABOVE CENTER OF MASS (ACOM)
 - CENTER OF MASS (COM)
 - BELOW CENTER OF MASS-RETAIN (BCOM)
 - BELOW CENTER OF MASS-DO NOT RETAIN

Senior Senior Rater Profile

DA Form 67-9

b. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)

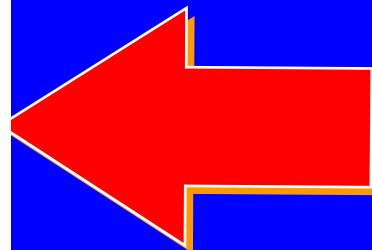
ABOVE CENTER OF MASS

(Less than 50% in top box; Center of Mass if 50% or more in top box)

CENTER OF MASS

BELOW CENTER OF MASS RETAIN

BELOW CENTER OF MASS DO NOT RETAIN



HQDA Label

HQDA COMPARISON OF THE SENIOR RATER'S PROFILE AND BOX CHECK AT THE TIME THIS REPORT PROCESSED

RO: COL BUCK, GEORGE 999999999

SR: LTC SMITH 666666666

DATE: 98 07 18

TOTAL RATINGS: 20

RATINGS THIS OFFICER : 2

Managed Profile Rule #1

DA Form 67-9

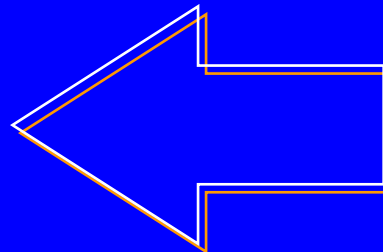
b. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)

ABOVE CENTER OF MASS
(Less than 50% in top box; Center of Mass if 50% or more in top box)

CENTER OF MASS

**BELOW CENTER OF MASS
RETAIN**

**BELOW CENTER OF MASS
DO NOT RETAIN**



HQDA Label

HQDA COMPARISON OF THE SENIOR RATER'S PROFILE AND BOX CHECK AT THE TIME THIS REPORT PROCESSED

CENTER OF MASS

RO: COL BUCK, GEORGE 999999999

SR: LTC SMITH 666666666

DATE: 98 07 18

TOTAL RATINGS: 20

RATINGS THIS OFFICER : 2

Regardless of Profile

Managed Profile Rule #2

DA Form 67-9

b. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)

ABOVE CENTER OF MASS

(Less than 50% in top box; Center of Mass if 50% or more in top box)

CENTER OF MASS

X BELOW CENTER OF MASS
RETAIN

BELOW CENTER OF MASS
DO NOT RETAIN

HQDA Label

HQDA COMPARISON OF THE SENIOR RATER'S PROFILE AND BOX CHECK AT THE TIME THIS REPORT PROCESSED

--

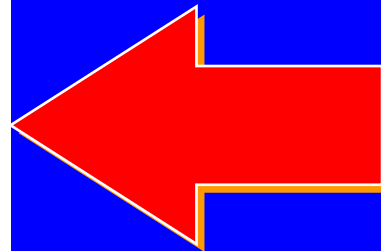
RO: COL BUCK, GEORGE 999999999

SR: LTC SMITH 666666666

DATE: 98 07 18

TOTAL RATINGS: 20

RATINGS THIS OFFICER : 2



Regardless of Profile

Managed Profile Rules # 3 & 4

b. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)

X

ABOVE CENTER OF MASS

(Less than 50% in top box; Center of Mass if 50% or more in top box)

CENTER OF MASS

BELOW CENTER OF MASS
RETAIN

BELOW CENTER OF MASS
DO NOT RETAIN

[3]
[17]
[0]
[0]

<50%

Rule # 3

Rule # 4

[10]
[10]
[0]
[0]

=>50%

Referred Reports

- Derogatory OERs must be referred to the rated officer
- Para 3-32 outlines the types of ratings requiring referral
- Senior rater refers OER by memorandum
- Senior rater will review rated officer's comments
- If rated officer fails to respond:
 - Senior rater will explain the referral actions taken; and
 - Forward endorsement with referral memo and the OER to HQDA for processing

The Redress Program

- **Commander's Inquiry:** Rated officer may request
 - First commander above the rating chain
 - Completed before OER is sent to HQDA
- **Appeals:** Rated officer/interested party may appeal any report
 - Must submit within three years
 - HQDA will consider administrative appeals regardless of the period of time

References

- PERSCOM Online: www-perscom.army.mil
- Evaluation Reports Journal
- AR 623-105, The Officer Evaluation Reporting System
- DA Pam 623-105, The OER Guide
- Publications www.usapa.army.mil
- Regulatory and policy questions: DSN: 221-9660
- Senior rater profile questions: DSN 221-9660
- OER processing questions: DSN: 221-4200
- Officer Records (OMPF): DSN: 221-8790
- Commercial prefix - 703-325-xxxx