



DEPARTMENT OF THE ARMY
HEADQUARTERS, 43D SIGNAL BATTALION
UNIT 29227
APO AE 09014

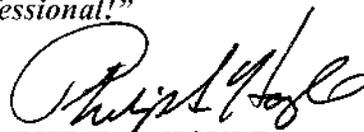
NETC-SER-BC

01 FEB 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #14 – OER/NCOER/DAC Rating Schemes

1. The purpose of this memorandum is to provide all assigned members OER/NCOER/DAC Rating Schemes and establish a policy to publish the rating schemes. The chain of command will ensure that rated individuals know who their rating officials are, as stated in the published rating scheme. It is imperative that rated individuals know when their next report is due. The OER/NCOER Rating Schemes of this command will be updated and submitted to the S-1 section by the 15th of each month. The DAC Rating Scheme will be updated and submitted to the HRO manager monthly.
2. The published rating scheme will be annotated with any necessary changes such as: additions, deletions, and change of individual duty position, change of rater, senior rater or reviewer. A Xeroxed copy should be made with changes in red. Ensure the month and year of the last OER/NCOER/DAC Report is correct. All changes will be forwarded to S-1/HRO manager.
3. The S-1/HRO section will provide each site with a copy of the rating scheme monthly. It is the soldier's/DA Civilian's responsibility to know when the next report is due. The S-1/HRO section will notify the rater when evaluation report shell and suspense worksheets are ready for pick-up.
4. Implementation of this policy memorandum will ensure that evaluation reports are initiated, finalized and forwarded within the appropriate time constraints.
5. Sufficient attention is required and is to be given to these reports. If these reports should be late, both the rater and senior rater will report to the Battalion Commander to explain why. A letter of lateness will be written when the report is forwarded past the due date.
6. The Battalion S-1 is the proponent of this policy memorandum at DSN 370-6173.
7. *"Teamwork, Strength, Speed. Always Professional!"*


PHILIP A. HOYLE
LTC, SC
Commanding

DISTRIBUTION: A