



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
EIGHTH ARMY WIGHTMAN NCO ACADEMY
CAMP JACKSON, KOREA
UNIT #15351
APO AP 96258-5351

EAHC-NCOA

31 May 2013

MEMORANDUM FOR ALL WIGHTMAN NCO ACADEMY ASSIGNED SOLDIERS

SUBJECT: Commandant's Policy #12, NCOER Responsibilities

1. Policy: IAW 623-205, paragraph 3-10, the reviewer ensures that the proper rater and senior rater complete the report. The reviewer as indicated on the unit rating scheme is responsible for an accurate and timely report. Late reports can have a negative impact on Soldiers being considered for promotion.
2. Procedures:
 - a. The S1 publishes an accurate NCOER Status Sheet weekly. This is reviewed during the weekly staff call by all attendees to ensure accuracy. Corrections are made at that time.
 - b. The reviewer ensures that the report is initiated; it is not the responsibility of the S1 to initiate the report.
 - c. The S1 establishes a suspense date for the Rater, Senior Rater, and Reviewer. Normally, two days are enough for each to accomplish his/her responsibilities. The S1 provides typing support after a final draft is approved by the reviewer. All NCOERs are due to S1 30 days prior to through date of report.
 - d. The S1 ensures that the report is final and ready to be forwarded to the HRC NLT the last working day of the through date of the report. In the event the NCOER is needed for a PCS, the reviewer ensures that the report is available for the Soldier NLT seven working days prior to PCS date. The S1 publishes an accurate rating scheme monthly. This is reviewed during the last staff call of the month to ensure accuracy. Rated NCO must verify with S-1 on the status of their NCOER seven days prior to PCSing. If NCOER is not complete NCO will check inform the Deputy Commandant. NCOs are not allowed to clear the unit on a PCS move without a current NCOER.

DAVID L. MORGAN
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Commandant