



DEPARTMENT OF THE ARMY
Seventh U.S. Army Joint Multinational Training Command
Unit 28130
APO AE 09114

REPLY TO
ATTENTION OF:

AETT-AG

20 June 2007

MEMORANDUM FOR All units assigned to 7th US Army Joint Multinational Training Command (JMTC)

SUBJECT: Standard Operating Procedures for Submission of OERs to 7th US Army JMTC Command Group

1. References

- a. AR 623-3 Effective 15 May 2006
- b. DA PAM 623-3 Effective 15 May 2006
- c. USAPA: to search for publications
- d. 7th US Army JMTC Evaluations Guidance (<http://www.hqjmtc.army.mil>)

2. Purpose: To establish procedures to process officer evaluations using the following:

- a. DA Form 67-9, Officer Evaluation Report Form, dated March 2006
- b. DA Form 67-9-1, Officer Evaluation Support Form, dated March 2006
- c. DA Form 67-9-1a, Developmental Support Form, dated March 2006
- d. My Forms Content from AKO (<https://www.us.army.mil>)

3. Responsibilities

a. Subordinate units will follow the routing procedures established in enclosure 1 of this SOP for OERs that are submitted to the JMTC Commanding General (CG) or Chief of Staff (CofS). Units are recommended to follow a similar routing process when establishing their local SOP.

b. JMTC G1 will enforce current policies and procedures IAW AR 623-3 and DA PAM 623-3.

4. Timeliness: All OERs are due to the Senior Rater (SR) Designee NLT the thru date of the OER. If the rater or rated officer is leaving due to PCS, the OER must be sent to the SR designee NLT 60 days prior to the thru date.

5. Requirements: Computer, Internet Access and an AKO account to log in My Forms Content from AKO <https://www.us.army.mil/>

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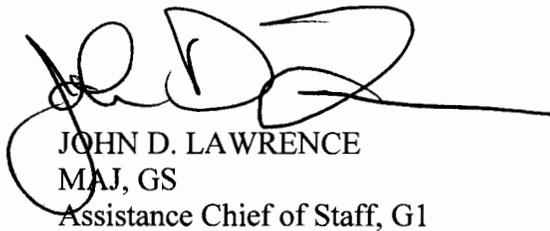
6. **Submission to HQDA:** In order to maintain proper accountability and timeliness of all OERs the Senior Rater or designee will be the **only authorized** individuals to submit reports to HQDA. The electronic submission of OERs through AKO My forms is found in the user's inbox at the end of the action buttons named "SP. TASKS". Click the down arrow and select the option "SEND TO HQDA".

7. **Procedures:** All OERs will be routed and processed using the AKO (FCMP) Forms Content Management Program and will be digitally signed.

8. Processing Steps (OERs will be routed as originals, not info or email copies)

- a. Rater initiates OER by logging in to My Forms Contents Page thru AKO.
- b. Rater prepares initial OER draft by creating a folder for the rated officer that will include OER (DA Form 67-9), OER Support Form (DA Form 67-9-1) and Developmental Support Form (DA Form 67-9-1a / if applicable). The rated officer's ORB, APFT scorecard and proposed senior rater comments (in MS Word format) will be attached to the OER support form. Rater routes the folder with attachments to SR designee.
- c. SR designee reviews OER and routes as original to SR for review and comments.
- d. SR provides comments on OER draft and routes back to SR designee.
- e. SR designee routes OER to JMTC G1 for final review.
- f. JMTC G1 reviews OER and routes to SR designee with comments.
- g. SR designee schedules SR counseling appointment with SR and rated officer. Routes OER to rater for digital signature.
- h. Rater digitally signs OER and routes OER back to SR designee.
- i. SR designee prints hard copy of OER for SR counseling session and routes to SR for digital signature.
- j. SR conducts counseling session with rated officer and digitally signs OER. Routes OER to rated officer for signature.
- k. Rated officer digitally signs OER and routes to SR designee.
- l. SR designee sends OER to HRC and sends an info copy to SR, rated officer and JMTC G1.

9. The POC for this SOP is the undersigned at DSN 475-6947 or email john.lawrence@us.army.mil.



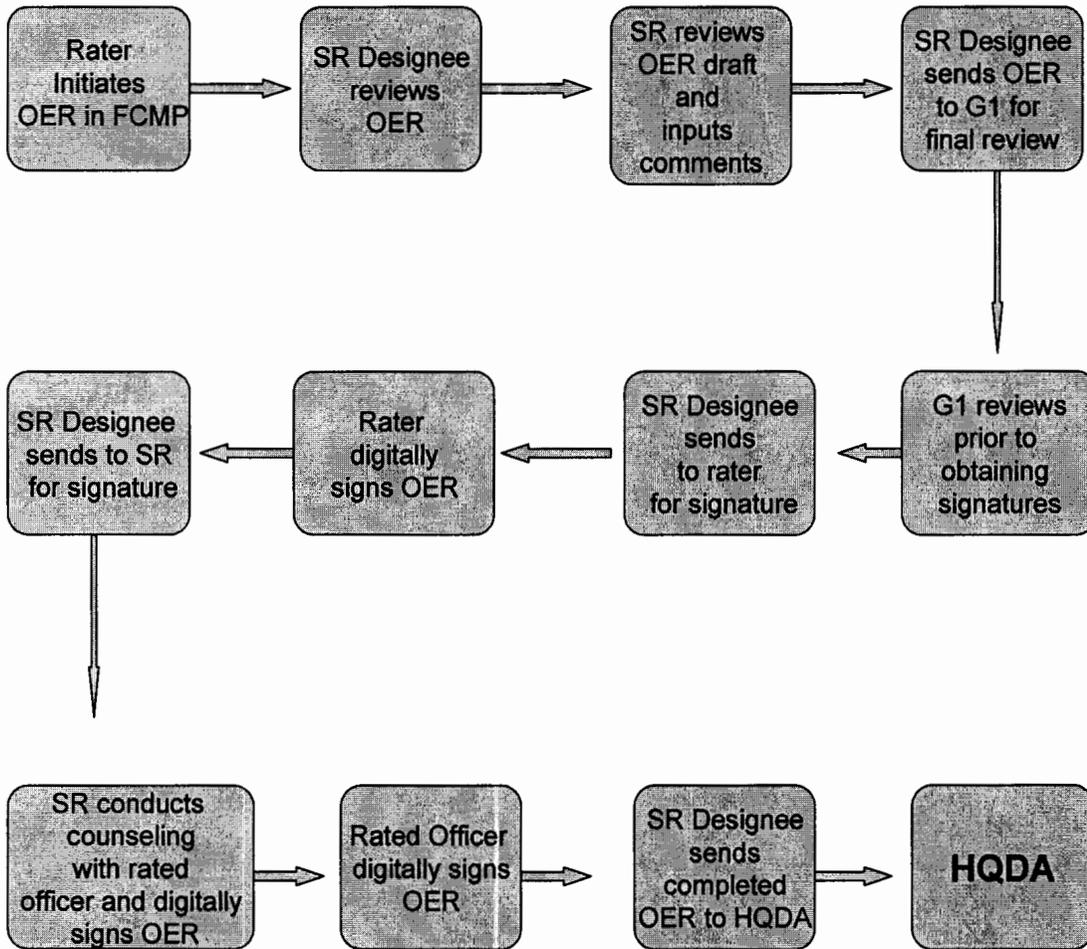
JOHN D. LAWRENCE
MAJ, GS
Assistance Chief of Staff, G1

2 Encls

1. OER Routing Flow Chart
2. CG and CofS SR Designees List



7TH US ARMY JMTTC OER Routing Flow Chart



*** OERs will be routed as originals only

Enclosure 1. OER Routing Flow Chart

SENIOR RATER DESIGNEES **(As of 20 June 2007)**

Commanding General Senior Rater Designees

Primary: Mrs. Marsh, Patricia
AKO ID: patricia.marsh1

Alternate: CPT McCloud, Christopher
AKO ID: Christopher.mccloud

Chief of Staff Senior Rater Designees

Primary: Ms. Dobmann, Hannelore
AKO ID: hannelore.dobmann1

Alternate: Mrs. Mulligan, Ann
AKO ID: ann.l.mulligan