



7TH US ARMY JMTTC



OER STEP BY STEP GUIDANCE

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Army Knowledge Online

Soldiers from the Connecticut National Guard and Afghan troops patrol the road to Kalagush, Jan. 9. (Photo by Sgt. Isaac A. Graham)

AKO Mission

To Transform the Institutional Army into an information-age, networked organization that leverages its intellectual capital to better organize, train, equip, and maintain a strategic land combat force.

This page provides executive-level information about Army Knowledge Online. AKO is the Army's worldwide Intranet.

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Welcome, Felix Avilesramos (CAC Session)
My Account | Create a Site | Help | Logout

Home My Workspace Site Map My Favorites Quick Links Self Service

Tuesday, 30 January 2007

AKO News Army Wide Announcements Early Bird News Safety News

AKO Deploying New Splash Page

Alert: AKO will be deploying a new splash page on 30 January 2007. Please do not be concerned that the new page will have a different look and feel. We appreciate your patience while making these system improvements and apologize for any inconvenience during the transition.

[Read all about the New Splash Page!](#)

[Inside AKO - One Stop for Everything AKO](#)
[Visit the Slide Deals for Service Members Page!](#)
[View the New Career Opportunities Page!](#)
[CAC Questions? See the CAC Resource Center](#)
[My Account - Go here to Register your CAC](#)

New: Video Messaging!
Video Messaging Service Is Now Available To All AKO Users.
[Click here](#) or on the image below to get started.

Welcome to all new DKO users! You have arrived at the AKO portal on DKO. DOD users can now use DKO to build collaborative work spaces, create web sites, and use all services provided by DKO. In the future, you will be able to go to your own service's home page but until each service builds their own, you will land at AKO. Click the image above to go to the DKO Home page. [Click here](#) to read more about DKO.

ARMY NEWS

- Field Artillery Innovation
- Top Iraq General Visits Fort Riley, Sees Transition Team Training
- Cody Awards First Medal at New Rehab Center
- More Headlines

AKO TIPS & TRAINING >>>

Tip of the Week
Does your organization need to communicate a message to the entire Army? Is your organization sponsoring a seminar that you would like to advertise in a high-visibility location? There are a few pages that can be used for this purpose.

[Inside AKO](#)

Click the MY FORMS icon

Files Forums Groups IM/Chat My Forms Write Pages

Search for ... All of AKO SEARCH

NEW NOTIFICATIONS
[View all notifications \(0 new\)](#)

NEW IN MY FILES
[View all new files](#)

MY PROFESSIONAL DATA
My Medical Readiness Status is **GREEN** [\(more\)](#)
View the status of your family members: [My DEERS](#)

ARMY LINKS
[Assignment Satisfaction Key](#)
[DA Photo](#)
[Enlisted Promotions](#)
[My ERB: Enlisted Record Brief](#)
[MyPay](#)

Done Internet

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Forms Content Management

FCMP

Welcome | [Inbox](#) | [Drafts](#) | [Favorites](#) | [Recycle Bin](#) | [Help](#) | [ATS Reports](#) | [Settings](#)

Form Finder

Form Number: Form Title: [Search](#) [Search By Range](#) [Non-PureEdge Forms](#)

News

- view forms within Internet Explorer
- Fill, edit, print, sign, and save forms
- Route forms to other AKO users
- Track the status of a routed form
- View a real-time, read-only copy of a routed form

System Requirements
Users must have the following applications installed on their desktop to use "My Forms" Portal v1.0.

- PureEdge Viewer 6.5
- ApproveIt Desktop 5.7.2 or above

Note:
To open the PureEdge forms available on "My Forms" Portal v1.0, users must have PureEdge Viewer 6.5 installed on their desktop. To electronically sign a form (in the signature field), ApproveIt 5.7.2 must be installed on their desktop. ApproveIt 5.7.2 must be in charge from local DOIM offices or via download from the ApproveIt website. Users must have administrator rights to their desktop to install the software. If you need assistance, contact your local IT helpdesk.

Quick Links

- Check out the latest [APD News!](#)
- Download PureEdge [LINK](#)
- Download ApproveIt [LINK](#)
- Download User Guide [LINK](#)
- PureEdge/WorkPlace User Center [LINK](#)

Users need to coordinate with their servicing DOIM for the installation of PureEdge Viewer for Windows, Version 6.5.0 or higher and Silanis Approvett

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Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

News

Welcome to My Forms on Army Knowledge Online.

Utilize the Form finder to find the selected Forms (If you are unsure of the form number for supplemental forms just type in the Primary form number and all the Supplemental will show for selection)

System Requirements
Users must have the following applications installed on their desktop to use "My Forms" Portal v1.0.

- PureEdge Viewer 6.5
- ApproveIt Desktop 5.7.2 or above

Note:
To open the PureEdge forms available on "My Forms" Portal v1.0, users must have the Army version of PureEdge Viewer 6.5 installed on their desktop. To electronically sign signature enabled PureEdge forms (identifiable by the "Click to Approve" icon

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1. Type the first numbers of the form that you are searching for

2. Click the search button

3. Select the form that you are searching for

Form Title	Form Number	Signature Enabled	Published Date
OFFICER EVALUATION REPORT	DA 67-9	Yes	Mar 01, 2006 00:00:00 GMT
OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	YES	Mar 01, 2006 00:00:00 GMT
DEVELOPMENTAL SUPPORT FORM	DA 67-9-1A	Yes	Mar 01, 2006 00:00:00 GMT

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DEVELOPMENTAL SUPPORT FORM

(DA Form 67-9-1a)

(Only applies to CPTs, LTs, CW2s and WO1s)

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https://myforms.us.army.mil/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=DA%2067-9-1A&field - Microsoft Internet Explorer

U.S. ARMY Forms Content Management

SAVE SAVE AS PRINT NEXT >>

DEVELOPMENTAL SUPPORT FORM		SEE PRIVACY ACT STATEMENT IN AR 623-3	
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.			
NAME OF RATED OFFICER (Last, First, MI)	SSN	GRADE	ORGANIZATION
PART I - INSTRUCTIONS. Use of this form is mandatory for CPDs. Initial face-to-face (Part II and III) <ul style="list-style-type: none"> - Discuss duty description/major performance objectives from DA Form 67-9-1. - Discuss Army leader values, attributes and skills as related to future duty performance and professional development (Part II: Leader Character) - Complete Developmental Action Plan (Part III)- Record at least one developmental task for each leadership action that targets major performance objectives listed on DA Form 67-9-1. - Upon completion of the initial face-to-face counseling, date and initial Part IV (verification). Obtain senior rater's initials. Rated officer and rater retain file copy for use during later follow-up counselings. 		Warrant Officer 1 Chief Warrant Officer 2 Second Lieutenant First Lieutenant First Lieutenant (Promotable) Captain Other	all other ranks. gs (Part V-Reverse) nd progress made. Adjust as al tasks; update/modify tasks as ss. te block of Part V. ep a file copy for use during later doctrine is FM 22-100.
PART II CHARACTER. Disposition of the leader: combination of values, attributes, and skills affecting leader actions. (See FM 22-100)			
ARMY VALUES			
1. HONOR: Adherence to the Army's publicly declared code of values		5. RESPECT: Promotes dignity, consideration, fairness, & EO	
2. INTEGRITY: Possesses high personal moral standards; honest in word and deed		6. SELFLESS-SERVICE: Places Army priorities before self	
3. COURAGE: Manifests physical and moral bravery		7. DUTY: Fulfills professional, legal, and moral obligations	
4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier			
ATTRIBUTES Fundamental qualities and characteristics	MENTAL Possesses desire, will, initiative, and discipline	PHYSICAL Maintains appropriate level of physical fitness and military bearing	EMOTIONAL Displays self-control; calm under pressure
SKILLS (Competence) Skill development is part of self-development; responsible to action	CONCEPTUAL Demonstrates sound judgment, critical / creative thinking, moral reasoning	INTERPERSONAL Shows skill with people: coaching, teaching, counseling, motivation and encouragement	TECHNICAL Possesses the necessary expertise to accomplish all tasks and functions

Use the down arrows for Rank

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PART III - DEVELOPMENTAL ACTION PLAN. Development tasks that target major performance objectives on the DA Form 67-9-1. (See FM 22-100)

INFLUENCING: Communicating, Decision Making, Motivating

COMMUNICATING. Articulates written and oral ideas/concepts clearly and concisely. Message received equals message sent. Displays effective listening skills.

DECISION MAKING. Reaches sound, logical decisions based on analysis/synthesis of information, and uses sound judgment to allocate resources and select appropriate course(s) of action.

MOTIVATING. Inspires, motivates, and guides others towards mission accomplishment. Sets the example by being in excellent physical / mental condition and consistently displaying proper military bearing.

OPERATING: Planning, Executing, Assessing

PLANNING. Uses critical and creative thinking to develop executable plans that are suitable, acceptable, and feasible.

EXECUTING. Shows tactical and technical proficiency; meets mission standards; takes care of people/resources. Maximizes the use of available systems and technology. Performs well under physical and mental stress.

DA FORM 67-9-1a, MAR 2006 PREVIOUS EDITIONS ARE OBSOLETE. Page 1 of 2 APP PE V3.01ES Unknown Zone

See DA PAM 623-3, Para 2-2

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SAVE SAVE AS PRINT << PREVIOUS

ASSESSING. Uses after-action and evaluation tools to facilitate consistent improvement.

IMPROVING: Developing, Building, Learning

DEVELOPING. Teaches, trains, coaches and counsels subordinates increasing their knowledge, skills and confidence.

BUILDING. Develops effective, disciplined, cohesive, team built on bonds of mutual trust, respect, and confidence. Fosters ethical climate.

LEARNING. Actively seeks self-improvement (*individual study, professional reading, etc.*), and fosters a learning environment in the unit (*IPRs, AARs, NCOPD, etc.*)

PART IV - VERIFICATION: Rater initials / Rater initials / Rater initials Date Senior rater initials / Senior rater initials

Unknown Zone

See DA PAM 623-3, Para 2-2

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SAVE SAVE AS PRINT << PREVIOUS

PART V - DEVELOPMENTAL ASSESSMENT RECORD. Summary of key points made during follow-up counselings. Highlight progress and strengths observed as well as developmental needs across values, attributes, skills and actions.

1st Assessment	Key Points

Rated officer initials Rater initials Date

2nd Assessment	Key Points

Rated officer initials Rater initials Date

3rd Assessment	Key Points

Rated officer initials Rater initials Date

DA FORM 67-9-1a, MAR 2006

Page 2 of 2
APD PE v3.01ES

Unknown Zone

See DA PAM 623-3, Para 2-2

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After the form is complete you can select two options of saving the form. Click the "SAVE" button to save into the system, or click the "SAVE AS" to save the form into your computer for further use

Save Message - Microsoft Internet Explorer
Address: https://myforms.us.army.mil/wps/PA_1_0_CH/SessionCheckServlet?UserID=felix.avilesramos&action=save

Your form was submitted into the repository successfully at: Jan 30, 2007 10:20:36 GMT

PART III - DEVELOPMENTAL ACTION PLAN. Development tasks that target major performance objectives on the DA Form 67-9-1. (See FM 22-100)

INFLUENCING: Communicating, Decision Making, Motivating

COMMUNICATING. Articulates written and oral ideas/concepts clearly and concisely. Message received equals message sent. Displays effective listening skills.

DECISION MAKING. Reaches sound, logical decisions based on analysis/synthesis of information, and uses sound judgment to allocate resources

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Click the "SAVE AS" to save the form into your computer for further use.

Name the form and click the "SAVE" button. Your forms will show as .xfd files

DEVELOPMENTAL SUPPORT FORM
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

NAME OF RATED OFFICER (Last, First, Middle Initial)
RANGER, JOE A.

PART I - INITIAL FACE

- Discuss duty description/m...
- Discuss Army leader values performance and profession...
- Complete Developmental A...
- Upon completion of the initi...

PART II CHARACTERISTICS

1. **HONOR:** Adherence to the Ar...
2. **INTEGRITY:** Possesses high pe...
3. **COURAGE:** Manifests physical...
4. **LOYALTY:** Bears true faith and...

ATTRIBUTES
Fundamental qualities and characteristics

SKILLS (Competence)
Skill development is part of self-development; prerequisite to actio...

TACTICAL Demonstrates proficiency in required professional knowledge, judgment, and warfighting

PART III - DEVELOPMENTAL ACTION PLAN. Development tasks that target major performance objectives on the DA Form 67-9-1. (See FM 22-100)

COMMUNICATING. Articulates written and oral ideas/concepts clearly and concisely. Message received equals message sent. Displays effective listening skills.

INFLUENCING: Communicating, Decision Making, Motivating

DECISION MAKING. Reaches sound, logical decisions based on analysis/synthesis of information, and uses sound judgment to allocate resources

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OFFICER EVALUATION SUPPORT FORM (DA Form 67-9-1)

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 **OFFICER EVALUATION REPORT SUPPORT FORM**
DA FORM 67-9-1

OER Support e-Form Choices

NOTE: Once you select a particular format, you will not be able to change it.

Complete OER Support Form using wizard format.

Wizard Features:
Regulation-based guidance leads user through the OER Support Form step-by step
Speeds completion of the form by pulling data from Army database.
Checks certain fields for accuracy
Facilitates DA processing by reducing common errors

Complete OER Support Form without using wizard format.

View Form Features:
Functions similar to FormFlow
Disables all Wizard features

Next ▶

1. Select if you want to use the wizard format Or without the wizard format.
2. Click Next



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https://myforms.us.army.mil/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=DA%2067-9-1&field. - Microsoft Internet Explorer

OFFICER EVALUATION REPORT SUPPORT FORM
DA FORM 67-9-1

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You have selected to create an OER Support Form without using the wizard. If this is correct, select the component the officer belongs to and click the Next button to continue. If this is not correct select the Previous button to try again.

Which component does the Rated Officer belong to?

Component

Select the component that corresponds to the Rated Officer by using the down arrow function

Who manages the rated officer's career and promotions as of the thru date of the report?

If the answer is HRC Alexandria, then the officer is Regular Army (RA).
If the answer is HRC-St Louis, then the officer is USAR.
If the answer is HQ, Army National Guard, then the officer is ARNG.

Still not sure? You will have the option to edit the component on the View Form page.

Previous

Unknown Zone

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Forms Content Management

Edit Component

NEXT >>

Attach External File(s) ▾

Attach Enclosure
Display Enclosure
Extract Enclosure
Remove Enclosure

OFFICER EVALUATION REPORT SUPPORT FORM
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

PART I - RATED OFFICER IDENTIFICATION

NAME OF RATED OFFICER (Last, First, MI)	SSN	RANK	DATE OF RANK (YYYYMMDD)	BRANCH	DESIGNATED PMOS (WO) SPECIALITIES
UNIT, ORG., STATION ZIP CODE OR APO, MAJOR COMMAND	STATUS CODE	FROM DATE	UIC	CMD CODE	PSB CODE

PART II - AUTHENTICATION

NAME OF RATER (Last, First, MI)	SSN	RANK	POSITION
NAME OF INTER. RATER (Last, First, MI)	SSN	RANK	POSITION
NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIES AND PERFORMANCE OBJECTIVES FOR THE CURRENT RATING PERIOD TOOK PLACE ON	(Date)	Rated Soldier Initials	Rater Initials	Senior Rater Initials (Review)
PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:	Dates	Rated Soldier Initials	Rater Initials	Senior Rater Initials (Review)

PART IV - RATED OFFICER (Complete Part IV and Part V below for this rating period)

PRINCIPAL DUTY TITLE	POSITION AOC / BR
a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES:	

To attach all support documents to DA Form 67-9-1 (ORB, APFT Score card, Proposed Senior Rater Comments) click on the down arrow and select "ATTACH ENCLOSURE"

- Rated Officer: Attaches ORB and APFT Score Card to OER support form.
- Rater: Attaches proposed SR comments

DO NOT ATTACH DOCUMENTS TO OER (DA FORM 67-9) ONLY USE THE SUPPORT FORM (DA FORM 67-9-1)



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Attachments

Form Attachments

Done

Attach

Present Folder: PAGE1.Comments

Folders: PAGE1.Comments

Attachments:

Click the "ATTACH" button

ATTACH: Choose File or Files

Look in: My Documents

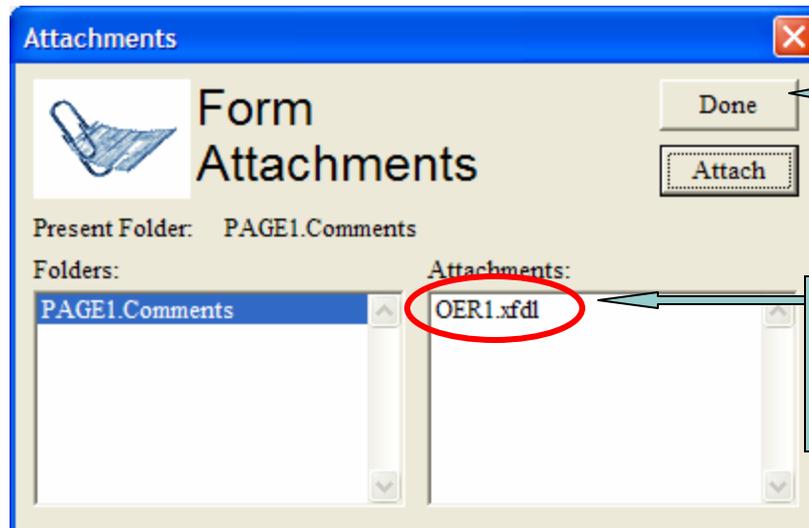
Name	Size	Type	Date
O_Tasking LOG.xls	11 KB	Microsoft Excel Wor...	12/6/
O_Tasking MI.xls	6 KB	Microsoft Excel Wor...	12/6/
OER1.xfdl	296 KB	XFDL File	10/2/
OER3.xfdl	54 KB	XFDL File	10/2/
oer.xfdl	395 KB	XFDL File	10/2/
OMB Core List Officers.xls	98 KB	Microsoft Excel Wor...	1/8/2
OMB Core List Warrants.xls	22 KB	Microsoft Excel Wor...	8/22/
OMB Core List.xls	174 KB	Microsoft Excel Wor...	1/22/
Personal Folders(1).pst	958,289 KB	Office Data File	1/31/
Soldier Core.xls	1,315 KB	Microsoft Excel Wor...	11/29
Tasking 8 Dec 06.xls	26 KB	Microsoft Excel Wor...	12/8/
test1.xfdl	54 KB	XFDL File	9/19/
test2.xfdl	54 KB	XFDL File	9/19/
Test.xfdl	80 KB	XFDL File	9/19/

Select the documents that you want to attach to the form

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After all documents to be attached are selected click the "DONE" button

Your forms will show in the attachments portion. In order to attach more forms just repeat the steps in the prior slide



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https://myforms.us.army.mil/wps/PA_1_0_CH/DownloadFormServlet?field.formtype=DA%2067-9-1&field. - Microsoft Internet Explorer

In order to view all attach documents, click on the down arrow and select the "DISPLAY ENCLOSURE" option. In order to delete any documents added select the "REMOVE ENCLOSURE" option.

OFFICER EVALUATION
For use of this form, see AFM 7-21.3

NAME OF RATED OFFICER (Last, First, MI) _____

UNIT, ORG., STATION ZIP CODE OR APO, MAJ _____

YMMDD) BRANCH DESIGNATED/PMOS (WO) SPECIALITIES

CMD CODE PSB CODE

PART II - AUTHENTICATION

NAME OF RATER (Last, First, MI)	SSN	RANK	POSITION
NAME OF INTER. RATER (Last, First, MI)	SSN	RANK	POSITION
NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIES AND PERFORMANCE OBJECTIVES FOR THE CURRENT RATING PERIOD TOOK PLACE ON _____ (Date) Rated Soldier Initials _____ Rater Initials _____ Senior Rater Initials (Review) _____

PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:

Dates	Rated Soldier Initials	Rater Initials	Senior Rater Initials (Review)
_____	_____	_____	_____
_____	_____	_____	_____

PART IV - RATED OFFICER (Complete Part IV and Part V below for this rating period)

PRINCIPAL DUTY TITLE _____ POSITION AOC / BR _____

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES:

Unknown Zone

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OFFICER EVALUATION REPORT SUPPORT FORM
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

PART I - RATED OFFICER IDENTIFICATION

NAME OF RATED OFFICER (Last, First, MI)	SSN	RANK	DATE OF RANK (YYYYMMDD)	BRANCH	DESIGNATED/PMOS (WO) SPECIALITIES
RANGER, JOE A	123-45-6789	CPT	20040601	FA	13A
UNIT, ORG., STATION ZIP CODE OR APO, MAJOR COMMAND	STATUS CODE	FROM DATE	UIC	CMD CODE	PSB CODE
HHC 7TH JMTC, APO AE 09114		20050205	W1EKAA	UL	EU17

PART II - AUTHENTICATION

NAME OF RATER (Last, First, MI)	SSN	RANK	POSITION
AVILES RAMOS, FELIX A	--	MAJ	DEPUTY G-3
NAME OF INTER. RATER (Last, First, MI)	SSN	RANK	POSITION
	--		
NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION
ROJAS, SEBASTIAN	--	LTC	7TH JMTC G-3

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIES AND PERFORMANCE OBJECTIVES FOR THE CURRENT RATING PERIOD TOOK PLACE ON (Date) Rated Soldier Initials Rater Initials Senior Rater Initials (Review)

PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:

Dates	Rated Soldier Initials	Rater Initials	Senior Rater Initials (Review)

Fill all Part I using the Rated Officer personal information

For "RANK", "STATUS CODE", "CMD CODE", and "PSB CODE" use the down arrows and Select the option that corresponds to the Rated Officer

Utilize the Position name as established in the MTOE or TDA

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Attach External File(s)

PART IV - RATED OFFICER (Complete Part IV and Part V below for this rating period)

PRINCIPAL DUTY TITLE	Operations Officer, G3	POSITION AOC / BR	13A
----------------------	------------------------	-------------------	-----

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES:
Operations officer, G3, United States 7th Army Training Command (7th JMTC), U.S. Army Europe and Seventh Army (USAREUR/7A). Responsible for planning, coordination, synchronization, and execution of training and operations at major command level, in support of 7th JMTC and USAREUR/7A leadership decisions. Assists the G3 in the integration and synchronization of the four subordinate units within the command. Coordinates directly with USAREUR staff elements in the planning and execution of major training exercises. Assists in identifying USAREUR training requirements and coordinates training resources to support those requirements. Responsible for coordinating, researching, and executing special projects and training events as directed. Coordinates support for local and foreign training areas as required. Assumes duties as Chief of Operations in his absence.

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

- o Provide the G3, Deputy G3, and the Chief of Operations with a concise picture of ongoing, projected Operations and relevant courses of actions.
- o Aggressively ensure that time sensitive Operations are coordinated in a quick and professional manner to allow subordinate units maximum time to prepare and execute mission.
- o Continue to educate myself and my subordinates on the diverse capabilities and resources of the 7TH JMTC to provide units with the tools to conduct battle focused training.
- o Coordinate Operations with higher and subordinate units to ensure clear understanding of directed courses of actions, reduce potential for miscommunication and improve overall mission execution.
- o Track current operations in support of the 7TH JMTC and USAREUR mission.
- o Represent 7TH JMTC at all conferences requiring close coordination of sensitive mission objectives with a professional and knowledgeable demeanor.
- o Liaison with foreign militaries on various 7TH JMTC missions to foster international partnership.
- o Continue to improve myself physically and professional and provide subordinates with sound guidance in support of the 7TH JMTC mission.

DA FORM 67-9-1, MAR 2006 PREVIOUS EDITIONS ARE OBSOLETE. Page 1 of 2 APD FE v3.01ES

See DA PAM 623-3, Para 2-1

See DA PAM 623-3, Para 2-1



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U.S. ARMY SAVE SAVE AS PRINT EMAIL << PREVIOUS Attach External File(s) ▾

NAME RANGER, JOE A SSN 123-45-6789

PART V - RATED OFFICER CONTRIBUTIONS

a. APFT: PASS DATE: 20061112 HEIGHT: 70 WEIGHT: 175

b. LIST YOUR SIGNIFICANT CONTRIBUTIONS:

- o Planned, coordinated and executed USAREUR CTLT and DCLT Programs; the Army's primary ROTC/USMA leader development initiative and a catalyst to train, recruit, and ultimately commission quality cadets as second Lieutenants. Synchronized major command elements throughout USAREUR and CONUS, to include Cadet Command, the United States Military Academy, SETAF, and several other MSC's in theater. Coordinated the dissemination of over 150 cadets to their respective training representatives quickly and without incident. Ensured that all contacts and fundings were properly executed to provide seamless life support for cadets and gaining units. demonstrated the capability to handle any mission, of any complexity, and as an enabler for world class expeditionary training.
- o Coordinate with G3 SGM, Garrison Operations and Command elements to create and implement QRF support teams to provide a trained reaction force in the event to identified threat to Post security.

c. LIST ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY:

d. IF UNABLE TO SERVE IN THE CURRENT BRANCH/CAREER FIELD, IN WHICH BRANCH/CAREER FIELD WOULD YOU PREFER TO SERVE?

Would serve Army best in: ▾ / ▾

See DA PAM 623-3, Para 2-1



7TH US ARMY JMTC



https://myforms.us.army.mil/wps/PA_1_0_CH/DownloadFormServlet?field.formid=94%203%201CM8%20icmn - Microsoft Internet Explorer

U.S. ARMY Forms Content Management

U.S. ARMY SAVE SAVE AS PRINT EMAIL << PREVIOUS Attach External File(s)

c. LIST ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY:

d. IF UNABLE TO SERVE IN THE CURRENT BRANCH/CAREER FIELD, IN WHICH BRANCH/CAREER FIELD WOULD YOU PREFER TO SERVE?

Would serve Army best in: /

e. LIST 3 FUTURE ASSIGNMENTS FOR WHICH YOU FEEL YOU ARE BEST SUITED:

SIGNATURE AND DATE

DA FORM 67-9-1, MAR 2006 Page 2 of 2 APD PE v3.01ES

See DA PAM 623-3, Para 2-1

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SAVE SAVE AS

Attach External File(s)

After the form is complete you can select two options of saving the form. Click the "SAVE" button to save into the system, or click the "SAVE AS" to save the form into your computer for further use

Save Message - Microsoft Inter

File Edit View Favorites Tools

Address https://myforms.us.army.mil/wps/PA_1_0_CH/SessionCheckServlet?UserID=felix.avilesramos&action=save Go Links

Your form was submitted into the repository successfully at: Jan 30, 2007 10:37:13 GMT

Continue

Done Internet

SIGNATURE AND DATE

DA FORM 67-9-1, MAR 2006

Page 2 of 2
APD PE v3.01ES

Unknown Zone

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OFFICER EVALUATION REPORT (DA Form 67-9)

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SAVE SAVE AS PRINT EMAIL NEXT >> Attach External File(s)

OFFICER EVALUATION REPORT FOR OFFICIAL USE ONLY (FOUO)

FOR use of this form, see DA PAM 623-3, the proponent agency is DCS, G-1. SEE PRIVACY ACT STATEMENT IN PART 0203.

PART I - ADMINISTRATIVE DATA									
a. NAME (Last, First, Middle Initial)		b. SSN	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	f. ORGANIZATION / APO/US/FA			
RANGER, JOE A.		123-45-6789		20040601	FA	13A			
g. 1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND					g. 2. STATUS CODE				
HHC 7TH JMTC, APO AE 09114, USAREUR					02 Annual				
i. PERIOD COVERED		j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL.	m. RATED OFFICER'S AKA EMAIL ADDRESS (.gov or .mil)		n. UIC	o. CMD CODE	p. FSB CODE
FROM (YYYYMMDD)	THRU (YYYYMMDD)	12	0		joe.ranger@us.army.mil		W1EKAA	UL	EU17

PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)

a. NAME OF RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE (YYYYMMDD)
AVILES RAMOS, FELIX A	111-11-1111	MAJ	Deputy G-3		
b. NAME OF INTERMEDIATE RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE (YYYYMMDD)
c. NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE (YYYYMMDD)
ROBINSON, SYLVIA	222-22-2222	LTC	7TH JMTC G-3		
SENIOR RATER'S ORGANIZATION		BRANCH	SENIOR RATER TELEPHONE NUMBER	MAIL ADDRESS (.gov or .mil)	
HHC, 7TH JMTC, Unit 28310		AR	DSN 475-1111	sebastian.rojas@us.army.mil	
APO AE 09114		d. This is a re-rated report, do you wish to make comments?		e. SIGNATURE OF RATED OFFICER	DATE (YYYYMMDD)
		No			

See DA PAM 623-3, Table 2-1

a. PRINCIPAL DUTY TITLE	Operations Officer, G3	b. POSITION AOC/BR	13A
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1.			
Operations officer, G3, United States 7th Army Training Command (7th JMTC), U.S. Army Europe and Seventh Army (USAEREUR/7A). Responsible for planning, coordination, synchronization, and execution of training and operations at major command level, in support of 7th JMTC and USAREUR/7A leadership decisions. Assists the G3 in the integration and synchronization of the four subordinate units within the command. Coordinates directly with USAREUR staff elements in the planning and execution of major training exercises. Assists in identifying USAREUR training requirements and coordinates training resources to support those requirements. Responsible for coordinating, researching, and executing special projects and training events as directed. Coordinates support for local and foreign training areas as required. Assumes duties as Chief of Operations in his absence.			

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PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater)

CHARACTER Disposition of the leader: combination of values, attributes, and skills affecting leader actions

a. ARMY VALUES (Comments mandatory for all "NO" entries. Use PART Vb.)

	Yes	No		Yes	No
1. HONOR: Adherence to the Army's publicly declared code of values	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. RESPECT: Promotes dignity, consideration, fairness, & EO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. INTEGRITY: Possesses high personal moral standards; honest in word and deed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. SELFLESS-SERVICE: Places Army priorities before self	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. COURAGE: Manifests physical and moral bravery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. DUTY: Fulfills professional, legal, and moral obligations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

b. LEADER ATTRIBUTES / SKILLS / ACTIONS: First, mark "YES" or "NO" for each block. Second, choose a total of six that best describe the rated officer. Select one from ATTRIBUTES, two from SKILLS (Competence), and three from ACTIONS (LEADERSHIP). Place an "X" in the appropriate numbered box with optional comments in PART Vb. Comments are mandatory in Part Vb for all "No" entries.

b.1. ATTRIBUTES (Select 1)

<input checked="" type="checkbox"/> 1. MENTAL Fundamental qualities and characteristics Possesses desire, will, initiative, and discipline	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 2. PHYSICAL Maintains appropriate level of physical fitness and military bearing	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 3. EMOTIONAL Displays self-control; calm under pressure	<input checked="" type="checkbox"/> NO
--	--	--	--	---	--

b.2. SKILLS (Competence) (Select 2)

<input type="checkbox"/> 1. CONCEPTUAL Demonstrates sound judgment, critical/creative thinking, moral reasoning	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 2. INTERPERSONAL Shows skill with people: coaching, teaching, counseling, motivating and empowering	<input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> 3. TECHNICAL Possesses the necessary expertise to accomplish all tasks and functions	<input checked="" type="checkbox"/> NO
<input checked="" type="checkbox"/> 4. TACTICAL Demonstrates proficiency in required professional knowledge, judgment, and warfighting	<input checked="" type="checkbox"/> NO				

b.3. ACTIONS (LEADERSHIP) (Select 3) Major activities leaders perform: influencing, operating, and improving

INFLUENCING Method of reaching goals while operating / improving	<input type="checkbox"/> 1. COMMUNICATING Displays good oral, written, and listening skills for individuals / groups	<input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> 2. DECISION-MAKING Employs sound judgment, logical reasoning and uses resources wisely	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 3. MOTIVATING Inspires, motivates, and guides others toward mission accomplishment	<input checked="" type="checkbox"/> NO
OPERATING Short-term mission accomplishment	<input checked="" type="checkbox"/> 4. PLANNING Develops detailed, executable plans that are feasible, acceptable, and suitable	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 5. EXECUTING Shows tactical proficiency, meets mission standards, and takes care of people/resources	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 6. ASSESSING Uses after-action and evaluation tools to facilitate consistent improvement	<input checked="" type="checkbox"/> NO
IMPROVING Long-term improvement in the Army (its people and organizations)	<input type="checkbox"/> 7. DEVELOPING Invests adequate time and effort to develop individual subordinates as leaders	<input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> 8. BUILDING Spends time and resources improving teams, groups and units, fosters ethical climate	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> 9. LEARNING Seeks self-improvement and organizational growth, envisioning, adapting and leading change	<input checked="" type="checkbox"/> NO

c. APFT: PASS DATE: 20060112 HEIGHT: 70 WEIGHT: 175 YES

d. OFFICER DEVELOPMENT - MANDATORY YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, AND WO1s:
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED? YES NO NA

DA FORM 67-9, MAR 2006 + PREVIOUS EDITIONS ARE OBSOLETE. Page 1 of 2 APD PE v4.00ES

Select what best describes the Rated Officer

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NAME	RANGER, JOE A.	SSN	123-45-6789	PERIOD COVERED	20050205 - 20060204
PART V - PERFORMANCE AND POTENTIAL EVALUATION (Rater)					
a. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIS/HER POTENTIAL FOR PROMOTION					
<input checked="" type="checkbox"/> OUTSTANDING PERFORMANCE, MUST PROMOTE <input type="checkbox"/> SATISFACTORY PERFORMANCE, PROMOTE <input type="checkbox"/> UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE <input type="checkbox"/> OTHER (Explain)					
b. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE, REFER TO PART III, DA FORM 67-9 AND PART IVa, b, AND PART Vb, DA FORM 67-9-1.					
Overall, outstanding performance by one of the best Captains's assigned to the JMTC, Joe Ranger has been instrumental for the success on any mission assigned to him. Extremely talented and dedicated, has superior tactical and technical skills that clearly distinguishes him from his peers.					
c. COMMENT ON POTENTIAL FOR PROMOTION.					
CPT Ranger is the one of the most capable field artillery officer I have served with. Promote to MAJ as soon as possible.					
d. IDENTIFY ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY THAT THIS OFFICER POSSESSES. FOR ARMY COMPETITIVE CATEGORY CPT ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.					
Officer has a DLAP Korean language, spanish language, and sign language.					

Unknown Zone

See DA PAM 623-3, Para 2-8

See DA PAM 623-3, Para 2-8

See DA PAM 623-3, Para 2-6



7TH US ARMY JMTC



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U.S. ARMY Forms Content Management

SAVE SAVE AS PRINT EMAIL << PREVIOUS Attach External File(s)

PART VI - INTERMEDIATE RATER

PART VII - SENIOR RATER

a. EVALUATE THE RATED OFFICER'S PROMOTION POTENTIAL TO THE NEXT HIGHER GRADE I currently senior rate 20 officer(s) in this grade
 BEST QUALIFIED FULLY QUALIFIED DO NOT PROMOTE OTHER (Explain below) A completed DA Form 67-9-1 was received with this report and considered in my evaluation and review YES NO (Explain in c)

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

c. COMMENT ON PERFORMANCE/POTENTIAL
Great guy

d. LIST THREE FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED. FOR ARMY COMPETITIVE CATEGORY CPT, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.
Used car salesman, TV repairman, Lifeguard

DA FORM 67-9, MAR 2006 Page 2 of 2 APD PE v4.00ES

See DA PAM 623-3, Para 2-9

See DA PAM 623-3, Para 2-10

See DA PAM 623-3, Para 2-10

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After the form is complete you can select two options of saving the form. Click the "SAVE" button to save into the system, or click the "SAVE AS" to save the form into your computer for further use

Your form was submitted into the repository successfully at: Jan 30, 2007 12:10:07 GMT

Continue

a. EVALUATE
 BEST QU
b. POTENTIAL C
SENIOR RATED
(BY DA)
 ABOVE
(Less th
Mass
 CEN
 BELC
RETAIN
 BELOW CENTER OF MASS
DO NOT RETAIN
+

d. LIST THREE FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED.
FOR ARMY COMPETITIVE CATEGORY CPT, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.
Used car salesman, TV repairman, Lifeguard

DA FORM 67-9, MAR 2006 + Page 2 of 2
APD PE v4.00ES
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CREATING AN OER FOLDER

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U.S. ARMY
Forms Content Management

FCMP

Welcome | **Drafts** | Settings

Go to the "DRAFT" tab

Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

Drafts

Forms | Folders | Drafts -- 1 Form(s), 1 Folder(s) 1 Close All

Form Name	Form Type	Create Date	Last Action	Suspense Date
PERSONNEL A				

Click on the "CREATE FOLDER" button

- Create Folder
- Upload Form
- Add To Folder
- Extract
- Comment
- Rename
- Copy
- Delete
- Route Slip
- Sp. Tasks

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7TH US ARMY JMTC



The screenshot shows the U.S. Army Forms Content Management (FCMP) interface. At the top, there is a navigation bar with the U.S. Army logo and the text "U.S. ARMY Forms Content Management". Below this is a secondary navigation bar with tabs for "Welcome", "Inbox", "Drafts", "Favorites", "Recycle Bin", "Help", "ATS Reports", and "Settings". The "Drafts" tab is currently selected.

Below the navigation bar is a "Form Finder" section with input fields for "Form Number:" and "Form Title:", a "Search" button, and buttons for "Search By Range" and "Non-PureEdge Forms".

The main content area is titled "Drafts" and contains a "CREATE FOLDER..." section. This section has a folder icon, a "Folder Name:" label, an input field containing the text "CPT Ranger, Joe (20070405)", a "Create" button, and a "Back" button. Two blue arrows point from a text box below to the input field and the "Create" button.

Type the selected name for the folder. Click on the "CREATE" button

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7TH US ARMY JMTC



U.S. ARMY
Forms Content Management

FCMP

Welcome | Inbox | **Drafts** | Favorites | Recycle Bin | Help | ATS Reports | Settings

Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

Drafts

CREATE FOLDER...

Successfully added folder Joe, Ranger to the workspace.

Continue

Once completed you will get a message that the folder was created successfully. Click "CONTINUE"

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7TH US ARMY JMTC



U.S. ARMY
Forms Content Management

FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Help ATS Reports Settings

Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

Inbox

Forms Folders **Inbox -- 2 Form(s), 1 Folder(s)** 1 Close All

	Form Name	Form Type	Routed User	Action Date	Suspend Date	
Add To Folder	<input type="checkbox"/>	Aviles 2	DA 2166-8	keneidra.l.mays	Sep 25, 2006 15:22:43 GMT	No suspense date set
History	<input checked="" type="checkbox"/>	NCO EVALUATION REPORT	DA 2166-8	keneidra.l.mays	Sep 06, 2006 15:13:17 GMT	No suspense date set
Comment						
Rename						
Copy						
Delete						
Roll Slip						
Sp...						

Select the form to be added to the folder.
Click "ADD TO FOLDER"

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7TH US ARMY JMTC



The screenshot shows the U.S. Army Forms Content Management interface. At the top, there is a navigation bar with 'U.S. ARMY' and 'Forms Content Management'. Below this is a 'Form Finder' section with search fields for 'Form Number' and 'Form Title', and buttons for 'Search', 'Search By Range', and 'Non-PureEdge Forms'. The main content area is titled 'Drafts' and shows a list of folders under the heading 'Available folders for user: felix.avilesramos'. The folders listed are 'Joe, Ranger', 'PERs Due to HRC (20061201)', and 'TV'. The 'Joe, Ranger' folder is selected with a checkmark. To the right of the folder list are 'Add to folder' and 'Back' buttons. A callout box with a teal background and black text points to the 'Joe, Ranger' folder and the 'Add to folder' button. The callout text reads: 'Select the folder that you are working with. Click "ADD TO FOLDER"'.

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ROUTING PROCEDURE

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7TH US ARMY JMTTC



Welcome Felix! | Log out

U.S. ARMY

FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Help

Form Finder

Form Number: Form Title:

Inbox

ROUTE...

TEST

Search Users Last Name: First Name:

Original, allows the user to send the original form to an AKO email address. The user can only send one original to an addressee because a form can only have one owner. The original is tracked until the process is complete. The creator can reclaim the original until the addressee has opened it. The original remains in the repository.

Last Name	First Name	Rank

The Info Copy is a read-only copy that allows the user to view changes as they are made to the form as long as the form remains in the repository. The user views the changes by clicking on the "Tracking" page.

The Email Copy is a read-only copy that is emailed to an AKO address. The email copy is not placed in tracking and the email recipient cannot view changes as they are made to the form.

Please enter text for the email here.

The user clicks "Back" to return to the Inbox.

The user enters "a" to search for all email addresses that have the letter "a" in the First Name.
Note: Searching by last name is done the same manner.

Search allows the user to search the Army Knowledge Online White Pages to look-up the AKO email address for the addressee.

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After search results are returned the user has the option to select the type of routing (Original, Info Copy or Email Copy) or search again.

This is the search result for first names containing the letter "a."

Administrative Note:
In the final version there will be some way to distinguish between people on the AKO White Pages with the same name. This section is bound to be expanded to include information such as rank, status, or unit so that the user knows who to select as a recipient of the routed form.

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FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Help ATS Reports Settings

Form Finder

Form Number: Form Title: By Range Non-PureEdge Forms

Inbox

ROUTE...
TEST

Search Users Last Name: First Name: Search

Original

Aaron Burrell

No Date 2007 min

Please enter comments here.

Info Copy

email

Email Copy

Please enter text for the email here.

Add as original (bold)

Add to info

Add to e-mail

Remove

ROUTE

Clear All

Back

Last Name	First Name	Rank
<input type="checkbox"/> Burrell	Aaron	SSG
<input checked="" type="checkbox"/> Burrell	Aaron	Mr.

The user has elected to send an Original to Aaron Burrell.

Note: The outline of the "Original" button appears bold.



7TH US ARMY JMTTC



FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Help ATS Reports Settings

Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

Inbox

ROUTE...
TEST

Search Users Last Name: First Name: Search

Original

Aaron Burrell
No Date hr email
Please enter comments here.

Info Copy

Pamela Lewis
email

Email Copy

Please enter text for the email here.

Add as original
Add to info
Add to e-mail
Remove
ROUTE
Clear All
Back

Last Name	First Name	Rank
<input type="checkbox"/> Lewis	Pamela	CPT
<input checked="" type="checkbox"/> Lewis	Pamela	SGT
<input type="checkbox"/> Lewis	Pamela	Mrs.

The user has elected to send an Info Copy to Pamela Lewis.
Note: The outline of the "Info Copy" button appears bold.

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FCMP

Welcome | **Inbox** | Recycle Bin | Help | ATS Reports | Settings

Form Finder

Form Number:

Inbox

ROUTE...

Search Users Last Name: First Name:

Original

Aaron
 No Date | 1 | 2007
 Please enter comments here.

Info Copy

Pamela Lewis
 email

Email Copy

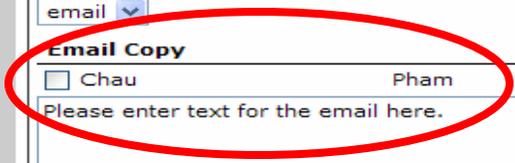
Chau Pham
 Please enter text for the email here.

Actions: Add as original, Add to info, **Add to e-mail**, Remove, ROUTE, Clear All, Back

	Last Name	First Name	Rank
<input type="checkbox"/>	pham	tuan	DB04
<input type="checkbox"/>	Pham	Alex	MAJ
<input type="checkbox"/>	Pham	Amanda	SPC
<input type="checkbox"/>	Pham	Anhtuan	SPC
<input type="checkbox"/>	Pham	Anhtuan	PFC
<input type="checkbox"/>	Pham	Anthony	DB03
<input type="checkbox"/>	Pham	Anthony	Mr.
<input type="checkbox"/>	Pham	Bao	SPC
<input type="checkbox"/>	Pham	Bobby	SGT
<input type="checkbox"/>	Pham	Charlie	GS13
<input checked="" type="checkbox"/>	Pham	Chau	Mr.
<input type="checkbox"/>	Pham	Christopher	PVT
<input type="checkbox"/>	Pham	Cong	MSG
<input type="checkbox"/>	Pham	Cong	SPC

The page shows Aaron Burrell as a recipient of an Original Copy, Pamela Lewis as a recipient of an Info Copy, and Stephanie Pham as a recipient of an Email Copy.

The user has elected to send an Email Copy to Mr. Chau Pham.
 Note: The outline of the "Email Copy" button appears bold.





7TH US ARMY JMTTC



FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Help ATS Reports Settings

Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

Inbox

ROUTE...
 TEST

Search Users Last Name: First Name: Search

Original		Add as original	Last Name	First Name	Rank
<input type="checkbox"/> Aaron Burrell		Add to info	<input type="checkbox"/> Cheers	Dennis	SGT
Mar <input type="text" value="1"/> 2007 <input type="text" value="hr"/> <input type="text" value="min"/> email <input type="text" value=""/> Please enter comments here.		Add to e-mail	<input checked="" type="checkbox"/> Cheers	Ray	Mr.
		Remove			
		ROUTE			
		Clear All			
		Back			

Info Copy

Pamela Lewis
 Amanda Pham
 email

Email Copy

Chau Pham
 Ray Cheers
 Please enter text for the email here.

The user added two addressees to the routing slip to demonstrate the remove capability of the system.

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FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Help ATS Reports Settings

Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

Inbox

ROUTE...
TEST

Search Users Last Name: First Name: Search

Original

Aaron Burrell
Mar 1 2007 hr min email
Please enter comments here.

Info Copy

Pamela Lewis
 Amanda Pham
email

Email Copy

Chau Pham
 Ray Cheers
Please enter text for the email here.

Add as original
Add to info
Add to e-mail
Remove
ROUTE
Clear All
Back

Last Name	First Name	Rank
<input type="checkbox"/> Cheers	Dennis	SGT
<input checked="" type="checkbox"/> Cheers	Ray	Mr.

The "Remove" allows the user to remove an addressee from the address list. When the "Remove" button is selected the border of the button appears in bold.

The user elects to remove Ray Cheers from the address list.



7TH US ARMY JMTC



FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Help ATS Reports Settings

Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

Inbox

ROUTE...
TEST

Search Users Last Name: First Name: Search

Original	Last Name	First Name	Rank
<input type="checkbox"/> Aaron Burrell	Cheers	Dennis	SGT
<input checked="" type="checkbox"/> Cheers	Ray	Mr.	

Pamela Lewis
 Amanda Pham
 email

Email Copy

Chau Pham

Please enter text for the email here.

Add as original
 Add to info
 Add to e-mail
 Remove
ROUTE
 Clear All
 Back

Ray Cheers is removed from the address list.

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7TH US ARMY JMTTC



FCMP

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Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

Inbox

ROUTE...

TEST

Search Users Last Name: First Name: Search

Original		Add as original			Last Name	First Name	Rank
<input type="checkbox"/> Aaron Burrell	<input type="checkbox"/> Add to info	<input type="checkbox"/> pham	tuan	DB04			
No Date 1 2007 hr min email	<input type="checkbox"/> Add to e-mail	<input type="checkbox"/> Pham	Alex	MAJ			
Please enter comments here.	<input type="checkbox"/> Remove	<input type="checkbox"/> Pham					
	<input type="checkbox"/> ROUTE	<input type="checkbox"/> Pham					
	<input type="checkbox"/> Clear All	<input type="checkbox"/> Pham					
	<input type="checkbox"/> Back	<input type="checkbox"/> Pham					
		<input type="checkbox"/> Pham	Bao	SPC			
		<input type="checkbox"/> Pham	Bobby	SGT			
		<input type="checkbox"/> Pham	Charlie	GS13			
		<input checked="" type="checkbox"/> Pham	Chau	Mr.			
		<input type="checkbox"/> Pham	Christopher	PVT			
		<input type="checkbox"/> Pham	Cong	MSG			
		<input type="checkbox"/> Pham	Cong	SPC			

Info Copy

Pamela Lewis

email

Email Copy

Chau Pham

Please enter text for the email here.

Completed Routing Slip

The user elects to route the form. When the "Route" button is selected the border of the button appears in bold.

UNCLASSIFIED



7TH US ARMY JMTC



Welcome Felix! | Log out

U.S. ARMY
Forms Content Management

FCMP | HQDA

Welcome | **Inbox** | Drafts | Favorites | Recycle Bin | Help | Settings | Reports

Form Finder

Form Number: Form Title: Search Search By Range Non-PureEdge Forms

Inbox

Forms | Folders | **Inbox -- 5 Form(s), 0 Folder(s)** | 1 | Close All

	Type	Routed User	Action Date	Suspend Date
<input type="checkbox"/>	2166-8	keneidra.l.mays	Sep 25, 2006 15:22:43 GMT	No suspense date set
<input type="checkbox"/>	67-9	nick.cantrell	May 09, 2007 09:24:09 GMT	No suspense date set
<input type="checkbox"/>	DA 67-9	nick.cantrell	May 09, 2007 09:24:36 GMT	No suspense date set
<input type="checkbox"/>	DA 2166-8	keneidra.l.mays	Sep 06, 2006 15:13:17 GMT	No suspense date set
<input type="checkbox"/>	DA 67-9	sebastian.rojas	Mar 21, 2007 16:03:57 GMT	No suspense date set

SEND TO HQDA
Once the OER is complete, select the down arrow in the "SP TASK" option and select "SEND TO HQDA"

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