



OFFICER BRANCH

Officer Evaluation Reports/Forms Content Management Program (FCMP)



AGENDA

OER OVERVIEW

FCMP

OER POLICY REVISIONS

QUESTIONS



OFFICER EVALUATION REPORT

Functions

- Maintain discipline
- Promote leader development/professionalism
- Link performance to missions (assessed by leaders)
- Provide selection boards adequate info for decisions



OER SYSTEM GOALS

- **Provide selection boards and personnel managers adequate information to make their decisions**
- **Allow for field impact on selection of future leaders**
- **Enhance leader development**
- **Link performance to mission**



OER GAP PERIODS

Acceptable Gaps

- Break in service
- Periods in the IRR or ING

Unacceptable Gaps

- When rating officials failed to render an evaluation
- Officer failed to participate in AT and/or IDT

Nonrated Time must be requested in writing



FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

What is it?

The Forms Content Management Program (My Forms) is the Army's newest system for filling, signing, and routing forms. It is an internet based program that works in conjunction with [ApproveIt](#) and [PureEdge](#) .



FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

Features

- Search for forms
- Filled, signed and saved online
- Built in routing system with suspense date



FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

How do to access?

<https://myforms.us.army.mil/wps/myportal>

www.us.army.mil



FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

Army Knowledge Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://www.us.army.mil/appiansuite/login/login.fcc?TYPE=33554433&REALMOID=06-b476a858-73dc-10a1-9a8e-832f882fff3d&GUID=85MAUTHREASON=0&J> Go Links

AKO ARMY KNOWLEDGE ONLINE **DKO** DEFENSE KNOWLEDGE ONLINE

Login to AKO/DKO

Username

Password

Low Bandwidth **Login**

CAC Login to AKO/DKO

Low Bandwidth **CAC Login**

New User?

- ▶ [Register for AKO](#)
Eligibility: Active Army, Army Reserve, National Guard, DA Civilian, Retired Army, and Army Guests
- ▶ [Register for DKO](#)
Eligibility: Pre-authorized DoD users
- ▶ [Learn more about DKO](#)

Help

- ▶ [Reset Password](#)
- ▶ [Help Desk](#)

Other DoD Service Portals

- ▶ [Air Force Portal](#)
- ▶ [Defense Online](#)
- ▶ [MarineNet](#)
- ▶ [Navy Enterprise Portal -- Coming Soon](#)

FAQs

- ▶ [How do I install the DoD Certificate?](#)
- ▶ [How do I reset my password?](#)
- ▶ [How do I register for an AKO/DKO Account?](#)
- ▶ [How do I use my CAC to login to AKO/DKO?](#)
- ▶ [Search All FAQs](#)

Thanks to Army Family Covenant initiatives, a room at the Kelley Child Development Center in U.S. Army Garrison Stuttgart, Germany, will be converted to an infant/toddler room and enable the center to provide hourly care for children 6 weeks to 18 months old. (Photo by Brandon Beach)

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Internet





FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

Army Knowledge Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.us.army.mil/suite/portal/index.jsp>

Welcome, Gina Stewart (CAC Session) | Create a Site | My Account | Help | Logout

U.S. ARMY **AKO** ARMY KNOWLEDGE ONLINE

Email Files Forums Groups IM Forms Video People

Home My Workspace Site Map | Favorites Quick Links Self Service Search... AKO Public Search

Thursday, 19 June 2008

AKO News **Army Wide Announcements** **Early Bird News** **Safety News**

ARMY WIDE ANNOUNCEMENTS

19 Jun 2008 GMT - U.S. Army Soldier Olympians Hold NY Times Square F...
NEW YORK CITY, June 18, 2008 – The U.S. Army's Soldier Olympians hosted a friendly fitness challenge today at the Times ... [\[more\]](#)
[Visit the AKO News Center for more news](#)

16 Jun 2008 GMT - 2008 Army Arts and Crafts Contest Website Open for...
The 2008 Army Arts and Crafts Contest is open for submission of entries until 30 June. MWR eligible Artists and Artisans... [\[more\]](#)
[Visit the Career Opportunities page on AKO](#)

16 Jun 2008 GMT - Portal Upgrade FAQs
Are you seeing differences in your pages? Click the title link to view the most frequently asked questions and answers a... [\[more\]](#)
[Visit the Slick Deals for Service Members page on AKO](#)

MY WEATHER
 View personalized weather

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

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

MY PROFESSIONAL DATA

My Medical Readiness Status is **AMBER** [\(more\)](#)

View the status of your family members: [My DEERS](#)

View your training status: [My Training](#)

View your leader development resources: [My Leader Development](#)

ARMY LINKS

DA Civilian Notice

Check out the "Enhancing AKO for DA Civilians" page, click here. Review results from the 2007 Civilian Survey and provide your own comments. Read questions from civilians and answers by AKO. Get a preview of what else we are working towards. Check out the Page. It'll be one of your favorites!

Key Links

[myPay at Self Service > My Finance](#)

[Digital Training Management System](#)

Be Smart. Do Your Part. Vote!

Visit the [Army Voting Assistance Program](#) Web Site for all voting resources. Get SF 186 [Federal Write-In Absentee Ballot](#) or SF 76 [Registration and Absentee Ballot Request - Federal Post Card Application \(FPCA\)](#) today!

ARMY POST-DEPLOYMENT HEALTH REASSESSMENT

Soldiers redeployed from a combat zone, click the logo

Site Map - Locate Commands

Click on the "Forms" link



FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

You can search for the form by either number or title. Enter any part of the form number or title and select search.





FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

My Forms on Army Knowledge Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://myforms.us.army.mil/wps/myportal> Go Links

FCMP

Welcome Inbox Drafts Favorites Recycle Bin Help Settings Reports

Form Finder

Form Number: Form Title:

Search Search By Range Non-PureEdge Forms

News

Quick Links

[A2TS Website](#) [APD News](#) [PureEdge](#) [ApproveIt](#) [User Guide](#) [PureEdge/WorkPlace User Center](#) [Awards](#)

Welcome to APD's "My Forms" Portal (Version 1.0)

What is the "My Forms" Portal v1.0? The "My Forms" Portal is the Army Publishing Directorate's (APD) next-generation forms content management system. "My Forms" Portal v1.0 provides an Army enterprise forms system situated behind the Army

Type in the form number and click on the "Search" button.

Internet





FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

https://myforms.us.army.mil/wps/PA_1_0_FL/SessionCheckServlet?action=search&field.userid=gina.s - Microsoft Int...

Form Search Results

Form Number	Form Title	Published Date	Signature Enabled	Form Version
DA 67-9	OFFICER EVALUATION REPORT	Mar 01, 2006 00:00:00 GMT	Yes	6.50
DA 67-9-1	OFFICER EVALUATION SUPPORT FORM	Mar 01, 2006 00:00:00 GMT	YES	3.01
DA 67-9-1A	DEVELOPMENTAL SUPPORT FORM	Mar 01, 2006 00:00:00 GMT	Yes	3.01

Done Internet



FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

Welcome William ! | [Log out](#)

 **U.S. ARMY**
Forms Content Management

FCMP

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

Favorites Edit ? [] []

Forms Favorites -- 0 Form(s)

Form Name	Form Type
<i>No forms found</i>	

Select Favorites tab.

Select Edit



FORMS CONTENT MANAGEMENT PROGRAM (FCMP)



U.S. ARMY

OFFICER EVALUATION REPORT DA FORM 67-9

OER e-Form Choices

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

Complete OER form using wizard format.

Wizard Features:

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

Complete OER form without using wizard format.

View Form Features:

- Functions similar to FormFlow
- Disables all Wizard features

Select check box to either complete OER using wizard or without using wizard.

NOTE: Recommend using the wizard option, this allows data to be auto filled.

Next ▶

← Select Next





FORMS CONTENT MANAGEMENT PROGRAM (FCMP)



OFFICER EVALUATION REPORT DA FORM 67-9

[Link to AR 623-3](#)

U.S. ARMY

Introduction

Welcome to the OER Wizard! Evaluation Reports are used to identify Soldiers who are best qualified for promotion and assignments to positions of greater responsibility. Evaluation Reports also identify Soldiers who will be retained on duty and in grade, or eliminated from service. Most importantly, evaluations encourage leader professional development and enhance mission accomplishment. Rating officials make assessments of performance and potential against a standard - Army values, the Army's leadership doctrine framework, the organization's mission, and a Soldier's particular set of duties, responsibilities, tasks, and objectives using a series of box checks, narratives, bullet comments, and evaluation rating techniques. The Evaluation Reporting System includes the forms and the counseling processes.

Using this wizard gives you regulatory guidance when creating an OER. You will also be able to automatically populate administrative information from the Integrated Total Army Database (ITAPDB). Also, you will be able to view the OER of record, and you may:

- Navigate between sections and pages using the tabs along the top and left side of the Wizard
- View the form by selecting "View Form"
- Electronically sign the form by selecting "View Form" and clicking on the desired signature block

To learn how to create an OER from a completed OER Support Form: [CLICK HERE](#)

Select **Begin OER**



[View Form](#)

[Begin OER](#)



FORMS CONTENT MANAGEMENT PROGRAM (FCMP)



U.S. ARMY

OFFICER EVALUATION REPORT DA FORM 67-9

[Link to AR 623-3](#)

Administrative Data

Rater Actions

Inter Rater Actions

Senior Rater Actions

Rated Soldier

Enclosures

Data Entry -
Rated Soldier

Select Method for Data Entry – Rated Soldier

Admin Data -
Rated Soldier

You may automatically populate this OER form by retrieving the Rated Soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.

Admin Data -
Continued

Manually enter Rated Soldier's administrative data.

Data Entry -
Rating Chain

Automatically populate the Rated Soldier's administrative data by searching the Army personnel database. If any of the administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.

Auth -
Rating Chain

Enter requested data and click SEARCH. (All fields highlighted in yellow are required.)

Duty Des -
Rated Soldier

Rated Officer's SSN

111-11-1111

Rated Officer's Last Name (First Two Letters)

br

SEARCH

Select Search

Enter SSN and first two letters of last name.

View F

Page 1 of 6





FORMS CONTENT MANAGEMENT PROGRAM (FCMP)



U.S. ARMY

OFFICER EVALUATION REPORT DA FORM 67-9

[Link to AR 623-3](#)

Administrative Data

Rater Actions

Inter Rater Actions

Senior Rater Actions

Rated Soldier

Enclosures

Data Entry -
Rated Soldier

Admin Data -
Rated Soldier

Admin Data -
Continued

Data Entry -
Rating Chain

Auth -
Rating Chain

Duty Des -
Rated Soldier

Select Method for Data Entry – Rating Chain

Manually enter rating chain data.

Automatically populate the rating chain. If your current administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.

Your option is to manually enter the rating chain data or auto populate. NOTE: Recommend you use the autofill

Enter requested data and click SEARCH

Rater SSN

222-22-2222

Intermediate Rater SSN

333-33-3333

Senior Rater SSN

444-44-4444

Rater Last Name (First Two Letters)

we

Intermediate Rater Last Name (First Two Letters)

ja

Senior Rater Last Name (First Two Letters)

lo

Enter SSN and first two letters of last name for rating officials

Ensure that the rating chain for this soldier is accurate and reflects a published rating scheme.

SEARCH

[View Form](#)

[Previous](#)

[Next](#)

Select Search

Page 4 of 6





FORMS CONTENT MANAGEMENT PROGRAM (FCMP)

U.S. ARMY Forms Content Management Edit Component

SAVE SAVE AS PRINT EMAIL WIZARD NEXT >>

OFFICER EVALUATION REPORT						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.	
For Use of this form, see AR 623-3; the proponent agency is DCS, G-1.							
PART I - ADMINISTRATIVE DATA							
a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	f. DESIGNATED / SPECIALTIES / PMOS (w/o)		
BROWN, FRANK WILLIAM	111-11-1111	CPT	20060913	SC	25A		
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND		g.2. STATUS CODE		h. REASON FOR SUBMISSION			
PA Joint Forces Headquarters, FtIG, Annville, PA 170035002 PAARNG				Annual			
i. PERIOD COVERED		j. RATED MONTHS	k. NONRATED MONTHS	l. NO. OF ENCL		m. RATED OFFICER'S AKO EMAIL ADDRESS (.gov or .mil)	
FROM (YYYYMMDD) THRU (YYYYMMDD)		12				frank.w.brown@us.army.mil	
20051115 20061114						n. UIC	o. CMD CODE
						W8BWAA	GB
							p. PSB CODE
							42
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)	
WEIGL, MAUREEN HOPKINS	222-22-2222	MAJ	PERS OFF				
b. NAME OF INTERMEDIATE RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE		DATE (YYYYMMDD)	
JANZE, MATTHEW EDWARD	333-33-3333	COL	DIRECTOR				
c. NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE		DATE (YYYYMMDD)	
LORD, WALTER THOMAS	444-44-4444	COL	CHEIEF OF STAFF				
SENIOR RATER'S ORGANIZATION		BRANCH	SENIOR RATER TELEPHONE NUMBER	EMAIL ADDRESS (.gov or .mil)			
PA Joint Forces Headquarters, FtIG,		AR	717-123-4567	walter.lord@us.army.mil			
		d. This is a referred report, do you wish to make comments?		e. SI			
		<input type="checkbox"/> Yes, comments are attached <input type="checkbox"/> No					
PART III - DUTY DESCRIPTION							
al Support Officer							
SIBILITIES. REFER TO PART IVa, DA FORM 67-9-1.							
TIES AND RESPONSIBILITIES							
PERSONNEL SUPERVISED							
AMOUNT OF RE							

Save – This button will save the form in the Draft directory online.

Save As – This button will allow you save the form to your local computer

Print – This button Print the form. Note: Answer “Yes” to HQDA submission to print official copy with full SSN.

Next – Takes you to the Next page.

Wizard – Takes you back to the Wizard option.

EMAIL – Allows you to e-mail outside of this program.





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FCMP

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Form Finder

Form Number: Form Title:

Drafts

Forms | **Folders** | **Drafts -- 1 Form(s), 1 Folder(s)** | 1 | [Close All](#)

	Form Name	Form Type	Create Date	Last Action	Suspense Date
<input checked="" type="checkbox"/>	OFFICER EVALUATION REPORT	DA 67-9	Nov 24, 2006 18:17:47 GMT	-	-

Select check box and click on **Rename**





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Form Finder ? ☰ 🔍

Form Number: Form Title:

Drafts ? ☰ 🔍

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

	Form Name	Form Type	Create Date	Last Action	Suspense Date
<input checked="" type="checkbox"/>	Brown0611	DA 67-9	Nov 24, 2006 18:17:47 GMT	-	-

Select check box and click on **Route Slip**





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Form Finder

Form Number:

Enter Last Name, (also recommend first name) and Select Search

Drafts

ROUTE...

Brown0611

Search Users Last Name: First Name:

Original

Please select a user

No Date | 1 | 2006 | hr | min | email

Please enter comments here.

Info Copy

email

Email Copy

Please enter text for the email here.

Last Name	First Name	Rank



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FCMP

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

Form Finder ? ☰ +

Form Number: Form Title:

Drafts ? ☰ +

ROUTE...

Brown0611

Search Users Last Name: First Name:

Original

Maureen Weigl

Dec 2006 Yes

This is a test OER, used in preparation of the OER processing User Guide

Info Copy

email

Email Copy

Please enter text for the email here.

Last Name	First Name	Rank
<input checked="" type="checkbox"/> Weigl	Maureen	MAJ





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FCMP

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

Form Finder

Form Number: Form Title:

Drafts

ROUTE...

Brown0611

The form Brown0611 has been routed to maureen.weigl. No Suspense Date was set.

←

Message confirms Report was sent



OER FORM POLICY REVISIONS

PURPOSE

- More accurately evaluates performance potential of Army Officers
- Increases accountability
- Informs a transparent talent management process



OER FORM POLICY REVISIONS

Cont'd

- Effective 1 October 2011
- Applies to all OERs with a thru date of 1 November 2011 and later
- Senior rater (SR) block check for 2LT-CPT and WO1-CW2



OER FORM POLICY REVISIONS

Cont'd

- SR successive assignment recommendations
- Statement regarding Multi-Source Assessment and Feedback/360 (MSFA)
- OER Support form optional however **VING REQUIRED!!!!**



OER Resources

- OER Policy:
 - AR 623-3, Evaluation Reporting System
 - DA Pam 623-3, Evaluation Reporting System
- U.S. Army Human Resources Command
Evaluation Systems & Policy Office
Policy Guidance/Inquiries: tapcmse@conus.army.mil
- More information on evaluation reports:
<https://www.hrc.army.mil/site/index.asp>



QUESTIONS

