

**Milper Message Number  
15-263**

**Proponent  
AHRC-PDV-E**

**Title  
UPDATES AND PROCEDURES TO DA FORM 2166-8 .PDF-F NCO EVALUATION REPORT  
...Issued: [25 Aug 15]...**

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A. AR 623-3 (EVALUATION REPORTING SYSTEM), 31 MAR 2014.

B. DA PAM 623-3 (EVALUATION REPORTING SYSTEM), 31 MAR 2014.

1. THIS MILPER MESSAGE EXPIRES NLT 01 MARCH 2016.

2. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE PROCEDURES FOR USE OF RECENTLY UPDATED DA FORM 2166-8, DATED AUGUST 2015, VERSION 1.00 .PDF-F NCO EVALUATION REPORT. THIS FORM UPDATE PROVIDES ADMINISTRATIVE CORRECTIONS AND ADDITIONAL SECURITY MEASURES TO THOSE CURRENTLY EMBEDDED WITHIN THE .PDF-F FORM. THIS UPDATE TO DA FORM 2166-8 PREVENTS CONTENT ENTERED ON THE FORM FROM BEING ALTERED ONCE A RATING OFFICIAL'S DIGITAL SIGNATURE IS APPLIED. CONTENT SPECIFIC TO EACH RATING OFFICIAL'S SECTION OF RESPONSIBILITY BECOMES "LOCKED" ONCE ENTERED ON THIS FORM AND A RATING OFFICIAL'S DIGITAL SIGNATURE IS APPLIED.

3. EFFECTIVE IMMEDIATELY, DA FORM 2166-8, DATED AUGUST 2015, VERSION 1.00 WILL BE USED WHEN PREPARING NCO EVALUATION REPORTS. DA FORM 2166-8, DATED MARCH 2015, VERSION 1.00 .PDF-F NCO EVALUATION REPORT WILL NO LONGER BE USED WHEN PREPARING NCOERS. EFFECTIVE 15 OCTOBER 2015, DA FORM 2166-8, DATED MARCH 2015 NCO EVALUATION REPORTS WILL NO LONGER BE ACCEPTED BY HRC EVALUATIONS BRANCH FOR PROCESSING NCO EVALUATION REPORTS FOR OFFICIAL FILING IN AN NCO'S AMHRR. NCOERS MUST BE PREPARED AND SUBMITTED TO HRC USING DA FORM 2166-8, DATED AUGUST 2015 VERSION 1.00, AS THIS FORM VERSION PROVIDES ADMINISTRATIVE UPDATES AND ADDITIONAL SECURITY MEASURES TO NCO EVALUATION REPORTS. UNIT COMMANDERS AND INDIVIDUAL RATING OFFICIALS ARE REMINDED TO REMOVE LOCALLY SAVED VERSIONS OF .PDF-F DA FORM 2166-8, DATED MARCH 2015 VERSION 1.00 TO PREVENT FUTURE USE.

4. SUBMISSION PROCEDURES FOR DA FORM 2166-8, DATED AUGUST 2015 VERSION 1.00 NCOER.

A. COMMANDERS AND RATING OFFICIALS ARE REMINDED THAT EVALUATION REPORTS ARE MANAGED AS CONTROLLED DOCUMENTS, WITH SENIOR RATERS RESPONSIBLE FOR ACQUIRING THE RATED NCO'S SIGNATURE OR EXPLAINING THE REASON FOR THE LACK OF THE RATED NCO'S SIGNATURE AND SUBMISSION OF FINAL EVALUATION REPORTS. THIS IS BEST ACHIEVED THROUGH ESTABLISHMENT OF STANDARD OPERATING PROCEDURES, CONTROLLING THE ELECTRONIC .PDF-F FORM ONCE A RATED NCO'S SIGNATURE HAS BEEN APPLIED FOLLOWED BY SUBMISSION TO HRC.

B. DA FORM 2166-8 .PDF-F EVALUATIONS WILL BE SUBMITTED THROUGH THE EVALUATION ENTRY SYSTEM (EES) WEB SITE AT [HTTPS://EVALUATIONS.HRC.ARMY.MIL/](https://evaluations.hrc.army.mil/). INSTRUCTIONS ON HOW TO UPLOAD THE DA FORM 2166-8 .PDF-F CAN BE FOUND ON THE HRC EVALUATION SYSTEMS HOMEPAGE AT [HTTPS://WWW.HRC.ARMY.MIL/TAGD/EVALUATION%20SYSTEMS%20HOMEPAGE](https://www.hrc.army.mil/tagd/evaluation%20systems%20homepage), THE EES LANDING HOMEPAGE UNDER "EXTERNAL LINKS AND RESOURCES", AND S-1 NET. EES IS THE ONLY ELECTRONIC SUBMISSION PORTAL FOR DA FORM 2166-8 .PDF-F.

C. THE ALTERNATE SUBMISSION METHOD FOR EVALUATION REPORTS IS MAIL HARD COPY EVALUATIONS IN PAPER FORMAT (SEE SUBPARAGRAPH D BELOW FOR MAILING ADDRESS). HARD COPY EVALUATIONS ARE TO HAVE FULL SOCIAL SECURITY NUMBERS (SSNS) FOR THE RATED SOLDIER AND ALL RATING CHAIN MEMBERS. REPORTS MUST BE PRINTED LEGIBLY, WITH FULL-PAGE IMAGES, ON ONE SHEET OF PAPER, FRONT AND BACK, HEAD-TO-HEAD.

D. FOR UNITS DEPLOYED TO CONTINGENCY THEATERS OF OPERATION (E.G., UNITS IN IRAQ, KUWAIT, OR AFGHANISTAN), IN INSTANCES WHEN ELECTRONIC SUBMISSION METHODS CANNOT BE UTILIZED USING EES, DEPLOYED UNITS HAVE THE OPTION TO EMAIL .PDF-F EVALUATIONS AS ATTACHMENTS TO [USARMY.KNOX.HRC.MBX.TAGD-EVAL-FROM-DEPLOYED@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-FROM-DEPLOYED@MAIL.MIL). HRC DOES NOT REQUIRE DEPLOYED UNITS TO REQUEST AUTHORIZATION TO EMAIL OERS AND NCOERS TO HQDA. HOWEVER, THE SENDER'S DEPLOYED STATUS MUST BE CLEARLY VISIBLE IN THE EMAIL ADDRESS WHEN EMAILING THE SUBMITTED REPORTS. UNITS THAT FAIL TO MAKE THE DEPLOYED STATUS CLEAR MAY HAVE

EVALUATION REPORTS REJECTED. DEPLOYED UNITS MAY ALLOW INDIVIDUALS TO INK SIGN EVALUATIONS WHEN NEEDED.

E. OLDER EVALUATION REPORTS (E.G. DA FORM 2166-8 FORM DATE 2006 AND EARLIER) THAT HAVE NEVER BEEN SUBMITTED TO HRC AND ARE NOT VISIBLE IN ANY STATUS IN THE INTERACTIVE WEB RESPONSE SYSTEM (IWRS) ONLINE APPLICATION MUST BE MAILED IN HARD COPY TO HRC. ALL HARD COPY MAILED EVALUATIONS WILL BE SUBMITTED TO: U.S. ARMY HUMAN RESOURCES COMMAND, ATTN: AHRC-PDV-ER, 1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT #470, FORT KNOX, KY 40122-5407.

5. CURRENT AUTHORIZED NCOER FORMS CAN BE OBTAINED FROM THE ARMY PUBLISHING DIRECTORATE (APD) FORMS CATALOG [HTTP://WWW.APD.ARMY.MIL](http://www.apd.army.mil).

6. THE POINT OF CONTACT FOR THIS HEADQUARTERS IS EVALUATION POLICY, AHRC-PDV-E, DSN 983-9019, COMMERCIAL (502) 613-9019, (E-MAIL) ADDRESS IS [USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL](mailto:USARMY.KNOX.HRC.MBX.TAGD-EVAL-POLICY@MAIL.MIL).

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