



Human Resources Command

Evaluations, Selection and Promotion Directorate (ESPD)

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Evaluation Entry System
U.S. Army Human Resources Command

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Accept Terms

Cancel

- Check after reading the “User Agreement”
- Click the “Accept Terms” Box



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For optimum presentation, a screen area resolution setting of 1024 x 768 pixels or greater is recommended.



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Evaluation Entry System (EES) Homepage



<https://evaluations.hrc.army.mil/>

Welcome to the HRC Evaluations Entry System
Please select an option below:

OER	NCOER
Create OER Support Form	Create NCOER Support Form
Edit OER Support Form	Edit NCOER Support Form
Create New OER	Create New NCOER
	Upload DA Form 2166-8 .pdf-f NCOER

TOOLS

Continue/View Active Evaluations	Evaluation Status and Management Tools (ERS)
View Profiles where I am a delegate	View my Rater and Senior Rater Profile
Manage Rating Chain	View Forms
Signature Removal	Manage Delegates
Request ERS Access	

New NCOER submission method for .pdf-f DA Form 2166-8
Allows users to submit completed evaluation reports to HQDA for processing.

AKO My-Forms submission method will NOT work with .pdf-f forms.

Shows all active evaluations related to you, as the Rater, Senior Rater, or Delegate.

Allows delegates to view Senior Rater profile (if delegated).

Allows signature removal if correction or amendment is required.

Shows Rater & Senior Rater Profile; will show Rater Tendency for NCOERs.

Allows Senior Rater or Rater to add Delegates who can draft, edit, remove signatures, and submit reports on your behalf. Only the designated rating official can sign/authenticate evaluations.



Evaluation Entry System (EES) Homepage



<https://evaluations.hrc.army.mil/>

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Evaluation Entry System
U.S. Army Human Resources Command

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

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OER

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[Edit OER Support Form](#) [Edit NCOER Support Form](#)

[Create New OER](#) [Create New NCOER](#)

[Upload DA Form 2166-8 .pdf-f NCOER](#)

TOOLS

[Continue/View Active Evaluations](#) [Evaluation Status and Management Tools \(ERS\)](#)

[View Profiles where I am a delegate](#) [View my Rater and Senior Rater Profile](#)

[Manage Rating Chain](#) [View Forms](#)

[Signature Removal](#) [Manage Delegates](#)

[Request ERS Access](#)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
WELL, WISHING COL	DELEGATE	20121217	DRAFT
WILLIAMS, ANTHONY MAJ	SENIOR RATER		DRAFT
WILLIAMS, ANTHONY MAJ	RATER		DRAFT
MCDERMID, STEPHEN 1LTP	RATED OFFICER	20140430	DRAFT
WHITEHEAD, MEETING MAJ	DELEGATE	20130506	DRAFT
HOLM, SCOTT MAJ	DELEGATE	20131223	DRAFT
COLLINS, VICTOR CPTP	RATER	20140520	DRAFT
COLLINS, VICTOR CPTP	INTERMEDIATE RATER	20140520	DRAFT
COLLINS, VICTOR CPTP	SENIOR RATER	20140520	DRAFT
WISHING, WELL COL	DELEGATE	20140701	ACCEPTED/IPERMS

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
TRAINING 1LT	DELEGATE	20130311

Displays ten (10) most current Active Evaluations.

Displays ten (10) most current Active Support Forms.



Evaluation Entry System (EES) Homepage



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Evaluation Entry System
U.S. Army Human Resources Command

Main Menu ▾ Profiles ▾ New OER Training ▾ Logged In: rey.guzman

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Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)
- [EES Maintenance Schedule](#)
- [EES Release Notes](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
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Upload DA Form 2166-8 .pdf-f NCOER	

TOOLS

Continue/View Active Evaluations	Evaluation Status and Management Tools (ERS)
View Profiles where I am a delegate	View my Rater and Senior Rater Profile
Manage Rating Chain	View Forms
Signature Removal	Support Signature Removal
Manage Delegates	Request ERS Access

Recent Active Evaluation Activity: [View All](#)

Rated Soldier	Your Role	Thru Date	Status
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Recent Active Evaluation Support Form Activity: [View All](#)

Rated Soldier	Role	Thru Date
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Click to upload DA Form 2166-8 with required attachments (As Needed).

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For optimum presentation, a screen area resolution setting of 1024 x 768 pixels or greater is recommended.



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NCOER (DA Form 2166-8) Evaluation Upload Function



Evaluation Entry System U.S. Army Human Resources Command

Profiles ▾ New OER Training ▾

DA Form 2166-8) Upload Form

- TYPE SOLDIER'S INFORMATION AS ANNOTATED ON EVALUATION BEING SUBMITTED
- ENTER SSN WITHOUT DASHES (-)
- SELECT RESPECTIVE RANK FROM DROP-DOWN MENU

Rated Soldier Name (Last, First, MI, Suffix)

Last	First	MI	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rated Soldier SSN

Rated Soldier Rank

Evaluation

Sergeant

Staff Sergeant wse...

Sergeant First Class

Master Sergeant wse...

First Sergeant wse...

Sergeant Major wse...

Command Sergeant Major wse...

Sergeant Major of the Army



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NCOER (DA Form 2166-8) Evaluation Upload Function



Evaluation Entry System
U.S. Army Human Resources Command

Main Menu ▾ Profiles ▾ New OER Training ▾

NCOER (DA Form 2166-8) Upload Form

	Last	First	MI	Sffx																					
Rated Soldier Name (Last, First, MI, Suffix)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																					
Rated Soldier SSN	<input type="text"/>																								
Rated Soldier Rank	<input type="text"/>																								
Evaluation	<input type="text"/>			<input type="button" value="Browse..."/>																					
<input type="button" value="Add Enclosures"/> <table border="1" style="margin-left: 10px;"> <tr><td><input type="text"/></td><td><input type="button" value="Browse..."/></td><td><input type="checkbox"/></td></tr> </table>					<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>
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<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>																							
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>																							
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="checkbox"/>																							
<input type="button" value="Submit Evaluation to HQDA"/>				<input type="button" value="Clear"/>																					

- Click browse to add completed evaluation to be submitted to HQDA
- Allows users to clear "All Data" from the Upload Form Screen

- Allows users to add additional enclosures to evaluation (when required)
- Click "Browse" to load enclosures to evaluation that is ready for submission to HQDA or (X) to remove any extra enclosures boxes

- Click to submit a completed evaluation form and attachments to (HQDA) for official processing



Uploaded History Report



From the Main Menu users can access the Uploaded History Report feature.

When creating an Uploaded History Report , dates must be one (1) day prior and one (1) day after the desired inclusive dates. (Example: To review reports submitted 02 May 2015 to 05 May 2015, select date range 01 May 2015 to 06 May 2015 as search criteria).

Main Menu ▾ Profiles ▾ New OER Training ▾

Home

NCOER (DA Form 2166-8)
Uploaded History Report

Logout

Uploaded History Report

Date of Submission Search From To Date

Soldier Name	Soldier Rank	File Name	Enclosures	Time Stamp
TEST 2, 2166-8 PDF, NMN	SSG	DA Form 2166-8 TEST 2.pdf	scannedDoc0001.tiff Lighthouse.jpg DA Form 2166-8 TEST 1 - Copy (2).pdf	2015-02-23
TEST 1, 2168-8 PDF,	SGT	DA Form 2166-8 TEST 1.pdf		2015-02-23
TEST 9, 67-9 OER, PDF	CSM	a67_10_1 TEST 9.pdf		2015-02-23
TEST 8, OER,	CSM	a67_10_1.pdf		2015-02-23
TEST 3, 2168-8, NMN	SFC	DA Form 2166-8 TEST 3.pdf	DA Form 2166-8 TEST 1 - Copy - Copy.pdf DA Form 2166-8 TEST 1 - Copy.pdf DA Form 2166-8 TEST 1 - Copy.pdf	2015-02-23
TEST 12, 2166-8 CONVERTED ,	SMA	2166-8 FROM ARMY PUBS CONVERTED.pdf	DA Form 2166-8 TEST 1 - Copy (2).pdf TEST 2 A DA Form 2166-8 EXTENDED (12-18-2014)(3).pdf DA Form 2166-8 TEST 2.pdf	2015-02-23
LAST , FIRST, MI, 13	SGT	TEST 3 A DA Form 2166-8 EXTENDED (12-18-2014)(3) - Copy.pdf		2015-02-23
TEST 9, OER,	CSM	a67_10_1 TEST 9.pdf	scannedDoc0001.tiff Lighthouse.jpg DA Form 2166-8 TEST 2.pdf	2015-02-23