

## INFORMATION PAPER

AHRC-PDV-E  
07 February 2017

SUBJECT: International allied Officer/NCO serving as Raters on Army Evaluation Reports

1. Purpose. To provide information for when an international allied Officer/NCO is designated to serve as a rater for an U.S. Army Officer/NCO on U.S. Army evaluation reports.
2. Background. DA Form 67-10 series Officer Evaluation Reports (OERs) contain a managed rater's assessment, known as a rater's profile. A rater's overall box check assessment on an OER is limited to the number of left justified (EXCELS) check-box assessments a rater may give. Left justified check-box assessments (EXCELS) are managed to less than 50%, separated by grade, of evaluation reports rendered by the rater. DA Form 2166-9 series Noncommissioned Officer Evaluation Reports (NCOERs) contain a rater's overall box check assessment known as a rater tendency assessment. On rare occasions, Army policy provides for International allied Officers and NCOs to serve as raters. To facilitate rater profile and rater tendency requirements, an HRC issued International Officer/NCO rater identification number is required for those International allied Officer/NCO, not in possession of an issued DOD CAC containing a valid EDIPI number within the DMDC database.
3. When an international Officer/NCO is identified to rate a U.S. Army Officer or NCO, the first requirement is to validate/verify if the international Officer/NCO is in possession of a valid CAC, with EDIPI number (DOD ID number). ***In instances when an International Officer/NCO possesses a valid EDIPI number associated to a DOD issued CAC, there is no requirement for requesting an HRC issued number.*** Additionally, these CAC enabled international Officers/NCOs are able to access the Evaluation Entry System (EES), when certificates on the CAC are valid and formatted properly (unit level requirement).
4. When an international Officer/NCO is identified to rate a U.S. Army Officer or NCO and the rater is not in possession of a valid CAC (nor will be), a separate request memorandum for each international Officer/NCO will be prepared for submission to Evaluations Branch - Policy, Human Resources Command (see attached enclosure 1). When three (3) or more request memorandums exist, the provided excel spreadsheet will also be completed and accompany request memorandums (see attached enclosure 2). Upon receipt of requests, HRC Evaluations Branch will determine if issuance of an International Rater ID number is required. Once approved, HRC will issue an approval

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memorandum to the International Officer/NCO with their assigned number. This issued identification number is only used by HRC for rater profiling and rater tendency purposes, associated with the U.S. Army's evaluation reporting systems.

Enter the issued identification number within part II, block a2., exactly as provided on the approval memorandum, when completing U.S. Army Officer and NCO Evaluation Reports. Evaluation reports submitted to HRC for processing will include a copy of the approval memorandum. An international Officer/NCO receives one international ID number. Once issued, this number is for use on all evaluation reports when the international Officer/NCO serves as a rater on Army evaluation reports, regardless of assessment periods. It is important to understand, the issued HRC number does not enable access to the Evaluation Entry System. Additionally, when entered in EES, the number will not return "auto-fill" data.

4. **Access to EES requires the possession of a valid DOD issued CAC. This is due to security restrictions outside of the Army's Evaluation Branch control. EES's full capabilities and functionality are severely limited due to this restriction.** Alternately, evaluation reports may be prepared on fillable .pdf forms, found at the Army Publishing Directorate webpage <http://www.apd.army.mil>. Once the .pdf evaluation report is finalized, the report can then be printed and signed manually, signed by digital CAC, or signed as a combination of manual and digital CAC signatures for submission to HRC, Evaluations Branch, in hard copy. Mailing address for hard copy evaluation reports is:

U.S. Army Human Resources Command  
ATTN: AHRC-PDV-ER (Evaluation Processing)  
1600 Spearhead Division Avenue  
Department 470  
Fort Knox, KY 40122-5407

5. Requests for an International rater identification number will include: justification, international officer/NCO's complete name, rank (**to include standard NATO rank code**), and country, duration of report period covered, and contact information to include a valid .mil or .gov email address. Additionally, an included delegate must be able to assist the allied international rater. The delegate will be a U.S. Army Officer/NCO (other than the rated Soldier), DA civilian, or DOD civilian in possession of a valid CAC. Information needed for the delegate includes: the delegate's complete name, rank, duty position, duration of report period covered, and contact information to include a valid .mil or .gov email address. The delegate must be a third party individual, not the rated Army Officer or NCO.

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6. Submit completed request memorandums for International Officer/NCO Rater identification numbers to Evaluation Systems Office, Human Resources Command by mail or email. When emailing requests, place “**International Officer/NCO Rater ID number request**” as the email subject line. Email address: [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil). Mailing address is provided above in paragraph 4.

7. Further questions may be submitted to [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil). or by phone to: commercial (502) 613-9019, (DSN: 983).

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Approved by: Mr. David C. Griffiee  
Chief, Evaluation System Branch



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNIT NAME  
STREET ADDRESS  
CITY, STATE 12345-0001

*(Office Symbol)*

*(Date)*

*MEMORANDUM FOR (Appropriate Agency – Appendix B)*

*SUBJECT: Request for issue of International rater identification number used for Army evaluation reports*

1. *Under the provisions of DA Pam 623-3, Evaluation Reporting System, requests the issuance of an international rater identification number for use when assessing U.S. Army officers or NCOs on Army evaluation reports for the following allied forces service member serving in the capacity of a rater. The issuance of an International rater ID number is required, as the International Officer below does not possess a valid CAC ID card possessing an issued edipi number (also known as DODID number).*

*(Insert allied forces service member's complete name, rank, country, duration of report period covered, contact information to include valid email address assigned as designated rater).*

2. *The following individual will serve as the allied forces service member's delegate. The identified delegate will provide required support and assistance to the allied forces service member for Army evaluation matters:*

*(Insert the CAC enabled U.S Army Soldier/DA Civilian delegate's complete name, rank, contact information, duration to serve as the allied forces service member's delegate, contact information to include valid email address).*

3. *Questions or concerns regarding this request may contact (Be sure to include a telephone number, preferably DSN, and email address which you may be reached.*

*(Signature block with mailing address,  
if other than address on letterhead)*

**Sample memorandum format for request of an International Officer Identification number**