

## Manage Rating Chain Tool FAQs as of 30 AUG 2017

### **1. Will there be any training resources available for the Manage Rating Chain Tool?**

A: A Manage Rating Chain Tool User's Guide will be available on the Evaluations Systems Homepage (<https://www.hrc.army.mil/content/Evaluation%20Systems%20Homepage>). Ensure that you frequently check to verify you have the most current version. The user's guide will be updated to reflect changes and enhancements to the Manage Rating Chain Tool.

### **2. How is the Manage Rating Chain Tool being fielded?**

A: It is being released in BETA format using an agile build. Releases will be in a series of iterations, with each iteration improving functionality and workflow until full functionality is achieved.

### **3. How to access the Manage Rating Chain Tool?**

A: The BETA version will be accessible from the Evaluation Entry System (EES) training site (<https://evalentry.hrc.army.mil/index.html>) the end of June 2017.

### **4. When will the Manage Rating Chain Tool be available in the live production EES site?**

A: It is anticipated that the Manage Rating Chain Tool will be active on the live production EES site (<https://evaluations.hrc.army.mil/index.html>) late September 2017, once baseline functionality is achieved. Baseline functionality is defined as and includes an ability to create, edit, delete, print, view, and apply two authentication signatures (verifying and approval) to a rating chain.

### **5. Who can access the Manage Rating Chain Tool?**

A: The Manage Rating Chain Tool can be accessed by anyone with a valid Department of Defense issued Common Access Card (CAC). Access to edit draft rating chains and view previously approved rating chain is open to all users. The system will record the last individual to make changes to drafts rating chains and display the last user who accessed and made edits.

### **6. Who establishes and approves rating chains (Verifying/ Approving Official)?**

A: Commanders, commandants, and organization leaders will establish rating chains and publish rating schemes within their units or organizations in accordance with locally-developed procedures and regulations (**Verifying Official**). Rating schemes for two-star level commands (or equivalent organizations) and below will be approved by the next higher commander, commandant, or organizational leader (**Approving Official**).

### **7. What is the difference between a Verifying Official and an Approving Official?**

A: "Verifying Official" is associated with the commander, commandant, or organizational leader responsible for establishing a rating chain. An "Approving Official" is the commander, commandant, or organizational leader, above the verifying official, responsible for approving the rating scheme.

### **8. Who can sign as a Verifying Official and an Approving Official?**

A: Only an individual identified as the Verifier and Approval Official within the rating chain will have the ability to sign the rating chain.

### **9. How can the field provide feedback on the Manage Rating Chain Tool?**

A: We encourage feedback and would like to hear your suggested improvements for the Manage Rating Scheme Tool. Please submit feedback by email to the Evaluations Policy Team mailbox at [usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil). The email will need to include "Manage Rating Chain Tool Feedback" within the subject line of the email.

**10. When will the Manage Rating Chain Tool time you out?**

A: Manage Rating Chain Tool will time out after 10 minutes of inactivity. Users will receive a 2-minute warning near the end of the 10 minutes before the system times-out.

**11. If a Soldier is assigned to one unit but attached to another, which UICs rating chain should the Soldier appear on?**

A: The Soldier should be listed on the rating chain of the "attached unit" or unit having ADCON authority.

**12. Will the system pull/auto-populate the Rated Soldier, Rater, and Senior Rater data?**

A: Upon the initial initiation, data is pulled from TAPDB to generate a list of all Rated Soldiers assigned to that specific UIC. After the rating chain has been initiated, all future additions and subtractions from the rating chain must be made manually. The listing of rating officials is updated from TAPDB every time the Manage Rating Chain Tool is accessed. The user can also manually add rating officials from outside the UIC using the "Search" tab. Once added these rating officials will be listed in the "Others" tab.

\*Rating roles are not auto-populated. The user must assign the rating officials to their proper rating roles (i.e. rater, intermediate rater, senior rater, supplementary reviewer).

**13. Can the Verifying Official and Approving Official grant delegation authority for the Manage Rating Chain Tool?**

A: Yes, delegation authority will be linked to permissions granted for evaluations in EES. Delegates that are authorized to remove the individual's signature on an evaluation, will be able to remove the verifying official's signature from the Manage Rating Chain Tool. Once an approving rating official signs a rating chain, that rating chain becomes record within the system.

**14. Can a rating chain be edited once it has been signed by a verifying official?**

A: No. Once a verifying official signs the rating chain, edits to the rating chain are not permitted. The verifying official's signature must be removed in order to make any modifications. The rating chain requires a signature from the approval official after it has been signed by the verifying official.

**15. How many rating chains can be created?**

A: The rating chain tool will allow one draft (Initiated) rating chain and one current verified rating chain within the workflow at any given time. Historical approved rating chains will be archived and visible below the most current approved rating chain.

**16. Does the user have to create a new draft every time?**

A: No. Once a rating chain has been verified, the system will allow the user to generate a new draft copy reflecting the last approved/verified rating chain.

**17. Is there a requirement to use the Rating Chain Tool?**

A: Currently there is no mandate requiring the use of the Rating Chain Tool.

**18. What are some of the benefits to using the Rating Chain Tool?**

A: The Rating Chain Tool creates a living document that is standardize across the Army. Ensures continuity during changes in personnel. The Rating Chain Tool can be accessed anywhere by anyone at any time, creating an atmosphere of transparency.

**19. Will information from the Rating Chain Tool be auto-populated into a support form or evaluation?**

A: Currently no information from the Rating Chain Tool will be auto-populated when creating a support form or evaluation. With future system enhancements, this may become a system capability.

**20. Can rating officials be added that are outside the UIC (including civilian and foreign rating officials)?**

A: Yes, these rating officials can be manually entered using the “Search” function on the rating official list. Rating officials can also be added manually by clicking on the rating role within the rating chain. Upon the user refreshing the browser, these rating officials will be added to the “Others” tab. These rating officials will remained stored under the “Others” tab to be accessed by the users in the future.