

Evaluation Entry System (EES) 4.3.0 Release Hard-Stop and Soft-Stop Validations

Scheduled release 17 February 2021

In EES, there are six checkpoints where system validations are performed. During system validation, if an error is found the system will determine whether that error is a hard-stop or a soft-stop error. Hard-stop errors are a “must fix”. Soft-stop errors are a “should fix”. EES will not permit submission of an evaluation report for processing containing a hard-stop error. EES will permit submission of an evaluation report for processing containing a soft-stop error, however, the authorized individual submitting the evaluation report with soft-stop error is required to comment. Comments will refer to Army policy that authorizes submission in light of the known error.

<u>Error Type</u>	<u>Stop</u>	<u>Error Description (the system will validate that...)</u>	<u>EES Error Reads:</u>
Reason Code	Hard	Annual reports have 12 months with no non-rated time. Extended Annual reports have 3 or 12-16 months AC; 4 or 12-16 months USAR and ARNG. Change of rater reports have 90 rated days or more AC; 120 rated days or more USAR and ARNG.	"The rating period does not meet the minimum time requirements for the specified reason for submission."
Signature Date	Hard	Signature date is no more than 14 days prior to THRU date.	"The < rating official (RO) > cannot sign more than 14 days prior to the thru date."
CW5, CW4(P)	Hard	No senior rater box check is present for rated officers in these grades.	"A Senior Rater box check has been rendered for a < rated rank >."
Rating Official (RO) Performance Code	Hard	The rater box check selection is present when the rater is not serving as both rater and senior rater and the senior rater box check selection is present on form versions that require a check.	"The < RO > box check (overall performance) is missing."
FROM and THRU Dates	Hard	FROM date occurs earlier than the THRU date	"The THRU date is earlier than the FROM date."
Start Date / System Date	Hard	FROM date is less than system date; THRU date is less than or equal to system date.	"The FROM date is in the future" or "Evaluations cannot be submitted to HQDA prior to the THRU date."
Invalid Fitness Date	Hard	Fitness APFT date is not on or within the 12 month period prior to the THRU date	"The APFT date is not within the 12 month period prior to the THRU date."
Misfire (NCOER only)	Hard	Senior rater's profile supports the overall assessment (i.e. box check).	"The Senior Rater's profile does not support the rendered box check."
Invalid Counseling Dates	Hard	Counseling dates fall on or between the FROM and THRU dates of the evaluation.	"One or more of the counseling dates fall outside of the rating period."
MOS Length (NCOER)	Hard	Primary MOS and Duty MOSC values on an NCOER are a minimum of five characters in length.	"The entered Primary MOS and/or Duty MOSC are not at least 5 characters in length."
Invalid Nonrated Date	Hard	Nonrated dates fall on or between the FROM and THRU dates of the evaluation.	"One or more of the nonrated dates fall outside of the rating period."
DMDC Check	Hard	DODID and last name entered for the rated Soldier and DoD rating official match DMDC.	"The < role > SSN/DODID does not match DMDC."
Form Version Check	Hard	Form version generated is correct for the specified THRU date. NCOER: if the THRU date is on or before 12/31/2015, the form version is 2166-8 series. OER: if the THRU date is on or before 03/31/2014, the form version is 67-9 series.	"The THRU date is invalid for this form version and cannot be submitted to HQDA. The evaluation must be created on < form version >."
Rating Official (RO) Signature(s) Present	Hard	< RO > signature is present when rating official is listed on the evaluation.	"The < RO > signature is missing or invalid."
Signature Date Order	Hard	Signatures on the evaluation were applied in the correct order (rater, intermediate rater (if applicable), senior rater, rated Soldier, supplementary reviewer (if applicable)).	"The signatures were not applied in the correct order: Rater, Intermediate Rater (if applicable), Senior Rater, Rated Soldier, Supplementary Reviewer (if applicable)."

Refer to current Army Evaluation Policy for concerns unrelated to the specific hard stops and soft stops listed in this user tool.

AR 623-3 (Evaluation Report System), 14 June 2019

DA PAM 623-3 (Evaluation Report System), 27 September 2019

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<u>Error Type</u>	<u>Stop</u>	<u>Error Description (the system will validate that...)</u>	<u>Error Reads</u>
Relief for Cause (RFC)	Soft	< RO > overall assessment (i.e. box check) rendered must support RFC reason for submission.	"Relief for Cause was specified as the reason for submission, but at least one of the rendered ratings does not support it."
Senior Rater Rank (SR)	Soft	SR meets minimum grade requirements to render a SR assessment.	"The Senior Rater does not meet the minimum grade requirements."
Board Submission Type	Soft	THRU date is same as the required THRU date in corresponding board MILPER message for the following evaluation submission types, Complete the Record (09), Promotion (11), and HRC Directed (19).	"The THRU date does not match the required THRU date in the corresponding MILPER message."
Board Cutoff Date	Soft	Receive date of the evaluation is on or prior to the “received not later than” (cutoff) date of the applicable board.	"This evaluation will be received after the "received not later than" date in the corresponding board MILPER message: < RNLT date > for < board name >."

The following (4) hard-stops are existing system validations that went into production September 2019.

<u>Error Type</u>	<u>Stop</u>	<u>Error Description (the system currently validates that...)</u>	<u>Error Reads</u>
Rated Soldier Signature	Hard	Rated Soldier’s signature is present when neither “unavailable to sign” nor “refuses to sign” are selected by the senior rater.	"The Rated Soldier signature is missing, and neither 'unavailable to sign' nor 'refuses to sign' were selected."
Rating Official Change	Hard	No rating officials have changed from those on an existing for the same or overlapping rating period.	"One or more Rating Officials have been changed on this report, which is a violation of Army policy."
Rating Period Overlap	Hard	FROM / THRU dates on the new report does not fall on or between any existing evaluation.	"The rating period overlaps existing evaluation(s) for < rated Soldier name and rank >: HQDA # < Eval ID(s) >. This evaluation cannot be submitted to HQDA until the rating period is corrected."
Duplicate Check	Hard	FROM and THRU dates on the new report are not the same as any existing report for that Soldier.	"The rating period duplicates existing evaluation (s) for < rated Soldier name and rank >: HQDA # < Eval ID(s) >. This evaluation cannot be submitted to HQDA until the rating period is corrected."

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