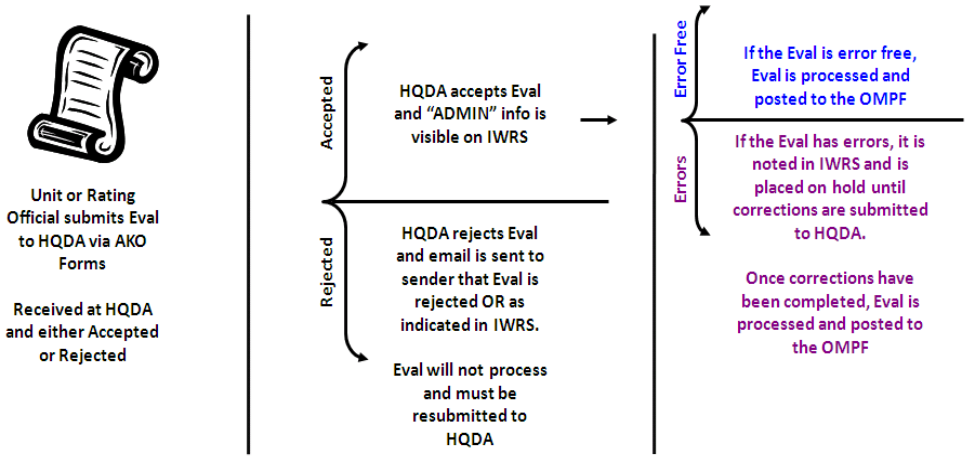
IWRS USER GUIDE
12 April 2012

1. IWRS Purpose. Provide information to a variety of users (individuals, S1, Human Resource Managers, and Commanders) to facilitate an effective evaluation system. IWRS reflects administrative information on OERs for all officers, regardless of component, and NCOERs, on RA and USAR NCOs.

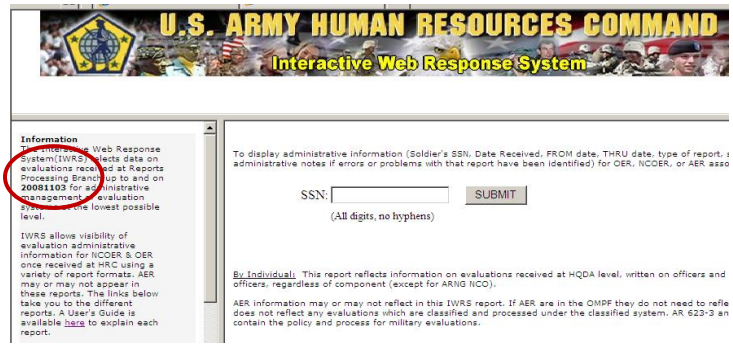
2. Access. Users can access the IWRS Website at https://knoxhrc16.hrc.army.mil/iwrs/

3. General Information. Each evaluation is reviewed by an examiner and completed (sent to an OMPF) in time for HQDA-level selection boards. Other evaluations may wait. We are aware of the individuals in the considered population for HQDA selection boards and we work evaluations needed for near-term boards first. Once completed, evaluations are automatically pulled from an OMPF to a board file. (Note: The prioritization of evaluation report processing for boards does not affect senior raters' profiles because the report receipt date, not the completion date, determines the profiling order of reports in a senior rater's profile.)

a. Process: Evaluation process from Unit to OMPF.



b. Accepted Evals: Use IWRS to track the status of an evaluation that is currently processing at HQDA. The "load date" for evaluations can be seen in the upper, far left hand column (see diagram below). You cannot see an evaluation that arrived at HQDA AFTER this date. There is a <u>time lag</u> between the date of acceptance in AKO FORMS and visibility in IWRS.



c. Error Free Evals: To avoid delays in processing, **use the PureEdge wizard forms and answer the questions using the wizard**. Avoid writing on forms directly, this will help reduce errors. Submitting error-free reports ensures quicker processing for all evaluations.

d. Error within Evals: To make corrections to an evaluation report that has been submitted to HQDA and is visible in IWRS in an ON HOLD or PENDING status either because HQDA is awaiting correction(s) from the field or the evaluation report was "returned" to the field for correction and resubmission, view the admin notes that should appear in IWRS. The notes should identify the error(s) and state that we will switch the corrected report with the erroneous one in order to complete the processing of the report to the rated Soldier's OMPF.

e. Rejected Evals: HQDA Examiners will reject evals for the following reasons; when the Senior Rater don't meet minimum qualifications, when negative OER are not referred, and when signatures are greater than 14 days prior to the THRU date. When the corrections have been made, the eval can be resubmitted.

4. Status Codes: Once an evaluation has been accepted by HQDA, the administrative information for that evaluation is visible in all IWRS reports; however the report itself is not yet in the Soldier's OMPF. The evaluation is assigned different status labels depending on its stage of processing. Below is an explanation of Status entries seen in IWRS:

- **"WORKING":** HQDA has the report and it is in the queue for review. This is good. It is here
- and will be processed and profiled based on the date of receipt.
- **"DOCUMENTW/EXAMINER":** The report is waiting to be seen by or with an examiner. **"REDACTING /PROFILE CALCULATED or WAITING TO BE CALCULATED":** OER is at the stage where the system is technically applying the profile and the HQDA label.
- **"REVIEW":** The report is in the final stage; one last look by examiners.
- **"COMPLETE":** The evaluation is done at HQDA and will be electronically pushed to the
- OMPF within 48 hours.
- **"PROFILE CALCULATED; WAITING FOR CORRECTED OER FROM THE FIELD":** This applies to both OERs & NCOERs. HQDA is awaiting correction(s) from the field or the evaluation report was "returned" to the field for correction and resubmission, view the admin notes that should appear in IWRS. The notes should identify the error(s) and state that we will switch the corrected report with the erroneous one in order to complete the processing of the report to the rated Soldier's OMPF.
- **"CASE RETURNED TO THE FIELD FOR CORRECTION HQD":** A found an error and an explanation of that error is found in the admin notes on the IWRS report.
- "**REJECTED":** Either the report is a duplicate submission or HQDA found major errors that render the evaluation invalid. If we find duplicate reports we will reject them and usually put "Dup or Duplicate" in the admin notes.

5. Resubmission. If an evaluation is not visible in IWRS under the *By Individual Look Up Report* and it was submitted to HQDA prior to the date shown as a "load date" in IWRS, it is either missing, rejected, or it was returned to the sender for corrections. If it is missing—resubmit another copy of that report to HQDA.

6. Board Reports. ALL evaluations are automatically tagged for near term selection boards and are given priority processing over non-board evaluations. Those evaluations with a profiled - senior rater box check in Part VII.b of the DA 67-9 always processes in the order received. We make sure all evaluations (BZ, PZ, or AZ), which are received by "received no later than dates" listed in selection board messages get into the Soldiers OMPF (and board files) for the right selection boards in time for voting.

7. Most Frequently Seen Errors.

- ❑ Signing more than 14 days prior to the THRU date
- ❑ Sending to HQDA before the THRU date
- ❑ THRU dates overlapping previously completed reports
- ❑ Missing counseling dates without explanation by Senior Rater
- ❑ Missing rated Soldier signatures without explanation by Senior Rater
- ❑ Missing date for either the profile or APFT results
- ❑ NCOER: Missing rater comment on progress for APFT FAILs & HT/WT NOs
- ❑ APFT not falling within the 12 months prior THRU date
- ❑ Missing OER senior rater telephone number, rating official rank
- ❑ Missing # of officers senior rated
- ❑ Missing YES/NO on whether 67-9-1 was received
- ❑ Extended annuals with more than 12 months rated time (normally this results from improper or non-use of the nonrated time code wizard (see those slides).)
- ❑ Not using IWRS to check an evaluation's status. If on hold for error or rejected (without a similar FROM-THRU completed) start working the correction. With an examiner is ok.

8. Commonly Asked Questions.

a. *What if you don't see the specific Evaluation in their OMPF or BOARD FILE?* If the evaluation has been submitted after the "load date", be patient and wait for the evaluation to be loaded. If after that date, this evaluation is still missing, email the Evaluations Office at usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil. Give us the name and THRU date of the missing evaluation. We can check what is in house and provide you direction on getting them corrected (with your help) and get them to OMPF.

b. *Do load dates and dates of receipt mess up the senior rater's profile?* For 2LT through BG and WO1 through CW4, we are VERY careful not to impact the SR profile and process based on date of arrival, no matter the method of submission. Also, no OER processes as a misfire (ACOM box check, COM label, ACOM addition) without human intervention. Those reports stop and we ask questions first to the SR prior to processing.

c. *Where do I get the latest forms?* Use AKO Forms. When you take a support form in AKO Forms and use it to create a final evaluation (one step) the latest form will be used. You can also pull up forms in the Forms search feature or get them from the Army Publishing Directorate website.

d. *How does the evaluation post to my OMPF?* An evaluation goes through an established process at HQDA to make sure that content is prepared in accordance with regulation prior to its placement in a rated Soldier's OMPF and to apply a HQDA label (for OERs only). At the end of HQDA processing we push the evaluation to iPERMS where, after 24 hours (time allocated for computers to synchronize) the rated Soldier is able to view the document in his/her OMPF.

9. Specific IWRS Reports.

a. Specific reports currently in the application are described and illustrated on the following pages of this guide. Links to each report on IWRS are listed vertically on the left side column of the first screen. IWRS opens up to the "by individual look up" report. To get to others select one of the links in the left column. **IWRS does not reflect classified reports.**

b. Below is a list of available IWRS reports (brief explanations have been provided in the following pages of this guide). Information obtained from these reports can either be easily transferred to an excel spreadsheet or copied and pasted into an excel spreadsheet.

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10. POC: Evaluation Systems Office, usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil and the website. https://www.hrc.army.mil/TAGD/Evaluation%20Systems%20Homepage

Figure 1. Individual Lookup Report (main screen):

What: Provides administrative information for evaluation reports that are at HQDA either processing or completed.

How: Enter a rated Soldier's SSN, select a report, and click on the word "detail" if you need more information.

Specific Information:
1. Will not reflect evaluations if received after the load date
2. With AR 623-3 all AER will show at the bottom of the page or not at all. If an AER is in the OMPF already it does not have to reflect in IWRS.

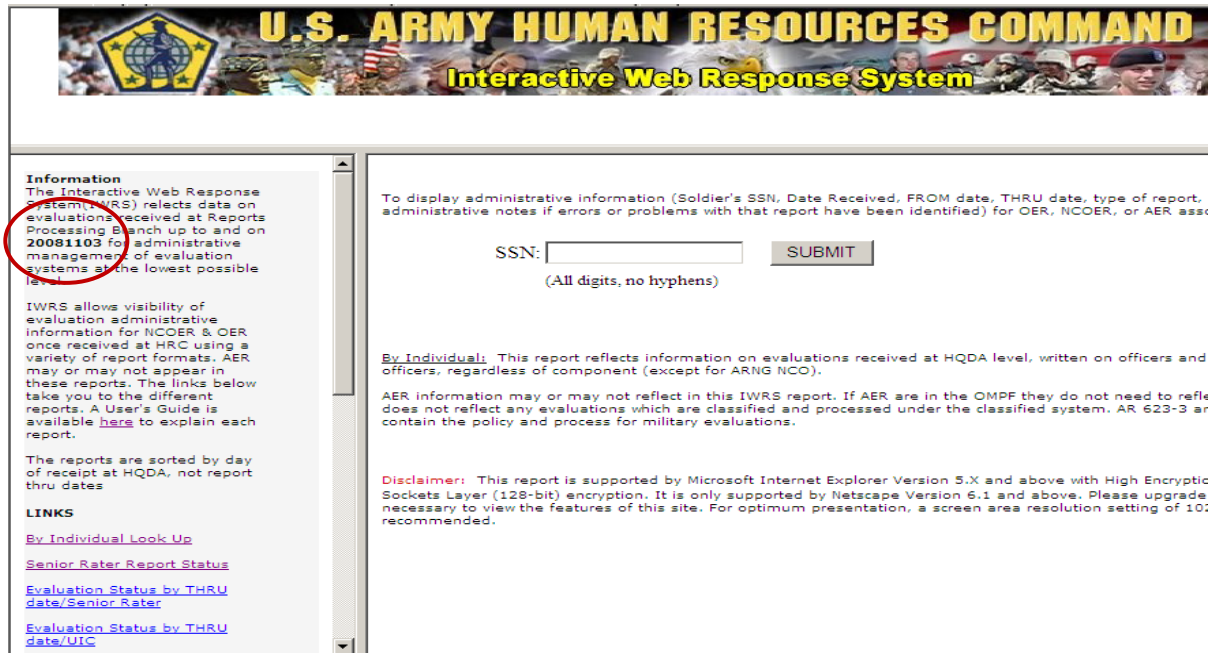


Figure 2: Senior Rater Report Status:

What: Provides a list of evaluations, sorted by Senior Rater (SR) and date of receipt at HQDA level, which are associated with that senior rater for a certain period of time of receipts. This is not a reflection of the senior rater profile for OER, yet can be used to help with that process.

How: Enter the Senior Rater's SSN, select the From and Thru dates for SEPS received at HRC. Print in landscape.

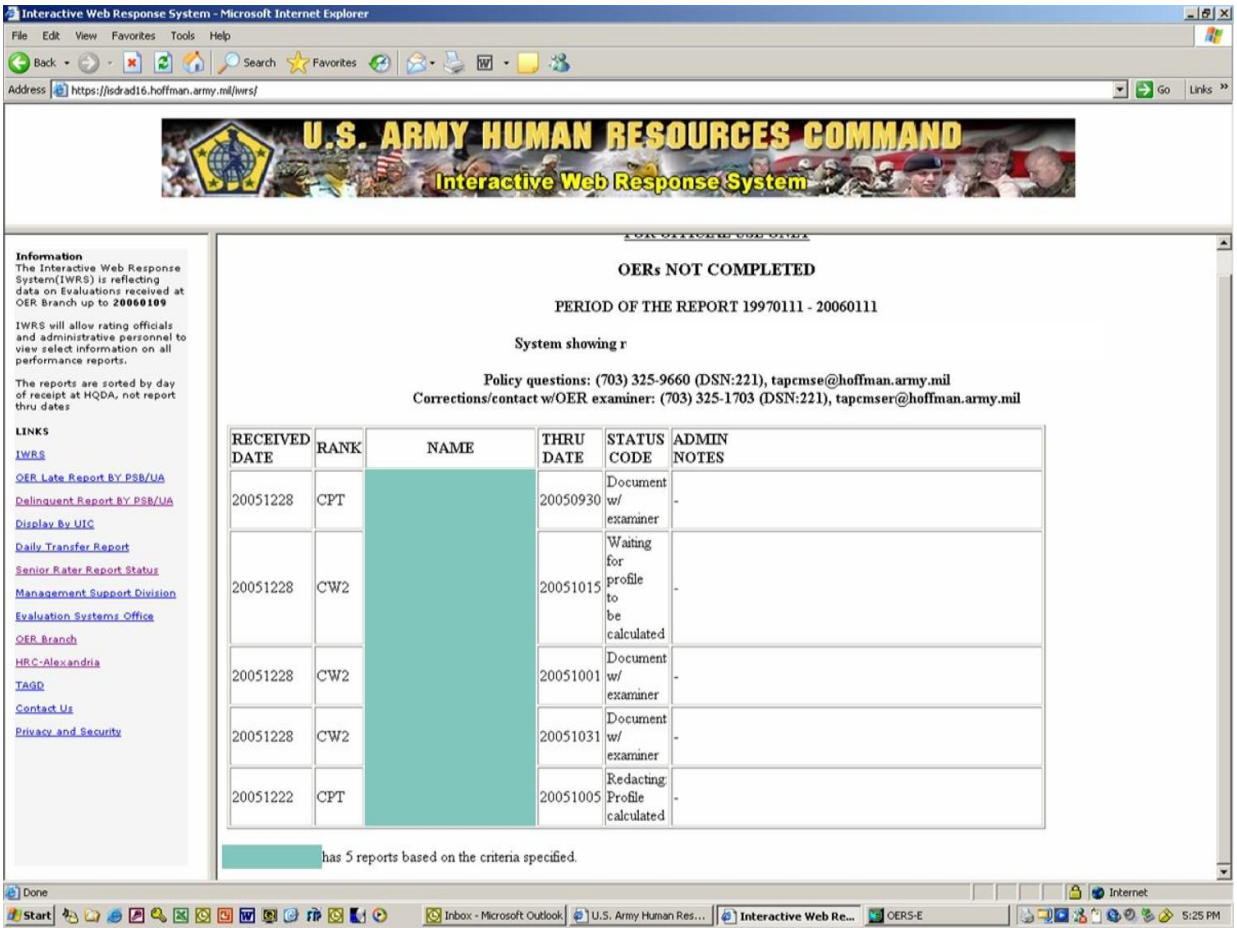


Figure 3: Evaluation Status by THRU date / Senior Rater, UIC, PSB, CMD or State
(most information for least effort)

What: Reports will show a status of all evaluations (i.e.: working, completed, rejected, on hold) which match the search criteria. Example: a particular SR SSN and a THRU date (or by UIC and THRU date) in the period given. For any of the ones with errors our admin notes appear and users are able to see as soon as HRC knows the report is in error and what needs to be corrected. At that point users can contact HRC by email and work to a solution. Most corrections can be made by email.

How: Enter an SR SSN and a period of time for which you know that SR wrote a lot of reports. Example: Enter 20071201 to 20071231. The report will return all the reports that are in our system with that SR SSN and THRU dates in that period of time.

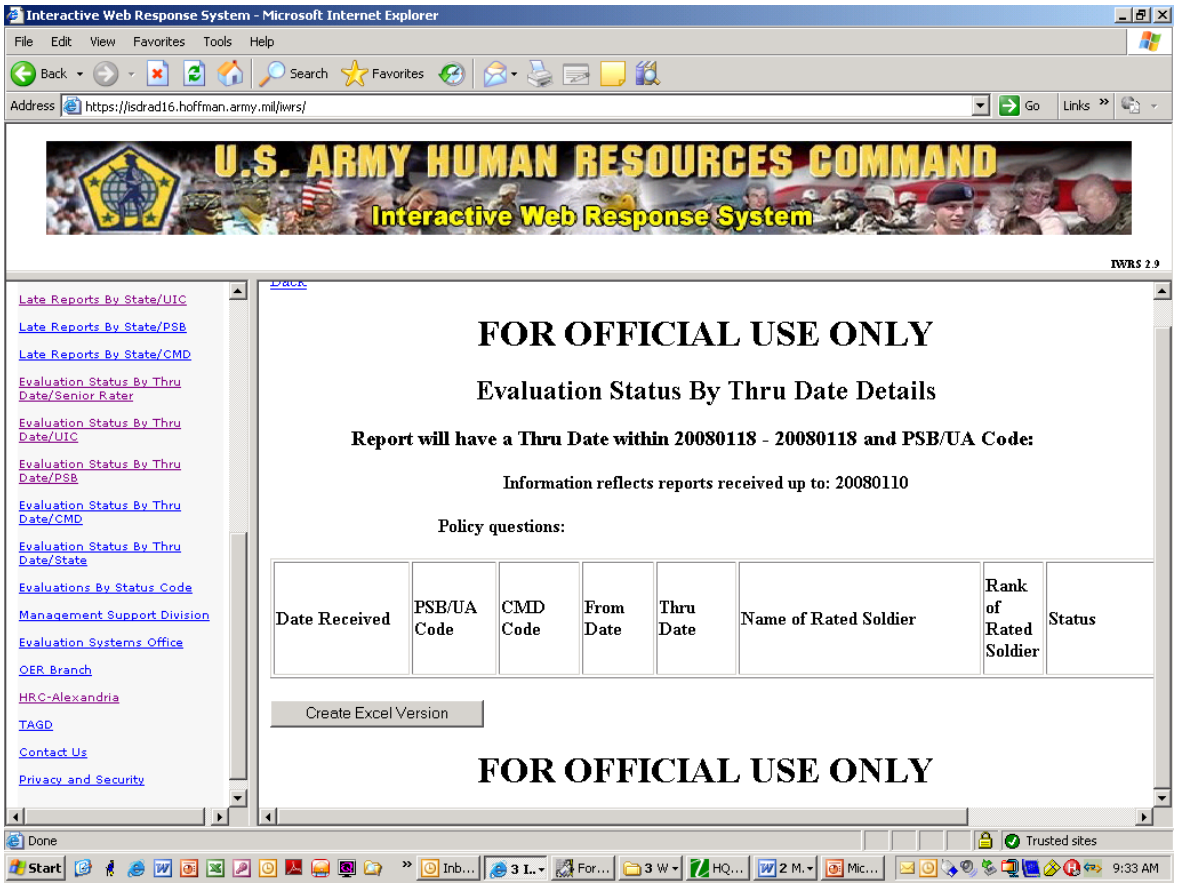
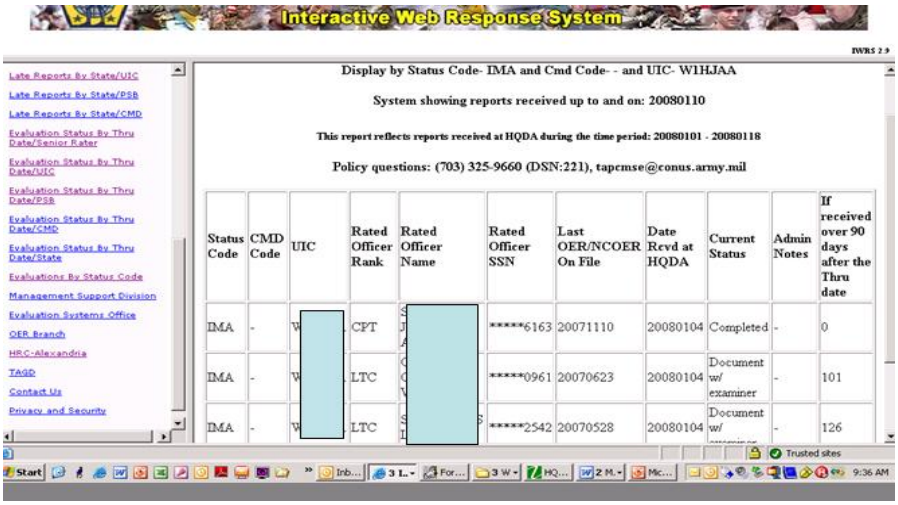


Figure 4: Evaluations by Status Code & Status Definitions

What: This report reflects information on all evaluations received by HQDA in a selected time period which reflect a specified Reserve Component Status Code on the evaluation and which have a THRU date within a user specified period of time. The results are sorted by command code and UIC.

How:
1. The received by dates (From and Thru dates) <u>for this report</u> and select SUBMIT for processing.
2. Print in landscape format to print all data.



	STATUS	DEFINITION
2	Completed	The Document is either in the last phase of processing and needs to be pushed to PERMS or the Document is posted to the Rated Officer's OMPF.
3	REJECTED	This Report has not been processed and needs corrections. If corrections can be made, unit should contact OER Branch and submit corrections for processing.
4	Profile calculated; waiting for corrected OER from the field	The evaluation needs minor corrections that the field needs to provide to the Evaluation Branch before it can be posted to the Rated Officer's OMPF
5	Redacting: Profile calculated	The evalutaion is bieng reviewed for the final time prior to being sent to IPERMS.

Figure 5: Eligible for Annual Report:

What: This report provides a list of Soldiers, sorted by current PSB/UA, who might be eligible for annual evaluations. It reflects Soldier names and THRU dates of last OER or NCOER received at HQDA. It is using a PSB/UA relationship established in eMILPO. Most Army Reservists will not appear in this report. Individuals are added to this report when the THRU date of their last OER or NCOER on file at HQDA is over 16 months old. 16 months allows for a 12 month period of time for an annual report, 90 days to submit to HQDA, and 30 days for admin problems.

Specific Information:
1. This is only a tool to identify Soldiers needing reports. Individuals may appear on the list who do not need reports. Conversely, individuals may need reports before they appear on this list (i.e., when a change of rater occurs after 90 days).
2. Reflects Soldiers who have separated from military service if not properly deleted from the personnel database of record.
3. Current PSB code might not be the PSB (or unit) responsible for delinquency. If the Soldier changed duty stations and the previous unit (or military or civilian school) failed to submit an evaluation the officer still appears under the current PSB.

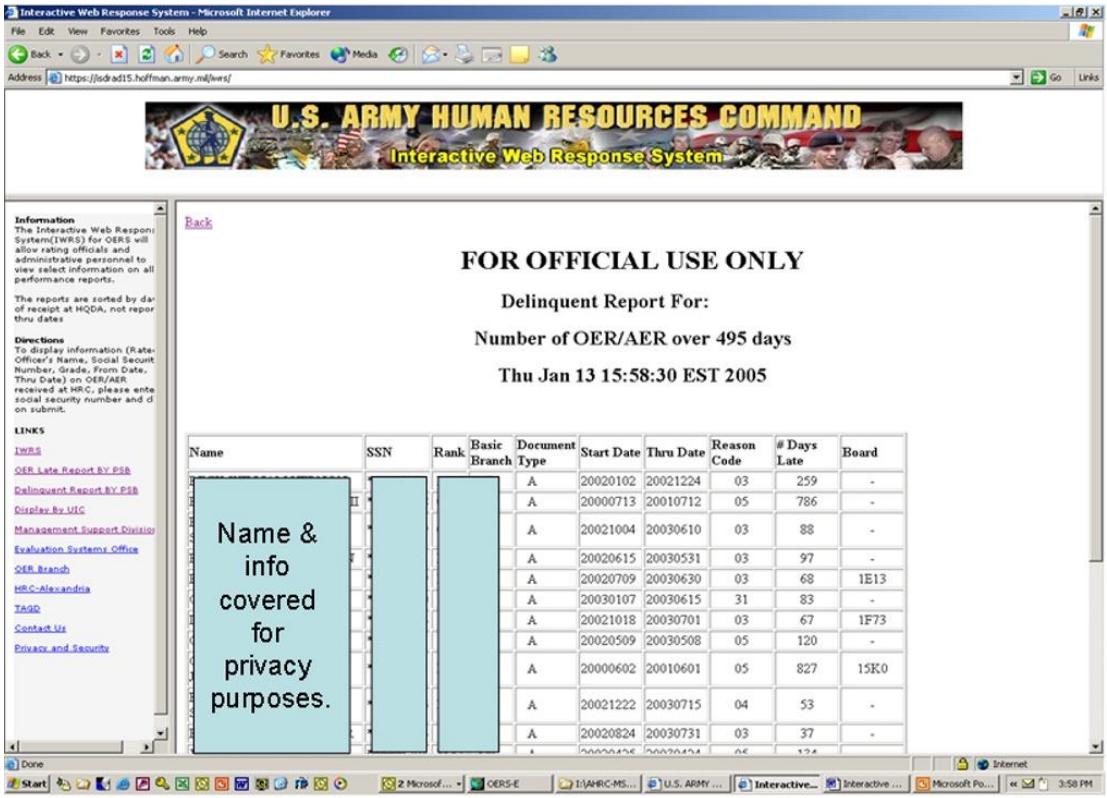


Figure 6: Display by UIC:

What: This report provides a list of Soldier names, sorted by current UIC as listed in e-MILPO. It reflects the Soldier's rank & name, the latest "THRU date" of the last OER/NCOER received at HQDA (most recent evaluation), the date of that report's receipt at HQDA, the current HQDA status for that report, and, once an error or problem has been identified for that report, the administrative notes in explanation

How: Enter UIC.

Specific Information:
This report can be turned into a spreadsheet and used to create "next evaluations due" reports at the unit level which include considerations for personnel movements which HQDA is not aware.

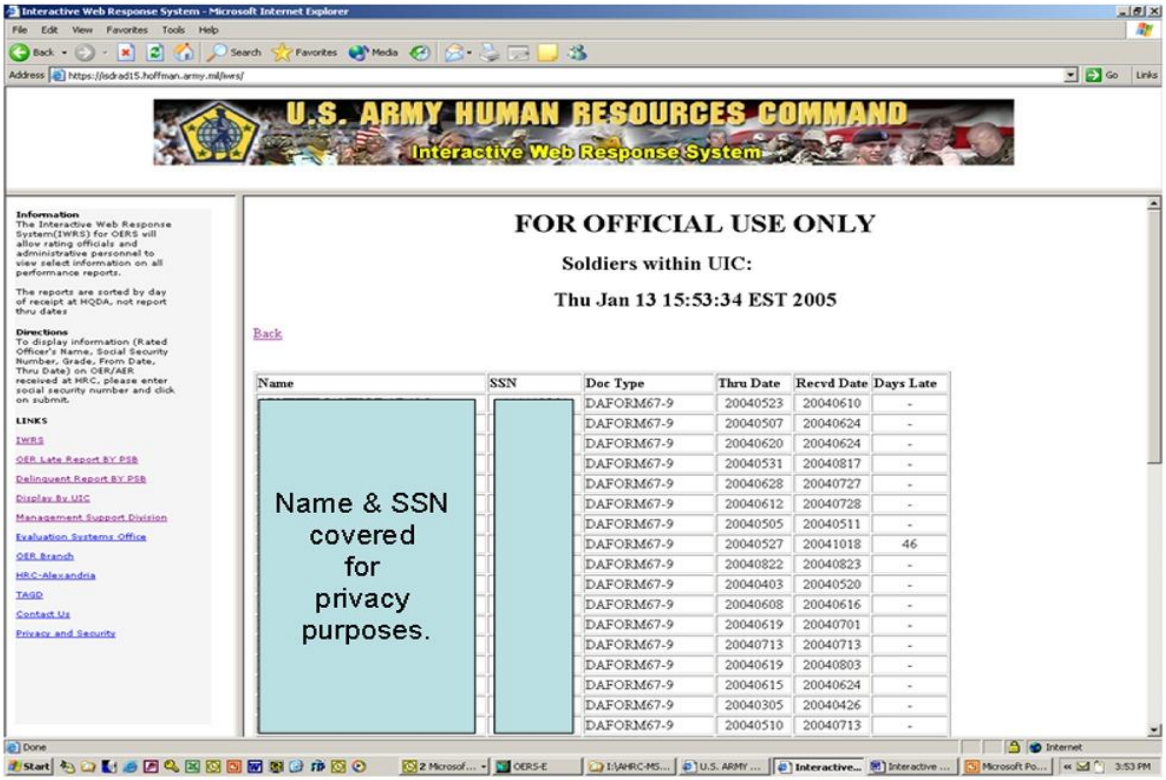


Figure 7: Display by PSB/UA Code

What: This report provides a list of Soldier names, sorted by current PSB/UA Code as listed in e-MILPO. It reflects the Soldier's rank & name, the latest "THRU date" of the last OER/NCOER received at HQDA (most recent evaluation), the date of that report's receipt at HQDA, the current HQDA status for that report, and, once an error or problem has been identified for that report, the administrative notes in explanation.

How: Enter PSB or UA code

Specific Information:

This report can be turned into a spreadsheet and used to create "next evaluations due" reports at the unit level which include considerations for personnel movements which HQDA is not aware.

Figure 8: Late Reports by Senior Rater

What: Provide a list of reports, for a single Senior Rater (SR), which were received at HRC 90 days or more after the THRU date on the report (in a late status). This report will show all late OER reports for a selected time period by Senior Rater. The Senior Rater profile or other reports in IWRS provide administrative information concerning reports that arrived on time.

How: Enter the Senior Rater's SSN, select the FROM and THRU dates for this report and select SUBMIT for processing. Print in landscape format to print all data.

Specific Information:
This report will not reflect classified reports. This report will also reflect reports that are rejected (and if in this status, will show the administrative notes against that report.)

Senior Rater Evaluation Timeliness Report
FOR USE OF THIS FORM SEE AR 623-3; PROPONENT AGENCY IS ACofS, G-1

NAME:	SSN:	RANK:	DATE:

RO Rank	# Reports Submitted	# Reports On Time	% Reports On Time
MG	0	0	0
BG	0	0	0
COL	0	0	0
LTC	0	0	0
MAJ	5	4	80
CPT	2	2	100
1LT	0	0	0
2LT	0	0	0
CW5	0	0	0
CW4	0	0	0
CW3	0	0	0
CW2	1	0	0
WO1	0	0	0
Total for OERs	8	6	75
SGM	0	0	0
MSG	0	0	0
SFC	0	0	0
SSG	0	0	0
SGT	0	0	0
CSM	0	0	0
Total for NCOERs	0	0	0
Totals	0	0	0

SAMPLE

DA FORM 67-9-2A, 15 May 2006

Figure 9: Late Reports by State / UIC, State, PSB or Command

What: This report will show all late OER and NCOER reports for a selected time period by Senior Rater, State/PSB or State/Command.

How:
1. Enter the Senior Rater's SSN/State/UIC/PSB codes, select the FROM and Thru dates for this report and select SUBMIT for processing.
2. Print in landscape format to print all data.

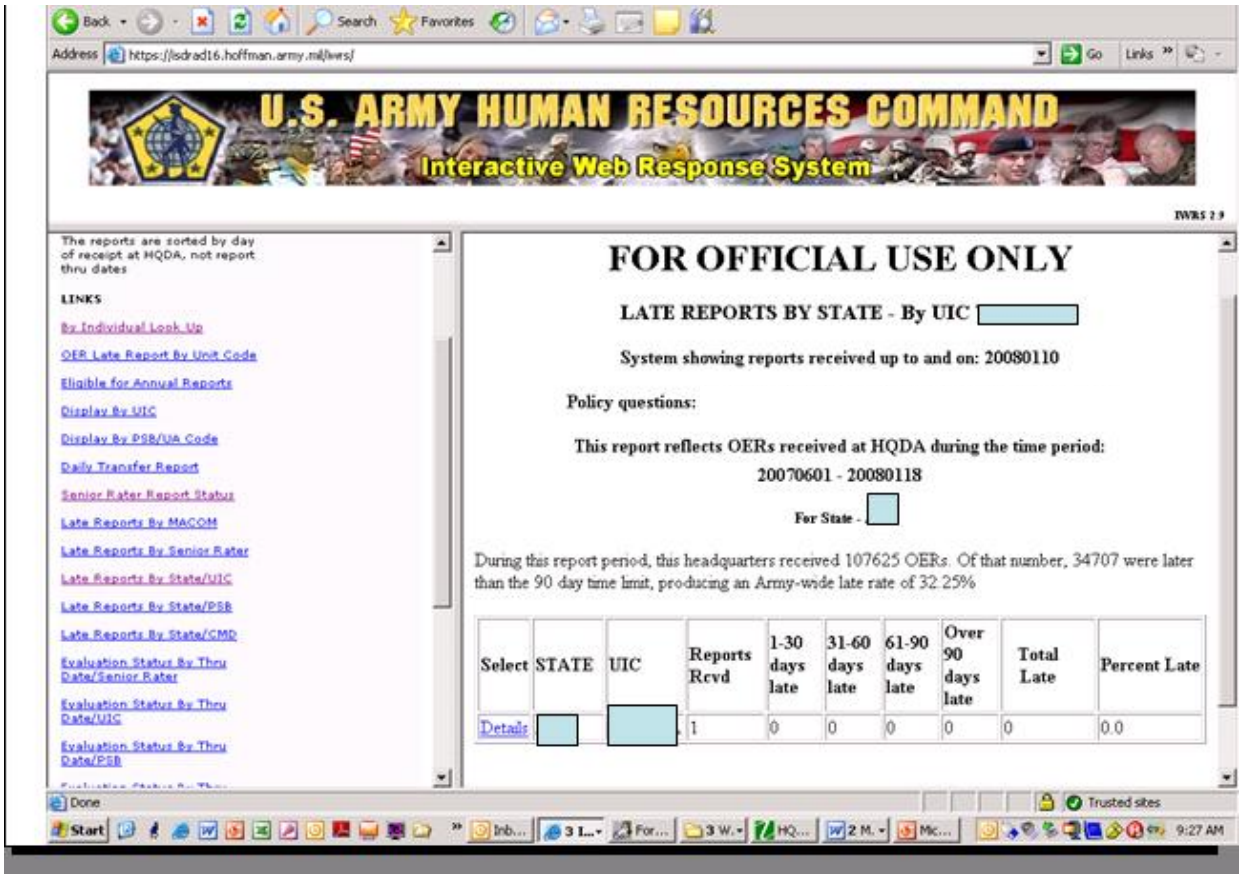
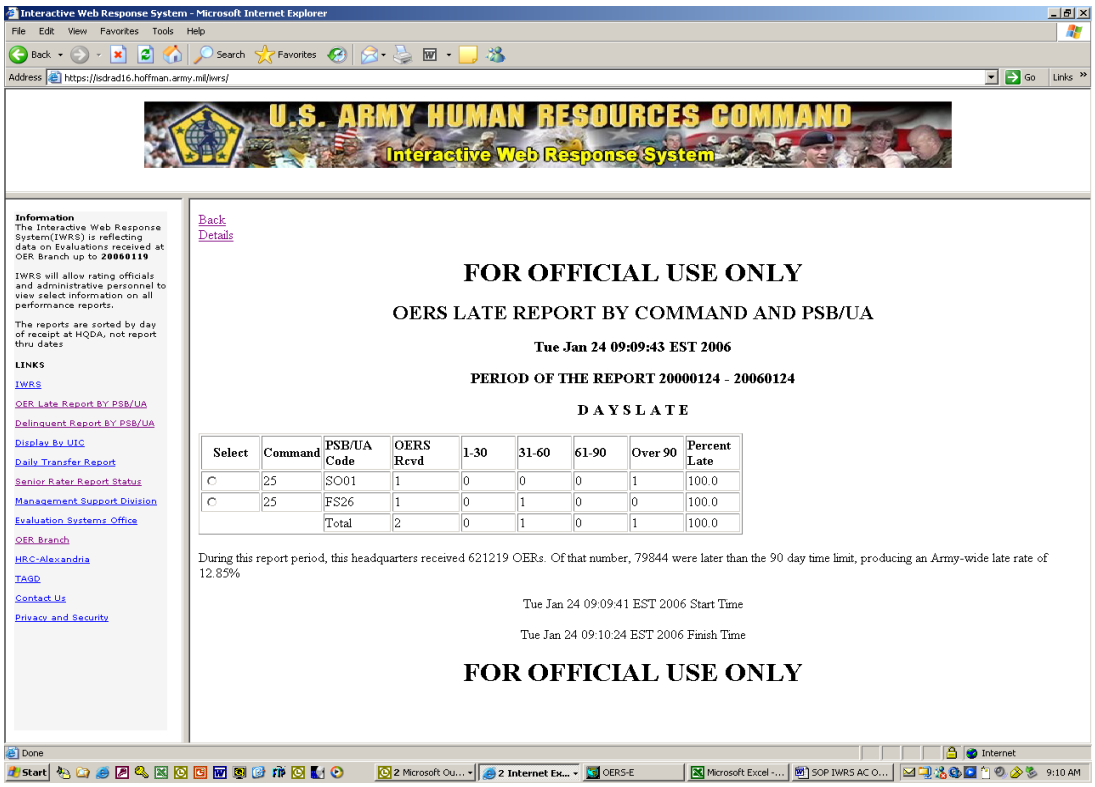


Figure 10: OER Late Report by Unit Code
What: Sorted by PSB or Command Code, lists evaluation reports that arrived within a specified date range, at HRC 90 days or more after their THRU date. (not very helpful if you are tracking receipts)

How: Enter period for consideration (i.e., all reports arriving between these dates: 20041202 - 20050131). Enter a PSB/UA or Cmd Code to generate a report. The first layer gives numbers but users can scroll down to view specific PSB/UA codes to a by-name list of SEPS by clicking on a select button and then the word "

Specific Information:
The application times out if you try to run large reports by Command Code or if the request is for an extended period (i.e. longer than 3 months). SOLUTION: is to run the reports by PSB codes for a shorter period of time (i.e. by month).