

## Manage Rating Chain Tool FAQs as of 05 June 2023

### 1. How to access the Manage Rating Chain Tool?

A: The Rating Chain Tool is accessible from the Evaluation Entry System (EES) homepage, located under the “TOOLS” column (<https://evaluations.hrc.army.mil>).

### 2. 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.

### 3. 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).

### 4. 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.

### 5. 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.

### 6. 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.

### 7. 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.

### 8. 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.

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### **9. Will the system pull/auto-populate the rating role for individuals?**

A: 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).

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

A: Yes, delegation permission is granted to those delegates already identified 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.

### **11. 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, the rating chain moves into a verify/approval status. Edits to the rating chain at this stage are only permitted by the verifier and/or approver. The verifying official's signature must be removed to make any modifications. The rating chain requires a signature from the approval official after it has been signed by the verifying official.

### **12. How many rating chains can be created?**

A: The rating chain tool will allow one draft (Initiated) rating chain, one rating chain as verified rating pending approval, and unlimited completed rating chains within the workflow at any given time. Historical approved rating chains are archived and visible below the most current approved rating chain.

### **13. What happens once a rating chain is approved? Does the user have to re-create an entirely new draft every time?**

A: No. Once a rating chain has been verified, the system will allow the user to "initiate" a new draft copy. This initiated draft reflects content from the last approved/verified rating chain, populating the new draft with a mirror of the last approved/verified rating chain.

### **14. Once a rating chain is "initiated", do we use as it as a "live version" that is never verified or approved?**

A: No. Once a rating chain is initiated, a rating chain requires authentication from a verifier and the approver for it to be official. Once verified and approved, the system permits ability to then "initiate" a new draft for future edits/changes required to a rating chain, that are then verified and approved.

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

A: Currently there is no mandate requiring the use of the Rating Chain Tool residing in EES. AR 623-3 provides policy requirements regarding rating chains.

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

A: The Rating Chain Tool provides historical rating scheme documents, standardize across the Army for each unit, ensuring continuity and a record of change of rating officials for personnel being assessed. The Rating Chain Tool can be accessed anywhere, at any time, and by anyone in possession of a DoD issued Common Access Card (CAC) using internet capabilities, thus creating an atmosphere of transparency.

### **17. 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.

### **18. 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 remain stored under the “Others” tab to be accessed by the users in the future.

### **19. I'm trying to add a rated Soldier or a rating official as they are not auto populating into the initiated rating chain. Why is this occurring?**

A: The experienced issue is caused by stale TAPDB data which occurred during transition to IPPS-A data feed. The current incoming data received from IPPS-A is being verified due to the switch over to an IPPS-A data feed with gaps constantly being identified in order to resolve linked data fed experienced issues.