



# Creating a Counseling form/NCOER (DA 2166- 8-1) using MYFORMS

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Presented by Michael J. Danberry

Edited on: 20 September 2010

# Step 1: Log into AKO and double click the **Forms** button

Army Knowledge Online - michael.j.danberry (CAC Session) - Windows Internet Explorer provided by Microsoft

https://www.us.army.mil/suite/portal/index.jsp

File Edit View Favorites Tools Help

Google Search

Favorites AKO AKO Dial A Human! DTS Facebook MilitaryCAC Router OWA PenFed Sprint US Bank USAA VTE VTE CISCO

AKO Army Knowledge Online - michael.j.danberry (C...

Home My Account Favorites Quick Links Self Service Search... AKO Content Search

**AKO** **ARMY KNOWLEDGE ONLINE**

Email Files Discuss Groups Forms

AKO Mail Inbox (1)

New Notifications (23)

New In My Files (128)

New in My Blogs

My Tasks

Army "Don't Ask Don't Tell" Online Inbox

Webmail Lite

Help Desk FAQs

AKO Training

Go Mobile

**Chile Earthquake Information Center**  
Visit the AKO/DKO page for more information.  
[More »](#)

- [New Files Features Allows Granular Access Management](#)
- [Chile Earthquake Information Center](#)
- [Haiti Earthquake Response](#)
- [Visit the AKO Game Room](#)
- [Making Quick Work of Routine Tasks](#)

Announcements

AKO News

AKO Select Links

**CW3 Michael j. Danberry**

Organization: 255A WOBC,  
Ordnance Corps, Army Reserve  
Address: Reclassifying from 915E to  
255A, Fort Gordon, Georgia 30905  
T: 703.679.8989 / 612.328.8768 ;  
F: 631.791.1058

**My Professional Data**

- My Medical Readiness Status is **GREEN**
- My DEERS
- My Training
- My Leader Development

**Army Links**

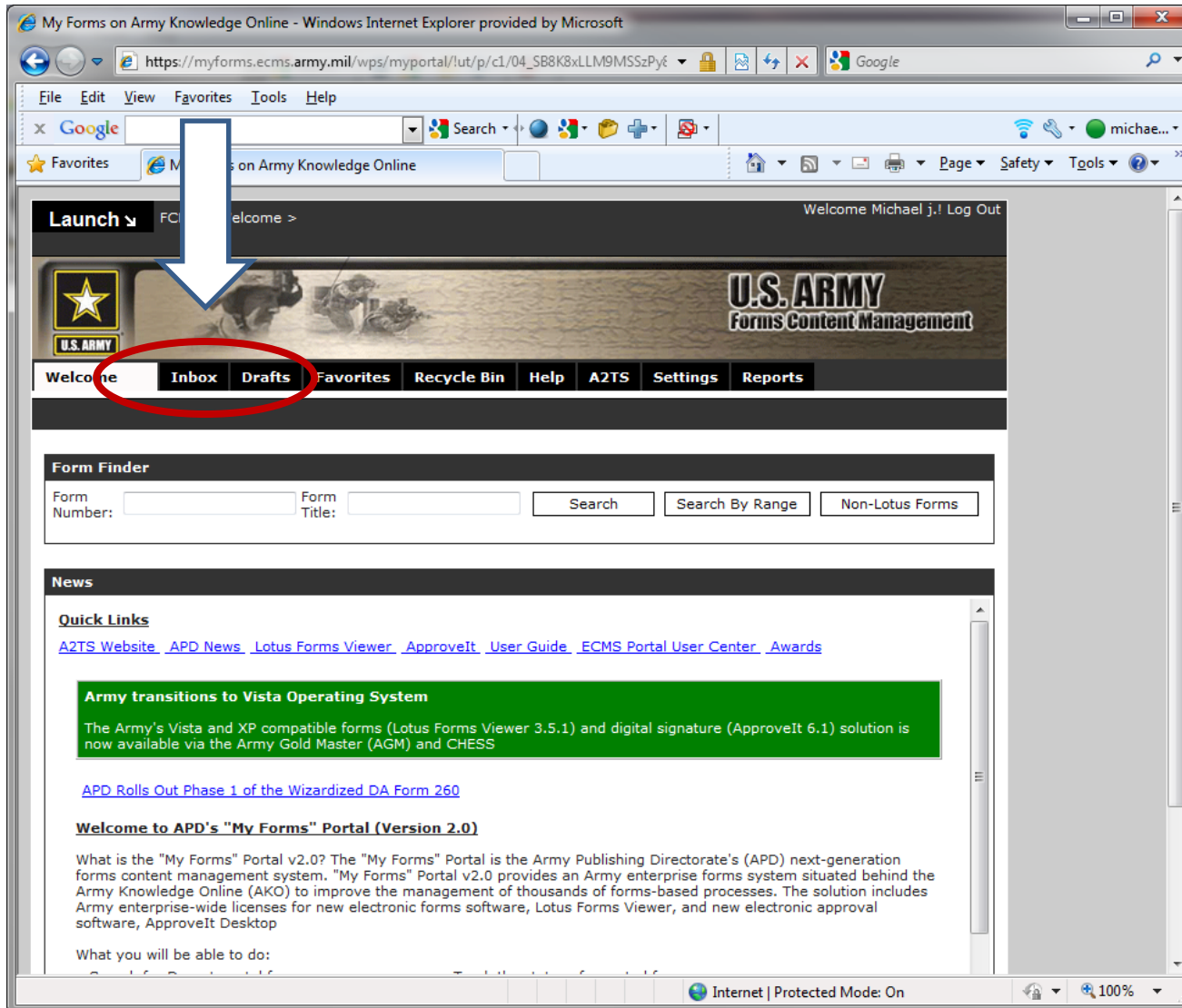
- DA Photo
- MyPay
- OMPf Reserve

**Toolbox**

- Manage My Groups
- Edit My Favorites
- Edit Notification Settings
- Create a Site
- Create a Page

Done Internet | Protected Mode: On 100%

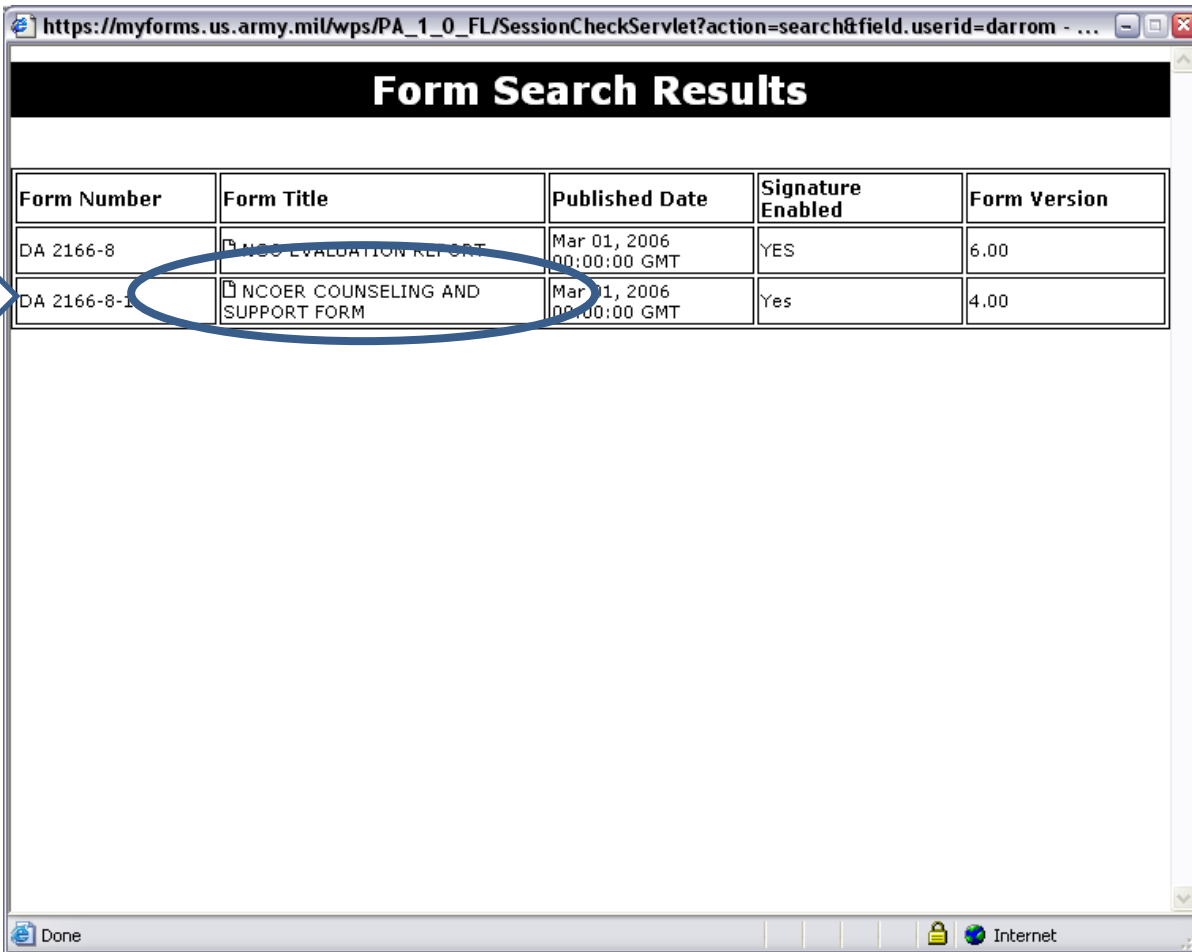
# Select **Inbox** by clicking on the tab



In **Form Number**: type **2166** and click **Search**

The screenshot shows the 'My Forms on Army Knowledge Online' interface. The browser window title is 'My Forms on Army Knowledge Online - Windows Internet Explorer provided by Microsoft'. The address bar shows the URL 'https://myforms.ecms.army.mil/wps/myportal/lut/p/c1/0'. The page header includes 'Launch', 'FCMP > Inbox >', and 'Welcome Michael j.! Log Out'. The main navigation bar contains 'Welcome', 'Inbox', 'Drafts', 'Favorites', 'Recycle Bin', 'Help', 'Settings', and 'Reports'. The 'Form Filter' section has a 'Form Number' field with '2166' entered, a 'Form Title' field, and a 'Search' button. Below this is the 'Inbox' section with a table header: 'Forms', 'Folders', 'Inbox -- 0 Form(s), 0 Folder(s)', and '1 Close All'. The table columns are 'Form Name', 'Form Type', 'Routed User', 'Action Date', and 'Suspense Date'. The table content shows 'No forms found'. A sidebar on the left contains buttons for 'Add To Folder', 'History', 'Comment', 'Rename', 'Copy', 'Delete', 'Route Slip', and 'Manage Favs'. The status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and '100%' zoom.

Click on **NCOER COUNSELING AND SUPPORT FORM**




The screenshot shows a web browser window with the URL [https://myforms.us.army.mil/wps/PA\\_1\\_0\\_FL/SessionCheckServlet?action=search&field.userid=darrom](https://myforms.us.army.mil/wps/PA_1_0_FL/SessionCheckServlet?action=search&field.userid=darrom). The page title is "Form Search Results". Below the title is a table with the following data:

Form Number	Form Title	Published Date	Signature Enabled	Form Version
DA 2166-8	DA 2166-8 EVALUATION REPORT	Mar 01, 2006 00:00:00 GMT	YES	6.00
DA 2166-8-1	NCOER COUNSELING AND SUPPORT FORM	Mar 01, 2006 00:00:00 GMT	Yes	4.00

A blue arrow points to the "DA 2166-8-1" entry in the "Form Number" column, and a blue circle highlights the "NCOER COUNSELING AND SUPPORT FORM" entry in the "Form Title" column.

Click the box next to **Complete NCOER and Support form using wizard format**, then select **Next**

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/DownloadFormServlet?field.formtype=DA%202166-8-1&fiel - Microsoft Internet Explorer

 **NCOER COUNSELING AND SUPPORT FORM**  
**DA FORM 2166-8-1**

**NCOER Counseling and Support Form e-Form Choices**

**NOTE:** Once you select a particular format, you will not be able to change it.

Complete NCOER Counseling and Support Form using wizard format.

Wizard Features:  
Regulation-based guidance leads user through the NCOER Counseling and Support Form step-by step  
Speeds completion of the form by pulling data from Army database  
Checks certain fields for accuracy  
Facilitates DA processing by reducing common errors

Complete NCOER Counseling and Support Form form without using wizard format.

View Form Features:  
Functions similar to FormFlow  
Disables all Wizard features

**Next >**

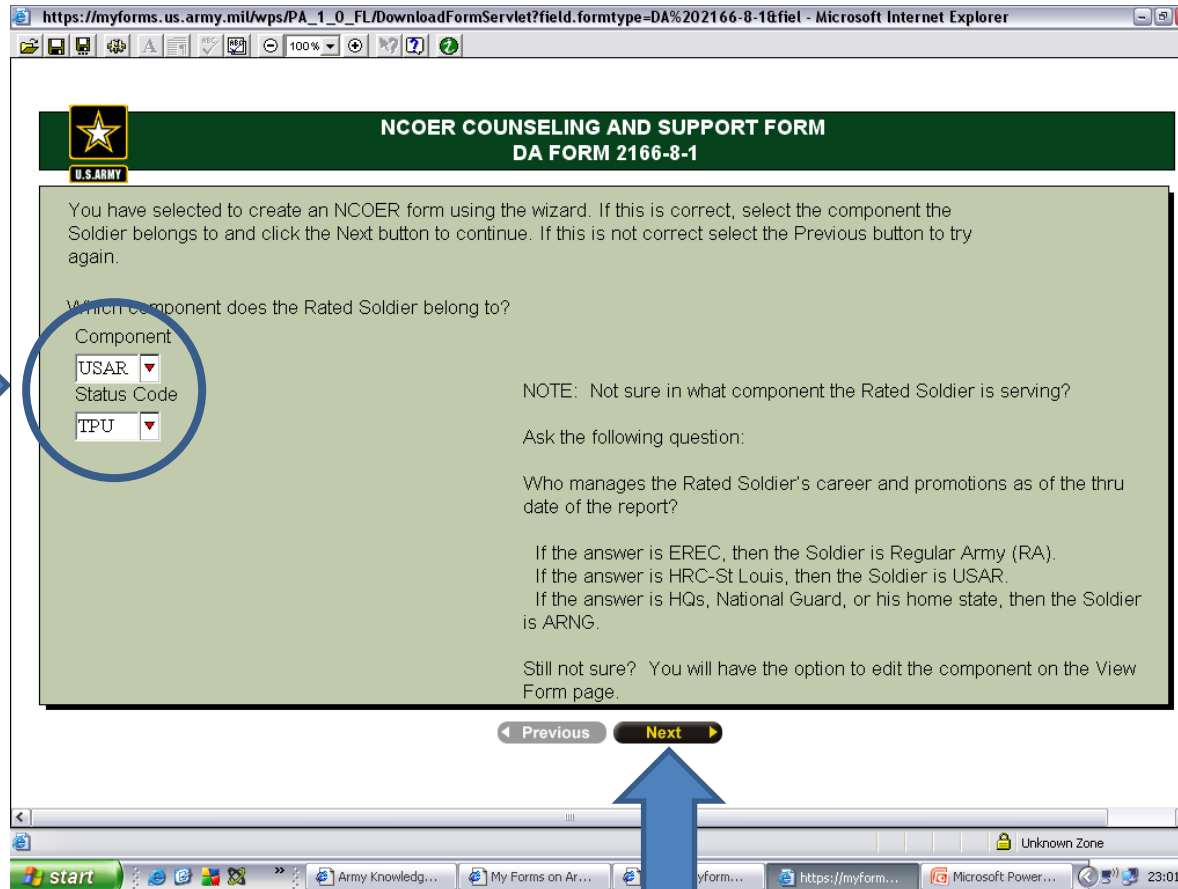
Unknown Zone

## Drop down windows:


Component: **USAR** (United States Army Reserve)

Status Code: **TPU** (Troop Program Unit)

NOTE: These are examples for this presentation.



https://myforms.us.army.mil/wps/PA\_1\_0\_FL/DownloadFormServlet?field.formtype=DA%202166-8-1&fiel - Microsoft Internet Explorer

 **NCOER COUNSELING AND SUPPORT FORM**  
**DA FORM 2166-8-1**

You have selected to create an NCOER form using the wizard. If this is correct, select the component the Soldier belongs to and click the Next button to continue. If this is not correct select the Previous button to try again.

Which component does the Rated Soldier belong to?

Component  
USAR ▼  
Status Code  
TPU ▼

NOTE: Not sure in what component the Rated Soldier is serving?

Ask the following question:

Who manages the Rated Soldier's career and promotions as of the thru date of the report?

If the answer is EREC, then the Soldier is Regular Army (RA).  
If the answer is HRC-St Louis, then the Soldier is USAR.  
If the answer is HQs, National Guard, or his home state, then the Soldier is ARNG.


Still not sure? You will have the option to edit the component on the View Form page.

◀ Previous   **Next** ▶

Click **Next**

# Select **Begin NCOER Counseling and Support Form**

NO DATA. Please click the Begin NCOER Counseling and Support Form button below to initiate a form.

 **NCOER COUNSELING AND SUPPORT FORM** [Link to AR 623-3](#)  
**DA FORM 2166-8-1**

**Introduction**

Welcome to the NCOER Counseling and Support Form Wizard! Evaluation Reports are used to identify Soldiers who are best qualified for promotion and assignments to positions of greater responsibility. Evaluation Reports also identify Soldiers who will be retained on duty and in grade, or eliminated from service. Most importantly, evaluations encourage leader professional development and enhance mission accomplishment.

Using the NCOER Counseling and Support Form for initial and follow up face to face counseling solidifies the communication process between rating officials and the Rated Soldier, develops elements of duty description, responsibilities, and performance objectives, and enhances mission-related planning, assessment, and performance development. Using this wizard gives you regulatory guidance which is built into the form. You will also be able to pre-populate administrative information from the personnel database of record. Also, while using the NCOER Counseling and Support Form Wizard, you may:

- Navigate between sections and pages using the tabs along the top and left side of the Wizard
- View the form by selecting "View Form"
- Electronically sign the form by selecting "View Form" and clicking on the desired signature block

This form is stored within the AKO MyForms portal and can be updated at any time. At the end of the rating period, raters may use this form to initiate an NCOER by selecting this option in the "sp. tasks" function button.

To learn how to create a NCOER from a completed NCOER Counseling and Support Form: [CLICK HERE](#)


[View Form](#) [Begin NCOER Counseling and Support Form](#) Page 1 of 2



# Select *Automatically populate the Rated Soldier's...*

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/DownloadFormServlet?field.formtype=DA%202166-8-1&fiel - Microsoft Internet Explorer

NO DATA. Please click the Begin NCOER Counseling and Support Form button below to initiate a form.



## NCOER COUNSELING AND SUPPORT FORM

### DA FORM 2166-8-1

[Link to AR 623-3](#)

Administrative Data | Rater Actions

### Data Entry - Rated Soldier

#### Select Method for Data Entry – Rated Soldier

You may automatically populate this NCOER Counseling and Support form by retrieving the Rated Soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.

Manually enter Rated Soldier's administrative data.

Automatically populate the Rated Soldier's administrative data by searching the Army personnel database. If any of the administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.

Enter requested data and click SEARCH. (All fields highlighted in yellow are required.)

Rated Soldier's SSN:

Rated Soldier's Last Name (First Two Letters):

Page 1 of 6

Unknown Zone

# Type in rated Soldier's SSN and first 2 letters of Last Name

NO DATA. Please click the Begin NCOER Counseling and Support Form button below to initiate a form.

**NCOER COUNSELING AND SUPPORT FORM**  
DA FORM 2166-8-1 [Link to AR 623-3](#)

Administrative Data Rater Actions

**Select Method for Data Entry – Rated Soldier**

You may automatically populate this NCOER Counseling and Support form by retrieving the Rated Soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.

Manually enter Rated Soldier's administrative data.

Automatically populate the Rated Soldier's administrative data by searching the Army personnel database. If any of the administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.

Enter requested data and click SEARCH. (All fields highlighted in yellow are required.)

Rated Soldier's SSN

Rated Soldier's Last Name (First Two Letters)


Page 1 of 6

Then Click **SEARCH**

# Select *Continue NCOER Counseling Support Form*

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

 **NCOER COUNSELING AND SUPPORT FORM** [Link to AR 623-3](#)  
**DA FORM 2166-8-1**

**Search Results - Rated Soldier**

If search results are correct, click **Continue NCOER Counseling and Support Form** to view data.  
If search results are incorrect, click **SEARCH AGAIN** to begin a new search or **Continue** to manually enter data.

**Soldier Found**

NAME: MORRIS, DARROME MAURICE  
SSN:   
RANK: SSG

[View Form](#) [Continue NCOER Counseling and Support Form](#) [Search Again](#)


Page 1a of 6

Unknown Zone

# Update / correct data that was uploaded from the Army data base

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

 **NCOER COUNSELING AND SUPPORT FORM** [Link to AR 623-3](#)  
**DA FORM 2166-8-1**

**U.S. ARMY**

Administrative Data | Rater Actions

**Administration Data - Rated Soldier**

**Data Entry - Rated Soldier**

**Admin Data - Rated Soldier**

**Data Entry - Rating Chain**

**Auth - Rating Chain**

**Duty Des - Rated Soldier**

**Duty Des - Continued**

a. Name (Last, First, Middle Initial) MORRIS, DARROME MAURICE

b. SSN [REDACTED]-1231

c. Rank SSG

d. Date of Rank 20070901

e. PMOSC [CLICK HERE](#)

f.1. Unit MAINT HQ

Organization Station Zip Major Command

f.2. Status Code TPU

I. Rated NCO'S AKO Email Address darrome.m.morris@us.army.mil

n. CMD Code

o. PSB Code

m. UIC WSM7T1

**Recommend you use a .gov or.mil**

Enter the first date of the rating period: [CLICK HERE](#)  
(YYYYMMDD)

[View Form](#) [Previous](#) [Next](#)

Page 2 of 6

Unknown Zone

- a. Abbreviate Middle name, (M.) e. Add PMOSC, (42A30), f. Add Company name (0322 CS CO MAINT, Arden Hills, MN 55126-5862), n. CMD Code (5C) dropdown selection

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**NCOER COUNSELING AND SUPPORT FORM** [Link to AR 623-3](#)  
**DA FORM 2166-8-1**

Administrative Data | Rater Actions

**Administration Data - Rated Soldier**

a. Name (Last, First, Middle Initial) MORRIS, DARROME M. b. SSN 1231

c. Rank SSG d. Date of Rank 20070901 e. PMOSC 42A30 [CLICK HERE](#)

f.1. Unit 0322 CS CO MAINT, ARDEN HILLS, MN 55126-5860 f.2. Status Code TPU

I. Rated NCO'S AKO Email Address darrome.m.morris@us.army.mil n. CMD Code 5C o. PSB Code

m. UIC WSM7T1

**Recommend you use a .gov or .mil**

Enter the first date of the rating period: [CLICK HERE](#)  
 (YYYYMMDD)

[View Form](#) [Previous](#) [Next](#) Page 2 of 6

\*Note:  
beginning day  
of rating period  
(1<sup>st</sup> of 4  
quarterly  
counselings)

Click **Next**

Select *Automatically populate the rating chain data...*

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**NCOER COUNSELING AND SUPPORT FORM**  
DA FORM 2166-8-1 [Link to AR 623-3](#)

U.S. ARMY

Administrative Data | Rater Actions

**Select Method for Data Entry – Rating Chain**

Manually enter rating chain data.  
*Not Next to Proceed*

Automatically populate the rating chain data by searching the Army personnel database. If any of the administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.

Admin Data - Rated Soldier  
Auth - Rating Chain  
Duty Des - Rated Soldier  
Duty Des - Continued

View Form

Previous | **Next**

Page 3 of 6


Unknown Zone

Click *Next*

# Type in SSNs of the **Rater**, **Senior Rater**, and **Reviewer** and first 2 letters of their Last Name

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

 **NCOER COUNSELING AND SUPPORT FORM** [Link to AR 623-3](#)  
**DA FORM 2166-8-1**

Administrative Data | **Rater Actions**

**Select Method for Data Entry – Rating Chain**

Manually enter rating chain data.

Automatically populate the rating chain data by searching the Army personnel database. If any of the administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.

Enter requested data and click SEARCH

Rater SSN	<input type="text" value="4462"/>	Rater Last Name (First Two Letters)	<input type="text" value="bu"/>
Senior Rater SSN	<input type="text" value="3580"/>	Senior Rater Last Name (First Two Letters)	<input type="text" value="da"/>
Reviewer SSN	<input type="text" value="3306"/>	Reviewer Last Name (First Two Letters)	<input type="text" value="ko"/>

Ensure that the rating chain for this soldier is accurate and reflects a published rating scheme.

**SEARCH**

[View Form](#) [Previous](#) Page 3 of 6

**Click Search**

Unknown Zone

RATED SOLDIER: MORRIS, DARROME M.



# NCOER COUNSELING AND SUPPORT FORM DA FORM 2166-8-1

[Link to AR 623-3](#)

U.S. ARMY

## Search Results - Rating Chain

If search results are correct, click Continue NCOER Counseling and Support Form to accept data.  
If search results are incorrect: click SEARCH AGAIN to begin a new search or Continue to manually enter data.

### Rater Information Found

BURRELL, DYRAL                      SFC                       Select Rating Official

### Senior Rater Information Found

DANBERRY, MICHAEL                      CW2                       Select Rating Official

### Reviewer Information Found

KOY, PUNNARIN                      CPT                       Select Rating Official

*Check blocks*



[View Form](#)

[Continue NCOER Counseling and Support Form](#)

[Search Again](#)

Page


Click boxes of *Rater, Senior Rater, Reviewer* and click '**Continue NCOER counseling** .....



You will see some information is missing, the next slide will show you what to correct

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

 **NCOER COUNSELING AND SUPPORT FORM** [Link to AR 623-3](#)  
**DA FORM 2166-8-1**

Administrative Data Rater Actions

Data Entry - Rated Soldier  
Admin Data - Rated Soldier  
Data Entry - Rating Chain  
Auth - Rating Chain  
Duty Des - Rated Soldier  
Duty Des - Continued

**Authentication - Rating Chain**

**RATER** Name BURRELL, DYRAL SSN [ ] 4462  
Rank SFC PMOSC/Branch 63X Organization [ ]  
Duty Assignment [ ] AKO Email Address dyral.burrell@us.army.mil  
**Recommend you use a .gov or .mil**

**SENIOR RATER** Name DANBERRY, MICHAEL JOHNNY SSN [ ] -3580  
Rank CW2 PMOSC/Branch 915A Organization [ ]  
Duty Assignment [ ] AKO Email Address michael.j.danberry@us.army.mil  
**Recommend you use a .gov or .mil**

**REVIEWER** Name KOY, PUNNARIN SSN [ ] -3306  
Rank CPT PMOSC/Branch [ ] Organization [ ]  
Duty Assignment [ ] AKO Email Address punnarin.koy@us.army.mil  
**Recommend you use a .gov or .mil**

[View Form](#) [Previous](#) [Next](#) Page 4 of 6

Unknown Zone

**Rater:** PMOSC / Branch(63X40), Duty Assignment(Motor Sergeant)  
**Senior Rater:** Name / change to middle initial (J.), PMOSC/Branch (915/OD), Duty Assignment (Senior Automotive Maintenance Warrant Officer) *abbreviated*  
**Reviewer:** PMOSC/Branch(OD), Duty Assignment (Commander)  
**ALL:** Organization (0322 CS CO MAINT)

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**NCOER COUNSELING AND SUPPORT FORM**  
DA FORM 2166-8-1 [Link to AR 623-3](#)

Administrative Data Rater Actions

**Authentication - Rating Chain**

**RATER** Name BURRELL, DYRAL SSN -4462  
Rank SFC PMOSC/Branch 63X40 Organization 0322 CS CO MAINT  
Duty Assignment MOTOR SERGEANT AKO Email Address dyral.burrell@us.army.mil  
**Recommend you use a .gov or .mil**

**SENIOR RATER** Name DANBERRY, MICHAEL J. SSN 3580  
Rank CW2 PMOSC/Branch 915A / OD Organization 0322 CS CO MAINT  
Duty Assignment SR AUTO MNT WO AKO Email Address michael.j.danberry@us.army.mil  
**Recommend you use a .gov or .mil**

**REVIEWER** Name KOY, PUNNARIN SSN -3306  
Rank CPT PMOSC/Branch OD Organization 0322 CS CO MAINT  
Duty Assignment COMMANDER AKO Email Address punnarin.koy@us.army.mil  
**Recommend you use a .gov or .mil**

[View Form](#) [Previous](#) [Next](#) Page 4 of 6

\*Note:  
use the  
spell-check  
option in all  
fields  
especially  
on the  
bullet  
comments

Click **Next**

# Fill in the fields for **Principle Duty title**, **Duty MOSC**, and **Daily Duties and Scope**

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM** [Link to AR 623-3](#)  
**DA FORM 2166-8-1**

Administrative Data | Rater Actions

**Duty Description – Rated Soldier**

The Duty Description of the Rated Soldier for performance counseling and evaluation should be used during the first counseling session to inform the Rated Soldier of his or her duties and areas of emphasis. It may change over the rating period. It is used at the end of the rating period to record what was important about the duties.

Enter Principal Duty Title and DMOS that most accurately reflect actual duties performed.

Principal Duty Title

Duty MOSC

Enter Daily Duties and Scope. This portion should address the most important routine duties and responsibilities. Ideally, this should include number of people supervised, equipment, facilities, and dollars involved and any other routine duties and responsibilities critical to mission accomplishment.

[View Form](#)      [Previous](#)      [Next](#)      Page 5 of 6

Unknown Zone

**\*Note:**  
DA PAM 611-21 has  
duties descriptions for  
every MOS

RATED SOLDIER: MORRIS, DARROME MAURICE



# NCOER COUNSELING AND SUPPORT FORM DA FORM 2166-8-1

[Link to AR 623](#)

U.S. ARMY

Administrative Data **Rater Actions**

- Data Entry - Rated Soldier
- Admin Data - Rated Soldier
- Data Entry - Rating Chain
- Auth - Rating Chain
- Duty Des - Rated Soldier
- Duty Des - Continued

## Duty Description – Rated Soldier

The Duty Description of the Rated Soldier for performance counseling and evaluation should be used during the first counseling session to inform the Rated Soldier of his or her duties and areas of emphasis. It may change over the rating period. It is used at the end of the rating period to record what was important about the duties.

Enter Principal Duty Title and DMOS that most accurately reflect actual duties performed.

Principal Duty Title

Duty MOSC

Enter Daily Duties and Scope. This portion should address the most important routine duties and responsibilities. Ideally, this should include number of people supervised, equipment, facilities, and dollars involved and any other routine duties and responsibilities critical to mission accomplishment.

Responsibilities include unit level personnel administrative support to include actions on individual Soldier's records; organizing, maintaining and reviewing personnel records. Management of company admin section, responsible for the supervision, training and development of 3 Soldiers in the accomplishment of their duties; preparing, updating and coordinating requests for NCOERs and OERs, maintaining and updating NCOER and OER rating schemes; responsibility of unit files for promotions and decoration/awards.

[View Form](#)

[Previous](#)

**Next**

Click **Next**

Page

# Input Areas of **Special Emphasis** and / or **Appointed Duties** (recommended)

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM**  
**DA FORM 2166-8-1** [Link to AR 623-3](#)

U.S. ARMY

Administrative Data Rater Actions

Data Entry - Rated Soldier  
Admin Data - Rated Soldier  
Data Entry - Rating Chain  
Auth - Rating Chain  
Duty Des - Rated Soldier  
Duty Des - Continued

**Duty Description (Continued) – Rated Soldier**

Enter Areas of Special Emphasis. This portion is most likely to change somewhat during the rating period. For the first counseling session, it includes those items that require top priority effort at least for the first part of the upcoming rating period. At the end of the rating period, it should include the most important items that applied at any time during the rating period (examples are preparation for deployment, combined arms drills training for FTX, preparation for NTC rotation, revision of battalion maintenance SOP, training for tank table qualification, ITEP and company AMTP readiness, related tasks cross-training, reserve components annual training support (AT) and SIDPERS acceptance rate).

Areas of Special Emphasis

Enter Appointed Duties. These should include those duties that are appointed and are not normally associated with the duty description.

Appointed Duties

View Form Previous Next Page 6 of 6

Unknown Zone

Click **Next**

There are 2 tabs for each subject: What is expected and what was performed. I.E. the Army Values subject has Army Values-**Task/Actions** and Army Values-**Performance**. In sentence form describe what is expected of the rated NCO in 2-3 lines that are on the **LEFT SIDE** under the **FIRST TAB** (of two) of the **Army Values-Task /Actions**

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM**  
**DA FORM 2166-8-1** [Link to AR 623-3](#)

U.S. ARMY

Administrative Data | Rater Actions

Army Values - Task/Actions | **Army Values - Task/Actions**

Army Values - Performance

Competence - Task/Actions

Competence - Performance

Physical Fit - Task/Actions

Physical Fit - Performance

Leadership - Task/Actions

Leadership - Performance

Training - Task/Actions

Training - Performance

Responsibility - Task/Actions

Responsibility - Performance

Counseling Complete

Enter Tasks or Actions relevant to the Army Values. Use this part of the form to explain and define your expectations of the Rated Soldier during the rating period. Provide clear objectives with quantifiable results. If you need additional space, click **ADD PAGE** to add a continuation page within the wizard. For more information on continuation pages [CLICK HERE](#)

Loyalty  
Duty  
Respect/EO/EEO  
Selfless-Service  
Honor  
Integrity  
Personal Courage

[Bullet Formatting Guidance](#) [ADD PAGE](#)

[View Form](#) [Previous](#) [Next](#) Page 1 of 13

Unknown Zone

\*Note: Two Army Values Tabs

# What is expected of rated NCO

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM**  
DA FORM 2166-8-1 [Link to AR 623-3](#)

Administrative Data Rater Actions

Army Values - Task/Actions **Army Values – Task/Actions**

Army Values - Performance Enter Tasks or Actions relevant to the Army Values. Use this part of the form to explain and define your expectations of the Rated Soldier during the rating period. Provide clear objectives with quantifiable results. If you need additional space, click ADD PAGE to add a continuation page within the wizard. For more information on continuation pages [CLICK HERE](#)

Competence - Task/Actions

Competence - Performance

Physical Fit - Task/Actions

Physical Fit - Performance

Leadership - Task/Actions

Leadership - Performance

Training - Task/Actions

Training - Performance

Responsibility - Task/Actions

Responsibility - Performance

Counseling Complete

Be a faithful and loyal leader and care about the mission and your Soldiers

Be a stellar example of Selfless Service and be dedicated to the Army and the Nation

Consistently enforce fair treatment to all Soldiers

Loyalty  
Duty  
Respect/EO/EEO  
Selfless-Service  
Honor  
Integrity  
Personal Courage

[Bullet Formatting Guidance](#) [ADD PAGE](#)

[View Form](#) [Previous](#) [Next](#)

Page 1 of 13

Ready Unknown Zone

\*Note: Bullet Formatting Guidance is found here:

Click **Next**

In bullet format in the **Army Values / Performance Summary** on the Right-Side starting with a lowercase “o” describe what the rated NCO did based on what was expected

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM**  
**DA FORM 2166-8-1** [Link to AR 623-3](#)

Administrative Data Rater Actions

**Army Values - Performance Summary**

Enter the Rated Soldier's accomplishments relevant to the Army Values. If you need additional space, click **ADD PAGE** to add a continuation page within the wizard. For more information on continuation pages [CLICK HERE](#)

Loyalty	o a faithful and loyal leader who cares about the mission and Soldiers
Duty	
Respect/EO/EEO	o stellar example of selfless service and dedication to the Army and nation
Selfless-Service	
Honor	
Integrity	o consistently enforces fair treatment of all Soldiers
Personal Courage	

[Bullet Formatting Guidance](#) **ADD PAGE**

**View Form** **Previous** **Next** Page 2 of 13

Click **Next**



# Competence-Task/Actions=Left-Side, what is expected of rated NCO

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM**  
DA FORM 2166-8-1 [Link to AR 623-3](#)

Administrative Data Rater Actions

**Competence - Task/Actions**

Enter Tasks or Actions relevant to Competence. Use this part of the form to explain and define your expectations of the Rated Soldier during the rating period. Provide clear objectives with quantifiable results. If you need additional space, click ADD PAGE to add a continuation page within the wizard. For more information on continuation pages [CLICK HERE](#)

Strive to achieve promotion

Be diligent on completing and correcting NCOERs

Know your lane and be knowledgeable

Seek civilian education

- o Duty proficiency; MOS competency
- o Technical & tactical, knowledge, skills, and abilities
- o Sound judgment
- o Seeking self-improvement; always learning
- o Accomplishing tasks to the fullest capacity; committed to excellence

[Bullet Formatting Guidance](#) [ADD PAGE](#)

[View Form](#) [Previous](#) [Next](#)

Page 3 of 13

\*Note:  
there are 2  
tabs for  
each subject

Click **Next**

# Competence-Performance=Right side what the rated NCO did to fulfill what was expected from the **Actions**

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM**  
DA FORM 2166-8-1 [Link to AR 623-3](#)

Administrative Data Rater Actions

**Competence – Performance Summary**

Enter the Rated Soldier's accomplishments relevant to Competence. If you need additional space, click ADD PAGE to add a continuation page within the wizard. For more information on continuation pages [CLICK HERE](#)

**Competence - Performance**

- o Duty proficiency; MOS competency
- o Technical & tactical; knowledge, skills, and abilities
- o Sound judgment
- o Seeking self-improvement; always learning
- o Accomplishing tasks to the fullest capacity; committed to excellence

- o promoted to SSG during the rating period
- o received a coin from the Battalion Commander for exceptional work on NCOERs
- o currently attending Grantham University in general studies

[Bullet Formatting Guidance](#) [ADD PAGE](#)

[View Form](#) [Previous](#) [Next](#)

Page 4 of 13

Click **Next**

# Physical Fitness & Military Bearing-Task/Actions

= what is expected of rated NCO (left side)

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM**  
DA FORM 2166-8-1 Link to AR 623-3

U.S. ARMY

Administrative Data | Rater Actions

**Physical Fitness & Military Bearing – Task/Actions**

Enter Tasks or Actions relevant to Physical Fitness & Military Bearing. Use this part of the form to explain and define your expectations of the Rated Soldier during the rating period. Provide clear objectives with quantifiable results. If you need additional space, click **ADD PAGE** to add a continuation page within the wizard. For more information on continuation pages [CLICK HERE](#)

- Set the example for your Soldiers
- Demonstrate professionalism and motivate Soldiers in APFT and weapons qualification
- Uphold Army values and live the NCO creed by actions

- Mental and physical toughness
- Endurance and stamina to go the distance
- Displaying confidence and enthusiasm; looks like a soldier

[Bullet Formatting Guidance](#) [ADD PAGE](#)

[View Form](#) [Previous](#) [Next](#) Page 5 of 13

Click **Next**

# Physical Fitness & Military bearing-Performance = what the rated NCO did to fulfill the /Actions

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrorme.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM**  
DA FORM 2166-8-1 [Link to AR 623-3](#)

U.S. ARMY

Administrative Data | Rater Actions

### Physical Fitness & Military Bearing – Performance Summary

Enter the Rated Soldier's accomplishments relevant to Physical Fitness & Military Bearing. If you need additional space, click [ADD PAGE](#) to add a continuation page within the wizard. For more information on continuation pages [CLICK HERE](#).

- o Mental and physical toughness
- o Endurance and stamina to go the distance
- o Displaying confidence and enthusiasm; looks like a soldier
- o his "set the example" attitude reflected in the accomplishments of his Soldiers
- o demonstrated exemplary character and professionalism which motivates his Soldiers to score 270+ on APFT
- o upholds the Army values and truly demonstrated the NCO creed in his actions

[Bullet Formatting Guidance](#) [ADD PAGE](#)

If available, enter APFT and HT/WT data for rated Soldier.

APFT  Height(in)  Weight(lbs)

APFT Date  Is Height/Weight within standards?

[View Form](#) [Previous](#) [Next](#)

Page 6 of 13

Click **Next**

# After completing all sections of the counseling

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCOER COUNSELING AND SUPPORT FORM**  
DA FORM 2166-8-1 [Link to AR 623-3](#)

Administrative Data | Rater Actions

**Counseling Complete**

This completes the Counseling section of the NCOER Counseling and Support Form.

At this time, the Rater may click VIEW FORM and:

- o Review the NCOER Counseling and Support Form
- o Sign the form by clicking the signature button in the INITIAL block, if this an initial counseling, or LATER block, if this is a follow-up counseling
- o During the face-to-face counseling have the Rated Soldier sign the form by clicking the signature button in the INITIAL block, if this an initial counseling, or LATER block, if this is a follow-up counseling
- o Save the form to the AKO My Forms Portal by clicking SAVE and route the form to the Senior Rater for signature
- o Clicking SAVE AS will allow you to save a copy outside the Portal, i.e., to your computer.

At the end of the rating period, this NCOER Counseling and Support Form may be used to initiate an NCOER by selecting Create NCOER from the "Sp. Task" menu in the AKO MyForms portal. Administrative data and rater feedback from the NCOER Counseling and Support Form will be transferred to the newly created NCOER.

[View Form](#) [Previous](#) [Next](#)

Page 13 of 13

Ready Unknown Zone

Click **Next** or **View form**

All information will be filled in on the 1<sup>st</sup> and 2<sup>nd</sup> pages of the DA 2166-8-1 with the **Tasks** and **Actions** of the rated NCO into what would be the equivalent of a DA 4856 (counseling form).  
Update and/or correct any data as necessary

U.S. ARMY Forms Content Management

SAVE SAVE AS PRINT EMAIL WIZARD **NEXT >>**

**NCOER COUNSELING AND SUPPORT FORM**  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1  
FOR OFFICIAL USE ONLY (FOUO)  
SEE PRIVACY ACT STATEMENT  
IN AR 623-3

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial)  
MORRIS, DARROME M

b. SSN 1231

c. RANK SSG

d. DATE OF RANK 20070901

e. PMOSC 42A20

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND  
0322 CS CO MAINT, ARDEN HILLS, MN  
55126-5862

STATUS CODE TPU

i. RATED NCO'S EMAIL ADDRESS (gov. or .mil)  
darrome.m.morris@us.army.mil

m. UIC WSM7T1

n. CMD CODE 5C

o. PSB CODE

**PART II - AUTHENTICATION**

a. NAME OF RATER (Last, First, Middle Initial)  
BURRELL, DYRAL

SSN 4462

INITIAL

LATER

LATER

LATER

RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT  
SFC, 63X40, 0322 CS CO MAINT, MOTOR SERGEANT

RATER'S APO EMAIL ADDRESS (gov. or .mil)  
dyral.burrell@us.army.mil

b. NAME OF SENIOR RATER (Last, First, Middle Initial)  
DANBERRY, MICHAEL J.

SSN 3580

INITIAL

LATER

LATER

LATER

RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT  
CW2, 915A / OD, 0322 CS CO MAINT, SR AUTO MNT WO

SENIOR RATER'S APO EMAIL ADDRESS (gov. or .mil)  
michael.j.danberry@us.army.mil

c. NAME OF REVIEWER (Last, First, Middle Initial)  
KOY, PUNNARIN

SSN 3306

INITIAL

LATER

LATER

LATER

RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT  
CPT, OD, 0322 CS CO MAINT, COMMANDER

REVIEWER'S APO EMAIL ADDRESS (gov. or .mil)  
punnarin.koy@us.army.mil

d. RATED NCO'S INITIALS

**PART III - DUTY DESCRIPTION (Rate)**

Click **Next >>** to view 2<sup>nd</sup> page

U.S. ARMY Forms Content Management

SAVE SAVE AS PRINT EMAIL WIZARD **<< PREVIOUS**

RATED NCO'S NAME (Last, First, Middle Initial)  
MORRIS, DARROME M

SSN 1231

b. COMPETENCY:

- Duty proficiency, MOS competency
- Technical & tactical; knowledge, skills, and abilities
- Sound judgment
- Seeking self-improvement; always learning
- Accomplishing tasks to the fullest capacity, committed to excellence

**TASK/ACTIONS:**

- Strive to achieve promotion
- Be diligent on completing and correcting NCOERs
- Know your lane and be knowledgeable
- Seek civilian education

**PERFORMANCE SUMMARY:**

- o promoted to SSG during the rating period
- o received a coin from the Battalion Commander for exceptional work on NCOERs
- o currently attending Grantham University in general studies

c. PHYSICAL FITNESS & MILITARY BEARING:

- Mental and physical toughness
- Endurance and stamina to go the distance
- Displaying confidence and enthusiasm; looks like a soldier

**TASK/ACTIONS:**

- Set the example for your Soldiers
- Demonstrate professionalism and motivate Soldiers in APFT and weapons qualification
- Uphold Army values and live the NCO creed by actions

**PERFORMANCE SUMMARY:**

- o his "set the example" attitude reflected in the accomplishments of his Soldiers
- o demonstrated exemplary character and professionalism which motivates his Soldiers to score 270+ on APFT
- o upholds the Army values and truly demonstrated the NCO creed in his actions

Click **<<previous** to go back to 1<sup>st</sup> page

# Start the counseling with the first counseling date (*initial*) by Rated Soldier, Senior Rater, and Reviewer with your CAC (It will be very tiny)

First page-top

**NCOER COUNSELING AND SUPPORT FORM**  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial)  
MORRIS, DARROME M

b. SSN  
1231

c. RANK  
SSG

d. DATE OF RANK  
20070901

e. PMOSC  
42A20

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND  
0322 CS CO MAINT, ARDEN HILLS, MN  
55126-5962 89TH RRC

STATUS CODE  
TPU

g. RATED NCO'S EMAIL ADDRESS (gov. or .mil)  
darrome.m.morris@us.army.mil

h. UIC  
W5SM7T1

i. CMD CODE  
5C

j. PSB CODE

**PART II - AUTHENTICATION**

a. NAME OF RATER (Last, First, Middle Initial)  
BURRELL, DYRAL

b. SSN  
4462

c. INITIAL  
20080909

d. RATER'S APO EMAIL ADDRESS (gov. or .mil)  
dyral.burrell@us.army.mil

e. RANK, PMOSC, BRANCH, ORGANIZATION, DUTY ASSIGNMENT  
SFC, 63X40, 0322 CS CO MAINT, MOTOR SERGEANT

f. NAME OF SENIOR RATER (Last, First, Middle Initial)  
DANBERRY, MICHAEL J

g. SSN  
3580

h. SENIOR RATER'S APO EMAIL ADDRESS (gov. or .mil)  
michael.j.danberry@us.army.mil

i. RANK, PMOSC, BRANCH, ORGANIZATION, DUTY ASSIGNMENT  
CW2, 915A/OD, 0322 CS CO MAINT, SR AUTO MNT WO

j. NAME OF REVIEWER (Last, First, Middle Initial)  
KOY, PUNNARIN

k. SSN  
3306

l. REVIEWER'S APO EMAIL ADDRESS (gov. or .mil)  
punnarin.koy@us.army.mil

m. RANK, PMOSC, BRANCH, ORGANIZATION, DUTY ASSIGNMENT  
CPT, OD, 0322 CS CO MAINT, COMMANDER

n. RATED NCO'S INITIAL'S

**PART III - DUTY DESCRIPTION (Rater)**

First page-bottom

**b. APPOINTED DUTIES**

**f. PHYSICAL FITNESS & MILITARY BEARING**

APFT PASS  
APFT DATE: 20071013  
HEIGHT/WEIGHT: 68 201  
YES

**a. ARMY VALUES:** PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)  
LOYALTY, DUTY, RESPECT/EO/EQ, SELFLESS-SERVICE, HONOR, INTEGRITY, PERSONAL

**TASK/ACTIONS:**

- Be a faithful and loyal leader and care about the mission and your Soldiers
- Be a stellar example of selfless service and be dedicated to the Army and nation
- Consistently enforce fair treatment to all Soldiers

**PERFORMANCE SUMMARY:**

- o a faithful and loyal leader who cares about the mission and Soldiers
- o stellar example of selfless service and dedication to the Army and nation
- o consistently enforces fair treatment of all Soldiers

DA FORM 2166-8-1, MAR 2006  
PREVIOUS EDITIONS ARE OBSOLETE.  
Page 1 of 2  
APD PE v4.00ES

\*Note: 1<sup>st</sup> counseling (initial), quarterly counseling, (LATER) would be the next quarterly 3 months later, etc.

\*Note: Left -side  
**ACTIONS**

Right-side  
**PERFORMANCE**

\*Note: All must sign the counseling on each quarter

After corrections/updates have been made click **SAVE** not **SAVE AS** when completed. (This is because you are working in myForms and saving the form to the repository).

## Second page-top

https://myforms.us.army.mil/aps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

**U.S. ARMY** Forms Content Management

SAVE SAVE AS PRINT EMAIL WIZARD << PREVIOUS

RATED NCO'S NAME (Last, First, Middle Initial)  
MORRIS, DARROME M

SSN [ ] 231

**b. COMPETENCE:**

- o Duty proficiency, MOS competency
- o Technical & tactical, knowledge, skills, and abilities
- o Sound judgment
- o Seeking self-improvement, always learning
- o Accomplishing tasks to the fullest capacity, committed to excellence

**TASK/ACTIONS:**

Strive to achieve promotion

Be diligent on completing and correcting NCOERs

Know your lane and be knowledgeable

Seek civilian education

**PERFORMANCE SUMMARY:**

o promoted to SSG during the rating period

o received a coin from the Battalion Commander for exceptional work on NCOERs

o currently attending Grantham University in general studies

**c. PHYSICAL FITNESS & MILITARY BEARING:**

- o Mental and physical toughness
- o Endurance and stamina to go the distance
- o Displaying confidence and enthusiasm, looks like a soldier

**TASK/ACTIONS:**

Set the example for your Soldiers

Demonstrate professionalism and motivate Soldiers in APFT and weapons qualifications

Uphold Army values and live the NCO creed by actions

**PERFORMANCE SUMMARY:**

o his "set the example" attitude reflected in the accomplishments of his Soldiers

o demonstrated exemplary character and professionalism which motivates his Soldiers to score 270+ on APFT

o upholds the Army values and truly demonstrated the NCO creed in his actions

## Second page-bottom

https://myforms.us.army.mil/aps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

**U.S. ARMY** Forms Content Management

SAVE SAVE AS PRINT EMAIL WIZARD << PREVIOUS

**e. TRAINING:**

- o Individual and team
- o Mission focused, performance oriented
- o Teaching soldiers how, common tasks, duty-related skills
- o Sharing knowledge and experience to fight, survive and win

**TASK/ACTIONS:**

What is expected

**PERFORMANCE SUMMARY:**

What the rated soldier's actually did

**f. RESPONSIBILITY & ACCOUNTABILITY:**

- o Care and maintenance of equipment/facilities
- o Soldier and equipment safety
- o Conservation of supplies and funds
- o Encouraging soldiers to learn and grow
- o Responsible for good, bad, right & wrong

**TASK/ACTIONS:**

What is expected

**PERFORMANCE SUMMARY:**

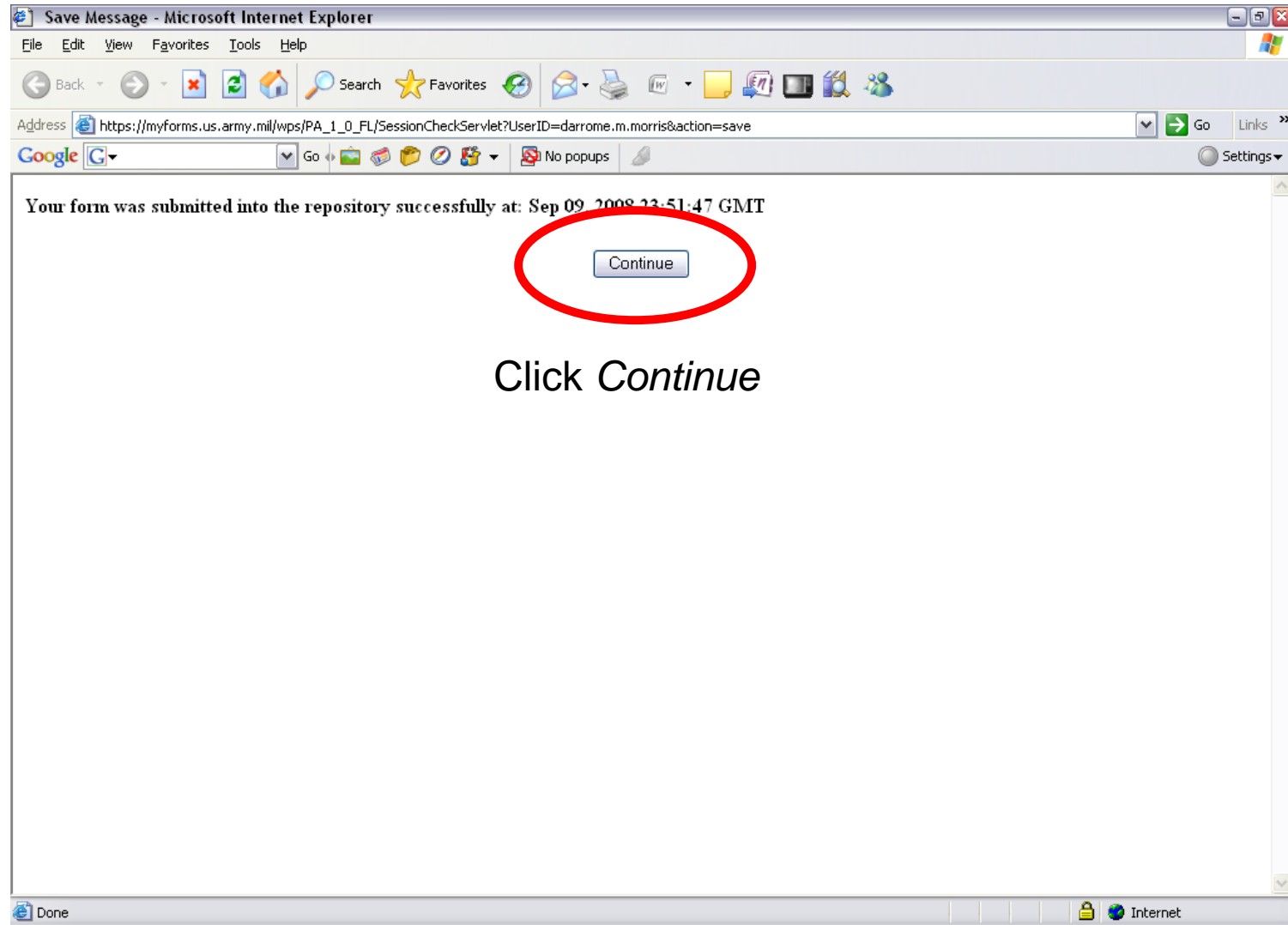
What the rated soldier's actually did

DA FORM 2166-8-1, MAR 2006

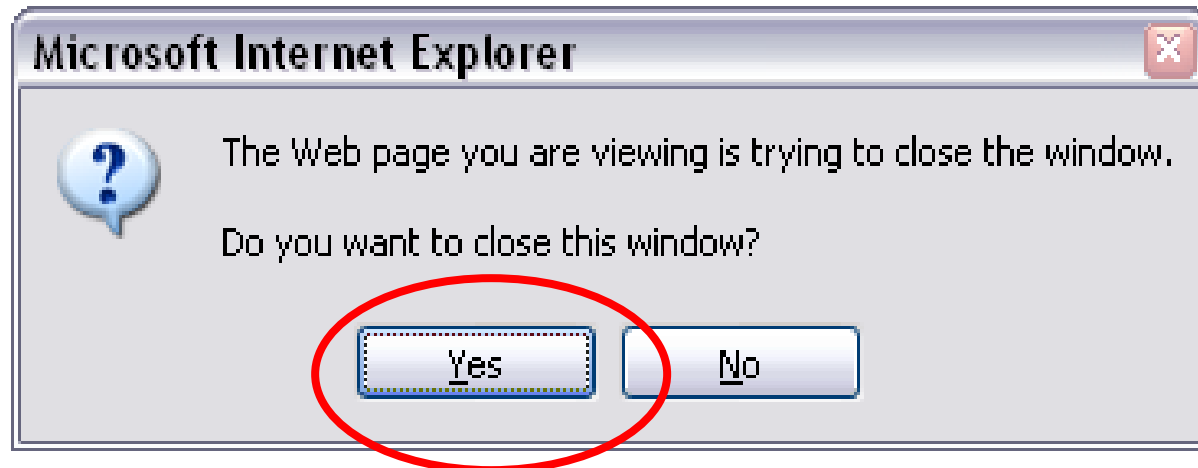
Page 2 of 2  
APD PE v4.00ES



# If all worked correctly, you will get this screen



Click Yes



# Close out by clicking the X

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

**U.S. ARMY** Forms Content Management

SAVE SAVE AS PRINT EMAIL WIZARD NEXT >>

**NCOER COUNSELING AND SUPPORT FORM**  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

FOR OFFICIAL USE ONLY (FOUO)  
SEE PRIVACY ACT STATEMENT  
IN AR 623-3.

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial) MORRIS, DARROME M.  
b. SSN 1231  
c. RANK SSG  
d. DATE OF RANK 20070901  
e. PMOSC 42A2O

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND 0322 CS CO MAINT, ARDEN HILLS, MN  
55126-5862 89TH RRC  
STATUS CODE TPU  
I. RATED NCO'S EMAIL ADDRESS (gov. or .mil) darrome.m.morris@us.army.mil  
m. UIC WSM7T1  
n. CMD CODE 5C  
o. PSB CODE

**PART II - AUTHENTICATION**

a. NAME OF RATER (Last, First, Middle Initial) BURRELL, DYRAL  
SSN -4462  
INITIAL 20080909  
LATER  
LATER  
LATER  
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT SFC, 63X4O, 0322 CS CO MAINT, MOTOR SERGEANT  
RATER'S AKO EMAIL ADDRESS (gov. or .mil) dyral.burrell@us.army.mil

b. NAME OF SENIOR RATER (Last, First, Middle Initial) DANBERRY, MICHAEL J.  
SSN -3580  
INITIAL  
LATER  
LATER  
LATER  
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT CW2, 915A / OD, 0322 CS CO MAINT, SR AUTO MNT WO  
SENIOR RATER'S AKO EMAIL ADDRESS (gov. or .mil) michael.j.danberry@us.army.mil

c. NAME OF REVIEWER (Last, First, Middle Initial) KOY, PUNNARIN  
SSN -3306  
INITIAL  
LATER  
LATER  
LATER  
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT CPT, OD, 0322 CS CO MAINT, COMMANDER  
REVIEWER'S AKO EMAIL ADDRESS (gov. or .mil) punnarin.koy@us.army.mil

d. RATED NCO'S INITIAL'S  
INITIAL  
LATER  
LATER  
LATER

**PART III - DUTY DESCRIPTION (Rater)**

PRINCIPAL DUTY/TITLE  
DUTY/MOSC

Ready Unknown Zone

Click Yes

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&... 

This document has been modified. Do you want to save changes?

Yes: Saves your changes

No: Discards your changes

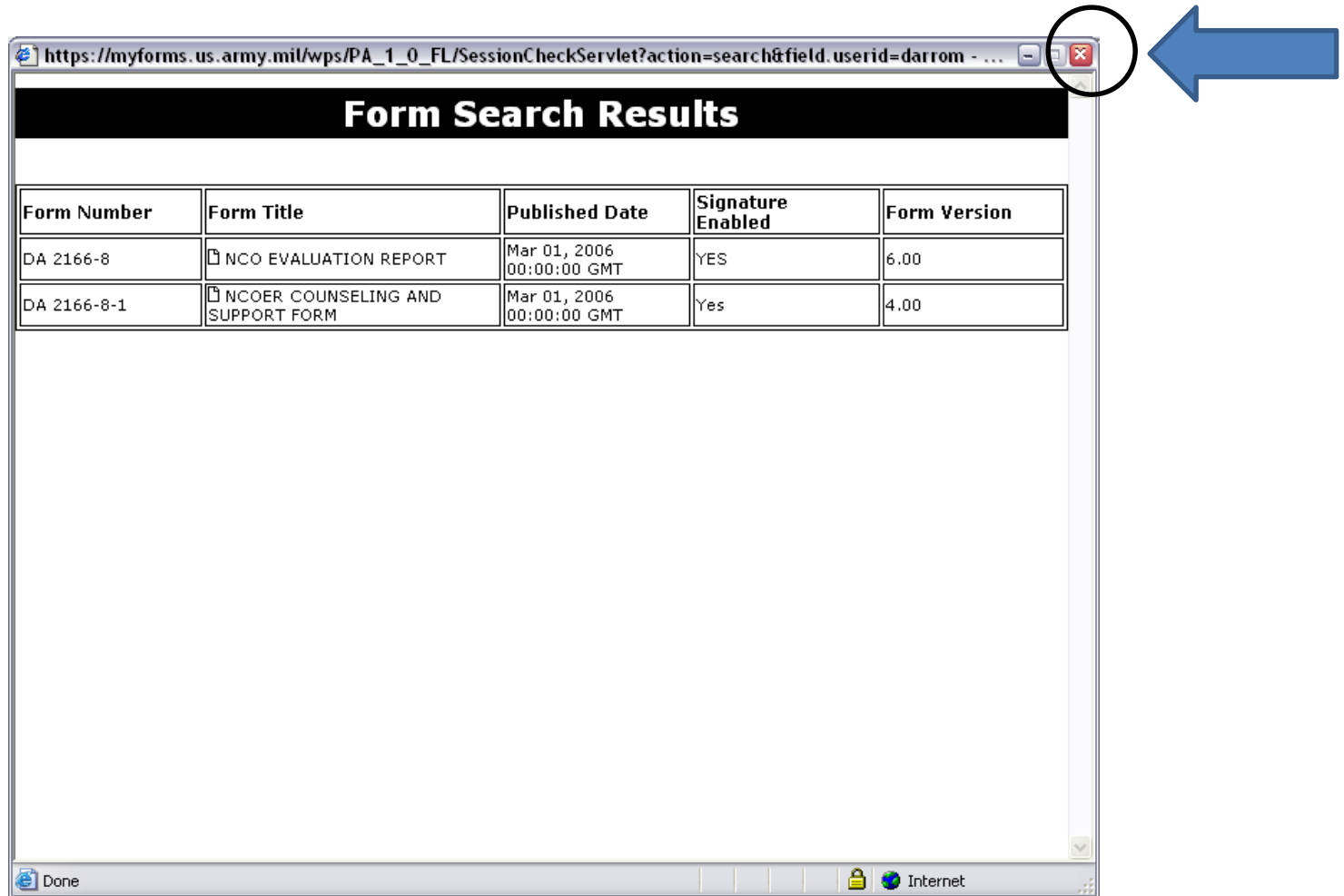
Cancel: Keeps this document open

Yes

No

Cancel

Click the **X** to exit screen



The screenshot shows a web browser window with the following URL: [https://myforms.us.army.mil/wps/PA\\_1\\_0\\_FL/SessionCheckServlet?action=search&field.userid=darrom](https://myforms.us.army.mil/wps/PA_1_0_FL/SessionCheckServlet?action=search&field.userid=darrom). The page title is "Form Search Results".

Form Number	Form Title	Published Date	Signature Enabled	Form Version
DA 2166-8	NCO EVALUATION REPORT	Mar 01, 2006 00:00:00 GMT	YES	6.00
DA 2166-8-1	NCOER COUNSELING AND SUPPORT FORM	Mar 01, 2006 00:00:00 GMT	Yes	4.00

The browser's status bar at the bottom shows "Done" on the left and "Internet" on the right. A red 'X' button in the window title bar is circled, and a blue arrow points to it from the right.

Click on the **Drafts** tab and place a check in the box **NCOER COUNSELING AND SUPPORT FORM** and select option **Rename** in the lower left side of the screen

My Forms on Army Knowledge Online - Microsoft Internet Explorer

Welcome Darrone ! | Log out

U.S. ARMY  
Forms Content Management

FCMP

Welcome | **Drafts** | Favorites | Recycle Bin | Help | Settings | Reports

Form Finder

Form Number:  Form Title:  Search Search By Range Non-PureEdge Forms

Drafts

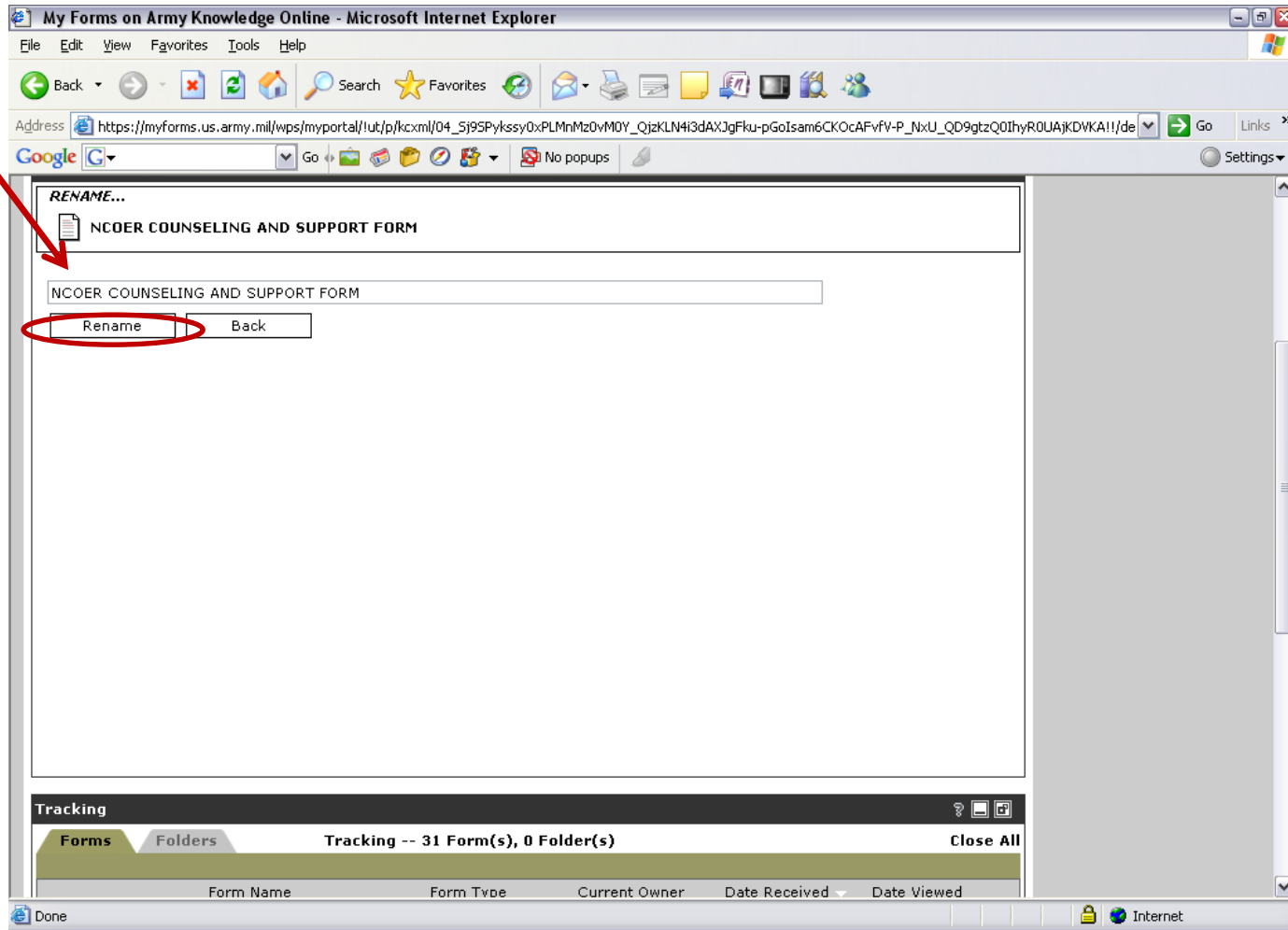
Forms Folders Drafts -- 1 Form(s), 0 Folder(s) 1 Close All

Form Name	Form Type	Create Date	Last Action	Suspense Date
<input type="checkbox"/> Upload Form <input checked="" type="checkbox"/> NCOER COUNSELING AND SUPPORT FOR	DA 2166-8-1	Sep 09, 2008 23:10:08 GMT		

Context Menu:

- Upload Form
- Add To Folder
- Extract
- Comment
- Rename**
- Copy
- Delete
- Route Slip
- Manage Favs
- Sp. Tasks

Highlight the entire **NCOER COUNSELING AND SUPPORT FORM** and rename (type) something simple to remember (For example this will be named **Morris 2**)



Click the ***Rename*** box

Click the box of the renamed form **Morris 2**, now click the drop-down **Sp.Tasks**, then click **Create NCOER**

The screenshot shows a web browser window titled "My Forms on Army Knowledge Online - Microsoft Internet Explorer". The address bar shows a URL from "https://myforms.us.army.mil/wps/myportal/". The main content area is divided into two sections: "Drafts" and "Tracking".

The "Drafts" section is titled "Drafts -- 1 Form(s), 0 Folder(s)" and contains a table with the following data:

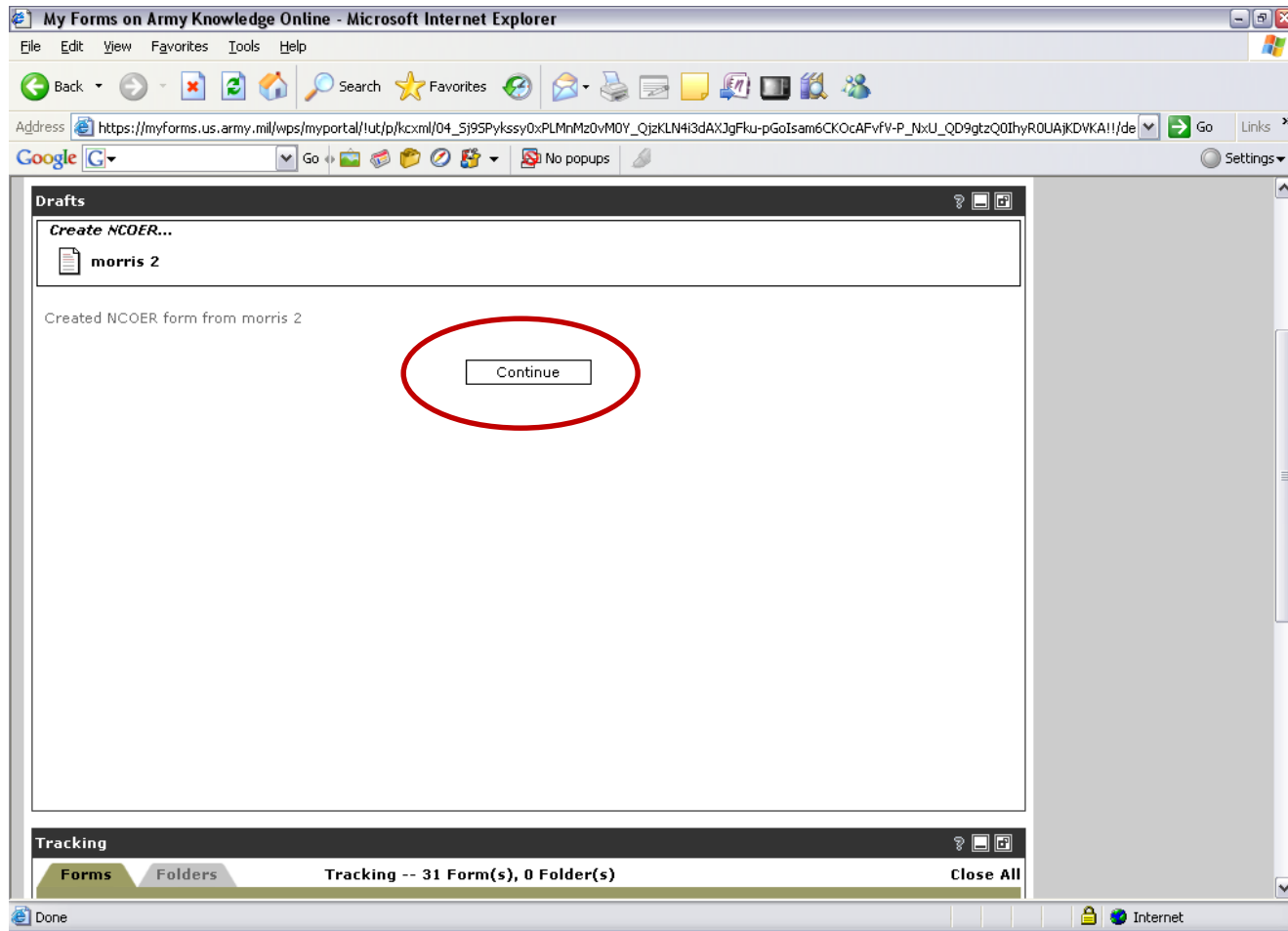
Form Name	Form Type	Create Date	Last Action	Suspense Date
morris 2	DA 2166-8-1	Sep 09, 2008 23:10:08 GMT	-	-

On the left side of the "Drafts" section, there is a vertical menu with several options. The "Sp. Tasks" option is highlighted with a red circle, and its dropdown menu is open, showing "Sp. Tasks" and "Create NCOER" as available actions. The "Create NCOER" option is also highlighted with a red circle.

The "Tracking" section at the bottom is titled "Tracking -- 31 Form(s), 0 Folder(s)".



# Press *Continue*



This process turned the 2166-8-1(NCO counseling form) into 2166-8 (NCOER) and still left the original counseling (morris 2 / 2166-8-1)

My Forms on Army Knowledge Online - Microsoft Internet Explorer

Address: https://myforms.us.army.mil/wps/myportal/!ut/p/kcxml/04\_Sj95Pykssy0xPLMnMz0vM0Y\_QjzKLN4i3dAXJgFk

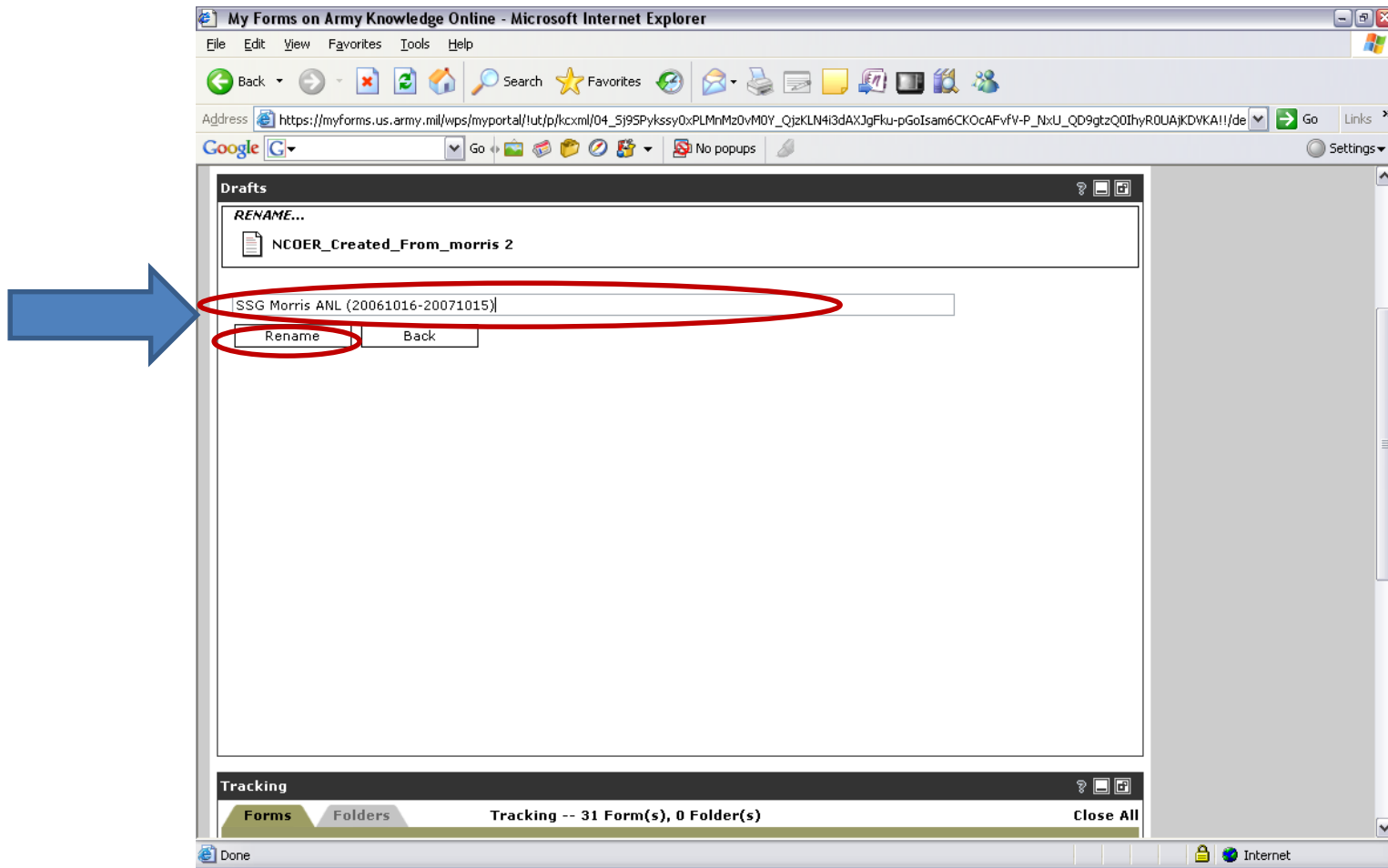
Drafts -- 2 Form(s), 0 Folder(s)

Form Name	Form Type	Create Date	Last Action
morris 2	DA 2166-8-1	Sep 09, 2008 23:10:08 GMT	-
NCOER_Created_From_morris 2	DA 2166-8	Sep 10, 2008 23:47:16 GMT	-

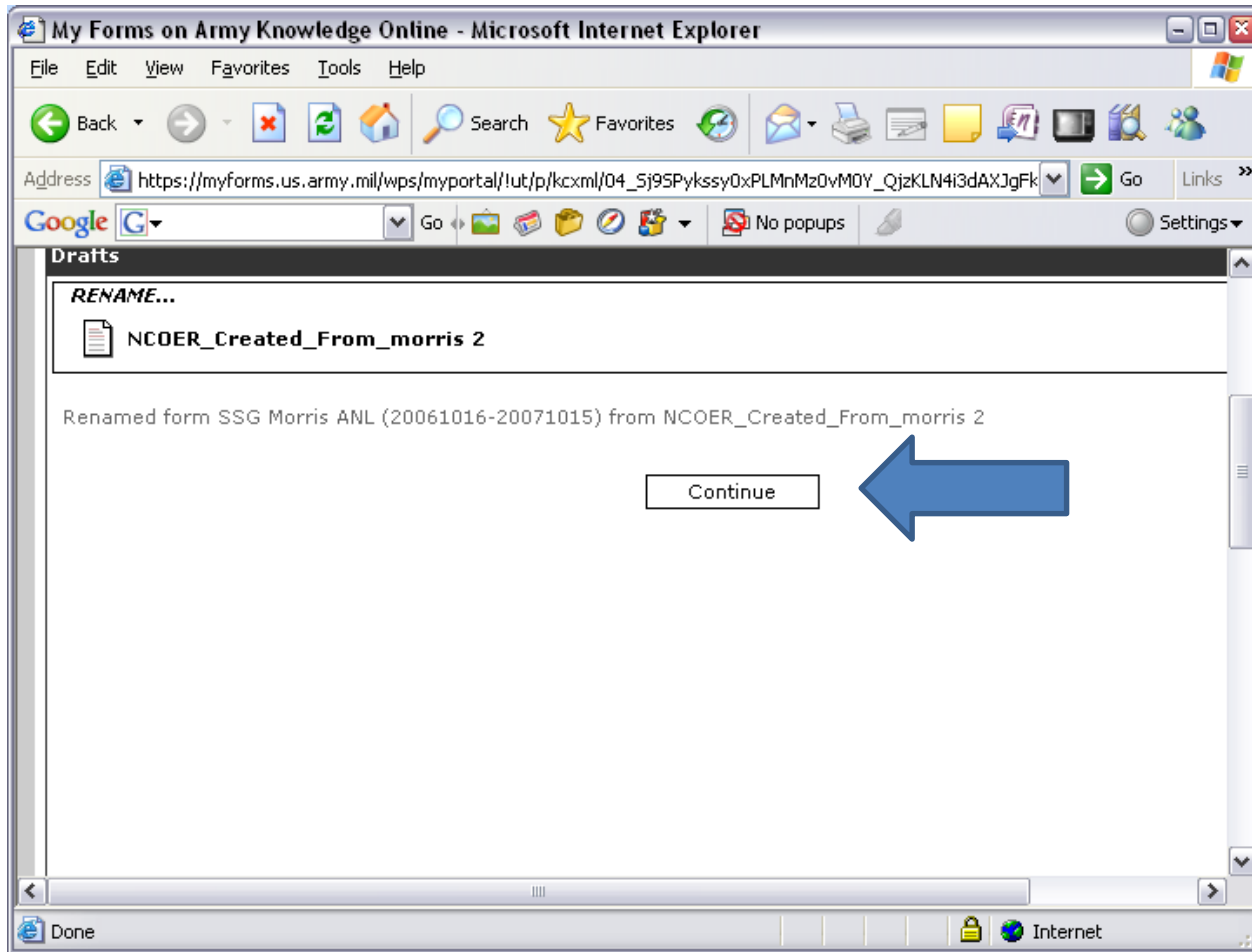
Next step; **Rename**

Rename with Soldiers' rank, type of report, and time frame, ie, (SSG Morris/ANL/20061016-20071015)

Click *Rename*



# Select *Continue*



# Click the renamed link to open and update/correct information


The screenshot shows the 'My Forms on Army Knowledge Online' interface. At the top, there is a 'Form Finder' section with search fields for 'Form Number' and 'Form Title', and buttons for 'Search', 'Search By Range', and 'Non-PureEdge Forms'. Below this is a 'Drafts' section with a tab for 'Forms' and a sub-tab for 'Folders'. The main content area displays a table of drafts with the following data:

Form Name	Form Type	Create Date	Last Action	Suspense Date
morris 2	DA 2166-8-1	Sep 09, 2008 23:10:08 GMT	-	-
<a href="#">SSG Morris ANL (20061016-20071015)</a>	DA 2166-8	Sep 10, 2008 23:47:16 GMT	-	-

A blue arrow on the left points towards the table. The link for the second row is circled in red. A tooltip for this link displays the text: 'Form Name: SSG Morris ANL (20061016-20071015)'. The browser's address bar shows the URL: [https://myforms.us.army.mil/wps/myportal/tut/p/kcxml/04\\_5j9SPykyssy0xPLMnMz0vM0Y\\_QjzKLN4i3dAXJgFku-pGoIsam6CKOcaFvFV-P\\_NxU\\_QD9gtzQ0IthyROUAjKDvKA!!/de](https://myforms.us.army.mil/wps/myportal/tut/p/kcxml/04_5j9SPykyssy0xPLMnMz0vM0Y_QjzKLN4i3dAXJgFku-pGoIsam6CKOcaFvFV-P_NxU_QD9gtzQ0IthyROUAjKDvKA!!/de).

# Click an **X** in **Complete NCOER** using wizard format

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/DownloadFormServlet?field.formid=94%203%20ICM8%20icmn - Microsoft Internet Explorer

 **NCO EVALUATION REPORT**  
**DA FORM 2166-8**

**NCOER e-Form Choices**

**NOTE:** Once you select a particular format, you will not be able to change it.

Complete NCOER using wizard format.

Wizard Features:

- Regulation-based guidance leads user through the NCOER form step-by step
- Speeds completion of the form by pulling data from Army database
- Checks certain fields for accuracy
- Facilitates DA processing by reducing common errors

**Next** ▶


Unknown Zone

Click **Next**

# Click Begin NCOER

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/DownloadFormServlet?field.formid=94%203%20ICM8%20icmn - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

 **NCO EVALUATION REPORT**  
**DA FORM 2166-8** [Link to AR 623-3](#)

**Introduction**

Welcome to the NCOER Wizard! Evaluation Reports are used to identify Soldiers who are best qualified for promotion and assignments to positions of greater responsibility. Evaluation Reports also identify Soldiers who will be retained on duty and in grade, or eliminated from service. Most importantly, evaluations encourage leader professional development and enhance mission accomplishment.

Using this wizard gives you regulatory guidance which is built into the form. You will also be able to pre-populate administrative information from the personnel database of record. Also, while using the NCOER Wizard, you may:

- Navigate between sections and pages using the tabs along the top and left side of the Wizard
- View the form by selecting "View Form"
- Electronically sign the form by selecting "View Form" and clicking on the desired signature block
- This form is stored within the AKO MyForms portal and can be updated at any time.

[Begin NCOER](#)

Page 1 of 1

Unknown Zone

Click box next to **Automatically populate...**, Enter: SSN, and first 2 letters of *Rated Soldier's Last Name*

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/DownloadFormServlet?field.formid=94%203%20ICM8%20icmn - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**NCO EVALUATION REPORT**  
DA FORM 2166-8 [Link to AR 623-3](#)

U.S. ARMY

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | **Rated Soldier** | Enclosures

**Select Method for Data Entry – Rated Soldier**

You may automatically populate this NCOER form by retrieving the Rated Soldier's personnel information from the Army personnel database. If you choose not to prepopulate this form, you will be required to manually enter all required information.

Manually enter Rated Soldier's administrative data.

Automatically populate the Rated Soldier's administrative data by searching the Army personnel database. If any of the administrative information is incorrect as pulled from the personnel database of record, you can manually change the information within the form. You must use other channels (S1 or Admin Support) to have the incorrect information changed.

Enter requested data and click SEARCH. (All fields highlighted in yellow are required.)

Rated Soldier's SSN:  Rated Soldier's Last Name (First Two Letters):

**SEARCH**

**Click Search**

[View Form](#) [Previous](#) Page 1 of 6

\*Note: The Automatic populate option can only be used while in myForms



# Continue NCOER

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

**NCO EVALUATION REPORT**  
DA FORM 2166-8

Link to AR 623-3

**Search Results - Rated Soldier**

If search results are correct, click **Continue NCOER** to view data.  
If search results are incorrect, click **SEARCH AGAIN** to begin a new search or **Continue** to manually enter data.

**Soldier Found**

NAME: MORRIS, DARROME MAURICE  
SSN: [REDACTED] 1231  
RANK: SSG

**Search Again**

**Continue NCOER**

Page 1 of 1


Unknown Zone

**\*Note:** if an error occurs with any of the SSNs try the 'search Again' option

# Fix errors that occur from the information that the Army data base down loaded on the NCOER

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

 **NCO EVALUATION REPORT** Link to AR 623-3  
**DA FORM 2166-8**

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | **Rated Soldier** | Enclosures

**Administration Data - Rated Soldier**

a. Name (Last, First, Middle Initial)      b. SSN  
MORRIS, DARROME MAURICE      [REDACTED]

c. Rank      d. Date of Rank      e. PMOSC [CLICK HERE](#)  
SSG      20070901      [REDACTED]

f.1. Unit      Organization      Station      Zip      Major Command      f.2. Status Code  
MAINT HQ AR      [REDACTED]      [REDACTED]      [REDACTED]      [REDACTED]      TPU

I. Rated NCO'S AKO Email Address      n. CMD Code      o. PSB Code  
darrome.m.morris@us.army.mil      WSM7T1      [REDACTED]      [REDACTED]

**Recommend you use a .gov or.mil**


[View Form](#)      [Previous](#)      [Next](#)      Page 2 of 6

Unknown Zone

# Update same changes and corrections as the previous 2166-8-1 (NCOER counseling form)

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME MAURICE

 **NCO EVALUATION REPORT** Link to AR 623-3  
**DA FORM 2166-8**

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | **Rated Soldier** | Enclosures

**Administration Data - Rated Soldier**

a. Name (Last, First, Middle Initial)      b. SSN  
MORRIS, DARROME M.      1231


c. Rank      d. Date of Rank      e. PMOSC [CLICK HERE](#)  
SSG      20070901      42A20

f.1. Unit      Organization      Station      Zip      Major Command      f.2. Status Code  
0322 CS CO MAINT, ARDEN HILLS, MN      55426-5862      89TH RRC      TPU

I. Rated NCO'S AKO Email Address      n. CMD Code      o. PSB Code  
darrome.m.morris@us.army.mil      WSM7T1      5C

**Recommend you use a .gov or.mil**

[View Form](#)      [Previous](#)      [Next](#)      Page 2 of 6



Click **Next**

# Admin Data:

Use drop-down for the 'Reason for submission',  
From and Thru dates, and counseling dates.

\*Note: the Non rated codes are used for time away, such as schools w/ 1059s, and enroute between units, etc.

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**NCO EVALUATION REPORT**  
DA FORM 2166-8 [Link to AR 623-3](#)

U.S. ARMY

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | Rated Soldier | Enclosures

Data Entry - Rated Soldier  
Admin Data - Rated Soldier  
Admin Data - Continued  
Data Entry - Rating Chain  
Auth - Rating Chain  
Duty Des - Rated Soldier

**Administrative Data (Cont'd) – Rated Soldier**

Is rated NCO Frocked to 1SG, SGM or CSM as of the thru date of the report? Yes  No

What is the Reason for Submission? 02|Annual

What is From Date? YYYYMMDD 20071016 What is Thru Date? YYYYMMDD 20081015

Counseling Dates Initial 20080909 Later Later Later Later

Rated Months 12 NonRated Codes Rated Days 366

If you have non-rated codes to enter on this Soldier, click here [ADD NONRATED CODES](#)

[View Form](#) [Previous](#) [Next](#) Page 3 of 6

Click Next

\*Note: click the calendar and set the time frame (Annuals automatically populate the end date)

Go through each section of Parts 1 through 4 completing all of the ratings (among the best, Fully capable, Marginal).

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**NCO EVALUATION REPORT**  
DA FORM 2166-8 [Link to AR 623-3](#)

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | **Rated Soldier** | Enclosures

Army Values  
Competence  
Physical Fit; Military Bear  
Leadership  
Training  
Responsible & Account  
Overall Perf & Potential  
Rater's Signature

**Overall Performance and Potential**

Select Rated Soldier's overall potential for promotion and/or service in positions of greater responsibility.

Among the Best      Fully Capable      Marginal

List 3 positions in which the Rated Soldier could best serve the Army at his/her current or next higher grade.

Battalion PSNCO  
Group PSNCO  
ESC PSNCO

[View Form](#)      [Previous](#)      [Next](#)      Page 7 of 8


**Click Next**

Unknown Zone

# Click *Next*

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

 **NCO EVALUATION REPORT** [Link to AR 623-3](#)  
**DA FORM 2166-8**

Admin/Auth Data | **Rater Actions** | Senior Rater Actions | Reviewer Actions | Rated Soldier | Enclosures

Army Values  
Competence  
Physical Fit; Military Bear  
Leadership  
Training  
Responsible & Account  
Overall Perf & Potential  
**Rater's Signature**

### Rater's Signature

This completes the Rater section of the NCOER.

At this time the Rater may select VIEW FORM and :

- o Review the DA Form 2166-8.
- o Electronically sign the form by selecting the signature button located in the Rater's Signature Block and sign the report using your Common Access Card (CAC). All rating officials must sign this report in order for it to be submitted to HQDA for processing.
- o Save the form in the AKO MyForms Portal or locally on your computer. If you are working on-line (connected to internet), you can save the DA Form 2166-8 to the AKO MyForms Portal by clicking "Save". If you are working on-line or off-line, you can save the DA Form 2166-8 locally by clicking "Save As".


[View Form](#)    [Previous](#)    **Next**    Page 8 of 8

Unknown Zone

# Senior rater Bullets should be done by the Senior Rater when routed through MYFORMS

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

 **NCO EVALUATION REPORT** [Link to AR 623-3](#)  
**DA FORM 2166-8**

Admin/Auth Data | Rater Actions | **Senior Rater Actions** | Reviewer Actions | Rated Soldier | Enclosures

Overall Performance  
Sen. Rater's Signature  
Obtain Rated Soldier's Sig

### Overall Performance and Potential

Does the Senior Rater meet the minimum time requirements to rate? Yes  No

Comments

- o send to BNCOC now
- o promote ahead of peers; a total Army asset
- o demonstrates the potential for higher responsibility

[Bullet Formatting Guidance](#)

Select overall performance.  1  2  3  4  5  
Successful Fair Poor

Select overall potential for promotion and/or service in positions of greater responsibility.  1  2  3  4  5  
Superior Fair Poor

[View Form](#) [Previous](#) [Next](#) Page 1 of 3

**Click Next**

Ready Unknown Zone

# Click *Next* or *View Form*

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**U.S. ARMY** **NCO EVALUATION REPORT** **DA FORM 2166-8** [Link to AR 623-3](#)

Admin/Auth Data | Rater Actions | **Senior Rater Actions** | Reviewer Actions | Rated Soldier | Enclosures

**Overall Performance**

**Sen. Rater's Signature**

**Obtain Rated Soldier's Sig**

**Senior Rater's Signature**

This completes the Senior Rater section of the NCOER. At this time the Senior Rater may select VIEW FORM and :

- o Review the DA Form 2166-8.
- o Electronically sign the form by selecting the signature button located in the Senior Rater's Signature Block and sign the report using your Common Access Card (CAC). All rating officials must sign this report in order for it to be submitted to HQDA for processing.
- o Save the form in the AKO MyForms Portal or locally on your computer. If you are working on-line (connected to internet), you can save the DA Form 2166-8 to the AKO MyForms Portal by clicking "Save". If you are working on-line or off-line, you can save the DA Form 2166-8 locally by clicking "Save As"
- o You are responsible for ensuring the completed/signed DA Form 2166-8 is submitted to HQDA. However, you should coordinate with your S-1/Admin Support personnel to get specific guidance on the processing of evaluations within your organization, to include submission to HQDA. You, someone you designate, or S-1/Admin Support personnel can submit the DA Form 2166-8 to HQDA by selecting the "Send to HQDA" option in the "Special Tasks (Sp. Tasks)" dropdown in the portal action buttons.

**View Form** **Next** Page 2 of 3

Ready Unknown Zone



RATED SOLDIER: MORRIS, DARROME M.



U.S. ARMY

# NCO EVALUATION REPORT DA FORM 2166-8

[Link to AR 623-](#)

- Admin/Auth Data
- Rater Actions
- Senior Rater Actions
- Reviewer Actions
- Rated Soldier
- Enclosures

- Concur/  
Non-concur
- Reviewer's  
Signature

## Concur/Non-concur

The Reviewer is responsible for rating safeguard over-watch. He or she may comment only when in disagreement with the Rater and/or Senior Rater.

The Reviewer will:

- o Ensure the proper rating officials complete the report.
- o Ensure evaluations are clear, consistent, and just, in accordance with known facts.
- o Ensure bullet comments support the appropriate rating.

Concur

Non-Concur

[View Form](#)

[Previous](#) [Next](#)



Click **Next**

# Click *Next*

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**U.S. ARMY** **NCO EVALUATION REPORT** [Link to AR 623-3](#)  
**DA FORM 2166-8**

Admin/Auth Data | Rater Actions | Senior Rater Actions | **Reviewer Actions** | Rated Soldier | Enclosures

Concur/Non-concur  
Reviewer's Signature

### Reviewer's Signature

This completes the Reviewer section of the NCOER. At this time the Reviewer may select VIEW FORM and :

- o Review the DA Form 2166-8.
- o Electronically sign the form by selecting the signature button located in the Reviewer's Signature Block and sign the report using your Common Access Card (CAC). All rating officials must sign this report in order for it to be submitted to HQDA for processing.
- o Save the form in the AKO MyForms Portal or locally on your computer. If you are working on-line (connected to internet), you can save the DA Form 2166-8 to the AKO MyForms Portal by clicking "Save". If you are working on-line or off-line, you can save the DA Form 2166-8 locally by clicking "Save As".

[View Form](#) | [Previous](#) | **Next** | Page 2 of 2

Ready | Unknown Zone

# Click *Next*

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**U.S. ARMY** **NCO EVALUATION REPORT** **DA FORM 2166-8** [Link to AR 623-3](#)

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | **Rated Soldier** | Enclosures

Rated Soldier's Signature

### Rated Soldier's Signature

The NCOER is completed and all Rating Officials have signed the form.

Select **VIEW FORM** and electronically sign and secure the form by selecting the "Click to Approve" button located in the Rated Soldier's signature block. Changes may be made to this report after the Rated Soldier's signature; however, changes will cancel the Rated Soldier's signature. If changes are made the Rated Soldier will have to resign the report.

Once you have signed the report, save the DA Form 2166-8 to the AKO MyForms portal by clicking **SAVE** while in the View Form and forward to the Senior Rater. The Senior Rater will forward the report to HQDA.

[View Form](#) [Previous](#) [Next](#)

Page 1 of 1

Ready Unknown Zone

# Click *Next* or *View form*

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**NCO EVALUATION REPORT**  
DA FORM 2166-8 [Link to AR 623-3](#)

Admin/Auth Data Rater Actions Senior Rater Actions Reviewer Actions Rated Soldier Enclosures

Enclosure Detail

### Enclosures

To edit an enclosure click "Select". To add an enclosure to the NCOER as an additional page, click "Add Enclosure".

Thirty Day Minimum Waiver for Rendering a Relief for Cause

Relief for Cause NCOER Directed by an Official Other Than Rater or Senior Rater

Non-concurrence of the NCOER

Add External File(s):

Page 1 of 1

Ready Unknown Zone

# Select Next

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

RATED SOLDIER: MORRIS, DARROME M.

**U.S. ARMY** **NCO EVALUATION REPORT** **DA FORM 2166-8** [Link to AR 623-3](#)

Admin/Auth Data | Rater Actions | Senior Rater Actions | Reviewer Actions | **Rated Soldier** | Enclosures

Enclosure Detail

### Enclosures

To edit an enclosure click "Select". To add an enclosure to the NCOER as an additional page, click "Add Enclosure".

Thirty Day Minimum Waiver for Rendering a Relief for Cause	<a href="#">Select</a>	<input type="checkbox"/> Add Enclosure	<a href="#">Remove</a>
Relief for Cause NCOER Directed by an Official Other Than Rater or Senior Rater	<a href="#">Select</a>	<input type="checkbox"/> Add Enclosure	<a href="#">Remove</a>
Non-concurrence of the NCOER	<a href="#">Select</a>	<input type="checkbox"/> Add Enclosure	<a href="#">Remove</a>

Add External File(s): [Add](#) [Delete](#) [View](#) [Extract](#)

[View Form](#) [Previous](#) [Next](#) Page 1 of 1

Ready Unknown Zone

# Review and make changes or corrections accordingly

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrone.m.morris&action=oe - Microsoft Internet Explorer

**U.S. ARMY** Forms Content Management

FOR OFFICIAL USE ONLY (FOUO)  
SEE PRIVACY ACT STATEMENT  
IN AR 623-3

**NCO EVALUATION REPORT**  
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial)  
MORRIS, DARROME M.

b. SSN  
1231

c. RANK  
SSG

d. DATE OF RANK  
20070901

e. PMOSC  
42A2O

f.1. UNIT  
0322 CS CO MAINT, ARDEN HILLS, MN

f.2. STATUS CODE  
TPU

g. REASON FOR SUBMISSION  
Annual

h. PERIOD COVERED  
FROM: 20071016 THRU: 20081015

i. RATED MONTHS  
12

j. NON-RATED CODES

k. NO. OF ENCL.  
0

l. RATED NCO'S EMAIL ADDRESS (gov. or mil)  
darrone.m.morris@us.army.mil

m. UIC  
WSM7T1

n. CMD CODE  
5C

o. PSB CODE

**PART II - AUTHENTICATION**

a. NAME OF RATER (Last, First, Middle Initial)  
BURRELL, DYRAL

b. NAME OF SENIOR RATER (Last, First, Middle Initial)  
DANBERRY, MICHAEL J.

c. NAME OF REVIEWER (Last, First, Middle Initial)  
KOY, PUNNARIN

d.  CONCUR WITH RATER AND SENIOR RATER EVALUATIONS  NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)

e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of SIGNATURE



https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrone.m.morris&action=oe - Microsoft Internet Explorer

**U.S. ARMY** Forms Content Management

RATED NCO'S NAME (Last, First, Middle Initial)  
MORRIS, DARROME M.

SSN  
1231

THRU DATE  
20081015

**PART IV (Rater) - VALUES/NCO RESPONSIBILITIES**  
Bullet comments are mandatory. Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."

b. COMPETENCE

- Duty proficiency, MOS competency
- Technical & tactical, knowledge, skills, and abilities
- Sound judgment
- Seeking self-improvement, always learning
- Accomplishing tasks to the fullest capacity, committed to excellence

o promoted to SSG during the rating period

o received a coin from the Battalion Commander for exceptional work on NCOERs

o commended of exceptional of military knowledge and bearing during promotion board

o currently attending Grantham University in general studies

EXCELLENCE (Exceeds std)  SUCCESS (Meets std)  NEEDS IMPROVEMENT (Some) (Much)

c. PHYSICAL FITNESS & MILITARY BEARING

APFT: PASS 20071013 HEIGHT/WEIGHT: 68 / 201 YES

- Mental and physical toughness
- Endurance and stamina to go the distance
- Displaying confidence and enthusiasm, looks like a Soldier

o his "set the example" attitude reflected in the accomplishments of his Soldiers

o demonstrated exemplary character and professionalism which motivates his Soldiers to score 270+ on APFT

EXCELLENCE (Exceeds std)  SUCCESS (Meets std)  NEEDS IMPROVEMENT (Some) (Much)

d. LEADERSHIP

- Mission first
- Genuine concern for Soldiers
- Instilling the spirit to achieve and win
- Setting the example, Be, Know, Do

o his leadership and team's dedication on updating and tracking NCOERs ect.

EXCELLENCE (Exceeds std)  SUCCESS (Meets std)  NEEDS IMPROVEMENT (Some) (Much)


Front page

Back page

When completed click the X to exit

# Sign NCOER with CAC by signing in appropriate block (Rater, Senior rater, Reviewer, Soldier)

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/DownloadFormServlet?field.formid=94%203%20ICM8%20icmn - Microsoft Internet Explorer

 **U.S. ARMY** Forms Content Management

Edit Component

This evaluation report is due at HQDA on: 20080112

SAVE SAVE AS PRINT EMAIL WIZARD NEXT >>

20061016	20071015	12		0	darrome.m.morris@us.army.mil	WSM7T1	5C
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**PART II - AUTHENTICATION**

a. NAME OF RATER (Last, First, Middle Initial) SSN SIGNATURE DATE (YYYYMMDD)  
 BURRELL, DYRAL 000-00-0000

RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT RATER'S AKO EMAIL ADDRESS (gov. or mil)  
 SFC 63X40 0322 CS CO MAINT MOTOR SERGEANT dyral.burrell@us.army.mil

b. NAME OF SENIOR RATER (Last, First, Middle Initial) SSN SIGNATURE DATE (YYYYMMDD)  
 DANBERRY, MICHAEL J. 000-00-0000 DANBERRY.MICHAEL.JOHNNY.1137320 20080911

RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT SENIOR RATER'S AKO EMAIL ADDRESS (gov. or mil)  
 CW2 915A / OD 0322 CS CO MAINT SR. AUTO MNT WO michael.j.danberry@us.army.mil

c. NAME OF REVIEWER (Last, First, Middle Initial) SSN SIGNATURE DATE (YYYYMMDD)  
 KOY, PUNNARIN 000-00-0000

RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT REVIEWER'S AKO EMAIL ADDRESS (gov. or mil)  
 CPT OD 0322 CS CO MAINT COMMANDER punnarin.koy@us.army.mil

d.  CONCUR WITH RATER AND SENIOR RATER EVALUATIONS  NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)

e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the ratings in Part II, the duty description to include the counseling dates in Part III, and the APFT and height weight entries in Part IV are correct. I am aware of the appeals process of AR 600-3-3.

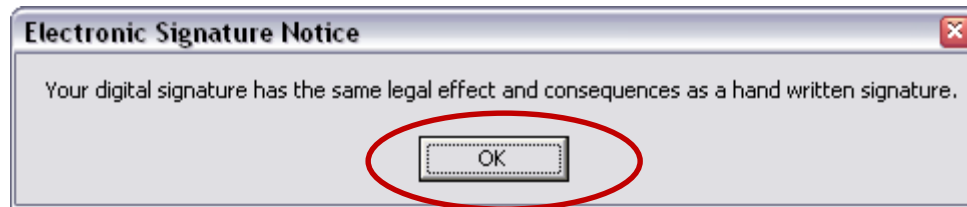
**PART III - DUTY DESCRIPTION (Rater)**

a. PRINCIPAL DUTY TITLE b. DUTY MOSC  
 Human Resources Sergeant 42A20

c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars)  
 Responsibilities include unit level personnel administrative support to include actions on individual Soldier's records; organizing, maintaining and reviewing personnel records. Management of company admin section, responsible for the supervision, training and development of 3 Soldiers in the accomplishment of their duties; preparing, updating and coordinating requests for NCOERs and OERs, maintaining and updating NCOER and OER rating schemes; responsibility of unit files for promotions and decoration/awards.

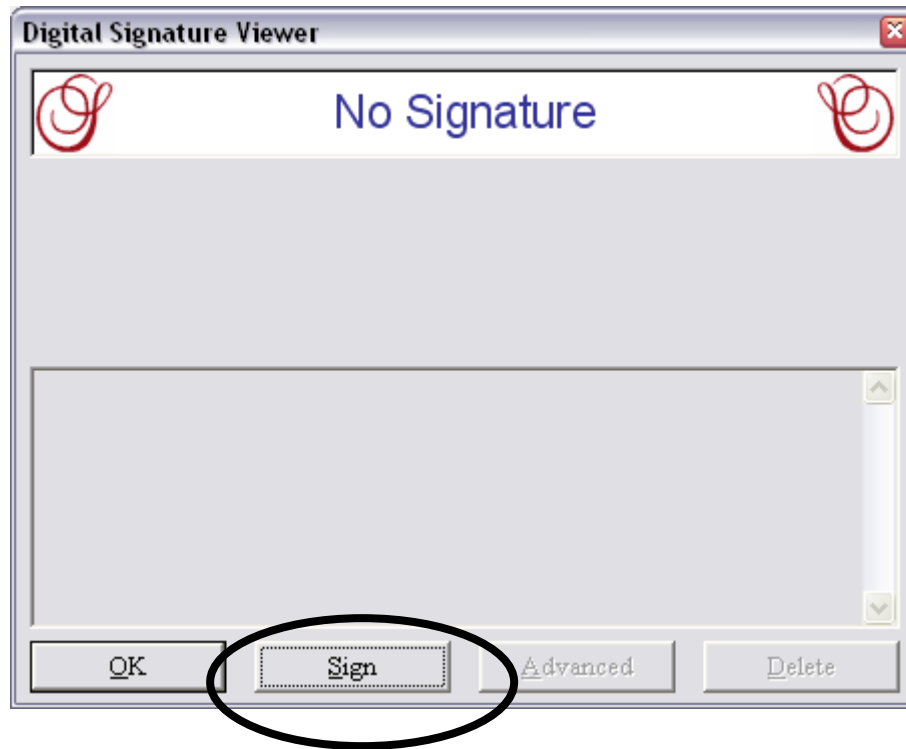
Unknown Zone

Click **OK**

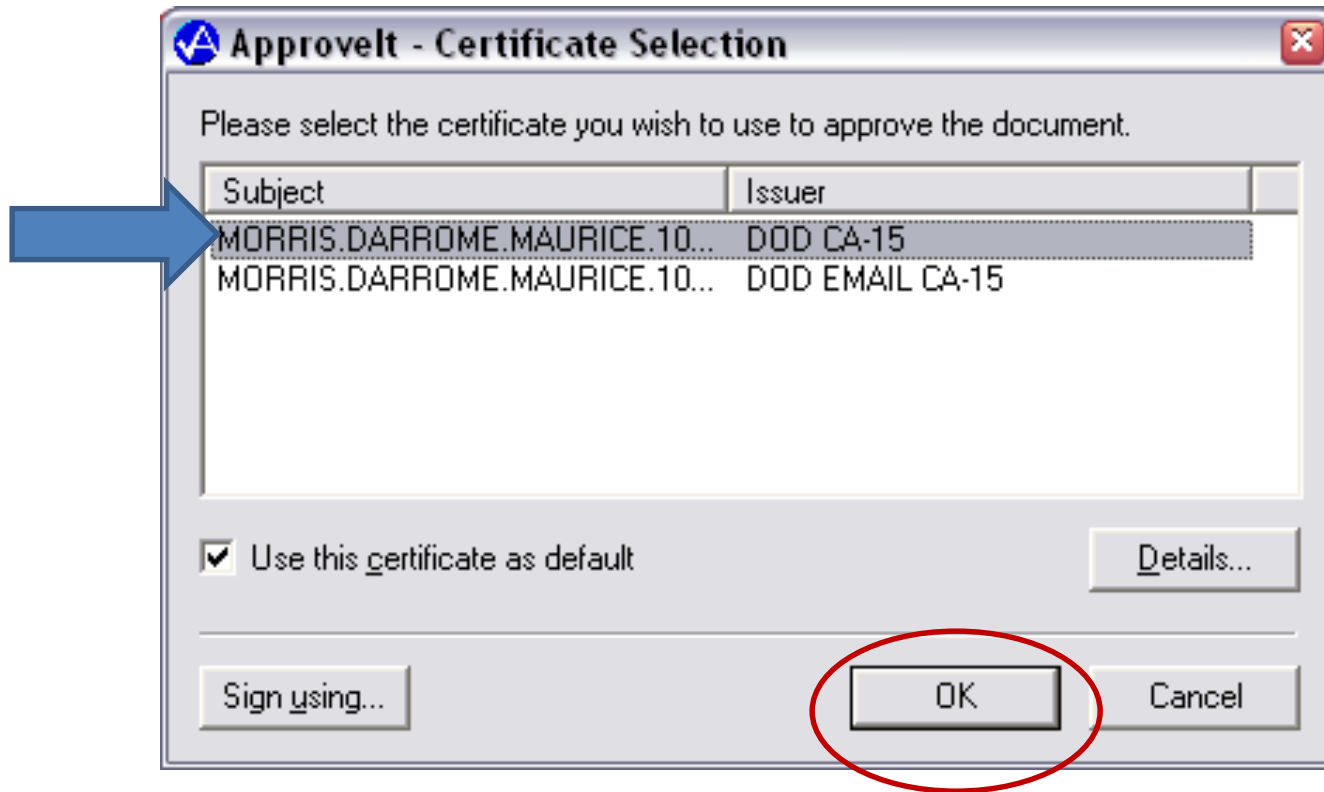




Click *Sign*

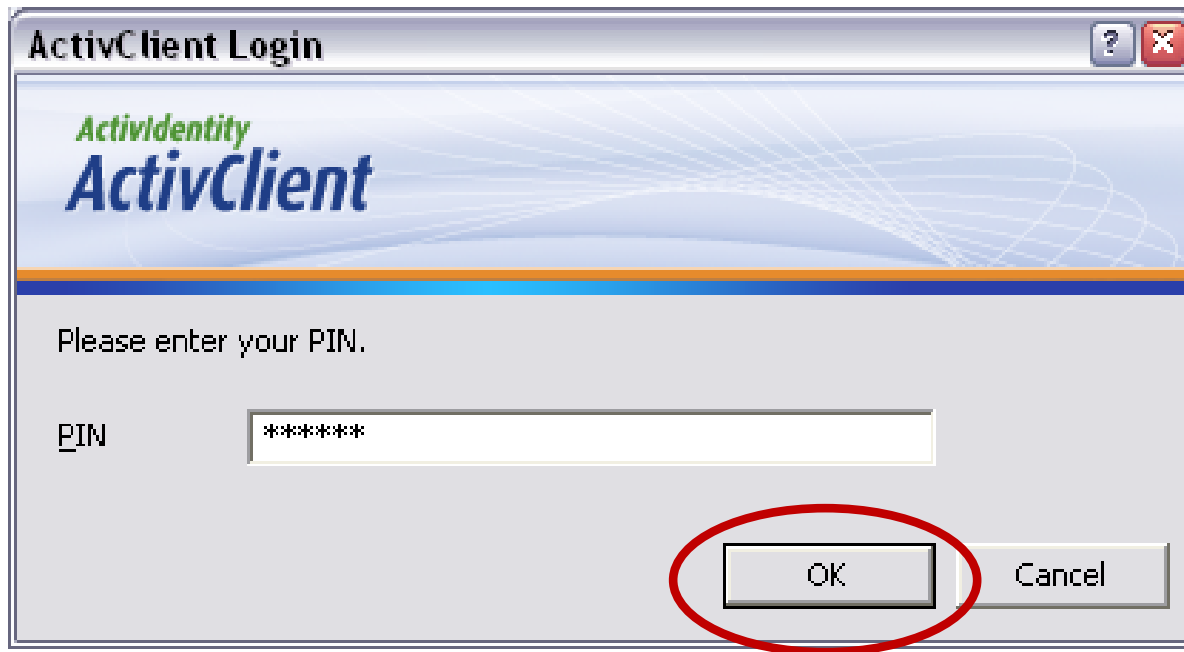


Click your name with '**DOD-CA**' option (NOT the EMAIL CA)



Click **OK**

When the **ActivClient** login appears type in your 4 to 6 digit Personal Identification Number (PIN) and press **OK**



ActivClient Login

*ActivIdentity*  
**ActivClient**

Please enter your PIN.

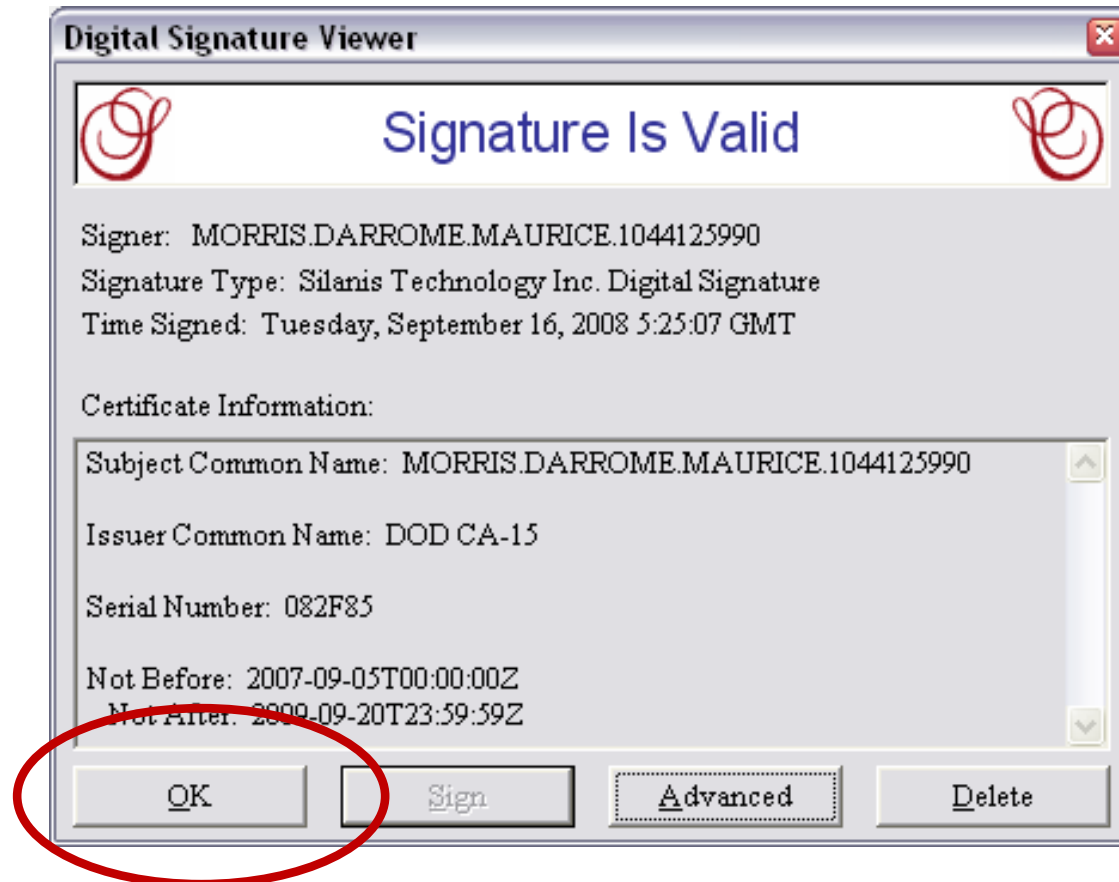
PIN \*\*\*\*\*

OK Cancel

When Approvelt comes up click **Sign**



Click **OK**



# Save by clicking the **SAVE** button in the upper left corner

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/DownloadFormServlet?field.formid=94%203%20ICM8%20icmn - Microsoft Internet Explorer

**U.S. ARMY** Forms Content Management

Edit Component

This evaluation report is due at HQDA on: 20080112

20061016 20080916 12 0 darrome.m.morris@us.army.mil WSM7T1 5C

**PART II - AUTHENTICATION**

a. NAME OF RATER (Last, First, Middle Initial) SSN SIGNATURE DATE (YYYYMMDD)  
 BURRELL, DYRAL 000-00-0000

RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT RATER'S AKO EMAIL ADDRESS (gov. or mil)  
 SFC 63X40 0322 CS CO MAINT MOTOR SERGEANT dyral.burrell@us.army.mil

b. NAME OF SENIOR RATER (Last, First, Middle Initial) SSN SIGNATURE DATE (YYYYMMDD)  
 DANBERRY, MICHAEL J. 000-00-0000 DANBERRY, MICHAEL JOHNNY.1137320 20080911

RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT SENIOR RATER'S AKO EMAIL ADDRESS (gov. or mil)  
 CW2 915A / OD 0322 CS CO MAINT SR. AUTO MNT WO michael.j.danberry@us.army.mil

c. NAME OF REVIEWER (Last, First, Middle Initial) SSN SIGNATURE DATE (YYYYMMDD)  
 KOY, PUNNARIN 000-00-0000

RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIGNMENT REVIEWER'S AKO EMAIL ADDRESS (gov. or mil)  
 CPT OD 0322 CS CO MAINT COMMANDER punnarin.koy@us.army.mil

d.  CONCUR WITH RATER AND SENIOR RATER EVALUATIONS  NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL. (See attached comments)

e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description in Part III, and the APFT and height/weight entries in Part IV are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3. SIGNATURE DATE (YYYYMMDD)  
 MORRIS, DARROME MAURICE.10441259 20080916

**PART III - DUTY DESCRIPTION (Rater)**

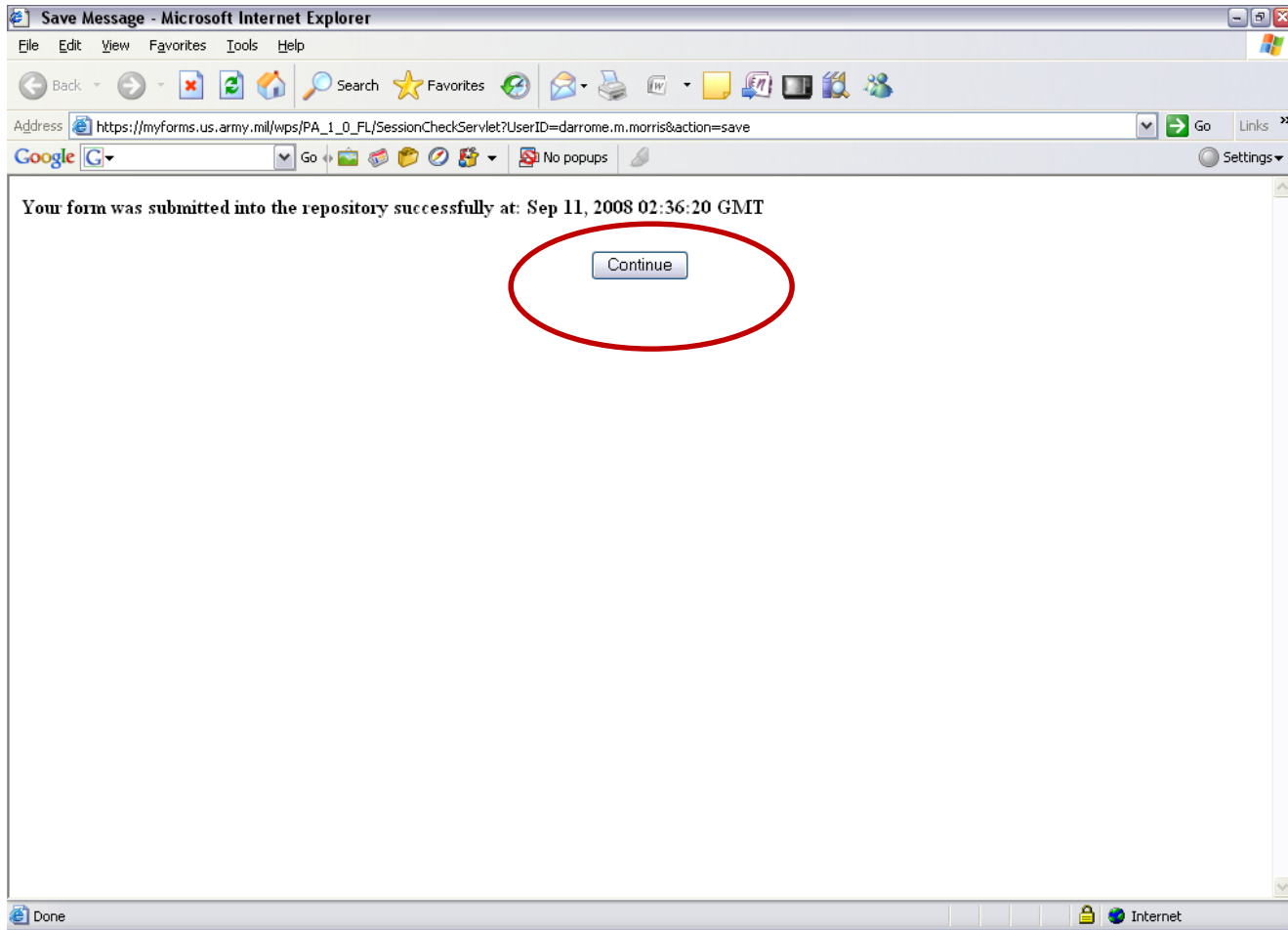
a. PRINCIPAL DUTY TITLE b. DUTY MOSC  
 Human Resources Sergeant 42A20

c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars)  
 Responsibilities include unit level personnel administrative support to include actions on individual Soldier's records; organizing, maintaining and reviewing personnel records. Management of company admin section, responsible for the supervision, training and development of 3 Soldiers in the accomplishment of their duties; preparing, updating and coordinating requests for NCOERs and OERs, maintaining and updating NCOER and OER rating schemes; responsibility of unit files for promotions and decoration/awards.

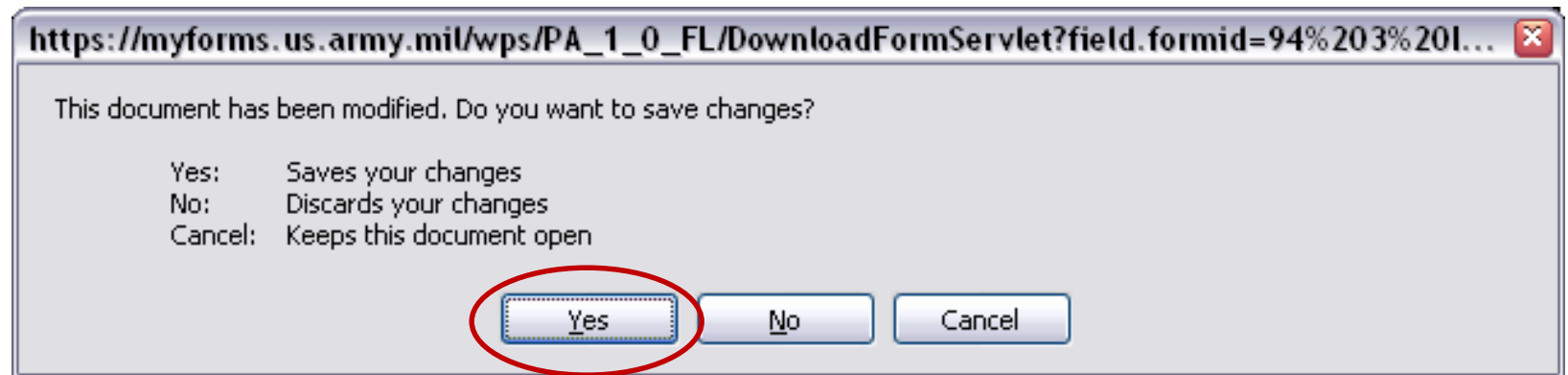
Unknown Zone

**\*Note:** dates on the signatures automatically fill and cannot be deleted or changed

# Select *Continue*

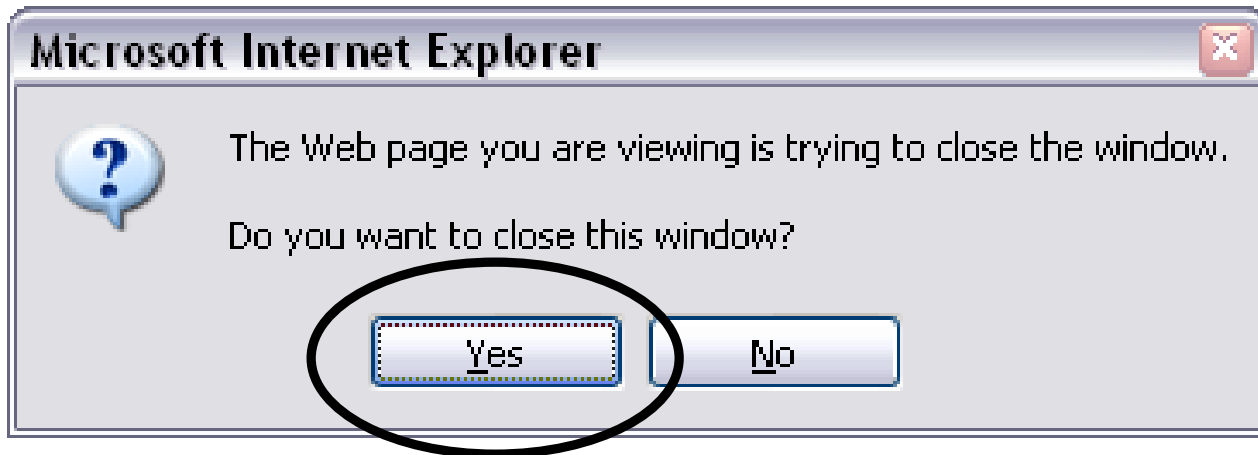


Click **Yes** to save your changes






Click Yes



# Click the X to close out

https://myforms.us.army.mil/wps/PA\_1\_0\_FL/SessionCheckServlet?UserID=darrome.m.morris&action=oe - Microsoft Internet Explorer

 **U.S. ARMY**  
Forms Content Management

Edit Component

This evaluation report is due at HQDA on: 20080112

SAVE SAVE AS PRINT EMAIL WIZARD NEXT >>

---

**NCO EVALUATION REPORT** FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.

For use of this form, see AR 623-3; the proponent agency is DCS, G-1.

---


**PART I - ADMINISTRATIVE DATA**

a. NAME (Last, First, Middle Initial) MORRIS, DARROME MAURICE		b. SSN 1231	c. RANK SSG	d. DATE OF RANK 20070901	e. PMOSC 42A3O
f.1. UNIT ORG. STATION ZIP CODE OR APO, MAJOR COMMAND 0322 CS CO MAINT, ARDEN HILLS, MN 55126-5862 89TH RRC		f.2. STATUS CODE TPU		g. REASON FOR SUBMISSION 02 Annual	
h. PERIOD COVERED FROM THRU YEAR MONTH DAY YEAR MONTH DAY 20061016 20071015		i. RATED MONTHS 12	j. NON-RATED CODES	k. NO. OF ENCL 0	l. RATED NCO'S EMAIL ADDRESS (gov.or.mil) darrome.m.morris@us.army.mil
m. UIC WSM7T1		n. CMD CODE 5C	o. PSB CODE		

---

**PART II - AUTHENTICATION**

a. NAME OF RATER (Last, First, Middle Initial) BURRELL, DYRAL		SSN #462	SIGNATURE	DATE (YYYYMMDD)
RANK SFC	PMOSC/BRANCH 63X4O	ORGANIZATION 0322 CS CO MAINT	DUTY ASSIGNMENT MOTOR SERGEANT	RATER'S AKO EMAIL ADDRESS (gov.or.mil) dyral.burrell@us.army.mil
b. NAME OF SENIOR RATER (Last, First, Middle Initial) DANBERRY, MICHAEL J.		SSN #580	SIGNATURE	DATE (YYYYMMDD)
RANK CW2	PMOSC/BRANCH 915A./OD	ORGANIZATION 0322 CS CO MAINT	DUTY ASSIGNMENT SR. AUTO MNT WO	SENIOR RATER'S AKO EMAIL ADDRESS (gov.or.mil) michael.j.danberry@us.army.mil
c. NAME OF REVIEWER (Last, First, Middle Initial) KOY, PUNNARIN		SSN #306	SIGNATURE	DATE (YYYYMMDD)
RANK CPT	PMOSC/BRANCH OD	ORGANIZATION 0322 CS CO MAINT	DUTY ASSIGNMENT COMMANDER	REVIEWER'S AKO EMAIL ADDRESS (gov.or.mil) punnarin.koy@us.army.mil
d. <input type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS <input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)				
e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of		SIGNATURE	DATE (YYYYMMDD)	

 Unknown Zone

The updates have been saved in the repository (a file or folder that stores forms in the MyForms database), the next step is to route to the Senior Rater for bullet comments and signature.

The screenshot shows a web browser window titled "My Forms on Army Knowledge Online - Microsoft Internet Explorer". The address bar shows a URL from "https://myforms.us.army.mil/wps/myportal/". The page header includes "Welcome Darrone ! | Log out" and the "U.S. ARMY Forms Content Management" logo. Below the header is a navigation menu with tabs for "Welcome", "Inbox", "Drafts", "Favorites", "Recycle Bin", "Help", "Settings", and "Reports". The "Drafts" tab is active, showing a "Form Finder" section with search fields for "Form Number" and "Form Title", and a "Drafts" section with a table of 2 forms.

Form Name	Form Type	Create Date	Last Action	Suspense Date
morris 2	DA 2166-8-1	Sep 09, 2008 23:10:08 GMT	-	-
SSG Morris ANL (2 0061016-2007101...	DA 2166-8	Sep 10, 2008 23:47:16 GMT	-	-

Now this NCOER is ready to be routed

# Please take a short break

- We will be covering Routing the form via MyForms next



# Routing a form through MYFORMS

*Created by: SSG Darrome M. Morris*

Presented by: CW3 Michael J. Danberry

Two Documents should be in the drafts: the original renamed counseling form (**2166-8-1**) and the renamed NCOER (**2166-8**).....

The screenshot shows the 'My Forms on Army Knowledge Online' interface. The 'Drafts' tab is selected, displaying a table of draft forms. A red circle highlights the two entries in the table.

Form Name	Form Type	Create Date	Last Action	Suspense Date
morris 2	DA 2166-8-1	Sep 09, 2008 23:10:08 GMT	-	-
SSG Morris ANL (2 0061016-2007101...	DA 2166-8	Sep 10, 2008 23:47:16 GMT	-	-

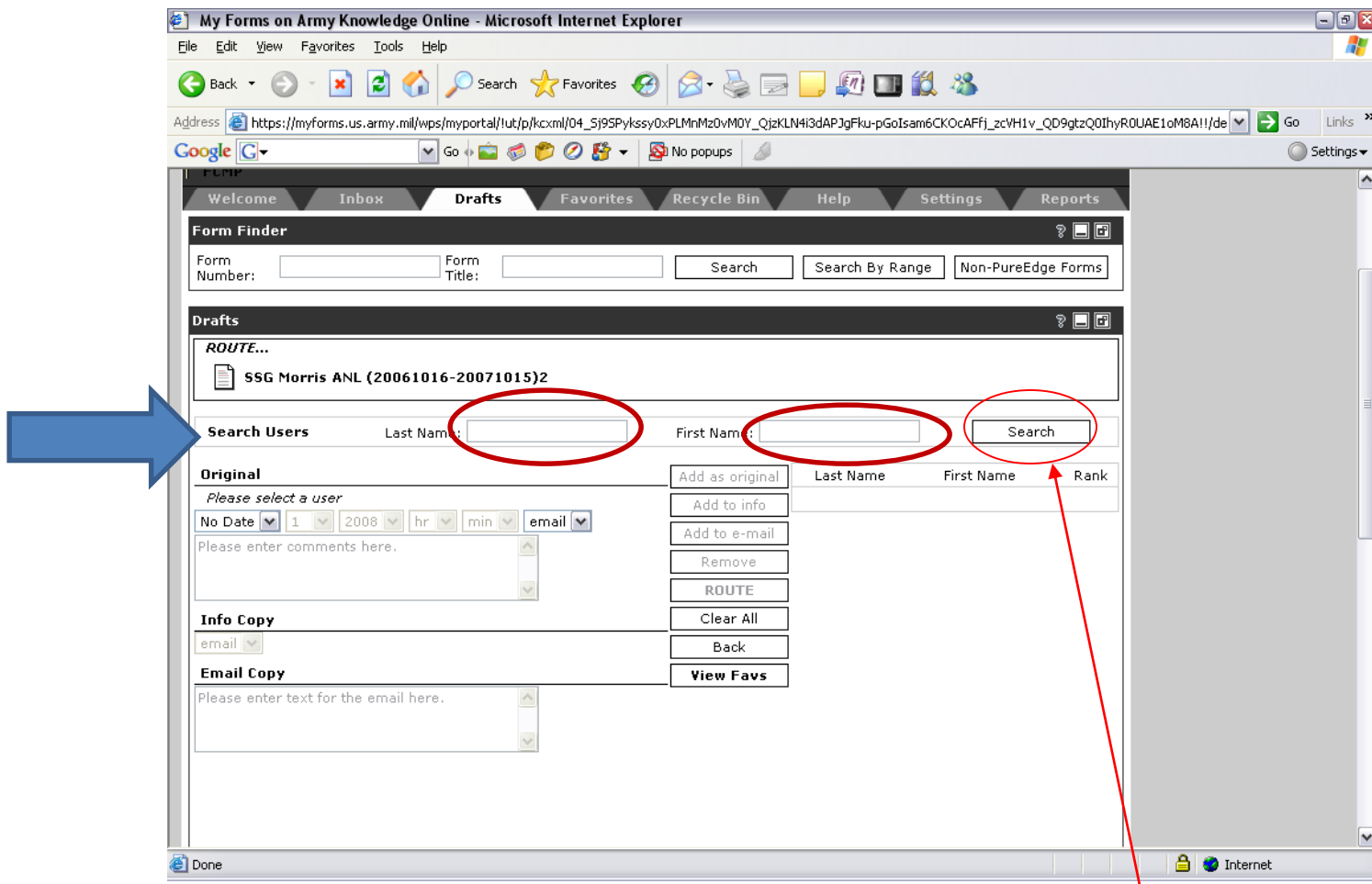
Check the box next to **SSG Morris ANL(20061016-20071015)** and select **Route Slip**

The screenshot displays the 'My Forms on Army Knowledge Online' web application. The browser window title is 'My Forms on Army Knowledge Online - Microsoft Internet Explorer'. The address bar shows the URL: [https://myforms.us.army.mil/wps/myportal/tut/p/kcxml/04\\_5j9SPykyssy0xPLMnMz0vMOY\\_QjzKLN4i3dAPJgFku-pGoIsam6CKOcaAffj\\_zcVH1v\\_QD9gtzQ0IhyR0UAE1oMBA!!/de](https://myforms.us.army.mil/wps/myportal/tut/p/kcxml/04_5j9SPykyssy0xPLMnMz0vMOY_QjzKLN4i3dAPJgFku-pGoIsam6CKOcaAffj_zcVH1v_QD9gtzQ0IhyR0UAE1oMBA!!/de). The application interface includes a navigation menu with 'Welcome', 'Inbox', 'Drafts', 'Favorites', 'Recycle Bin', 'Help', 'Settings', and 'Reports'. The 'Drafts' folder is active, showing 'Drafts -- 2 Form(s), 0 Folder(s)'. A table lists the forms:

Form Name	Form Type	Create Date	Last Action	Suspense Date
morris 2	DA 2166-8-1	Sep 09, 2008 23:10:08 GMT	-	-
SSG Morris ANL (20061016-20071015)	DA 2166-8	Sep 10, 2008 23:47:16 GMT	-	-

On the left side of the interface, there is a vertical menu with buttons: 'Upload Form', 'Add To Folder', 'Extract', 'Comment', 'Rename', 'Copy', 'Delete', 'Route Slip', 'Manage Favs', and 'Sp. Tasks'. The 'Route Slip' button is circled in red. A large blue arrow points from the left towards the 'Route Slip' button. Additionally, a checkmark is visible in the 'Add To Folder' column next to the 'SSG Morris ANL' form.

In **Search Users** type in **Last Name:** and **First Name:** of the individual who the form needs to be routed to.



Click **Search**



Similar names may appear; Choose correct selection by checking the **right** name in the box. Click **Add as original** when sending for bullet comments and signatures. Use **Add as info** for anyone to view, they will not have access to make any changes or corrections, this is view only with this option

Form Finder

Form Number:  Form Title:  Search Search By Range Non-PureEdge Forms

Inbox

ROUTE...

SSG Morris ANL (20061016-20071015)2

Search Users Last Name: danberry First Name: michael Search

	Last Name	First Name	Rank
<input type="checkbox"/>	Danberry	Michael	SGM
<input type="checkbox"/>	Danberry	Michael	
<input type="checkbox"/>	Danberry	Michael j.	CW2

Original

Please select a user

No Date 1 2008 hr min email

Please enter comments here.

Info Copy

email

Email Copy

Please enter text for the email here.

Add as original Add to info Add to e-mail Remove ROUTE Clear All Back View Favs

Select the correct name out of the given choices and click **Add as original**

The screenshot shows the 'My Forms on Army Knowledge Online' web application. The interface includes a navigation bar with 'Welcome', 'Inbox', 'Drafts', 'Favorites', 'Recycle Bin', 'Help', 'Settings', and 'Reports'. Below this is a 'Form Finder' section with search fields for 'Form Number' and 'Form Title'. The main content area is titled 'Drafts' and shows a document titled 'SSG Morris ANL (20061016-20071015)2'. A 'Search Users' section has 'Last Name: danberry' and 'First Name: michael'. Below this is an 'Original' section with a 'Please select a user' dropdown and a table of users. The table has columns for 'Last Name', 'First Name', and 'Rank'. The 'Add as original' button is circled in red, and the 'Danberry' checkbox in the third row is also circled in red. A large blue arrow points to the right side of the table.

	Last Name	First Name	Rank
<input type="checkbox"/>	Danberry	Michael	SGM
<input type="checkbox"/>	Danberry	Michael	
<input checked="" type="checkbox"/>	Danberry	Michael j.	CW2

A box will appear on the left side under the word Original by the selected name. Click the box to insert a check mark

The screenshot shows the 'My Forms on Army Knowledge Online' web application. The 'Original' section is circled in red, showing a list of names with checkboxes. The 'Info Copy' and 'Email Copy' sections are also visible.

**Form Finder**

Form Number:  Form Title:  Search Search By Range Non-PureEdge Forms

**Inbox**

ROUTE...  
SSG Morris ANL (20061016-20071015)2

Search by LAST NAME: Last Name: danberry First Name: michael Search

**Original**

	Last Name	First Name	Rank
<input type="checkbox"/>	Michael j.	Danberry	
<input type="checkbox"/>	Danberry	Michael	SGM
<input type="checkbox"/>	Danberry	Michael	
<input checked="" type="checkbox"/>	Danberry	Michael j.	CW2

**Info Copy**

email

**Email Copy**

Please enter text for the email here.

There are several different options under the drop-down menus:

**No date-** set a suspense date for completion with the Month, day, Year, hour, and minute. (optional)

**Email-Yes, or no** if you want to send a message with the routed form for further instructions or comments. (optional)

My Forms on Army Knowledge Online - Microsoft Internet Explorer

Address: https://myforms.us.army.mil/wps/myportal/tut/p/kcxml/04\_5j9SPykyssy0xPLMnMz0vMOY\_QjzKLN4i3dAXJgFku-pGoIsam6CKOcaFvFV-P\_NxU\_QD9gtzQ0IthyROUAjKDvKA!!/de

Form Finder

Form Number: [ ] Form Title: [ ] Search Search By Range Non-PureEdge Forms

Inbox

ROUTE... SSG Morris ANL (20061016-20071015)2

Search Users Last Name: danberry First Name: michael Search

**Original**

Michael j. Danberry

Jul 23 2008 14:30 Yes

CW2 Danberry, Attached is SSG Morris's annual NCOER. Please complete your comments and send to the Reviewer 1LT Koy.

**Info Copy**

email [ ]

**Email Copy**

Please enter text for the email here.

Add as original Add to info Add to e-mail Remove ROUTE Clear All Back View Favs

Last Name	First Name	Rank
<input type="checkbox"/> Danberry	Michael	SGM
<input type="checkbox"/> Danberry	Michael	
<input checked="" type="checkbox"/> Danberry	Michael j.	CW2

# Click the *ROUTE* button

My Forms on Army Knowledge Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: [https://myforms.us.army.mil/wps/myportal/tut/p/kcxml/04\\_5j9SPykyssy0xPLMnMz0vMOY\\_QjzKLN4i3dAPJgFku-pGoIsam6CKOcaAffj\\_zcVH1v\\_QD9gtzQ0IhyROUAE1oMBA!!/de](https://myforms.us.army.mil/wps/myportal/tut/p/kcxml/04_5j9SPykyssy0xPLMnMz0vMOY_QjzKLN4i3dAPJgFku-pGoIsam6CKOcaAffj_zcVH1v_QD9gtzQ0IhyROUAE1oMBA!!/de)

Welcome | **Drafts** | Favorites | Recycle Bin | Help | Settings | Reports

**Form Finder**

Form Number:  Form Title:  Search Search By Range Non-PureEdge Forms

**Drafts**

**ROUTE...**

SSG Morris ANL (20061016-20071015)2

**Search Users** Last Name:  First Name:  Search

**Original**

Michael j. Danberry

No Date | 1 | 2008 | hr | min | Yes

CW2 Danberry,  
Please submit your S/R bullets, sign, and send to Reviewer for his comments and signature.

**Info Copy**

email

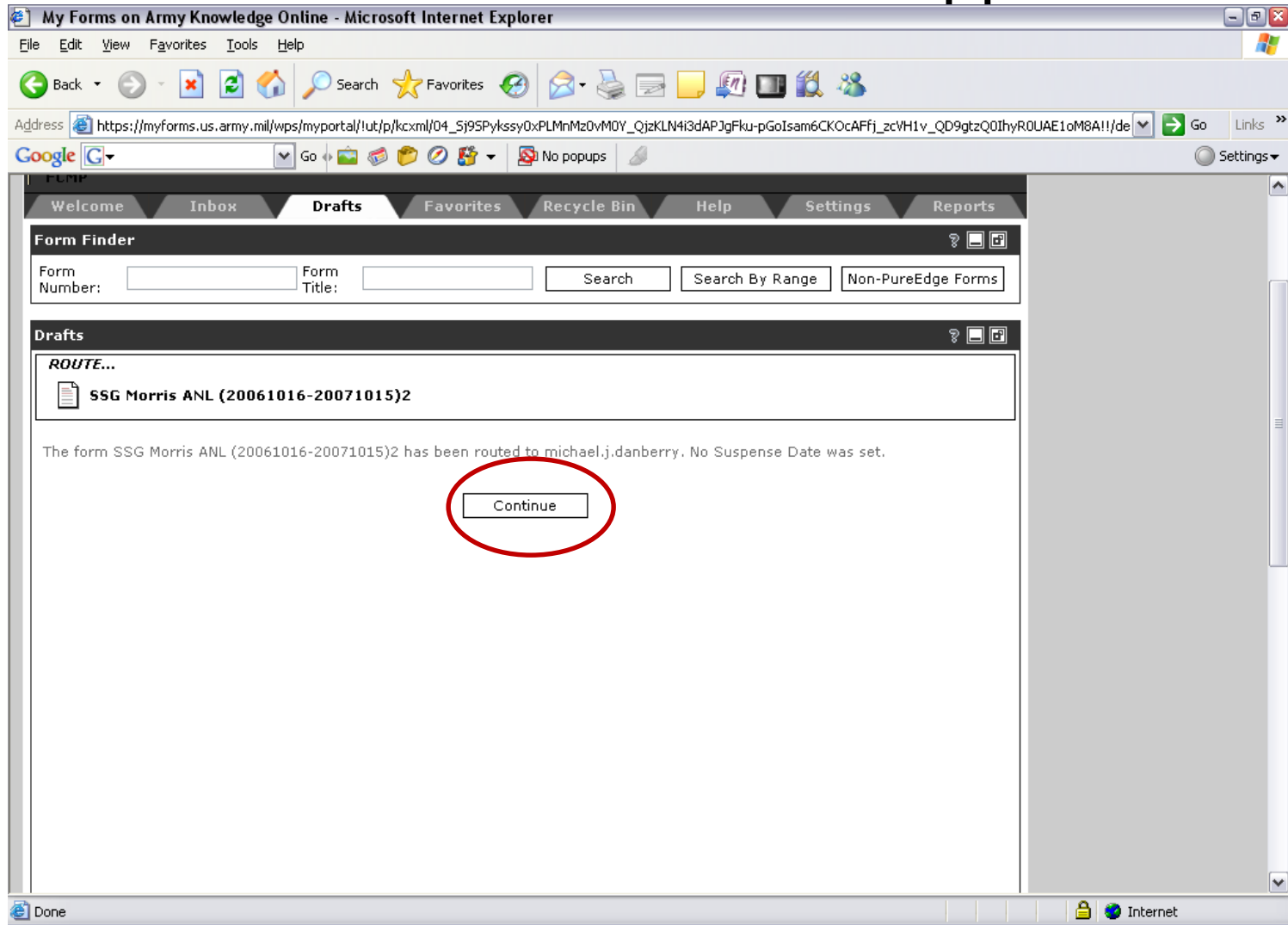
**Email Copy**

Please enter text for the email here.

Last Name	First Name	Rank
<input type="checkbox"/> Danberry	Michael	SGM
<input type="checkbox"/> Danberry	Michael	
<input checked="" type="checkbox"/> Danberry	Michael j.	CW2

**\*Note:**  
any block that is highlighted can be used besides the 'Add as original option'

# A notification that the NCOER has been routed to the name selected will appear



Click **Continue**

Tracking will be recorded in your **inbox** at the top (as the last form received). It will tell you if the NCOER has been viewed by recipient. Also tracks when and who has possession

My Forms on Army Knowledge Online - Microsoft Internet Explorer

Address: [https://myforms.us.army.mil/wps/myportal/!ut/p/kcxml/04\\_Sj9SPykssy0xPLMnMz0vM0Y\\_QjzKLN4i3dAfJgFku-pGoIsam6CKOcAffj\\_zcVH1v\\_QD9gtzQ0IhyROUAVJlUwA11/delt](https://myforms.us.army.mil/wps/myportal/!ut/p/kcxml/04_Sj9SPykssy0xPLMnMz0vM0Y_QjzKLN4i3dAfJgFku-pGoIsam6CKOcAffj_zcVH1v_QD9gtzQ0IhyROUAVJlUwA11/delt)

### Tracking

Forms Folders Tracking -- 32 Form(s), 0 Folder(s) Close All

	Form Name	Form Type	Current Owner	Date Received	Date Viewed
Recall	<input type="checkbox"/> <b>SSG Morris ANL (20061016-2007101...</b>	DA 2166-8	michael.j.danberry	Sep 11, 2008 22:34:08 GMT	Not yet viewed.
History	<input type="checkbox"/> <b>SGT Moog ANL (20070901-20080831)</b>	DA 2166-8	perry.d.miller	Sep 10, 2008 18:36:37 GMT	Not yet viewed.
Comment	<input type="checkbox"/> SGT Harrison COR (20070823-20080...	DA 2166-8	samuel.watson1	Sep 10, 2008 18:19:23 GMT	Sep 11, 2008 13:10:08 GMT
Delete	<input type="checkbox"/> <b>SGT Svacina ANL (20070801-200807...</b>	DA 2166-8	david.graf	Sep 10, 2008 17:27:07 GMT	Not yet viewed.
Print All	<input type="checkbox"/> SGT Aguirre G. ANL (20070801-200...	DA 2166-8	darrome.m.morris	Sep 10, 2008 17:06:34 GMT	Sep 10, 2008 19:58:28 GMT
	<input type="checkbox"/> <b>SGT Max ANL (20071018-20081017)</b>	DA 2166-8	samuel.watson1	Sep 09, 2008 20:16:12 GMT	Not yet viewed.
	<input type="checkbox"/> SGT Sikorski ANL (20070901-20080...	DA 2166-8	joseph.schraut	Sep 09, 2008 14:37:20 GMT	Sep 10, 2008 11:52:24 GMT
	<input type="checkbox"/> SSG Twedt ANL 2(20070901-2008083...	DA 2166-8	perry.d.miller	Sep 08, 2008 18:19:38 GMT	Sep 09, 2008 12:26:18 GMT
	<input type="checkbox"/> SGT Sims 1st (20070801-20080731)	DA 2166-8	samuel.watson1	Sep 08, 2008 17:18:22 GMT	Sep 09, 2008 14:22:19 GMT
	<input type="checkbox"/> BAILEY, RICHARD T _SGT_20080831	DA 2166-8	samuel.watson1	Sep 05, 2008 20:24:43 GMT	Sep 09, 2008 14:23:43 GMT
	<input type="checkbox"/> <b>SGT Vilchis Lopez ANL (20070913-...</b>	DA 2166-8	john.murphy6	Sep 05, 2008 20:05:36 GMT	Not yet viewed.
	<input type="checkbox"/> <b>SGT Baltazar ANL (20070901-20080...</b>	DA 2166-8	joe.wenisch	Sep 05, 2008 19:52:19 GMT	Not yet viewed.

\*Note: At anytime you may double click the form name and view

You should receive a notice in AKO email that the form has been routed back into your **Inbox** for review after the S/R, Reviewer has signed and routed. Repeat process until the NCOER is completed and signed by all involved with **the last signature is always the rated soldier.**

**ROUTE** to S-1 for processing to PERMS.

The screenshot shows the 'My Forms on Army Knowledge Online' interface in Microsoft Internet Explorer. The 'Inbox' tab is selected, displaying a list of forms. The table below shows the details of the forms in the inbox.

Form Name	Form Type	Routed User	Action Date	Suspense Date
2LT Agnew ANL (20 070802-20080801...)	DA 67-9	joshua.agnew	Sep 08, 2008 22:58:35 GMT	Sep 05, 2008 00:00:00 GMT
SGT Aguirre G. AN L (20070801-200...)	DA 2166-8	michael.j.danberry	Sep 10, 2008 23:00:59 GMT	Sep 13, 2008 00:00:00 GMT
<b>SSG Morris ANL (2 0061016-2007101...)</b>	<b>DA 2166-8</b>	<b>michael.j.danberry</b>	<b>Sep 11, 2008 23:22:32 GMT</b>	<b>No suspense date set</b>



## **\*Key Notes**

When you get the NCOER for signature as a rated individual you must have the software and a CAC reader. All involved must have a CAC and reader to use this process through MYFORMS.

Sign NCOER with your CAC and press the Save button at the top of the form

Counselings are quarterly and always should be done through MYFORMS that will upload into an NCOER when the THRU date for the period comes near.

The Rated NCO has to be the LAST to sign the NCOER. The signatures should either read as the order is on the NCOER or signatures will have the same date.

Once the NCOER has been created then the creator is the owner of the form and when it is routed it will post owned by whomever created it and who has in possession of it. Only the creator can delete it from the system.

Only the higher chain of command is allowed to send NCOERs to HQDA. If anyone else does remember.....your name is on it and can be tracked.

Congratulations: If you have followed along from the beginning, you should have created a counseling form, an NCOER, routed between users and digitally signed the forms.

For help or instructions on installation and troubleshooting your  
CAC reader and software  
visit: <https://MilitaryCAC.com>

Another presentation by:

Michael J. Danberry

[chief@militarycac.com](mailto:chief@militarycac.com)

<https://MilitaryCAC.com>

Further questions:

<https://militarycac.com/questions.htm>