

Officer and Non-Commissioned Officer Evaluations OERs / NCOERs

40th Support Command
Personnel Section



Instructions

STATE MILITARY RESERVE EVALUATION OF PERFORMANCE

CSMR Form 900-20, Revised 17 June 2015

Reference: Supersedes CSMR Regulation 600-4, dated 15 July 1998
SMR Bulletin Number 15-006



STATE MILITARY RESERVE EVALUATION OF PERFORMANCE

PART I - ADMINISTRATIVE DATA			
Last Name, First Name Middle Initial	Last 4 SSN	Grade	Position Title
Unit/Activity of Assignment		Reason for Submission (Check One): <input type="checkbox"/> Annual <input type="checkbox"/> Change of Duty <input type="checkbox"/> Change of Rater <input type="checkbox"/> Senior Rater Option <input type="checkbox"/> Relief for Cause	
PART II - PERFORMANCE EVALUATION (See reverse for instructions)			
LEADER ATTRIBUTES	RATING SCALE (0-5) (Drop down or manual entry)	COMMENTS Mandatory for ratings of 0 or 5	
1. MENTAL: Possesses desire, will, initiative, and discipline	<input type="text"/>		
2. TECHNICAL: Possesses the necessary expertise to accomplish all tasks and functions	<input type="text"/>		
3. INTERPERSONAL: Shows skills with people: coaching, teaching, counseling, motivating, empowering	<input type="text"/>		
4. EMOTIONAL: Displays self-control; calm under pressure	<input type="text"/>		
5. DECISION-MAKING: Employs sound judgment, logical reasoning and uses resources wisely	<input type="text"/>		
6. EXECUTING: Shows tactical proficiency, meets mission standards, and takes care of people/resources	<input type="text"/>		
7. PLANNING: Develops detailed, executable plans that are feasible, acceptable, and suitable	<input type="text"/>		
8. COMMUNICATING: Displays good oral, written, and listening skills for individuals / groups	<input type="text"/>		
9. LEARNING: Seeks self-improvement and organizational growth; envisioning, adapting and leading change	<input type="text"/>		
10. TACTICAL: Demonstrates proficiency in required professional knowledge, judgment, and leading	<input type="text"/>		
Evaluation Score/Range: 0-50	TOTAL	0	* Enter manual total here
RATER (Comments on Performance)			
SENIOR RATER (Comments on Potential)			
PART III - AUTHENTICATION (Rated Individual's signature verifies they have seen the completed evaluation and the admin data is correct)			
Rater - Print Name	Title	Signature	Date
Senior Rater - Print Name	Title	Signature	Date
Rated Individual Signature		Date	



CSMR EVALUATION OF PERFORMANCE

PART I - ADMINISTRATIVE DATA				
Last Name, First Name Middle Initial	Last 4 of SSN	Grade	Position Title	From (YYYYMMDD) Thru
Unit/Activity of Assignment	Reason for Submission (Check One): <input type="checkbox"/> Annual <input type="checkbox"/> Change of Duty <input type="checkbox"/> Change of Rater			
	<input type="checkbox"/> Complete the Record <input type="checkbox"/> Change of Senior Rater <input type="checkbox"/> Relief for Cause			

Annual	When the rated individual completes any number of rated months of duty, from the thru date of their last evaluation thru December 31 st of the year.
Change of Duty	When the rated individual is reassigned to a different principal duty, and has served in the current duty position for more than 60 days.
Change of Rater	When the rated individual ceases to serve under the immediate supervision of the rater due to the loss of a rater as a rating chain member, and has served as rater for at least 60 days.
Change of Senior Rater	When the rated individual ceases to serve under the supervision of the senior rater due to the loss of a senior rater as a rating chain member, and has served as senior rater for at least 60 days.
Complete the Record	May be submitted on a rated individual who is about to be considered for a centralized promotion board, and the rated individual has served for at least 90 days in the same position and rating chain.
Relief for Cause	When the rated individual is relieved for cause, regardless of the rating period. "Relief for Cause" is defined as an early release of an officer from a specific duty or assignment directed by superior authority and based on a decision that the officer has failed in his or her performance of duty..

- Complete each field for Rated Service Member
- Individual will verify correction of information prior to signing



CSMR EVALUATION OF PERFORMANCE



PART II - PERFORMANCE EVALUATION (See reverse for instructions)		
LEADER ATTRIBUTES	RATING SCALE (0-5) (Drop down or manual entry)	COMMENTS Mandatory for ratings of 0 or 5
1. MENTAL: Possesses desire, will, initiative, and discipline	<input type="text"/>	
2. TECHNICAL: Possesses the necessary expertise to accomplish all tasks and functions	<input type="text"/>	
3. INTERPERSONAL: Shows skills with people: coaching, teaching, counseling, motivating, empowering	<input type="text"/>	
4. EMOTIONAL: Displays self-control; calm under pressure	<input type="text"/>	
5. DECISION-MAKING: Employs sound judgment, logical reasoning and uses resources wisely	<input type="text"/>	
6. EXECUTING: Shows tactical proficiency, meets mission standards, and takes care of people/resources	<input type="text"/>	
7. PLANNING: Develops detailed, executable plans that are feasible, acceptable, and suitable	<input type="text"/>	
8. COMMUNICATING: Displays good oral, written, and listening skills for individuals / groups	<input type="text"/>	
9. LEARNING: Seeks self-improvement and organizational growth; envisioning, adapting and leading change	<input type="text"/>	
10. TACTICAL: Demonstrates proficiency in required professional knowledge, judgment, and leading	<input type="text"/>	
Evaluation Score (Range: 0-50) TOTAL	0 * <input type="text"/>	* Enter manual total here

0	Marginal or below the expected level & that the individual requires further training or experience to bring their experience up to satisfactory level	Lowest 5%
1	Satisfactory	Next 50%
2	Consistently satisfactory & sometimes above satisfactory	Next 20%
3	Consistently above satisfactory but not exceptional	Next 10%
4	Consistently above satisfactory and sometimes exceptional	Next 10%
5	Consistently Exceptional	Top 5%



CSMR EVALUATION OF PERFORMANCE

RATER (Comments on Performance)

- RATER (Comments on Performance MANDATORY)
- Bullet comments prohibited (Comments in sentence form only)
- An independent assessments of the Service Member during the period covered by the report
- Performance evaluated by observation and behavior of Service Member
- Based on Leadership point of view and responsibilities identified
- Considerations: The relative experience of the rated individual; the efforts made by the rated individual; and the results that could be reasonably expected given the time and resources available.



CSMR EVALUATION OF PERFORMANCE



SENIOR RATER (Comments on Potential)

- SENIOR RATER (Comments on Potential MANDATORY)
- Bullet comments prohibited (Comments in sentence form only)
- Use positions and experiences to evaluate the rated individual's performance and/or potential within the rated period.
- Comments should focus on the rated individual's potential for promotion to the next higher grade
- The Senior Rater's evaluation is the link between the day-to day observation of the rated individual and the longer-term evaluation of the rated individual's potential by the selection boards.



CSMR EVALUATION OF PERFORMANCE

PART III - AUTHENTICATION (Rated Individual's signature verifies they have seen the completed evaluation and the admin data is correct)			
Rater - Print Name	Title	Signature	Date
Senior Rater - Print Name	Title	Signature	Date
Rated Individual Signature		Date	

- **RATER**
Review Part II for correctness and completeness
Sign and date
- **SENIOR RATER**
Review Part II for correctness and completeness
Sign and date after the rater
- **RATED INDIVIDUAL**
Review the Administrative Data in PART I for correctness
Review the remainder of the form to ensure it is complete
Review that both rater and senior rater have signed and dated
Sign and date AFTER the rater and senior rater
Signature only verifies the administrative data and confirms individual has seen evaluation report



CSMR EVALUATION OF PERFORMANCE



- **COMPLETED EVALUATIONS**

Rated individual will maintain a personal copy of the evaluation
Rater will submit original completed evaluation to unit S-1/A-1



CSMR EVALUATION OF PERFORMANCE



Questions??