

# ENLISTED CAREER NOTES



## NCO-ER FEEDBACK FROM SELECTION BOARDS

After-action reports from selection boards continue to emphasize the importance of accurate, carefully prepared NCO Evaluation Reports (NCO-ERs):

- There are discrepancies between a soldier's NCO-ER and his appearance on his official photo. For example, the NCO-ER may say he meets body fat standards, but his photo does not seem to support this statement. The importance of having an up-to-date photograph in one's file cannot be overemphasized. In cases where the soldier is, in fact, physically fit, it would help if raters would include the soldier's Army Physical Fitness Test (APFT) score as a bullet comment.

- Too often, raters do not offer enough explanation for a "Needs Improvement" rating, a relief-for-cause, or a "No" in "values." Rating officials must fully explain these evaluations including specific events.

- Reviewers should make sure any discrepancies between the rater and senior rater are fully explained.

- Too often senior raters comment only on performance; they need to comment on promotion potential and schooling as well.

- "Excellence" ratings must be justified by bullet comments with specific examples that support the ratings.

- Raters should avoid meaningless clichés ("Be, Know, Do," for example); they do not say much about the soldier. Raters should also avoid using acronyms that are unique to a certain MOS and

therefore confusing to many board members.

- Duty descriptions should include such specific items as the number of soldiers an NCO supervises and the dollar amounts for which he is responsible.

## ACCEPT THE RANGER CHALLENGE

With the drawdown of the Army now under way, light infantry (11B) noncommissioned officers (NCOs) in the ranks of staff sergeant and sergeant first class who want to get into Ranger units need to apply now. Ranger battalions, and light infantry battalions as well, have vacancies for highly motivated NCOs who accept this challenge.

Of the 1,350 11B infantry staff sergeants selected for promotion to sergeant first class on the 1993 promotion list, 401 were Ranger qualified.

Further information and application procedures are available from personnel services NCOs or reenlistment NCOs.

## AIRBORNE RANGER VOLUNTEERS

The Army is looking for sergeants and staff sergeants to attend the U.S. Army Airborne and Ranger Courses. A soldier can attend these courses on temporary duty (TDY) and return to his unit; on TDY enroute to his next duty station; or as a reenlistment option (Option F-14, Airborne Ranger/Special Forces).

Volunteer applications must be submitted through servicing personnel offices or reenlistment NCOs.

## BFV TRAINING FOR SOLDIERS IN MOS 11H

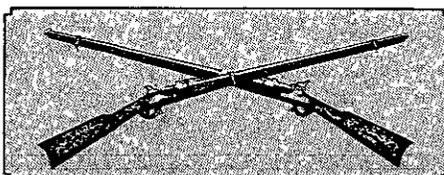
Some mechanized infantry units are already converting their Echo companies from the M901 Improved Tow Vehicles (ITVs) to Bradley fighting vehicles (BFVs). Along with this conversion comes the requirement to provide BFV training to soldiers in MOS 11H at all skill levels who are assigned to these companies.

This training will be offered at the Infantry School or through new equipment training (NET) teams. Either way, these soldiers will be identified initially with a transition additional skill identifier (ASI) of 4A until a permanent ASI is designated by the Total Army Personnel Command (PERSCOM).

## DA PAM 600-25, NCOPD GUIDE

DA PAMPHLET 600-25, *U.S. Army Noncommissioned Officer Professional Development Guide*, is being revised. The revised edition will include a chapter totally devoted to the infantryman. The chapter will outline the training, schooling, and assignment requirements and opportunities at each rank and for each MOS in CMF 11.

The target date for the publication of this revised pamphlet is June 1994.



# OFFICERS CAREER NOTES



## TIPS ON ORB UPDATES

The assignment officers at Infantry Branch offer the following recommendations on updating your Officer Record Brief (ORB).

**Duty Titles.** The duty titles shown in Section IX should show the organizational echelon of a position to give a fuller, more descriptive picture; for example, *Battalion S-4* instead of *S-4*; *Company XO* instead of *Executive Officer*; and *Company Commander* instead of *Commander*.

**Skills.** Special skills should be in Section I. The codes for these skills can be found in AR 611-101. The accompanying table shows some of the more com-

mon codes for Infantry officers.

**Awards and Decorations.** The awards and badges shown in Section VIII should correspond to the orders shown on the bottom of your Performance (P) Microfiche. Send us any items that are missing through your personnel assistance center (PAC). No documentation is required for service medals (NDSM, ASR, OSR, and the like).

**Assignment Considerations.** If you are enrolled in the Army Married Couples Program or the Exceptional Family Member Program, a remark as to your requirements should appear in Section X. If such a remark is missing, we have no way of knowing your specific need.

## DETERMINING SENIOR RATER PROFILES

Officer Evaluation Reports (OERs) are batch-processed daily at the Total Army Personnel Command (PERSCOM) as they come in from the field. All OERs from a particular senior rater that are received free of errors on a particular day are processed together.

For example, if a new senior rater rates five captains (who may have various "thru" dates or signature dates on their OERs) in the second block and sends all five OERs to PERSCOM in the same envelope (thus ensuring that they arrive together), and if they are free of errors, the profile on each OER will be the same: 0-5-0.

On the other hand, if the same five OERs arrive one after another on five consecutive days, the profile on the first OER will be 0-1-0, on the second 0-2-0, and so on.

## AN OER REMINDER FOR PROMOTABLE OFFICERS

Promotable officers (except warrant officers) who are serving in positions authorized the higher rank should add a "P" to the rank shown in the grade block (Ic) on the front of the Officer Evaluation Report (OER).

This is important because the senior rater profile applied to the OER is based on this block. If a "P" is shown after the rank, the senior rater compares the officer to officers who already hold the higher rank.

For example, if the grade block reads "CPT(P)," the officer will be profiled as a major; if it reads "CPT," he will be profiled as a captain.

CODE TITLE	DESCRIPTION
3R NBC Officer	Grad of NBC school
3S Unit Air Movement Ofcr	Grad of Strategic Mobility Planning Crs
3X M2 BIFV	Grad of BIFV Cdrs Crs or NET
3Z Mortar Unit Ofcr	Grad of Inf Mortar Plt Course
4P Security Assistance	At least one yr svc in sec asst psn
4T Recruiting Ofcr	At least one yr svc in recruiting psn
5P Parachutist	Grad of Airborne Crs (but not Rgr Crs)
5Q Pathfinder	Grad of Pathfinder Crs
5R Ranger	Grad of Ranger Crs (but not Abn Crs)
5S Ranger-Parachutist	Grad of both Rgr Crs and Abn Crs
5U Air Operations Ofcr	Grad of Battle Staff Crs
5X Historian	MA in history or MMAS from CGSC
6P Master Fitness	Trainer Grad of MFT Course
7Q Training Developer	Grad of Tng Dev Crs or one yr exp

## COMBINED ARMS AND SERVICES STAFF SCHOOL (CAS3)

An officer's eligibility to attend the Combined Arms and Services Staff School (CAS3) ends at the beginning of his tenth year of service. This means that, as of 1 October 1993, officers in Year Group (YG) 1984 will no longer be eligible to attend without a waiver.

To obtain a waiver, an officer in this

year group must request it from PERSCOM, in writing. The request must include justification for the request and explain why he was unable to attend during the window of five to nine years of service.

Waiver requests may be sent to Commander, PERSCOM, ATTN: TAPC-OPB-D (MS Porter), 200 Stovall Street, Alexandria, VA 22332-0411.

### CAS3 CLASS SCHEDULE FOR FY 1994

CLASSES	REPORT	START	END
93-01/02	13 OCT 93	14 OCT 93	16 DEC 93
93-03/04	5 JAN 94	6 JAN 94	9 MAR 94
93-05/06	13 MAR 94	14 MAR 94	13 MAY 94
93-07/08	18 MAY 94	19 MAY 94	20 JUL 94
93-09/10	8 AUG 94	9 AUG 94	7 OCT 94