

IMPORTANT: THE PREPARATION OF AN EFFICIENCY REPORT IS A SERIOUS RESPONSIBILITY. EACH INDIVIDUAL WILL TAKE THE SAME PAINSTAKING CARE IN THE PREPARATION OF THE REPORT FOR HIS SUBORDINATES THAT HE WOULD EXPECT HIS RATING OFFICER TO TAKE IN THE PREPARATION OF HIS OWN REPORT. ALL ENTRIES WILL BE TRUE AND IMPARTIAL. READ CAREFULLY REFERENCED PARAGRAPH IN AR 623-105 BEFORE ATTEMPTING TO FILL OUT ANY ITEM.

PART I - PERSONAL DATA (Read paragraph 3-2a, AR 623-105)

a. LAST NAME - FIRST NAME - MIDDLE INITIAL	b. SERVICE NUMBER	c. SSAN	d. GRADE	e. DATE OF RANK	f. BASIC	g. BRANCH
b. UNIT, ORGANIZATION, STATION, AND MAJOR COMMAND						

PART II - REPORTING PERIOD AND DUTY DATA (Read paragraph 3-2b, AR 623-105)

a. PERIOD COVERED			b. REASON FOR SUBMITTING REPORT (Check)			c. REPORT BASED ON (Check)	RATER	INDORSER
FROM DAY MONTH YEAR			TO DAY MONTH YEAR			ANNUAL		
						CHANGE OF RATER		
						PEO RATED OFFICER		
DUTY DAYS			OTHER DAYS			CHANGE OF DUTY FOR RATED OFFICER		
						OTHER (Specify)		
						OTHER (Specify)		

PART III - AUTHENTICATION (Read paragraph 3-2c, AR 623-105)

a. SIGNATURE OF RATER	TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT	DATE
b. SIGNATURE OF INDORSER	TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT	DATE
c. REVIEWER (Read chapter 5, AR 623-105)		
SIGNATURE OF REVIEWER	MY REVIEW <input type="checkbox"/> INDICATES NO FURTHER ACTION <input type="checkbox"/> RESULTS IN ACTION STATED ON INCLOSURES TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT	DATE

d. THIS REPORT HAS <input type="checkbox"/> INCLOSURES. (Insert "0" if appropriate)	DATE ENTERED ON DA FORM 66	PERSONNEL OFFICE T/S INITIALS
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TO COMPLETE PARTS IV, VI, VII, VIII, IX, X, AND XI, EVALUATE THE RATED OFFICER IN COMPARISON WITH OTHER OFFICERS OF THE SAME GRADE, SIMILAR EXPERIENCE, MILITARY SCHOOLING, AND TIME IN GRADE. ITEMS DESIGNATED BY ASTERISK REQUIRE EXPLANATION IN PART XI.

PART IV - PERSONAL QUALITIES (Read paragraph 4-3d, AR 623-105)

DEGREE	TOP	SECOND	MIDDLE	FOURTH	BOTTOM*	NOT OBSERVED
RATER	1	2	3	4	5	N/O
	e. ADAPTABILITY (Adjusts to new or changing situations)					
	f. AMBITION (Seeks and welcomes, within bounds of military propriety, additional and more important responsibilities)					
	g. APPEARANCE (Possesses military bearing and is neat, smart, and well-groomed)					
	h. COOPERATION (Works in harmony with others as a team member)					
	i. DECISIVENESS (Ability to reach conclusions promptly and decide a definite course of action)					
	j. DEPENDABILITY (Consistently accomplishes desired actions with minimum supervision)					
	k. ENTHUSIASM (Motivates others by his keen interest and personal participation)					
	l. FORCE (Executes actions vigorously)					
	m. INGENUITY (Creative ability in devising means to solve problems)					
	n. INITIATIVE (Takes necessary and appropriate action on his own)					
	o. INTEGRITY (Adherence to principles of honesty and moral courage)					
	p. INTELLIGENCE (Acquires knowledge and grasps concepts readily)					
	q. JUDGMENT (Thinks logically and makes practical decisions)					
	r. LOYALTY (Faithful and willing support to superiors and subordinates)					
	s. MORAL COURAGE (Intellectual honesty, willingness to stand up and be counted)					
	t. NON-DUTY CONDUCT (Keeps his personal affairs in order)					
	u. SELF-DISCIPLINE (Conducts himself in accordance with the highest standards)					
	v. SELF-IMPROVEMENT (Takes action to improve himself)					
	w. SELFLESSNESS (Subordinates his personal welfare to that of the organization)					
	x. SOCIABILITY (Participates freely and easily in social and community activities)					
	y. STAMINA (Performs successfully under protracted physical and mental stress)					
	z. TACT (Says or does what is appropriate without giving unnecessary offense)					
	aa. TENACITY (The will to persevere in face of obstacles)					
	bb. UNDERSTANDING (Appreciation for the needs and viewpoints of others)					

