

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. BRANCH	
							BASIC	DETAIL

g. 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			TO								
DAY	MONTH	YEAR	DAY	MONTH	YEAR	ANNUAL		DAILY CONTACT			
						CHANGE OF RATER		FREQUENT OBSERVATION			
DUTY DAYS			OTHER DAYS			PCS RATED OFFICER		INFREQUENT OBSERVATION			
						CHANGE OF DUTY FOR RATED OFFICER		RECORDS AND REPORTS			
						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)				
MY REVIEW <input type="checkbox"/> INDICATES NO FURTHER ACTION <input type="checkbox"/> RESULTS IN ACTION STATED ON INCLOSURES				
SIGNATURE OF REVIEWER		TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT		DATE
d. THIS REPORT HAS _____ INCLOSURES. (Insert "0" if appropriate)			DATE ENTERED ON DA FORM 66	PERSONNEL OFFICER'S INITIALS

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	INDORSER	1	2	3	4	5	N/O
		a. ADAPTABILITY (Adjusts to new or changing situations)					
		b. AMBITION (Seeks and welcomes, within bounds of military propriety, additional and more important responsibilities)					
		c. APPEARANCE (Possesses military bearing and is neat, smart, and well-groomed)					
		d. COOPERATION (Works in harmony with others as a team member)					
		e. DECISIVENESS (Ability to reach conclusions promptly and decide a definite course of action)					
		f. DEPENDABILITY (Consistently accomplishes desired actions with minimum supervision)					
		g. ENTHUSIASM (Motivates others by his keen interest and personal participation)					
		h. FORCE (Executes actions vigorously)					
		i. INGENUITY (Creative ability in devising means to solve problems)					
		j. INITIATIVE (Takes necessary and appropriate action on his own)					
		k. INTEGRITY (Adherence to principles of honesty and moral courage)					
		l. INTELLIGENCE (Acquires knowledge and grasps concepts readily)					
		m. JUDGMENT (Thinks logically and makes practical decisions)					
		n. LOYALTY (Faithful and willing support to superiors and subordinates)					
		o. MORAL COURAGE (Intellectual honesty, willingness to stand up and be counted)					
		p. NON-DUTY CONDUCT (Keeps his personal affairs in order)					
		q. SELF-DISCIPLINE (Conducts himself in accordance with the highest standards)					
		r. SELF-IMPROVEMENT (Takes action to improve himself)					
		s. SELFLESSNESS (Subordinates his personal welfare to that of the organization)					
		t. SOCIABILITY (Participates freely and easily in social and community activities)					
		u. STAMINA (Performs successfully under protracted physical and mental stress)					
		v. TACT (Says or does what is appropriate without giving unnecessary offense)					
		w. TENACITY (The will to persevere in face of obstacles)					
		x. UNDERSTANDING (Appreciation for the needs and viewpoints of others)					

RATED OFFICER'S NAME, GRADE,
SERVICE NUMBER AND SSAN

PART V - DUTY ASSIGNMENT FOR RATED PERIOD (Read paragraph 4-3e, AR 623-105)

a. PRINCIPAL DUTY

b. DUTY MOS

c. AUTH GRADE

d. MAJOR ADDITIONAL DUTIES

PART VI - PERFORMANCE OF DUTY FACTORS (Read paragraph 4-3f, AR 623-105)

DEGREE		TOP	SECOND	MIDDLE	FOURTH	BOTTOM*	NOT OBSERVED
RATER	INDORSER	1	2	3	4	5	N/O
		a. DISPLAYS A PROFESSIONAL KNOWLEDGE OF ASSIGNED DUTIES					
		b. MANAGES RESOURCES EFFICIENTLY AND ECONOMICALLY					
		c. ESTABLISHES AND ACHIEVES HIGH STANDARDS OF PERFORMANCE					
		d. FULFILLS HIS RESPONSIBILITIES IN THE DEVELOPMENT OF SUBORDINATES					
		e. PLANS BEYOND THE IMMEDIATE REQUIREMENTS OF ASSIGNED DUTIES					
		f. DELEGATES AUTHORITY AS APPROPRIATE					
		g. EXERCISES PROPER DEGREE OF SUPERVISION					
		h. COMMANDS CONFIDENCE AND RESPECT					
		i. ACCEPTS FULL RESPONSIBILITY FOR HIS ACTIONS					
		j. WILLINGLY ACCEPTS AND ACTS UPON SUGGESTIONS AND CONSTRUCTIVE CRITICISM					
		k. EXPRESSES HIMSELF CLEARLY AND CONCISELY ORALLY					
		l. EXPRESSES HIMSELF CLEARLY AND CONCISELY IN WRITING					
		m. MAINTAINS AN APPROPRIATE LEVEL OF PHYSICAL FITNESS					
		n. HAS CONCERN FOR THE WELFARE OF SUBORDINATES					

PART VIII - PROMOTION POTENTIAL
(Read paragraph 4-3h, AR 623-105)

R	I	
		PROMOTE AHEAD OF CONTEMPORARIES (EXHIBITS CHARACTERISTICS WHICH SHOULD BRING HIM TO THE HIGHEST POSITIONS IN THE ARMY.)
		PROMOTE ALONG WITH CONTEMPORARIES
		DO NOT PROMOTE AT THIS TIME*
		DO NOT PROMOTE THIS OFFICER*

PART IX - SCHOOLING POTENTIAL
(Read paragraph 4-3h, AR 623-105)

R	I	
		HIGHEST MILITARY SCHOOL COMPLETED
		SENIOR SERVICE COLLEGE AHEAD OF CONTEMPORARIES
		SENIOR SERVICE COLLEGE WITH CONTEMPORARIES
		CGSC OR EQUIVALENT AHEAD OF CONTEMPORARIES
		CGSC OR EQUIVALENT WITH CONTEMPORARIES
		NOT RECOMMENDED FOR FURTHER SCHOOLING AT THIS TIME
		NOT APPLICABLE
		OTHER (Specify below)

PART VII - DEMONSTRATED PERFORMANCE OF PRESENT DUTY (Read paragraph 4-3g, AR 623-105)

RATER	INDORSER	
		PERFORMS THIS DUTY BETTER THAN ANY OTHER OFFICER I KNOW *
		PERFORMANCE OF THIS DUTY EQUALED BY VERY FEW OFFICERS
		PERFORMS THIS DUTY BETTER THAN MOST OFFICERS
		PERFORMS THIS DUTY AS WELL AS MOST OFFICERS
		PERFORMANCE OF THIS DUTY MEETS MINIMUM STANDARDS
		PERFORMS THIS DUTY IN AN UNSATISFACTORY MANNER *

R	I	
		POTENTIAL FOR HIGHER LEVEL COMMAND
		POTENTIAL FOR HIGHER LEVEL STAFF

PART XI - COMMENTS (Read paragraph 4-3i, AR 623-105)

a. RATER

b. INDORSER ☐ I AM UNABLE TO EVALUATE THIS OFFICER FOR THE FOLLOWING REASON:

PART XII - OVER-ALL VALUE TO THE SERVICE (Read paragraph 4-3j, AR 623-105)

a. OFFICERS OF THIS GRADE PERFORMING SIMILAR FUNCTIONS: CURRENTLY RATE OR INDORSE		TOTAL	PLACEMENT OF OFFICERS (Enter * in appropriate group)					RANKING WITHIN OVER-ALL GROUP
			BOTTOM 5TH	FOURTH	MIDDLE	SECOND	TOP	
	RATER							
	INDORSER							

b. RANKING OF THIS OFFICER IN COMPARISON WITH ALL ARMY OFFICERS OF THIS GRADE AND BRANCH I KNOW WELL ENOUGH TO RATE

RATER		10	20	30	40	50	60	70	80	90	100
%	J										
INDORSER											