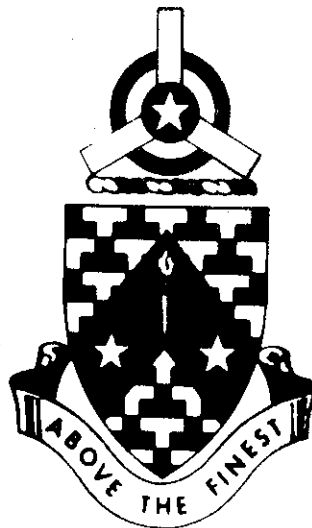


PROGRAMED TEXT

OFFICER EFFICIENCY REPORT

OD-29
WD-57



MAY 1968

**UNITED STATES ARMY
PRIMARY HELICOPTER SCHOOL
FORT WOLTERS, TEXAS**

PROGRAMMED TEXT

PROGRAM TEXT

FILE NO:

OD-29

WD-57

PROGRAM TITLE

Officer Efficiency Report

POI SCOPE:

Interpretation of regulations, preparation and use of DA 67-5, Officer Efficiency Report. Sample OER's evaluated to determine possible effect on an officer's future military career.

INSTRUCTOR REFERENCES:

AR 623-105

AR 623-106

PREPARED BY:

MAJ R. D. Wolfe

DATE:

May 1968

REVISED BY:

DATE:

APPROVED BY:

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LTC, CE

Dir, Off of Curr Dev

DATE: 6 Aug 68

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PREFACE

The Army, like any large organization, needs a means to evaluate its officers. The officer efficiency report is used for this purpose. It is probably the most important single paper in your army career, determining in many cases decisions which will affect your whole military future.

This program uses a series of pages with each generally having instruction, example and questions designed to test whether you have understood the instruction.

If you are an officer taking this course, you will find that it is oriented toward the warrant officer; however, you should remember that the majority of the efficiency reports that you will initially write in aviation will be written on warrant officers.

Start with frame 1 and work each frame in succession. Each frame will usually ask you a question. The correct answer is printed on the top of the next frame. If you were incorrect, turn back and restudy the information before continuing on to the next frame. When you have finished the text, complete the self evaluation exercise. Now begin by studying the performance objectives on page iv.

PERFORMANCE OBJECTIVES

Upon completion of this program, and given a sample copy of a completed Officer Efficiency Report (DA Form 67-5) the student will be able to:

1. Determine Department of the Army use made of OER's in planning an officer's career.
2. Determine by whom an officer will be rated.
3. Identify the types of reports and the circumstances under which they will be submitted.
4. Read and evaluate the OER to determine its' effect on an officer's future military career.

The officer efficiency reporting system provides the best basis upon which to build a relatively similar set of standards. Every officer in the Army should thoroughly understand its use.

The following individuals are directly concerned with filling out the Officer Efficiency Report:

1. RATED OFFICER: the individual who is rated by the efficiency report.
2. RATING OFFICER: outranks the rated officer and has first-hand knowledge of his performance of duty.
3. INDORSER: outranks or is equal in grade to the rating officer. He also has direct knowledge of the rated officer's performance.
4. REVIEWING OFFICER: outranks or equal in grade to the indorsing officer, and reviews the completed OER for fairness.

The OER reporting procedure follows the chain of command.

Example:

WO Jones (Section Leader).....	Rated Officer
AVN Platoon Leader.....	Rating Officer
AVN Company CO.....	Indorsing Officer
AVN Bn XO.....	Reviewing Officer

WO Smith is assigned as a pilot in the armed section of an aviation company. Match the following:

- | | |
|-------------------|-------------------------|
| a. Rated officer | 1. <u>h</u> 1LT Jones |
| b. Rating officer | 2. <u>c</u> CPT Doe |
| c. Indorser | 3. <u>d</u> MAJ Perfect |
| d. Reviewer | 4. <u>a</u> WO Smith |

(Note: In the above example, the rated officer is WO Jones (True or False?)

It is recommended for promotion with his superiors. It is recommended for further schooling.

ANSWERS: a. True b. True c. True d. True e. False

FRAME 7

The areas lined out do not apply to warrant officers.

Part VIII - Promotion Potential

PART VIII - PROMOTION POTENTIAL (Read paragraph 4-3h, AR 623-105)		
R	I	
		PROMOTE AHEAD OF CONTEMPORARIES ~~EXHIBITS CHARACTERISTICS WHICH WARRANT PROMOTION TO THE NEXT GRADE OR GRADES~~
X	X	PROMOTE ALONG WITH CONTEMPORARIES
		DO NOT PROMOTE AT THIS TIME*
		DO NOT PROMOTE THIS OFFICER*

Part IX - Schooling Potential

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
	X	NOT APPLICABLE
X		OTHER (Specify below)
RATER Safety Officer's Course		
INDORSER		

Part X - Assignment Potential

PART X - ASSIGNMENT POTENTIAL (Read paragraph 4-3h, AR 623-105)							
R	I	1	2	3	4	5*	N/O
		~~POTENTIAL FOR HIGHER LEVEL ASSIGNMENT~~					
3	3	POTENTIAL FOR HIGHER LEVEL STAFF					

Examination of the above parts reveals WO Doe (True or False)

- T a. is recommended for promotion with his contemporaries.
 T b. is recommended for further schooling.

ANSWERS: 1. b. Rating officer; 2. c. Indorser; 3. d. Reviewer;
4. a. Rated officer

FRAME 2

There are variations of the OER and each will differ as to when they may be submitted.

1. The completed Officer's Efficiency Report (DA Form 67-6), is the most common report and has both mandatory and voluntary requirements for submission. We will concern ourselves with the mechanics of this report throughout the remainder of this text.
2. Academic Report (DA Form 1059). This report will be submitted upon successful or unsuccessful completion of a military service school that requires 60 calendar days or more to complete. DA Form 67-6 is not used for this report.
3. Officer's Efficiency Report With Letter Attached. The letter is used when an officer has been withdrawn from his normal rating unit for more than 15, but less than 60 duty days, to participate in a major field maneuver (controlled by a corps headquarters or higher). This letter is attached to the individual's next completed report DA Form 67-6.

Determine the type of report that will be submitted for each of the following situations.

- a. Officer's Efficiency Report (DA Form 67-6)
- b. Academic Report (DA Form 1059)
- c. Officer's Efficiency Report With Letter Attached

1. a You have served sixty duty days in one job and your rater is reassigned to a new post.
2. b Graduation from flight school.
3. c You have completed a 20-duty day field exercise controlled at Army level.
4. d A review of your records reveal it has been a year since a report has been submitted on you. An _____ (initial, annual) report will be submitted.
5. a Within four months after entry on active duty as a warrant officer you will have a/an, _____ (initial, semiannual) report submitted once you have completed 120 days in the same position.
6. d You have served in a temporary duty status for a period of sixty or more duty days. This report is mandatory once the 60 duty day requirement has been met.

TURN TO FRAME 3 PAGE 5

ANSWERS: a. True b. True

FRAME 8

Part XI is reserved for your rater and indorser's comments. Usually high or low ratings, and any specific comment covering special circumstances and situations will be explained in this part.

PART XI - COMMENTS (Read paragraph 4-31, AR 623-105)	
RATER CW2 Doe has established an unprecedented flight safety record within his Flight Division. During the month of September, CW2 Doe had two emergency landings, the first resulted from an engine failure and the second was a tail rotor failure. In both instances, CW2 Doe managed to land the aircraft without further structural damage.	
FOR TRAINING PURPOSES ONLY	
INDORSER ☐ I AM UNABLE TO EVALUATE THIS OFFICER FOR THE FOLLOWING REASON:	CW2 Doe's performance of duty has added greatly to the unit's flight safety record unsurpassed by any other unit at this installation.

Major Kidd, recently assigned, has known CW2 Doe for only one week. As the indorser, is he required to rate or comment on CW2 Doe in Part XI?

a. Yes

☒ b. No

What is the indorser's requirement in this case?

- ANSWERS: 1. a. Officer's Efficiency Report (DA Form 67-6)
2. b. Academic Report (DA Form 1059)
3. c. Officer's Efficiency Report With Letter Attached
4. a. Officer's Efficiency Report (DA Form 67-6); annual, when an officer has completed one year of duty following the ending date of his last report he will receive an OER.
5. a. Officer's Efficiency Report (DA Form 67-6); initial, this report will be submitted once you have completed 120 days in the same position after entry on active duty. It is designed to give the Department of the Army an initial impression of the new officer.
6. a. Officer's Efficiency Report (DA Form 67-6)

FRAME 3

We have discussed the mandatory submission of an OER; let's take a look at another way an OER may be submitted. When a rated officer's performance of duty is outstanding or inadequate his rating officer may submit a completed OER (DA Form 67-6) prior to the mandatory submission date. This OER is often called a special or voluntary report.

A special or voluntary report may also be submitted after a period of 30 days under combat conditions provided the rated officer ceases to serve under his rating officer's supervision and the period has been adequate to submit a fair and impartial report.

Designate the mandatory submission of a report as "a", and the voluntary submission of a report as "b".

1. a Within four months entry on active duty or 120 days on one job.
2. a After 60 days in combat your rater is changed.
3. a You serve 60 duty days TDY (Temporary Duty).
4. a After 30 days in combat your rater is changed.
5. a Completion of a service school of 60 days or more duration.
6. b Special report for outstanding or inadequate performance.

ANSWERS: a. No

The indorser may check the appropriate block in Part XI, and give reason why he is unable to evaluate the officer.

FRAME 9

Part XII - Overall Value to the Service

- a. The rating official compares all officers he rates or indorses who are of the same grade performing similar type functions, regardless of branch. An asterisk is entered in the block containing the rated officer.
- b. Ranking of WO Doe in comparison to all officers of this grade and branch the rater and indorser knows well enough to rate.

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	9	1		2		4	2*	2 of 9		
INDORSER	9		1	3	4*	1	3 of 9					
B. RANKING OF THIS OFFICER IN COMPARISON WITH ALL ARMY OFFICERS OF THIS GRADE AND BRANCH I KNOW WELL ENOUGH TO RATE												
RATER												
%	0	10	20	30	40	50	60	70	80	90	100	
INDORSER										89%		
										82%		

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Wo Doe's rater gives him a ranking within the overall group of

- a. 1 of 8.
- b. 3 of 9.
- ☒ c. 2 of 9.
- d. top man.

Wo Doe's indorser ranks him in comparison with all Army warrant officers of his grade and branch as

- a. 89%.
- ☒ b. 82%.
- c. 2 of 9.
- d. 4.

ANSWERS: 1. a 2. a 3. a 4. b 5. a 6. b

FRAME 4

You now have a basic background on the OER, so now let's take a look at the format of an Officer Efficiency Report (DA Form 67-6).

Parts I and II are self-explanatory and they will be filled out by the personnel officer who is responsible for notifying your rater, indorser and reviewing officer that a report is due.

Part III is used by your rater, indorser and reviewer to authenticate their individual portions of the DA Form 67-6.

PART I - PERSONAL DATA (Read paragraph 3-2a, AR 623-105)										BRANCH											
a. LAST NAME - FIRST NAME - MIDDLE INITIAL						b. SERVICE NUMBER		c. SSAN		d. GRADE		e. DATE OF RANK		f. BASIC		DETAIL					
DOE, JAMES T						W423246		135-48-8967		CW2		1Jan67		AVN							
g. UNIT, ORGANIZATION, STATION, AND MAJOR COMMAND																					
United States Army Primary Helicopter School Fort Wolters, Texas Fourth US Army																					
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			☒ ANNUAL						DAILY CONTACT						☒			
DAY	MONTH	YEAR	DAY	MONTH	YEAR	CHANGE OF RATER						FREQUENT OBSERVATION								☒	
1	May	67	30	Apr	68	PCS RATED OFFICER						FREQUENT OBSERVATION									
DUTY DAYS						CHANGE OF DUTY FOR RATED OFFICER						RECORDS AND REPORTS									
365						OTHER (Specify)						OTHER (Specify)									
						<th colspan="6"> <th colspan="2"></th> <th colspan="2"></th> </th>						<th colspan="2"></th> <th colspan="2"></th>									
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	
<i>Henry J. Grant</i>										GRUNT, HENRY J., CPT, Inf, 056781 USAPHC/S, Flt Div C, Asst Flt Cmdr, Flt 2										11 May 68	
b. SIGNATURE OF INDORSER										TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT										DATE	
<i>Billy T. Kidd</i>										KIDD, BILLY T., MAJ, Arty, 049312 USAPHC/S, Flt Div C, Flt Cmdr, Flt 2										3 May 68	
c. REVIEWER (Read chapter 5, AR 623-105)										MY REVIEW ☒ INDICATES NO FURTHER ACTION ☐ RESULTS IN ACTION STATED ON INCLOSURES											
SIGNATURE OF REVIEWER										TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT										DATE	
<i>John W. Good</i>										GOOD, JOHN W., LTC, Inf, 035678 USAPHC/S, Flt Div C, Asst Dir										5 May 68	
d. THIS REPORT HAS <u>0</u> INCLOSURES. (Insert "0" if appropriate)										DATE ENTERED ON DA FORM 66										PERSONNEL OFFICER'S INITIAL	

Examination of part II reveals this is an annual report.

How many days does this report cover? 365

Is the reviewing officer recommending any further action be taken on this report?

a. yes

☒ b. no

ANSWERS: c. 2 of 9.
b. 82%.

FRAME 10

ADVERSE REPORT - A report will be considered adverse to the individual when one of the following remarks are entered on DA Form 67-6. These remarks must be explained in Part XI.

- A rating of 5 in Parts IV, VI, or X.
- A rating of unsatisfactory in Part VII.
- A not recommended for promotion in Part VIII.
- A comment in Part XI reflecting on the character of the rated officer.
- A low rating of 20 percent or below in Part XII b.

PART VI - PERFORMANCE OF DUTY FACTORS (Read paragraph 4-3f, AR 623-105)						PART VII - PROMOTION POTENTIAL (Read paragraph 4-3h, AR 623-105)		
DEGREE	TOP	SECOND	MIDDLE	FOURTH	BOTTOM*	N	I	
RATER	INDORSER	1	2	3	4	5		
4	4	a. DISPLAYS A PROFESSIONAL KNOWLEDGE OF ASSIGNED DUTIES						PROMOTE AHEAD OF CONTEMPORARIES
4	3	b. MANAGES RESOURCES EFFICIENTLY AND ECONOMICALLY						PROMOTE AHEAD OF CONTEMPORARIES
3	3	c. ESTABLISHES AND ACHIEVES HIGH STANDARDS OF PERFORMANCE						PROMOTE AHEAD OF CONTEMPORARIES
3	3	d. FULFILLS HIS RESPONSIBILITIES IN THE DEVELOPMENT OF SUBORDINATES					X	PROMOTE ALONG WITH CONTEMPORARIES
3	4	e. PLANS BEYOND THE IMMEDIATE REQUIREMENTS OF ASSIGNED DUTIES						DO NOT PROMOTE AT THIS TIME*
4	4	f. DELEGATES AUTHORITY AS APPROPRIATE						DO NOT PROMOTE THIS OFFICER*
4	3	g. EXERCISES PROPER DEGREE OF SUPERVISION						
4	4	h. COMMANDS CONFIDENCE AND RESPECT						
2	1	i. ACCEPTS FULL RESPONSIBILITY FOR HIS ACTIONS						
4	3	j. WILLINGLY ACCEPTS AND ACTS UPON SUGGESTIONS AND CONSTRUCTIVE CRITICISM						
3	3	k. EXPRESSES HIMSELF CLEARLY AND CONCISELY ORALLY						SENIOR SERVICE COLLEGE AHEAD OF CONTEMPORARIES
4	5	l. EXPRESSES HIMSELF CLEARLY AND CONCISELY IN WRITING						SENIOR SERVICE COLLEGE WITH CONTEMPORARIES
4	4	m. MAINTAINS AN APPROPRIATE LEVEL OF PHYSICAL FITNESS						USC OR EQUIVALENT AHEAD OF CONTEMPORARIES
3	3	n. HAS CONCERN FOR THE WELFARE OF SUBORDINATES						CSG OR EQUIVALENT WITH CONTEMPORARIES
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*				X		
		PERFORMANCE OF THIS DUTY EQUALED BY VERY FEW OFFICERS						
		PERFORMS THIS DUTY BETTER THAN MOST OFFICERS						
		PERFORMS THIS DUTY AS WELL AS MOST OFFICERS						
X	X	PERFORMANCE OF THIS DUTY MEETS MINIMUM STANDARDS						
		PERFORMS THIS DUTY IN AN UNSATISFACTORY MANNER*						
PART VIII - ASSIGNMENT POTENTIAL (Read paragraph 4-3h, AR 623-105)								
R	I	1	2	3	4	5*	N/O	
4	5	POTENTIAL FOR HIGHER LEVEL STAFF						

Which of the above parts would be considered adverse?

- Part VI
- Part VII
- Part VIII
- Part IX
- Part X

ANSWERS: annual

365; all days, duty and other, must be added together to obtain the total period of time covered. Other days are nonrated periods listed on your officer qualification record. An example of other days would be ordinary leave.

a. no

FRAME 5

Personal Qualities, Part IV -- List of twenty-four personal qualities which are generally accepted as attributes of leadership.

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

DA FORM 67-6

REPLACES DA FORM 67-6, 1 AUG 65, WHICH IS OBSOLETE.

U.S. ARMY OFFICER EFFICIENCY REPORT (AR 623-105)

WO Doe has achieved the maximum rating in

- enthusiasm, force, initiative, integrity, loyalty, non-duty conduct.
- self-improvement, loyalty, force, initiative, integrity, non-duty conduct.
- moral courage, non-duty conduct, force, loyalty, initiative, integrity.
- non-duty conduct, initiative, integrity, loyalty, force.

ANSWERS: a. Part VI; c. Part VIII; e. Part X

FRAME 11

In the event your report contains any adverse comments, your indorser must refer the report to you for comment.

An example of the referral is shown below:

WARRANT OFFICER J. L. Doe
Headquarters Company, USAPHC/S
Fort Wolters, Texas 76067

1. The inclosed Officers Efficiency Report, DA Form 67-6, is referred to you for comment as directed by Para 1-3, J, (2), AR 623-105.

2. You will acknowledge receipt by indorsement hereon and return the efficiency report to me, not later than _____. You may enclose a statement in accordance with provisions of regulation cited in Para 2 above if you so desire.

SAM SCHROOGE
CW4, Avn

Comments of the rated officer do not constitute an appeal. An appeal is advisable only if the rated officer can provide substantial evidence in support of his belief. A request that merely alleges an unjust rating is not substantial evidence. Appeal should be addressed to the Adjutant General, ATTN: A G P B - FA, Department of the Army, Washington, D.C. 20315.

Should you have no comment your only course of action is to improve the adverse area to acceptable standards.

An adverse report can be appealed

- a. to the indorsing officer.
- b. in writing to the reviewing officer.
- c. in writing to the rating officer.
- d. in writing to Department of the Army.

ANSWER: d. non-duty conduct, initiative, integrity, loyalty, force.
Remember both rater and indorser evaluation must be considered,
and are equal in value.

FRAME 6

Part V is used to explain your duty assignment covered by this OER.

PART V - DUTY ASSIGNMENT FOR RATED PERIOD (Read paragraph 4-3a, AR 623-105)		
a. PRINCIPAL DUTY	b. DUTY NOS	c. AUTH GRADE
INSTRUCTOR PILOT	062B8	CH2
--Instructs warrant officer candidate and commissioned officer student pilots in observation helicopter flight techniques. Teaches evaluation of and operations from field landing sites and formation night operations.		
d. MAJOR ADDITIONAL DUTIES	Supply Officer	

Part VI Performance of Duty Factors

PART VI - PERFORMANCE OF DUTY FACTORS (Read paragraph 4-3f, AR 623-105)						
DEGREE		TOP	SECOND	MIDDLE	FOURTH	BOTTOM ^a
RATER	INDORSER	1	2	3	4	5
2	1	A. DISPLAYS A PROFESSIONAL KNOWLEDGE OF ASSIGNED DUTIES				
3	3	B. MANAGES RESOURCES EFFICIENTLY AND ECONOMICALLY				
2	2	C. ESTABLISHES AND ACHIEVES HIGH STANDARDS OF PERFORMANCE				
1	2	D. FULFILLS HIS RESPONSIBILITIES IN THE DEVELOPMENT OF SUBORDINATES				
1	1	E. PLANS BEYOND THE IMMEDIATE REQUIREMENTS OF ASSIGNED DUTIES				
3	2	F. DELEGATES AUTHORITY AS APPROPRIATE				
2	3	G. EXERCISES PROPER DEGREE OF SUPERVISION				
2	1	H. COMMANDS CONFIDENCE AND RESPECT				
1	1	I. ACCEPTS FULL RESPONSIBILITY FOR HIS ACTIONS				
3	4	J. WILLINGLY ACCEPTS AND ACTS UPON SUGGESTIONS AND CONSTRUCTIVE CRITICISM				
3	3	K. EXPRESSES HIMSELF CLEARLY AND CONCISELY ORALLY				
3	4	L. EXPRESSES HIMSELF CLEARLY AND CONCISELY IN WRITING				
2	1	M. MAINTAINS AN APPROPRIATE LEVEL OF PHYSICAL FITNESS				
1	1	N. HAS CONCERN FOR THE WELFARE OF SUBORDINATES				

Part VII Demonstrated Performance of Present Duty

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 ^a
		PERFORMANCE OF THIS DUTY EQUALS BY VERY FEW OFFICERS
		PERFORMS THIS DUTY BETTER THAN MOST OFFICERS
X	X	PERFORMS THIS DUTY AS WELL AS MOST OFFICERS
		PERFORMANCE OF THIS DUTY MEETS MINIMUM STANDARDS
		PERFORMS THIS DUTY IN AN UNSATISFACTORY MANNER ^a

True or False

- ☒ WO Doe's major additional duty was supply officer.
- ☒ WO Doe plans beyond the immediate requirements of assigned duties.
- ☒ WO Doe should attempt to improve his writing ability.
- ☒ WO Doe has concern for the welfare of subordinates.
- ☒ WO Doe performs his duty in an unsatisfactory manner.

RETURN TO FRAME 7 PAGE 2

FOR TRAINING PURPOSES ONLY

ANSWER: d. in writing to Department of the Army. Remember the appeal must be in writing to Department of the Army. Your comments on the completed report does not constitute an appeal.

Part V is used to indicate your duty assignment covered by this form.

INSTRUCTIONS: This student officer is observing military and leadership qualities and operations in and operations from field leading staff and operations in the field.

Part VI Performance of Duty Factors

FACTORS	RATING	NUMBER	TYPE	PART VI - DEMONSTRATED PERFORMANCE OF DUTY FACTORS (From Part V and Part I)			
				1	2	3	4
1. Demonstrated leadership ability as subordinate	1	1	1				
2. Demonstrated leadership ability as subordinate	1	1	1				
3. Demonstrated leadership ability as subordinate	1	1	1				
4. Demonstrated leadership ability as subordinate	1	1	1				
5. Demonstrated leadership ability as subordinate	1	1	1				
6. Demonstrated leadership ability as subordinate	1	1	1				
7. Demonstrated leadership ability as subordinate	1	1	1				
8. Demonstrated leadership ability as subordinate	1	1	1				
9. Demonstrated leadership ability as subordinate	1	1	1				
10. Demonstrated leadership ability as subordinate	1	1	1				
11. Demonstrated leadership ability as subordinate	1	1	1				
12. Demonstrated leadership ability as subordinate	1	1	1				
13. Demonstrated leadership ability as subordinate	1	1	1				
14. Demonstrated leadership ability as subordinate	1	1	1				
15. Demonstrated leadership ability as subordinate	1	1	1				
16. Demonstrated leadership ability as subordinate	1	1	1				
17. Demonstrated leadership ability as subordinate	1	1	1				
18. Demonstrated leadership ability as subordinate	1	1	1				
19. Demonstrated leadership ability as subordinate	1	1	1				
20. Demonstrated leadership ability as subordinate	1	1	1				

Part VII Demonstrated Performance of Present Duty

PART VII - DEMONSTRATED PERFORMANCE OF PRESENT DUTY (From Part V and Part I)		
DESCRIPTION	NUMBER	RATING
REPORTS THIS DUTY BETTER THAN ANY OTHER DUTY PERFORMED BY HIMSELF OR UNDER HIS SUPERVISION	1	
PERFORMED THIS DUTY BETTER THAN OTHER DUTIES	2	
REPORTS THIS DUTY AS WELL AS MOST OTHER DUTIES	3	
PERFORMED THIS DUTY AS WELL AS MOST OTHER DUTIES	4	
REPORTS THIS DUTY AS WELL AS MOST OTHER DUTIES	5	
PERFORMED THIS DUTY AS WELL AS MOST OTHER DUTIES	6	
REPORTS THIS DUTY AS WELL AS MOST OTHER DUTIES	7	
PERFORMED THIS DUTY AS WELL AS MOST OTHER DUTIES	8	
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Type or False

- a. WO Doe's major additional duty was supply officer.
- b. WO Doe plans beyond the immediate requirements of assigned duties.
- c. WO Doe should attempt to improve his writing ability.
- d. WO Doe has concern for the welfare of subordinates.
- e. WO Doe performs his duty in an unsatisfactory manner.

RETURN TO FRAME 7 PAGE 2

OFFICER EFFICIENCY REPORT
SELF EVALUATION EXERCISE

SITUATION: You have just been assigned to the airlift section, airlift platoon, Airmobile Company, Aviation Battalion, 2nd Armored Division, Fort Hood, Texas.

Using the above, answer questions one and two.

1. Two weeks after assignment you received a disposition form stating that your rater and indorser will be
 - a. the two section leaders.
 - b. your section leader and the platoon leader.
 - c. the platoon leader and the company commander.
 - d. the section leader and the company commander.
2. Your indorsing officer is transferred after you have served under him for six weeks. During that time you and your indorser have developed a personality conflict. You are worried about your efficiency report (OER), but your rater tells you not to be concerned because
 - a. you can have the report thrown out on the grounds that your indorser didn't like you.
 - b. the rater's job is to insure that the indorser is fair to you.
 - c. transfer or change of duty in regard to your indorser does not require submission of an OER.
 - d. the rater will fill in the indorser's comments and rating on the report and give it to him to sign prior to his departure.
3. You go TDY to Fort Rucker to be transitioned into a more complex aircraft. You are there for 12 weeks. On departure from Fort Rucker you are given
 - a. an academic report.
 - b. a regular efficiency report.
 - c. a letter report.
 - d. no report.
4. Shortly after returning to Fort Hood, you receive orders for Vietnam. Upon reporting to the new unit you work closely with your rater, around the clock, seven days a week. After a month (30 duty days) he is transferred to command another unit. Before he leaves he may, according to Army regulations,
 - a. write an efficiency report on you.
 - b. summarize his findings on you so that your next rater can use them for his report.
 - c. write a letter report on you.
 - d. write a partial report, leaving out certain sections of the form (DA Form 67-6) normally used.

5. You have just been appointed as a warrant officer. According to Army regulations you must receive an efficiency report no later than
 - a. 60 days of duty or within two months of appointment.
 - b. 90 days of duty or within three months of appointment.
 - c. 120 days or within four months of appointment.
 - d. 180 days or within six months of appointment.
6. The "comments" section of your first OER reads as follows: "This warrant officer shows a marked lack of enthusiasm for improving his professional knowledge. He seldom completes an assignment and requires constant supervision." Such comments are
 - a. quite normal for an initial report.
 - b. a signal to change your behavior if you expect to get ahead in the service.
 - c. probably the finish of your chances for promotion no matter what your future reports are like.
 - d. not important; it is the numbers that count.
7. The completed officer's efficiency report is filed at Department of the Army and is used to determine
 - a. assignments, schools, promotions and effective date of entitlement to pay as a warrant officer.
 - b. the dates all succeeding OER's will be submitted.
 - c. personnel actions, assignments, schools, and dates entitled to pay as a warrant officer.
 - d. future assignments, schools, personnel actions and timely promotions.

USING THE SAMPLE OER (Pages 15 and 16) ANSWER THE FOLLOWING QUESTIONS:

8. For what reason is this report being submitted? _____
9. How many days does this report cover? _____
10. This officer's principle duty is _____
11. Examination of Part VI reveals
 - a. the rater is unable to observe this officer.
 - b. this officer commands little confidence or respect.
 - c. this officer is recommended for promotion.
 - d. this officer has very little schooling potential.

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)										BRANCH			
a. LAST NAME - FIRST NAME - MIDDLE INITIAL						b. SERVICE NUMBER		c. SSAN		d. GRADE	e. DATE OF RANK	f. BASIC	g. DETAIL
Doe, John W.						W312345		123-45-6789		WO1	1 Apr 68	Avn	
h. UNIT, ORGANIZATION, STATION, AND MAJOR COMMAND United States Army Primary Helicopter School Fort Wolters, Texas Fourth US Army													
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)		d. RATER	e. INDOUSER		
FROM			TO			ANNUAL		DAILY CONTACT		X			
DAY	MONTH	YEAR	DAY	MONTH	YEAR	X CHANGE OF RATER		FREQUENT OBSERVATION			X		
1	Sep	68	29	Nov	68	PCS RATED OFFICER		INFREQUENT OBSERVATION					
DUTY DAYS			OTHER DAYS			CHANGE OF DUTY FOR RATED OFFICER		RECORDS AND REPORTS					
90			None			OTHER (Specify)		OTHER (Specify)					
PART III - AUTHENTICATION (Read paragraph 3-2c, AR 623-105)													
a. SIGNATURE OF RATER						b. TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION AND DUTY ASSIGNMENT						c. DATE	
<i>James T. Gruff</i>						Gruff, James T., CPT, Inf, 082469 USAPHC/S, Acad Div, Asst Br Ch, Maint Br						30 Nov 68	
d. SIGNATURE OF INDOUSER						e. TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION AND DUTY ASSIGNMENT						f. DATE	
<i>Boyd S. Grouch</i>						Grouch, Boyd S., MAJ, Arty, 082468 USAPHC/S, Acad Div, Br Ch, Maint Br						1 Dec 68	
g. REVIEWER (Read chapter 5, AR 623-105) BY REVIEW ☒ INDICATES NO FURTHER ACTION ☐ RESULTS IN ACTION STATED ON INCLOSURES													
SIGNATURE OF REVIEWER						h. TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT						i. DATE	
<i>Roy R. Bean</i>						Bean, Roy R., LTC, Arty, 082467 USAPHC/S, Dep. Acad Div						3 Dec 68	
j. THIS REPORT HAS 0 INCLOSURES. (Insert "0" if appropriate)						DATE ENTERED ON DA FORM 88						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	INDOUSER	1	2	3	4	5	6	7	8	9	10	11	12
3	4	a. ADAPTABILITY (Adjusts to new or changing situations)											
4	4	b. AMBITION (Seeks and welcomes, within bounds of military propriety, additional and more important responsibilities)											
3	3	c. APPEARANCE (Possesses military bearing and is neat, smart, and well-groomed)											
3	3	d. COOPERATION (Works in harmony with others as a team member)											
3	3	e. DECISIVENESS (Ability to reach conclusions promptly and decide a definite course of action)											
5	5	f. DEPENDABILITY (Consistently accomplishes desired actions with minimum supervision)											
3	2	g. ENTHUSIASM (Motivates others by his keen interest and personal participation)											
3	4	h. FORCE (Executes actions vigorously)											
4	4	i. INGENUITY (Creative ability in devising means to solve problems)											
3	3	j. INITIATIVE (Takes necessary and appropriate action on his own)											
3	2	k. INTEGRITY (Adherence to principles of honesty and moral courage)											
3	3	l. INTELLIGENCE (Acquires knowledge and grasps concepts readily)											
3	3	m. JUDGMENT (Thinks logically and makes practical decisions)											
3	3	n. LOYALTY (Faithful and willing support to superiors and subordinates)											
3	2	o. MORAL COURAGE (Intellectual honesty, willingness to stand up and be counted)											
3	3	p. NON-DUTY CONDUCT (Keeps his personal affairs in order)											
4	4	q. SELF-DISCIPLINE (Conducts himself in accordance with the highest standards)											
3	3	r. SELF-IMPROVEMENT (Takes action to improve himself)											
4	4	s. SELFLESSNESS (Subordinates his personal welfare to that of the organization)											
2	2	t. SOCIABILITY (Participates freely and easily in social and community activities)											
4	4	u. STAMINA (Performs successfully under protracted physical and mental stress)											
3	3	v. TACT (Says or does what is appropriate without giving unnecessary offense)											
4	3	w. TENACITY (The will to persevere in face of obstacles)											
4	4	x. UNDERSTANDING (Appreciation for the needs and viewpoints of others)											

DA FORM 67-6
1 JAN 68

REPLACES DA FORM 67-6, 1 AUG 63, WHICH IS OBSOLETE.

U.S. ARMY OFFICER EFFICIENCY REPORT (AR 623-105)

NAMED OFFICER'S NAME, GRADE, SERVICE NUMBER AND SSAN												
PART V - DUTY ASSIGNMENT FOR RATED PERIOD (Read paragraph 4-3a, AR 623-105)												
A. PRINCIPAL DUTY Academics Instructor A-1 - Instructs warrant officer candidate and commissioned officer student pilots in observation helicopter maintenance. Conducts maintenance refresher training for rated aviators.		B. DUTY BOR 062B8		C. AUTH GRADE WO								
D. MAJOR ADDITIONAL DUTIES												
PART VI - PERFORMANCE OF DUTY FACTORS (Read paragraph 4-3f, AR 623-105)								PART VII - PROMOTION POTENTIAL (Read paragraph 4-3a, AR 623-105)				
DEGREE RATER INDORSER		TOP 1	SECOND 2	MIDDLE 3	FOURTH 4	BOTTOM* 5	NOT OBSERVED N/O	R	I			
4	4	FOR TRAINING PURPOSES ONLY										
4	3											
3	3											
3	3											
3	4											
4	4											
4	3											
4	4											
2	1											
4	3											
3	3											
3	3											
4	4											
3	3											
3	3											
4	4											
3	3											
PART VII - DEMONSTRATED PERFORMANCE OF PRESENT DUTY (Read paragraph 4-3g, AR 623-105)								PART IX - SCHOOLING POTENTIAL (Read paragraph 4-3a, AR 623-105)				
RATER INDORSER		PERFORMS THIS DUTY BETTER THAN ANY OTHER OFFICER I KNOW *						R I				
		PERFORMANCE OF THIS DUTY EQUALED BY VERY FEW OFFICERS						RATER				
		PERFORMS THIS DUTY BETTER THAN MOST OFFICERS						INDORSER				
		PERFORMS THIS DUTY AS WELL AS MOST OFFICERS						PART X - ASSIGNMENT POTENTIAL (Read paragraph 4-3h, AR 623-105)				
X X		PERFORMANCE OF THIS DUTY MEETS MINIMUM STANDARDS						R	I			
		PERFORMS THIS DUTY IN AN UNSATISFACTORY MANNER *						1 2 3 4 5* N/O				
								3	4			
PART XI - COMMENTS (Read paragraph 4-3i, AR 623-105)												
A. RATER WO Doe has repeatedly been counselled regarding his tardiness for assigned instructional periods. This has resulted in rescheduled classes and on one occasion a student section failed to receive needed information prior to a scheduled examination. Repeated DOI classroom evaluations have indicated an excessive lack of prior preparation by this instructor. Lacking instructional professionalism, Mr. Doe has been removed from the platform and is now attending further instructional training.												
B. INDORSER ☐ I AM UNABLE TO EVALUATE THIS OFFICER FOR THE FOLLOWING REASON: Needless financial difficulties have indicated that Mr. Doe is incapable of assuming personal responsibilities appropriate to his present grade. Personal counseling of this individual has been of little value and has recently developed into severe disciplinary measures.												
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		12	2*		4	4	2	11 of 12				
INDORSER		12	3*		5	3	1	11 of 12				
A. RANKING OF THIS OFFICER IN COMPARISON WITH ALL ARMY OFFICERS OF THIS GRADE AND BRANCH I KNOW WELL ENOUGH TO RATE												
RATER		125%										
%		0	10	20	30	40	50	60	70	80	90	100
INDORSER		22%										

12. WO Doe achieved a ranking within his group of

- a. 1 of 12.
- b. 3 of 12.
- c. 11 of 12.
- d. 12 of 12.

13. The rater on an OER will be

- a. your immediate supervisor.
- b. your supervisor's rater.
- c. the reviewing officer.
- d. the personnel officer.

14. Your buddy, CW2 Bill Jones has an efficiency report which, by regulation, is different from a commissioned officer's in that he

- a. is not rated for advanced senior service schools or for command potential, though he is rated in all other areas.
- b. is not given a written "comments" section.
- c. is not rated for command potential and early promotion, though he is rated in all other areas.
- d. is not rated on Performance of Duty Factors.

OFFICERS EFFICIENCY REPORT
ANSWERS TO SELF EVALUATION EXERCISE

1. b

2. c

3. a

4. a

5. c

6. b

7. d

8. Change of rater

9. 90 days

10. Academic Instructor

11. b

12. c

13. a

14. a

oer's are for schooling, promoting
assignments

rater - immediate supervisor,

endorser - person above the

rater

reviewer - company commander

or battalion

if rater dies the endorser
rates you.

120 days after you get your
warrant you are given your
oer.

annual, 30 days in combat

your rater changes or you
are reassigned.

60 day TDY (schooling)

15-60 days

flight school no officer sees,
only a form of anecdotal report