

PRACTICAL EXERCISE SHEET PE-1

Title	NCO Evaluation Report		
Lesson Number/Title	U654 version 1 / NCO Evaluation Report (FSC RESIDENT)		
Introduction	This practical exercise will help you understand how to ensure that the NCO-ERs submitted by your company are accurate and timely and helps guarantee selection for assignment, promotion, or schooling for your NCOs.		
Motivator	As the first sergeant in your company, battery, or troop, you are responsible for the quality control of all NCO-ERs. This PE gives you the opportunity to practice skills necessary for quality control.		
Learning Step/Activity	<p>NOTE: The instructor should inform the students of the following Learning Step/Activity requirements. (ELO E.1)</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Action:</td> <td>Discuss the Evaluation Forms and Procedures Used to Evaluate a NCO.</td> </tr> </table>	Action:	Discuss the Evaluation Forms and Procedures Used to Evaluate a NCO.
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Safety Requirements	None		
Risk Assessment Level	Low		
Environmental Considerations	None		
Evaluation	This is a self-graded practical exercise. Your instructor will provide you with a copy of the solution sheet and feedback on your performance.		
Instructional Lead-In	None		
Resource Requirements	<p>Instructor Materials:</p> <ul style="list-style-type: none"> • AR 635-200. • Solution to PE. <p>Student Materials:</p> <ul style="list-style-type: none"> • Paper, pencil, and AR 623-205. • SH-6-1 through SH-6-7. 		
Special Instructions	This exercise will determine your grasp of the information presented in this lesson. Complete this exercise on your own. Refer to the situation below for detailed information. You will have 35 minutes to complete the exercise and 10 minutes to check your solution with the solution to the practical exercise (SPE) that the site coordinator will provide for you.		

Procedures

Read over the situation assigned to you. Use the knowledge that you gained while participating in the lesson and the reading material in the Student Handouts to assess the situation in the practical exercise.

- a. You may use the reference material to complete the PE. The instructor will hold a discussion to evaluate the results.
- b. Use Practical Exercise Requirement Sheets, SH-6-1 thru SH-6-7 to complete the exercise.
- c. The performance evaluation for this task consists of identifying the errors in an NCO-ER.
- d. Students will participate in a discussion of their solutions.

Title: NCO EVALUATION REPORT

Situation:

You are the first sergeant; Company A, 52D INF DIV (MECH), Fort Daisy, CO 79875-0123. The unit policy requires the first sergeant to review all NCO-ERs prior to submission to PAC. You are reviewing an NCO-ER pertaining to SSG William R. Smith, a soldier (ARNG-AGR) in your unit. After reviewing, you'll forward to your local personnel office for correction/signatures. The following information about SSG Smith is available to you:

- a. Highest civilian education: High School (GED).
- b. PMOS: 11B30.
- c. SSN: 123-45-9876.
- d. Date of assignment: 8 Dec 90.
- e. Highest military award: Army Commendation Medal.
- f. Date of last APFT and score: 15 Dec 92, 268.
- g. Height/Weight: 66 inches, 160 pounds, (SSG Smith meets the screening table weight IAW AR 600-9).
- h. Date of rank: 1 May 89.
- i. Appointed duties: Equal Opportunity Representative.
- j. Highest military education: BNCOOC.
- k. Rater: SFC Rodney B. Ware, 573-22-1974, 11B40, Platoon Sergeant.
- l. Senior rater: 2LT Frederick L. Bahm, Infantry, 359-01-6349, Platoon Leader.

- m. Reviewer: CPT John A. Franco, Infantry, 634-23-7519, Commander.
- n. UMR information: DMOS 11B30, Squad Leader.
- o. Area of Special emphasis: Preparation for the National Training Center.
- p. Counseling dates: 5 Nov 92 and 8 Feb 93.
- q. Ending date of last report: 9210.
- r. Recommended positions: Operations sergeant, Team sergeant, and Platoon sergeant.
- s. The reviewer concurs with rater and senior rater evaluations.

Requirement:

Identify the errors (e. g. wrong dates, bullets do not justify...) pertaining to SSG Smith's NCO-ER using references issued to you. Indicate the correct information for each identified error or the specific reason the information is incorrect. There are a total of 19 errors on this practical exercise.

**Feedback
Requirements**

None