

TRADOC Rating Scheme Business Rules

Headquarters, U.S. Army Training and Doctrine Command (HQ TRADOC)

1. References:

- a. AR 623-3 (Evaluation Reporting System).
- b. U.S. Training and Doctrine Command Defense Performance Management and Appraisal Program Business Rules, 13 February 2019.
- c. TR 10-5-1 (Organization and Functions, Headquarters, Training and Doctrine Command).

2. Purpose: To establish business practices for the TRADOC Rating Scheme.

3. Applicability: These rules apply to all TRADOC personnel rated, senior rated, or reviewed by the TRADOC Command Group.

4. Roles and Responsibilities:

a. Secretary of the General Staff, Administrative Support Division:

- (1) Serves as the proponent for the TRADOC Rating Scheme to include publishing monthly.
- (2) Coordinates with the Staff Actions Division for monthly taskers to the TRADOC staff for Rating Scheme updates.
- (3) Prepares final TRADOC Rating Scheme for Command Group signature(s).

b. All TRADOC organizations:

- (1) Designate rating scheme points of contact responsible for monthly updates.
- (2) Ensure changes are submitted NLT the designated suspense date and capture changes for incoming and outgoing personnel and accurately reflect PCS, Retirement, or other events that typically generate the requirements for an evaluation.

5. Processes. All regulatory requirements apply; highlighted below are items for extra emphasis:

a. Military Evaluation Reports:

- (1) In accordance with AR 623-3, the Rater will be the immediate supervisor of the rated Soldier and the Senior Rater will be the supervisor of the Rater.

(2) Retirement evaluations of less than one calendar year are at the option of the Rater and Senior Rater.

(3) An annual evaluation report requires one calendar year of duty without periods of unrated time (12 months with no unrated time). The date the Soldier signs into his/her organization becomes the date of the next evaluation which will most often be an Extended Annual report unless another event occurs which requires an evaluation (Change of Rater, Senior Rater Option, etc.).

(4) Evaluations are due to the HQ TRADOC Command Group NLT 15 days after the THRU date of the evaluation unless an extension is granted by the Executive Officers to the Commanding General (CG), Deputy Commanding General (DCG), Executive Deputy to the Commanding General (EDCG), or the Deputy Chief of Staff (DCoS).

(5) The DCG serves as the supplementary reviewer for Service members only when the EDCG is the Senior Rater and there is no uniformed rater in the rating chain. This will ensure compliance with AR 623-3, 2-8a(2) (OERs) and 2-8b(2) (NCOERs) that a Uniformed Army Advisor be designated and must be the senior to the rated officer and is normally senior to the Senior Rater.

(6) Personal Staff Directors (primarily military) are rated and senior rated by the CG, TRADOC.

(7) Chiefs of Staff and SGMs at the COEs will be rated and senior rated by the COE Commander, unless a unique circumstance exists.

(8) CG, USACIMT; CG, USACC; CG, USAREC, if BG, will be rated by the DCG and senior rated by the CG. The CG, USATC and Fort Jackson, if BG, will be rated by CG, USACIMT and senior rated by the CG. DCG, USACC and DCG, USAREC will be rated by their CG and senior rated by the DCG.

(9) COE CGs, if BG, will be rated by CG, CAC and senior rated by CG.

(10) DCG-ARNG positions requiring an external senior rater will go to the CG, TRADOC. DCG-USAR positions requiring an external rater and/or senior rater will go to the DCoS then the CG.

b. Army Civilian Professional Evaluations:

(1) Army Civilian Professional evaluations will follow the same principles--the Rater will be the immediate supervisor of the rated employee and the Higher Level Reviewer (HLR) will be the supervisor of the Rater.

(2) Performance plans should be in place and approved by the HLR within 30 days of the start of the new rating cycle or within 30 days of the employee's start date. HLRs must approve the performance plans; the Rater cannot document the approval themselves.

(3) At least one Progress Review is mandatory and typically completed approximately halfway through the appraisal cycle.

(4) Employees must be on an approved Performance Plan (approved by the HLR) for at least 90 days before an evaluation can be rendered.

(5) Special Staff Directors (primarily Army Civilian Professionals) are rated by the DCoS and Senior Rated by the EDCG. The exception is the Command Diversity Office, which by law and regulation, must be rated by the DCG (IAW MD110 Section B, AR 690-12, para 104(6-7) and AR 690-600, para 1-10c).

6. Definitions.

a. Personal Staff: Command Chaplain, Communications Directorate, Inspector General, and Staff Judge Advocate.

b. Special Staff: Congressional Activities Office, Chief Knowledge Office, Executive Services Office, Internal Review and Audit Compliance, Quality Assurance Office, Secretary of the General Staff, Command Diversity Office, Command Historian, Command Safety, and Command Surgeon.



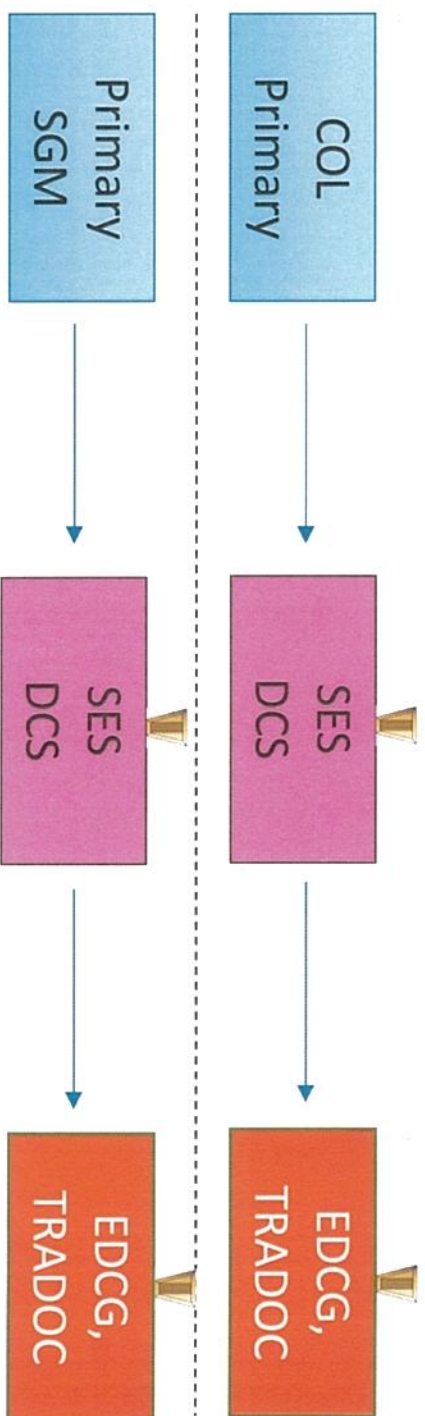
GARY M. BRITO
General, U.S. Army
Commanding

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TRADOC Rating Scheme



Coordinating Staff (COL/SGM) (G-1/4, G-6, G-8) and Center of Military History (CMH)

- Coordinating Staff**
- G-1/4
 - G-6
 - G-8

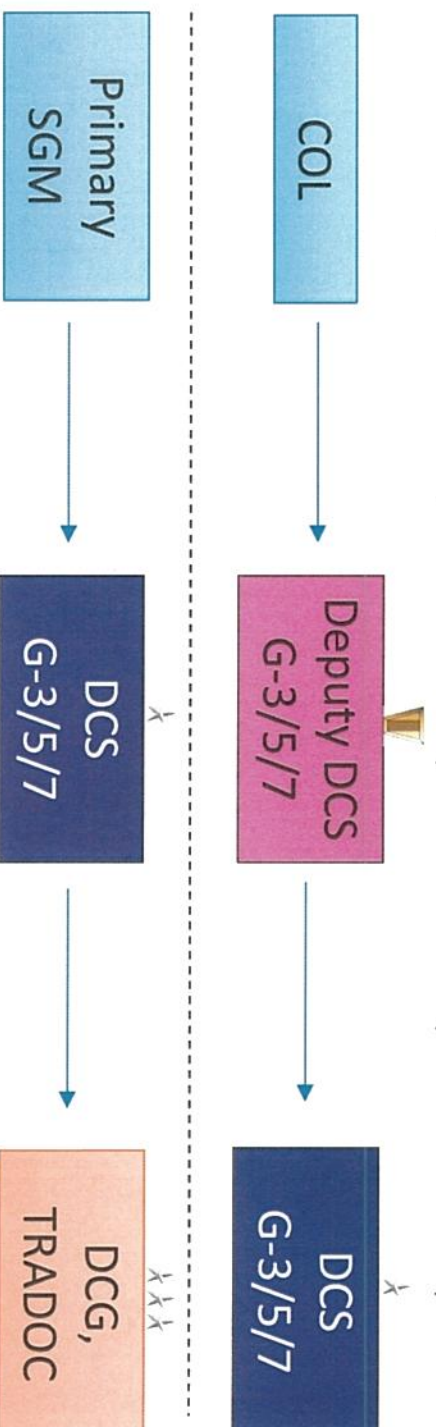


- Notes:**
- All other non-SES civilian and military ratings are completed within the DCS (some with an approved exception).
 - DCG performs role of supplementary reviewer (if required) when ED CG is the SR.
 - DCG XO performs role of supplementary reviewer (if required) when other than ED CG is the SR.

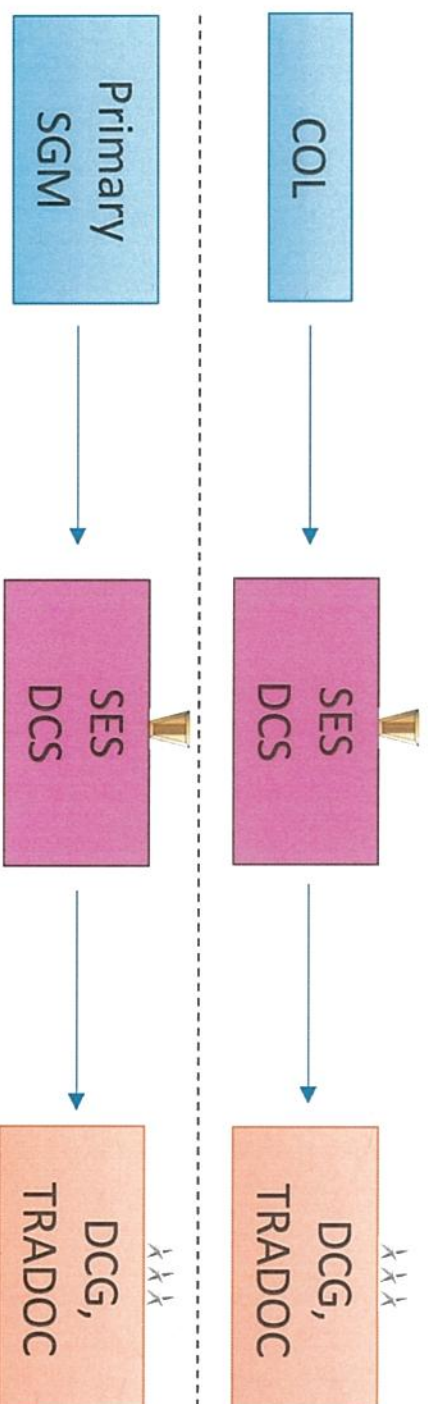


Coordinating Staff (COL/SGM) (G-2, G-3/5/7)

- Coordinating Staff**
- G-3/5/7



- Coordinating Staff**
- G-2

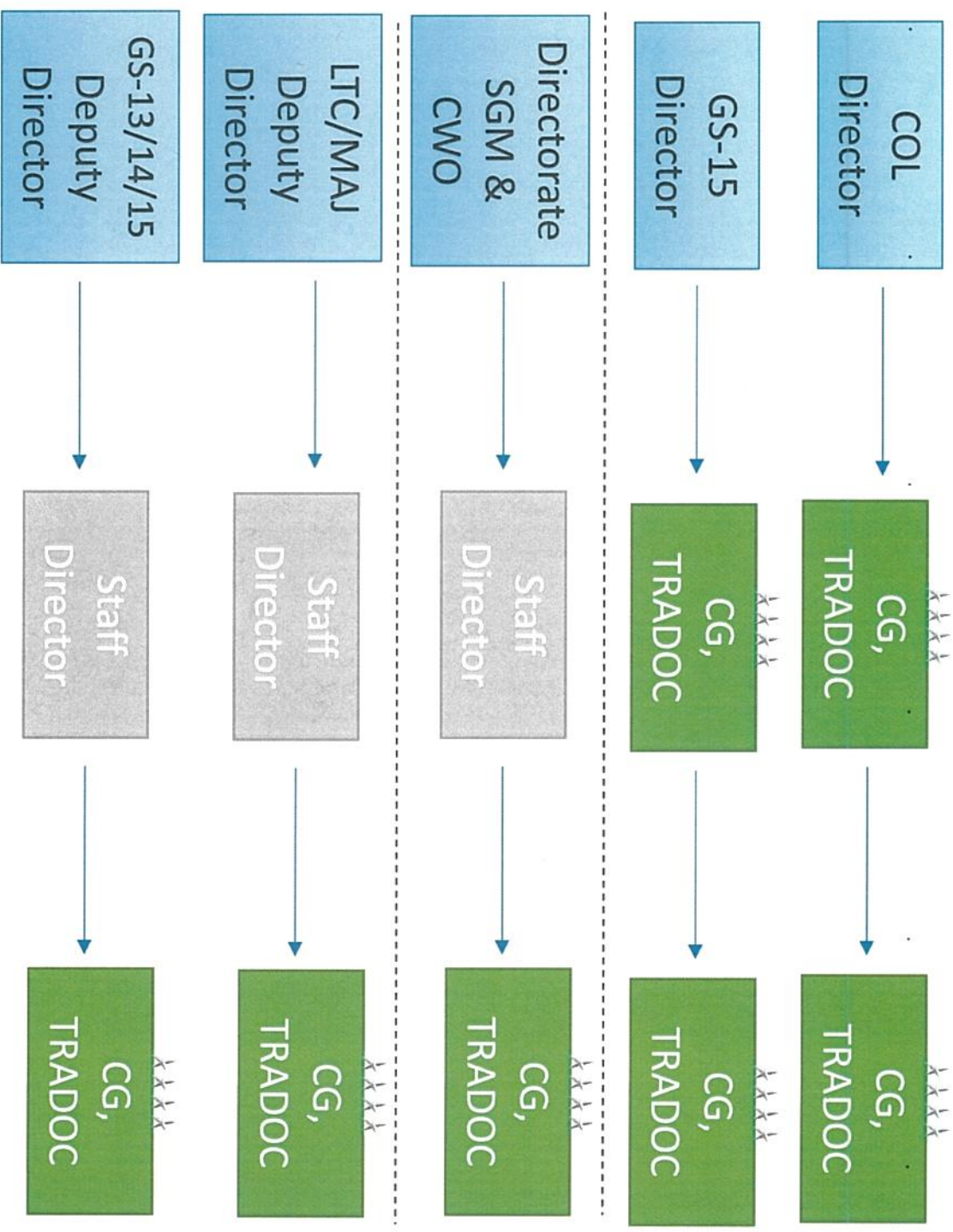


Notes:

- G-3/5/7 military ratings except for the SGM are completed within the DCS.
- All other non-SES civilian and military ratings are completed within the DCS (some with an approved exception).



Personal Staff



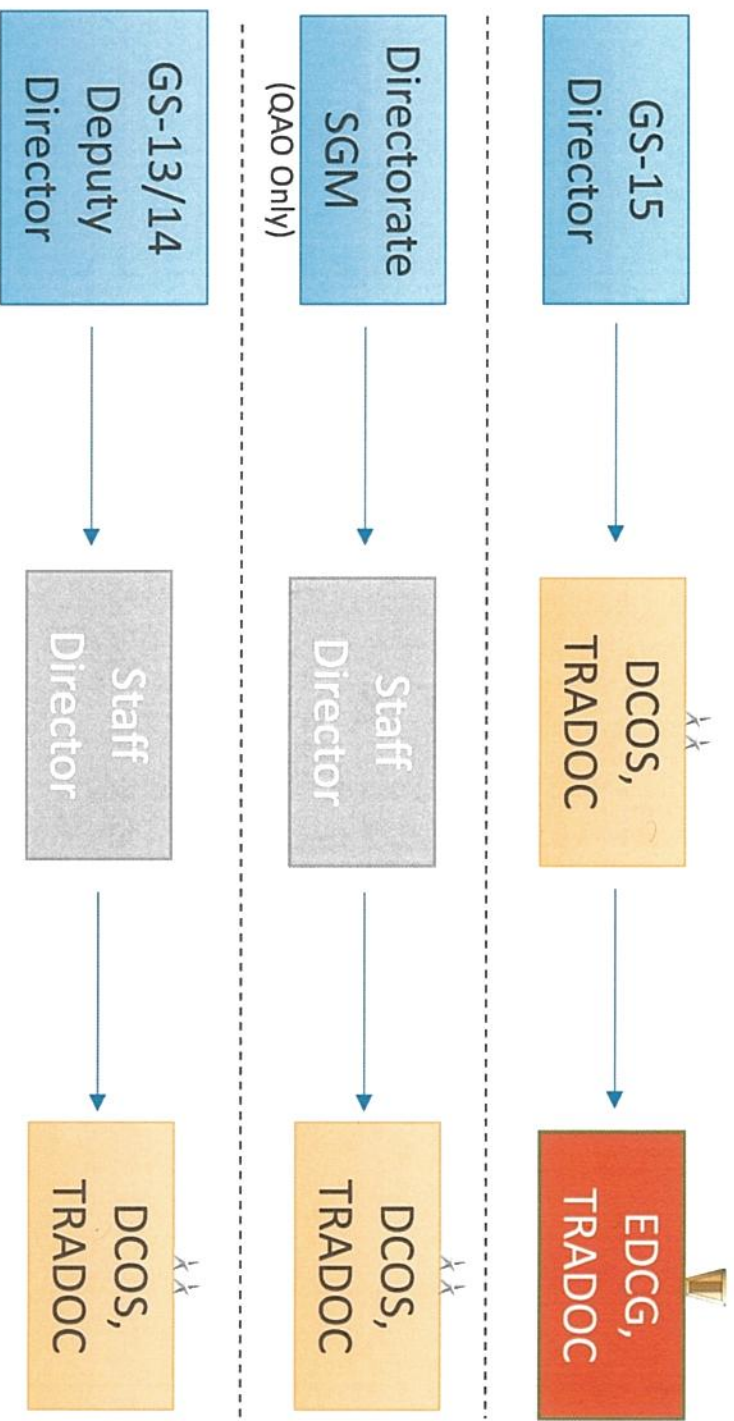
- Personal Staff**
- Chaplain
 - IG
 - Comm Directorate
 - SJA

- Notes:**
- Personal Staff Directors are all military based on TDA.
 - All other civilian and military ratings are completed within the Directorate.



Special Staff

- Special Staff**
- CAO
 - CKO
 - ESO
 - IRAC
 - QAO
 - SGS
 - FMO



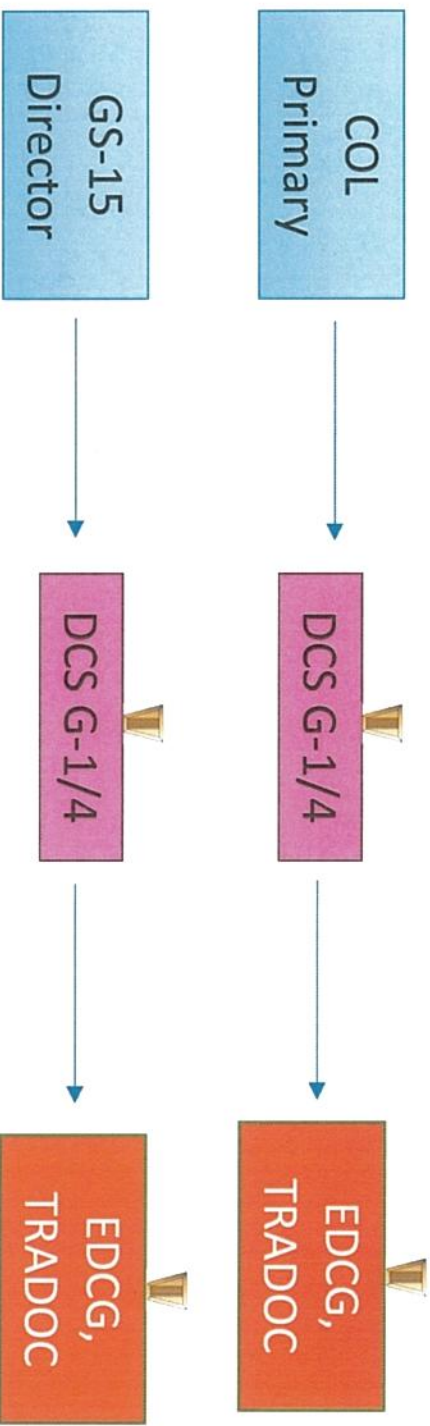
Notes:

- All other civilian and military ratings are completed within the Directorate.



Special Staff (Exceptions)

- **Special Staff**
- Command Historian
- Command Safety
- Command Surgeon

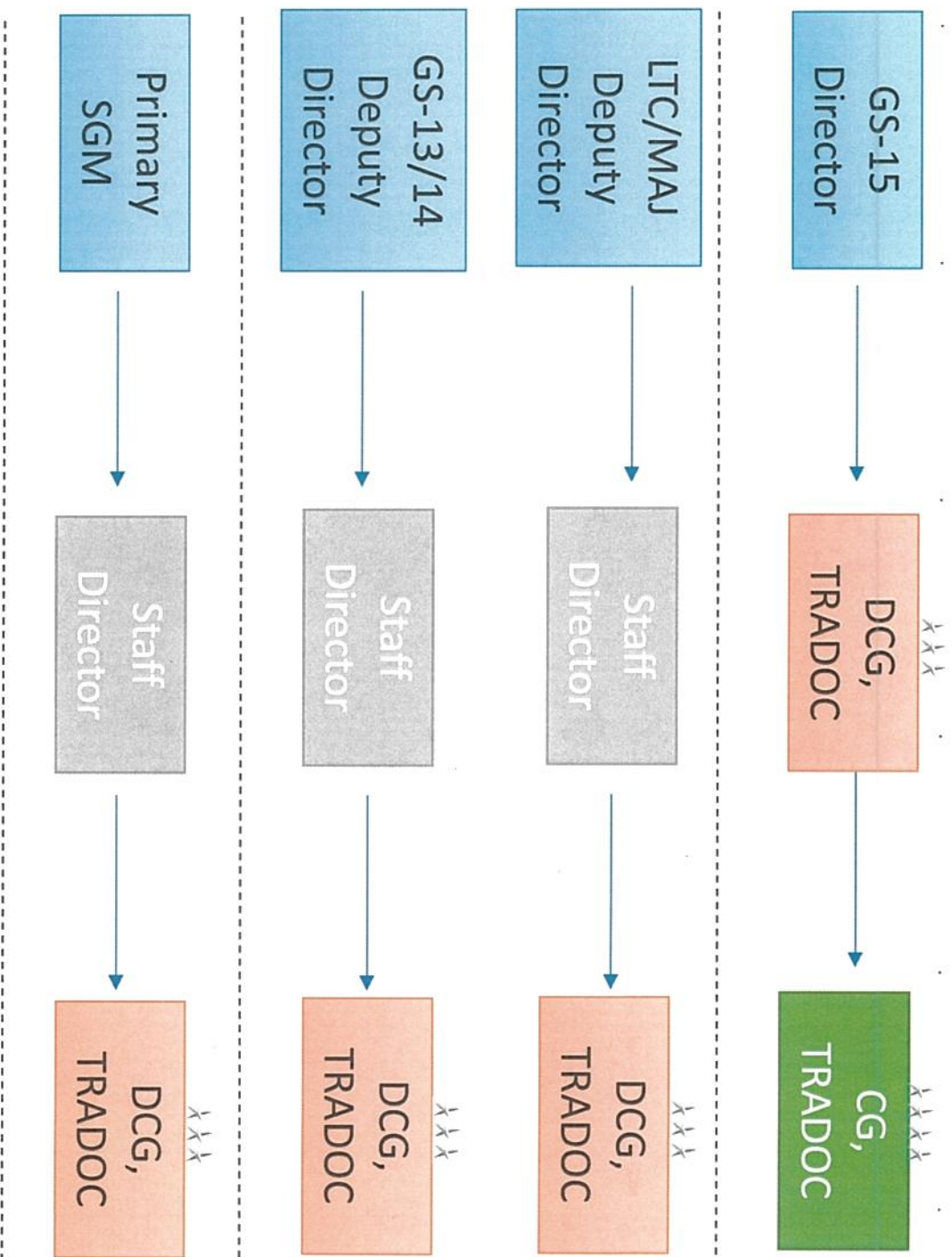


Notes:

- DCG performs role of supplementary reviewer (if required) when EDCCG is the SR.
- All other civilian and military ratings are completed within the DCS G-1/4.



Special Staff (Exceptions)



Special Staff

- CDO

Notes:

- CDO by law must be rated by the DCG (LAW MD110 Section B, AR 690-12, para 104(6-7) and AR 690-600, para 1-10c).
- All other civilian and military ratings are completed within the Directorate.