

# Defense Logistics Agency Instruction



DLAI 7605  
Effective February 10, 2003  
Certified Current August 31, 2011  
DLA Human Resources Services  
Military Personnel and Administration

## Military Evaluation Reports

References: Refer to [Enclosure 1](#).

1. **PURPOSE:** This instruction provides guidance on the timelines required to prepare and process Military Evaluations in accordance with individual Service regulations.
  
2. **APPLICABILITY:** This DLA Instruction applies to Headquarters J codes and Primary Level Field Activities (PLFAs).
  
3. **POLICY:**
  - a. Military members will receive evaluation reports annually, when service directed, upon change of rater, and/or change of duty in accordance with time constraints as regulated by the Services. Complete-the-Record or Promotion Reports evaluations are required upon eligibility for promotion boards as required by the Service.
  
  - b. Evaluation reports that are closed out at the Headquarters J codes or PLFAs levels must be prepared in accordance with Service regulations and forwarded directly to the appropriate Service, with the exception of Air Force. Air Force reports are due to DLA Human Resources Services, Military Personnel and Administration, 20 days after close out of the rating period.
  
  - c. Evaluation reports that are signed by the DLA Director or DLA Chief of Staff must be prepared in accordance with Service regulations and submitted to DLA Human Resources Services, Military Personnel and Administration office no later than 5 working days following the close out date of the rating period.
  
  - d. Headquarters J codes and PLFAs will submit a Military/Supervisory Rating Scheme by close of business on the last day of the quarter (Dec, Mar, Jun, Sep), to DLA Human Resources Services, Military Personnel and Administration. The Military/Supervisory Rating Scheme is the approved publication, in writing, of an organization's rating chain.

#### 4. RESPONSIBILITIES:

##### a. Headquarters J codes/ PLFAs:

(1) Are responsible for submitting reports error free, technically accurate, and on time to Service, as appropriate.

(2) Are responsible for submitting Air Force reports to DLA Human Resources Services, Military Personnel and Administration, 20 days after close out of the rating period.

(3) Are responsible for resubmitting administratively corrected reports to DLA Human Resources Services, Military Personnel and Administration, if reports are returned for correction.

##### b. DLA Human Resources Services, Military Personnel and Administration:

(1) Will review all reports for administrative and technical accuracy.

(2) Upon completion of review process, if required, DLA Human Resources Services, Military Personnel and Administration, returns report to appropriate DLA J code or PLFA for correction, signature and return to DLA Human Resources Services, Military Personnel and Administration.

(3) Will forward completed Air Force evaluation reports to the Air Force Personnel Center for inclusion in members' official personnel files.

(4) Update Air Force reporting officials via the Military Personnel Data System.

(5) Order Air Force Evaluation Report of Individual Personnel via Service, as appropriate.

#### 5. PROCEDURES: Refer to the process flowchart at [Enclosure 2](#) for evaluation reports signed by the DLA Director and/or the DLA Chief of Staff.

a. Headquarters J codes and PLFAs will submit error free and finalized reports to DLA Human Resources Services, Military Personnel and Administration no later than 5 working days after the closeout date.

b. DLA Human Resources Services, Military Personnel and Administration, Evaluation Program Manager reviews the evaluations for technical accuracy and forwards to the Senior Service Advisor and support staff for administrative review.

c. Upon completion of review process, if required, DLA Human Resources Services, Military Personnel and Administration, returns report to the appropriate DLA J code or PLFA for correction, signature, and return to DLA Human Resources Services, Military Personnel and Administration.

d. DLA Human Resources Services, Military Personnel and Administration will forward final report to the DLA Director and/or the DLA Chief of Staff and Senior Service Advisor for signatures.

e. DLA Human Resources Services, Military Personnel and Administration will return signed reports to DLA J code or PLFAs for member's signature.

f. Headquarters J codes and PLFAs will return completed evaluation reports to DLA Human Resources Services, Military Personnel and Administration for processing and forwarding to the appropriate Service.

6. EFFECTIVE DATE: This Instruction is effective immediately.

Director, DLA Support Services  
February 10, 2003

Deputy Director, Human Resources  
August 31, 2011

2 Enclosures

Enclosure 1 – References

Enclosure 2 – Military Evaluation Reports Flowchart

Enclosure 1  
References

1. AR 623-3 Evaluation Reporting System –  
[http://www.apd.army.mil/jw2/xmldemo/r623\\_3/cover.asp](http://www.apd.army.mil/jw2/xmldemo/r623_3/cover.asp)
2. DA PAM 623-3 Evaluation Reporting System -  
[http://www.apd.army.mil/jw2/xmldemo/p623\\_3/cover.asp](http://www.apd.army.mil/jw2/xmldemo/p623_3/cover.asp)
3. AFI 36-2406 Officer and Enlisted Evaluation Systems -  
<http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2406.pdf>
4. MPFM: 07-44 [http://www.afwriting.com/epr-opr/MPFM\\_07-44\\_EPR\\_11\\_Jul\\_07.doc](http://www.afwriting.com/epr-opr/MPFM_07-44_EPR_11_Jul_07.doc)
5. MPFM: 07-45 [http://www.afwriting.com/epr-opr/MPFM\\_07-45\\_OPR\\_11\\_Jul\\_07.doc](http://www.afwriting.com/epr-opr/MPFM_07-45_OPR_11_Jul_07.doc)
- 6.. BUPERSINST 1610.10B, Navy Performance Evaluation and Counseling System -  
<http://www.public.navy.mil/bupers-npc/career/performanceevaluation/Pages/default.aspx>
7. MCO P1610.7E, Performance Evaluation System - [http://www.i-mef.usmc.mil/div/hqbn/hq/\\_downloads/sja/references/PES%20MANUAL.pdf](http://www.i-mef.usmc.mil/div/hqbn/hq/_downloads/sja/references/PES%20MANUAL.pdf)
8. AFH 33-337, The Air Force Tongue and Quill -  
<http://www.e-publishing.af.mil/shared/media/epubs/AFH33-337.pdf>
9. Internet and Software Systems Used: MilPDS, CMS, EDAS, eTOPMIS, AKO, IWRS, USMC PES, NAVFIT 98, PureEdge Viewer, IMT Viewer, ApproveIt.
10. Service Forms Used: AF 707, AF 910, AF911, DA 67-9, 67-9-1, 2166-8, NAVPERS 1611/2, 1610/2, RCS BUPERS 1610-1, NAVMC 10835A

Enclosure 2  
Process Flowchart

Military Evaluation Reports

