

officers assigned to active units, often perform functions which are peculiar to that duty. In order to ensure that due consideration is given to these factors, the duty description should note these conditions. As a minimum, the description will include principal duties and significant additional duties. When a warrant officer is serving in a commissioned officer position, cite in Part IIIe the approval authority from HQDA, (AR 611-112, para 1-7e).

(3) When an officer is serving under dual supervision, the statement "Officer serving under dual supervision" will be entered as the first line of the duty description. The duty description will be jointly developed by the supervisors in each chain of command.

3-19. Part IV, Performance Evaluation - Professionalism

a. Part IV of DA Form 67-9 is completed by the rater, including the Army Physical Fitness Test (APFT) performance entry and the height and weight entry in Part IVc. Part IV contains a listing of the Army values and the dimensions of the Army's leadership doctrine that define professionalism for the Army officer. They apply across all grades, positions, branches, and specialties. They are needed to maintain public trust and confidence and the qualities of leadership and management needed to maintain an effective officer corps. These values and leader attributes/skills/actions are on the DA Form 67-9 to emphasize and reinforce professionalism. They will be considered in the evaluation of the performance of all officers.

b. Detailed instructions for completing Part IV Performance Evaluation - Professionalism are as follows:

(1) Part IVa - Army Values. The rater will check either a "yes" or "no" in the values block. Mandatory comments are required for all "no" entries. Comments will be made in Part Vb. Base each entry on whether or not the rated officer meets or does not meet the standard for each particular value. Comments, if provided, will refer to a specific value and be included in the narrative in Part Vb; sample reference: "A solid, trustworthy officer whose integrity is beyond reproach." A list of the values and their definitions are as follows (a more detailed explanation can be found in FM 22-100):

(a) HONOR - Adherence to the Army's publicly declared code of values.

(b) INTEGRITY - Possesses high personal moral standards; honest in word and deed.

(c) COURAGE - Manifests physical and moral bravery.

(d) LOYALTY - Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier.

(e) RESPECT - Promotes dignity, consideration, fairness and equal opportunity.

(f) SELFLESS SERVICE - Places Army priorities before self.

(g) DUTY - Fulfills professional, legal and moral obligations.

(2) Part IVb - Leader attributes/skills/actions. The rater will place an "x" in either the "yes" or "no" box for each attribute/skill/action. Comments are mandatory for any "no" entries. The rater must choose one attribute from Part IVb.1, two skills from Part IVb.2, and three actions from Part IVb.3 that best describe the rated officer's strengths by placing an "x" in the numbered box. Comments may be provided on these strengths or any other leadership attributes/skills/actions in Part Vb. A list of attributes/skills/actions and their definitions are as follows:

(a) ATTRIBUTES: (Choose one) Fundamental qualities and characteristics.

1. MENTAL - Possesses desire, will, initiative, and discipline

2. PHYSICAL - Maintains appropriate level of physical fitness and military bearing.

3. EMOTIONAL - Displays self-control; calm under pressure.

(b) SKILLS (Competence): (Choose two) Skill development is part of self-development; prerequisite to action.

1. CONCEPTUAL - Demonstrates sound judgment, critical/creative thinking, moral reasoning.

2. INTERPERSONAL - Shows skill with people: coaching, teaching, counseling, motivating and empowering.

3. TECHNICAL - Possesses the necessary expertise to accomplish all tasks and functions.

4. TACTICAL - Demonstrates proficiency in required professional knowledge, judgment, and warfighting.

(c) ACTIONS (Leadership): (Choose three) Major activities leaders perform: influencing, operating, and improving.

1. INFLUENCING: Method of reaching goals while operating/improving.

• COMMUNICATING—Displays good oral, written, and listening skills for individuals/groups.

• DECISION MAKING—Employs sound judgment, logical reasoning and uses resources wisely.

• MOTIVATING—Inspires, motivates and guides others toward mission accomplishment.

2. OPERATING: Short-term mission accomplishment.

• PLANNING—Develops detailed, executable plans that are feasible, acceptable, and suitable.

• EXECUTING—Shows tactical proficiency, meets mission standards, and takes care of people/resources.

• ASSESSING—Uses after-action and evaluation tools to facilitate consistent improvement.

3. IMPROVING: Long-term improvement in the Army, its people and organizations

• DEVELOPING—Invests adequate time and effort to develop individual subordinates as leaders.

• BUILDING—Spends time and resources improving teams, groups, and units; fosters ethical climate.

• LEARNING—Seeks self-improvement and organizational growth; envisioning, adapting, and leading change.

3-19.1. Part IVc, Height Weight/APFT

a. The rater will enter (typed) the Army Physical Fitness Test results and the height and weight data of the rated officer in Part IVc. These entries will be verified by the senior rater and the rated officer when they complete and sign their portion(s) of the OER. If any of these entries are missing, regardless of the reason, the rater will explain the absence in Part Vb. Comments are also required for certain entries related to APFT and height/weight information as detailed below.

b. Detailed instructions for completing APFT entries at Part IVc are as follows:

(1) In the space after the word "APFT" the rater will enter (typed) "PASS" or "FAIL" and in the space after the word "date" enter the month and 4-digit year of the APFT result (APFT refers to both the PT Test for officers without profiles consisting of push-ups, sit-ups, and the two mile run and the alternate PT Test as prescribed by health care personnel for officers with permanent profiles); or "PROFILE" and the month and 4-digit year the profile was awarded. These entries will reflect the officer's status on the date of the most recent APFT administered by the unit as of the thru date of the report. Sample entries are; "PASS JAN 1998", "FAIL FEB 1998", or "PROFILE MAR 2000". APFT numerical scores will not be entered.

(2) The rater will explain an APFT entry of "FAIL". Comments on "FAIL" entries will address reasons for failure and note any progress toward meeting physical fitness standards (AR 350-41). Comments on "PROFILE" entries will be made only if the rated officer's ability to perform his/her assigned duties is affected. Provide comments in Part Vb.

(3) If the APFT has not been taken within 12 months of the thru date of the report the APFT data entry will be left blank. The rater will explain the absence of an APFT entry in Part Vb.

(4) An APFT entry is not required for pregnant officers who are exempt from the APFT in accordance with AR 40-501. For pregnant officers who have not taken the APFT within the last 12 months due to pregnancy, convalescent leave and temporary profile, the rater