



**DEPARTMENT OF THE ARMY**  
Headquarters, Landstuhl Dental Activity  
CMR 402  
APO AE 09180

REPLY TO  
ATTENTION OF:

MCDS-EUL

22 June 2004

MEMORANDUM FOR All LDENTAC US Army Military Personnel

SUBJECT: The Non-commissioned Officers Evaluation Report (NCOER) Policy Letter 04-12

1. It is important to the success of the mission, of not only this organization but also the US Army, that we ensure every non-commissioned officer (NCO) is given every opportunity to meet eligibility requirements for promotions, assignments, and reenlistment. The most important step in this process is the NCOER. It is my policy to ensure that every person involved in the NCOER process understands their role as outlined in AR 623-205 and DA PAM 623-205.

2. To aid all members of this unit in meeting their individual requirements and the timely submission of NCOER's the following guidelines are established.

a. All NCOER's will include the L-DENTAC PAC in every step of the process. The NCOER will be initiated by the L-DENTAC PAC and forwarded to the rated soldier/rater NLT: 2 months before submission suspense date. Suspense dates for each step of the process (i.e. Rater to Rater, Rater to Senior Rater, etc.) will be established and must be adhered to.

b. Thirty (30) days prior to the final submission suspense date the initial "draft" of the proposed NCOER, including proposed bullet comments, will be forwarded to the L-DENTAC PAC (via Email or 3.5 computer disc), at this time it will be reviewed for administrative accuracy. The draft NCOER will then be reviewed by the First Sergeant for proper content.

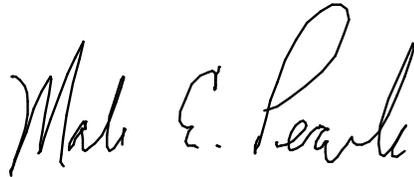
c. The First Sergeant will return the draft NCOER to the Rater/Senior Rater, through the LDENTAC PAC, with comments and/or suggestions attached.

d. The Rater and Senior Rater will complete the NCOER and submit to the Reviewer for final review submission to the LDENTAC PAC.

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3. Questions, comments and/or concerns may be addressed to the First Sergeant L-DENTAC, anyone in the Chain-of-Command, or anyone in the NCO-support-chain during any step of the NCOER process.

A handwritten signature in black ink that reads "Mark E. Peacock". The signature is written in a cursive style with a large, looped initial 'M'.

MARK E. PEACOCK  
Colonel, Dental Corps  
Commanding