



Writing OERs – Words Matter



Narrative Overall	Extremely Strong/Exclusive	Very Strong	Strong/Above Average	Average ("HQ" level comments)	Lackluster/Weak	Very Weak
Enumeration (in priority)	<ul style="list-style-type: none"> #1 or my Best of SR Profile (e.g. "#1 of 48") Number (2 or 3) of SR population (e.g. "3 out of 50 I SR and in the top 1% of officers I've ever rated") 	<ul style="list-style-type: none"> Hard enumeration in top 10% of SR profile or better (e.g. "#5 of 50 officer I SR") Best of Bifurcated Population (e.g. "Best S3 in the BDE", "#1 of 8 staff officers") 	<ul style="list-style-type: none"> Hard enumeration in top 20% ("#8 of 40 officers I SR") Top 5-10% of SR profile (e.g. "In top 10% of officers I SR") Top 1-5% not enumerated against SR Population (e.g. "Top 1% officer") 	<ul style="list-style-type: none"> 10-15% (i.e. "Top 15% officer") Hard enumeration in top 25% (#10 of 42 officers I SR) 	<ul style="list-style-type: none"> >30% enumeration equivalent or percentage "Superior / Outstanding performance" with no enumeration or % SR focuses on performance, not potential 	<ul style="list-style-type: none"> Performed duties as assigned Referred OERs for performance Negative Comments on performance / potential
SR-Constrained Enumeration (Not As Strong)	<ul style="list-style-type: none"> SR has immature SR profile and/or small rated population (fewer than 5 total ratings/officers): "#1 (rank/position) of 25 I have ever supervised/observed/served with" [vice Sr. Rated] in my XX years." 		<ul style="list-style-type: none"> Bifurcation when SR has immature SR profile and/or small rated population: "#1 of 25 (XOs/MI Majors/etc) I have served with..." 	<ul style="list-style-type: none"> "The best I have served with..." 		
Promotion Potential	<ul style="list-style-type: none"> "Already performs at the level of a..." "BZ Promotion" "Must promote Below the Zone" 		<ul style="list-style-type: none"> "Promote...now", "...Immediately", "...ahead of peers" "Definitely promote" 	<ul style="list-style-type: none"> "Promote as soon as possible" "Promote" 	<ul style="list-style-type: none"> Weak wording such as "consider for..." "Promote with peers" Does not address promotion 	
Schooling Potential	<ul style="list-style-type: none"> "Must select for Resident CGSC (CPTs) / SAMS / SSC (Fellowship)" (MAJ / LTCs) "Must Select for (Army / Joint Fellowship or BOP)" "Must Select for SSC Fellowship / SSC on first look" (LTC) For LTs/Pre-CCC CPTs: If already selected for a school "Already selected for (school),..." 		<ul style="list-style-type: none"> "Select for CGSC/ SAMS / SSC" "Consider for..." 	<ul style="list-style-type: none"> SR CPTs and above: "Already selected for..." Not mentioned 		
Command Potential*	<ul style="list-style-type: none"> "Will/Must Command a (the next level)" "Will be a distinguished / #1 choice for (CMD or G2)" 1LT/Jr CPT – "Must command a CO now" Sr CPT – "Clearly a future (BN CDR or G2)" MAJ – "Must select for a CSL command (tactical..." LTC – "Must select for a CSL command (tactical..." 		<ul style="list-style-type: none"> "Select for (BN Command or G2)" "Strong (2 levels up) potential" 	<ul style="list-style-type: none"> "Ready/Groom for (next level of command)" Not mentioned 	<ul style="list-style-type: none"> Continue to develop Weak wording such as "consider for..." Weak wording such as "consider for..." 	
Other	<ul style="list-style-type: none"> "Ready now for (next level KD) and future (2 levels)" LTC CDR: "Multi star potential" MAJ: "Future BDE CDR" SR CPT: "Future BN CDR" CW3-4: "Future CW5" "Assign as ___ now" (nominative position or similar) Recommending Fellowships / Shotgun / Blackbook / Joint Must stay within the population (see below) 	<ul style="list-style-type: none"> LTC CDR: "Future BG" MAJ: "Future BN CDR" SR CPT: "Strong BN CMD potential" 	<ul style="list-style-type: none"> LTC CDR: "GO/BG Potential" MAJ – "BN / BDE Command Potential" SR CPT: "Bn Command Potential" CW3-4: "CW5 Potential" "Unlimited potential" "Outstanding performance" "One of my best" 	<ul style="list-style-type: none"> Box check and narrative inconsistency (unless an immature profile) 		<ul style="list-style-type: none"> Referred Report
Not to Write (These are real comments)	<ul style="list-style-type: none"> Best CPT on Fort Hood, TX (from the BDE Commander) GO Potential (for a CPT / MAJ) from the SR (not a GO) 		<ul style="list-style-type: none"> "Superstar"; "Rock Star;" "Eye Watering," "historic," delivered a dazzling performance" and other superlatives 			
Notes	<ul style="list-style-type: none"> Succinct is better – shoot for no more than four lines (SR) Rater focus on Performance SR focus on Potential "What has the officer done for the Army lately?": Most recent OERs matter most and should always show an upward trend in performance, especially with multiple reports from same SR 					

* Should not exceed SR's current level of command