

da form 67 10 1

DA Form 67 10 1 is an essential document used by the U.S. Army for evaluating the performance of officers. This form is integral to the Army's evaluation process, allowing for a systematic approach to assessing an officer's capabilities, leadership skills, and overall contributions to the organization. Understanding how to properly fill out and utilize DA Form 67 10 1 can make a significant difference in an officer's career progression, helping them achieve their professional goals and contribute effectively to their unit.

What is DA Form 67 10 1?

DA Form 67 10 1, officially titled "Company Grade Plate (O-1 through O-3) Officer Evaluation Report," serves as the evaluation report for company-grade officers in the U.S. Army. This form is critical for documenting an officer's performance and potential for future assignments.

Purpose of DA Form 67 10 1

The primary purposes of DA Form 67 10 1 include:

- Assessing an officer's performance during a specific rating period.
- Providing a comprehensive overview of an officer's strengths and weaknesses.
- Facilitating career progression decisions, including promotions and assignments.
- Serving as a tool for feedback and professional development.

When is DA Form 67 10 1 Used?

DA Form 67 10 1 is typically used during annual evaluations or at the end of a specific duty assignment. It is essential for:

- Capturing an officer's performance over a defined period.
- Documenting significant events or achievements that occurred during the rating period.
- Providing a formalized method for supervisors to evaluate their subordinates.

Rating Periods

The evaluation period for DA Form 67 10 1 is generally one year but can vary depending on the circumstances. Key points regarding rating periods include:

1. Annual evaluations are standard for officers who remain in the same position for a full year.
2. Change of duty station or significant changes in job responsibilities may necessitate a new evaluation.
3. Special circumstances may warrant a change in evaluation frequency, such as deployment or a change in leadership.

How to Fill Out DA Form 67 10 1

Filling out DA Form 67 10 1 requires attention to detail and a thorough understanding of the performance metrics being evaluated. Here's a step-by-step guide on how to complete this form effectively.

Sections of the Form

DA Form 67 10 1 consists of several key sections that need to be completed accurately:

- **Administrative Data:** This includes basic information about the officer being evaluated, such as their name, rank, and unit.
- **Performance Evaluation:** This section assesses the officer's performance in several key areas, including leadership, duty performance, and professional development.
- **Comments:** Supervisors provide qualitative feedback on the officer's performance and potential for future assignments.
- **Signature Blocks:** Both the rated officer and the rater must sign the form, indicating their acknowledgment of the evaluation process.

Performance Metrics

When completing the performance evaluation section, it is crucial to focus on specific performance metrics, which may include:

1. **Leadership Skills:** An officer's ability to lead, motivate, and manage their team.
2. **Technical Proficiency:** The officer's knowledge and application of necessary skills related to their position.
3. **Achievement of Goals:** The extent to which the officer meets established objectives and contributes to mission success.
4. **Interpersonal Skills:** The officer's ability to communicate effectively and maintain positive relationships with peers and subordinates.

Best Practices for Completing DA Form 67 10 1

Completing DA Form 67 10 1 effectively can enhance the evaluation process and provide valuable insights into an officer's performance. Here are some best practices:

1. Be Objective and Specific

When filling out the form, it is vital to be as objective and specific as possible. Use concrete examples to support evaluations and avoid vague language. This clarity can help ensure that the evaluation is fair and accurate.

2. Collaborate with the Rated Officer

Encouraging open communication with the officer being evaluated can lead to a more comprehensive understanding of their performance. Discuss achievements, challenges, and areas for improvement to create a well-rounded evaluation.

3. Regularly Review Performance

Regularly assessing an officer's performance throughout the rating period can help ensure that the final evaluation reflects their contributions accurately. This ongoing feedback can also aid in their professional development.

4. Utilize Resources

The Army provides various resources to assist in the evaluation process, including training materials and examples of completed forms. Utilizing these resources can enhance the quality of the

evaluation.

Conclusion

In conclusion, **DA Form 67 10 1** is a vital tool in the U.S. Army's officer evaluation process, providing a structured approach to assessing performance and potential. Understanding how to complete this form effectively is essential for both raters and rated officers. By adhering to best practices and focusing on objective metrics, the evaluation process can provide meaningful insights that contribute to an officer's career development and success within the Army. Properly utilizing DA Form 67 10 1 not only aids in individual growth but also enhances the overall effectiveness of Army operations.

Frequently Asked Questions

What is DA Form 67-10-1 used for?

DA Form 67-10-1 is used for the evaluation of officers in the United States Army, specifically for the Officer Evaluation Report (OER).

Who is required to complete DA Form 67-10-1?

DA Form 67-10-1 must be completed by the rater of an officer being evaluated, typically a superior officer.

What are the key sections of DA Form 67-10-1?

Key sections of DA Form 67-10-1 include the officer's personal information, performance objectives, narrative comments, and performance ratings.

How often must DA Form 67-10-1 be submitted?

DA Form 67-10-1 is typically submitted annually, but it may also be submitted for specific events such as a change of duty station or upon the officer's departure from the unit.

What is the significance of the narrative comments on DA Form 67-10-1?

The narrative comments provide detailed insights into an officer's performance, leadership qualities, and potential for future assignments, which are critical for career progression.

Is DA Form 67-10-1 applicable to all Army officers?

Yes, DA Form 67-10-1 is applicable to all commissioned officers in the U.S. Army, including Active Duty, Reserve, and National Guard.

What happens if DA Form 67-10-1 is not submitted on time?

Failure to submit DA Form 67-10-1 on time can result in delays in an officer's promotion, assignment, or other career opportunities.

Can officers appeal their evaluation on DA Form 67-10-1?

Yes, officers can appeal the evaluation reported on DA Form 67-10-1 through the Army's established evaluation appeal process if they believe there is an error or injustice.

Where can I find a copy of DA Form 67-10-1?

DA Form 67-10-1 can be found on the official U.S. Army Publishing Directorate website or through the Army's electronic forms repository.

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