

## How & Where to Submit Evaluations

- After 1 Apr 08 all evaluations must be submitted to HQDA level processing using My Forms on AKO. Exemptions can be requested by units with severe technological challenges. **Mailed, emailed, or hand-carried documents will not be accepted by HRC after 1 Apr 08 without exemption (see MILPER Message 08-051).**
- Deployed units and rating officials will submit electronically by My Forms when possible but, if necessary, may use other submission options without special approval.
- When exemptions are authorized:
  - ❖ **OER & NCOER** (with exception of ARNG NCOER) are mailed to: **Cdr, USA Human Resources Command, ATTN: AHRC-PDV-ER, 200 Stovall Street, Alexandria VA 22332-0442**
  - Note: this address change for NCOER is new info and is confirmed in MILPER message 08-098, released 4 Apr 08.
  - NCOER already in transit by mail to Indianapolis or St Louis are good to go. The next one you mail (if authorized) should be sent to the address above.
  - ❖ **ARNG NCOER** – No change. Continue to mail to State/Territory POC.
- When you have digitally signed OER or NCOER on older version forms (those not able to be sent electronically in My Forms on AKO) email those documents as attachments to:
  - OER .xfdl files: [tapcmse@conus.army.mil](mailto:tapcmse@conus.army.mil) (version 3 and 4, sometimes 5)
  - NCOER .xfdl. files: [tapcmser@conus.army.mil](mailto:tapcmser@conus.army.mil) (version 5, 4, 3, 2, and 1)