
(Letterhead)

(S: Suspense Date)

(Office Symbol) (MARKS Number)

(Date)

MEMORANDUM FOR (Company Commander)

SUBJECT: Completion of Noncommissioned Officer Evaluation Report

1. Enclosed DA Form 2166-8 pertaining to (Name) is forwarded for completion and return to this headquarters, ATTN: S1, NLT (DATE).

2. As shown in your unit's most current rating scheme, the following individuals are responsible for this NCO-ER.

Rater	(Rank)	(Name)	Suspense	(Date)
Senior Rater	(Rank)	(Name)	Suspense	(Date)
Reviewer	(Rank)	(Name)	Suspense	(Date)

FOR THE COMMANDER:

Encl

(Signature block)

Figure 3-14. Sample for completion of NCO-ER
