**185 MP BN EVALUATION ADDENDUM PROCEDURE / PROCESS**

For personnel who are assigned to 185 MP BN (ref. DA PAM 623-3, fig. 5-2) Version: 20170414

**CONTACT BN S1. BN S1 will:**

1) Assist if addendum is appropriate or authorized (DA PAM 623-3 para 2–31 OER,3-22 NCOER; and AR 623–3, 3-38).

2) Collect applicable evaluations, fwd to CDR.

RATING CHAIN / CURRENT COMMAND RECEIVES **PREVIOUSLY UNKNOWN DEROGATORY** (OR FAVORABLE) INFORMATION ON A RATED OFFICER/NCO

**CURRENT COMMANDER OF RATED OFFICER/NCO:**

Verifies information is accurate and verified.

**YES**

**BN S1:**

1LT Brock J. Young

Brock.j.young.mil@mail.mil

**NO ADDENDUM WILL BE PREPARED**

**NO**

**NO ADDENDUM WILL BE PREPARED**

**NO**

**Is information accurate and verified?**

**BN S1:**

1) ID rating chain of applicable evaluation report(s).

2) Provide new information to each rating chain member

3) Determine if members desire to comment.

**DO RATING CHAIN MEMBERS WISH TO COMMENT?**

**YES**

**RATING CHAIN: Makes applicable comments using -**



The current CDR comments only if part of rating chain.

**BN S1 creates and CURRENT COMMANDER signs -**

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Referral Memorandum to rated Soldier must be signed by the Soldier’s **CURRENT COMMANDER**

**BN S1;**

Combines referral memorandum, comments, and new evidence/information used as basis for addenda.

Sends to the Rated Soldier with Suspense Date.

**RATED SOLDIER:**

Acknowledges receipt of addendum by email, lining through name of memorandum, submitting comments, or by some other written form.

Must acknowledge AND submit comments by suspense date.

**BN S1;**

Collects rated Soldier’s comments (if submitted); and prepares final addendum with applicable notes/comments included –



For the **CURRENT COMMANDER’S** signature.

**BN S1:**

Combines documents into packet;

Commander’s Memorandum, Rating chain Comments, Evidence/New Information, Referral Letter, Acknowledgement (or evidence of), and Rate Soldier comments.

Forwards to **HQDA**, through **STATE G1**.