

# COMMANDER, SIR

**IT'S  
NOT RIGHT!**

**Please help me.**

The evaluation system establishes rating chains and normally relies on the opinions of the rating officials. Rating officials will evaluate a rated Soldier and their opinions constitute the organization's view of that Soldier. However, the CDR may determine through inquiry that the report has serious irregularities or errors.

**Q: WHAT IS A COMMANDER'S INQUIRY?**

It is an informal means to bring alleged errors, injustices, and illegalities in a rated Soldier's evaluation report to the Commander's or commandant's attention.

**Q: WHY DO A COMMANDER'S INQUIRY?**

A Commander's Inquiry is intended to bring obvious errors and injustice such as improperly designated or unqualified rating officials; inaccurate or untrue statements; or lack of objectivity or fairness to the Commander's attention before they are filed in the Soldier's official record. A secondary purpose is to obtain command involvement in clarifying errors or injustices after the evaluation is accepted at HQDA.

**Q: IS A COMMANDER'S INQUIRY THE SAME AS AN EVALUATION APPEAL?**

No. If the inquiry does not obtain the results you are seeking, or if the unjust document has already been filed, you must still appeal.

**Q: WHO PERFORMS A COMMANDER'S INQUIRY?**

The Commander's Inquiry is performed by a Commander in the chain of command above the designated rating officials involved in the allegations. The inquiry must be conducted by either the Commander who is still in the command position at the time the report was rendered or by a subsequent Commander in the position.

**Q: WHEN SHOULD THE INQUIRY BE PERFORMED?**

Immediately. The inquiry must be forwarded to HQDA no later than 120 days after the signature date of the senior rater in the case of OERs, reviewer in the case of NCOERs, or authenticating official in the case of AERs.

**Q: HOW DO I INITIATE A COMMANDERS INQUIRY?**

Submit a written request to a CDR above the designated rating chain for a CDR's or Commandant's Inquiry in memorandum form indicating the specific the injustices and/or regulatory violations contained in the OER, NCOER, or AER in question.

**Q: CAN THE COMMANDER FORCE THE EVALUATOR TO CHANGE THE RATING?**

NO. The Commander will not pressure or force rating officials to change their evaluations and may not evaluate the rated individual, either as a substitute for, or in addition to, the designated rating officials' evaluations. A CDR's or Commandant's Inquiry will not be used to document differences of opinion among members of the rating chain about a rated Soldier's performance and potential.

**Q: WHAT HAPPENS TO THE COMMANDERS INQUIRY ONCE IT'S DONE?**

If the Commander finds no fault with the evaluation, then the Commander's Inquiry is filed locally and a copy given to the rated individual. The commander will not use the Commander's Inquiry provisions to forward information derogatory to the rated individual.

If the report has not yet been forwarded to HQDA and the CDR or commandant and the rating chain members cannot agree on the need for change in the report, the CDR or commandant will forward the evaluation report and the results of the inquiry to the appropriate agency. The results of a Commander's Inquiry, being forwarded to HQDA, will include findings, conclusions, and recommendations in a format that can be filed with the report in the OMPF. The results, therefore, will include the Commander's signature, should stand alone without reference to the other documentation, and will be limited to one page.

**FORT LEE JAG – CLIENT SERVICES GENERAL PREVENTIVE LAW INFORMATION**

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