

NCOER APPEALS CHECKLIST

Cover Memorandum

- Prepare the appeal cover letter as a typed memorandum on letterhead or white bond paper.
- In first paragraph, identify name, rank, branch, SSN, period of report and priority of appeal.
- Include a DSN or commercial phone number, correct mailing address and any pending personnel actions.
- Concisely explain the nature of your appeal and what corrective action is requested.
- List and identify all enclosures.
- Sign and date memorandum in black ink.

Evidence – Make sure you are satisfied that it is as logical, well constructed, and fully documented as possible.

- Administrative appeals require original or certified true copies of appropriate documents.
- Substantive appeals require original, typed statements from knowledgeable observers or rating officials during the report period.
- Statements from rating officials are not the sole basis of the appeal.
- Provide documents such as ARTEP, AGI, Command Inspection results and others to support your substantive appeal.

Copies

- Provide original or certified true copy and one duplicate copy.
- Before mailing, review your appeal documents to ensure all enclosures are included, all documents have been signed and dated and any address and phone numbers are complete.

Dispatch (Mailing)

Use correct office symbol in the address and enclose the appeal documents in a secure container, mailing envelope or heavy wrapping, as required.

Follow UP – Notify HRC ASAP of changes in address, contact information or priority status.