



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY EUROPE AND SEVENTH ARMY
OFFICE OF THE USAREUR G3
UNIT 29351
APO AE 09014

MAR 20 2003

AEAGC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Performance Management Rating Schemes for Deployed Civilians

1. REFERENCES:

- a. AR 690-400, Chapter 4302, Total Army Performance Evaluation System
- b. Quick Guide to "TAPES", USAREUR Performance Rating Cycles, Civilian Human Resources Management Agency Web Page
- c. AR 672-20, Incentive Awards

2. PURPOSE: To establish policy, procedures and responsibilities for counseling, rating and rewarding civilian employees deployed to the Balkans. This policy applies to Appropriated Fund employees only.

3. APPLICABILITY: This guidance applies to all USAREUR civilian employees (general schedule or federal wage system) assigned or attached to Task Force Eagle, Task Force Falcon and Central Region supervisors of civilian employees serving in the Balkans.

4. POLICY:

a. Counseling is a basic responsibility of every supervisor and an important part of taking care of civilian employees. Through counseling, employees are informed of expected performance objectives/standards and receive performance feedback. The goal of counseling is to help employees succeed and meet established objectives/standards. Counseling should focus on future expectations and ensure that it is performance oriented.

b. Every civilian assigned to the Balkans will be counseled and provided performance objectives/standards and the support form by their first line supervisor within 30 days of the beginning of the rating period or within 30 days of a new supervisor's arrival. Performance standards are recorded on either the DA Form 7223-1 (Base System Civilian Performance Counseling Checklist/Record) for employees in the Base System (WL, WG, WS/GS-8 and below), or DA Form 7222-1 (Senior System Civilian Evaluation Report Support Form) for employees in the Senior System (WS/GS-9 and above).

c. Department of Army's minimum rating period is 120 days. Employees must perform under approved standards for a minimum of 120 days prior to being rated. There is no minimum time period a Rater, Intermediate Rater, or Senior Rater must be in place before issuing a rating.

AEAGC

SUBJECT: Performance Management Rating Schemes for Deployed Civilians

5. RESPONSIBILITIES:

a. Area Support Group Commander:

(1) Ensures accuracy of published rating schemes.

(2) Ensures military/civilian supervisors are trained and qualified to meet their counseling responsibilities.

(3) Holds immediate supervisors responsible for the timely submission of evaluation reports to Central Region.

b. Directorate of Personnel and Community Operations (DPCO):

(1) Develops and updates rating scheme.

(2) Ensures new supervisors are properly trained to perform performance management responsibilities.

c. Supervisor (First Line-Down Range):

(1) Counsels employees in IAW this SOP and referenced regulations.

(2) Maintains documentation of counseling sessions.

(3) Recommends employees for award recognition IAW the provisions of AR 672-20, if appropriate.

(4) Renders a special performance appraisal for employees who are assigned to the Balkans for less than six months. The supervisor and the downrange Human Resources Advisor on a case-by-case basis will evaluate special situations.

(5) Establishes a process to preclude late reports.

(6) Ensures performance evaluations are completed and forwarded to the DPCO within 21 calendar days from the end of the rating period.

(7) Reviews/signs the Counseling Checklist and the Support Form.

d. Intermediate Rater (If applicable):

(1) Reviews/signs the Counseling Checklist and the Support Form.

AEAGC

SUBJECT: Performance Management Rating Schemes for Deployed Civilians

(2) Reviews the first-line supervisor's ratings. If in agreement, signs and dates the performance evaluation, and forwards to the Senior Rater.

(3) Attempts reconciliation with the first-line supervisor, if in disagreement with the performance rating that was given.

e. Senior Rater (Central Region):

(1) Approves Performance Plans including amendments, if appropriate.

(2) Assigns Summary Ratings to written appraisals.

(3) Processes evaluation reports on a timely basis.

(4) Approves/disapproves awards recommended by the first line supervisor and/or intermediate rater.

(5) Ensures that evaluations are forwarded to the downrange Human Resources Advisor not later than 45 calendar days from the end of the rating cycle. The original evaluation is forwarded to the supervisor for distribution to the employee. A copy of the performance evaluation is submitted to the HD CPAC and forwarded to the Civilian Personnel Operations Center (CPOC), for inclusion in the employee's Official Personnel Folder (OPF).

f. Human Resources Advisor (Down Range):

(1) Conducts Performance Management training for new supervisors.

(2) Provides advice to supervisor, managers, and commanders regarding all aspects of performance management rating and counseling.

6. PROCEDURES:

a. All civilian employees will be counseled within the first 30 days of assignment or upon appointment of a new supervisor. As a minimum the following will be discussed:

(1) Chain of Command and Central Region interface. All employees must be properly advised of their chain of command by their first-line supervisor.

(2) Expected performance. First-line supervisors/chain of command must clearly identify to each employee the expectations for their individual performance as well as the organization's mission.

AEAGC

SUBJECT: Performance Management Rating Scheme for Deployed Civilians

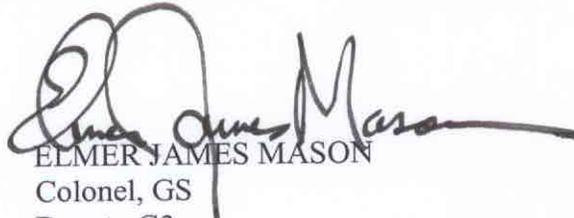
(3) After the initial counseling session, each employee must be counseled at the midpoint of the rating period.

b. Development of performance objectives/standards and counseling for civilian employees will be documented on the DA Form 7223-1 (Base System Civilian Performance Counseling Checklist/Record) for employees in the Base System or DA Form 7222-1 (Senior System Civilian Evaluation Report Support Form) for employees in the Senior System.

c. Performance ratings will be documented on DA Form 7223 (Base System Civilian Evaluation Report) for employees in the Base System or DA 7222 (Senior System Civilian Evaluation Report) for employees in the Senior System.

d. Annual Rating Periods. All civilian employees will be rated on a 12-month rating cycle. Supervisors will ensure that employees are aware of the rating periods as indicated below:

- (1) July through 30 June – Rating cycle for GS/WS-13 and above
- (2) 1 November through 31 October - Rating cycle for all GS/WS 9-12 employees.
- (3) 1 February through 31 January - Rating cycle for all GS/WS 6-8, WG-6 and above, and all WL employees.
- (4) 1 May through 30 April – Rating cycle for all GS/WS/WG 1-5 employees.



ELMER JAMES MASON
Colonel, GS
Deputy G3

DISTRIBUTION:

Secretary of the General Staff, HQ USAREUR/7A
Deputy Chief of Staff, G1, USAREUR
Deputy Chief of Staff, G2, USAREUR
Deputy Chief of Staff, G3, USAREUR
Deputy Chief of Staff, G4, USAREUR
Deputy Chief of Staff, G6, USAREUR
Deputy Chief of Staff, G8, USAREUR
Deputy Chief of Staff, Engineer, USAREUR
Chaplain, USAREUR
Chief, Public Affairs, USAREUR
Command Surgeon, USAREUR

AEAGC

SUBJECT: Performance Management Rating Schemes for Deployed Civilians

DISTRIBUTION (CONT):

Inspector General, USAREUR

Judge Advocate, USAREUR

Provost Marshal, USAREUR

Staff Finance and Accounting Officer, USAREUR

Commander, V Corps

Commander, 21st Theater Support Command (21st TSC)

Commander, United States Army Southern European Task Force (USASETAF)

Commander, 5th Signal Command (5th Sig Cmd)

Commander, Seventh Army Training Command (7ATC)

Commander, 7th Army Reserve Command (7th ARCOM)

Commander, 266th Finance Command (266th FINCOM)

Commander, 1st Personnel Command (1st PERSCOM)

Commander, United States Army Contracting Command, Europe (USACCE)

Commander, 66th Military Intelligence Group (66th MI Gp)

Commander, 202d Military Police Group (202d MP Gp)

Commander, United States Army Europe Regional Medical Command (ERMC)

Commander, United States Army Europe Regional Dental Command (ERDC)

Commander, United States Army Center for Health Promotion and Preventive Medicine -
Europe (CHPPM-EUR)

Commander, United States Army Medical Materiel Center, Europe (USAMMCE)

Commander, Army and Air Force Exchange Service, Europe (AAFES-Eur)

Commander, United States Army Materiel Command, Europe (USAMC-E)

Commander, ASG Eagle

Commander, ASG Bondsteel