



REPLY TO
ATTENTION OF

IMSE-HRD-M

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHEAST REGION
1593 HARDEE AVENUE SW
FORT MCPHERSON, GEORGIA 30330-1057

MAR 14 2006

MEMORANDUM FOR

Southeast Region Garrison Commanders
SERO Division Chiefs

SUBJECT: Southeast Region Officer Evaluation Report (OER), Noncommissioned Officer Evaluation Report (NCOER) and Civilian Total Army Performance Evaluation System (TAPES) Processing

1. References.

- a. AR 623-105, Officer Evaluation Reporting System, 17 December 2004.
- b. AR 623-205, Noncommissioned Officer Evaluation Reporting System, 15 May 2002.
- c. AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 August 1998.
- d. US Army Installation Management Agency Policy Memorandum #8, 23 July 2003.
- e. AR 11-2, Management Control, 1 August 1994.
- f. AR 385-10, Army Safety Program, 29 February 2000.

2. Purpose. To provide procedures for processing military and civilian evaluations within Southeast Region. This guidance supplements the above references.

3. Applicability. These procedures apply to Southeast Region Office (SERO) Headquarters and Southeast Region garrison staffs.

4. Proponent. The SERO Human Resources Division (HRD), Military Personnel Branch (MPB) is the proponent for these procedures.

5. Procedures.

a. Army regulatory guidance requires evaluations be completed in a fair, accurate, and timely manner. Likewise, Commanders are charged with implementing systems to ensure compliance

IMSE-HRD-M

SUBJECT: Southeast Region Officer Evaluation Report (OER), Noncommissioned Officer Evaluation Report (NCOER) and Civilian Total Army Performance Evaluation System (TAPES) Processing

with the Chief of Staff of the Army's directive to enforce a 0% standard for late evaluations. For Officer Evaluation Reports, the suspense to Human Resources Command is 90 days from the thru date; for Noncommissioned Officer Evaluation Reports, the suspense to the Enlisted Records and Evaluation Center is 60 days from the thru month; and for the Total Army Performance Evaluation System, the suspense to the servicing Civilian Personnel Advisory Center is 45 days from the thru month.

b. Evaluation reports are the single most important documents in an official personnel file. Late submission of evaluation reports has a direct and significant impact on Soldiers' and civilians' careers.

c. Rating schemes must correspond as nearly as practicable to the chain of command and supervision within the organization. Rating schemes will be established by name, given effective dates, published, and distributed to each rated individual and each member of the rating chain. Any changes to rating chains will be published and distributed as they occur. No changes will be made retroactive. Personnel will be incorporated into a rating scheme immediately upon arrival to the unit/Region staff.

d. Rating schemes which incorporate a rating official from SERO HQ will be updated at least quarterly and submitted to SERO MPB (IMSE-HRD-M) no later than the last working day of each quarter (March, June, September and December). A HQ IMA matrix depicting the rating chain for the installation's senior leadership is at Enclosure 1. Additionally per Memorandum of Agreement (MOA), the Chief, Civilian Personnel Advisory Center (CPAC) should be rated by the GC or Deputy Garrison Commander and senior rated by the Regional Director, Civilian Human Resources Agency. Per Memorandum of Understanding (MOU), the Director of Information Management should be rated by the GC, intermediate rated by the Region Communications and Informations Officer, and senior rated by the Region Director. Per MOU, the Director of Contracting (DOC) should be rated by the Army Contracting Agency Deputy Regional Director, intermediate rated by the GC, and senior rated by the Army Contracting Agency Director.

e. The SERO MPB is responsible for processing evaluations when a rating official resides at the Region. The MPB will establish and maintain suspense controls to ensure the timely preparation, completion, and submission of evaluations. Notification of annual reports for HQ SERO personnel in which SERO senior leadership serve as a rating official will be sent to the rated individual and rating officials 30 days prior to the thru date of the report. Garrison

IMSE-HRD-M

SUBJECT: Southeast Region Officer Evaluation Report (OER), Noncommissioned Officer Evaluation Report (NCOER) and Civilian Total Army Performance Evaluation System (TAPES) Processing

Commanders will internally manage evaluation suspense dates within their commands. A copy of completed Garrison Commander OER's should be provided to SERO MPB within 30 days of completion.

f. Evaluations will be sent to SERO MPB either in hard copy along with a floppy disk or as a packaged form by email. Evaluations will be accompanied by a completed support form/performance plan (DA Form 67-9-1, Officer Evaluation Report (OER) Support Form for officers; DA Form 2166-8-1, Noncommissioned Officer (NCO) Counseling Checklist/Record for NCO's; and DA Form 7222-1, Senior System Civilian Evaluation Report Support Form for civilians). All evaluations will also include suggested comments for the designated SERO rating official.

g. Leaders at all levels will ensure all personnel are counseled using the appropriate counseling record within the first 30 days of arrival into the unit and as required thereafter.

h. Civilian employees will have written performance plans in place within 30 days from the beginning of each rating period. Performance reviews during the rating period will be documented on DA Form 7223-1, Base System Civilian Performance Counseling Checklist Record or DA Form 7222-1, Senior System Civilian Evaluation Report Support Form, as appropriate.

i. All personnel will be afforded the opportunity to review their completed evaluation prior to departure from the command.

j. Personnel involved in the processing of evaluations reports will protect the privacy of the rated individual by handling the report as PERSONAL IN NATURE.

6. The following are required performance elements that must be included on all evaluation support forms or NCO Counseling Record/Civilian Performance Standards.

a. The individual supports and enforces Department of Army Equal Opportunity and Equal Employment Opportunity programs and sexual harassment prevention policies, and ensures their employees understand these policies through training, coaching and mentoring.

b. The individual ensures required management control programs are in place. Individual performance objectives should contain the statement, "As the assessable unit manager, I will support and enforce the tenets of AR 11-2, Management Control, paragraph 1-14."

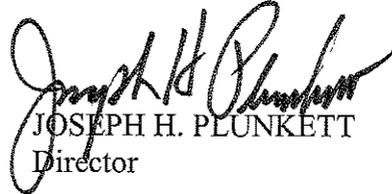
IMSE-HRD-M

SUBJECT: Southeast Region Officer Evaluation Report (OER), Noncommissioned Officer Evaluation Report (NCOER) and Civilian Total Army Performance Evaluation System (TAPES) Processing

c. In accordance with the Chief of Staff and Sergeant Major of the Army's directive, all raters, senior raters, and rated Soldiers will immediately revise their DA Form 67-9-1, OER Support Form and DA for 2166-8-1, NCO Counseling Checklist/Record to reflect objectives and tasks supporting their safety programs and plans. Additionally, all civilians in supervisory positions will be rated on performance in meeting requirements of the unit's/agency's occupational safety and health program as required by AR 385-10, Army Safety Program.

7. Point of Contact is Mike Sherrill, DSN 367-2873 or COMM (404) 464-2873, email-Micheal.Sherrill@forscom.army.mil.

Encl



JOSEPH H. PLUNKETT
Director

IMSE-HRD-M

SUBJECT: SERO Officer Evaluation Report (OER), Noncommissioned Officer Evaluation Report (NCOER) and Civilian Total Army Performance Evaluation System (TAPES) Processing



RATING SCHEME TEMPLATE



REGION OFFICE

POSITION	RATER	INTERMEDIATE RATER / SENIOR RATER	SENIOR RATER / REVIEWER
Region Director	Director, IMA	ACSIM	ASA-I&E
Deputy Region Director (Military/COL)	Region Director	None	Director, IMA
Deputy Region Director (SES/GO)	Region Director	Director, IMA	ACSIM
Region CSM	Region Director	None	Director, IMA
Region C/S	Region Deputy Director		Region Director
Region Ops Off	Region C/S		Region Director
Region Headquarters Staff Principals	Region C/S	None	Region Director



RATING SCHEME TEMPLATE



COLONEL GARRISON / ASG

POSITION	RATER	INTERMEDIATE RATER / SENIOR RATER	SENIOR RATER / REVIEWER
Garrison/ASG Commander Colonel	Region Director	N/A	Installation/Senior Mission Cdr
Deputy to the Garrison/ ASG Commander	Garrison/ASG Commander	None	Region Director
Garrison/ASG CSM	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Garrison/ASG Staff Principals	Deputy to the Garrison/ASG Commander	None	Garrison/ASG Commander
Project Manager Residential Communities Initiative	Director of Public Works		Garrison Commander

IMSE-HRD-M

SUBJECT: SERO Officer Evaluation Report (OER), Noncommissioned Officer Evaluation Report (NCOER) and Civilian Total Army Performance Evaluation System (TAPES) Processing



RATING SCHEME TEMPLATE

LTC GARRISON / BSB



Position	Rater	Intermediate Rater / Senior Rater	Senior Rater/ Reviewer
BSB Commander	ASG Commander	Region Director	Installation Cdr/ Senior Mission Cdr
LTC Garrison Commander	Region Director	None	Installation Cdr/ Senior Mission Cdr
Deputy to the Garrison/BSB Commander	Garrison/BSB Commander	None	Region Director
BSB CSM	BSB Commander	ASG Commander	Region Director
LTC Garrison CSM	Garrison Commander	Region Director	Installation Cdr/ Senior Mission Cdr
LTC Garrison/BSB Staff Principals	Deputy to the Garrison/BSB Cdr	None	Garrison/BSB Commander



Chaplains Rating Scheme Template

REGION OFFICE



POSITION	RATER	INTERMEDIATE RATER	SENIOR RATER
Region Chaplain (COL)	Region C/S	IMA HQ Chief RSO	Region Director
Chaplain (RSO)	Region C/S	Region Chaplain	Region Director
Chaplain (RSO) When no COL Region Chaplain	Region C/S	IMA HQ Chaplain Staff	Region Director

IMSE-HRD-M

SUBJECT: SERO Officer Evaluation Report (OER), Noncommissioned Officer Evaluation Report (NCOER) and Civilian Total Army Performance Evaluation System (TAPES) Processing



Chaplains Rating Scheme Template



COL GARRISON / ASG

POSITION	RATER	INTERMEDIATE RATER *	SENIOR RATER
Chaplain (CPT)	Deputy to the Garrison / ASG Commander	Garrison / ASG Chaplain	Garrison/ASG Commander
Chaplain (MAJ)	Deputy to the Garrison / ASG Commander	Garrison / ASG Chaplain	Garrison/ASG Commander
Chaplain (LTC)	Deputy to the Garrison / ASG Commander	Garrison / ASG Chaplain	Garrison/ASG Commander
Chaplain (COL)	Garrison / ASG Cdr	Region Chaplain	Installation Cdr / Senior Mission Cdr

* NOTE: If rated chaplain is senior chaplain in the installation, Intermediate Rater will be the Region Chaplain



Chaplains Rating Scheme Template



LTC GARRISON / BSB

POSITION	RATER	INTERMEDIATE RATER	SENIOR RATER
Chaplain (CPT)	Garrison / BSB Chaplain	None	Garrison / BSB Commander
Chaplain (MAJ)	Garrison / BSB Chaplain	None	Garrison / BSB Commander
Chaplain (LTC) BSB	BSB Commander	ASG Chaplain	ASG Commander
Chaplain (LTC) Garrison	Garrison Commander	Region Chaplain	Installation Cdr / Senior Mission Cdr