



H E A D Q U A R T E R S
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

ECJ1-P

29 April 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USEUCOM Policy Memorandum 03-03 (Policy for Evaluations for Joint Task Force – North In Support of Operation Iraqi Freedom)

1. **References:**

- a. EUCOM Support Plan 1003V, 10 Feb 03 (S)
- b. AR 623-105, Officer Evaluation Reporting System, 1 Apr 98
- c. AR 623-205, Noncommissioned Officer Evaluation Reporting System, 15 May 02
- d. AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 Oct 98
- e. BUPERSINST 1610.10, Navy Performance Evaluation and Counseling System, 2 Aug 95
- f. AFI 36-2406, Officer and Enlisted Evaluation Systems, 1 Jul 02
- g. MCO P1610.7, Performance Evaluation System, 3 Dec 98
- h. ED30-30, Civilian Performance Management and Awards, 18 Jun 01
- i. 200705Z FEB 03 HQ USEUCOM MSG, SUBJ: Tasking Order -- Individual Augmentees ISO EUCOM-Forward (S)

2. **Summary.** This memorandum establishes evaluation policy for all HQ USEUCOM civilian and military personnel deployed to Joint Task Force-North and associated units, in support of Operation Iraqi Freedom who remain ADCON to HQ USEUCOM. HQ USEUCOM personnel deployed to locations/units not under ADCON to HQ USEUCOM will have evaluations rendered in accordance with guidance provided by ADCON officials.

3. **Evaluation Policy.** Deployed HQ USEUCOM personnel will receive evaluation reports in accordance with Service policies as outlined below. Joint Task Force-North (JTF-N) will establish and publish a rating chain with Senior Rater, supervisor/rater, and additional rater(s) identified. All evaluation reports will be sent to HQ USEUCOM/ECCS-HC for quality review and final processing according to service guidance.

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a. HQ USEUCOM Civilian Personnel. USEUCOM civilian employees deployed/detailed for less than 120 days retain their supervisory chain from HQ USEUCOM. Deployed supervisors are encouraged to contact the employee's supervisor to provide details of work and performance at the deployed location. USEUCOM supervisors will use these details when completing the annual civilian appraisal. For USEUCOM civilian employees deployed/details for over 120 days, the deployed supervisor will complete an Army Form 7222, or 7223 as described in refs d and h above

b. US Naval Personnel. JTF-N Supervisors of deployed HQ USEUCOM Sailors and Naval officers will submit a Concurrent Report when the rated member is deployed/Temporary Active Duty (TAD) for more than 3 months. A Concurrent Report provides a record of significant performance, which was not directly observed by the regular reporting senior. JTF-N supervisors of HQ USEUCOM Naval personnel will submit a Performance Information Memorandum (PIM) in lieu of a Concurrent Report when the HQ USEUCOM Naval personnel are deployed/TAD for less than 3 months. The PIM is used to assist the regular reporting senior at USEUCOM in evaluating performance during the deployment/TAD, but does not become part of the official record. Reports/PIMs will be conducted in accordance with ref e above and forwarded to ECCS-HC for further processing.

c. US Marine Corps Personnel. HQ USEUCOM Marines deployed/TAD for over 31 days will receive a "to temporary duty (TD)" evaluation report by the USEUCOM supervisory chain upon departure to the deployed location. Marines deployed for over 31 days will receive a "from temporary duty (FD)" evaluation report upon redeployment, to be completed by the deployed supervisory chain. Reports will be completed in accordance with ref g above and will be forwarded to ECCS-HC for further processing.

d. US Air Force Personnel. JTF-N supervisors of deployed HQ USEUCOM AF personnel will submit an AF FM 77, Letter of Evaluation when the member is deployed for more than 60 days. AF FMs 77 will be sent to ECCS-H for quality review as specified. ECCS-HC will forward the AF Fm 77 to the member's HQ USEUCOM supervisor to be used during the preparation of the annual evaluation report in accordance with ref f above. The AF FM 77 does not become part of the official record.

e. US Army Personnel. Army regulations provide two options for rendering reports: 1) change of rater/change of duty, or 2) Memorandum of Input.

(1) HQ USEUCOM supervisors of Army officers will initiate a Change of Rater report when the rated officer deploys or is scheduled to deploy for a period of 90 or more calendar days, **and** the rated officer will perform duties not related to his or her primary functions in his or her unit while assigned under a different immediate supervisor. In cases where it cannot be determined if the rated officer will be deployed for 90 days or more, a report will be prepared. The deployed supervisor of HQ USEUCOM Army officer will submit a Change of Rater report when the officer completes a deployment over 90 days and returns to rater control at HQ

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USEUCOM. Reports will be forwarded to ECCS-HC for quality review and further processing. Render reports in accordance with ref b above.

(2) Evaluation reports **will not** be rendered when the officer performs duties at the deployed location that are related to his or her primary functions in his or her unit. In this case, deployed supervisors will submit a Memorandum of Input to the officer's supervisor at HQ USEUCOM. HQ USEUCOM supervisors will use the memorandum of input when completing the officer's evaluation.

(3) HQ USEUCOM supervisors of Army NCOs will initiate a Change of Rater report when the rated NCO deploys or is scheduled to deploy for a period of 90 or more calendar days under a different immediate supervisor. The deployed supervisor of HQ USEUCOM Army personnel will submit a Change of Rater report when the individual returns from the deployment provided that the NCO served under a different supervisor and meets the 90-calendar day requirement. Reports will be forwarded to ECCS-HC for quality review and further processing. Render reports in accordance with ref c above.

4. This policy will be rescinded 180 days after the complete redeployment of personnel from JTF-N. Refer questions concerning HQ USEUCOM Evaluations to ECCS-HC, DSN 430-8481.

FOR THE COMMANDER:

OFFICIAL:

JOHN B. SYLVESTER
Lieutenant General, USA
Chief of Staff

RICKEY K. WILLIAMS
LTC, USA
Adjutant General

DISTRIBUTION:
P+
Commander, JTF-N