

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

STAFF MEMORANDUM
NUMBER 30-4

5 December 2003

EVALUATION RATING SCHEMES

Preparing, Reviewing and Forwarding HQ USEUCOM Rating Schemes

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1. **Summary.** This Staff Memorandum establishes HQ USEUCOM policy and procedures for publishing an Evaluation Rating Scheme and provides instructions for preparing, reviewing, changing and submitting rating schemes.
 2. **Applicability.** This Staff Memorandum applies to all HQ USEUCOM directorates/staff offices required to prepare evaluations on personnel within their directorate or senior rated by a Director of HQ USEUCOM.
 3. **Internal Control Systems.** This Staff Memorandum contains no internal control provisions and is not subject to the requirements of the internal management control program.
 4. **Suggested Improvements.** The proponent for this Staff Memorandum is ECCS-HC, HQ, Commandant, Administrative and Evaluation Section. Suggested improvements should be forwarded to HQ, USEUCOM, ATTN: ECCS-HC, Unit 30400, APO AE 09131.
 5. **Explanation of Terms.** Rating Scheme – a document established to provide the best evaluation of an individual's performance and potential. A rating scheme ties the rated individual's performance to a specific senior/subordinate relationship. This allows for proper counseling to develop the rated individual and accomplish the mission. These purposes are best achieved within an organization's chain of command.
 - a. The evaluation of individuals by persons not involved with their supervision is inappropriate.
 - b. Rating schemes will normally consist of the rated individual, the rater, senior rater and reviewer. An Intermediate rater is designated only when a rated officer has a supervisor who is between the rater and his chain of command.

This Staff Memorandum supersedes SM 30-4, dated 16 August 1999.

6. **Responsibilities**. Each Directorate/Special Staff Section must establish a rating scheme for all personnel assigned, attached, TDY or on special duty to the unit (active duty, reserves, augmentees, and civilians).

a. Rating schemes must correspond to the chain of command and supervision within an organization of component or geographic location.

b. Rating schemes will be published by using the example in Appendix A.

c. Directorates or Chief of Staff Special Staff Sections (or designated representative) must approve the rating scheme and forward by electrons to ECCS-HC, Administrative and Evaluation Section, regardless of change NLT the 5th working day of the first month of each quarter (i.e.; Oct, Jan, Apr, Jun). Interim changes to rating schemes will also be published and forwarded to ECCS-HC, Administrative and Evaluation Section.

FOR THE COMMANDER:

OFFICIAL

JOHN B. SYLVESTER
Lieutenant General, USA
Chief of Staff

DANIEL A. FINLEY
MAJ, AG
Adjutant General

Appendix
A-Example of Rating Scheme

Distribution:
A

APPENDIX A**ECJ3 - RATING SCHEME**

RATEE	USA RATER USAF RATER USMC REPORTING SENIOR USN RATER	INTERMEDIATE RATER ADDITIONAL RATER N/A SENIOR RATER	SENIOR RATER SENIOR RATER REVIEWING OFFICER REPORTING SENIOR	REVIEWER REVIEWER N/A N/A
NAME JOE, GI RANK, SERVICE POSITION/TITLE NEXT REPORT DUE DEROS EFFECTIVE DATE	BOSS, IM COL, USA DEP DIRECTOR, ECJX 04 MAY 03 04 MAY 04	BOSS, IM RADM, USN DIRECTOR, ECJX	RADM, USN DIRECTOR, ECJX	
NAME DOE, JOHN J. RANK, SERVICE POSITION/TITLE NEXT REPORT DUE DEROS EFFECTIVE DATE	JOE, GI MAJ, USAF ACTION OFFICER, ECJX 06 JUL 03 06 JUL 05	NA COL, USA DEP DIRECTOR, ECJX	BOSS, IM RADM, USN DIRECTOR, ECJX	MOLLEY, JILL BRIG GEN, USAF DIRECTOR, ECJX

NOTES: NAME - Enter Last Name, First Names and Middle Initial
RANK - Self Explanatory (GSXX or GMXX for civilians)
SERVICE - USA (Army), USMC (Marine), USN (Navy), USAF (Air Force), CIV (civilians)
POSTION/TITLE - Self-Explanatory
NEXT REPORT DUE - Because of the different service procedures, for evaluations, a next report date due is required
DEROS - The date the ratee is due to leave EUCOM