



DCSPER/G1 Sends

January 2012

HR Info/Updates

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"We Can Get There From Here"

STANDARDS

1. **MILITARY AWARDS:** USAMRMC and MEDCOM Standards are zero late awards.

References: AR 600-8-22, Military Awards, MEDCOM Pamphlet 600-8-22, DOD 1348.33-M, Manual of Military Decorations and Awards, and USAMRMC Command Policy Memorandum 2010-50.

2. **MILITARY EVALUATIONS:** USAMRMC and MEDCOM Standards are 95% timeliness.

References: AR and DA Pamphlet 623-3, Evaluation Reporting System, and USAMRMC Command Policy Memorandum 2011-43.

3. **RETIREMENTS:**

References: AR 600-8-24, Officer Transfers and Discharges; and AR 635-200, Active Duty Enlisted Administrative Separations.

4. **PROMOTIONS:**

References: AR 600-8-29, Officer Promotions, MILPER Msg 11-316, and MILPER Msg 11-320.

5. **CIVILIAN PERFORMANCE MANAGEMENT SYSTEMS:**

a. References: AR 690-400, Total Army Performance Evaluation System, and USAMRMC Personnel Demonstration Project (PDP) Internal Operating Manual, Chapter 5.

b. Performance objectives and/or performance work plan should be established no later than 30 days after employee is assigned to position or the beginning of a new rating cycle.

MILITARY PERSONNEL

Awards

- The 1st Quarter, on-time submission rate for USAMRMC was 50%. Our Command submitted 2 (two) LOM's to MEDCOM and 1 (one) was late.
- Effective 1 Feb 12, all awards submitted to the DCSPER/G1 for the Awards Board, must utilize the new AKO email: usamrmc.awards@us.army.mil.
- Upcoming USAMRMC awards board dates:

17 Jan & 30 Jan 2012

Evaluations

Kudos! for exceeding DA & MEDCOM standard for the 1st Quarter. The on-time submission rate for OER's was 96% and NCOER's 100%. **Well done MRMC!!**

Voluntary Retirements:

Requests must be submitted not earlier than 12 months before the retirement date or no later than 9 months prior to the projected start date of transition leave. As a reminder, voluntary retirements are based on the needs of the Army. Therefore, they can be denied or delayed. Examples of the officer and enlisted retirements application and processes are located on the MRMC webpage under the DCSPER/G1.

Promotions

- FY12 COL, AMEDD CSL – will convene on 18-24 Jan 12. Eval Thru date is 11 Oct 11 and must be submitted to HRC, NLT 9 Jan 12.
- FY12 LTC, MC and DC – will convene on 13 Feb 12. Eval Thru date is 5 Nov 11 and must be submitted to HRC, NLT 3 Feb 12.

CIVILIAN PERSONNEL

Performance Management Systems (PMS): USAMRMC civilians are covered by four different PMSs.

- 1) PDP Internal Operation Manual Chapter 5, covers the majority of the USAMRMC employees.
- 2) AR 690-400, Total Army Personnel Evaluation System, covers General Schedule and Wage Grade employees of USAMRMC units not covered by the PDP.
- 3) Defense Civilian Intelligence Personnel System.
- 4) Executive and Senior Professional Pay for Performance System.

PMSs require supervisors/employees to prepare performance objectives/performance work plans and discuss employee's duties, responsibilities, and expectations during the rating cycle.

Performance plan/objectives are not valid until all required signatures/dates have been obtained. Mid-year and mid-point counseling is required under all PMSs to determine if objectives are being met.

Mid-point reviews are due each year as follows:

PDP: January

TAPES: Senior System – January
Base System – mid-point of locally established cycle.

DCIPS and ESPP: April

Performance Evaluations are considered for Reduction in Force. It is imperative that performance objectives/ performance plans are monitored and tracked to ensure compliance and employees receive annual evaluations and copies are forwarded to your servicing CPAC within the prescribed timeframes.