



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE  
AND FORT GORDON  
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FORT GORDON GEORGIA 30905-5735

ATZH-DC

31 January 2012

MEMORANDUM FOR US Army Signal Center of Excellence Personnel

SUBJECT: US Army Signal Center of Excellence's Civilian Performance Evaluations

1. References

a. Department of Defense (DoD) 1400.25M, Civilian Performance Management, Subchapter 1940-Performance Management, 19 September 2007.

b. Army Regulation 690-400, Total Army Performance Evaluation System, 16 August 1998.

2. Taking care of people is the principal responsibility of commanders and leaders. A key requirement of leadership is ensuring performance evaluations for our civilian workforce are prepared and submitted in a timely and accurate manner, according to regulations and policies. There is no excuse for a late report. The common denominator between our workforces is the documentation of an individual's performance, and identification of his or her potential for advancement. Performance reports are written communication to supervisors and commanders for advancement, promotions, and school selection. I encourage leaders that evaluate our civilian workforce to seek the "Service Culture" advice of a senior Signal Center of Excellence member. Evaluation reports should hit the evaluator's intended target for performance, school selection, and putting future leaders, trainers, and key personnel in the right positions.

3. The importance of an Individual Development Plan (IDP) cannot be overemphasized and will become an important portion of an employee's counseling and rating. Please refer to the Signal Center of Excellence's IDP Policy Letter, dated 18 December 2011, for additional information.

4. The importance of accurately documenting the performance of those who comprise the workforce is a leader's fundamental responsibility. My intent is to ensure all personnel, military and civilian, fully understand the criticality of timely and accurate evaluations and rating reports. Again, there is no excuse for not taking care of our valuable workforce.

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5. The proponent for this policy is the G1 at (706) 791-0139/8162.

A handwritten signature in black ink, appearing to read "Michelle M. Fraley". The signature is written in a cursive, flowing style with some overlapping letters.

MICHELLE M. FRALEY  
COL, SC  
Acting Deputy to the Commanding General