

EXHIBIT 10

TAB 1-J

BOOK I OF 3

CD- EXH 10

TAB 1J

9AB 020612

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) (b)(6)		b. SSN (b)(6)	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Utility Systems Repairer/Operator WG-4742-09	
d. ORGANIZATION Public Works, Utilities Division, Wastewater Treatment Plant Section			e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL	
f. PERIOD COVERED (YYMMDD) FROM 010103 THRU 020430		g. RATED MOS. 16	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE	

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)	DATE 5/6/02
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT WS-09, Public Works, Utilities Division, WWTP Section Supervisor		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)	DATE 5/7/02
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-13, Public Works, Utilities Division Chief		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE (b)(6)	DATE 5/2/02

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

PERFORMANCE AWARD		AWARD APPROVED BY	
PERCENT OF SALARY	AMOUNT	DATE (YYMMDD)	FUND CITE
QSI (GS with Successful Level 1 Rating Only) TO (Grade/Step):			

PART IV - DUTY DESCRIPTION (Rater)

a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct: YES NO

Serves as an operator and repairer of the wastewater treatment plant, collections systems, washrack facilities, lift stations, stormwater treatment systems, oil skimmers and oil/water separators and their associated equipment.

b. AREAS OF SPECIAL EMPHASIS Inventory Control, Storerooms

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 1/9/01	LATER (Optional) 5/30/01	MIDPOINT 12/11/01	LATER (Optional)
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PART V - VALUES (Rater)

V A L U E S ARMY ETHIC Loyalty Duty Selfless Service Integrity	PERSONAL Commitment Competence Candor Courage	a. BULLET COMMENTS

b. RESPONSIBILITIES

Specific bullet examples of other than "SUCCESS" are mandatory.
Specific bullet examples of "SUCCESS" are optional but encouraged.

1. TECHNICAL COMPETENCE

Technical knowledges, skills, abilities
Doing work right/on time
Sound judgement

(b) (b)(6) is a competent operator and an excellent repairer. His performance of laboratory operations duties has improved this period. (b) uses his knowledge and experience in assisting his co-workers and supervisor in maintenance skills. (b) has taken each opportunity to familiarize and train on plant operations. (b) has satisfied the excellence criteria for this standard.

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

2. ADAPTABILITY AND INITIATIVE

Adjusting to change - situations/people
Trying new things
Seeking self-development

(b) (b)(6) has no trouble adjusting to changing situations, conditions, personnel. (b) is more than willing to try new ways of completing tasks. (b) uses his knowledge and experience to offer suggestions for process and facility improvement. (b) has satisfied the success criteria for this standard.

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

3. WORKING RELATIONSHIPS & COMMUNICATIONS

Supporting team
Respecting others
Expressing ideas clearly
Listening/understanding

(b) (b)(6) supports team efforts and encourages his co-workers to do the same. His background and training really show through in his ability to carefully listen and evaluate problems/issues. (b) states his ideas clearly and always asks for clarification if (b) doesn't understand. (b) is very customer oriented. (b) has satisfied the excellence criteria for this standard.

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

4. RESPONSIBILITY AND DEPENDABILITY

Dependable/reliable
Maintaining facilities/equipment
Conserving supplies/time
People/equipment safety

(b) (b)(6) has proven to be very reliable & dependable. His knowledge of maintaining equipment & tools has increased this section's ability to do so. (b) is constantly aware of safety issues and has good input for safety training. (b) follows shop policies at all times. (b) has taken on the additional duties of inventory control and storeroom management for the section. (b) has been appointed safety officer for the section. (b) has satisfied the excellence criteria for this standard.

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

Numbers 5 and 6 apply to positions with some supervisory duties

5. SUPERVISION AND LEADERSHIP

Mission focused/performance oriented
Sets standard/Leads by example
Motivating/developing others
Implementing DA emphasis programs/managing resources

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

6. EQO AND AFFIRMATIVE ACTION

Respecting dignity
Achieving planned actions
Providing opportunity
Solving problems

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

PART VI - OVERALL PERFORMANCE (Senior Rated)

a. OVERALL PERFORMANCE



A completed DA Form 7223-1 was received with this report and considered in my evaluation and review:

YES NO (Explain NO in Part VI b)

b. BULLET COMMENTS (Performance/Potential)

(b)(6) is an excellent employee.

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form, see AR 690-400; the proponent agency is ODCSPER

<p>RATEE (b)(6)</p>	<p>RATER (b)(6)</p>
<p>ORGANIZATION PW, Utilities Division, WWTP Section</p>	<p>INTERMEDIATE RATER (Optional)</p>
<p>PAY PLAN, SERIES/GRADE WG-4742-09</p>	<p>RATING PERIOD 1/03/01 - 1/2/02 4/30/02</p>
<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> Face-to-face counseling is mandatory for all civilians in the Base System. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 	<p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. Give the Ratee the form to review/initial. If the Ratee gave written input, attach it. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. Give the Ratee a copy and keep the original to use for the next counseling session.
<p>CHECKLIST - LATER COUNSELING SESSION(S)</p>	
<p>CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD</p> <p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. Think how each Value and each Responsibility in Part V of the evaluation form applies. Decide what you consider necessary for success in each Value/Responsibility. Be specific. Make notes to help you with counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Explain the rating chain and the roles of each rater. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. Discuss items that require top priority effort (<i>areas of special emphasis</i>)--realizing this may change later. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. Review the Ratee's written input if (b)(6) provides it. Discuss what tasks and level of performance you expect for Success. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. Ask the Ratee about career goals and training needs. 	<p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. Review notes from the last session. Consider whether priorities or expectations have changed. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? Make notes to help focus when counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. If the Ratee gives written input, review it. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. Give examples of Excellence that occurred or could have occurred. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Follow the same procedures for documenting, initialing, and dating as you did for the initial session. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, (b)(6) returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing.

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (Meets) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 1/9/01	(b)(6)	<ul style="list-style-type: none"> -Clean & Washdown areas of responsibility at least once per quarter. -Perform as section POC for turn-in of materials and inventory. -Comply with shop policies & procedures. -Attend at least one outside source of training in water, wastewater, stormwater or collections for continuing education units. Failure to attempt may result in loss of certification.
LATER (Optional) 5/30/01	(b)(6)	<p>RATING Period change - extended for you to 4/30/02 - Counselor on safe work practices & equipment inspections prior to work.</p>
MIDPOINT 12/1/01	(b)(6)	<ul style="list-style-type: none"> -ensure good turnovers for shift continuity. -double check safety considerations while working all SECTION JOBS.
LATER (Optional)		



CPAC Lewis (b) 9/14/00

ARMY SYSTEM CIVILIAN EVALUATION REF
For use of this form, see AR 690-400; the proponent agency is ODCSPER

20 SEP 2000

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) (b)(6)	b. SSN (b)(6)	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Maint Mech WG-4749-9-05
d. ORGANIZATION PW, M&R DIV., Repair & Utilities Section		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL
f. PERIOD COVERED (YYMMDD) FROM 990130- THRU 000131	g. RATED MOS. 12	h. RATEE COPY (Check one and date) <input checked="" type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) (b)(6)	(b)(6)	DATE 7-10-00
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT WS-09 PW, M&R, Repair and Utilities Section		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)	DATE 7-19-00 ✓ E
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT WS-11 PW, M&R Division Chief		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE (b)(6)	DATE 7-19-00

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

PERFORMANCE AWARD		AWARD APPROVED BY	
PERCENT OF SALARY	AMOUNT		
QSI (GS with Successful Level 1 Rating Only) TO (Grade/Step):		DATE (YYMMDD)	FUND CITE

PART IV - DUTY DESCRIPTION (Rater)

a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct: YES NO

Performs a variety of tasks to buildings and structures involving multiple trade skills. Work performed is expected to be of quality and completed in a timely manner. Employee may also be required to perform other duties as assigned. Employee will follow all safety and hazardous material SOP's and regulations.


b. AREAS OF SPECIAL EMPHASIS
Customer service and quality of life.

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 990201	LATER (Optional)	MIDPOINT 990801	LATER (Optional)
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PART V - VALUES (Rater)

ARMY ETHIC VALUES V A L U E S Commitment Competence Candor Courage Loyalty Duty Selfless Service Integrity	a. BULLET COMMENTS (b)(6) has displayed a strong commitment to customer service and loyalty. (b)(6) candor, sense of duty and integrity are a credit to himself an an asset to Public Works and the Ft. Lewis community.
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CPAC 9/21/00

RATEE'S NAME (Last, First, Middle Initial) (b)(6)		SOCIAL SECURITY NUMBER (b)(6)	THRU DATE 990130 - 000131
b. RESPONSIBILITIES		Specific bullet examples of other than "SUCCESS" are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.	
1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b)(6) has demonstrated the ability to perform quality work in a variety of trades, and <input type="checkbox"/> continues to develop his skills. <input type="checkbox"/> meets or beats suspense dates and employs good judgement.	
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b)(6) adapts well to changing work situations and practices. <input type="checkbox"/> is a quick and willing learner.	
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b)(6) is a team player. He accepts, respects and supports the ideas and positions of others. (b)(6) readily understand new concepts and expresses himself well.	
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b)(6) is quite dependable, <input type="checkbox"/> schedules leave well in advance. <input type="checkbox"/> can be relied upon to accept responsibility and follow instructions. <input type="checkbox"/> maintains tools and equipment in good safe working order; conserves time and supplies	
Numbers 5 and 6 apply to positions with some supervisory duties			
5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>			
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>			
PART VI - OVERALL PERFORMANCE (Senior Rater)			
a. OVERALL PERFORMANCE  1 2 3 4 5 SUCCESSFUL FAIR UNSUCCESSFUL A completed DA Form 7223.1 was received with this report and considered in my evaluation and review: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain NO in Part VI b)		b. BULLET COMMENTS (Performance/Potential) • (b)(6) IS A HARD WORKING EMPLOYEE	

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form, see AR 890-400; the proponent agency is ODCSPER

RATEE (b)(6)	RATER (b)(6)
ORGANIZATION PW, M&R DIV., Repair & Utilities Section	INTERMEDIATE RATER (Optional)
PAY PLAN, SERIES/GRADE Maint Mech WG-4749-09	RATING PERIOD 990130-000131
SENIOR RATER (b)(6)	
<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> Face-to-face counseling is mandatory for all civilians in the Base System. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 	<p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. Give the Ratee the form to review/initial. If the Ratee gave written input, attach it. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. Give the Ratee a copy and keep the original to use for the next counseling session.
CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD	CHECKLIST - LATER COUNSELING SESSION(S)
<p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. Think how each Value and each Responsibility in Part V of the evaluation form applies. Decide what you consider necessary for success in each Value/Responsibility. Be specific. Make notes to help you with counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Explain the rating chain and the roles of each rater. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. Discuss items that require top priority effort (<i>areas of special emphasis</i>)—realizing this may change later. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. Review the Ratee's written input if he/she provides it. Discuss what tasks and level of performance you expect for Success. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. Ask the Ratee about career goals and training needs. 	<p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session with the Ratee. Tell (b)(6) to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. Review notes from the last session. Consider whether priorities or expectations have changed. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? Make notes to help focus when counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. If the Ratee gives written input, review it. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. Give examples of Excellence that occurred or could have occurred. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Follow the same procedures for documenting, initialing, and dating as you did for the initial session. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing.

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (*Meets*) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.



RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (*TAQ*), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 990201	(b)(6)	(b)(6) continues to progress.
LATER <i>(Optional)</i>	/	
MIDPOINT 990801	 	The importance of updating his resumex was discussed.
LATER <i>(Optional)</i>		



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6-17-04

① FT Lewis
6-17-04

BASE SYSTEM CIVILIAN EVALUATION REPORT
For use of this form, see AR 890-400; the proponent agency is ODCSPER

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) (b)(6)	b. SSN (b)(6)	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Utility Systems Repairer/Operator WG-4742-09
d. ORGANIZATION Public Works, Utilities Division, Wastewater Treatment Plant Section		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL
f. PERIOD COVERED (YYMMDD) FROM 030501 THRU 040430	g. RATED MOS. 1 2	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)	DATE 5/18/04
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT WS-09, Public Works, Utilities Division, WWTP Section Supervisor		
b. NAME OF INTERMEDIATE RATER (Optional Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)	DATE 5-19-04
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-13, Public Works, Utilities Division Chief		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE (b)(6)	DATE 5-20-04

PART III - PERFORMANCE AWARD

PERFORMANCE AWARD		REASON FOR AWARD
PERCENT OF SALARY	AMOUNT	
DSI (GS with Successful Level 1 Rating Only)		DATE (YYMMDD)
TD (Grade/Step):		FUND CODE

PART IV - DUTY DESCRIPTION (Rater)

a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and vehicles). Position Description (DA Form 374) is correct: YES NO

Serves as an operator and repairer of the wastewater treatment plant, collections systems, washrack facilities, lift stations, stormwater treatment systems, oil skimmers and oil/water separators and their associated equipment.


b. AREAS OF SPECIAL EMPHASIS Washracks

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 5/30/03	LATER (Optional)	MIDPOINT 11/19/03	LATER (Optional)
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PART V - VALUES (Rater)

VALUES V A L U E S ARMY ETHIC Loyalty Duty Selfless Service Integrity	PERSONAL Commitment Competence Candor Courage	a. BULLET COMMENTS

1 JUN 2004

RATEE'S NAME (Last, First, Middle Initial) (b)(6)		SOCIAL SECURITY NUMBER (b)(6)	THRU DATE 030501 - 040430
b. RESPONSIBILITIES		Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.	
1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b) (b) is a competent operator and an excellent repairer. (b) uses his knowledge and experience in assisting his co-workers and supervisor in maintenance skills. (b) has been assigned repair and operations duties of the centralized washracks. The SW Washrack is substantially complete this rating period and the improvements are significant and are anticipated to reduce repair costs.	
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input checked="" type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b) (b) has had little trouble adjusting to changing situations, conditions, personnel. (b) was recently assigned washracks O&M. (b) is willing to try new ways of completing tasks. (b) has satisfied the criteria for success in this standard.	
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b) (b) supports team efforts and encourages his co-workers to do the same. His background and training really show through in his ability to carefully listen and evaluate problems/issues. (b) states his ideas clearly and always asks for clarification if (b) doesn't understand. (b) is very customer oriented. (b) has satisfied the criteria for excellence in this standard.	
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b) (b) has proven to be very reliable & dependable. His knowledge of maintaining equipment & tools has increased this section's ability to do so. (b) follows shop policies and schedules leave well in advance. (b) has taken on the additional duties property book management for the section and HWT for exterior plants. (b) has satisfied criteria for excellence in this standard.	
Numbers 5 and 6 apply to positions with some supervisory duties			
5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>			
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>			
PART VI - OVERALL PERFORMANCE (Senior Rater)			
a. OVERALL PERFORMANCE  1 2 3 4 5 SUCCESSFUL FAIR UNSUCCESSFUL		b. BULLET COMMENTS (Performance/Potential)	
A completed DA Form 7223-1 was received with this report and considered in my evaluation and review: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain NO in Part VI b)			

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form, see AR 690-400; the proponent agency is ODCSPER

RATEE (b)(7) A. (b)(7)	RATER (b)(6)
ORGANIZATION PW, Utilities Division, WWTP Section	INTERMEDIATE RATER (Optional)
PAY PLAN, SERIES/GRADE WG-4742-09	RATING PERIOD 5/1/03 - 4/30/04
PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating. RULES FOR COUNSELING. 1. Face-to-face counseling is mandatory for all civilians in the Base System. 2. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. 3. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period.	SENIOR RATER (b)(6)
CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD	AFTER COUNSELING 1. Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. 2. Give the Ratee the form to review/initial. 3. If the Ratee gave written input, attach it. 4. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. 5. Give the Ratee a copy and keep the original to use for the next counseling session.
PREPARATION 1. Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. 2. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. 3. Think how each Value and each Responsibility in Part V of the evaluation form applies. 4. Decide what you consider necessary for success in each Value/Responsibility. Be specific. 5. Make notes to help you with counseling.	CHECKLIST - LATER COUNSELING SESSION(S)
COUNSELING 1. Explain the rating chain and the roles of each rater. 2. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. 3. Discuss items that require top priority effort (areas of special emphasis)-realizing this may change later. 4. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. 5. Review the Ratee's written input if he/she provides it. 6. Discuss what tasks and level of performance you expect for Success. 7. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. 8. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. 9. Ask the Ratee about career goals and training needs.	PREPARATION 1. Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. 2. Review notes from the last session. 3. Consider whether priorities or expectations have changed. 4. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? 5. Make notes to help focus when counseling.
COUNSELING 1. Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. 2. If the Ratee gives written input, review it. 3. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. 4. Give examples of Excellence that occurred or could have occurred. 5. <input checked="" type="checkbox"/> least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks.	CHECKLIST - LATER COUNSELING SESSION(S)
AFTER COUNSELING 1. Follow the same procedures for documenting, initialing, and dating as you did for the initial session. 2. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing.	COUNSELING 1. Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. 2. If the Ratee gives written input, review it. 3. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. 4. Give examples of Excellence that occurred or could have occurred. 5. <input checked="" type="checkbox"/> least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks.

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (Meets) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 5-30-03	(b)(6)	<ul style="list-style-type: none"> -Complete assigned PM by suspense dates. -Complete assigned Operations & Recordkeeping per procedures. -Perform washrack & storm treatment equipment maintenance per TMs and SOPs. -Meet QA requirements for assigned work. -Comply with shop policies & procedures. -Attend at least one outside source of training in water, wastewater, stormwater or collections for continuing education units. Failure to attend training may result in loss of certification.
LATER <i>(Optional)</i>		
MIDPOINT 11/19/03	(b)(6)	<ul style="list-style-type: none"> - Training class for 2004 - Industrial Electrical - PM/OPS/LAB - OK - Wash moved to days-weekends washracks 2 days a week.
LATER <i>(Optional)</i>		

Vertical line of marks on the right edge of the page.



Faint, illegible markings or text located below the first circular mark.



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070

CIVILIAN PERFORMANCE R/ 1G

For use of this form, see AR 690-400, Chapter 430; the proponent agency is DCSPER

PART I - ADMINISTRATIVE DATA

1. NAME (Last, First, MI) AND SSN (b)(6)		2. NAME AND LOCATION OF EMPLOYING OFFICE HQ, I CORPS AND FORT LEWIS DIRECTORATE OF ENGINEERING AND HOUSING OPERATIONS AND MAINTENANCE BRANCH ROADS AND SANITATION BRANCH WATER/WASTEWATER PLANT SECTION FORT LEWIS, WA 98433-5000	
3. POSITION TITLE AND NUMBER, PAY PLAN, SERIES AND GRADE/LEVEL WATER TREATMENT PLANT OPERATOR WG-5409-09 #84127			
4. PERIOD COVERED FROM: 3 JAN 93 TO: 2 JAN 94	5. UNDER SUPERVISION OF CURRENT SUPERVISOR FROM: OCT 92	6. TYPE OF RATING <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> PROBATIONARY	7. IF PROBATIONARY, INDICATE RECOMMENDED ACTION <input type="checkbox"/> RETAIN <input type="checkbox"/> REMOVE FROM POSITION (SF 52 attached)

642

PART II - PERFORMANCE EVALUATION

8.	JOB ELEMENT a	CE b	RATING c	JOB ELEMENT a	CE b	RATING c
1.	FACILITIES OPERATIONS	Y	EXC	5. TOTAL ARMY QUALITY EFFORT	Y	EXC
2.	RECORDKEEPING & COMMUNICATIONS	Y	EXC	6. FACILITIES MAINTENANCE	N	EXC
3.	CHEMICAL TREATMENT AND SAMPLE ANALYSIS	Y	EXC	7. RESOURCE CONSERVATION	N	EXC
4.	EQUIP MAINTENANCE : PM	Y	EXC			

9. ELEMENT RATING EXPLANATION

- No system failures
- No instances of failing to properly document in a timely manner.
- No deficiencies in chemical treatment; all sampling was properly done.
- No instances of lack of proper equipment maintenance and all PM was performed on time.
- (b)(6) actively participates in the TAQ program. (b)(6) wrote an article for the NW Guardian concerning the lead and copper program; (b)(6) wrote an article for the Castle Corner News on the polyphosphate program; (b)(6) maintains (b)(6) WDM license one grade higher than required; (b)(6) cross-trained at the wastewater treatment plant. (b)(6) received an on-the-spot award for expeditious repair of Well 12; (b)(6) worked closely with Preventive Medicine during the bacteriological problem; he ran the lead and copper program to include preparation of sample taking instructions, sample bottle delivery and pick-up and preparation of sample results for our customers.
- Ensures the grounds and facilities are always in a presentable appearance.
- No deficiencies in resource conservation.

PART II - PERFORMANCE EVALUATION (Continued)

9. ELEMENT RATING EXPLANATION (Continued)

Empty space for element rating explanation.

PART III - INDIVIDUAL DEVELOPMENT PLAN

10. Empty space for individual development plan.

PART IV - SENIOR EXECUTIVE SERVICE (SES) ONLY

11. RECOMMENDING OFFICIAL	RECOMMENDATIONS				12. RATING OFFICIAL APPROVAL		
	RATING <i>a</i>	SALARY <i>b</i>		PERFORMANCE AWARD (BONUS) <i>c</i>		SALARY ADJUSTMENT <i>a</i>	PERFORMANCE AWARD (BONUS) <i>b</i>
		YES	NO	YES	NO		
SUPERVISOR						ES- _____	_____%
REVIEWING OFFICIAL (Optional)							
PERFORMANCE REVIEW BOARD							

Note: SES members may respond in writing to their initial ratings. They also may request higher executive level review either before ratings are submitted to the Performance Review Board or after final rating is assigned, but not both. See A.R. 690-900, chapter 920, Subchapter 5.

PART V - COMMENTS

13. Empty space for comments.

PART VI - SUMMARY RATING LEVEL

14. EXCEPTIONAL HIGHLY SUCCESSFUL FULLY SUCCESSFUL MINIMALLY ACCEPTABLE/ SATISFACTORY UNACCEPTABLE/ UNSATISFACTORY

PART VII - AUTHENTICATION

15. SUPERVISOR NAME AND TITLE (b)(6) C. R. S. Branch	(b)(6)	c. DATE 24 JAN 94
16. REVIEWING OFFICIAL (Optional) NAME AND TITLE		c. DATE
17. PRB REPRESENTATIVE NAME AND TITLE	b. SIGNATURE	d. DATE
18. RECOMMENDING OFFICIAL NAME AND TITLE (b)(6) COM DIVISION	(b)(6)	c. DATE 24 JAN 94
19. (b)(6)	(b)(6)	c. DATE 25 Jan 94

PART I - ADMINISTRATIVE DATA

1. NAME (Last, First, MI) AND SSN (b)(6)	2. NAME AND LOCATION OF EMPLOYING OFFICE HQ, I CORPS AND FORT LEWIS DIRECTORATE OF ENGINEERING AND HOUSING OPERATIONS AND MAINTENANCE BRANCH ROADS AND SANITATION BRANCH WATER/WASTEWATER PLANT SECTION FORT LEWIS, WA 98433-5000
3. POSITION TITLE AND NUMBER, PAY PLAN, SERIES AND GRADE/LEVEL WATER TREATMENT PLANT OPERATOR WG-5409-09 #84127	

PART II - PERFORMANCE ELEMENTS AND STANDARDS

JOB ELEMENTS a	CE b	PERFORMANCE STANDARDS c
1. FACILITIES OPERATIONS	Y	OPERATES ALL COMPONENTS OF WATER PLANTS, BOOSTER PUMP STATIONS, WATER STORAGE AND SWIMMING POOL WATER TREATMENT FACILITIES IN A MANNER CONSISTENT WITH ESTABLISHED OPERATING PRACTICES SO THAT WITHIN PHYSICAL AND MECHANICAL LIMITATIONS, NO PREVENTABLE REGULATORY VIOLATIONS OCCUR, AS DETERMINED BY MANAGEMENT. MAINTAINS ROUTINE AND SPECIAL OPERATIONS OF THE PLANTS IN ACCORDANCE WITH ESTABLISHED PROCEDURES AND SUPPLEMENTAL WRITTEN OR ORAL INSTRUCTIONS. TWO OR THREE MINOR FAILURES DURING A RATING PERIOD TO PERFORM IN THE ABOVE MANNER, AS DETERMINED BY MANAGEMENT, MEETS THIS ELEMENT; ONE OR NONE EXCEEDS.
2. RECORDKEEPING AND COMMUNICATIONS	Y	INFORMS SUPERVISOR AND/OR CO-WORKERS AND RELIEVING SHIFT OPERATORS AS NECESSARY OF UNUSUAL CIRCUMSTANCES, OCCURRENCES, SPECIAL INSTRUCTIONS OR PRECAUTIONS TO BE TAKEN, AND DOCUMENTS SAME IN THE DAILY OPERATION LOG. REVIEWS PREVIOUS LOG ENTRIES AT START OF EACH SHIFT. ACCURATELY DOCUMENTS LABOR AND EQUIPMENT USAGE. TWO FAILURES DURING A RATING PERIOD TO PROPERLY DOCUMENT THE ABOVE IN A TIMELY MANNER NOT RESULTING IN ENDANGERMENT TO PERSONNEL OR DEFICIENCY OF OPERATIONS OR TREATMENT AS DETERMINED BY MANAGEMENT MEETS THIS ELEMENT; ONE OR NONE EXCEEDS.
3. CHEMICAL TREATMENT AND SAMPLE ANALYSIS	Y	A. ACCURATELY PERFORMS CALCULATIONS AND ADJUSTS CHEMICAL FEED RATES, REPLENISHES CHEMICALS AS NECESSARY, ENERGIZES STANDBY EQUIPMENT, OR SUBSTITUTES MANUAL PROCESSES FOR AUTOMATIC PROCESSES TO ASSURE CONTINUITY OF TREATMENT.

* NOTE: Failure to meet any portion of multiple standards applicable to one job element may warrant "NOT MET" for the entire element. (continued)

PART III - AUTHENTICATION

	SIGNATURE	DATE	SIGNATURE	DATE
1 SUPERVISOR	(b)(6)	25 MAR 93		
2 REVIEWER/ APPROVING OFFICIAL	(b)(6)	25 Mar 93		
3 EMPLOYEE*	(b)(6)	Strongly Disagree with Element #3 at this time. 29 MAR 93		

*Employee signature indicates that discussion, not necessarily agreement, has occurred.

NAME:

Water Treatment Plant Operator

WG-5409-09 #84127

<u>Job Elements</u>	<u>CE</u>	<u>Performance Standards</u>
3. (Continued)		ONE MINOR, SHORT TERM DEFICIENCY DURING THE RATING PERIOD, AS DETERMINED BY MANAGEMENT, CONSTITUTES A MET; NONE AN EXCEEDS. B. USING PROPER TECHNIQUES, COLLECT AND/OR ANALYZE ROUTINE OR SPECIAL WATER SAMPLES AS DIRECTED FOR pH, RESIDUAL CHLORINE, PHOSPHATE, FLUORIDE CONTENT, COLIFORM CONTENT, ETC. RESULTS WITHIN 10% OF TRUE VALUE CONSTITUTES USEABLE SAMPLE RESULTS. TWO INSTANCES DURING A RATING PERIOD OF NON-USEABLE SAMPLE RESULTS MEETS THE STANDARD; ONE OR LESS EXCEEDS.
4. EQUIPMENT MAINTENANCE AND PM	Y	INDEPENDENTLY TROUBLESHOOTS, REPAIRS AND MAINTAINS COMPONENTS OF TREATMENT PLANT, WATER STORAGE, BOOSTER PUMP STATION AND SWIMMING POOL WATER TREATMENT FACILITIES AND COMPONENTS WITHOUT MORE THAN NORMAL SUPERVISION. PERFORMS AND DOCUMENTS PREVENTIVE MAINTENANCE (PM) ACTIVITIES WITHIN SPECIFIED TIME-FRAMES AS DIRECTED. THREE INSTANCES DURING THE RATING PERIOD OF OVERLOOKING MINOR MALFUNCTIONS AND/OR MISSED SUSPENSES FOR PM ACTIONS NOT RESULTING IN EQUIPMENT DAMAGE OR DECREASED PERSONNEL SAFETY CONSTITUTES A MET; ONE OR NONE AN EXCEEDS.
5. TOTAL ARMY QUALITY EFFORTS	Y	TWELVE DOCUMENTED INSTANCES EXEMPLIFYING EFFORTS IN THE AREA OF TAQ DURING THE RATING PERIOD (SEE ATTACHED EXAMPLES). TWELVE DOCUMENTED TAQ EFFORTS DURING THE RATING PERIOD CONSTITUTES AN EXCEEDS; LESS THAN 12 A MET.
6. FACILITIES MAINTENANCE	N	MAINTAINS GROUNDS AND ALL FACILITIES, ON OWN INITIATIVE, IN A SAFE, CLEAN AND PRESENTABLE STATE OF APPEARANCE INCLUDING PAINTING, WASHDOWN OF EQUIPMENT AND FACILITIES, LAWN MOWING AND WATERING, LIGHT BULB REPLACEMENT, SPILL CLEANUP, WEED AND BRUSH REMOVAL, SPOT PAINTING, ETC. OVERLOOKING TWO OR THREE OF THE ABOVE ITEMS DURING THE RATING PERIOD CONSTITUTES A MET; ONE OR NONE EXCEEDS.
7. RESOURCE CONSERVATION	N	CONSERVES TOOLS, UTILITIES, SUPPLIES AND EQUIPMENT; MAKES FULL USE OF AVAILABLE TIME IN DAILY OPERATIONS, UTILIZING SUPPLY DISCIPLINE AND SECURITY MEASURES ADEQUATE TO PROTECT GOVERNMENT RESOURCES FROM WASTE AND ABUSE. SECURES LIGHTING, EQUIPMENT AND UTILITIES WHEN NOT NECESSARY FOR OPERATIONS. TWO INSTANCES DURING THE RATING PERIOD OF DEFICIENCY IN THE ABOVE MEETS THE STANDARD; ONE OR LESS EXCEEDS.



980114 E 990102

BASE SYSTEM CIVILIAN EVALUATION REPORT

For use of this form see AR 890-400; the proponent agency is DCSPER

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) (b)(6)		b. SOCIAL SECURITY NUMBER (b)(6)	c. POSITION TITLE AND NUMBER, PAY PLAN, SERIES AND GRADE WATER PLANT SUPERVISOR, WS-5409-08	
d. ORGANIZATION PUBLIC WORKS, PRODUCTION DIVISION			e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL	
i. PERIOD COVERED (YYMMDD)		g. RATED MONTHS	h. RATEE COPY (Check one and date)	
FROM 970103	THRU 980102	12	<input checked="" type="checkbox"/> GIVEN TO RATEE	<input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)	DATE 14 JAN 98
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-12, PUBLIC WORKS, PRODUCTION DIVISION, CHIEF, ROADS AND SANITATION BRANCH		
b. NAME OF INTERMEDIATE RATER (Optional) (Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)	DATE 14 JAN 98
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GM-13, PUBLIC WORKS, PRODUCTION DIVISION, CHIEF, PRODUCTION DIVISION		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE (b)(6)	DATE 20 JAN 98

PART III - PERFORMANCE AWARD

PERFORMANCE AWARD		AWARD APPROVED BY	
PERCENT OF SALARY	AMOUNT		
QSI (GS with Successful Level 1 Rating Only) TO (Grade/Step):		DATE (YYMMDD)	FUND CITE

PART IV - DUTY DESCRIPTION (Rater)

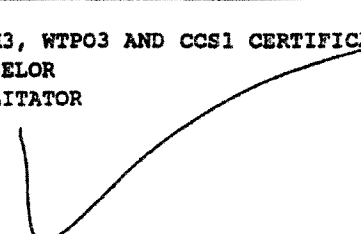
a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct: Yes No


SERVES AS SUPERVISOR OVER THE WATER PLANT SECTION EXERCISING FULL RESPONSIBILITY FOR CONTROL OVER WORK OPERATIONS INVOLVING 5 SUBORDINATE WORKERS. OPERATES AND MAINTAINS ALL UNITS OF THE WATER TREATMENT PLANT SYSTEMS AT FORT LEWIS. MAJOR WATER TREATMENT PROCESSES INCLUDE CHLORINATION, FLUORIDATION, CORROSION CONTROL, pH ADJUSTMENT AND SAND AND GRIT REMOVAL. MONITORS, MAINTAIN AND ADJUSTS TELEMETRY SYSTEM.

b. AREAS OF SPECIAL EMPHASIS

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 970109	LATER (Optional)	MIDPOINT 970612	LATER (Optional)
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PART V - VALUES/RESPONSIBILITIES (Rater)

V A L ARMY ETHIC Loyalty Duty Selfless Service Integrity	PERSONAL Commitment Competence Candor Courage	VALUES S	d. BULLET COMMENTS *MAINTAINS A WDM3, WTPO3 AND CCS1 CERTIFICATION *IS AN EEO COUNSELOR *IS A LEAD FACILITATOR
			

RATEE'S NAME (Last, First, Middle Initial) (b)(6)		SOCI. SECURITY NUMBER (b)(6)	THRU DA. 980102
b. RESPONSIBILITIES		Specific bullet examples of "EXCEEDS STANDARDS," or "FAILS" are mandatory. Specific bullet examples of "MEETS STANDARDS" are optional but encouraged.	
1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound Judgement EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		* SHOWS OUTSTANDING KNOWLEDGE IN ALL AREAS OF WATER TREATMENT * CONTINUES TO UPDATE AND IMPROVE SHOP SOP'S	
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		* CONTINUES TO IMPROVE SKILLS BY ATTENDING TRAINING * MAINTAINS CERTIFICATION HIGHER THAN REQ'D	
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		* CONTINUES TO WORK HARD TO IMPROVE WORKING RELATIONSHIPS BETWEEN EMPLOYEES * CONTINUES TO IMPROVE COMMUNICATIONS WITH EMPLOYEE * WORKS WELL SUPPORTING OTHER SHOPS	
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		* SERVES AS AN EEO COUNSELOR & LEAD FACILITATOR * PROVIDES TOURS OF FACILITIES TO INTERESTED PARTIES INCLUDING YOUTH GROUPS * DOES OUTSTANDING JOB OF MAINTAINING FACILITIES	
Numbers 5 and 6 apply to positions with some supervisory duties			
5. LEADERSHIP AND SUPERVISION Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		* AWARDS EMPLOYEES FOR SUPERIOR PERFORMANCE * COMPLETES EVALUATIONS ON TIME	
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Settling/achieving goals Providing opportunity Solving problems EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		* SERVES AS AN EEO COUNSELOR * EMPLOYEES CROSS-TRAINED AT INCINERATOR * PROVIDES TRAINING OPPORTUNITIES TO EMPLOYEES	
PART VI - OVERALL PERFORMANCE (Senior Rater)			
a. OVERALL PERFORMANCE  1 2 3 4 5 SUCCESSFUL FAIR UNSUCCESSFUL		b. BULLET COMMENTS (Performance/Potential) (b)(6) done a great job of making the water plant more efficient.	
A completed DA Form 7223-1 was received with this report and considered in my evaluation and review. <input type="checkbox"/> Yes <input type="checkbox"/> NO (Explain NO in Part VI b)			

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form see AR 690-400; the proponent agency is ODCSPER

<p>RATEE (b)(6) A. (b)(6)</p>	<p>RATER (b)(6)</p>
<p>ORGANIZATION PUBLIC WORKS, OPERATIONS & MAINTENANCE DIV</p>	<p>INTERMEDIATE RATER (Optional)</p>
<p>PAY PLAN, SERIES/GRADE WS-5409-08</p>	<p>RATING PERIOD 3 JAN 97 THRU 2 JAN 98</p>
<p>SENIOR RATER (b)(6)</p>	<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> Face-to-face counseling is mandatory for all civilians in the Base System. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period.
<p align="center">CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD</p> <p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. Think how each Value and each Responsibility in Part V of the evaluation form applies. Decide what you consider necessary for success in each Value/Responsibility. Be specific. Make notes to help you with counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Explain the rating chain and the roles of each rater. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. Discuss items that require top priority effort (areas of special emphasis)--realizing this may change later. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. Review the Ratee's written input if he/she provides it. Discuss what tasks and level of performance you expect for Success. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. Ask the Ratee about career goals and training needs. 	<p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. Give the Ratee the form to review/initial. If the Ratee gave written input, attach it. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. Give the Ratee a copy and keep the original to use for the next counseling session. <p align="center">CHECKLIST - LATER COUNSELING SESSIONS(S)</p> <p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. Review notes from the last session. Consider whether priorities or expectations have changed. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? Make notes to help focus when counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. If the Ratee gives written input, review it. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. Give examples of Excellence that occurred or could have occurred. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Follow the same procedures for documenting, initialing, and dating as you did for the initial session. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing.

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (*Meets*) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done, Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL (b)(6)	(b)(6)	- WILL SUBMIT IJO'S TO IMPROVE PALNT OPERATIONS & EFFICIENCY - WILL CONTINUE TO IMPROVE COMMUNICTIONS & WORKING RELATIONSHIPS BETWEEN EMPLOYEES - Work to improve efficiency of plant operations
LATER (Optional)	...	
MIDPOINT 12 JUN 97	(b)(6)	- Eliminated graveyard shift to improve operations - Continue to update plant SOP's
LATER (Optional)		



101-05-01-2 06 FEB 2001 CPAK Lewis RB 1/30

BASE SYSTEM CIVILIAN EVALUATION REPORT
 For use of this form, see AR 690-400; the preparing agency is ODCSPER

PART I - ADMINISTRATIVE DATA			
a. NAME (Last, First, Middle Initial) (b)(6) (b)(6)	b. SSN (b)(6)	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Utility Systems Repairer/Operator WG-4742-09	
d. ORGANIZATION Public Works, Utilities Division, Wastewater Treatment Plant Section		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL	
f. PERIOD COVERED (YYMMDD) FROM 00013003 THRU 010102	g. RATED MOS. <u>112</u>	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE	

PART II - AUTHENTICATION			
a. NAME OF RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)		DATE 1/9/01
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT WS-09, Public Works, Utilities Division, WWTP Section Supervisor			
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE		DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT			
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)		DATE 1/9/01
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GM-13, Public Works, Utilities Division Chief			
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.		(b)(6)	DATE 1/9/01


PART III - PERFORMANCE AWARD			
PERFORMANCE AWARD		AWARD APPROVED BY	
PERCENT OF SALARY	AMOUNT	DATE (YYMMDD)	FUND CITE
QSI (GS with Successful Level 1 Rating Only)			
TD (Grade/Step):			

PART IV - DUTY DESCRIPTION (Rater)	
a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and material. Position Description (DA Form 274) is correct: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO)	
Serves as an operator and repairer of the wastewater treatment plant, collections systems, washrack facilities, lift stations, stormwater treatment systems, oil skimmers and oil/water separators and their associated equipment.	

b. AREAS OF SPECIAL EMPHASIS ISO 14001, Plant Library				
c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 02/02/00	LATER (Optional)	MIDPOINT 07/21/00	LATER (Optional)

PART V - VALUES (Rater)													
<table border="0"> <tr> <td>V</td> <td>PERSONAL</td> </tr> <tr> <td>A</td> <td>Commitment</td> </tr> <tr> <td>L</td> <td>Competence</td> </tr> <tr> <td>U</td> <td>Candor</td> </tr> <tr> <td>E</td> <td>Courage</td> </tr> <tr> <td>S</td> <td></td> </tr> </table>	V	PERSONAL	A	Commitment	L	Competence	U	Candor	E	Courage	S		a. BULLET COMMENTS
V	PERSONAL												
A	Commitment												
L	Competence												
U	Candor												
E	Courage												
S													

Handwritten signature/initials

RATEE'S NAME (Last, First, Middle Initial) (b)(6) (b)(6)		SOCIAL SECURITY NUMBER (b)(6)	THRU DATE 000130 - 010102
b. RESPONSIBILITIES		Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.	
1. TECHNICAL COMPETENCE Technical knowledge, skills, abilities Doing work right/on time Sound judgement EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input checked="" type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b)(6) (b)(6) is a competent operator and an excellent repairer. His performance of laboratory operations duties has been satisfactory. (b)(6) has used (b)(6) knowledge and experience in assisting (b)(6) co-workers and supervisor in maintenance skills. (b)(6) has taken each opportunity to familiarize and train on plant operations. (b)(6) has satisfied the success criteria for this standard.	
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b)(6) (b)(6) has no trouble adjusting to changing situations, conditions, personnel. (b)(6) is more than willing to try new ways of completing tasks. (b)(6) seeks self-improvement through training on and off post. (b)(6) uses his knowledge and experience to offer suggestions for process and facility improvement. (b)(6) achieved wastewater certification this fall as a Group II Plant Operator. (b)(6) has satisfied the excellence criteria for this standard.	
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b)(6) (b)(6) supports team efforts and encourages his co-workers to do the same. His background and training really show through in his ability to carefully listen and evaluate problems/issues. (b)(6) states his ideas clearly and always asks for clarification if (b)(6) doesn't understand. (b)(6) is very customer oriented. (b)(6) has satisfied the excellence criteria for this standard.	
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		(b)(6) (b)(6) has proven to be very reliable & dependable. His knowledge of maintaining equipment & tools has increased this section's ability to do so. (b)(6) is constantly aware of safety issues and has good input for safety training. (b)(6) follows shop policies at all times. (b)(6) has satisfied the excellence criteria for this standard.	
Numbers 5 and 6 apply to positions with some supervisory duties			
5. SUPERVISION AND LEADERSHIP Mission focused/parliament oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>			
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>			
PART VI - OVERALL PERFORMANCE (Senior Ratee)			
a. OVERALL PERFORMANCE  1 2 3 4 5 SUCCESSFUL FAIR UNSUCCESSFUL		b. BULLET COMMENTS (Performance/Potential) (b)(6) is a dependable worker and a team player.	
A completed DA Form 7223-1 was received with this report and considered in my evaluation and review: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain NO in Part VI b)			

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form, see AR 890-400; the proponent agency is ODCSPER

RATEE (b)(6)	RATER (b)(6)
ORGANIZATION PW, Utilities Division, WWTP Section	INTERMEDIATE RATER (Optional)
PAY PLAN, SERIES/GRADE WG-4742-09	RATING PERIOD 0000130-010102
PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.	AFTER COUNSELING 1. Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. 2. Give the Ratee the form to review/initial. 3. If the Ratee gave written input, attach it. 4. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. 5. Give the Ratee a copy and keep the original to use for the next counseling session.
RULES FOR COUNSELING. 1. Face-to-face counseling is mandatory for all civilians in the Base System. 2. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. 3. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period.	CHECKLIST - LATER COUNSELING SESSION(S)
CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD	PREPARATION 1. Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. 2. Review notes from the last session. 3. Consider whether priorities or expectations have changed. 4. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? 5. Make notes to help focus when counseling.
PREPARATION 1. Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. 2. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. 3. Think how each Value and each Responsibility in Part V of the evaluation form applies. 4. Decide what you consider necessary for success in each Value/Responsibility. Be specific. 5. Make notes to help you with counseling.	COUNSELING 1. Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if (b)(6) is having problems and needs your help. 2. If the Ratee gives written input, review it. 3. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. 4. Give examples of Excellence that occurred or could have occurred. 5. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks.
COUNSELING 1. Explain the rating chain and the roles of each rater. 2. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. 3. Discuss items that require top priority effort (areas of special emphasis)-realizing this may change later. 4. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. 5. Review the Ratee's written input if he/she provides it. 6. Discuss what tasks and level of performance you expect for Success. 7. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. 8. Using the DA-established performance standards and the tasks to <input type="checkbox"/> accomplished give examples of Excellence to give the Ratee specifics to aim for. 9. Ask the Ratee about career goals and training needs.	AFTER COUNSELING 1. Follow the same procedures for documenting, initialing, and dating as you did for the initial session. 2. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing.

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success/Meets level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAD), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 000202	(b)(6)	-Clean & Washdown areas of responsibility at least once per quarter. -Maintain an error rate of less than 2% in recordkeeping. .5% for excellence. -Maintain an error rate of less than .2% in NPDES testing & records. 0 errors for excellence. -Perform as section POC for turn-in of materials and inventory. < %5 deviation for excellence. -Comply with shop policies & procedures. 5 errors for success. 1 error for excellence. -Attend at least one outside source of training in water, wastewater, stormwater or collections for continuing education units. Failure to attempt may result in loss of certification.
LATER <i>(Optional)</i> 7/21/00	(b)(6)	
MIDPOINT 7/21/00	(b)(6)	- (b)(6) has completed training in w/w exam review. (b) is scheduled for the October Exam. - (b)(6) performance to date has been very good. He has made significant contributions to all areas of this section's O&M.
LATER <i>(Optional)</i>		



BASE SYSTEM CIVILIAN EVALUATION REPORT

For use of this form, see AR 690-400; the proponent agency is ODCSPER

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) (b)(6)	b. SSN (b)(6)	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Utility Systems Repairer/Operator WG-4742-09
d. ORGANIZATION Public Works, Utilities Division, Wastewater Treatment Plant Section		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL
f. PERIOD COVERED (YYMMDD) FROM 040501 THRU 050430	g. RATED MOS. 1 2	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)	DATE 5/12/05
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT WS-09, Public Works, Utilities Division, WWTP Section Supervisor		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT (b)(6)		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (b)(6) (b)(6)		DATE 5/19/05
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT WS-14, Maintenance & Repair Division, Chief		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	S (b)(6)	DATE 5/25/05

PART III - PERFO

PERFORMANCE AWARD		
PERCENT OF SALARY	AMOUNT	
QSI (GS with Successful Level 1 Rating Only)	DATE (YYMMDD)	FUND CITE
TD (Grade/Step):		

PART IV - DUTY DESCRIPTION (Rater)


a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 574) is correct: YES NO
Serves as an operator and repairer of the wastewater treatment plant, collections systems, washrack facilities, lift stations, stormwater treatment systems, oil skimmers and oil/water separators and their associated equipment.

b. AREAS OF SPECIAL EMPHASIS Washracks

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 5/20/04	LATER (Optional)	MIDPOINT 11/24/04	LATER (Optional)
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PART V - VALUES (Rater)

<p align="center">V A L U E S</p> <p>ARMY ETHIC Loyalty Duty Selfless Service Integrity</p>	<p>PERSONAL Commitment Competence Candor Courage</p>	a. BULLET COMMENTS

RATEE'S NAME (Last, First, Middle Initial) (b)(6)(b)()		SOCIAL SECURITY NUMBER (b)(6)	THRU DATE 040501 - 050430
b. RESPONSIBILITIES		Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.	
1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		((b)) ((b)) is a competent operator and an excellent repairer. ((b)) uses his knowledge and experience in assisting his co-workers and supervisor in maintenance skills. ((b)) has been assigned repair and operations duties of the centralized washracks. The SW Washrack is substantially complete this rating period and the improvements are significant and are anticipated to reduce repair costs!.	
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		((b)) ((b)) has had little trouble adjusting to changing situations, conditions, personnel. ((b)) has completed a refit of the SW Washrack using some innovative thought in laying out the new components. ((b)) is willing to try new ways of completing tasks. ((b)) has taken on the additional duty of HWT for exterior plants. ((b)) has satisfied the criteria for excellence in this standard.	
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding EXCELLENCE (Exceeds std) <input checked="" type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		((b)) ((b)) supports team efforts and encourages his co-workers to do the same. His background and training really show through in his ability to carefully listen and evaluate problems/issues. ((b)) states his ideas clearly and always asks for clarification if ((b)) doesn't understand. ((b)) is very customer oriented. ((b)) has satisfied the criteria for excellence in this standard.	
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input checked="" type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>		((b)) ((b)) has proven to be very reliable & dependable. ((b)) knowledge of maintaining equipment & tools has increased this section's ability to do so. ((b)) has satisfied criteria for success in this standard.	
Numbers 5 and 6 apply to positions with some supervisory duties			
5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>			
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems EXCELLENCE (Exceeds std) <input type="checkbox"/> SUCCESS (Meets std) <input type="checkbox"/> NEEDS IMPROVEMENT <input type="checkbox"/> FAILS <input type="checkbox"/>			
PART VI - OVERALL PERFORMANCE (Senior Rater)			
a. OVERALL PERFORMANCE  1 2 3 4 5 SUCCESSFUL FAIR UNSUCCESSFUL		b. BULLET COMMENTS (Performance/Potential) - Excellent Employee - INNOVATIVE	
A completed DA Form 7223-1 was received with this report and considered in my evaluation and review: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain NO in Part VI b)			

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form, see AR 69D-400; the proponent agency is ODCSPER

RATEE (b)(6)	RATER (b)(6)
ORGANIZATION PW, Utilities Division, WWTP Section	INTERMEDIATE RATER <i>(Optional)</i>
PAY PLAN, SERIES/GRADE WG-4742-09	RATING PERIOD 5/1/04 - 4/30/05
SENIOR RATER (b)(6)	AFTER COUNSELING
<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> Face-to-face counseling is mandatory for all civilians in the Base System. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 	<ol style="list-style-type: none"> Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. Give the Ratee the form to review/initial. If the Ratee gave written input, attach it. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. Give the Ratee a copy and keep the original to use for the next counseling session.
CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD	CHECKLIST - LATER COUNSELING SESSION(S)
<p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. Think how each Value and each Responsibility in Part V of the evaluation form applies. Decide what you consider necessary for success in each Value/Responsibility. Be specific. Make notes to help you with counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Explain the rating chain and the roles of each rater. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. Discuss items that require top priority effort (<i>areas of special emphasis</i>)-realizing this may change later. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. Review the Ratee's written input if he/she provides it. Discuss what tasks and level of performance you expect for Success. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. Ask the Ratee about career goals and training needs. 	<p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. Review notes from the last session. Consider whether priorities or expectations have changed. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? Make notes to help focus when counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. If the Ratee gives written input, review it. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. Give examples of Excellence that occurred or could have occurred. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Follow the same procedures for documenting, initialing, and dating as you did for the initial session. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing.

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (Meets) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 5/20/04	(b)(6)	<ul style="list-style-type: none"> -Complete assigned PM by suspense dates. -Complete assigned Operations & Recordkeeping per procedures. -Perform washrack equipment maintenance per TMs and SOPs. -Meet QA requirements for assigned work. -Comply with shop policies & procedures. -Attend at least one outside source of training in water, wastewater, stormwater or collections for continuing education units. Failure to attend training may result in loss of certification.
LATER <i>(Optional)</i>		
MIDPOINT 11/24/04	(b)(6)	<ul style="list-style-type: none"> - Schedule change notice - PM @ 99.3% - LE's @ 89% (82%) - TRAINING? →
LATER <i>(Optional)</i>		<p align="right">senior rater (b)(6)</p>



Pop: 1/2/81 990217 F A

BASE SYSTEM CIVILIAN EVALUATION REPORT

MAR 9 1999

For use of this form, see AR 690-400; the proponent agency is ODCSPER

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) (b)(6)	b. SSN (b)(6)	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Maint Mech WG-4749-09-05
d. ORGANIZATION PW, M&R Div, Repair & Utilities Section		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL
f. PERIOD COVERED (YYMMDD) FROM 981014 THRU 990213	g. RATED MOS. 4	h. RATEE COPY (Check one and date) <input checked="" type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) (b)(6)	S (b)(6)	DATE 2-16-99
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT PW, M&R Div., Repair & Utilities Section Supervisor		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI) (b)(6)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (b)(6)	S (b)(6)	DATE 2-17-99
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT PW, M&R Div. Chief		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	(b)(6)	DATE 2-17-99

PART III - PERFORM

PERFORMANCE AWARD		AWARD APPROVED BY ✓	
PERCENT OF SALARY	AMOUNT	DATE (YYMMDD)	FUND CITE
QSI (GS with Successful Level 1 Rating Only) TO (Grade/Step):			

PART IV - DUTY DESCRIPTION (Rater)

a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct: YES NO

Performs a variety of tasks involving multiple trades to buildings and structures. Work performed is expected to be of quality and completed in a timely manner. Employee may also be required to perform other duties as assigned. Employee will follow all safety and hazardous material SOP's and regulations.

b. AREAS OF SPECIAL EMPHASIS
Customer satisfaction, service and quality of life.

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 981014	LATER (Optional)	MIDPOINT NA	LATER (Optional)
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PART V - VALUES (Rater)

PERSONAL Commitment Competence Candor Courage ARMY ETHIC Loyalty Duty Selfless Service Integrity	e. BULLET COMMENTS (b)(6) has displayed a strong commitment to customer service and loyalty. (b)(6) candor sense of duty and integrity are a credit to himself and an asset to Public works and the Ft. Lewis Community.
---	--

HSR coded 3/10/99
d.w.

(b)(6)

(b)(6)

981014 - 990213

b. RESPONSIBILITIES

Specific bullet examples of other than SUCCESS, are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.

1. TECHNICAL COMPETENCE
 Technical knowledges, skills, abilities
 Doing work right/on time
 Sound judgement

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

(b)(6) has demonstrated an ability to perform quality work in a variety of trades, and continues to develop his skills in others. (b)(6) meets or beats suspense dates, and employes good judgement.

2. ADAPTABILITY AND INITIATIVE
 Adjusting to change - situations/people
 Trying new things
 Seeking self-development

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

(b)(6) adapts well to changing work situations and practices. (b)(6) is a quick and willing learner.

3. WORKING RELATIONSHIPS & COMMUNICATIONS
 Supporting team
 Respecting others
 Expressing ideas clearly
 Listening/understanding

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

(b)(6) is a team player. (b)(6) accepts, respects and supports the ideas and positions of others. (b)(6) readily understands new concepts and expresses himself clearly.

4. RESPONSIBILITY AND DEPENDABILITY
 Dependable/reliable
 Maintaining facilities/equipment
 Conserving supplies/time
 People/equipment safety

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

(b)(6) is quite dependable, (b)(6) plans leave well in advance. (b)(6) can be relied upon to accept responsibility and and follow instructions. (b)(6) maintains tools and equipment in good safe working order; conserves time and supplies.

Numbers 5 and 6 apply to positions with some supervisory duties

5. SUPERVISION AND LEADERSHIP
 Mission focused/performance oriented
 Sets standard/Leads by example
 Motivating/developing others
 Implementing DA emphasis programs/managing resources

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

6. EEO AND AFFIRMATIVE ACTION
 Respecting dignity
 Achieving planned actions
 Providing opportunity
 Solving problems

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

PART VI - OVERALL PERFORMANCE (Senior Rater)

a. OVERALL PERFORMANCE

1 2 3 4 5

SUCCESSFUL FAIR UNSUCCESSFUL

b. BULLET COMMENTS (Performance/Potential)
(b)(6) has been a welcome addition to the RTU team. (b)(6) is a very dependable employee

A completed DA Form 7223-1 was received with this report and considered in my evaluation and review:
 YES NO (Explain NO in Part VI b)

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form, see AR 690-400; the proponent agency is ODCSPER

RATEE (b)(6)		DATER (b)(6)	
ORGANIZATION PW, M&R DIV., Repair & Utilities Section		INTERMEDIATE RATER (Optional)	
PAY PLAN, SERIES/GRADE WG-4749-09-05	RATING PERIOD 981014-990213	SENIOR RATER (b)(6)	
<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> Face-to-face counseling is mandatory for all civilians in the Base System. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 		<p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. Give the Ratee the form to review/initial. If the Ratee gave written input, attach it. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. Give the Ratee a copy and keep the original to use for the next counseling session. 	
<p align="center">CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD</p>		<p align="center">CHECKLIST - LATER COUNSELING SESSION(S)</p>	
<p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. Think how each Value and each Responsibility in Part V of the evaluation form applies. Decide what you consider necessary for success in each Value/Responsibility. Be specific. Make notes to help you with counseling. 		<p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. Review notes from the last session. Consider whether priorities or expectations have changed. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? Make notes to help focus when counseling. 	
<p>COUNSELING</p> <ol style="list-style-type: none"> Explain the rating chain and the roles of each rater. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. Discuss items that require top priority effort (<i>areas of special emphasis</i>)--realizing this may change later. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. Review the Ratee's written input if he/she provides it. Discuss what tasks and level of performance you expect for Success. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. Ask the Ratee about career goals and training needs. 		<p>COUNSELING</p> <ol style="list-style-type: none"> Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. If the Ratee gives written input, review it. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. Give examples of Excellence that occurred or could have occurred. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Follow the same procedures for documenting, initialing, and dating as you did for the initial session. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing. 	

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (*Meets*) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (*TAQ*), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 10-14-98	(b)(6)	Discussed goals, expectations and work requirements.
LATER <i>(Optional)</i>		
MIDPOINT		
LATER <i>(Optional)</i>		



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OKO

BASE SYSTEM CIVILIAN EVALUATION REPORT
For use of this form, see AR 690-400; the proponent agency is ODCSPER

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) (b)(6)	b. SSN (b)(6)	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Water Plant Supervisor WS-5409-08
d. ORGANIZATION PW, Operations & Maintenance Division		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL
f. PERIOD COVERED (YYMMDD) FROM 29 May 94 THRU 2 Jan 95	g. RATED MOS. <input checked="" type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE	h. RATEE COPY (Check one and date)

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) (b)(6)	SIG (b)(6)	DATE 27 Jan 95
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-12, PW, Operations & Maintenance Division, Chief, Roads & Sanitation Branch		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		

c. NAME OF SENIOR RATER (Last, First, Middle Initial) (b)(6)	SIGNATURE (b)(6)	DATE 27 Jan 95
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GM-13 PW, Operations & Maintenance Division, Chief, Operations & Maintenance Division		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	(b)(6)	DATE 30 JAN 95

PART III - PERFORMANCE AWARD

PERCENT OF SALARY	AMOUNT	DATE (YYMMDD)	FUND CITE
QSI (GS with Successful Level 1 Rating Only)			
TO (Grade/Step):			

PART IV - DUTY DESCRIPTION (Rater)

a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct: YES NO

Serves as supervisory over the Water Plant Section exercising full responsibility for control over work operations involving 6 subordinate workers. Operates and maintains all units of the water treatment plant system at Fort Lewis and remote off-post water systems. Major treatment processes include chlorination, fluoridation, filtration, pH adjustment, and sand and grit removal. Utilizes chemicals such as reagents, corrosion preventatives, algacides, paints, solvents and degreasers. Monitors, maintains and adjusts the telemetering system.

b. AREAS OF SPECIAL EMPHASIS

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 7 JUN 94	LATER (Optional)	MIDPOINT 11 Oct 94	LATER (Optional)
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PART V - VALUES (Rater)

PERSONAL Commitment Competence Candor Courage ARMY ETHIC Loyalty Duty Selfless Service Integrity	a. BULLET COMMENTS
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EMPLOYEE'S NAME (Last, First, Middle Initial)

(b)(6)

SOCIAL SECURITY NUMBER

(b)(6)

THRU

TE

2 Jan 95

b. RESPONSIBILITIES

Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.

1. TECHNICAL COMPETENCE
Technical knowledges, skills, abilities
Doing work right/on time
Sound judgement

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

- Complied SOP book for Plant Operations
- Updated "old" SOPs
- Prepared SOP for chlorine handling & reservoir cycling
- Reviewed design projects for water system repairs and submitted comments.

2. ADAPTABILITY AND INITIATIVE
Adjusting to change - situations/people
Trying new things
Seeking self-development

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

3. WORKING RELATIONSHIPS & COMMUNICATIONS
Supporting team
Respecting others
Expressing ideas clearly
Listening/understanding

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

4. RESPONSIBILITY AND DEPENDABILITY
Dependable/reliable
Maintaining facilities/equipment
Conserving supplies/time
People/equipment safety

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

- Supports TAQ program
- Provided numerous tours of new plant to health professionals
- Keeps plant, wells, and reservoirs in a presentable appearance at all times

Numbers 5 and 6 apply to positions with some supervisory duties

5. SUPERVISION AND LEADERSHIP
Mission focused/performance oriented
Sets standard/Leads by example
Motivating/developing others
implementing DA emphasis programs/managing resources

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

- Has completed all appraisals within 30 days

6. EEO AND AFFIRMATIVE ACTION
Respecting dignity
Achieving planned actions
Providing opportunity
Solving problems

EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS

- Provided opportunity to all employees to attend operator training
- Ensured all deserving employees received appropriate awards.

PART VI - OVERALL PERFORMANCE (Senior Ratee)

a. OVERALL PERFORMANCE

b. BULLET COMMENTS (Performance/Potential)



SUCCESSFUL FAIR UNSUCCESSFUL

A completed DA Form 7223-1 was received with this report and considered in my evaluation and review:

YES NO (Explain NO in Part VI c.)

(b)(6)

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form, see AR 690-400; the proponent agency is ODCSPER

RATEE (b)(6)		RATER (b)(6)	
ORGANIZATION DEH OPERATIONS & MAINTENANCE DIVISION		INTERMEDIATE RATER (Optional)	
PAY PLAN, SERIES/GRADE WS-5409-08	RATING PERIOD 29 MAY 94 to 2 JAN 95	SENIOR RATER (b)(6)	
<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> Face-to-face counseling is mandatory for all civilians in the Base System. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 		<p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. Give the Ratee the form to review/initial. If the Ratee gave written input, attach it. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. Give the Ratee a copy and keep the original to use for the next counseling session. 	
<p>CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD</p> <p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. Think how each Value and each Responsibility in Part V of the evaluation form applies. Decide what you consider necessary for success in each Value/Responsibility. Be specific. Make notes to help you with counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Explain the rating chain and the roles of each rater. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. Discuss items that require top priority effort (areas of special emphasis)—realizing this may change later. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. Review the Ratee's written input if he/she provides it. Discuss what tasks and level of performance you expect for Success. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. Ask the Ratee about career goals and training needs. 		<p>CHECKLIST - LATER COUNSELING SESSION(S)</p> <p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session with the Ratee. Tell (b)(6) to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. Review notes from the last session. Consider whether priorities or expectations have changed. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? Make notes to help focus when counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. If the Ratee gives written input, review it. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. Give examples of Excellence that occurred or could have occurred. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher-level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Follow the same procedures for documenting, initialing, and dating as you did for the initial session. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing. 	

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (Meets) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling or expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (a.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 7 Jun 94 7 Jun 94 7 Jun 94	(b)(6)	<ul style="list-style-type: none"> - Participates in Army TAQ Program - Uses appropriate safety equipment at all times and follows all safety procedures - Ensures supervisor is notified of any problems in a timely manner - Attends supervisor training courses.
LATER (Optional)		
MIDPOINT 11 OCT 94 11 OCT 94 11 OCT 94	(b)(6)	<ul style="list-style-type: none"> - WILL BEGIN PREPARING PLANT OPERATIONS SOP'S
LATER (Optional)		



11

BASE SYSTEM CIVILIAN EVALUATION REPORT

For use of this form see AR 690-400; the proponent agency is DCSPER

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) (b)(6)		b. SOCIAL SECURITY NUMBER (b)(6)	c. POSITION TITLE AND NUMBER, PAY PLAN, SERIES AND GRADE WATER PLANT SUPERVISOR, WS-5409-08	
d. ORGANIZATION PUBLIC WORKS, OPERATIONS & MAINTENANCE DIVISION			e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL	
f. PERIOD COVERED (YYMMDD)		g. RATED MONTHS	h. RATEE COPY (Check one and date)	
FROM 960103	THRU 970102	12	<input checked="" type="checkbox"/> GIVEN TO RATEE	<input type="checkbox"/> FORWARDED TO RATEE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) (b)(6)		SIGNATURE (b)(6)	DATE 8 JAN 97
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-12, PUBLIC WORKS, O&M DIVISION, CHIEF ROADS & SANITATION BRANCH			
b. NAME OF INTERMEDIATE RATER (Optional) (Last, First, MI)		SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT			
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (b)(6)		SIGNATURE (b)(6)	DATE 8 JAN 97
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GM-13, PUBLIC WORKS, O&M DIVISION, CHIEF, OPERATIONS & MAINTENANCE DIVISION			
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.		SIGNATURE (b)(6)	DATE 9 JAN 97

PART III - PERFORMANCE AWARD

PERFORMANCE AWARD		INCREASE	
PERCENT OF SALARY	AMOUNT		
QSI (GS with Successful Level 1 Rating Only) TO (Grade/Step):		DATE (YYMMDD)	FUND CITE

PART IV - DUTY DESCRIPTION (Rater)

a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct: Yes No

SERVES AS SUPERVISOR OVER THE WATER PLANT SECTION EXERCISING FULL RESPONSIBILITY FOR CONTROL OVER WORK OPERATIONS INVOLVING 6 SUBORDINATE WORKERS. OPERATES AND MAINTAINS ALL UNITS OF THE WATER TREATMENT PLANT SYSTEM AT FORT LEWIS AND REMOTE OFF-POST WATER SYSTEMS. MAJOR TREATMENT PROCESSES INCLUDE CHLORINATION, FLUORIDATION, CORROSION CONTROL, FILTRATION, pH ADJUSTMENT AND SAND AND GRIT REMOVAL. UTILIZES CHEMICALS SUCH AS REAGENTS, CORROSION PREVENTATIVES AND ALGAECIDES. MONITORS, MAINTAINS AND ADJUSTS TELEMETRY SYSTEM.

b. AREAS OF SPECIAL EMPHASIS

c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL 960112	LATER (Optional)	MIDPOINT 960816	LATER (Optional)
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PART V - VALUES/RESPONSIBILITIES (Rater)

<p>V A L U E S</p> <p>ARMY ETHIC Loyalty Duty Selfless Service Integrity</p>	<p>PERSONAL Commitment Competence Candor Courage</p> <p>U E S</p>	<p>a. BULLET COMMENTS</p> <ul style="list-style-type: none"> *MAINTAINS A WDM3, WTPO3 AND CCS1 CERTIFICATION *IS AN EEO COUNSELOR *IS A LEAD FACILITATOR
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RATEE'S NAME (Last, First, Middle Initial) (b)(6) (b)(6)	S	L SECURITY NUMBER (b)(6)	THRU E	970102
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b. RESPONSIBILITIES		Specific bullet examples of "EXCEEDS STANDARDS," or "FAILS" are mandatory. Specific bullet examples of "MEETS STANDARDS" are optional but encouraged.
1. TECHNICAL COMPETENCE Technical knowledge, skills, abilities Doing work right/on time Sound judgement EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		*UPDATED AND IMPROVED PLANT SOP'S *CONVERTED FROM GAS TO LIQUID CHLORINE DISINFECTION *SHOWS OUTSTANDING KNOWLEDGE IN ALL AREAS OF WATER TREATMENT
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		*CONTINUES TO IMPROVE SKILLS BY ATTENDING TRAINING *MAINTAINS ONE CERTIFICATION HIGHER THAN REQ'D *ALWAYS IS LOOKING FOR WAYS TO IMPROVE PLANT OPERATIONS
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		*WORKED HARD TO IMPROVE COMMUNICATION/WORKING RELATIONSHIPS BETWEEN EMPLOYEES
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		*PROVIDED TOUR OF PLANT TO INTERESTED PARTIES *SUPPORTS TAQ PROGRAM. *IS A LEAD FACILITATOR

Numbers 5 and 6 apply to positions with some supervisory duties

5. LEADERSHIP AND SUPERVISION Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		*COMPLETED ALL EMPLOYEE COUNSELING AND EVALUATIONS ON TIME. *AWARDS EMPLOYEES FOR SUPERIOR PERFORMANCE.
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Setting/achieving goals Providing opportunity Solving problems EXCELLENCE SUCCESS NEEDS FAILS (Exceeds std) (Meets std) IMPROVEMENT <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		*PROVIDES OPPORTUNITES TO ALL EMPLOYEES TO ATTEND TECHNICAL TRAINING. *PROVIDED OJT TO A GRCC STUDENT *IS AN EEO COUNSELOR

PART VI - OVERALL PERFORMANCE (Senior Rater)

a. OVERALL PERFORMANCE	b. BULLET COMMENTS (Performance/Potential)
<p>1 2 3 4 5</p> <p>SUCCESSFUL FAIR UNSUCCESSFUL</p> <p>A completed DA Form 7223-1 was received with this report and considered in my evaluation and review.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO (Explain NO in Part VI b)</p>	(b)(6) had done an impressive job converting over to liquid chlorine in order to remove the hazards of chlorine gas.

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form see AR 690-400; the proponent agency is ODCSPER

RATEE (b)(6)		RATER (b)(6)	
ORGANIZATION PUBLIC WORKS, OPERATIONS & MAINTENANCE DIV		INTERMEDIATE RATER (Optional)	
PAY PLAN, SERIES/GRADE WS-5409-08	RATING PERIOD 3 JAN 96 THRU 2 JAN 97	SENIOR RATER (b)(6)	
PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.		AFTER COUNSELING <ol style="list-style-type: none"> Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. Give the Ratee the form to review/initial. If the Ratee gave written input, attach it. Forward the checklist through the rating chain to the Senior Rater who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. Give the Ratee a copy and keep the original to use for the next counseling session. 	
RULES FOR COUNSELING. <ol style="list-style-type: none"> Face-to-face counseling is mandatory for all civilians in the Base System. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 		CHECKLIST - LATER COUNSELING SESSIONS(S)	
CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD		PREPARATION <ol style="list-style-type: none"> Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. Review notes from the last session. Consider whether priorities or expectations have changed. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? Make notes to help focus when counseling. 	
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COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 12 JAN 96 12 JAN 96 12 JAN 96	(b)(6)	<ul style="list-style-type: none"> - CONTINUE TO UPDATE AND IMPROVE PLANT SOP'S - WILL SUBMIT IJO'S TO IMPROVE PLANT OPERATIONS & EFFICIENCY - WILL CONTINUE TO IMPROVE COMMUNICATIONS & WORKING RELATIONSHIPS BETWEEN EMPLOYEES LEAD - WILL ATTEND "TRAIN THE TRAINER" SEMINAR - CONTINUE TO PROVIDE OJT TO GRCC STUDENTS (Not working - program has been cancelled, may try again in the future)
LATER (Optional)		
MIDPOINT 16 AUG 96 16 Aug 96	(b)(6)	<ul style="list-style-type: none"> • CONTINUES WORKING ON SOP'S • CONTINUES TO CORRECT SAFETY DEFICIENCIES IN SYSTEM SUCH AS SCREENS AROUND MOVING MACHINE PARTS • COMMUNICATIONS/WORKING RELATIONSHIPS AMONG EMPLOYEES STILL NEEDS IMPROVEMENT. • WILL WORK WITH RESEVES FOR RESERVE DUTIES. MHA • WILL WORK WITH RESEVES TO PROVIDE TRAINING IN WATER SYSTEM OPERATIONS
LATER (Optional)	(b)(6)	<ul style="list-style-type: none"> • CONTINUES TO MAKE AVAILABLE TRAINING FOR EMPLOYEES • WILL CONTINUE TO INVESTIGATE TREATMENT METHODS FOR SYSTEM. (i.e. CHLORINATION)