MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy, Host Nation Professionals’ Performance Evaluation and Appraisal Policy

1. References:
   a. Title 5, USC Chap 51, sections 5101-5115
   b. Interpretive Guidance for Cybersecurity Positions, OCT 18
   c. Classification of Freedom of Information Act Positions, MAR 11
   d. Revised Guidance for Implementing New Classification Standards, MAY 06
   e. Change in Classification Implementation Policy, JAN 06
   f. Interpretive Guidance for Project Manager Positions, AUG 03
   g. Interpretive Guidance for the Information Technology Management Series, JUN 01
   h. Handbook of Occupational Groups and Families
   i. Introduction to the Position Classification Standards, TS-134 JUL 95, TS-107 AUG 1991, Revised: AUG 09
   j. The Classifier’s Handbook TS-107, AUG 91
   k. Conditions of Employment, NOV 18
   l. Civilian Personnel Manual System (CPMS), DoD Instruction1400.25, VOL.1407
   m. Classification and Qualifications OPM Standards https://www.opm.gov/policy-data-oversight/classification-qualifications/ USAG Italy Awards Policy
   n. Defense Performance Management and Appraisal Program (DPMAP) Guidance
   o. Individual Development Plan (IDP) IMCOM Form 8

2. This policy provides guidance and procedures on how to implement a Performance Evaluation and Appraisal system for our Host Nation Professionals (HNP).

3. The purpose of this policy is to ensure the fundamental concepts of the new Department of Defense Performance Management and Appraisal Program (DPMAP) extend to our HNP employees. This policy prescribes to place extra attention to ensure position descriptions are accurate and reflect the significant assignments of the employees.

4. All Garrison Supervisors must schedule and conduct face-to-face meetings with their subordinate HNP at least once every 6 months. The session will entail discussing and documenting, at the minimum, the following topics:
   a. Initial Review
(1) Performance elements and standards

(2) Individual Development Plan (IDP) (see Ref. 1.o)

(3) Position Description (PD) review

b. Mid-term appraisal (see Para 5.h)

c. Annual Performance Evaluation

5. At each stage in paragraph four (Initial Review, Mid-term review, and Annual Performance Evaluation), Supervisors will use the locally developed “Host Nation Performance Evaluation and Appraisal” (HNPPEA) Form to document the process. The employee, the respective Director, and the DHR office will receive a copy once signed by all the affected parties. The document will constitute the basis for the next meeting that will occur no later than 6 months after the initial discussion. Both parties will fill-in all parts of the form as follows:

a. Enter employee information at the top of the form

b. PART A (Appraisal Period): indicate the appraisal period and the effective date of the appraisal period.

c. PART B (Job Information): Indicate job information. The supervisor will retrieve the PD# from the SharePoint Classification portal and search FASCLASS using the PD# as the key.

d. PART C (Directorate and Office Information): Fill Directorate and office information. Specify the duty stations (i.e. Ederle, Camp Darby, etc.).

e. PART D (Core Values): Specify the USAG-Italy’s organizational values, mission statements, or goals, which apply to their performance elements and standards. This should be standardized for all employees and should clearly be communicated to the employee by his/her supervisor/rater.

f. PART E (Position Description Review): All Garrison Supervisors and Directors must ensure that the PD review for their subordinates accurately reflects duties and responsibilities, and that they are up-to-date at the time of recruitment/hiring, at the beginning of the annual rating period, and anytime a significant change in duties and responsibilities occurs. Use this part to describe the basic change to the PD identified by the Director/Supervisor and the employee. Immediately follow-up by preparing a request for PD change package and deliver it to the individual who processes RPAs for the Directorate. When preparing a request packet, supervisors will include copies of the current and proposed PD, a narrative that identifies the proposed changes, and a justification for the changes for Director’s concurrence. Upon Director’s approval, admin will initiate a Request for Personnel Action (RPA) for Position Review. RPAs should
result in a minimum of pen and ink changes.

g. PART F (Elements): The employee completes this part giving a detailed description of the performance elements, up to seven elements. They should be specific, measurable, achievable, relevant, and timely. The supervisor reviews them, discusses with the employee and integrates suggested changes.

h. PART G (Mid-Term Progress Review): The employee completes this part giving a detailed description of the on-going/completed accomplishment(s) as concurred at the beginning of the appraisal period. In the second block for the midterm, the supervisor/rater will provide feedback on employee’s accomplishments of the elements for the first portion of the rating cycle.

i. PART H (Performance Rating): The process consists of two phases. First phase, the supervisor identifies with the employee in Part F the elements to be rated. At the end of the rating period, the supervisor determines if the employee met the expectations of the elements and identifies the Overall Performance Rating as above, below, or exceeds standards.

j. PART I (Certification): The employee, the supervisor, and a Higher Level Reviewer (HLR) should sign the form. This is included during mid-term and annual reviews.

k. PART J (Award Justification): Completed by the supervisor if the overall performance entitles the employee for an award and the supervisor could also utilize this space to identify the potential for future advancement/development.

l. PART K (Performance Award): The supervisor recommends an appropriate level award, either monetary or time off and submit it to the USAG-I Awards Review Board.

6. Point of contact for this memorandum is the Chief, Workforce Development Division, Daniela Olioso at DSN 637-7494, email: daniela.olioso3.In@mail.mil

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HNPPEA Form
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