

Copy_____of_____Copies
Headquarters FS/HAAF
Fort Stewart, GA 31314
DTG: 082025zOct19

(U) OPORD 20-05 (Fort Stewart and Hunter Army Airfield Performance Counseling Procedures Directive)

References:

A. DoDI 1400.25, Vol 430 DoD Civilian Personnel Management System: Performance Management, 5 August 2014

B. DoDI 1400.25, Vol 431 DoD Civilian Personnel Management System: Performance Management and Appraisal System, 4 February 2016

C. DoDI 1400.25, Vol 1404 DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Performance Management Program, 26 June 2014

D. AR 215-3, Nonappropriated Funds Instrumentalities Personnel Policy, 16 September 2015

Task Organizations: USAG FS-HAAF/SGO

1. (U) Situation: Effective communication is an essential element in the professional development of Department of the Army Civilian employees. For individuals to advance and improve their professional performance they need regular feedback on their performance, identifying both their strengths and areas for improvement. Communications need to be continuous and open. Both the employee and supervisor should be receptive during the counseling session for the counseling to be effective, resulting in a more informed and professional USAG team. Performance Management is a continuous process of planning work and setting expectations, continually monitoring performance, evaluating performance in a summary fashion, and recognizing and rewarding good performance. Per the DoD Performance Management and Appraisal Program (DPMAP) Instruction, supervisors and employees should discuss and enter performance Elements and Standards within 30 days of the beginning of each appraisal cycle. Per the Performance Management Program, Non-appropriated Fund (NAF) supervisors and employees should discuss and establish performance standards within 30 days from employee entry on duty and the start of a new annual rating cycle.

2. (U) Mission: All U.S. Army Garrison Civilians will receive face-to-face quarterly (every 90 days) performance counseling from their supervisor to provide the employee feedback on areas to sustain and areas to enhance their performance.

3. (U) Execution: This order establishes and defines the policy and procedure for Standard Garrison Organizations of the USAG Ft. Stewart/HAAF. The supervisor will document each counseling session and provide a copy to the employee. Additionally, supervisors will solicit employee feedback on areas to enhance processes and procedures within the organization. All counseling documentation will be retained in the employee's local personnel file, and made available for higher-level review upon request. These can also be used as opportunities to document progress reviews using the My Performance Appraisal Tool.

(U) OPORD 20-05 (Fort Stewart and Hunter Army Airfield Performance Counseling Procedures Directive)

A. Concept of the Operation: Supervisors will be responsible for maintaining a Counseling Book on the employees they supervise. Those books will be available to Higher-Level Reviewers (HLRs) upon request and should include, at a minimum:

- (1) Tour of Duty form; at Enclosure 1
- (2) Emergency Contact information (can be the printout from DCPDS or ADPAAS)
- (3) Current DD Form 93, Record of Emergency Data
- (4) Annual Leave Plan/Projection
- (5) Current Position Description
- (6) Performance Appraisals since arriving at the work unit, along with any performance development plans, performance elements and performance standards
- (7) Employee recognition
- (8) Training certificates and completions can be maintained digitally.
- (9) Past and current Individual Development Plans (IDPs)
- (10) Quarterly counseling Memorandum for Records (MFRs), DA Form 4856's (07/01/2014), Developmental Counseling Forms, or printouts from applicable performance management systems (all are acceptable as proof of quarterly counseling)
- (11) Disciplinary letters
- (12) A template that can be used by supervisors to guide their quarterly discussions can be viewed at Enclosure 2.
- (13) For supervisors of APF employees, the fillable checklist at Enclosure 3 can be used to ensure that all counseling requirements have been met, and the completed checklist can be added to the Counseling Book, although this form is not a requirement.
- (14) At a minimum, during the quarterly sessions throughout the rating year, all supervisors and employees will engage in a 2-way discussion (i.e. supervisors will solicit feedback from employees and vice versa), and supervisors will document:
 - (a) The Civilian Education System (CES) Mandatory and voluntary training opportunities and status.
 - (b) The employee's Individual Development Plan (IDP) to include short- and long-term personal and professional goals.
 - (c) The status of the employee's Annual Leave Plan/Projection to ensure updates are made as needed.

(U) OPORD 20-05 (Fort Stewart and Hunter Army Airfield Performance Counseling Procedures Directive)

(d) The review of the employee's Position Description (PD), associated DoD Performance Management and Appraisal Program (DPMAP) Elements and Standards, and progress towards meeting the identified and associated milestones therein.

(e) The status of mandatory training progress and completions, to include annual, biennial, and one-time requirements.

(f) Career Program appropriate training opportunities and developmental assignments.

B. Task Organizations: USAG FS-HAAF/SGO: Execute all taskings as directed IAW established procedures.

C. Coordinating Instructions: Direct liaison and/or coordination between all tasked units/agencies is authorized in order to ensure the smooth synchronization, execution and accomplishment of all assigned tasks and the mission.

4. (U) Sustainment:

5. (U) Command and Signal:

A. Installation POC is the Deputy Garrison Commander, Mr. Wesley A. Leisinger, (912) 767- 7730, or email: wesley.a.leisinger.civ@mail.mil

B. DPTMS ITO POC is Ms. Gennal Brown, 767-0828 or e-mail: gennal.d.brown.civ@mail.mil and Mr. [Tony Berry, 767-0571 or email: tony.a.berry.civ@mail.mil.](mailto:tony.a.berry.civ@mail.mil)

ACKNOWLEDGE:

LOGAN
COL

OFFICIAL:
BILLS
DPTMS

Encls:
1. Performance Counseling Tour of Duty
2. Performance Counseling Quarterly Questions
3. Counseling Checklist - Fillable

DISTRIBUTION:
USAG FS
USAG HAAF
SGOs