

ALARACT 089/2023

DTG: R 261332Z OCT 23

UNCLAS

SUBJ/ALARACT 089/2023 - NOMINATIONS FOR SELECTION TO ATTEND THE 2024 U.S. ARMY MEDICAL DEPARTMENT JUNIOR LEADERSHIP COURSE

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA OTSG//DASG-HSZ//DAMO-DASG

1. (U) REFERENCES:

1.A. (U) AR 600-8-2, SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAG)

1.B. (U) AR 600-9, THE ARMY BODY COMPOSITION PROGRAM

1.C. (U) DA PAM 600-4, ARMY MEDICAL DEPARTMENT OFFICER PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT

1.D. (U) AR 351-3, PROFESSIONAL EDUCATION AND TRAINING PROGRAMS OF THE ARMY MEDICAL DEPARTMENT

1.E. (U) AR 350-1, ARMY TRAINING AND LEADER DEVELOPMENT

2. (U) PURPOSE. THE ARMY MEDICAL DEPARTMENT (AMEDD) JUNIOR LEADERSHIP COURSE (JLC) IS A LEADERSHIP COURSE THAT STARTS WITH A NOMINATION AND SELECTION PROCESS TO IDENTIFY OUTSTANDING JUNIOR LEADERS WHO HAVE CONSISTENTLY DEMONSTRATED THE CORE ARMY VALUES AND WARRIOR ETHOS IN THE EXECUTION OF THEIR DUTIES AND WHO DEMONSTRATE SKILLS, ATTRIBUTES, AND POTENTIAL REQUIRED TO BECOME FUTURE LEADERS IN THE AMEDD. NOMINATIONS ARE USED TO IDENTIFY COURSE PARTICIPANTS. THIS MESSAGE DELINEATES THE NOMINATION PROCEDURE AND SELECTION CRITERIA FOR THE 2024 AMEDD JLC.

3. (U) SITUATION. THE 2024 JLC WILL BE CONDUCTED AT THE FORT BELVOIR COMMUNITY CENTER, BLDG 1200, TAYLOR ROAD, FORT BELVOIR, VA 22060, FROM 15-19 APRIL 2024.

4. (U) SUSPENSE. NOMINATIONS WILL BE SUBMITTED NLT 13 JANUARY 2024.

5. (U) MISSION. THE US ARMY MEDICAL COMMAND (MEDCOM) AND THE OFFICE OF THE SURGEON GENERAL (OTSG) EXECUTES THE ARMY MEDICAL DEPARTMENT'S JLC FROM 15-19 APRIL 2024 AT FORT BELVOIR COMMUNITY

CENTER IN ORDER TO PROVIDE SELECTED OFFICERS, NON-COMMISSIONED OFFICERS, AND CIVILIANS FROM EACH CORPS, PROFESSIONAL DEVELOPMENT AND SENIOR LEADER MENTORSHIP NESTED WITH ARMY MEDICINE PRIORITIES.

6. (U) EXECUTION.

6.A. (U) ELIGIBILITY/SELECTION CRITERIA FOR MILITARY PERSONNEL.

6.A.1. (U) ACTIVE, RESERVE OR NATIONAL GUARD COMPONENT AMEDD OFFICERS IN THE RANK OF SECOND LIEUTENANT THROUGH CAPTAIN (OR MAJORS WITH LESS THAN 2 YEARS TIME IN GRADE FOR DENTAL, VETERINARY, AND MEDICAL CORPS), WARRANT OFFICER ONE OR CHIEF WARRANT OFFICER TWO (MEDICAL SERVICE AND VETERINARY CORPS), AND STAFF SERGEANT WITH A MEDICAL MILITARY OCCUPATIONAL SPECIALTY.

6.A.2. (U) MUST NOT BE FLAGGED IAW AR 600-8-2 OR PENDING UNIFORMED CODE OF MILITARY JUSTICE (UCMJ) ACTION.

6.A.3. (U) MUST BE IN COMPLIANCE WITH AR 600-9.

6.A.4. (U) MUST HAVE AT LEAST ONE YEAR OF SERVICE REMAINING AFTER COMPLETION OF THE 2024 JLC (15 - 19 APRIL 2024).

6.A.5. (U) NOMINEE MUST NOT BE A PREVIOUS ATTENDEE OF THE AMEDD JLC, OR THE MEDICAL SERVICE CORPS SPONSORED JUNIOR OFFICER WEEK, OR THE NURSE CORPS SPONSORED CJ REDDY COURSE, OR THE DENTAL CORPS JUNIOR OFFICER WEEK.

6.B. (U) ELIGIBILITY/SELECTION CRITERIA FOR AMEDD CIVILIAN EMPLOYEES.

6.B.1. (U) THIS PROGRAM IS OPEN TO CIVILIAN EMPLOYEES IN GENERAL SCHEDULE 09-11, (OR EQUIVALENT) ON PERMANENT APPOINTMENT, CAREER OR CAREER CONDITIONAL APPOINTMENT ONLY; SCHEDULE A, EXCEPTED SERVICE APPOINTMENTS WITHOUT TIME LIMITATION, OR EXCEPTED SERVICE APPOINTMENTS IN THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (TITLE 10 USC 1601); OR TITLE 10 PERSONNEL ON TIME-LIMITED APPOINTMENTS WHERE THERE IS REASONABLE EXPECTATION OF CONTINUED EMPLOYMENT.

6.B.2. (U) ELIGIBILITY REQUIREMENTS: MUST HAVE A HIGH SCHOOL DIPLOMA OR GED; HAVE COMPLETED THE CIVILIAN EDUCATION SYSTEM (CES) FOUNDATION COURSE OR STARTED AS A FEDERAL SERVICE CIVILIAN ON OR BEFORE 30 SEP 2006; AND COMPLETED THE GRADE APPROPRIATE CES COURSE OR HAVE EQUIVALENT CREDIT; THE CERTIFICATE OF COMPLETION OR HQDA APPROVED EQUIVALENT CREDIT MUST ACCOMPANY THE PACKAGE.

DOCUMENTATION OF FUTURE REGISTRATION OR UNSUCCESSFUL ATTEMPTS TO OBTAIN A CES ATTENDANCE QUOTA FOR THE GRADE APPROPRIATE RESIDENT COURSE WILL ALSO BE ACCEPTED.

6.B.3. (U) MUST NOT HAVE ADVERSE ACTIONS PENDING.

6.C. (U) RESPONSIBILITIES.

6.C.1. (U) WITHIN EACH AMEDD CORPS, THE CORPS CHIEF, OR DESIGNATED REPRESENTATIVE, IS THE APPROVAL AUTHORITY FOR NOMINEES SELECTED. EACH AMEDD CORPS WILL DETERMINE AND CONDUCT THEIR OWN NOMINEE REVIEW AND SELECTION PROCESS.

6.C.2. (U) NOMINATIONS ARE ACCEPTED FROM SUPERVISORS, SENIOR OFFICERS, AREA OF CONCENTRATION CONSULTANTS, OR COMMANDERS HAVING FIRST-HAND KNOWLEDGE OF THE NOMINEE'S CONTRIBUTIONS AND POTENTIAL.

6.D. (U) MILITARY PACKET REQUIRED DOCUMENTS.

6.D.1. (U) A COMPLETE NOMINATION PACKET WILL CONSIST OF THE FOLLOWING DOCUMENTS, IN ORDER, IN A SINGLE PDF FILE (NOT A PDF PORTFOLIO): 1-NOMINATION MEMORANDUM; 2-NARRATIVE SUMMARY; 3-COMMANDER'S (BATTALION LEVEL OR HIGHER) LETTER OF ENDORSEMENT; 4-SOLDIER TALENT PROFILE (STP); 5-THREE MOST RECENT OFFICER EVALUATION REPORTS (OER), NON-COMMISSIONED OFFICER EVALUATIONS REPORTS (NCOER) OR ACADEMIC EVALUATION REPORTS (AER); 6-CURRICULUM VITAE (CV); AND 7-OER/NCOER/AER RELEASE CONSENT FORM (SIGNED BY THE NOMINEE).

6.D.2. (U) COMPLETE PACKET IAW MILITARY PACKET TEMPLATE (ATTACHMENT 1).

6.D.3. (U) INCOMPLETE NOMINATION PACKETS WILL NOT BE PROCESSED FOR SELECTION.

6.D.4. (U) REDACT ALL PHOTOS, DEPARTMENT OF DEFENSE IDENTIFICATION NUMBER (DODID), AND SOCIAL SECURITY NUMBERS FROM NOMINATION PACKET.

6.D.5. (U) THE NARRATIVE SUMMARY WILL BE NO MORE THAN TWO PAGES, DOUBLE SPACED, WRITTEN BY THE NOMINATING INDIVIDUAL, AND SHOULD ADDRESS THE NOMINEE'S DUTY PERFORMANCE, LEADERSHIP QUALITIES, MENTORSHIP ABILITY, AND POTENTIAL AS A FUTURE LEADER IN THE AMEDD.

6.D.6. (U) THE LETTER OF ENDORSEMENT WILL BE WRITTEN AND SIGNED BY A BATTALION OR HIGHER-LEVEL COMMANDER, STATING THAT THE NOMINEE IS NOT FLAGGED AND IS IN COMPLIANCE WITH AR 600-8-2 (NOT UNDER UCMJ ACTIONS), IS IN COMPLIANCE WITH AR 600-9 (THAT IS, MEETS HEIGHT/WEIGHT AND/OR MEETS BODY COMPOSITION REQUIREMENTS), ACKNOWLEDGING THAT THE UNIT WILL FUND ALL TDY EXPENSES ASSOCIATED WITH THIS JLC EVENT FOR THEIR NOMINEE(S) AND THAT NOMINEE(S) HAS AT LEAST 1 YEAR OF SERVICE REMAINING AFTER SELECTION.

6.D.7. (U) A CURRICULUM VITAE (CV) TEMPLATE IS PROVIDED IN THE SAMPLE PACKET. HOWEVER, ANY PROFESSIONAL CV IS ACCEPTABLE.

#### 6.E. (U) CIVILIAN PACKET REQUIRED DOCUMENTS

6.E.1. (U) A COMPLETE NOMINATION PACKET WILL CONSIST OF THE FOLLOWING DOCUMENTS, IN ORDER, IN A SINGLE PDF FILE: 1-ARMY MEDICAL DEPARTMENT CIVILIAN APPLICATION CHECKLIST; 2-ENDORSEMENT MEMO; 3-CURRENT RESUME; 4-NOMINEE'S STATEMENT OF INTEREST; 5-SUPERVISOR ENDORSEMENT, UTILIZATION RATING AND PLAN; 6-LAST COMPLETED PERFORMANCE APPRAISAL; 7-STANDARD FORM 181, ETHNICITY AND RACE IDENTIFICATION (OPTIONAL); 8-CONTINUED SERVICE AGREEMENT; 9-CIVILIAN EDUCATION SYSTEM COMPLETION CERTIFICATE; AND 10-CIVILIAN CAREER BRIEF.

6.E.2. (U) COMPLETE PACKET IAW CIVILIAN PACKET TEMPLATE (ATTACHMENT 2).

6.E.3. (U) INCOMPLETE NOMINATION PACKETS WILL NOT BE PROCESSED FOR SELECTION.

6.E.4. (U) REDACT ALL PHOTOS, DODID, AND SOCIAL SECURITY NUMBERS FROM NOMINATION PACKET.

6.E.5. (U) THE LETTER OF ENDORSEMENT WILL BE WRITTEN AND SIGNED BY A BATTALION OR HIGHER-LEVEL COMMANDER, STATING THAT THE NOMINEE(S) DOES NOT HAVE ANY EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS AND/OR ADVERSE ACTIONS PENDING.

6.E.6. (U) CURRENT RESUME (TWO (2) PAGES MAX): CONTAINING THE FOLLOWING INFORMATION IN ORDER: NAME; CURRENT GRADE; PHONE NUMBER; EMAIL ADDRESS; SUPERVISOR NAME AND TELEPHONE NUMBER FOR EACH POSITION HELD; BRIEF DESCRIPTION OF WORK EXPERIENCE; EDUCATION (INCLUDE TYPE OF DEGREE: MAJOR; DATES ATTENDED; GRADE POINT AVERAGE); TRAINING/CERTIFICATIONS; AND AWARDS.

6.E.7. (U) STATEMENT OF INTEREST, CAREER ASPIRATIONS, AND SUITABILITY FOR THE PROGRAM (NOT TO EXCEED 500 WORDS): BE SURE TO HIGHLIGHT

CURRENT RELATED EXPERIENCE, AS WELL AS ADDRESS ANTICIPATED COMPETENCIES TO BE GAINED IF SELECTED. ADDRESS HOW YOU WILL USE THE EXPERIENCE GAINED AND ACQUIRED KNOWLEDGE/COMPETENCIES IN YOUR CONTINUED EMPLOYMENT.

6.E.8. (U) LAST PERFORMANCE APPRAISAL (INCLUDING ANNOTATED SUPPORT FORMS): IF APPRAISAL IS NOT AVAILABLE, YOU MUST INCLUDE AN EXPLANATION ABOUT THE MISSING APPRAISAL, VERIFIED BY YOUR SUPERVISOR OR CPAC, AND YOUR NEXT RECENT APPRAISAL.

6.E.9. (U) CES COMPLETION: THE APPROPRIATE CES COURSE CERTIFICATE OF COMPLETION OR DOCUMENTATION OF HEAD QUARTERS DEPARTMENT OF THE ARMY APPROVED EQUIVALENCY OR CONSTRUCTIVE CREDIT MUST ACCOMPANY THE NOMINATION PACKAGE. NOTE: YOUR APPLICATION WILL ALSO BE ACCEPTED IF YOU HAVE COMPLETED PHASE I OF THE CES INTERMEDIATE COURSE. YOU MUST HAVE COMPLETED THE CES FOUNDATION COURSE IF YOU BECAME A DEPARTMENT OF THE ARMY CIVILIAN ON OR AFTER 30 SEP 2006.

7. (U) SUBMISSION OF NOMINATIONS.

7.A. (U) NOMINATIONS WILL BE SUBMITTED VIA EMAIL IN A SINGLE PDF FILE (DO NOT COMBINE FILES AS A PORTFOLIO) IN THE ORDER LISTED ABOVE, NLT 11 JANUARY 2024 TO THE FOLLOWING POINTS OF CONTACTS (POC):

7.A.1. (U) MEDICAL CORPS (MC) OFFICERS: LTC SARAH BAKER, COMM: (210) 221-9270, [USARMY.JBSA.MEDICAL-COE.MBX.MEDICAL-CORPS@ARMY.MIL](mailto:USARMY.JBSA.MEDICAL-COE.MBX.MEDICAL-CORPS@ARMY.MIL)

7.A.2. (U) NURSE CORPS (AN) OFFICERS: LTC THERESA NOWAK/LTC KIMBERLEY BANNISTER/MAJ JANICE MARTINEZ, COMM: (210) 221-9270; [USARMY.NCR.HQDA-OTSG.MBX.OTSG-ANC@HEALTH.MIL](mailto:USARMY.NCR.HQDA-OTSG.MBX.OTSG-ANC@HEALTH.MIL)

7.A.3. (U) DENTAL CORPS (DC) OFFICERS: MAJ INO RUIZ, COMM: (210) 221-7489; [USARMY.JBSA.MEDICAL-COE.MBX.DENTAL-CORPS@ARMY.MIL](mailto:USARMY.JBSA.MEDICAL-COE.MBX.DENTAL-CORPS@ARMY.MIL)

7.A.4. (U) VETERINARY CORPS (VC) OFFICERS: MAJ(P) MONICA MARTIN, COMM: 703-681-6505; [MEDCOE-VC-CHIEF-OFFICE@ARMY.MIL](mailto:MEDCOE-VC-CHIEF-OFFICE@ARMY.MIL)

7.A.5. (U) MEDICAL SERVICE CORPS (MSC) OFFICERS: LTC JOSEPH W. WALKER, COMM: (210) 221-5447; [USARMY.JBSA.MEDICAL-COE.MBX.MEDICAL-SERVICE-CORPS@ARMY.MIL](mailto:USARMY.JBSA.MEDICAL-COE.MBX.MEDICAL-SERVICE-CORPS@ARMY.MIL)

7.A.6. (U) SPECIALIST CORPS (SP) OFFICERS: LTC RACHEL E. MORGANS,

COMM: (210) 221-8306; [USARMY.JBSA.MEDICAL-COE.MBX.AMEDD-SP-CORPS-OFFICE@ARMY.MIL](mailto:USARMY.JBSA.MEDICAL-COE.MBX.AMEDD-SP-CORPS-OFFICE@ARMY.MIL)

7.A.7. (U) CIVILIAN CORPS: CPT ERIC BRACAMANTE, COMM: (210) 221-8590; [USARMY.JBSA.MEDICAL-COE.MBX.CIVILIAN-CORPS-CHIEF@ARMY.MIL](mailto:USARMY.JBSA.MEDICAL-COE.MBX.CIVILIAN-CORPS-CHIEF@ARMY.MIL)

7.A.8. (U) ENLISTED CORPS (EC): MSG MARK DEARLOVE, COMM: (210) 221-6387; [MARK.DEARLOVE2.MIL@HEALTH.MIL](mailto:MARK.DEARLOVE2.MIL@HEALTH.MIL)

8. (U) SELECTED JUNIOR LEADERS: WILL ATTEND A FIVE-DAY LEADER DEVELOPMENT SHORT COURSE PROGRAM, THAT WILL INCLUDE EXPOSURE TO A VARIETY OF INTERAGENCY ACTIVITIES AND DIALOGUE WITH KEY/SENIOR LEADERS, EXECUTIVES, AND EXPERTS FROM MULTIPLE FIELDS. THE AMEDD JUNIOR LEADERS' CURRICULUM IS DESIGNED TO BUILD THE EXPERIENCE AND KNOWLEDGE CRITICAL TO ADDRESSING FUTURE COMPLEX ISSUES WITHIN ARMY MEDICINE AND THE JOINT HEALTH SERVICES ENTERPRISE.

9. (U) COORDINATING INSTRUCTIONS.

9.A. (U) SEATS ARE DISTRIBUTED BASED ON THE PROPORTIONATE SIZE OF THE FOLLOWING EIGHT AMEDD CORPS:

9.A.1. (U) MC: ALLOCATED TWENTY-ONE (21) ACTIVE/RESERVE COMPONENT OFFICER SEATS.

9.A.2. (U) AN: ALLOCATED FOURTEEN (14) ACTIVE/RESERVE COMPONENT OFFICER SEATS.

9.A.3. (U) DC: ALLOCATED NINE (9) ACTIVE/RESERVE COMPONENT OFFICER SEATS.

9.A.4. (U) VC: ALLOCATED SEVEN (7) ACTIVE/RESERVE COMPONENT OFFICER SEATS.

9.A.5. (U) MSC: ALLOCATED NINETEEN (19) ACTIVE/RESERVE COMPONENT OFFICER SEATS.

9.A.6. (U) SP: ALLOCATED NINE (9) ACTIVE/RESERVE COMPONENT OFFICER SEATS.

9.A.7. (U) AMEDD CIVILIAN CORPS: ALLOCATED SIX (6) SEATS.

9.A.8. (U) ENLISTED CORPS: ALLOCATED FIFTEEN (15) ACTIVE/RESERVE COMPONENT ENLISTED SEATS.

9.B. (U) CENTRAL FUNDING IS NOT AVAILABLE FOR THIS EVENT. SELECTED OFFICERS/CIVILIANS WILL SECURE OPERATIONAL FUNDING TO ATTEND. OPERATIONAL FUNDS AT THE MEDICAL TREATMENT FACILITIES ARE THE DEFENSE HEALTH PROGRAM APPROPRIATION. OPERATIONAL FUNDS AT THE MEDICAL READINESS COMMAND AND MEDCOM HEADQUARTERS ARE OPERATIONS & MAINTENANCE – ARMY.

10. (U) POINTS OF CONTACT.

10.A. (U) THE PRIMARY POC IS THE AMEDD LEADERSHIP COURSE PROGRAM MANAGER MAJ(P) MONICA MARTIN AT 703-681-6505 OR [MONICA.L.MARTIN30.MIL@HEALTH.MIL](mailto:MONICA.L.MARTIN30.MIL@HEALTH.MIL) OR [MEDCOE-VC-CHIEF-OFFICE@ARMY.MIL](mailto:MEDCOE-VC-CHIEF-OFFICE@ARMY.MIL).

10.B. (U) THE ALTERNATE POC IS CPT ANNEMARIE PETTY AT 703-680-8022 OR [ANNEMARIE.PETTY2.MIL@HEALTH.MIL](mailto:ANNEMARIE.PETTY2.MIL@HEALTH.MIL) OR [MEDCOE-VC-CHIEF-OFFICE@ARMY.MIL](mailto:MEDCOE-VC-CHIEF-OFFICE@ARMY.MIL).

11. (U) THIS ALARACT MESSAGE EXPIRES ON 21 JUNE 2024.

ATTACHMENTS:

1. FY2024 JUNIOR LEADER CONFERENCE MILITARY PACKET TEMPLATE
2. FY2024 JUNIOR LEADER CONFERENCE CIVILIAN PACKET TEMPLATE



DEPARTMENT OF THE ARMY

YOUR ORGANIZATION LETTERHEAD

STREET

CITY, STATE ZIP

YOUR OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of the CHIEF, **NOMINEE'S CORPS**, ATTN: ATMC-CCA,  
3630 Stanley Road, Suite 298, Joint Base San Antonio (JBSA) - Fort Sam Houston, TX  
78234-6100

SUBJECT: Nomination of **Rank High Speed** for the 2024 AMEDD Junior Leadership Course

1. It is my distinct pleasure to nominate **Rank High Speed** for the 2024 AMEDD Junior Leadership Course.
2. Personnel Data:
  - a. Rank and Date of Rank:
  - b. Full Name (First Middle Initial Last):
  - c. Unit of Assignment:
  - d. Nominee's Component (ACTIVE, ARNG, USAR):
  - e. Corps, Area of Concentration (AOC) or Military Occupational Specialty (MOS):
  - f. Nominee Duty Phone:
  - g. Nominee Cell Phone:
  - h. Nominee Enterprise Email:
  - i. Nominee Alternate Email:
3. Rank High Speed is not a previous attendee of the Junior Leader Conference or equivalent Junior Officer week.
4. The point of contact is the undersigned at **enterprise email** or **phone number**.

6 Encls

1. Narrative summary
2. Commander's endorsement
3. Soldier Talent Profile
4. Latest three OERs/AERs NCOERs
5. Curriculum vitae
6. OER/AER NCOER release

**NOMINATION OFFICIAL'S NAME**  
consent form



RANK, BRANCH  
POSITION TITLE

**NARRATIVE SUMMARY FOR RANK HIGH SPEED TO ATTEND THE FY24 JUNIOR LEADERSHIP CONFERENCE**

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The narrative summary is not to exceed to pages in length, double spaced. It is written by the nominating official and should address the nominee's duty performance, leadership qualities, mentorship ability, and potential as a future leader in the AMEDD.



DEPARTMENT OF THE ARMY

YOUR ORGANIZATION LETTHEAD

STREET

CITY, STATE ZIP

OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of the CHIEF, **NOMINEE'S CORPS**, ATTN:  
ATMC-CCA, 3630 Stanley Road, Suite 298, Joint Base San Antonio (JBSA) -  
Fort Sam Houston, TX 78234-6100

SUBJECT: Commander's Endorsement for **Rank High Speed** for the 2024  
Army Medical Department (AMEDD) Junior Leadership Course (JLC)

1. I endorse the nomination of **Rank High Speed** for the 2024 AMEDD Junior Leadership Course.
2. If **Rank High Speed** is selected, this command will support and fund **his/her** travel to attend the 2024 Junior Leadership Course for 15-19 April 2024.
3. **Rank High Speed** is not flagged IAW AR 600-8-2 or pending UCMJ action and is within AR 600-9 standards. **Rank High Speed** has at least one year of service after completion of the JLC.
4. The point of contact is the undersigned at **enterprise email** or **phone**.

COMMANDERS' NAME  
RANK (must be Battalion  
Level or Higher), CORPS  
Commanding

## **ATTACH NOMINEE'S SOLDIER TALENT PROFILE (FRONT AND BACK)**

Instructions to redact nominee's photo:

1. In adobe, click on the "Tools" tab
2. Scroll down to the "Redact" tool and click "Open" or "Add" then "Open"
3. Click "Mark for "Redaction"
4. Select "Text and Images"
5. Click "Ok"
6. Select areas to be redacted
7. Click "Apply"
8. Click "Yes"
9. Click "No" when asked to find hidden information
10. Save the PDF

HQDA#: \_\_\_\_\_

<b>FIELD GRADE PLATE (O4 - O5; CW3 - CW5) OFFICER EVALUATION REPORT</b>					<b>See Privacy Act Statement in AR 623-3.</b>		
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.							
<b>PART I - ADMINISTRATIVE (Rated Officer)</b>							
a. NAME (Last, First, Middle Initial) <b>SPEED, HIGH</b>			b. SSN (or DOD ID No.) <b>redacted</b>	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	
						f. COMPONENT (Status Code)	
g. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND				h. UIC		i. REASON FOR SUBMISSION	
j. PERIOD COVERED		k. RATED MONTHS	l. NON RATED CODES	m. NO. OF ENCLOSURES	n. RATED OFFICER'S EMAIL ADDRESS (.gov or .mil)		
FROM (YYYYMMDD)		THRU (YYYYMMDD)					
<b>PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VI and the administrative data is correct)</b>							
a1. NAME OF RATER (Last, First, Middle Initial)			a2. SSN (or DOD ID No.) <b>redacted</b>	a3. RANK	a4. POSITION		
a5. EMAIL ADDRESS (.gov or .mil)			a6. RATER SIGNATURE			a7. DATE (YYYYMMDD)	
b1. NAME OF INTERMEDIATE RATER (Last, First, Middle Initial)			b2. SSN (or DOD ID No.) <b>redacted</b>	b3. RANK	b4. POSITION		
b5. EMAIL ADDRESS (.gov or .mil)			b6. INTERMEDIATE RATER SIGNATURE			b7. DATE (YYYYMMDD)	
c1. NAME OF SENIOR RATER (Last, First, Middle Initial)			c2. SSN (or DOD ID No.) <b>redacted</b>	c3. RANK	c4. POSITION		
c5. SENIOR RATER'S ORGANIZATION		c6. BRANCH	c7. COMPONENT	c9. EMAIL ADDRESS (.gov or .mil)			
		c8. SENIOR RATER PHONE NUMBER	c10. SENIOR RATER SIGNATURE			c11. DATE (YYYYMMDD)	
d. This is a referred report, do you wish to make comments? <input type="checkbox"/> Referred <input type="checkbox"/> Yes, comments are attached <input type="checkbox"/> No			e1. RATED OFFICER SIGNATURE			e2. DATE (YYYYMMDD)	
f1. Supplementary Review Required? <input type="checkbox"/> Yes <input type="checkbox"/> No			f2. NAME OF REVIEWER (Last, First, Middle Initial)				
f3. RANK		f4. POSITION		f5. Comments Enclosed			
f6. SUPPLEMENTARY REVIEWER SIGNATURE			f7. DATE (YYYYMMDD)				
<b>PART III - DUTY DESCRIPTION</b>							
a. PRINCIPAL DUTY TITLE			b. POSITION AOC/BRANCH				
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES							
<b>PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)</b>							
a. APFT Pass/Fail/Profile: _____ Date: _____ Height: _____ Weight: _____ Within Standard? _____ Comments required for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards?							
b. THIS OFFICER POSSESSES SKILLS AND QUALITIES FOR THE FOLLOWING BROADENING ASSIGNMENTS							
c. THIS OFFICER POSSESSES SKILLS AND QUALITIES FOR THE FOLLOWING OPERATIONAL ASSIGNMENTS							
d1. <b>Character:</b> (Adherence to Army Values, Empathy, and Warrior Ethos/Service Ethos and Discipline. Fully supports SHARP, EO, and EEO.)							

HQDA#:

Attach three OERs/AERs/NCOERs with social security numbers and  
DODID numbers redacted

NAME SPEED, HIGH		SSN (or DOD ID No.) redacted	PERIOD COVERED: FROM (YYYYMMDD) THRU (YYYYMMDD)								
<p>d2. Provide narrative comments which demonstrate <u>performance</u> regarding field grade competencies and attributes in the Rated Officer's current duty position. (i.e. demonstrates excellent presence, confidence and resilience in expected duties and unexpected situation, adjusts to external influence on the mission or tasks and organization, prioritizes limited resources to accomplish mission, proactive in developing others through individual coaching counseling and mentoring, active learner to master organizational level knowledge, critical thinking and visioning skills, anticipates and provides for subordinates on-the-job needs for training and development, effective communicator across echelons and outside the Army chain of command, effective at engaging others, presenting information and recommendations and persuasion, highly proficient at critical thinking, judgment and innovation, proficient in utilizing Army design method and other to solve complex problems, uses all influence techniques to empower others; proactive in gaining trust in negotiations, remains respectful, firm and fair. Fully supports SHARP and creates a positive command/workplace environment.)</p>											
COMMENTS:											
<p>e. This Officer's overall Performance is Rated as: (Select one box representing Rated Officer's overall performance compared to others of the same grade whom you have rated in your career. Managed at less than 50% in EXCELS.)</p> <p>I currently rate _____ <b>Army Officers</b> in this grade.</p> <p>A completed DA Form 67-10-1A was received with this report and considered in my evaluation and review: <input type="checkbox"/> Yes <input type="checkbox"/> No (explain in comments below)</p> <table><tr><td>EXCELS (49%)</td><td>PROFICIENT</td><td>CAPABLE</td><td>UNSATISFACTORY</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>				EXCELS (49%)	PROFICIENT	CAPABLE	UNSATISFACTORY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXCELS (49%)	PROFICIENT	CAPABLE	UNSATISFACTORY								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Comments:											
PART V - INTERMEDIATE RATER											
PART VI - SENIOR RATER											
a. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)  <input type="checkbox"/> MOST QUALIFIED (limited to 49%)  <input type="checkbox"/> HIGHLY QUALIFIED  <input type="checkbox"/> QUALIFIED  <input type="checkbox"/> NOT QUALIFIED	b. I currently senior rate _____ <b>Army Officers</b> in this grade.										
	c. COMMENTS ON POTENTIAL:										
	d. List 3 future <u>SUCCESSIVE</u> assignments for which this Officer is best suited:										

**THIS TEMPLATE MAY BE USED; HOWEVER, DUE TO DIFFERENCES BETWEEN THE CORPS, ANY PROFESSIONAL CURRICULUM VITAE MAY BE USED.**

## **CURRICULUM VITAE**

### **I. PERSONAL DATA**

Name:  
Address:  
E-Mail/Tel#:  
Citizenship:

### **II. EDUCATION**

<u>Year</u>	<u>Degree</u>	<u>Institution</u>
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### **III. POST GRADUATE EDUCATION**

<u>Year</u>	<u>Position</u>	<u>Institution</u>
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### **IV. ACADEMIC APPOINTMENTS AT MEDICAL SCHOOLS**

<u>Year</u>	<u>Position</u>	<u>Institution</u>
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### **V. MILITARY SERVICE**

<u>Previous Assignments</u>	<u>Date</u>	<u>Duty Title</u>
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### **VI. BOARD CERTIFICATION**

<u>Certification Board(s)</u>	<u>Date</u>	<u>Number</u>
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### **VII. STATE LICENSE (List only active licenses)**

<u>License(s)</u>	<u>Date</u>	<u>Number</u>
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### **VIII. MEMBERSHIP IN SCIENTIFIC SOCIETIES\PROFESSIONAL ORGANIZATIONS. (Include leadership offices held or committee participation, if applicable)**

### **IX. AREAS OF RESEARCH INTEREST**

### **X. RESEARCH PROTOCOLS/GRANTS AS PI OR AI (List up to five most recent protocols, if applicable)**

<u>Title</u>	<u>Funded (amount)</u>	<u>Grant Period</u>
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**THIS TEMPLATE MAY BE USED; HOWEVER, DUE TO DIFFERENCES BETWEEN THE CORPS, ANY PROFESSIONAL CURRICULUM VITAE MAY BE USED.**

**XI. TEACHING ACTIVITIES FOR THE PAST FIVE YEARS**

**XIa. Local Teaching-** *(Up to 10 examples)*

**XIb. Regional/National/International Teaching-** *(Up to five examples)*

**XII. OTHER PROFESSIONAL ACTIVITIES (e.g. Journal Reviewer)**  
*(no more than five)*

**XIII. CLINICAL ACTIVITIES**  
*(Attending, consultant; days/week and months/year)*

**XIV. COMMITTEES** *(national advisory, local hospital)*  
*(list the five most significant)*

**XV. HONORS AND AWARDS**

**XVa. Military Awards**

**XVb. Academic Awards**

**XVI. BIBLIOGRAPHY**

**XVIa. Peer Reviewed Journals** *(Must provide PubMed Identifier (PMID) for each publication)*

**XVIb. Book Chapters**

**XVIc. Other publications**

**XVIId. Podium Presentations at Regional/National/International Meetings**  
*(Not necessarily as the presenter but must be on the abstract. List title, meeting name, location and date)*

**XVIe. Poster Presentations at Regional/National/International Meetings**  
*(Not necessarily as the presenter but must be on the abstract. List title, meeting name, location and date)*





**DEPARTMENT OF THE ARMY**

**YOUR ORGANIZATION LETTERHEAD**

**STREET**

**CITY, STATE ZIP**

**YOUR OFFICE SYMBOL**

**DATE**

MEMORANDUM FOR Office of the CHIEF, NOMINEE'S CORPS, ATTN: ATMC-CCA,  
3630 Stanley Road, Suite 298, Joint Base San Antonio (JBSA) - Fort Sam Houston, TX  
78234-6100

SUBJECT: Consent to Release Officer Evaluation Reports (OER), Academic Evaluation Reports (AER) or Non-Commissioned Officer Evaluation Reports (NCOER) to the Office of the Chief, **NOMINEE'S CORPS**.

1. Administrative Information:

a. Rank:

b. Full Name:

c. Corps, Area of Concentration (AOC) or Military Occupational Specialty (MOS):

d. Enterprise email:

2. I understand that by signing below, I agree and consent to the release and formal review of my Officer Evaluation Reports (OERs), Academic Evaluation Reports (AER) or Non-Commissioned Officer Evaluation Reports by the 2024 Junior Leadership Course Selection Panel. I further understand that my records will be always kept confidential.

3. The point of contact is the undersigned at **enterprise email** or **phone number**.

**NOMINEE's NAME**  
**RANK, BRANCH**  
**POSITION**

# Army Medical Department (AMEDD) Civilian Corps

## Application Checklist

Before submitting your nomination packet, please make sure all Personal Identification Information (PII), such as SSN, DOB, residence or mailing address are removed.

❖ Applicant's Name: \_\_\_\_\_

1. \_\_\_\_\_ **Endorsement(s)**: Nomination packet(s) must be forwarded through chain of command and be endorsed by a Battalion Level Commander or higher O5/LTC (or equivalent) at minimum. If there is more than one nominee, school commandant/equivalent organization/HQ Activity Head endorsement must reflect rank order of all nominees from that organization. The endorsement memo must include a statement affirming that the nominee's records have been reviewed and that there are no current EEO complaints or personal adverse actions pending against the nominee." .
2. \_\_\_\_\_ **Current Resume (two (2) pages)**: Containing the following information in order: name; current grade; phone number; brief description of work experience; education (include type of degree; major; dates attended; grade point average); training/certifications; and awards.
3. \_\_\_\_\_ **Nominee's Statement of Interest, Career Aspirations, and Suitability for the Program**: Be sure to highlight current related experience, as well as address anticipated competencies to be gained if selected and career goals. Address how you will use the experience gained/acquired knowledge/competencies in your continued employment.
4. \_\_\_\_\_ **Supervisor Endorsement, Utilization Rating & Plan**: Must address the expected transfer of knowledge, how you as the supervisor intend for the applicant to utilize the gained knowledge/competencies throughout the program and upon completion as well as the anticipated return on investment & assign a Utilization Rating & outline how the Utilization Rating supports the endorsement of applicant for program/course.
5. \_\_\_\_\_ **Last Completed Performance Appraisal (Rating of Record)**: If the appraisal is not available, you must include an explanation about the missing appraisals, verified by your supervisor and your next recent appraisal.
6. \_\_\_\_\_ **Standard Form 181, Ethnicity and Race Identification**: Note: Completion/submission of the SF181 is strictly voluntary. It will be used for statistical purposes only.
7. \_\_\_\_\_ **Continued Service Agreement**: Participants must complete an agreement to continue service and incur a 2-year period of obligated service after graduation from the program.
8. \_\_\_\_\_ **Civilian Education System (CES) Completion**: The appropriate CES Course certificate of completion, or on-line CES completion verification, or HQDA approved equivalence/constructive credit must be included in the application.
9. \_\_\_\_\_ **Civilian Career Brief**: Attach a PDF copy of your Civilian Career Brief as part of your application packet. Civilian Career Brief may be downloaded from MyBiz at: <https://compo.dcpds.cpms.osd.mil/>.

**Each application is scored based on the Statement of Interest, Career Aspirations & Suitability for the Program/Course; Supervisor & Higher Level Endorsements, Utilization Rating & Plan; Education, Professional Development & Demonstrated Commitment to Lifelong Learning & Development.**



## DEPARTMENT OF THE ARMY

ACTIVITY/ORGANIZATION  
5635 NAME AVE  
INSTALLATION, STATE 11117-1326

Office Symbol

xx October 2023

MEMORANDUM FOR Army Medical Department (AMEDD) Civilian Corps,  
3630 Stanley Road, JBSA Fort Sam Houston, TX 78234

SUBJECT: Nomination for **Junior Leadership Course (JLC)**

1. I recommend Joseph Smith for the Army Medical Department (AMEDD) Civilian Corps Junior Leadership Course (JLC) with no reservations. Mr. Smith has demonstrated leadership, energy, dedication, and has unlimited potential. Those qualities, coupled with this opportunity, will contribute to his development as a senior leader within the AMEDD and the Army.
2. Mr. Smith is a key contributor to the success of his directorate, the G-1/4. Over his three-year tenure in the G-1/4, he has served as a Team Lead, as the Senior Army Team Chief and as the Operations Officer within his directorate. With each assignment, his responsibilities and the associated complexities became more challenging, yet he has managed to accomplish everything with resounding results. Mr. Smith continuously demonstrates the ability to effectively plan, integrate, and mitigate the multifaceted issues he is faced with. The opportunities associated with his participation in the program will further expand his understanding and experience of strategic issues and elevate him as a key contributor to future Army efforts.
3. Must include a statement affirming that the nominee's records have been reviewed and that there are no current EEO complaints or personal adverse actions pending against the nominee.
4. I completely endorse Mr. Joseph Smith for the program.

JOHN P. ROOGERS  
GRADE/RANK, ACTIVITY/ORGANIZATION

# Resume Template

## Content and Sample Resume

### Recommended Resume Content

(Resume may not exceed two pages)

**EXPERIENCE:** Start and End Dates; Hours Worked Per Week; Position Title, Pay Plan-Series-Grade (GS equivalent if in Pay Band), Employer's Name; Major Duties and Accomplishments (If experience entry describes positions at different grade levels, include month and year for each grade)

**EDUCATION:** List all formal education. If degree completed (e.g., AA, BA, MA) list major field of study, name of school, year degree awarded and GPA.

**SPECIALIZED TRAINING:** Training courses you have completed, to include relevant training towards your career goals. Indicate dates and length of training. Provide statement if CES Course requirements are met.

**AWARDS/LICENSES:** Significant, as space allows.

### Sample Resume

James Z. Smith  
Work 703-234-5678  
DSN 555-5555

#### EXPERIENCE

**09/22/2015 - Present, 40 Hours per wk, Lead Budget Analyst, GS-0560-12, US Army Cyber Center of Excellence, Fort Gordon.**

Serve as the Lead Analyst responsible for budget functions at the CyberCoE. Serves as technical expert on the budget advisory committee. Provides advise regarding budget requests, proposals and execution. Formulates and analyzes budget to ensure proper and full use of provided funds, with no failures or violations identified in recent Inspector General Inspection, etc...

**04/02/2012 - 09/21/2015, 40 Hours per wk, Budget Analyst, GS-0560-11, US Aviation Center of Excellence, Fort Rucker.**

Responsible for all functions of the AvnCoE Staff budget requests, proposals and execution. Formulated and analyzed budget to ensure proper and full use of provided funds, with no anti-deficiency violations. The uncertainty of the budget approval placed a strain on meeting the execution goal of the organizations budget. Once the budget passed, having complete oversight and control brought the execution rate up 82.6% exceeding the 50% goal, etc...

#### EDUCATION

BA, Budget Management, Virginia Tech, May 15, GPA 3.75  
MBA, University of Penn State, Mar 18, GPA 3.80

#### SPECIALIZED TRAINING

CES: Completed CES Intermediate Course, 2012  
2017 Sustaining Base Leadership and Management Program, 2013  
Personnel Management for Executives I, 9 days, 2015  
Manager Development Course, 20 hours, 2017  
Personnel Management for Executives II, 5 days, 2016

#### AWARDS/LICENSES:

Commander's Award for Civilian Service, 2017

**Nominee Statement of Career Aspirations,  
Goals, and Suitability for the Program**

(Not to exceed 500 words)

Be sure to highlight current related experience, as well as address anticipated competencies to be gained if selected and career goals. Address how you will use the experience gained/acquired knowledge/competencies in your continued employment.

**Applicant Name:**

<b>APPLICANT TYPED NAME, TITLE, TELEPHONE, AND DATE</b>	<b>APPLICANT SIGNATURE</b>
<b>SUPERVISOR TYPED NAME, TITLE, TELEPHONE, AND DATE</b>	<b>SUPERVISOR SIGNATURE</b>

## Supervisor Endorsement, Utilization Rating & Plan

**Instructions: In 500 words or less** outline the expected transfer of knowledge, how you as the supervisor intend for the applicant to utilize the gained knowledge/competencies throughout the program/course and upon completion as well as the anticipated return on investment. Provide an assessment of candidate's possession/mastery of technical/functional competencies. The Office of Personnel Management's Executive Core Qualification (ECQ) model defines the functional competencies as: Interpersonal Skills, Oral Communication, Written Communication, Integrity/Honestly, Continual Learning and Public Service Motivation. Assign a Utilization Rating (hover over each rating check box for definition) and outline how the Utilization Rating supports the endorsement of applicant for program/course.

Based on knowledge of the applicant, Endorsement & Utilization Plan, provide an overall Utilization Rating of the applicant for this program/course below. (Hover over the check box for the Utilization Rating definition)

Ready for Increased Challenge

Ready for Career Broadening

Contribute in Place

Build Tenure/Experience

By signing below, I approve the application, validate the applicant meets all requirements, certify the applicant does not have any open/ongoing Equal Employment Opportunity; adverse actions; applicant's performance is successful; and I will support program/course participation & completion.

**DEPARTMENT OF DEFENSE**  
**CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL**

EMPLOYEE NAME:  
(Last, First, Middle Initial)

**Snuffy, Jose**

DoD ID  
NUMBER: **123456789**

APPRAISAL  
YEAR (YYYY):

2023

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. 43, Performance Appraisal; 5 CFR 430.205, Agency Performance Appraisals; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; and DoDI 1400.25, Volume 431, DoD Civilian Personnel Management System: Performance Management and Appraisal Program; and DoDI 1400.25, Volume 1100, Civilian Human Resources Management Information Technology Portfolio.

**PRINCIPAL PURPOSE(S):** To document performance elements, associated performance standards, progress review(s) and ratings of record.

**ROUTINE USE(S):** Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Disclosure When Requesting Information Routine Use, Disclosure of Requested Information Routine Use, Congressional Inquiries Routine Use, Disclosure to the Office of Personnel Management Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, Disclosure to the Merit Systems Protection Board Routine Use, and Data Breach Remediation Purposes Routine Use. The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

The applicable system of records notice is DPR 34 DoD, Defense Civilian Personnel Data System, located at:

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/570697/dpr-34-dod.aspx>.

**DISCLOSURE:** Voluntary; however, if you are unable or unwilling to complete the administrative portion, your supervisor will complete it to ensure performance review is linked to individual performance, recognition, and awards.

**INSTRUCTIONS FOR COMPLETING THE CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL**

**Cover Sheet (Page 1):** Enter the employee's full name, DoD ID number, and the current appraisal year. *(Completed by employee or Rating Official/Supervisor.)*

**PART A - Administrative Data.** *(Completed by employee and/or Rating Official/Supervisor.)*

1. Appraisal Period: a. Enter the rating start date of the appraisal cycle. b. Enter the end date of the appraisal cycle. c. Enter the Effective Date of the Rating of Record. NOTE: The DoD Performance Management and Appraisal Program cycle is April 1 - March 31 with effective date June 1. The minimum evaluation period is 90 calendar days.

2. Employee Name: Enter the name of the employee (last, first, middle initial).

3. DoD ID Number: Number found on the back of Common Access Card (NOTE: Do not enter SSN).

4. Position Title and Position Description Number: Enter the official position title and official position description number found in block 15 of SF-50.

5. Pay Plan/Occupational Code/Grade/Step: Enter the employee's pay plan, occupational code (series), grade, and step as of the date the performance plan is established. May be found in blocks 16, 17, 18 and 19 of SF-50.

6. Organization: Enter the name of the employee's organization.

7. Duty Station: Enter the duty station found in block 39 of SF-50.

**PART B - Acknowledgement of Performance Discussions.** *(Completed by employee, Rating Official/Supervisor and Higher Level Reviewer in accordance with DoDI 1400.25 Volume 431 and local policy.)*

Enter full name, signature and date of acknowledgement by employee, rating official/supervisor and higher level reviewer as appropriate to document the communication of performance plan(s), progress review(s), modification(s) and rating(s) of record. If modification(s) to the performance elements and standards are required, enter date modification occurred.

**PART C - DoD Core Values and Organizational Goals.** *(Completed by Rating Official/Supervisor and discussed with employee.)*

DoD Core Values of Leadership, Professionalism, and Technical Knowledge. DoD Core Values and Component/Organization goals and mission statements will be discussed with employees and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431.

**PART D - Performance Element and Standards.** *(Completed by the employee and Rating Official/Supervisor.)*

**NOTE:** Use the "Duplicate" button at the top of the page to duplicate this page for each element developed.

1. Total Number of Elements. Enter the total number of elements.

2. Element Number. Enter the corresponding number to the element against which the employee is being evaluated.

3. Element Title. Enter the title of the element.

4. Effective Date. Enter date the element was approved (whether initial establishment or newly modified - whichever is more recent).

5. Element and Standard(s). Write elements and associated standards that are clearly aligned with the organization's mission.

6. Employee Input (optional). Employees are encouraged to provide a written account of their accomplishments related to each element and associated standards provided in their performance plan. For example, the employee may describe how their contributions enabled mission accomplishment.

7. Performance Element Narrative. Supervisors are required to justify performance element ratings of "Outstanding" or "Unacceptable" with a narrative. A narrative is highly encouraged for "Fully Successful" element ratings. The performance narrative must address the employee's performance against the specific element. Employees are not given a performance narrative or performance elements ratings on progress reviews in accordance with DoDI 1400.25, Volume 431.

8. Element Rating. Mark (X) a rating for each element (5, 3, 1, or NR (Not Rated)).

**NOTE:** Review employee position descriptions to ensure they are relevant.

**PART E - Performance Rating Summary.** *(Completed by Rating Official/Supervisor.)* See below for column usage.

**Element Number** - From Part D block 2., number of the element(s) for which the employee is being evaluated (10 elements maximum).

**Element Title** - Enter title of element (refer to Part D block 3).

**Element Rating** - Enter the rating for the element (5, 3, or 1) (refer to Part D block 8).

**Summary Rating:** Summary Rating is obtained by adding the values in the Element Rating column and dividing by the number of rated elements (round to the nearest tenth). Enter the result in Block A1.

**Rating of Record:** Use the Summary Rating in block A1 to determine the Rating of Record in Block A2. Compare the A1 value to the Summary Level Chart to obtain the Rating of Record.

**NOTE:** When a rating on any element is "1" - Unacceptable, the overall Rating of Record shall be "1" - Unacceptable, regardless of the Summary Rating. Higher Level Review is required in accordance with DoDI 1400.25, Volume 431.

**Continuation Sheet.** If additional space is needed for general information, progress reviews, or responses, use this page and duplicate as needed. Each continuation sheet and item being continued must be numbered.

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL**

**PART A – ADMINISTRATIVE DATA**  
(To be completed by Employee or Rating Official/Supervisor)

<b>1. APPRAISAL PERIOD</b>	<b>a. START DATE (YYYYMMDD)</b> 20220401	<b>b. END DATE (YYYYMMDD)</b> 20230331	<b>c. RATING OF RECORD EFFECTIVE DATE (YYYYMMDD)</b> 20230601
<b>2. EMPLOYEE NAME (Last, First, Middle Initial)</b> Snuffy, Jose		<b>3. DoD ID NUMBER</b> 123456789	
<b>4. POSITION TITLE AND POSITION DESCRIPTION NUMBER</b>		<b>5. PAY PLAN/OCCUPATIONAL CODE/GRADE/STEP</b> GS/0343/14/7	
<b>6. ORGANIZATION</b> US ARMY MED DEPT CENTER AND SCHOOL 01		<b>7. DUTY STATION</b> FORT SAM HOUSTON / BEXAR / TEXAS	

**PART B – ACKNOWLEDGEMENT OF PERFORMANCE DISCUSSION**  
(Completed by Employee, Rating Official/Supervisor, and Higher Level Reviewer (Manager) in accordance with DoDI 1400.25, Volume 431)

	<b>PERFORMANCE PLAN/ VALUES DISCUSSION</b>	<b>PROGRESS REVIEW</b>	<b>MODIFICATIONS (If applicable)</b>	<b>RATING OF RECORD</b>
<b>EMPLOYEE:</b> Signature:	Jose snuffy	Jose Snuffy		Jose snuffy
Date (YYYYMMDD)	20220422	20221026		20230423
<b>RATING OFFICIAL/ SUPERVISOR:</b> Printed Name:	Rater Name	Rater Name		Rater Name
Signature:				
Date: (YYYYMMDD)	20220422	20221031		20230425
Communication Method (face-to-face, telephone, other)	<input type="checkbox"/> Face-to-face <input checked="" type="checkbox"/> Telephone <input type="checkbox"/> Other:	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone <input checked="" type="checkbox"/> Other: A365 Teams	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone <input type="checkbox"/> Other:
<b>HIGHER LEVEL REVIEWER:</b> Printed Name:	HCR Name			HCR Name
Signature:				
Date: (YYYYMMDD)	20220406			20230420

**MODIFICATION(S) TO PERFORMANCE ELEMENTS AND STANDARDS (If applicable):** (Limited to 2,000 characters)



<b>DEPARTMENT OF DEFENSE</b> <b>CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL</b>			
<b>EMPLOYEE NAME:</b> <i>(Last, First, Middle Initial)</i> <u>SNUFFY, Jose</u>		<b>DoD ID</b> <b>NUMBER:</b> <u>127456789</u>	<b>APPRAISAL</b> <b>YEAR (YYYY):</b> <u>2023</u>
<b>PART C - DoD CORE VALUES AND ORGANIZATIONAL GOALS</b> <i>(Completed by Rating Official/Supervisor and discussed with employee.)</i> <b>DoD Core Values of Leadership, Professionalism, and Technical Knowledge</b>			
<p>DoD Core Values and Component/Organization goals and mission statements will be discussed with the employee and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431. <i>(Limited to 1,000 characters)</i></p> <p>Mission: To revolutionize the current culture to build an integrated ready, agile, engaged and enduring professional team serving Army Medicine.</p> <p>Vision: The AMEDD Civilian Corps of 2030 will be a ready, agile and engaged team of professionals recognized for quality, innovation, and customer service to support Army Medicine.</p>			
<b>PART D - PERFORMANCE ELEMENT AND STANDARDS</b> <i>(Completed by the employee and Rating Official/Supervisor.)</i>			
<b>1. TOTAL NUMBER OF ELEMENTS</b> <i>(Max. 10 elements)</i> <div style="text-align: center;">6</div>	<b>2. ELEMENT NUMBER</b> <div style="text-align: center;">1</div>	<b>3. ELEMENT TITLE</b> <div style="text-align: center;">Program Management</div>	<b>4. EFFECTIVE DATE</b> <i>(YYYYMMDD)</i> <div style="text-align: center;">20220309</div>
<b>5. ELEMENT AND STANDARD(S)</b> <i>(Limited to 1,500 Characters)</i> <p>Assist Corps Chief/Dep/CSBPO w/ providing leadership, vision &amp; strategic direction. Leads activities in support of DoD, Army, TSG/Corps Chief &amp; CG MEDCoE priorities. Participates in develop/implementation of goals &amp; objectives to establish Corps Strategic planning; scheduled DOD, Army, MHS, ACOMs, OTSG/MEDCOM, MEDCoE, AMPO &amp; synch updates w/ stakeholders/key advisors. Executes Corps initiatives/prog/marketing strategy: Wolf Pack; Corps governance structure; TSG Civilian Consultant (pilot); assist in development of Army Medicine strategies IAW Army People Strategy Civilian Implementation Plan, i.e. Civilian Readiness; Talent Mgmt; DAP program; Army Competitive Professional Development Progs, i.e. SETM/ETM; Corps hosted programs, i.e. EEL; ELDP; ALD; Mentorship; Iron Majors; JLC; Spectrum; &amp; Coaching. Develop prog requirements for future Emerging Partnerships with DHA/Svc. Ensure Corps STRATCOM Plan is updated annually; prog aligned w/ TSG &amp; MEDCoE priorities strategic plans. Monitor progs for continuous process improvement to enhance efficiency &amp; accuracy. Monitor/assess Corps prog for continuous process improvement against established goals &amp; timelines. Successfully completes work assignments timely, ensuring quality of work that meets org needs IAW guidelines/timeframes.</p> <p>STANDARD: Completed asg performed in timely manner; evaluates/improve from prog/cost-effective perspective. Successfully demonstrates continuous process improvement/streamlining of Corps prog/initiatives</p>			
<b>6. EMPLOYEE INPUT</b> <i>(Optional) (Completed by Employee - Limited to 2,000 characters)</i> <p>Exceeded standard by Planning and Executing the Iron Majors Week 2023 flawlessly and receiving numerous General Officers and SES accolades on the professionalism and execution of the event. Conducted the AMEDD Civilian Corps Strategic offsite and facilitated and conducted the event at the Rock Drill facility in Dec 2022. Ensured that all AAR comments were received, documented and acted on in order to improve better products for the future of Army Medicine. 5 Wolf pack awards submissions since arriving to AMEDD Corps Chiefs office in Apr 2022. Graduated ELDP COHORT 21-21(Ensured momentos, certificates, coins were completed for each of the graduates). Prepared handbook, training materiel for ALDP COHORT 22-23 and partnership with DHA during their pilot program. Created numerous products for DHA to use which kept them from "reinventing the wheel". Conducted two touch points with ALDP COHORT 22-23 and ensured that they were on track with their assignments/requirements for the course.</p> <p>Hosted over 5 webinars with Phil Cicio and ensured that the communication strategy for getting that information out to the field and that we the webinars were recorded and went off without any glitches. Worked with Ray Mendoza and now Brad Michel in ensuring our training is nested with MEDCOM G-37. Mentored 2 ALDP COHORT employees. Conducted 30 Clifton Strengths one on ones. Served as panel moderator for two panels for the JLC 2022. Created the Bi-weekly AMEDD Civilian News document to send out to the field. Filled one DAP for VC and advertising #2 for them. Coordinating for the AMEDD Strategic Offsite and preparing for the future of how we better support our customers. Planned all events for IMW 2023, created the ALARACT, publishing it with MEDCOM G-33, TSG/DSG and HQDA to publish it to the field. Briefed Mr. Rheney on IMW 2023 and what we plan on doing. Conducted eight IPRs with AMPO staff in preparation for IMW 2023.</p> <p>IMW 2023 was conducted flawlessly.</p>			
<b>7. PERFORMANCE ELEMENT NARRATIVE</b> <i>(Completed by Rating Official - limited to 2,000 characters)</i> <p><del>XXXXXX</del> exceeded this element. <del>XXXXXX</del> contributes to the overall performance of the Corps' mission, goals and strategies consistent with the Army Medicine Campaign Plan and Strategic Vision. Supports the TSG 45/CG MEDCoE's priorities, strategies and intent. Effectively communicates at all levels of the organization with employees, leadership, customers and partners. He participates in the Corps Strategy sessions to assist in defining, improving, deploying and maintaining strong corps business processes to ensure alignment with TSG and MEDCoE Campaign Plan. Serves admirably supporting the AMEDD Civilian Corps programs and initiatives. Enhanced corps programs such as the AMEDD Mentorship; IMW; JLC; EEL; ELDP; ALD; JMESI-IES; ELENIC; CNOIC; Wolf Pack Award; Corps Hosted Webinar Series; Annual FEVS; Army Medicine DAP Program open to Civilian employees, providing broadening opportunities. Participated in the planning and execution of Corps Strategic Offsite. He identified new/innovative programs such as the Army/AMEDD Career Field Spotlight program promoting the APS-CIP Strategic Comms platform across the Army and Army Medicine enterprise; AMEDD/DHA partnerships; integrate enhanced Supervisor Development initiatives, etc. Sought new ways to communicate to the Civilians enhancing the Corps Strategic Communications Plan; communicated bi-weekly AMEDD Civilian Corps News; leads the weekly Corps website updates; leverages the TSG Consultants; Deputy Corps Chiefs; MRCs/MSCs; AMPO; and MEDCoE team to assist in providing information on program opportunities, initiatives to engage our AMEDD Civilians and share information related to Corps programs and opportunities. Demonstrates people and project coordination skills that set an example for others to follow. Ensures quarterly touchpoints for Corps programs are executed timely. His ability to reach out to garner support to get the tasks accomplished timely is unsurpassed.</p>			
<b>8. ELEMENT RATING</b> <i>(X one):</i> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> 5 - OUTSTANDING  <i>(Requires justification)</i> </div> <div> <input type="checkbox"/> 3 - FULLY SUCCESSFUL         </div> <div> <input type="checkbox"/> 1 - UNACCEPTABLE  <i>(Requires justification)</i> </div> <div> <input type="checkbox"/> NR - NOT RATED         </div> </div>			

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL**

EMPLOYEE NAME: Smith, JDR DoD ID NUMBER: 12345677 APPRAISAL YEAR (YYYY): 2023  
(Last, First, Middle Initial)

**PART C - DoD CORE VALUES AND ORGANIZATIONAL GOALS (Completed by Rating Official/Supervisor and discussed with employee.)  
DoD Core Values of Leadership, Professionalism, and Technical Knowledge**

DoD Core Values and Component/Organization goals and mission statements will be discussed with the employee and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431. (Limited to 1,000 characters)

Mission: To revolutionize the current culture to build an integrated ready, agile, engaged and enduring professional team serving Army Medicine.

Vision: The AMEDD Civilian Corps of 2030 will be a ready, agile and engaged team of professionals recognized for quality, innovation, and customer service to support Army Medicine.

**PART D - PERFORMANCE ELEMENT AND STANDARDS (Completed by the employee and Rating Official/Supervisor.)**

1. TOTAL NUMBER OF ELEMENTS (Max. 10 elements)	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE (YYYYMMDD)
6	2	Cooperation and Teamwork	20220309

**5. ELEMENT AND STANDARD(S) (Limited to 1,500 Characters)**

Represent Corps Chief/Dep Corps Ch/CSBPO in DOD, Army, OTSG/MEDCOM, MEDCoE WGs when required: DHA FC#5; E2 Council; TSG Adv Council; Civilian Readiness; Talent Mgmt; Civilian Acculturation & Onboarding; MEDCOM FEVS/Employee Engagement. Develop goals/strategies for new prog. Establish a partnership continuum & foster relationships with stakeholders for a more effective/efficient delivery of prog; & review & revitalize continuous process improvement of Corps prog. Actively participates in engaging stakeholders to develop/ implement innovative ideas. . Ensure information & advice (verbal/written) is accurate, is IAW regulations, policies & procedures, case law, etc. & is presented in a manner that is understood by the recipient.

**STANDARD:**

Update Deputy Corps Chief as soon as practical & w/in 7 days providing recommendations on issues. Successfully initiate work products, other written info provided to customers are organized, accurate & do not require substantive revisions & meet established due dates. Responds to requests, inquiries, & questions w/in 2 bus days from receipt (90% of time). Customer feedback indicates the following (90% of time): Quality of service meets customer needs & expectations; requirements, needs, expectations are sought out & listened to; services, solutions, &/or tools are practical & address customer needs; courtesy & professionalism with which the services were provided.

**6. EMPLOYEE INPUT (Optional) (Completed by Employee - Limited to 2,000 characters)**

Exceeded the standard by providing feedback more than 95% of the time and immediately upon receiving inquiries, not to exceed 24 hours. Assisted and volunteered to help other Corps in accomplishing their mission. Always ensuring that the AMPO team was firing on all cylinders.

Served as the AMPO KM Working Group lead and Participated in the MEDCoE KM Working group and ensured that I passed along any items from the working group to AMPO.

Represent Corps Chief/Dep Corps Chief/CSBPO at all AMPO, XO Huddles and any other meetings we participate in. Attend and participate in the DHA FC#5 meetings and pass along any information to the team.

Continuously promoting AMEDD Civilian Corps and conducting briefings at CNOIC (3 briefings), ELENC (3 briefings), JLC 2022, IMW 2022. Continuously helping DHA during the ALDP COHORT 22-23 so that they understand what we have done so that they have a better understanding of all of our programs.

Work with and assist other Corps XO when they have needed help with anything AMPO related. Always kept Deputy Corps chief informed of any information from any WGs, from any Leadership programs, budget discussions, status of work etc.

Always providing input/recommendations on improving systems/processes in place. Always helping out other Corps when they need assistance (JLC, DTS, Budget formulation)

Consolidated Recruiting action input from all AMPO and forwarded to Deputy Corps Chief in order to move forward with recruit actions for AMPO staff, served on the hiring panel board to hire one of our staff members that departed.

Planned, organized, hosted and facilitated the AMEDD Strategic Offsite in Dec 2022. Served as the Approving official for 8 Corps for DTS and ensured all travel authorizations/vouchers were approved within 24 hours of receiving notification.

**7. PERFORMANCE ELEMENT NARRATIVE (Completed by Rating Official - limited to 2,000 characters)**

Mr. [REDACTED] exceeds this element. Mr. [REDACTED] promotes cooperation and teamwork to effectively work as a team to meet deadlines. As the Corps Proponent Specialist, he continues to serve as a model for cooperation, sharing, and goodwill providing excellent support and assistance to the corps. He continues to identify strategies to strengthen Corps partnerships and relationships with ACOMS such as TRADOC, INSCOM, ARCYBER; USARPAC and DHA to enhance the components of established Leader Development Programs. Mr. [REDACTED] carries out a multitude of assigned and assumed duties demonstrating a rare breed of reliability and dedication. [REDACTED] assists with maintaining and providing timely responses to emails received through the Corps Chief and Mentorship Mailbox. During the rating cycle he participated in the quarterly Employee Engagement (E2) Council meetings; TSG Advisory Council; TSG Civilian Consultant Pilot Initiative; DHA FC#5 CIVPERS; bi-weekly MEDCOM G1 CHRD; AMEDD/DHA ALDP partnership; Knowledge Management; AEWG; and weekly AMPO meetings. Obtained the Clifton Strengths Coach Certification to assist with administering the assessment; providing group/personal individual feedback related to the results providing interpretation guidance. Fosters a sense of shared accountability and group responsibility to collaborate with others effectively to find solutions to problems. Recognizes the needs of others and reaches out to lend a helping hand. He continues to establish a partnership continuum for a more effective and efficient delivery of Corps programs resulting in continued collaboration with team members and stakeholders.

**8. ELEMENT RATING (X one):**

☒ 5 - OUTSTANDING (Requires justification) ☐ 3 - FULLY SUCCESSFUL ☐ 1 - UNACCEPTABLE (Requires justification) ☐ NR - NOT RATED

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL**

EMPLOYEE NAME: SWPffh ;' EDSK DoD ID NUMBER: 123456789 APPRAISAL YEAR (YYYY): 2023  
(Last, First, Middle Initial)

**PART C - DoD CORE VALUES and ORGANIZATIONAL GOALS (Completed by Rating Official/Supervisor and discussed with employee.)  
DoD Core Values of Leadership, Professionalism, and Technical Knowledge**

DoD Core Values and Component/Organization goals and mission statements will be discussed with the employee and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431. (Limited to 1,000 characters)

Mission: To revolutionize the current culture to build an integrated ready, agile, engaged and enduring professional team serving Army Medicine.  
Vision: The AMEDD Civilian Corps of 2030 will be a ready, agile and engaged team of professionals recognized for quality, innovation, and customer service to support Army Medicine.

**PART D - PERFORMANCE ELEMENT AND STANDARDS (Completed by the employee and Rating Official/Supervisor.)**

1. TOTAL NUMBER OF ELEMENTS (Max. 10 elements)	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE (YYYYMMDD)
6	3	Communication	20220309

**5. ELEMENT AND STANDARD(S) (Limited to 1,500 Characters)**

Execute effective Corps communications, coordinate key msgs and Corps Chief/Deputy visits/town halls, Comanage Corps website/msgs. Monitor response, ensure contact w/in 7 days, follow up as needed w/in 30 days. Oral/written comms are clear, correct, timely and presented in an understandable manner. Supervisor and coworkers informed of issues/problems when necessary. Information and guidance provided is timely and correct. Develop Civilian Corps Strategic Communication plan, establish and publish Corps Newsletter, develop processes and instructions. Deliver high qual products/svc to customer; focus on customer needs through effective communication; coords to ensure all relevant individuals and functions included in/informed of decisions/actions. Provide advisory services to senior mgmt and employees that are technically correct, legally sound. Maintain harmonious and professional relationships w/ managers, employees, staff activities. Revise aspiration survey questionnaire, update program assessments, track trends, conduct analysis.  
STANDARD: Communicate clearly w/ int/ext stakeholders, share occur info 90% of time. Respond to questions w/in 24 hours w/ no more than 6-8 exceptions. Elevate complex questions, other individual responsible w/in 24 hrs. Prepare clear, concise and understandable docs and follow procedures w/in establish timeframes w/ less than3 exceptions. Responds in writing (when appropriate) to customer inquiries w/in established timeframes w/ 3 exceptions.

**6. EMPLOYEE INPUT (Optional) (Completed by Employee - Limited to 2,000 characters)**

Exceeded the standard by ensuring communication with all Stakeholders occurred 95% of the time. Responded to all questions with12 hours of receiving notification and answered all questions timely and accurately.  
Publish bi-weekly news to the field. Update the Corps Website weekly and ensure relevant documents are added to the website.  
Published four Corps Newsletters and working on the third one since arriving in Jan 2022.  
Continuously promoting AMEDD Civilian Corps and conducting briefings at CNOIC (3 briefings), ELENC (3 briefings), JLC 2022, IMW 2022  
Conducted 30 Clifton Strengths one on ones and provided feedback to all 28 employees on their gaps and their strengths in order to become a better person, leader etc.  
Conducted 8 additional follow up sessions with ALDP COHORT 22-23 reference their Clifton Strengths 34 reports and their top natural talents.  
Communicated with G-3/5/7, G-1/4/6, G-8/9 and other MEDCOM Staff in order to effectively communicate AMEDD Corps chiefs programs  
Communicated to staff information received from KM WG, MEDCoE Transition Plan to Fort Sam Houston Training District WG to ensure they knew what information was passed and what is required from them for action/suspenses etc..  
Briefed Mr. Beauchemin and Mr. Rheney on Corps programs and gave each updates on going things with AMEDD Civ Corps Office  
Hosted, conducted, facilitated the AMEDD Strategic Offsite and ensured it was conducted flawlessly.  
Hosted, conducted, facilitated the AMEDD Iron Majors Week 2023 and ensured it was conducted flawlessly.

**7. PERFORMANCE ELEMENT NARRATIVE (Completed by Rating Official - limited to 2,000 characters)**

Mr. █████ continues to support the AMEDD Civilian Corps by assisting in preparing Briefing slides and Talking Points for the TSG/Corps Chief Executive Updates; Bi-weekly Corps Chief Touchpoints; Corps Bi-Weekly Sync Updates; quarterly touchpoints for all Corps Programs; TSG Brown Bag Lunch Discussions; ELENC; CNOIC; draft script and lead facilitator for Corps Graduations, etc. For two (2) years in a row he has led the facilitation or have been requested to facilitate the 2022 and 2023 AMEDD Iron Majors Week. Further, he has led the discussions with program participants during quarterly touchpoints to obtain feedback from the team. He assists with ensuring timely updates through the Corps' communication platforms such as Social Media, Website, SharePoint; the Corps Connection Newsletters; leveraging the TSG Consultants; AMPO CSBPOs and Exec Off; and MilBook sites. Continues to assist with developing program announcements and opportunities for Army Medicine Civilians. Continues to review and update Corps publications such as the AMEDD Civilian Corps Strategic Communication Plan. █████ is constantly seeking ways to improve processes/ procedures from best practices and document lessons learned. He remains flexible and responds well to change in various situations and willingly adjusts his scheduled to be available when needed.

**8. ELEMENT RATING (X one):**

☒ 5 - OUTSTANDING (Requires justification) ☐ 3 - FULLY SUCCESSFUL ☐ 1 - UNACCEPTABLE (Requires justification) ☐ NR - NOT RATED

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL**

EMPLOYEE NAME: Swuffy, Jose DoD ID NUMBER: 12745624 APPRAISAL YEAR (YYYY): 2023  
(Last, First, Middle Initial)

**PART C - DoD CORE VALUES and ORGANIZATIONAL GOALS (Completed by Rating Official/Supervisor and discussed with employee.)  
DoD Core Values of Leadership, Professionalism, and Technical Knowledge**

DoD Core Values and Component/Organization goals and mission statements will be discussed with the employee and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431. (Limited to 1,000 characters)

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Vision: The AMEDD Civilian Corps of 2030 will be a ready, agile and engaged team of professionals recognized for quality, innovation, and customer service to support Army Medicine.

**PART D - PERFORMANCE ELEMENT AND STANDARDS (Completed by the employee and Rating Official/Supervisor.)**

1. TOTAL NUMBER OF ELEMENTS (Max. 10 elements)	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE (YYYYMMDD)
6	4	Customer Care	20220309

**5. ELEMENT AND STANDARD(S) (Limited to 1,500 Characters)**

Delivers high quality products/services to internal/external customers; stays focused on customer needs through effective communication; coordinates to ensure all relevant individuals & functions are included in/informed of decisions and actions. Provides advisory services to senior management & employees that are technically correct & legally sound. Maintains harmonious & professional relationships w/ managers, employees & staff activities to be cognizant of requirements & needs. Ensure EEL/ELD program completion documentation in DCPDS. Establish online mentor engagement portal w/ automated tracking of participants & formal mentor program completion with G6. Revise aspirations survey questionnaire, track trends & conduct analysis. Establish online automated process for formal AMEDD development programs & AMEDD Wolf Pack awards including nomination/application, panel evaluation, selection, tracking, strategic plan & processes. Develop the process & create an instruction guide to document EEL/ELD program completion in DCPDS.  
STANDARD: Work consistently demonstrates current knowledge of program areas & provides advisory guidance that are technically correct & legally sound. Models appropriate behavior by presenting advice & guidance in a positive & helpful manner, including appropriate options, recommendations & results. No more than 6 valid complaints. Advice & guidance is complete, timely & consistent w/ appropriate guidelines 90% of the time.

**6. EMPLOYEE INPUT (Optional) (Completed by Employee - Limited to 2,000 characters)**

Exceed the standard by having zero complaints on my production and customer service and professionalism.  
Always produced high quality products to all of our customers  
Provided timely responses to all of our COHORT participants and ensured they received the information they were looking for.  
Provided timely Strength finders one on one sessions with all of our ALDP COHORT 22-30 participants  
Provided follow on one on ones with ALDP COHORT participants after our initial Strength finders one on ones.  
Conducted briefings to our Nurse Corps Nurses reference AMEDD Civilian opportunities. Answered questions from audience and ensured they had the latest and greatest information on professional development and career opportunities out there for our Army Civilians. CNOIC (3 briefings), ELENC (3 briefings)  
Always assisted both internal and external customers and went out of my way to ensure I was able to answer all of their questions and point them in the right direction when they were looking for clarity (Professional development, personal and professional goals, mentorship)

**7. PERFORMANCE ELEMENT NARRATIVE (Completed by Rating Official - limited to 2,000 characters)**

Mr. [REDACTED] exceeds this element. He continues to assist in establishing effective partnerships with various entities. He continues to deliver high quality customer and effective partnerships across the organization with various entities within Army Medicine and the Defense Health Agency. Participates as a vital partner to achieve the Army and Army Medicine's priorities creating harmony and comradery. [REDACTED] assists in strengthening partnerships with ACOM partners (TRADOC, INSCOM, ARCYBER and USARPAC) and DHA identifying strategies to enhance all components of the Enterprise Leader Development Program and Army Emerging Enterprise Leader Development Program; Aspiring Leader Development Programs; and CNOIC/ELENC programs. Participates in the DoD, DHA FC#5 CIVPERS and CSBPO weekly meeting; bi-weekly MEDCOM G-1/4/6 CHRD meeting; and quarterly Employee Engagement Council and TSG Advisory Council meetings. Continues to work with MEDCOM G1 CHRD to develop the Command Employee Engagement Action Plan. [REDACTED] recognizes the needs of others and always willing to give 110% by reaching out to lend a helping hand.

**8. ELEMENT RATING (X one):**

☒ 5 - OUTSTANDING (Requires justification) ☐ 3 - FULLY SUCCESSFUL ☐ 1 - UNACCEPTABLE (Requires justification) ☐ NR - NOT RATED

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL**

EMPLOYEE NAME: SNUFFY DACE DoD ID NUMBER: 123456789 APPRAISAL YEAR (YYYY): 2023  
(Last, First, Middle Initial)

**PART C - DoD CORE VALUES AND ORGANIZATIONAL GOALS (Completed by Rating Official/Supervisor and discussed with employee.)  
DoD Core Values of Leadership, Professionalism, and Technical Knowledge**

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**PART D - PERFORMANCE ELEMENT AND STANDARDS (Completed by the employee and Rating Official/Supervisor.)**

1. TOTAL NUMBER OF ELEMENTS (Max. 10 elements)	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE (YYYYMMDD)
6	5	Resource Management	20220309

**5. ELEMENT AND STANDARD(S) (Limited to 1,500 Characters)**

Assist w/ develop/mgmt of the spend plan and budget execution for all activities/prog of AMEDD Civilian Corps. Maintain awareness/coord travel arrangements and funding. Reviews, assists and approves travel for program participants and ensure program requirements are met. Ensures efficient and economical use of resources. Monitors allocated resources, including people, time, technology, facilities, contracts, funds. Maintains complete, accurate records of expenditures and utilization of resources. Routinely utilizes resources in an efficient, effective manner. Ensures funds, property and other resources are guarded against waste, loss, unauthorized use and misappropriation. Introduces, manages technology solutions when cost effective to do so. Submits UFRs timely when required. Assist w/ the development of AMEDD Civilian Corps spend plan, budget and execution of funds. Manage travel costs, reconciliation for official travel w/in Civilian Corps and across the Corps Offices. Provide recommendations for training, leader development, reading materials, essential supplies for CC. Actively participate in all WG/OPT. Revise develop, automate strategy and efforts.  
STANDARD: Manages w/in established budget for program, function, or work assigned; notifies appropriate G8 POC of potential budget shortfalls at least 60 days in advance. Plans projects/other assignments, monitors/completes w/in schedule and quality goals 90% of the time. Plans resource needs accurately 90% of the time.

**6. EMPLOYEE INPUT (Optional) (Completed by Employee - Limited to 2,000 characters)**

Exceeded the standard by monitoring and resourcing accurately all requirements 95% of the time. Ensured that all funding requirements for AMEDD Strategic Offsite in Dec 2022 and IMW 2023 were completed, funded and sent to all participants. Identified and created requirements for FY2023 Budget for Civ Corps and Consolidated requirements for AMPO and worked with MEDCoE G8 to fill requirements for all CORPS Chief offices  
Worked with MEDCOM G8 for FY2023 spend plan. Identified requirements for FY2023  
Worked with MEDCoE G8 to fund momentos for our programs participants.  
Worked with MEDCoE G8 to fund and pay for Wolf pack engraving to hand to winning teams  
Served as the Approving official for 8 Corps for DTS and ensured all travel authorizations/vouchers were approved within 24 hours of receiving notification  
Continuously worked with MEDCOM and MEDCoE G8 to ensure that any requirements were fulfilled and funded in order to better support our customers  
Working with MEDCoE G8 in order to fund those travelers for the AMEDD Strategic offsite.  
Continuously adjusting funding requirements for Civilian Corps and other Corps within AMPO in order to ensure we can all do our mission requirements.  
Coordinated all speakers for IMW 2023 and received required documents for their Funding memo and ensure that MEDCoE G8 cut funding memos on all speakers for IMW 2023. Coordinated with all AMEDD Strategic Offsite travelers and received all funding memos within 48 hours of supplying required information requested.

**7. PERFORMANCE ELEMENT NARRATIVE (Completed by Rating Official - limited to 2,000 characters)**

\_\_\_\_\_ exceeded this element. Mr. Saenz assists in the administration of the AMEDD Civilian Corps Office budget in light of the requirement to establish two (2) separate funding streams from both MEDCOM and TRADOC / MEDCoE G8. He reviews Corps programs to achieve the plan for organizational efficiency targets directed by OSD, Army, and guidance received from both MEDCOM and TRADOC. He assists in delivering on time budget and managing expectations; assists with managing to get things done, under tight timelines and budget constraints. Assesses the efficiency, effectiveness and compliance with regulatory procedures. He reviews and evaluates requirements for additional resources. He makes recommendations to the other Corps with taking action to implement such adjustments or changes. \_\_\_\_\_ assists in evaluating Corps program requirements and funding concerns in the event of the need for additional resources. \_\_\_\_\_ continues to make himself available to providing support to the AMPO team related to participant travel and completion in Defense Travel System (DTS.)

**8. ELEMENT RATING (X one):**

☒ 5 - OUTSTANDING (Requires justification) ☐ 3 - FULLY SUCCESSFUL ☐ 1 - UNACCEPTABLE (Requires justification) ☐ NR - NOT RATED

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL**

EMPLOYEE NAME: SNOUTH, JOSE DoD ID NUMBER: 127486219 APPRAISAL YEAR (YYYY): 2023  
(Last, First, Middle Initial)

**PART C - DoD CORE VALUES and ORGANIZATIONAL GOALS (Completed by Rating Official/Supervisor and discussed with employee.)  
DoD Core Values of Leadership, Professionalism, and Technical Knowledge**

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**PART D - PERFORMANCE ELEMENT AND STANDARDS (Completed by the employee and Rating Official/Supervisor.)**

1. TOTAL NUMBER OF ELEMENTS (Max. 10 elements)	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE (YYYYMMDD)
6	6	Safety in the Workplace	20220309

**5. ELEMENT AND STANDARD(S) (Limited to 1,500 Characters)**

Comply with paragraph 1-5, AR 385-10, The Army Safety Program. Assist with ensuring the workplace is inspected, hazards identified and report forwarded to the safety office on a quarterly basis. Be versed in SHMS goals and be able to articulate the 4 safety pillars of our program. Understand how to report a safety incident/accident, reporting tools and POC's. Communicate effectively during emergency/real world situations, follows all guidance, ensures recall roster and emergency contact information is current/up to date. Complies with Covid-19 prevention measures and instructions, complies with telework health and safety requirements.

STANDARD: Promptly evaluate and take action as required to correct hazards as soon as identified. All accidents are reported through the chain of command to the safety office w/in 24 hours, paperwork will be completed following AR 385-10 regulatory requirements. Tracks to ensure that Corps Staff are trained and competent to perform their work safely. On an annual basis perform workplace specific safety brief using AMEDDCS Form 4361 Workplace Safety form for documentation.

**6. EMPLOYEE INPUT (Optional) (Completed by Employee - Limited to 2,000 characters)**

Ensured that all things accomplished in the office were safe and that they followed AR 385-10, The Army Safety Program. Complied with all COVID-19 prevention measure and instructions to ensure everyone was safe during the entire COVID-19 pandemic. Ensured that I completed all mandatory safety training in order to be up to date on all training requirements. Ensured that all program participants for JLC were safe and that their safety was most important during the JLC 2022 in person event. Zero accidents recorded to date. 100% safety compliance during this period. Participated in all Safety standdown training events. Conducted IMW 2023 with all safety protocols in place and ensured that there were Zero safety violations which ensured a flawless IMW 2023.

**7. PERFORMANCE ELEMENT NARRATIVE (Completed by Rating Official - limited to 2,000 characters)**

~~He~~ promotes safety as a number one priority consistent with paragraph 1-5, AR 385-10, The Army Safety Program. He adheres to all safety and security policies and fosters a safe working environment. ~~He~~ is an astute observer and is quick to report any potential safety hazards. He takes action and identifies and report hazards as soon as identified, even with remote working environment. Understands how to report safety incidents/accidents. Instrumental in identifying COVID pandemic health and safety information; drafted articles for inclusion and update in all corps communication platforms such as the corps website, Corps Connection Newsletter, and AMEDD Civilian Corps News. Responds positively to safety-oriented feedback and encourages and supports others to be safe while at work.

**8. ELEMENT RATING (X one):**

☐ 5 - OUTSTANDING  
(Requires justification)

☒ 3 - FULLY SUCCESSFUL

☐ 1 - UNACCEPTABLE  
(Requires justification)

☐ NR - NOT RATED

DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL

EMPLOYEE NAME:  
(Last, First, Middle Initial)

Snuffy, Jose

DoD ID  
NUMBER:

12345678

APPRAISAL  
YEAR (YYYY):

2023

CONTINUATION SHEET # \_\_\_\_\_

(If additional space is needed for general information, progress reviews, or responses, use this page and duplicate as needed.  
Each continuation sheet and item being continued must be numbered.)

**DEPARTMENT OF DEFENSE  
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL**

EMPLOYEE NAME: Snuff, Jose DoD ID NUMBER: 12245035 APPRAISAL YEAR (YYYY): 2023

**PART E - PERFORMANCE RATING SUMMARY**  
(Completed by Rating Official/Supervisor - copy Part D blocks 2, 3, and 8.)

a. ELEMENT NUMBER	b. ELEMENT TITLE	c. ELEMENT RATING (5, 3, or 1) (X box if Not Rated)
1	Program Management	5 - Outstanding <input type="checkbox"/> NR
2	Cooperation and Teamwork	5 - Outstanding <input type="checkbox"/> NR
3	Communication	5 - Outstanding <input type="checkbox"/> NR
4	Customer Care	5 - Outstanding <input type="checkbox"/> NR
5	Resource Management	5 - Outstanding <input type="checkbox"/> NR
6	Safety in the Workplace	3 - Fully Successful <input type="checkbox"/> NR
7		<input type="checkbox"/> NR
8		<input type="checkbox"/> NR
9		<input type="checkbox"/> NR
10		<input type="checkbox"/> NR

**SUMMARY RATING:** Obtain by adding the values in the Performance Element Rating column and dividing by the number of rated elements (round to the nearest tenth). Enter result in block A1.

**A1**      4.7

**RATING OF RECORD:** Obtain by using the Summary Rating against the chart below to determine Summary Level.

**A2**      5 - Outstanding

**SUMMARY LEVEL CHART**

Range	Summary Level	Rating of Record	Summary Level Rating Criteria
4.3 - 5.0	Outstanding	5	The summary rating of all element ratings of 4.3 or greater results in a rating of record of "5" - Outstanding, with no element rated "1" - Unacceptable.
3.0 - 4.2	Fully Successful	3	The summary rating of all element ratings of between 4.2 and 3.0 results in a rating of record of "3" - Fully Successful, with no element rated "1" - Unacceptable.
2.9 or lower	Unacceptable	1	Any element rated as "1" - Unacceptable.

When a rating on any element is "1" - Unacceptable, the overall Rating of Record shall be "1" - Unacceptable, regardless of the Summary Rating.

Provide a copy of all pages to employee. Supervisor retains original copy of all pages for records.



U.S. Office of Personnel Management Guide to Personnel Data Standards		<b>ETHNICITY AND RACE IDENTIFICATION</b> (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial)		Social Security Number	Birthdate (Month and Year)
		N/A	N/A
Agency Use Only			
<b>Privacy Act Statement</b> <p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U.S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p> <p>Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.</p>			
<b>Specific Instructions:</b> The two questions below are designed to identify your ethnicity and race. <b>Regardless of your answer to question 1, go to question 2.</b>			
<b>Question 1. Are You Hispanic or Latino?</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Question 2.</b> Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.			
<b>RACIAL CATEGORY</b> (Check as many as apply)		<b>DEFINITION OF CATEGORY</b>	
<input type="checkbox"/> American Indian or Alaska Native		A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian		A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American		A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander		A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White		A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

Standard Form 181  
 Revised August 2005  
 Previous editions not usable

42 U.S.C. Section 2000e-16

NSN 7540-01-099-3446

# AMEDD Civilian Corps

## Program

### Continued Service Agreement

The program requires participants to accept a period of continued service as a condition of receiving the training and developmental experiences the program provides. Accordingly, execution of this continued service agreement is a condition precedent to selection for participation in any of these programs.

The authority for the continued service requirement set forth by this continued service agreement is in 5 U.S. Code Section 4108 and 5 Code of Federal Regulations Part 410.309.

Nothing in this agreement shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses the Government incurred in connection with training in accordance with 5 U.S. Code Section 4108.

Applicants for the program will execute and submit this continued service agreement with their applications. Approving officials will retain a copy of this signed agreement and monitor execution of the obligation period.

### **AGREEMENT**

In consideration of my participation in the program and the start and end dates of the training and developmental assignments:

I, \_\_\_\_\_, agree that, upon completion of this training or developmental assignment I have requested, I will serve in the Department of Defense (DoD) for a period equal to three times the length of the training period.

### **ACKNOWLEDGMENT.** I understand that:

1. If I voluntarily leave DoD employment before completing my agreed-to period of obligated service, I will reimburse, DoD as applicable, the amount paid for my registration, tuition and matriculation fees; library and laboratory fees; purchase or rental of books, materials and supplies; travel and per diem; and all other training program-related costs (excluding salary) paid in connection with my participation in the program.  
However, the amount of these training expenses I am required to pay will be reduced pro rated based on the proportion of my obligated service that I have completed. For example, if my training expenses paid by DoD were \$2,700 and I completed two-thirds of my obligated service, I would be required to reimburse DoD \$900.
2. If I voluntarily leave my post-training DoD placement to enter service with another branch of the Federal Government before completing my agreed-to period of obligated service, I will give my servicing personnel office and servicing training office advance notice of at least 10 working days, during which time, in accordance with Federal regulations, a determination concerning my obligation to reimburse DoD for training expenses, as described in paragraph 1, or the transfer of my remaining continued service obligation to the gaining agency, will be made.
3. If I am involuntarily separated from my position, my continued service obligation terminates.
4. I may submit a request to waive repayment of training expenses, in writing, through my chain of command or chain of supervision, to US Army Medical Center of Excellence. Send request, including the command's recommendation to AMEDD Civilian Corps Office, 3630 Stanley Road, Bldg 2840, JBSA Fort Sam Houston, TX 78234. Any request for waiver must include a justification for waiver of repayment, a copy of this Continued Service Agreement, the recommendations of my chain of command or chain of supervision, and other relevant supporting documents or information.
5. Any amounts the DoD may be due as a result of any failure on my part to comply with the terms of this continued service agreement may be withheld from any monies the Government owes me, or may be recovered by such other methods as are approved by law.

6. I will seek and obtain approval, through the official responsible for authorizing Government training requests, any proposed change in my approved training program involving course and schedule changes, withdrawal from any course or class, the receipt of an "incomplete" in any course or class, and increased or unanticipated costs to be incurred.
7. I will not receive any contributions, awards or payments in connection with this training, from any other Government agency or non-Government organization, without first obtaining approval from the official responsible for authorizing Government training.
8. Should I fail to successfully complete the training program because of circumstances within my control, I will reimburse DoD for all training expenses associated with my attendance at the training program (excluding salary) as set forth in paragraph 1.

## TERMINATION.

Unless I am earlier released from this agreement by the AMEDD Civilian Corps team, this Continued Service Agreement will remain in force for as long as I remain a participant in the program and thereafter until I fulfill my period of obligated service.

Employee signature:

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Date: \_\_\_\_\_

Employee full name (typed or printed): \_\_\_\_\_

Current position title, series and grade: \_\_\_\_\_

Organization and Duty station: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone numbers (Commercial): \_\_\_\_\_ (DSN): \_\_\_\_\_

Dates of obligated service: 1 May 2024 to 1 May 2025

## PRIVACY ACT STATEMENT

**Authority:** 10 U.S.C. 3013, 5 U.S.C. 301, 5 U.S.C. 4108, 5 CFR Part 410.309, AR 350-1.

**Principal Purposes:** This information will be used to document the participant's acceptance of the terms of the continued service agreement that is required for participation in the program.

**Routine Uses:** The DoD "Blanket Routine Uses" apply to this system. The "Blanket Routine Uses" are available at <https://dpcl.d.defense.gov/Privacy/About-the-Office/DoD-Federal-Privacy-Rule/Appendix-C/>.

**Disclosure:** Voluntary, but failure to provide the requested information may result in a delay of processing, the inability to contact you about your responsibilities under this continued service agreement, or DA's decision that the agreement was not properly entered into, thus preventing participation in the program.

Department of the Army

# Army Management Staff College



This is to certify that

JOSE SNUFFY

has successfully completed the

Continuing Education For Senior Leaders Phase 2

21 May 2021

A handwritten signature in black ink, reading "Stefan J. Banach".

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Stefan J. Banach  
Director



CEUs 7.60

## CIVILIAN CAREER BRIEF

Civ@mail.mil

As of Date		Pay Plan-Series-Grade/Step		Position Title		Employee Name		
September 15, 2021		GS-0201-XX/XX		HUMAN RESOURCES SPECIALIST		Joe Buck		
Service Data				Training				
				Course	Hrs	Comp Date	Source	
XX-XXX-XX					36	21-May-21	Verified	
XX-XXX-XX					1	07-Feb-20	Verified	
XX-XXX-XX					0	30-Oct-19	Verified	
Yes					0	22-Aug-19	Verified	
Posn not E-E, NCE, or Key					0	22-Aug-19	Verified	
					0	22-Aug-19	Verified	
XX-XXX-XX					37	08-Mar-19	Verified	
Competitive - Career					32	01-Feb-19	Self Certified	
Fort Belvoir Civilian Personnel Advisory Center					39	30-Nov-18	Verified	
Yes					0	19-Jun-18	Verified	
14-Aug-22				146	17-May-18	Self Certified		
Performance Data			Professional Certifications/Licenses					
Performance Rating	Date	Certifications/Licenses					Date	
	01-Jun-21							
	01-Jun-20							
	01-Jun-19							
	01-Jun-18							
Education								
School	Major/Program	Educational Level				Year	Source	
						2003 1998		
Languages								
Language	Proficiency Level	Reading	Speaking	Listening	Writing			
	Proficient	XX-XXX-XX	XX-XXX-XX	XX-XXX-XX	XX-XXX-XX			
Awards		Department of Defense Programs Information						
Type	Date	Program Area	Certification/Specialty			Comp Date		
	03-Jun-21 28-Jul-20 06-Jun-20 05-Jun-20 23-Oct-19 16-Jul-19							
Career Experience History								
Start Date	PP-Series-Gr	Title	Supv Status	Position Level	Work Schedule	Organization	Owning Command	Duty Location
11-Oct-20	GS-0201-14				Full-Time			
16-Aug-20	GS-0201-14				Full-Time			
27-Oct-19	GS-0343-13				Full-Time			
02-Sep-18	GS-0301-14				Full-Time			
15-May-16	GS-0340-14				Full-Time			
25-Jul-15	GS-0340-13				Full-Time			
Additional Information - ARMY								
Career Program			MyBiz+	Army Civilian Personnel Online	ACTEDS Training Catalog	Army e-Learning		
			<a href="https://compo.dcpds.cpms.osd.mil/">https://compo.dcpds.cpms.osd.mil/</a>	<a href="http://cpol.army.mil/">http://cpol.army.mil/</a>	<a href="http://cpol.army.mil/library/train/catalog/">http://cpol.army.mil/library/train/catalog/</a>	<a href="https://usarmy.skillport.com/">https://usarmy.skillport.com/</a>		