



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U. S. ARMY EUROPE REGIONAL MEDICAL COMMAND  
CMR 442  
APO AE 09042

REPLY TO  
ATTENTION OF:

MCEU-RM-CP

26 September 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ERM Command Policy Letter 19, Civilian Performance Evaluations

1. References:

- a. AR 690-400, Chapter 4302 Total Army Performance Evaluation System.
- b. AR 672-20, Incentive Awards.
- c. Quick Guide to "TAPES", USAREUR Performance Rating Cycles, Civilian Human Resources Management Agency Web Page.

2. The timely preparation and processing of the evaluation reports for all general service and wage grade civilian employees assigned to the Europe Regional Medical Command is of the utmost concern for commanders at all levels. We owe it to our employees to provide them the ability to improve their performance and development through appropriate counseling and evaluations. I will expect each subordinate commander to establish a well-published rating scheme, establish a process to preclude late reports and ensure a follow-up plan is in place to trouble shoot problem areas. The success of any evaluation process is the proactive planning at the user level.

3. Timeliness standards are identified on the CHRMA Website at the "Quick Guide to TAPES". Commanders will ensure the reports are forwarded to the servicing Civilian Personnel Advisory Center not later than 45 calendar days from the end of the rating cycle. Subordinate Commanders will ensure that reports at their level are prepared well enough in advance to provide action prior to the end date of the report. I will hold subordinate commanders responsible for the timely submission of reports to HQDA.

4. Commanders should consider civilians for appropriate recognition for their performance during the rating period IAW the provisions of AR 672-20 in conjunction with their annual performance rating. There is a hierarchy of monetary and non-monetary awards available for this purpose.

5. The proponent for this policy is the ERM ACSR at DSN 371-3297.

A handwritten signature in black ink, appearing to read "Elder Granger".

ELDER GRANGER  
Brigadier General, USA  
Commanding

DISTRIBUTION:

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