DEPARTMENT OF DEFENSE
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL

EMPLOYEE NAME: *(Last, First, Middle Initial)* Snuffy Joser

DoDID NUMBER: (1..-J $1. p-',

APPRAISAL YEAR *(YYYY):* 2023

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 43, Perfonnance 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://dpcld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx.
The applicable system of records notice is DPR 34 DoD, Defense Civilian Personnel Data System, located at:
http://dpcld.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 qment appraisal year. *(Completed by employee or Rating Official/ SupeNisor.)*

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

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 Perfonnance 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/SupeNisor 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 perfonnance 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)

1. APPRAISAL PERIOD	a. START DATE: *(YYYYMMDD)*	b. END DATE *(YYYYMDD)*	c. RATING OF RECORD EFFECTIVE DATE *(YYYYMMDD)*
	20220401	20230331	20230601

2. EMPLOYEE **NAME** *(Last, First, Middle Initial)* §rJII '1' J 'JIbyl	3. DoD ID NUMBER 1-i 3 <tr ––– _
4. POSITION TITLE **AND POSITION DESCRIPTION NUMBER**	**5. PAY PLAN/OCCUPATIONAL CODE/GRADE/STEP** ,S IO 3CfJ (I'(I7-
6. ORGANIZATION US ARMY MED DEPT CENTER AND SCHOOL 01	**7. DUTY STATION** 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)

	PERFORMANCE PLAN/ VALUES DISCUSSION	**PROGRESS REVIEW**	**MODIFICATIONS** *(If applicable)*	**RATING OF RECORD**
EMPLOYEE: Signature:	frr11++,	SN-r¼		"30 "rrtV,M._
Date *(YYYYMMDD)*	20220422	20221026		20230423
RATING OFFICIAL/ SUPERVISOR: Printed Name:	— r	A/4""""""		TA/a
Signature:	..	I		
Date: *(YYYYMMDD)*	20220422	20221031		20230425
Communication Method *(face-to-face, telephone, other)*	LJFace-to-face WTelephone Oother:	LJ Face-to-face LJ Telephone 12] Other: A365 Teams	LJ Face-to-face LJ Telephone Oother:	Face-to-face LJTelephone Oother:
HIGHER LEVEL REVIEWER: Printed Name:	t,\-c..rt-			GfUL.. NIM-
Signature:			I	
Date: *(YYYYMMDD)*	20220406			20230420

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

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

EMPLOYEE NAME: *(Last, First, Middle Initial)* S'f"U 4"'I I J | DoD ID NUMBER: 2..,7 C(n_w | APPRAISAL YEAR *(YYYY)*: 2023

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

DoD Core Values and ComponenUOrganization 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/SupeNisor.)*

1. TOTAL NUMBER OF ELEMENTS *(Max. 10 elements)*	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE *(YYYYMMOO)*
6	1	Program Management	20220309

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

Assist Corps Chief/Dep/CSBPO w/ providing leadership, vision & strategic direction, Leads activities in support of DoD, Army, TSG/Corps Chief & CG MEDCoE priorities. Participates in develop/implementation of goals & objectives to establish Corps Strategic planning; scheduled DOD, Army, MHS, ACOMs, OTSG/MEDCOM, MEDCoE, AMPO & 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; & Coaching. Develop prog requirements for future Emerging Partnerships with DHA/Svc. Ensure Corps STRATCOM Plan is updated annually; prog aligned w/ TSG & MEDCoE priorities strategic plans. Monitor progs for continuous process improvement to enhance efficiency & accuracy. Monitor/assess Corps prog for continuous process improvement against established goals & timelines. Successfully completes work assignments timely, ensuring quality of work that meets org needs IAW guidelines/timeframes.
STANDARD: Completed asg performed in timely manner; evaluates/improve from prog/cost-effective perspective. Successfully demonstrates continuous process improvement/streamlining of Corps prog/initiatives

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

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 actioned 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.
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.
IMW 2023 was conducted flawlessly.

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

exceeded this element. J.lszl & contributes to the overall performance of the Co ps' mission, goals and strategies consistent with the Army Medicine Campaign Plan and Strategic Vision. Supports the TSG 45/CG MEDCoE's priorities, strategies and illtent. 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; ELENC; 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.

8. ELEMENT RATING *(Xone)*:

Ó 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: *(Last, First, Middle Initial)* U'[IJ-vutfl | **DoD ID NUMBER:** f1,'JC(\'C,'I"Y, | **APPRAISAL YEAR** *(YYYY):* 2023

PART C - DoD CORE VALUES and ORGANIZATIONAL GOALS *(Completed by Rating Official/SupeNisor and discussed with employee.)*
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PART D - PERFORMANCE ELEMENT AND STANDARDS *(Completed by the employee and Rating Official/SupeNisor.)*

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#S; 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#S 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 B 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. exceeds this element. Mr. 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. .....,.carries out a multitude of assigned and assumed duties demonstrating a rare breed of reliability and dedication. 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#S CIVPERS; bi-weekly MEDCOM Gl 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
CIVIl IAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL

EMPLOYEE NAME: *(Last, First, Middle Initial)* t"'a&. "/'ll ., ta1hh· ·, ▸ 2T1 ·· ····· **DoD ID NUMBER:** 1,4' m **APPRAISAL YEAR** *(YYYY):* 2023

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

1. TOTAL NUMBER OF ELEMENTS *(Max. 10 elements)*	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE *(YYYYMMOO)*
6		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 comrns 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 hannonious 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 timefrarnes 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, MEOCoE 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 prog-ram·announcements and opportunities for Army Medicine Civilians. Continues to review and update Corps
: ! :;!Jn;r u !st o: tc ;! e; 0 = cl; : :i : ! :d 1 -r ; }n-;fle b n= n;;;P i l ar a ; r evarious situations and willingly adjusts his scheduled to be available when needed.

8. ELEMENT RATING *(X one):*

0

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: (Last, First, Middle Initial)	DoD ID NUMBER:	APPRAISAL YEAR (YYYY):
naa t,.t_ ... ...,.,..tl,r.. J uvk	't"l'..? ---- -,(...K	2023

PART C - DoD CORE VALUES and ORGANIZATIONAL GOALS *(Completed by Rating Official/Supervisor and discussed with employee.)*
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DoD Core Values and Component/Organization goals and mission statements will be discussed with the employee cl{1d annotated on all performance plans in accordance with DoDI 1400.25, Volume 431_.*(Lf[:1it 1d to 1,000 characters)*

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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	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 & ft.inctions are included in/informed of decisiops 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. 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 withi 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. — • • • • 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#S 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 Gl CHRD to develop the Command Employee Engagement Action Plan. • • • • • recognizes the needs of others and always willing to give 110% **by** reaching out to lend a helping hand.

8. ELEMENT RATING *(X one):*

0 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: (Last, First, Middle Initial) ..}ı rl\JU /JI r'f't1 ..... DoD ID NUMBER: ('l..:}t(?fS° • APPRAISAL YEAR (YYYY): 2023

PART C • DoD CORE YALU.ES 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	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 GB 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 GB to fill requirements for all CORPS Chief offices
Worked with MEDCOM GB for FY2023 spend plan. Identified requirements for FY2023
Worked with MEDCoE GB to fund momentos for our programs participants.
Worked with MEDCoE GB 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 GB to ensure that any requirements were fulfilled and funded in order to better support our customers
Working with MEDCoE GB 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 GB 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 suppling 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 GB. 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. IS 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 *(Xone):*

O 5 - OUTSTANDING *(Requires justification)* | 3 - FULLY SUCCESSFUL | 1 - UNACCEPTABLE *(Requires justification)* | NR-NOTRATED

DEPARTMENT OF DEFENSE
CIVI IAN PERFORMANCE PLAN, PROGRESS REVIEW(S), AND APPRAISAL

EMPLOYEE NAME: (Last, First, Middle Initial) [illegible] DoD ID NUMBER: [illegible] APPRAISAL YEAR (YYYY): 2023

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 Anny 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	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)*

- 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. 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)*	0	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)*	..fNc.f:b JJO\.(.	DoDID NUMBER: \ t..':Z t(';1tC,	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: *(Last, First, Middle Initial)*	SNv J-1-i--.J S-0 1.t	DoDID NUMBER:	I'1..:lWafiulil	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 NR
2	Cooperation and Teamwork	Outstanding 5 - ☐ NR
3	Communication	5 - Outstanding ☐ NR
4	Customer Care	5 - Outstanding ☐ NR
5	Resource Management	5 - Outstanding ☐ NR
6	Safety in the Workplace	3 - Fully Successful ☐ NR
7		☐ NR
8		☐ NR
9		☐ NR
10		☐ 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.