



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Military Personnel Evaluations

Chief of Staff
DCMA-DCM

DCMA-INST 1030
November 4, 2013

1. PURPOSE. This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST) 1030, "Military Personnel Evaluations Policy" (Reference (a)).
- b. Ensures DCMA military personnel receive performance reports that are in compliance with service regulations and represent the rating chain's intended communication to service career managers and selection boards on member's performance and potential.
- c. Establishes policy, assigns roles and responsibilities, and outlines procedures for the preparation and processing of military evaluations within DCMA.
- d. Is established in compliance with DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)" (Reference (b)).

2. APPLICABILITY. This Instruction applies to those DCMA activities with assigned active duty and reserve military personnel.

3. MANAGERS' INTERNAL CONTROL PROGRAM. In accordance with (IAW) DCMA-INST 710, "Managers' Internal Control Program" (Reference (c)), this Instruction is subject to evaluation and testing. The process flow is not applicable for this Instruction.

4. RELEASABILITY. This Instruction is approved for public release.

5. PLAS CODE. 223B – Personnel Management

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/1030r>

7. EFFECTIVE DATE. By order of the Director, DCMA this Instruction is effective November 4, 2013, and all applicable activities shall be fully compliant within 60 days from this date.

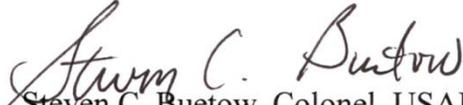

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REFERENCES

- (a) DCMA-INST 1030, "Military Personnel Evaluations," June 18, 2012 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 20, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," September 12, 2011
- (d) Army Regulation (AR) 623-3, "Army Evaluation Reporting System," June 5, 2012
- (e) BUPERSINST 1610.10C, "Navy Performance Evaluation System," April 20, 2011
- (f) Air Force Instruction 36-2406, "Air Force Officer and Enlisted Evaluation Systems," January 2, 2013
- (g) Marine Corps Order P1610.7F, "Performance Evaluation System," November 19, 2010

CHAPTER 1

POLICY

1.1. POLICY. It is DCMA policy that:

1.1.1. The member's supervisor is responsible for preparing the evaluation, to include suggested comments for all evaluators who are required to comment on the member's performance. In all cases, it is appropriate to request input from the member; however, is it not appropriate to require the member to prepare the evaluation. This general procedure applies to evaluations for members of all services. The Headquarters DCMA Military Personnel Office (DCM) is the office of primary responsibility for active duty and reserve evaluations.

1.1.2. All senior raters must be the person holding the senior rater position. In DCMA there are five senior rater positions:

- DCMA Director
- Director, DCMA International
- Eastern Regional Commander
- Central Regional Commander
- Western Regional Commander

1.1.3. Rating schemes will be developed and published quarterly.

1.1.4. Air Force Commanders/Deputy Commanders departing for a 365-day temporary duty (TDY) deployment will get a change of reporting official (CRO) officer performance report (OPR) from their current location (as long as there is a minimum of 120 days supervision) prior to departing for the TDY deployment, and then be rated by the deployed commander. At the end of the 365-day TDY, the member will have an annual OPR written by their deployed commander. On this annual report, the additional rater and senior rater will be the Director, DCMA.

1.1.5. Those DCMA Air Force members deploying for less than 1-year will not be CRO to the deployed supervisor/commander. The deployed supervisor/commander must write an official Letter of Evaluation (LOE) (Air Force Form 77) and forward it to the home station supervisor so the deployed accomplishments can be captured in the annual evaluation.

1.1.6. Soldiers will receive an evaluation prior to departing from permanent duty status to the deployed area (if there is 90 days of rated time) and will receive another change of rater report upon completion of the deployment IAW Army Regulation (AR) 623-3, "Army Evaluation Reporting System" (Reference (d)). While the Soldier is deployed, only rater and intermediate rater will change; their senior rater will remain the same.

1.1.7. The 360 degree survey is mandatory on all Army Officer Performance Reports.

1.1.8. Sailors not on a 365-day TDY will receive a Performance Information

Memorandum (PIM) in lieu of a “Concurrent” report. A PIM may be used as an alternative to a non-mandatory “Concurrent” report. A PIM assists the regular reporting senior in evaluating performance and gives input for possible inclusion into the service member’s next Fitness Report (FITREP). Members leaving on a 365-day TDY will receive a “Detachment of Individual” report upon departing from permanent duty status and will receive a “Concurrent” report upon completion of deployment IAW BUPERS Instruction 1610.10C, “Navy Performance Evaluation System” (Reference (e)).

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. CONTRACT MANAGEMENT OFFICES (CMO). CMOs will:

2.1.1. Provide published rating schemes to service members and DCM quarterly.

2.1.2. Prepare administratively correct reports, complete with required enclosures and/or recommended comments, and submit to DCM IAW established suspense dates.

2.2. DCMA MILITARY PERSONNEL DIVISION (DCM). DCM will:

2.2.1. Implement service policy.

2.2.2. Maintain an evaluation tracking system, to include suspense dates.

2.2.3. Determine processing requirements for each report to ensure compliance with service regulations.

2.2.4. Review reports and forward to service personnel centers upon completion.

2.2.5. Maintain record copies.

CHAPTER 3

PROCEDURES

3.1. AIR FORCE.

3.1.1. Colonel and Lieutenant Colonel Evaluations.

3.1.1.1. Rater prepares the report IAW Air Force Instruction (AFI) 36-2406, "Air Force Officer and Enlisted Evaluation Systems" (Reference (f)) and then forwards the report with proposed comments through their established rating chain. The Director, DCMA is the senior rater for reports on all lieutenant colonels and above.

3.1.1.2. Rater or CMO Commander sends the report to the Region/Senior Service Representative (SSR) for Service specific comments. SSR review occurs before it goes to the region so that the rater can have direct communication with the SSR. This review must be completed before the evaluation is sent forward to the DCM Regional Liaison Officer (LNO).

3.1.1.3. Upon receipt of the report, the LNOs will review it for administrative correctness. The review is also to ensure compliance with the appropriate Service directives.

3.1.1.4. LNOs are responsible for routing through the proper chain of command within the Directorate they support.

3.1.1.5. The Joint Evaluations Program Manager will review the administrative data and check for compliance with the Service directives. Actual content of the comments will be reviewed and if errors are identified, the report will be returned to the LNO for correction and/or to start the signature process.

3.1.1.6. Once the Director signs the completed report and returns it to DCM, it will be returned to the LNO to obtain the ratee's signature. After the ratee signs the report, the LNO forwards the report to DCM for forwarding to Service.

3.1.1.7. Review by an acquisition examiner is completed only when the rated officer requests a review and is filling an acquisition-coded position and neither the rater, additional rater, nor reviewer are on a coded position in the same acquisition position category.

3.1.1.8. An Air Force Advisor will be designated to provide advice on matters pertaining to Air Force performance reports. The Air Force Advisor's signature is required when the final evaluator on a performance report is not an Air Force Officer.

3.1.1.9. To be considered on time, reports are to be at Service no later than 45 days after the closeout date.

3.1.2. Major and Below, and All Enlisted Reports.

3.1.2.1. Rater prepares the report IAW AFI 36-2406 (Reference (f)) and forwards the

report with proposed comments through their established rating chain. The CMO Commander's staff will forward to the LNO for processing and control up to DCM staff.

3.1.2.2. The Rater or CMO Commander sends the report to Region SSR and seeks the advice of the DCMA Senior Enlisted Advisor for enlisted personnel prior to finalizing the report for Service specific comments. Once this review is completed, the report will be forwarded to the LNO for review.

3.1.2.3. Upon receipt of the report, the LNO will review for administrative correctness IAW AFI 36-2406 (Reference (f)). The review should encompass the same items as the appropriate Service directives. After review, the report is forwarded to DCM for review not later than the closeout date. DCM will review within 5 duty days and return the report to the LNO for corrections and/or to start the signature process.

3.1.2.4. Once all signatures are obtained on the final report, the report is forwarded to DCM no later than 30 days after the closeout date. DCM will verify the administrative data and check for compliance with the AFI before forwarding the report to Service.

3.1.2.5. Review by an acquisition examiner is completed only when the rated officer requests a review and is filling an acquisition-coded position and neither the rater, additional rater, nor reviewer are on a coded position in the same acquisition position category.

3.1.2.6. An Air Force Advisor will be designated to provide advice on matters pertaining to Air Force performance reports. The Air Force Advisor's signature is required when the final evaluator on a performance report is not an Air Force Officer.

3.1.2.7. To be considered on time, reports are to be at Service no later than 45 days after the closeout date.

3.1.3. Performance feedback is mandatory for all officers, second lieutenant through colonel, and all active duty and reserve enlisted personnel. It is required 30 days after supervision begins and again halfway between the time supervision began and the projected report closeout date.

3.1.3.1. Performance Feedback Worksheets.

- Major through Colonel - AF Form 724A
- Lieutenant through Captain - AF Form 724B
- Master Sergeant through Chief Master Sergeant - AF Form 932
- Technical Sergeant and below - AF Form 931

3.1.4. All brigadier general reports will close out 31 July unless the report is a CRO or directed by HQ USAF report is necessary. Comments will be handwritten in dark blue or black ink.

3.2. ARMY.

3.2.1 . Colonel and Lieutenant Colonel Evaluations.

3.2.1.1. Rater prepares the report IAW AR 623-3 (Reference (d)) and forwards the report with proposed senior rater comments through their established chain of command. The Director, DCMA is the senior rater for reports on all lieutenant colonels and above.

3.2.1.2. Ensure the "Wizard" in Army MYFORMS is utilized for preparing the report and that all blocks are filled out as appropriate.

3.2.1.3. Rater or CMO Commander sends the report to Region SSR for Service specific comments. SSR review is completed before it is sent to the LNO so the rater can have direct communication with the SSR. This review must be completed before the evaluation is sent forward.

3.2.1.4. Upon receipt of the report, the LNO will review it for administrative correctness IAW AR 623-3 (Reference (d)). The review should encompass the same items as those covered above by the rater to ensure compliance with the appropriate Service directives. After Region review, the report is sent to the Directorate for review through the LNO and then forwarded to DCM for additional review. Upon completion, DCM will return the report within 5 duty days back to the LNO to initiate final signatures.

3.2.1.5. Once the Director signs the completed report and returns it to DCM, it will be returned to the LNO to obtain the ratee's signature. Once the ratee signs, he or she returns the report back through the same chain and the LNO will forward to DCM for forwarding to Service.

3.2.1.6. To be considered on time, reports are to be at Service no later than 90 days after the closeout date.

3.2.2. Major and Below, and All Enlisted Reports.

3.2.2.1. Rater prepares the report IAW AR 623-3 (Reference (d)) and forwards the report with proposed intermediate (if applicable) and senior rater comments through their established chain of command to the LNO.

3.2.2.2. Ensure the "Wizard" in Army MYFORMS is utilized for preparing the report and all blocks are filled out as appropriate.

3.2.2.3. Rater or CMO Commander sends the report to Region SSR and seeks advice from the DCMA Senior Enlisted Advisor for enlisted personnel prior to finalizing the report for Service specific comments. SSR review is completed before it is sent to the LNOs so the rater can have direct communication with the SSR. This review must be completed before the evaluation is sent forward.

3.2.2.4. Upon receipt of the report, the LNO will review for administrative correctness IAW Army Regulation 623-3 (Reference (d)). The review should encompass the same items as those covered above by the rater to ensure compliance with the appropriate Service directives.

3.2.2.5. To be considered on time, reports are to be at Service no later than 90 days after the closeout date.

3.2.3. Counseling sessions will be conducted at least quarterly for Active Army

Noncommissioned Officers (NCO) and at least semiannually for U.S. Army Reserve NCOs performing inactive duty training .

3.2.3.1. Forms Used For Officer/Enlisted Evaluation Counseling.

3.2.3.2.1. Officers. The rater uses DA Form 67-9-1 and a copy of the developmental support form to prepare for, conduct, and record results of performance counseling with the rated officer.

3.2.3.2.2. Enlisted. The rater uses DA Form 2166-8-1 to record the results of performance counseling with the rated NCO.

3.3. NAVY.

3.3.1. Officers.

3.3.1.1. Reporting senior obtains member input and prepares the report and summary letter, then forwards for signature.

3.3.1.2. Reporting seniors are encouraged to seek the advice of the Directorate/Region/SSR prior to finalizing the report.

3.3.1.3. Upon receipt of the report, the LNO will review it for administrative correctness IAW BUPERS Instructions 1610.10C (Reference (e)).

3.3.1.4. O-6 FITREPS will be signed at the Directorate level no earlier than the closeout date. After obtaining all signatures, the LNO will forward to Service.

3.3.1.5. To be considered on time, reports are to be at Service no later than 15 days for active duty and 30 days for reserves after the closeout date.

3.3.2. Enlisted.

3.3.2.1. Rater obtains member's input and prepares the report. Rater forwards the report through the established chain of command to the reporting senior.

3.3.2.2. Reports on personnel E6 and below will be prepared by the rater and processed through the senior rater, reporting senior, and member. The reporting chain is encouraged to seek the advice of the Region/Directorate/SSR and/or the DCMA Senior Enlisted Advisor prior to finalizing the report.

3.3.2.3. The reporting senior ensures the summary letter with all completed reports in the summary group are mailed to the address listed in BUPERS Instructions 1610.10C (Reference (e)) no later than 30 days after the closeout date of the report.

3.3.3. Performance counseling must be provided at the mid-point of the periodic report cycle, and when the report is signed.

3.3.4. Members required to complete flag officer FITREPS will need a common access card

enabled BUPERS online (BOL) account. At the BOL homepage, users will select “FLAG FITREPS” from the list of options. Members will select their respective reporting seniors from a drop down menu found in block 21. Reporting period covers 1 June to 31 May. The report must be signed by the reporting senior not later than 30 June, signed by member not later than 31 July, reviewed by Flag matters not later than 20 August, and arrive at PERS-311 for record entry not later than 1 September.

3.4. MARINE CORPS.

3.4.1. Marine Corps reports are prepared using the Automated Performance Evaluation System.

3.4.2. Reporting seniors solicit input from the members and prepare the report IAW Marine Corp Order P1610.7F (Reference (g)). Reporting seniors are encouraged to seek the advice of the SSR and/or the Senior Enlisted Advisor prior to finalizing the report.

3.4.3. The reporting senior forwards the completed report to the reviewing officer.

3.4.4. The reviewing officer forwards the completed report to Service no later than 30 days after the closeout date.

GLOSSARY

ACRONYMS

AFI	Air Force Instruction
AR	Army Regulation
BOL	BUPERS online
CMO	contract management office
CRO	change of reporting official
DCM	Military Personnel Division
DCMA-INST	DCMA Instruction
FITREP	Navy fitness report
IAW	in accordance with
LNO	military liaison officer
NCO	noncommissioned officer
OPR	officer performance report
PIM	performance information memorandum
SSR	senior service representative