

VDFR 600-10 Appendix H

Personnel Evaluation Report and Counselling

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1. Purpose and Administrative.

a. Purpose. This VDF Regulation (VDFR) 600-10, Appendix (APDX) H prescribes policy regulation describes a performance evaluation system as an essential component in the sustained growth and development of the professionalism of the Virginia Defense Force.

b. Replacement. This regulation cancels and replaces VDFR 623-3, "Virginia Defense Force Performance Evaluation System," dated 16 February 2016.

c. Proponent. The proponent for this regulation is the Assistant Chief of Staff for Personnel and Administration (G1). The proponent has the authority to recommend to the Commanding General (CG) exceptions to this regulation, so long as the exceptions are consistent with controlling law and good order.

2. Commanding General's Guidance. This system is being implemented in the VDF not only to aid senior leaders in various career decisions impacting individual members, but also to provide a repeatable means for individuals to obtain performance and career development feedback.

a. An individual's performance is an essential component in personnel selection for promotion, retention, command and duty assignments. Completing a subordinate's evaluation report is one of an officer's most basic leadership responsibilities. Inherent within this duty is each reporting senior and reviewing officer's commitment to ensuring the integrity of the system by close attention to accurate and detailed markings and timely reporting. Every officer serves an essential role in maintaining the integrity of the evaluation processes. Inflationary markings dilute the report and the value of the evaluation. Reviewing officers should not concur with inflated reports and should return them to the reporting officer for correction.

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b. While the PER is a performance tool, it also serves as a key element to enable professional development and career progression conversation between the reporting senior and individual. Reporting seniors should use the beginning of each new rating period to set expectations and establish goals for the individual. During the reporting period, the individual is periodically counseled. Individuals should never be surprised by their PER markings if continual engagement is maintained throughout the reporting period.

c. A fair and timely evaluation of one's subordinates is a primary leadership responsibility. During the reporting period, the individual is periodically counseled. Individuals should never be surprised by their PER markings if continual engagement is maintained throughout the reporting period.

3. Responsibilities.

a. The Assistant Chief of Staff, G-1 is responsible for oversight and execution of this program, to include supervising all prescribed personnel administrative functions to enable an effective program.

b. VDF Commanders and senior leaders will process all evaluations in accordance with this regulation.

4. Occasions. A report will be completed on two occasions:

a. Change of position/or change of Reporting Senior (CH), which would cover a maximum of 24 months of the Reporting Senior observing the member reported on.

b. A special situation such as appearance before a Promotion Board (SP), which would cover a maximum of 24 months of the Reporting Officer observing the member reported on.

c. PERs are not required for personnel separating from the VDF.

5. Documentation.

a. The signed Performance Evaluation Report (PER) original copy shall be logged in by the subordinate command in a unit electronic "logbook" and forwarded to VDF Force Headquarters, ATTN: G-1, using a VDF Action Requests (VAR) as described in **APDX D, Administration and Correspondence Standard Operating Procedures**, for retention in the individual's Personnel Records (PR) file.

b. A copy of the completed report shall be provided to the individual member by the reporting senior (RS). Reporting Seniors and Reviewing Officers (RO) shall also retain copies of report in their personal records. No local copies will be retained by the local commands.

6. Procedures.

a. Eligibility. Every enlisted member in the rank of E-5 and above and all commissioned and warrant officers will receive PERs in accordance with the two occasions shown above. Counselling forms should be used to mark commendable or problematic performance and used to support the PER.

b. Reporting Seniors. Reports will be written by the first officer in the individual's chain of command. The RS shall have a minimum of ninety (90) consecutive calendar days of observed time of the individual in order to write a report, although for SP reports the period may be less if the RS believes s/he has substantive observations for the Board.

c. Reporting Form. Use the_VDF Form 623-3 from the VDF web site.

d. Deadlines (see also Adverse Reports below). Completed CH reports with appropriate signatures are due to the G-1 no later than sixty (60) calendar days after the reporting period ends. SP reports will be submitted per Board announcement directions.

(1) The RS must get the RS-signed PER to the RO for review by twenty-one (21) calendar days after the end of the reporting period. SP reports will be submitted per Board announcement directions.

(2) For non-adverse reports, ROs will return the completed report to the RS for member signature and processing not later than twenty-one (21) calendar days as receiving it from the RS. The timely submission is both the responsibility of the reporting senior and reviewing officer.

7. Definitions of Performance Factors on PER (VDF Form 623-3).

Initiative – Action in the absence of specific direction. Seeing what needs to be done and acting without prompting. The instinct to begin a task and follow through on one's own accord. Being creative, proactive, and decisive. Transforming opportunity into action.

Performance – The results achieved during the reporting period; how well those duties, assigned and inherent, were achieved. Reflects aptitude, competence, and commitment to the unit's success.

Leadership – Application of leadership principles to provide direction and motivate subordinates. Using authority, personality, and persuasion to influence subordinates to accomplish assigned tasks. Sustaining motivation and morale while maximizing subordinates' performance. Train, educate, and challenge subordinates. Mentor subordinates and cultivate professional and personal development. Set the example.

Communication Skills – Efficient transmission of thoughts and ideas. Listening, speaking, writing, and reading are critical skills. Provides concise, clear guidance,

expressing complex ideas easily understood by everyone. Allows subordinates to ask questions, raise issues and concerns, and venture opinions.

Professional Military Development – Commitment to intellectual growth in ways beneficial to the VDF. Increases the breadth and depth of technical proficiency and crisis management skills and aptitudes. Includes FEMA/ICS qualifications and certificates; personal reading programs; active participation in discussion groups, meetings, and planning sessions.

Decision Making – Viable and timely problem solution. Decisions reflect the balance between an optimal solution and a satisfactory, workable solution which generates tempo. Decisions are made within the context of the commander's established intent and the goal of mission accomplishment. Anticipation, mental agility, intuition, and success are inherent.

Judgment--The discretionary aspect of decision making; draws on core values and personal experience to make wise choices. Comprehends the consequences of contemplated courses of action.

8. Adverse Reports. If a VDF volunteer receives any of the following, the report is considered adverse: (1) Three or more of the performance factors marked "below expectations"; and/or (2) An "unsatisfactory" and/or "below average" (BA) marking in the comparative assessments.

a. For an adverse report, the RS must give a justification in the DIRECTED &/OR ADDITIONAL COMMENTS section of the PER. Additional sheets may be used, as required. The RS must forward this report to the individual reported on for review and comment no later than twenty-one (21) days after the end of the reporting period.

b. Upon receipt of the PER, the individual reported on has ten (10) calendar days to attach a statement, if desired, and forward to the RS.

c. After receiving the report from the individual reported on, the RS will immediately forward the report to the RO. The RS must also inform the RO that the report is considered adverse and has been provided to the individual reported on for review and comment.

d. The RO will comment on the adverse nature of the report in the COMMENTS section of the PER by addressing the RS markings/comments and any additional comments as provided by the individual reported on. The RO will then forward this report back to the individual reported on within fifteen (15) calendar days with identification of the designated third officer.

e. The volunteer will have five (5) calendar days to review the reviewing officer comments, attach a final statement, if desired, and forward to a designated third (senior to RO) officer.

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f. In the event the RS and RO disagree on the characterization of a report as adverse, and/or the individual does not agree with the RS's comments, then a third officer, preferably the next senior officer to the RO, will within five (5) calendar days review the report for accuracy/completeness and forward to VDF HQs ATTN: G-1 via VAR with his comments.

9. Counseling. VDF members whose performance is above (meritorious) or below (deficient) standards should be counselled before such performance is noted in an annual appraisal, or a discharge request for deficient conduct. Use the counselling form from the **VDFR 600-10, APDX D**, for (1) commending a member's exceptional performance; (2) documenting performance or conduct problems, not rising to the level requiring formal action (first short unexcused absence, task failure, etc.); or (3) building a record to support later formal action if performance does not improve or to support an award.

JUSTIN P. CARLITTI
BG (VA)
Commanding General

Enclosure (1) Counselling Form

VDF LETTER OF COMMENDATION/CONCERN

From:
To:

Subj: INFORMAL LETTER OF COMMENDATION/CONCERN

1. This is to notify you that you are being issued this:

- Letter of commendation
- Letter of concern for conduct deficiency(s)
- Letter of concern for performance deficiency(s)

This action arises due to your actions on _____.

2. The standard that applies:

3. Your actions as compared to the standard:

4. What you should do:

5. This document will not be placed in your official record, but will be considered in terms of counseling to help me document your performance for appropriate purposes, including annual appraisals.

PRINTED NAME/SIGNATURE OF SUPERVISOR & DATE

PRINTED NAME/SIGNATURE OF MEMBER & DATE

I acknowledge receiving this counseling form this date

PRINTED NAME/SIGNATURE OF WITNESS & DATE