



REPLY TO
ATTENTION OF

ATSS-CD

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918

23 June 2017

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY
SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

SUBJECT: Policy Memorandum # 17, **Performance Evaluation Counseling**

1. References:

- a. HQ TRADOC, Memorandum, United States Army Training and Doctrine Command Inspector General (IG) Counseling Inspection, 16 Oct 15.
- b. AR 623-3, Evaluation Reporting System, 4 Nov 15.
- c. DA PAM 623-3, Evaluation Reporting System, 10 Nov 15.
- d. AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 Oct 98.

2. All military/civilian rating officials of USASMA NCOs and DA Civilians will conduct performance evaluation counseling IAW AR 623-3 and AR 690-400, Chapter 4302. Counseling will be documented on the following DA Forms and will be maintained on file by rating officials for 1 year beyond end of evaluation period.

- a. All NCOs: DA Form 2166-9-1A
- b. DA Civilians GS-08 and Below: DA Form 7223-1
- c. DA Civilians GS-09 and Above: DA Form 7222-1

3. Face to face counseling will be the preferred method for all counseling sessions. NCOs/DA Civilians will be counseled by the rating officials designated on the USASMA rating scheme that I will sign and approve monthly.

4. Performance counseling will include the full spectrum of duties included in the position description and/or actual duties performed. An effective counseling session is one that includes feedback from the rated Soldier/Civilian in arriving with the final performance objectives.

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5. All supervisors will maintain the Performance Evaluation Counseling Matrix contained at the Enclosure as the tracking mechanism for all Soldiers/Civilians that he/she rates or senior rates. I further direct that all members of the rating chain keep this tracker updated and that it serve as each supervisor's record of counseling in conjunction with the completed/signed forms listed in Para 2 above. I must sign a semi-annual certification to higher headquarters that all required performance counselings have been executed. This matrix will serve as "feeder" documents submitted to Director, Human Resources to justify my certification.

4. POC this policy is the Director, Human Resources, (915) 744-8383.

"Ultima Strong!"

Enclosure
Performance Evaluation Counseling
Matrix

JIMMY J. SELLERS
CSM, USA
Commandant