

Green vs Hromatka

Case \_\_\_\_\_ - \_\_\_\_\_ RBW

Exhibit 1 of \_\_\_\_\_



See Instructions Before Completing

U.S. Department of State

# U.S. FOREIGN SERVICE EMPLOYEE EVALUATION REPORT

For employees at Class FS-02 and below and all career candidates regardless of grade

## SUBMISSION CONTROL

DATE RECEIVED IN POST/BUREAU (mm-dd-yyyy)	DATE RECEIVED IN HR/PE (mm-dd-yyyy)	DATE RELEASED TO DEPARTMENT FILES (mm-dd-yyyy)
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NAME OF EMPLOYEE BEING RATED (Last, First, MI)

Green Marvin E. *ME*

TYPE OF REPORT

REGULAR  CAREER CANDIDATE  VOLUNTARY   
 INTERIM: Change of Rater  Duties  Assignment

GRADE FS-5 SSN 573-94-4490

POSITION TITLE Information Management Specialist

POST OR ORGANIZATION

American Embassy Freetown

PERIOD COVERED (mm-dd-yyyy)

From 09-02-2008 To 04-15-2009

RATER Joseph J. Hromatka *JJH*

REVIEWER *Oliver B. Cross*

TITLE Information Management Officer GRADE FS-2

TITLE Management Officer GRADE FO-01

After careful review, I consider this report to be complete, in conformance with the instructions, and adequately documented by specific examples of performance.

A. Rater's signature upon completion of Sections I, III, IV, and V Date (mm-dd-yyyy)

B. Reviewer's signature upon completion of Section VI Date (mm-dd-yyyy)

## I. CERTIFICATION - WORK REQUIREMENTS AND COUNSELING

Work requirements were established by rater, reviewer, and employee on (mm-dd-yyyy) 09-22-2008

If applicable, requirements were revised on (mm-dd-yyyy)

Rater and rated employee held counseling sessions to discuss performance on at least two dates as follows: (mm-dd-yyyy)

1. 9-23-08 *M* 2. 3. 4.

In the case of an unsatisfactory performance rating, this is also to certify that the requirements of 3 FAH-1 H-2814.3 (tenured employees), 3 FAH-1 H-2326 (employees subject to administrative promotion), or 3 FAM 2248 (FSO Career Candidates) have been met.

I certify that counseling sessions took place during the rating period and that at least one of them was documented in writing using the Counseling Certification Form (DS-1974).

Rating Officer

Rated Employee

Date (mm-dd-yyyy)

## II. REVIEW PANEL STATEMENT (Completed by Review Panel)

A. Examples of Performance: Specific examples have been provided in all sections  Yes (if not, return for rewrite)

B. Certification: This report has been prepared according to the regulations and contains no inadmissible material.

Date (mm-dd-yyyy)

Panel Chairperson's Name - Type

Signature

C. Comments: (If submitted late, indicate who is responsible for delay.)

**III. EMPLOYEE'S JOB AND WORK REQUIREMENTS (Established by Rater, Reviewer and Employee)**

A. Describe the position and where it fits in the staffing pattern; indicate the number and kind of employees supervised or team affiliation(s) and tasking(s), whichever is applicable.

The Information Management Specialist (IMS) manages the day to day operations of the Information Programs Center (IPC) and provides assistance and support to the Information Management Officer (IMO) in managing a broad range of Information Resource Management (IRM) services on behalf of four USG agencies. The IMS assists the IMO with providing supervisory guidance and technical support to two Locally-Employed Staff (LES) computer systems managers, two LES radio/telephone technicians, three LES mail room clerks, and one LES switchboard operator/receptionist. The IMS reports to the Information Management Officer (IMO).

B. Divide work requirements into two categories: continuing responsibilities and specific objectives (including, as appropriate, professional development activities), listing these in descending priority order.

Continuing Responsibilities:

- Operate, maintain and troubleshoot primary and alternate telecommunications equipment and networks to include regularly scheduled testing and timely reporting of outages to Washington and post circuit customers.
- Assist as Global Information Technology Modernization Unclassified (GITM-U) and GITM-C (Classified) computer networks administrator to ensure proper installation, maintenance, management and troubleshooting.
- Operate, maintain and troubleshoot Terminal Equipment Replacement Program (TERP) telegraphic system, ensuring proper dissemination of telegrams using Classified Local Area Network (CLAN) and Cable Express.
- Provide end-user training on basic telegram preparations, Common LAN Outbound Telegram (CLOUT) procedures, GITM-U operations, GITM-C operations, Secure Terminal Equipment (STE) and Secure FAX operations to ensure accurate and timely processing of information.
- Serve as Alternate Information Systems Security Officer (ISSO), ensuring all users of the classified and unclassified computer networks are aware of and adhere to proper regulations for safeguarding information.
- Serve as alternate Communications Security (COMSEC) custodian, daily accounting of inventory items.

Specific Objectives:

- Assist IMO during the upcoming IIMS DPM, COMSEC auditor and Cryptographic Modernization visits.
- Develop Information Technology (IT) enhancements that will improve and streamline mission operations, including revitalizing of the Freetown Intranet site, exploration of SharePoint and other innovative solutions.
- Advance your IRM knowledge and skills through involvement with COMSEC administrative procedures, Worldwide Property Accountability System (WPAS), Electronic State Configuration Resource (eSCORE) inventory control systems, Technical Requisition (TECHREQ) support program, LES Employee Performance Report (EPR) preparations and a variety of other administrative functions required to support IRM operations.

C. Describe any special circumstances influencing the work program.

Sierra Leone is ranked last among all nations of the world on the United Nation's Human Development Index. As a result, Sierra Leone presents an exceptionally difficult working environment when it comes to management functions and quality of life issues. Simple logistical tasks are frustrated by the country's abysmal infrastructure. Efforts at improving services run up against the severe constraints of an extremely poor country coming out of a horrendously brutal civil war. Because of these factors, Freetown is a 30 percent hardship differential post.