

Green vs Hromatka

Case _____ - _____ RBW

Exhibit __2__ of _____

WRC Exhibit 02 counseling certification 09 23 08



COUNSELING CERTIFICATION

Name of Employee (Last, First, MI.)

Social Security Number

Green

Marvin

E.

573-94-4490

Name of Rating Official

Joseph J. Hromatka

Date (mm-dd-yyyy)

Period Covered

09-23-2008

From (mm-dd-yyyy)

09-02-2008

To (mm-dd-yyyy)

04-15-2009

This form is to be used to record the discussion of the rated employee's performance that are a mandatory part of the performance evaluation process. To support the certification statement in the EER form, a minimum of two discussions must occur in each rating cycle, and at least one of them must be documented on this form.

The purpose of this form is twofold: to serve as a record that a thorough performance discussion occurred, and to help ensure that the rating officer and rated employee have a compatible view of the outcome. Notations in the sections can be brief and should aim to highlight major points of the discussion of performance. A copy must be provided to the rated employee. The rating officer should keep the original for his own records. Use a separate copy of the form to document each discussion.

Discussion of Overall Performance: The rating officer should briefly characterize the rated employee's overall performance and cite examples as appropriate. The following items should be components in each discussion:

Are the work requirements being met (as outlined at the start of the rating period)?

The rating officer and rated officer discussed and reviewed the work requirements, as stated in the WRS signed on 9/23/2008. The continuing responsibilities as well as the specific objectives were reviewed. The rated officer was advised and encouraged to become as familiar with as much as possible about Freetown IRM operations as quickly as possible in order to become an integral part of the team and to help balance the work load.

Should the work requirements be changed? If so, how?

Specific objectives are current and reflect what are the required objectives for this rating period.

Is there appropriate supervision and guidance?

There is on-going adequate supervision of the rated employee, who is encouraged to meet with the rating officer whenever needed.

General discussion of performance.

The rated officer began work in Freetown on September 2, 2008 and is learning to perform basic skills related to his new position.

Area(s) for Improvement: Note aspects of performance that need to be improved to better meet the requirements of current assignment as well as to enhance the employee's potential for assuming greater responsibility.

Substantive Knowledge: As a new-hire IMS, you really need to concentrate on the job and integrate yourself as quickly as possible with advancing your knowledge and skills through hands-on involvement with each and every facet of Freetown IRM operations. This means operating, maintaining and troubleshooting telecommunications and Information Technology equipment, supporting customers, solving problems and becoming familiar and well qualified to provide all required service and support requirements for OpenNet, ClassNet, CableXpress, TERP, CLOUT, radio, telephone, pouching, courier and other IRM duties and responsibilities. This includes ISSO and iPost functions, COMSEC procedures, WebGram, WPAS, eSCORE, TECHREQ and preparing LES EPRs.

This is a lot of information and will take time and effort on your part to complete, especially when we are forced to multitask in order to get things done in an efficient and effective manner. Our job is demanding and new challenges and problems come up all the time. Therefore, the goal of our job is to focus on the mission at hand and not waste time or get side-tracked on non-related projects or outside subjects that detract from official work. If that happens, our work does not get done and the mission will suffer. The goal of a favorable EER and recommendation for tenure involves working efficiently and effectively and getting the job done properly, as well as looking for methods and results to improve the mission and provide outstanding customer service and support.

Joseph J. Hromatka
Rating Officer



09-23-2008
Date (mm-dd-yyyy)

Employee Comments: The rated employee is encouraged to provide comments, but is not required to do so. The rated employee's signature on the form does not imply full agreement with all the comments recorded, but confirms that the counseling session took place as required.

Marvin E. Green
Rated Employee



09-23-2008
Date (mm-dd-yyyy)