

Green v. Hromatka

Case ____ - ____ RBW

Exhibit 08 of ____

WRC Exhibit 08 – Draft EER 040110 Tenure box not
checked

From: Hromatka, Josh J
Sent: Wednesday, April 01, 2009 11:20 AM
To: Green, Marvin E
Cc: Criss, Ola B
Subject: FW: Marvin's Draft EER
Attachments: Marvin.far: MGT Notice 04-09 Preparing for the 2008-2009 Foreign Service Rating Cycle.docx

Importance: High

Marvin,

Upon your return to Freetown, please review your attached EER so that we can discuss it and make any appropriate changes. After that, please complete your section ("Statement By Rated Employee") and return it to Ola so that she can complete processing. Please ensure that you follow the required EER timeline as directed in the attached Management Notice. I will also print out a copy of this Email as well as the above attachments and put copies on your chair so that you will see this request upon your return to work.

Thanks, Josh

From: Criss, Ola B
Sent: Wednesday, April 01, 2009 11:06 AM
To: Hromatka, Josh J
Subject: FW: Marvin's Draft EER
Importance: High

Hi, Josh: I have completed my review statement for Marvin's EER. As the supervisor, you should discuss the EER with him and have him complete his section. Please return the completed EER to me, so that I can send to the EER panel.

Thanks, Ola

From: Hromatka, Josh J
Sent: Monday, March 30, 2009 8:06 PM
To: Criss, Ola B
Subject: Marvin's Draft EER

Ola,

How does this look to you?

Please advise. Thanks, Josh



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.

TYPE OF REPORT

REGULAR CAREER CANDIDATE VOLUNTARY
 INTERIM Change of Rater Duties Assignment

GRADE

FS-05

SSN

XXX-XX-4490

POSITION TITLE

INFORMATION MANAGEMENT SPEC

POST OR ORGANIZATION

356101 - FREETOWN

PERIOD COVERED (mm-dd-yyyy)

From 04-16-2009 To 04-15-2010

RATER HROMATKA, JOSEPH J.

REVIEWER CRISS, OLA B.

TITLE INFORMATION MANAGEMENT OFFICER GRADE: FS-02

TITLE MANAGEMENT OFFICER GRADE FS-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)

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. 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) assists and supports all operational requirements for the Information Programs Center (IPC), the Information Systems Center (ISC) and all other subsections under the Information Resource Management (IRM) area of responsibility. The IMS assists the Information Management Officer (IMO) to administer all IRM service and support functions on behalf of four USG agencies. The IMS provides supervisory guidance and technical support to two Locally-Employed Staff (LES) systems managers, two LES communications technicians, three LES mail room clerks and one LES switchboard operator. The IMS reports directly to the 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 four primary and secondary Diplomatic Telecommunications Service (DTS) satellite terminals, to include scheduled testing and timely reporting of outages. Operate, maintain and troubleshoot telegraphic processing equipment, including Terminal Equipment Replacement Program (TERP), Cable Express, Classified Local Area Network (CLAN) and CLOUT (Common LAN Outbound Telegram) systems. Provide basic end-user training and technical support services for CLAN, Secure Terminal Equipment (STE) telephone equipment and High Frequency/Ultra High Frequency emergency radio operations.
- Assist as Post Systems Manager for the Global Information Technology Modernization Unclassified (GITM-U) and GITM-C (Classified) computer networks to ensure proper installation, maintenance, management and security is maintained. Work on a daily basis with ISC LES staff using iPost, SMS/PAT and other monitoring tools to ensure networks are efficient, reliable, and secure. Provide customer support for WebPass/eServices, consular systems, financial management, human resources, property management and other computer applications used at post.
- Serve as Alternate Information Systems Security Officer (A/ISSO), ensuring all unclassified and classified users are aware of and adhere to proper regulations for safeguarding information. Serve as Alternate Communications Security (COMSEC) Custodian, to include daily inventory of all security items as well as preparing COMSEC material transfer reports, semiannual inventory, annual audit and installation of new VIPer (Voice over Internet Protocol) secure telephone equipment.
- Assist and support other Information Technology, radio telephone and satellite television projects, to include working with Radio/Telephone Center staff on service calls. Provide administrative assistance to mail room clerks. Support post classified courier operations, including coordinating airport courier runs with Dakar Regional Courier Hub using the ILMS-DPM (Integrated Logistics Management System Portal-Diplomatic Pouch Mail) application.

Specific Objectives:

- Assist during WebPass/eServices training, IRM COMSEC audit and DTSP0 FASTINET and GITM-C upgrades.
- Look for way to implement creative IT enhancements that will improve and streamline post operations, including activation of Freetown's two new SharePoint sites and deployment, testing of Remote Expeditionary Area Communications Hub (REACH), and implementation of OpenNet PKI (Public Key Infrastructure).
- Expand your professional development knowledge and skills through active daily participation with IMS Skills Check Sheet, regular involvement with COMSEC procedures, Electronic State Configuration Resource (eSCORE) inventory control system, Worldwide Property Accountability System (WPAS), Technical Requisition (TECHREQ) support program, preparation of LES Employee Performance Reports (EPRs) and the myriad of other IRM tasks.

- 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.

IV. EVALUATION OF PERFORMANCE AND ACCOMPLISHMENTS (Completed by Rater)

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

A. General Appraisal:

YES

NO

1. All Employees Performance was satisfactory or better (If no, see instructions for documenting unsatisfactory performance)

B. Discussion: Identify at least three of the work requirements including continuing responsibilities and/or specific objectives listed in Section III. For each, using examples, describe the employee's performance and accomplishments

V. EVALUATION OF POTENTIAL (Completed by Rater)

A. For Career Candidates only: Assessment of career potential as a Foreign Service Officer or Foreign Service Specialist:

- Unable to assess potential from observations to date
- Candidate is unlikely to serve effectively even with additional experience
- Candidate is likely to serve effectively but judgment is contingent on additional evaluated experience
- Candidate is recommended for tenure and can be expected to serve successfully service across a normal career span (see instructions)
(Support your choice by discussing below the candidate's potential for successful service across a normal career span, citing examples which illustrate strengths and weaknesses in each of the competencies cited below.)

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

For each of the competency groups listed below draw on specific examples of performance to describe the rated employee's potential for advancement in the Service (See Core Precepts for definitions of competencies.)

1. Leadership Skills 2. Managerial Skills 3. Interpersonal Skills 4. Communication and Foreign Language Skills
5. Intellectual Skills 6. Substantive Knowledge

C. **Areas for Improvement:** The following must be completed. Employees should be made aware of areas where they should concentrate their efforts to improve. Specify at least one area in which he/she might best direct such efforts. Area(s) cited must be explicitly linked to one or more of the competency groups listed in Section V B and must have been discussed with the employee in counseling during the rating period. Justify your recommendation with examples and indicate below competency group(s) being addressed. *(The response is not to be directed to need for formal training.)*

Specify Competency _____ Specify Competency _____

VI. REVIEW STATEMENT (Completed by Reviewer)

Assess the employee's performance and potential (if a career candidate, potential to serve across a normal career span-see instructions). Independent observations are encouraged and must be supported by additional examples of performance observed this rating period. Note differences with the rater's appraisal or recommendations. Comment on relations between rater and employee.

VII. STATEMENT BY RATED EMPLOYEE

A. Discussion: This Section is intended to provide the rated employee's views on the period of performance appraised. You must comment on your most significant achievements during the period. You also may address any activities or problems not adequately covered in this report, or aspects of the appraisal which need clarification or correction. You are encouraged to state your current career goals including training and assignments desired over the next 5 years. *(Continuation sheets may be used.)*

B. I acknowledge receipt of this report.

Date Section VII completed (mm-dd-yyyy) _____

Employee's Signature