

SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - RATEE IDENTIFICATION

a. NAME OF RATEE (Last, First, Middle Initial)	b. PAY PLAN, SERIES/GRADE GS 1101 - 11	c. ORGANIZATION/INSTALLATION Morale, Welfare, and Recreation Marketing
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PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

RATER	NAME Perlakowski, Glen	POSITION Director, MWR
INTERMEDIATE RATER (Optional)	NAME	POSITION
SENIOR RATER	NAME Mudd, George A.	POSITION USAG, COS

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period **2001-11-01** to **2002-10-31** took place:

	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (If used)	DATE
INITIAL	01 Nov 2001	GP	GP		GP	11-16-01
MIDPOINT						

PART IV - RATEE (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS: **MARKETING/ADVERTISING SPECIALIST**

Functions as Marketing/Advertising Specialist, for Morale, Welfare, and Recreation. Responsible to develop, implement, and execute comprehensive marketing and advertising programs for the installation Morale, Welfare, and Recreation (IMWRF) Activities. Support IMWRF programs and facility development and promotion of products and services available, with special emphasis on revenue producing activities.

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

1. Increase Commercial Sponsorship and Advertising dollars by 10% from FY 01.
2. Ensure 90% of received promotional requests are done within 10 working days.
3. Hold marketing NAF expenses to 2% of overall MWR Fund revenue for FY02.
4. Assist in controlling marketing labor to NMT 2% /annual.
5. Within an MWRDS setting, serve as Marketing Team Leader as a common support service provider to all MWR activities.
6. NAF Budget variance +/-10%.
7. Assist with the documentation for CAPRA Accreditation along with Program and Operation Teams by March 2002.
8. Meet weekly with Marketing staff to schedule projects and prioritize actions.
9. Meet weekly with Program Team Leader and Operations Team Leader to discuss new and existing programs and schedules.

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PART I - RATEE IDENTIFICATION

a. NAME OF RATEE (Last, First, Middle Initial) **Glenn, Perlakowski** b. PAY PLAN, SERIES/GRADE **GS 0301 - 11** c. ORGANIZATION/INSTALLATION **USAG, Morale, Welfare, and Recreation**

PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

RATER	NAME Glenn, Perlakowski	POSITION Director, Morale, Welfare Recreation
INTERMEDIATE RATER (Optional)	NAME	POSITION
SENIOR RATER	NAME George, Mudd	POSITION Chief of Staff, U. S. Army Garrison

PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period **2001-11-01** to **2002-10-31** took place:

	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (if used)	DATE
INITIAL	8 NOV 01	GP				
MIDPOINT	9 MAY 02	GP				

PART IV - RATEE (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS: **Supervisory Operations Specialist**

Functions as the Operational Team Leader of Recreation Delivery System (RDS). Responsible for the operation of all assigned RDS facilities. Supports the RDS Program and Marketing Teams in executing all programs developed and ensures all facilities are staffed and operated in accordance with published schedules and per established practices/ procedures. Monitors staff and provides personnel management actions in a timely manner. Develops APF/NAF budget input and coordinates execution as required. Ensures all reports and suspenses are timely and financial requirements are met.

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

- o Develop a training program for MWR RDS facility staff by end of 4th quarter FY02 and ensure a minimum of 20% of staff are cross-trained in modules for RDS and RECTRAC.
 - o Coordinate and execute community special events as required without validated problems.
 - o Coordinate and oversee execution a NAFI property sales as necessary with adequate profit margin and accurate resolution of assets.
 - o Ensure internal and cash controls are in place at all MWR facilities with no discrepancies.
 - o Ensure adequate staffing of all RDS facilities to maintain published operating hours with no incidents per quarter.
 - o Prepare accurate budget and execution to ensure that variances do not exceed 10% and NIBD goals for each activity including: Sports, Library, Outdoor Recreation, Marina, Auto, TNT, and Community Center are achieved.
- Outdoor Recreation: 12%
 Auto: 37%
 Library: 30%
 PFC- (Sports): 38%
 Community Center: 4%
 TNT: 12%
 Marina: 45%
- o Implement full service Central Registration at Building 1010 by the end of 4th quarter FY02.
 - o Ensure all Fixed assets are accounted for on a annual basis.
 - o Provide accurate & timely personnel management functions with NMT 2 problems/ failures during rating period.