



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-PAP (145-1aa4)

DEC 12 2022

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters  
Directors and Chiefs, Primary and Special Staff Offices, HQ USACC

SUBJECT: Policy Memo 1-5 - Civilian Personnel Rating Scheme and Annual Appraisal

1. References:

a. DoDI 1400.25, Volume 431 (DoD Civilian Personnel Management System: Performance Management and Appraisal Program), 4 Feb 16.

b. DoDI 1400.25, Volume 430 (DoD Civilian Personnel Management System: Performance Management), 5 Aug 14.

c. Memorandum dated 9 May 2016 – Army Policy on Requirement for a Higher Level Reviewer for the Department of the Army Civilian Employee Covered Under the Defense Performance Management and Appraisal Program.

2. It is the responsibility of all leaders to prepare and submit timely, accurate and well-written evaluations. Civilian evaluations are the primary tool used for awards and provide leaders an opportunity to ensure civilians with the greatest potential to excel in their careers.

3. All USACC civilian employees will be evaluated using DPMAP via MyBiz, My Performance tool.

4. Rating cycle for all civilian employees in US Army Cadet Command (USACC): 1 April - 31 March.

5. Civilians who depart the Command within 90 days of the end of the rating period must receive a final evaluation prior to departure. Rating officials who depart the Command within 90 days of the end of a rating cycle must complete closeout evaluations on all civilian employees they rate.

6. Civilians who depart the Command 90 days before the end of the rating period and are on an approved plan (HLR approval date), must receive a narrative and be closed before/on departure. Rating officials who will depart the Command 90 days before the

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end of the rating period, and who have an employee on an approved plan (HLR approval date), must submit a narrative prior to leaving.

7. All regular appraisal will be completed and submitted via MyBiz by Appraisal Effective Date, 1 June. All award nominations are due to the Processing Center no later than 45 days after the Appraisal Effective Date.

8. Performance Plans serve as a guide for civilian employees' performance and development; enhance the accomplishment of the organization's mission; and provide additional performance information to the rating chain. Support forms must accompany the civilian evaluation to be considered complete.

9. The rating chain for civilian employees is outlined below:

Civilian Employee	Rating Official	Higher Level Reviewer (HLR)
<b>Command Group</b>		
Assistant Chief of Staff	Chief of Staff	CG
SGS	Assistant Chief of Staff	Chief of Staff
Assistant SGS	SGS	Assistant Chief of Staff
CG's Executive Assistant	XO	CG
DCG/O's Admin Assistant	XO	DCG/O
<b>Special Staff</b>		
Special Staff Principals	Assistant Chief of Staff	Chief of Staff
Special Staff Subordinates	Special Staff Principals	Assistant Chief of Staff
Supply Technician	Supply Sergeant	HHD Commander
<b>Special Staff Other</b>		
IG Staff	IG	CG
Staff Judge Advocate Staff	Staff Judge Advocate	Chief of Staff
Speech Writer	CIG Chief	Chief of Staff
<b>Directorates</b>		
Director	Chief of Staff	CG
Deputy Director	Director	Chief of Staff
Division Chief	Deputy Director	Director
Branch Chief (as applicable)	Division Chief	Deputy Director
<b>Brigades</b>		

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Director/Deputy of Brigade Operations	Brigade Commander	Brigade Commander
Staff Supervisor (S1, S2, S3, etc)	XO	DBO/BD
Action Officers	Staff Supervisor	XO
JROTC Chief	XO	DBO/BD
JROTC Action Officers	JROTC Chief	XO
<b>Programs</b>		
ROO	PMS	DBO
Supply Technicians	APMS	PMS
HR Assistants	APMS	PMS
Program Assistants	APMS	PMS

10. Brigade S1 will track Civilian Rating Scheme on rating scheme template (Enclosure 1) and update every month or when a rater leaves.

11. The DCS, G1, CPD will manage the civilian appraisal process and serve as a liaison between USACC organizations and the CPAC.

12. Point of contact for this action is Valerie Parks, Lead HR Specialist, (CPD), DCS, G1 at 502-624-3814, [valerie.l.parks2.civ@army.mil](mailto:valerie.l.parks2.civ@army.mil).

Encl

  
ANTONIO V. MUNERA  
Major General, USA  
Commanding