

Georgia State Defense Force  
**PERFORMANCE EVALUATIONS**

**REG  
623-1**

Regulation Number:	GSDFR 623-1
Title:	Performance Evaluations
Effective Date:	01 July 2004
New / Revised:	Revised. Replaces GSDF Regulation 623-100, dated 1 October 2001.
Summary:	This regulation establishes policy, responsibilities and procedures for the submission of annual performance evaluations for Georgia State Defense Force (GSDF) personnel. It identifies the personnel for whom evaluations will be submitted, designates the rating chain, and the form and timetable for submission of reports.
Applicability:	This regulation applies to all GSDF personnel.
Supplementation:	Local supplementation, revision or alteration is not authorized. Comments and suggested changes may be submitted in writing to the G1 or Chief of Staff.
Proponent:	ACoS, G1
Appendices:	GSDF Rating Responsibilities Performance Evaluation Form 623-1A

1. This regulation prescribes policy, responsibilities and procedures for preparing and submitting annual performance evaluations for all Georgia State Defense Force (GSDF) personnel.

2. POLICY:

- a) Evaluations will be prepared and submitted annually for all GSDF personnel.
- b) Annual Evaluations will be submitted not later than 15 February for duty performed during the period beginning 1 January and ending 31 December of the previous year.
- c) In order to be rated, an individual must have served under the same rater in any duty position for a minimum of six months in the rating period. If the rater changes during the rating period, the individual under whom they served in any duty position at least six months regardless of the rater or duty to which assigned on 31 December.
- d) Special Evaluations may be submitted covering periods less than the annual rating period for inclusion in packages being prepared for the GSDF Review Board for promotions/assignments.
- e) Completed GSDF Form 623—1A (Performance Evaluation) contain sensitive information and will be stored in HQ 201 personnel files.

3. RATING PHILOSOPHY: The essential purpose of the evaluation system is to assess individual performance against a standard set of performance factors that contribute to successful performance of duties in the GSDF. Individuals are evaluated against the standards, not against other individuals. Performance Evaluations are used to guide the training, assignment and development of the individual. Raters are cautioned to avoid unrealistic inflation of their ratings. Inflated ratings do not do the rated individual justice as they may bias a fair evaluation of performance and limit opportunities for improved performance. The majority of individuals will fall in the middle of the performance curve. It may be

common to have 80% of all personnel “meet standards” while 10% either exceed standards or fall below standards.

#### 4. RESPONSIBILITIES:

a) Commanders are responsible for ensuring that Performance Evaluations are prepared and submitted for all personnel in their units. They will administratively review reports prepared in their units to ensure that the rating periods are correct, and that the ratings reflect actual performance.

b) Rating Officials (Raters) are responsible for timely and accurate rating of personnel they supervise. The GSDF Performance Evaluations they prepare for review will accurately reflect the level of performance of the rated individual. They are also responsible for discussing the evaluation with and counseling rated individuals to enhance/expand their performance in subsequent rating periods.

#### 5. ADMINISTRATIVE PREPARATION:

a) Unit S1's acting under the direction of the unit commander will distribute the GSDF Form 623-1A (“Performance Evaluation”) to all Raters within the unit to ensure all personnel are covered and accounted for.

b) The evaluation forms will be distributed no later than 1 December and must be completed and submitted to the ACoS, G1 no later than 15 February.

#### 6. PREPARING EVALUATIONS:

a) Performance Evaluations will be conducted on a fair and consistent manner and in full compliance with GSDF regulations for equal opportunity and non-discrimination.

b) Raters will complete the header section including unique position descriptions and rate the individual's performance against the Performance Factors. Raters will exercise extreme care and judgment and avoid any bias when preparing evaluations. The overall performance, level of effort and contributions of the Rated Individual during the entire rating period must be considered.

c) Raters will complete the “Rater Comments” section adding comments explaining the performance of the Rated Individual. If an overall assessment of “1” or “3” is warranted, it must be explained. Such ratings should be given only when unquestionably justified by the individual's performance over the rating period.

d) Additional comments by Raters will not exceed the space allowed on the form. Recommendations for promotion will not be made on this form. Comments regarding additional training may be made.

e) When completed, the Rater will sign his/her portion of the completed evaluation and schedule a meeting with the Rated Individual. The Rater should discuss and explain the ratings given and offer guidance or suggestions for improvement of performance (if needed) and obtain the Rated Individual's comments. The Rated Individual should sign in the “Rated Individual” comment section.

#### 7. REVIEW PROCEDURES:

a) A Reviewing Official (Reviewer) must review all performance evaluations. Normally, this is the individual who evaluates the Rater.

b) The Reviewer will review the evaluation, ensure that it is administratively correct, and may either:

(i) Concur with the evaluation, sign the “Reviewer” comment section and forward the completed form through channels to HQ, GSDF, and ATTN: ACoS, G1 to meet the established due date.

(ii) Non-concur with the evaluation, in which case the difference of opinion should be discussed and, if possible resolved before the Reviewer signs and forwards the evaluation. In the event the difference cannot be resolved, the reviewer should indicate the reason(s) for his/her non-concurrence in the "Reviewer" section, sign and forward the form as indicated above.

(iii) Completed Evaluation Reports will be forwarded through command channels to the ACofS, G1 for processing and inclusion in the rated individual's 201 personnel file.

**GSDF RATING RESPONSIBILITIES:** This chart is based on the position of assignment of Rated Individual. The Rating Official (Rater) is always the Rated Individual's supervisor. Generally, the Reviewing Official (Reviewer) is the Rater's supervisor. In situations not covered, refer to the ACofS, G1. Primary Staff Officers are the G/S-1, G/S-2, G/S-3, and G/S-4.

<b>RATED INDIVIDUAL</b>	<b>RATING OFFICIAL (RATER)</b>	<b>REVIEWING OFFICIAL (REVIEWER)</b>
<b>SQUAD, PLATOON, COMPANY</b>		
Squad NCO	Platoon Leader	Battalion Commander
Platoon Officer	Company Commander	Battalion Commander
Company First Sergeant	Company Commander	Battalion Commander
Company Executive Officer	Company Commander	Battalion Commander
Company Commander	Battalion Commander	Brigade Commander
<b>BATTALION (BN) HEADQUARTERS</b>		
Battalion Staff Section or NCO	Sec Chief or BN Primary Staff Officer	BN Primary Staff Officer or BN Ex Off
Battalion Primary Staff Officer	Battalion Executive Officer	Battalion Commander
Battalion Command Sergeant Major	Battalion Commander	Brigade Commander
Battalion Executive Officer	Battalion Commander	Brigade Commander
Battalion Commander	Brigade Commander	Commanding General
<b>BRIGADE (BDE) HEADQUARTERS</b>		
Brigade Staff Section Officer or NCO	Section Chief or BDE Primary Staff Off	BDE Primary Staff Off or BDE Ex Off
Brigade Primary Staff Officer	Brigade Executive Officer	Brigade Commander
Brigade Command Sergeant Major	Brigade Commander	Commanding General
Brigade Executive Officer	Brigade Commander	Commanding General
Brigade Commander	Deputy Commanding General	Commanding General
<b>GSDF HEADQUARTERS</b>		
Staff Section Officer or NCO	Section Chief	Primary Staff Officer
Section Chief	Primary Staff Officer	Chief of Staff
Primary Staff Officer (G-staff)	Chief of Staff	Deputy Commanding General
Special Staff Officer	Chief of Staff	Deputy Commanding General
Secretary General Staff	Chief of Staff	Deputy Commanding General
Commander Sergeant Major	Deputy Commanding General	Commanding General
Chief of Staff	Deputy Commanding General	Commanding General
Aide de Camp	Commanding General	n/a
Special Assistant	Commanding General	n/a
Deputy Commander	Commanding General	n/a