

Perform Personnel Actions

CHANGE SHEET 1

1. Synopsis. This change sheet corrects minor administrative errors in the L234, Perform Personnel Actions Training Support Package.

2. Pen and ink changes: none.

3. Page change(s): Remove old pages and insert revised page(s) as indicated.

Remove Pages

Insert Pages

- a. 1 thru 7
- b. 19
- c. C-2
- d. SH-1-1

- a. 1 thru 7
- b. 19
- c. C-2
- d. SH-1-1

4. Additional changes that need explaining: none.

5. File this sheet in front of the TSP for reference purposes.

6. Approval of change sheet.

Name/Signature	Rank	Position	Date
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Karen M. Wilson	GS09	Training Specialist	
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Victor A. LeGloahec	SGM	Chief, NCOES	
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Marion Lemon	SGM	Chief, CDDD	
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TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	L234 / PERFORM PERSONNEL ACTIONS
Effective Date	01 Oct 2003
Supersedes TSP(s) / Lesson(s)	L204, Conduct Developmental Counseling, Mar 00. L204-RC, Conduct Developmental Counseling, Jun 01.
TSP Users	600-PLDC, Primary Leadership Development Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p style="text-align: center;">COMDT USASMA ATTN ATSS DCP BLDG 11291 BIGGS FIELD FT BLISS TX 79918-8002</p> <p style="text-align: center;">Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875</p> <p style="text-align: center;">E-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

Task Number**Task Title****Individual**

158-100-1260

Counsel Subordinates

805C-PAD-2146

Prepare the Rater's Portion of a Noncommissioned Officer Evaluation Report (NCOER)

**This TSP
Contains**

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PERFORM PERSONNEL ACTIONS
L234 / Version 1
01 Oct 2003

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
	600-PLDC	1	Primary Leadership Development Course
Task(s) Taught(*) or Supported	<u>Task Number</u>	<u>Task Title</u>	
		<u>INDIVIDUAL</u>	
	158-100-1260 (*)	Counsel Subordinates	
	805C-PAD-2146 (*)	Prepare the Rater's Portion of a Noncommissioned Officer Evaluation Report (NCOER)	
Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>	
		None	
Academic Hours	The academic hours required to teach this lesson are as follows:		
		<u>Resident</u>	
		<u>Hours/Methods</u>	
		2 hrs	/ Conference / Discussion
		2 hrs	/ Practical Exercise (Performance)
	Test	0 hrs	
Test Review	0 hrs		
	Total Hours:	4 hrs	
Test Lesson Number		<u>Hours</u>	<u>Lesson No.</u>
	Testing (to include test review)	2 hrs 30 mins	WE02 version 1
Prerequisite Lesson(s)	<u>Lesson Number</u>	<u>Lesson Title</u>	
	L228	Conduct Developmental Counseling	
	L230	The Army Writing Style	
Clearance Access	Security Level: Unclassified Requirements: There are no clearance or access requirements for the lesson.		
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.		

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 623-205	NONCOMMISSIONED OFFICER EVALUATION REPORTING SYSTEM	15 May 2002	

Student Study Assignments

Before class--

- Read Student Handout 1, Appendix D, for reading and study assignments.

During class--

- Participate in classroom discussion.
- Conduct practical exercise.

After class--

- Turn in recoverable references after the examination for this lesson.

Instructor Requirements

1:16, SSG, PLDC Graduate, ITC, and SGITC qualified

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

Equipment Required for Instruction

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
6730-00-577-4813 SCREEN, PROJECTION	1:16	1:2	No	1	No
6730-00-P53-8147 Projector, Overhead	1:16	1:2	No	1	No
7110-00-132-6651 CHALKBOARD	1:16	1:2	No	1	Yes
7520-01-424-4867 EASEL, DISPLAY AND TRAINING	1:16	1:2	No	1	Yes
7530-00-619-8880 PAD, WRITING PAPER	1:16	1:2	No	1	Yes

* Before Id indicates a TADSS

Materials Required**Instructor Materials:**

- TSP.
- Any equipment required by the NCOA's SOP.

Student Materials:

- Student Handouts 1 and 2.
- Pen or pencil.
- Copy of NCO Checklist/Record, DA Form 2166-8-1.
- Copy of NCO-ER, DA Form 2166-8.

**Classroom,
Training Area,
and Range
Requirements**

CLASSROOM (40X40 PER 16 STUDENTS)

**Ammunition
Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Before class—

- Read and study all TSP material and be ready to conduct the class.
- This TSP has questions throughout to check on learning or generate discussion among the group members. You may add any questions you deem necessary to bring a point across to the group or expand on any matter discussed.
- You must know the information in this TSP well enough to teach from it, not read from it.

During class--

- Conduct the class in accordance with this TSP.

After class--

- Collect all recoverable materials after the examination for this lesson.

**Proponent
Lesson Plan
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Garner, Curtiss W.	GS09	Training Specialist	22 Jul 03
Barnes, Ronnie G.	MSG	Chief, PLDC	22 Jul 2003
Lawson, Brian H.	SGM	Chief, NCOES	22 Jul 2003
Lemon, Marion	SGM	Chief, CDDD	22 Jul 2003

SECTION II. INTRODUCTION

Method of Instruction: <u>Conference / Discussion</u>
Technique of Delivery: <u>Small Group Instruction (SGI)</u>
Instructor to Student Ratio is: <u>1:8</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Motivator

As the rater of another soldier, you have an enormous responsibility. The NCOER is a personnel document you must fill out and provide input on that will follow a soldier for the remainder of his time in the Army. It will directly influence his future promotions and personnel actions. You must make the soldier aware of his strengths, weaknesses, and standards, how to improve his performance, and how to further develop him professionally. This is where moral courage comes into play that we discussed in a previous lesson.

Your soldier's creed (warrior ethos) requires you to be an expert and a professional. One means of doing this is by ensuring you counsel and provide your subordinates with accurate counseling and an accurate NCOER. You must correctly and fairly evaluate your soldiers so the chain of command and the Army know what type of soldier it may select for positions of responsibility and for promotion; in other words, to select its future leaders. This has a direct bearing on the warrior ethos. Warrior leaders are the holders of the warrior ethos. They must exhibit them at all times and ensure that those they counsel and provide NCOERs to will also have the Soldier's Creed as their guide on of standards.

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements. At the completion of this lesson, you [the student] will:

Action:	Comply with the Noncommissioned Officer Evaluation Reporting System (NCOERS) counseling requirements.
Conditions:	In a classroom environment, given student handouts 1 and 2 and AR 623-205.
Standards:	Complied with the Noncommissioned Officer Evaluation Reporting System (NCOERS) counseling requirements IAW AR 623-205.

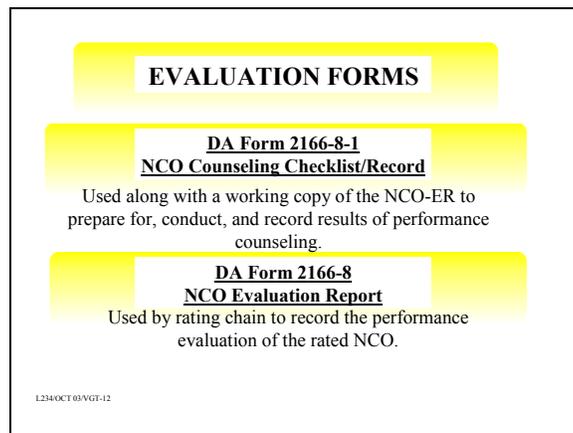
B. ENABLING LEARNING OBJECTIVE

ACTION:	Complete raters' portion of Noncommissioned Officer Evaluation Report (DA Form 2166-8) and NCO Counseling Checklist/Record (DA Form 2166-8-1).
CONDITIONS:	In a classroom environment, given Student Handout 1 and Student Handout 2.
STANDARDS:	Completed raters' portion of Noncommissioned Officer Evaluation Report (DA Form 2166-8) and NCO Counseling Checklist/Record (DA Form 2166-8-1).

1. Learning Step / Activity 1. Evaluation Forms

Method of Instruction: Conference / Discussion
 Instructor to Student Ratio: 1:8
 Time of Instruction: 45 mins
 Media: VGT-12 thru VGT-22

NOTE: Have the students follow along in Student Handout 2 as you discuss the evaluation forms, verification requirements, and required entries on the DA Form 2166-8-1 and DA Form 2166-8.

SHOW VGT-12, EVALUATION FORMS

Ref: SH-2, AR 623-205, p 10, para 3-3

Let's now turn our attention to the two mandatory forms you use in the evaluation process, the DA Form 2166-8-1 and DA Form 2166-8. You use DA Form 2166-8-1 as a guide to prepare, conduct, and record performance counseling

PRACTICAL EXERCISE SHEET PREPARE RATER REPORT

Title IDENTIFY THE RATER'S PORTION OF AN NCOER

Lesson Number / Title L234 version 1 / PERFORM PERSONNEL ACTIONS

Introduction As a leader, on many occasions you will conduct a performance counseling session with your subordinates. Along with the counseling comes the responsibility to accurately record the session.

Motivator As the rater of another soldier, you have an enormous responsibility. The NCOER is a personnel document you must fill out and provide input on that will follow a soldier for the remainder of his time in the Army. It will directly influence his future promotions and personnel actions. You must make the soldier aware of his strengths, weaknesses, and standards, how to improve his performance, and how to further develop him professionally. This is where moral courage comes into play that we discussed in a previous lesson.

Your Soldier's Creed (warrior ethos) requires you to be an expert and a professional. One means of doing this is by ensuring you counsel and provide your subordinates with accurate counseling and an accurate NCOER. You must correctly and fairly evaluate your soldiers so the chain of command and the Army knows what type of soldier it may select for positions of responsibility and for promotion; in other words, to select its future leaders. This has a direct bearing on the warrior ethos. Warrior leaders are the holders of the warrior ethos. They must exhibit them at all times and ensure that those they counsel and provide NCOERs to will also have the Soldier's Creed as their guide on of standards.

Terminal Learning Objective **NOTE:** The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.

At the completion of this lesson, you [the student] will:

Action:	Comply with the Noncommissioned Officer Evaluation Reporting System (NCOERS) counseling requirements.
Conditions:	In a classroom environment, given student handouts 1 and 2 and AR 623-205.
Standards:	Complied with the Noncommissioned Officer Evaluation Reporting System (NCOERS) counseling requirements IAW AR 623-205.

Safety Requirements None

Risk Assessment Low

Environmental Considerations None

Student Handout 1

Advance Sheet PERFORM PERSONNEL ACTIONS

Lesson Hours This lesson consists of two hours of small group instruction and a two hour practical exercise.

Overview In the military, at one time or another, you as a noncommissioned officer will rate a subordinate or peer. Your responsibility encompasses completing the NCO Counseling Checklist/Record (DA Form 2166-8-1) and the rater's portion of the Noncommissioned Officer Evaluation Report (NCO-ER) (DA Form 2166-8) and submitting the DA Form 2166-8 to the senior rater. Keep this in mind while participating the training, the NCO-ER basically decides a soldier's future in the military.

Terminal Learning Objective

Terminal Learning Objective (TLO)

Action:	Comply with the Noncommissioned Officer Evaluation Reporting System (NCOERS) counseling requirements
Conditions:	In a classroom environment, given student handouts 1 and 2 and AR 623-205.
Standards:	Complied with the Noncommissioned Officer Evaluation Reporting System (NCOERS) counseling requirements IAW AR 623-205.

ELO A Comply with the Noncommissioned Officer Evaluation Reporting System (NCOERS) counseling requirements.

ELO B Identify the rater's portion of the Noncommissioned Officer Evaluation Report and NCO Counseling Checklist/Record.

Assignments

The student assignments for this lesson are:

- Read SH-2, extracted material from AR 623-205:

Chapter 1, pages 1 thru 4
Chapter 2, pages 5 thru 10
Chapter 3, pages 10 thru 36
Chapter 4, pages 49 thru 51
Chapter 5, pages 51 thru 52

Additional Subject Area Resources

None

Bring to Class

You must bring the following materials to class:

- Pencil or pen and writing paper.
 - All reference material received to this TSP
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