

US Army Garrison Schweinfurt Goals and Objectives:

USAG Schweinfurt provides installation operations in order to support readiness and mission execution of stationed and rotational units while ensuring the well-being of the community.

1. Maintain High Levels of Safety, Force Protection, and Occupational Health
2. Sustain and Improve Local Community Relations
3. Develop and Retain a Professional Workforce
4. Optimize Resources
5. Be an Adaptive Customer--Focused Organization
6. Sustain and Improve the Infrastructure
7. Maintain Deployment, Sustainment, and Redeployment Operations

Sample Objectives:

Objective 1 (2, 3, 5)

- Maintains personnel files on employees assigned to the directorate by updating training records, printing and filing notifications of personnel actions, processing awards, updating leave records and other employee data IAW with regulatory requirements.

- Initiates Request for Personnel Actions (RPAs) as directed by coordinating with CPAC and RMO personnel applying a technical knowledge and/or experience to meet management/employees needs.

- All RPAs are completed within acceptable quality levels and meeting proposed effective dates resulting in efficient personnel processes.

- Processes all LN time & attendance data by entering T&A reports submitted by division chiefs by the 3rd business days of the following month.

Measurements:

Responsibility/Accountability
Working Relationships
Communications

Objective 2 (2, 3, 5)

- Provides responsive, complete and accurate support to director, division chiefs and employees.

- Completes work in accordance with designated timeframes or established service expectations, and consistently follows through on commitments and responsibilities.

- Work is technically correct and includes necessary documentation.

-Independently tracks and follows up on actions and work projects, and keeps supervisor /division chiefs apprised of status and difficulties encountered.

- Identifies roadblocks, improves procedures and prevents, reduces or eliminates processing delays through active participation in meetings and discussions, the submission of ideas and suggestions and independent action.

- Performs special projects and/or coordinates programs as assigned.

Measurements:

Working Relationships
Communications;
Technical Competence