

## **3-02/085.50 - Employee Review of Automated Personnel Performance Information**

Unit commanders are responsible for ensuring that each employee has an opportunity to review the number and the nature of incidents pertaining to that employee which are indexed in the automated databases at the time that employee's performance evaluation is being prepared. The rater shall note, in the performance evaluation, the date the review was conducted and the name of the individual who discussed the information with the employee.

Upon request at any time, an employee may review the automated summary information pertaining to that employee, which is indexed in the automated databases.

---