

Unit POC Quarterly Evaluation
ACS Unit Program

We request that the Unit POC or representative rate each evaluation item by circling the number on the scale from 1 = *Not at all* to 5 = *Very Great Extent*. If the item is not applicable, please circle a NA. If your unit has been assigned more than one Unit Services Coordinator since the last quarterly evaluation. Please complete an evaluation on each coordinator.

Name of individual preparing evaluation: _____

Duty Assignment: _____

Unit: _____ Date _____

Period covered by this evaluation: _____

ACS Unit Services Coordinator : _____

ACS Chief (or ACS officer): _____

Using the scale below, please circle the number to the right of each of the items below which best reflects your evaluation.

<u>The Unit Services Coordinator:</u>	NOT AT ALL	SLIGHT EXTENT	MODERATE EXTENT	GREAT EXTENT	VERY GREAT EXTENT	NOT APPLICABLE
1. Provided adequate information and referral support.	1	2	3	4	5	NA
2. Maintained the information book in a timely manner.	1	2	3	4	5	NA
3. Conducted classes in a timely and courteous manner.	1	2	3	4	5	NA
4. Properly supported the unit with referrals and follow-ups as necessary.	1	2	3	4	5	NA
5. Met with soldiers to better understand their support needs.	1	2	3	4	5	NA
6. Met with the spouses of married soldiers to better understand their support needs.	1	2	3	4	5	NA
7. Maintained proper bearing and courtesies.	1	2	3	4	5	NA
8. Notified the unit in a timely manner if they were unable to provide scheduled support.	1	2	3	4	5	NA
9. Was knowledgeable about installation and community resources for soldiers and their families.	1	2	3	4	5	NA
10. Provided excellent consultation to unit staff in helping them respond more effectively to individual, family, and unit needs.	1	2	3	4	5	NA