

I. RATEE IDENTIFICATION DATA (Read AFR 36-10 carefully before filling in any item)										
1. NAME (Last, First, Middle Initial)	2. SSAN (Include Suffix)	3. GRADE	4. DAFSC							
RAGAN, JOHN R.	FR	1LT	5161							
5. ORGANIZATION, COMMAND, LOCATION			6. PAS CODE							
7102d Computer Services Squadron, w/duty HQ USAFE/AD (USAFE), Ramstein AB, Germany			RFODFBKC							
7. PERIOD OF REPORT		8. NO. DAYS OF SUPERVISION	9. REASON FOR REPORT							
FROM: 15 SEP 82 THRU: 14 SEP 83		325	ANNUAL							
II. JOB DESCRIPTION 1. DUTY TITLE: MAJCOM SP ACTY, Phase IV Implementation /Conversion Team Chief 2. KEY DUTIES, TASKS AND RESPONSIBILITIES: Directs Phase IV conversion efforts at 19 base-level data processing installations (DPIs). Manages eight person team as part of the \$60M USAFE Phase IV capital computer replacement project. Identifies and develops procedures to handle unique Implementation/Conversion (I/C) requirements. Assists in establishing procedures for data processing operations. Familiarizes Data Automation and functional area personnel in operating and managing Phase IV equipment. Reviews host-tenant/satellite agreements. Supervises three action officers.										
III. PERFORMANCE FACTORS <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;"></th> <th style="width:10%;">NOT OBSERVED</th> <th style="width:10%;">FAR¹ BELOW STANDARD</th> <th style="width:10%;">BELOW¹ STANDARD</th> <th style="width:10%;">MEETS STANDARD</th> <th style="width:10%;">ABOVE¹ STANDARD</th> <th style="width:10%;">WELL¹ ABOVE STANDARD</th> </tr> </thead> </table>					NOT OBSERVED	FAR ¹ BELOW STANDARD	BELOW ¹ STANDARD	MEETS STANDARD	ABOVE ¹ STANDARD	WELL ¹ ABOVE STANDARD
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1. JOB KNOWLEDGE (Depth, currency, breadth) The most technically knowledgeable Computer Systems Officer I've known! In-depth knowledge of Computer Performance Measurement enabled him to staff a three year old Maintenance Management Information Collection System Data Automation Requirement in three weeks.										
2. JUDGMENT AND DECISIONS (Consistent, accurate, effective) Lt Ragan's evaluations of Data Automation Requirements (DARs) always balance technological opportunities and cost-effective solutions, producing both new capabilities and budget savings for the command.										
3. PLAN AND ORGANIZE WORK (Timely, creative) Did an outstanding job of compiling each base's computer sizing data for submission to AF Data Systems Design Center, resulting in computer configurations for Phase IV that meet all base-level needs.										
4. MANAGEMENT OF RESOURCES (Manpower and material) Capitalizing on his expertise with the CROMEMCO mini-computer systems, he quickly developed programs which significantly increased our office throughput, producing a time-saving management tool for our 21 action officers.										
5. LEADERSHIP (Initiative, accept responsibility) Single-handedly procured video courses from Sperry Corporation, allowing even more extensive and cost-effective Phase IV training for the field.										
6. ADAPTABILITY TO STRESS (Stable, flexible, dependable) Responded excellently to deadline schedules for FY85 Program Objective Memorandum inputs, insuring our command met Air Staff suspenses.										
7. ORAL COMMUNICATION (Clear, concise, confident) Taps his extensive knowledge of computer technology with exceptional clarity, enabling even the "computer illiterate" to become well informed.										
8. WRITTEN COMMUNICATION (Clear, concise, organized) Succinct writer. Wrote over \$3M of DARs and Projected Automation Requirements, obtaining approval for additional remote terminal resources for HQ USAFE computer programmers.										
9. PROFESSIONAL QUALITIES (Attitude, dress, cooperation, bearing) Professional in both his Air Force aspirations and his dedication to the mission. Completed Squadron Officer School by correspondence and two courses toward his Master of Science degree.										
10. HUMAN RELATIONS (Equal opportunity participation, sensitivity) Brought all into closer contact with the needs of our Air Force members as directorat representative for the Air Force Assistance Fund.										