

SIGNIFICANT PERFORMANCE APPRAISAL ACTIONS

Within 30 days of the beginning of the rating period/employee starting a new job/new rater being assigned: Review and establish performance plan for the year. ONLY CRITICAL ELEMENTS USED. Supervisors meets with each employee to discuss and review mission requirements, and the employee's performance plan. Both supervisor and employee sign and date the form.

Distribution:
A copy is given to the employee and to the Activity's Administration/Management Department.
The original is maintained by the supervisor.

Mid-Cycle: Supervisor and employee meet to discuss employee's performance. Supervisor and employee sign and date the form. A copy of the signed Cover page is forwarded to Activity's Administration/Management Department .

Reviews: At any time during the appraisal cycle, if the employee's performance falls below the "Acceptable" level, the Rater must notify the Reviewer (second level supervisor). The Reviewer should contact the Human Resources Office for guidance.

Close-Out Appraisals: A close-out rating must be completed if the employee has been under the plan for 90 or more days, and the employee leaves the position or the first level supervisor changes.

Within 30 days of the end of the rating period: Supervisor obtains employee's input on performance accomplishments. Supervisor rates the employee's performance on each element and assigns a summary rating of record. If rating is "Acceptable", the supervisor and employee both sign and date the form. If the rating is "UNACCEPTABLE", the Reviewer is contacted before discussing with employee.

Distribution:
A copy of rating of record is given to the employee.
The supervisor maintains a copy of the appraisal.
The original is forwarded to the Human Resources Office via the Activity's Administration/Management Department.

CRITICAL ELEMENTS

THE FIRST ELEMENT IS AN INDIVIDUAL CRITICAL ELEMENT UNIQUE TO THE POSITION OF THE EMPLOYEE. THIS INDIVIDUAL ELEMENT MUST BE DEVELOPED FOR ALL EMPLOYEES, BOTH SUPERVISORY AND NON-SUPERVISORY.

ELEMENT:

ACCEPTABLE STANDARD:

RATING LEVEL:

ACCEPTABLE

UNACCEPTABLE

CRITICAL ELEMENTS FOR
SUPERVISORY/MANAGERIAL EMPLOYEES

CRITICAL ELEMENT: ORGANIZATIONAL SUPPORT

Keeps chain of command informed of work unit requirements, actions, and accomplishments. Keeps serviced organizations/customers informed of work unit policies and procedures, providing guidance as required. Complies with administrative regulations and procedures in accomplishing work. Interfaces with appropriate organizations for needed administrative support in the areas of unit requirement, including personnel, monetary requirements, and supplies/equipment. Complies with on-going special emphasis programs in areas of internal controls, audit follow ups, inventory management, integrity and efficiency, classified material handling, and safety.

ACCEPTABLE: Keeps chain of command informed of work unit requirements and status. Uses proper administrative channels and procedures in performing the work of the unit. Develops and maintains productive work relationships within chain of command and with administrative support personnel. Information and guidance provided to serviced organizations/customers is timely and correct. Implements a system of internal controls, audit follow ups, inventory management, integrity, and prevents fraud, waste, and abuse. Adheres to security and safety regulations and procedures.

RATING LEVEL: ACCEPTABLE UNACCEPTABLE

CRITICAL ELEMENT: WORK UNIT PLANNING

Determines the goals and work unit's goals and each assigned employee's specific work objectives. Implements prescribed policies and develops and implements work procedures to accomplish assigned priorities. Develops specific work unit plans of action including establishing milestones (POA&M). Accomplishes the work of the unit within assigned budget and resource allocations.

ACCEPTABLE: Sets long and short-term work unit goals and individual employee work objectives that are realistic and are responsive to Command and organization's goals, priorities, and requirements. Develops and implements effective approaches for meeting the units assigned responsibilities. Plans specific actions and milestones that result in successful monitoring and control of the unit. Work is accomplished within budget and resources allocation.

RATING LEVEL: ACCEPTABLE UNACCEPTABLE

CRITICAL ELEMENT: PERSONNEL MANAGEMENT

Delegates work and monitors work progress. Motivates employees. Appraises employees. Acts as liaison between staff and higher management. Gives technical advice to subordinates. Selects, places, and develops employees. Manages performance through appropriate rewards and corrective action. Advises and recommends appropriate management officials the proper staffing of the unit and the appropriate classification of positions. Complies with EEO and affirmative action programs.

ACCEPTABLE LEVEL: Delegates work at an evenly distributed volume commensurate with grade level. Tells employee what is expected, advises them of necessary changes as job progresses and holds them responsible for timely completion of work assignments. Insures position descriptions of subordinates are current and adequately reflect the duties and responsibilities assigned to the employee. Appraises staff performance accurately within required timeframes. Uses established procedures for rewarding employees and taking corrective action for poor performers. Gives technical advice as required and reviews work promptly. Insures staff is properly trained in their functional areas. Uses established position management principles and techniques which result in an efficiently organized and productive staff. Applies EEO and affirmative action principles to employee management. Considers minority groups in planning and implementing personnel actions.

RATING LEVEL: ACCEPTABLE UNACCEPTABLE

CRITICAL ELEMENTS FOR
NON-SUPERVISORY EMPLOYEES

CRITICAL ELEMENT: ORGANIZATIONAL SUPPORT AND COMMUNICATION:

The employee has a basic understanding of organizational goals and priorities and fully complies with administrative policies, regulations and procedures when performing job operations. Communicates orally and/or in writing when needed to coordinate work and keep supervisors and co-workers informed of work related issues, their developments and their status.

ACCEPTABLE: Demonstrates a basic understanding of organizational goals and priorities and fully complies with administrative policies, regulations and procedures when performing job operations. Communicates orally and/or in writing when needed to coordinate work and keep supervisor and co-workers informed of work-related issues, their developments and their status.

RATING LEVEL: ACCEPTABLE UNACCEPTABLE

CRITICAL ELEMENT: EXECUTION OF DUTIES:

In performing the work of the unit, the employee accepts the work to be accomplished, properly follows instructions, uses technical knowledge and applies the skill(s) needed to complete tasks assigned. The service or work products produced is of good quality, timely and responsive to the supervisor and the organization's priorities and requirements.

ACCEPTABLE: Willingly accepts work assignments, properly follows instructions, uses technical knowledge, and applies skills needed to produce a product or service of good quality in a timely manner.

RATING LEVEL: ACCEPTABLE UNACCEPTABLE
