DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817, BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 12430.5A
N022
17 MAR 2003

NAVSUPPACT NAPLES INSTRUCTION 12430.5A

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PERFORMANCE APPRAISAL PROGRAM FOR NON-U.S. CITIZEN CIVILIAN EMPLOYEES

Ref: (a) NAVSUPPACT NAPLES INST 12510.4B
(b) NAVSUPPACT NAPLES INST 12451.3
(c) COMFAIRMEDINST 12751.1
(d) COMBINEDSTAFFINST 12771.1

Encl: (1) Non-U.S. Performance Appraisal Form

1. Purpose. To establish the Performance Appraisal Program for non-U.S. citizen civilian employees.

2. Cancellation. NAVSUPPACT NAPLES INST 12430.5

3. Coverage. This instruction applies to all non-U.S. citizen civilian employees (both appropriated and non-appropriated fund) of activities that receive personnel management services through servicing agreements with U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.

4. Definitions.

a. Activity Head Designee or Department Head. The military officer or civilian official who approves all performance awards.

b. Appraisal Period. The period of time an employee's performance will be observed. The minimum appraisal period is 90 days. The appraisal period for non-U.S. citizen civilian employees is 1 April to 31 March annually.

c. Performance Appraisal. The act or process of reviewing and evaluating the performance of an employee on the basis of performance elements.

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d. Performance Award. A monetary grant to an employee based on the employee's performance appraisal.

e. Performance Element. Performance expectations or requirements of the job upon which an employee is rated.

f. Progress Review. A review of an employee's progress in meeting performance elements conducted during the rating period.

g. Rater. The first-level supervisor above the employee being rated.

h. Reviewer. The immediate supervisor of the rater.

i. Summary Rating. The final result of the performance evaluation process. The two summary rating levels are "Acceptable" and "Unacceptable".

j. Closeout Rating. An appraisal conducted when an employee or first-level supervisor leaves a position after the employee has been under established performance standards, outlined in his/her performance plan, for 90 days or more but before the end of the appraisal cycle. Closeout ratings will be documented and used in deriving the rating of record and, in some cases, may become the rating of record.

5. Responsibilities.

a. First-Level Supervisor (Rater) will:

(1) Establish performance plan and communicate performance requirements/expectations to the employee.

(2) Conduct progress reviews and annual performance appraisal.

(3) Propose the summary rating and recommend performance awards, as appropriate, to second-level supervisors.

(4) Review and certify that position descriptions are accurate and current.

(5) Closeout Ratings: Closeout ratings must be conducted when:

(a) An employee completes a detail or temporary promotion of 120 days or longer under an established performance plan. This requirement also applies to employees on "loan" from another activity/agency for 120 days or longer.

(b) An employee changes positions, is promoted, or moves to a new agency/activity after being under established performance plan a minimum of 90 days.

(c) The first-level supervisor leaves the position after the employee is under an established performance plan for a minimum of 90 days. In this situation, the employee may continue under the same performance plan unless changed by the new supervisor.

(d) Closeout ratings may become the rating of record if the following criteria are met: (1) There is insufficient time (90 days) to establish a new performance plan and rate the covered employee in their assigned position before the end of the appraisal period and (2) the first-level supervisor considers any other closeout ratings conducted during the appraisals period.

Note: If only one organizational level is above the rated employee, the functions of rater and reviewer may be combined.

b. Second-Level Supervisor (Reviewer) will:

(1) Review the rater's proposed rating of the employee, give final approval of the rating, and approve or disapprove the performance award, as appropriate.

(2) Ensure that the Performance Appraisal Reports for all employees within their department have been completed. NAVSUPPACT Naples reviewers must submit reports to Human Resources Office (HRO), Code N022, no later than 30 April of each year.

c. Department heads or their designees will:

(1) Refer to and apply the NAVSUPPACT Naples award scale to select performance award amount. NAVSUPPACT Naples tenant department heads will ensure that funding is available to pay performance awards.

(2) Review and approve performance awards using enclosure (1).

d. HRO will:

(1) Advise supervisors and employees of the performance appraisal program and related performance management issues.

(2) Develop an awards scale to determine performance award amounts for NAVSUPPACT Naples.

(3) Ensure that performance awards are granted in compliance with applicable regulation(s) and are processed in a timely manner.

(4) Update personnel database and file performance appraisals, as appropriate.

6. Performance Appraisal Procedures.

Step 1: Before the beginning of the appraisal period or within 30 days after assignment of duties, the rater will provide a copy of the performance elements to the employee. These elements are found in enclosure (1).

Note: The rater must certify, in Block #9 of enclosure (1), whether the employee's position description (PD) is current and accurate. If the PD is not current and accurate, it must be amended. Reference (a) provides guidance on how to amend PDs.

Step 2: The rater informs the employee that performance of assigned duties will be rated in accordance with the performance elements. Also, the rater reviews each performance element with the employee to ensure a clear and mutual understanding of what is expected of employee performance.

Step 3: The rater, employee, and reviewer sign and date in Block #7 of enclosure (1) to indicate that performance elements have been given to the employee.

Step 4: The rater will retain original employee performance appraisal. Employees will retain duplicate copy for

reference and monitoring their own performance throughout the appraisal period.

Step 5: The rater conducts progress reviews by *discussing* with the employee his/her performance in relation to the performance elements. At a minimum, progress reviews are conducted at least once during the appraisal period. The rater and reviewer record progress review in Block #7 of enclosure (1). Progress reviews *are not* forwarded to HRO.

Step 6: At the end of the appraisal period, the rater prepares the final performance appraisal (enclosure (1)) as follows:

a. Rate the employee on each performance element on page 2;

b. Indicate proposed rating in block #8 and, if appropriate, recommend performance award on page 1, Block #11;

c. Brief comments/justifications are required in Block #10 when a:

(1) Performance award is recommended; and/or

(2) *Unacceptable* rating is assigned.

Note: The rater shall not communicate specific ratings on any of the elements or the summary rating to the employee prior to approval by the second-level supervisor (reviewer).

Step 7: The rater forwards the completed appraisal report to the second-level supervisor (reviewer) for concurrence or nonconcurrence.

Step 8: The reviewer signs, dates, and returns the appraisal report to the rater, who will provide the employee a copy of the rating of record within 30 days of the end of the annual appraisal period. Employee signature is desirable, but not required.

Step 9: The original of the completed performance appraisal (enclosure (1)) will be forwarded to HRO (Code N022). NAVSUPPACT Naples submissions are due to HRO no later than 30 April of each year). Extensions beyond this deadline may occur due to an extension of the employee's rating period.

7. Performance Recognition.

a. Performance Awards

(1) Policy. Performance awards may be granted to employees at the end of the performance cycle for demonstrated sustained performance for individual, team, or organizational achievements of high quality. Performance recognition is appropriate when an employee performs substantially beyond expectations on a regular or continuing basis. Performance awards will be based on the employee's performance appraisal for the current appraisal period and are given only at the end of the appraisal period.

(2) Award Amounts. In any fiscal year, the total monetary amount for performance awards granted to an employee may not exceed the equivalent of four percent (4%) of the combined annual base pay, cost-of living allowance (contingenza), and third element for the grade level held. Annually, HRO will develop the NAVSUPPACT Naples award scale and provide this information to all serviced organizations. The NAVSUPPACT Naples award scale is derived from averaging the previous three years of awards paid per grade and rating of record, as well as funds available. This scale is mandatory for non-U.S. employees hired by NAVSUPPACT Naples. It is recommended that the scale be used by tenant commands for equity purposes.

(3) Award Justification. The written justification must be provided and describe specific achievements. The amount of the award recommended is annotated in Block #10 of enclosure (1) and should be substantiated by the written justification.

(4) Recommendation and Approval

(a) Department heads or their designee(s) shall review performance awards for final approval or disapproval.

(b) All performance award nominations will be processed to the MODERN Defense Civilian Personnel Data System (MODERN), by the activity, within 30 days of the end of the appraisal period.

Note: An *Acceptable* rating does not automatically justify an award (cash or otherwise). However, supervisors may recommend nonmonetary or honorary awards for their employees in accordance with reference (b). Non-U.S. employees are not eligible for Quality Step Increases (QSIs) or time-off awards, in accordance with reference (b).

b. General. Monetary and nonmonetary awards may be used to acknowledge significant individual, team, or organizational achievements or contributions by employees throughout the year, in accordance with reference (b).

8. Unacceptable Performance and Grievances. Since local national employees may be disciplined for unacceptable performance, no employee should be rated unacceptable unless: the causes of the unacceptable performance have been identified; reasonable assistance to correct the condition has been provided; the employee has been warned in writing and has been given a reasonable period of time (i.e., 30 to 90 days) to demonstrate improvement. Detailed procedures for applying discipline in cases of unacceptable performance are contained in reference (c). Reference (d) contains procedures for filing grievances in connection with performance appraisals.

D. J. FREDERICK

Distribution:
NAVSUPPACT NAPLES INST 5216.4W
Lists: I, II, III (2, 3, 5, 8, 9, 15, 16, 17, 18, 19, 20, 21, 22, 24 25, 26, 27, 28, 31 only), IV (2, 6, 9 only)

NON-U.S. CIVILIAN PERFORMANCE APPRAISAL

1. NAME OF EMPLOYEE	2. EMPLOYEE NUMBER
3. POSITION/TITLE/SERIES/GRADE	4. ACTIVITY NAME AND ORG. CODE
5. RATING PERIOD: FROM: TO:	6. TYPE OF APPRAISAL: ☐ Rating of Record ☐ Close Out

7. RECORD OF REVIEWS AND FINAL APPRAISAL

Performance Plan Established	Date	Progress Review	Date	Special	Date	Final Appraisal	Date
Reviewer							
Employee							
Rater							

8. SUMMARY RATING

☐ ACCEPTABLE (A): Performance expectations for all critical elements were fully met and the employee has successfully performed assigned duties and responsibilities.

☐ UNACCEPTABLE (U): The employee's performance of assigned duties is unacceptable, with at least one element rated as "Unacceptable". Note: Employee must be provided a performance improvement period prior to receiving a summary rating of "Unacceptable".

9. Position Description current and accurate? ☐YES ☐NO If NO, Anticipated Date of PD Revision: ____/____/____

10. SUPERVISOR'S COMMENTS

Optional comments on specific accomplishments, assignments, etc. Employee yearly accomplishment report or self-assessment may be attached. (Use blank sheet if more space is required)

11. PERFORMANCE AWARD RECOMMENDED: ☐ YES ☐ NO Signature _____	12. AWARD APPROVED: ☐ YES ☐ NO AMOUNT: For NAVSUPPACT, To Scale Signature: _____ (Activity Designated Approving Official) (Typed Name and Title)

NAVSUPPACT NAPLES 12430/2 (Rev. 2-03)

NON-U.S. CIVILIAN PERFORMANCE ELEMENTS AND STANDARDS	Rating Level		
	N/A	A	U
1. **Job Knowledge**: Proficient in methods or skills required to perform own work and knowledge required of related operations.	☐	☐	☐
2. **Work Methods/Habits**: Observes policies and procedures; Follows accepted safety practices; Concerned with getting the job done correctly; Keeps accurate records; Maintains a positive attitude toward job and supervision; Leaves work area clean and orderly; Conscientious about presence on the job and leave usage.	☐	☐	☐
3. **Dependability**: Takes initiative in starting and following through on assigned work; Meets deadlines; Completes work required of position.	☐	☐	☐
4. **Problem Solving**: Analyzes all relevant facts and makes prompt, sound decisions.	☐	☐	☐
5. **Communication Skills**: (Not applicable for Blue Collar) Effective in listening and communicating orally; Writes with clear, well-organized and logically developed sentences that are grammatically correct; Keeps supervisor informed; Maintains favorable relations with others.	☐	☐	☐
6. **Self-Development**: Measurable growth in skill and knowledge of work; Demonstrates self-directed action to increase or improve own capabilities and skills.	☐	☐	☐
7. **Leadership**: Demonstrated performance in working through subordinates; In gaining loyalty, respect, and support from subordinates, and in administering, directing, and controlling the work in the area of responsibility.	☐	☐	☐

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PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 12430.5A CH-1
N1
17 APR 2012

NAVSUPPACT NAPLES INSTRUCTION 12430.5A CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: PERFORMANCE APPRAISAL PROGRAM FOR NON-U.S. CITIZEN CIVILIAN EMPLOYEES

Encl: (1) Non-U.S. Performance Appraisal Form

1. Purpose. To promulgate Change 1 to U.S. Naval Support Activity, Naples, Instruction 12430.5A of 17 March 2003.

2. Action. Replace enclosure (1) of the basic instruction and insert enclosure (1) of this change transmittal.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4Z
Lists: I and II
Electronic via NAVSUPPACT NAPLES web site:
http://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instructions/index.htm

NON-U.S. CIVILIAN PERFORMANCE APPRAISAL

1. NAME OF EMPLOYEE	2. EMPLOYEE NUMBER
3. POSITION/TITLE/SERIES/GRADE	4. ACTIVITY NAME AND ORG. CODE
5. RATING PERIOD: FROM: TO:	6. TYPE OF APPRAISAL: ☐ Rating of Record ☐ Close Out

7. RECORD OF REVIEWS AND FINAL APPRAISAL

Performance Plan Established	Date	Progress Review	Date	Special	Date	Final Appraisal	Date
Rater							
Employee							
Reviewer							

8. SUMMARY RATING

☐ ACCEPTABLE (A): Performance expectations for all critical elements were fully met and employee has fully performed assigned duties and responsibilities.

☐ UNACCEPTABLE (U): The employee's performance of assigned duties is unacceptable, with at least one element rated as "Unacceptable". Note: Employee must be provided a performance improvement period prior to receiving a summary rating of "Unacceptable".

9. Position Description current and accurate? ☐YES ☐NO If NO, Anticipated Date of PD Revision: ___/___/___

10. SUPERVISOR'S COMMENTS

Optional comments on specific accomplishments, assignments, etc. Employee yearly accomplishment report or self-assessment may be attached. (Use blank sheet if more space is required)

11. AWARD RECOMMENDED: PERFORMANCE AWARD: ☐ YES ☐ NO **AWARD LEVEL** 1 2 3 (CIRCLE ONE OF THE LEVEL AS PER NSA POLICY ON LNs PERFORMANCE APPRAISAL)	12. AWARD APPROVED: ☐ YES ☐ NO Signature _____ (CO OR XO (AS DELEGATED)) (Typed Name and Title)

NON-U.S. CIVILIAN ELEMENTS AND STANDARDS	RATING LEVEL		
	N/A	A	U
1. **Job Knowledge**: Proficient in methods or skills required to perform own work and knowledge required of related operations.	☐	☐	☐
2. **Work Methods/Habits**: Observes policies and procedures; Follows accepted safety practices; Concerned with getting the job done correctly; Keeps accurate records; Maintains a positive attitude toward job and supervision; Leaves work area clean and orderly; Conscientious about presence on the job and leave usage.	☐	☐	☐
3. **Dependability**: Takes initiative in starting and following through on assigned work; Meets deadlines; Completes work required of position.	☐	☐	☐
4. **Problem Solving**: Analyzes all relevant facts and makes prompt, sound decisions.	☐	☐	☐
5. **Communication Skills**: Effective in listening and communicating orally; Writes with clear, well-organized and logically developed sentences that are grammatically correct; Keeps supervisor informed; Maintains favorable relations with others.	☐	☐	☐
6. **Self-Development**: Measurable growth in skill and knowledge of work; Demonstrates self-directed action to increase or improve own capabilities and skills.	☐	☐	☐
7. **Leadership**: Demonstrated performance in working through subordinates; In gaining loyalty, respect, and support from subordinates, and in administering, directing, and controlling the work in the area of responsibility.	☐	☐	☐