

1. NAME (LAST, FIRST, MIDDLE INITIAL)				2. SOCIAL SECURITY NO.				
3. POSITION TITLE/SERIES/GRADE		4. ORG CODE (DEPT.,DIV.,BRCH)		5. P.D. NUMBER				
6. RATING PERIOD: FROM				TO				
				DUTY STATION:				
7. RECORD OF REVIEWS AND FINAL APPRAISAL								
PERFORMANCE PLAN ESTABLISHED (WITHIN 30 DAYS AFTER START OF RATING PERIOD)			PROGRESS REVIEW		SPECIAL REVIEW		FINAL APPRAISAL	
	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
RATER								
EMPLOYEE								
REVIEWER <i>REQD FOR "U" ONLY</i>								
8. RATING OF RECORD: <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE								
9. PERFORMANCE PLAN ATTACHMENTS <input type="checkbox"/> YES <input type="checkbox"/> NO				REVIEWER'S INITIALS (" <i>U</i> " ONLY):				
10. EMPLOYEE'S POSITION DESCRIPTION IS CURRENT AND ACCURATE <input type="checkbox"/> YES <input type="checkbox"/> NO				SUPERVISOR'S SIGNATURE				
COLUMN A	COLUMN B		COLUMN C			COLUMN D		
CHECK IF APPLICABLE	PERFORMANCE ELEMENTS CRITICAL/ADDITIONAL		PERFORMANCE STANDARDS INDICATE ACCEPTABLE LEVEL			ANNUAL APPRAISAL RATING CHECK ONE BOX "A" "U"		
<input type="checkbox"/>	TECHNICAL COMPETENCE (C)		<ul style="list-style-type: none"> SETS REALISTIC GOALS AND MILESTONES EXHIBITS THE KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO OBTAIN DESIRED RESULTS EFFECTIVELY AND EFFICIENTLY SECURES, ALLOCATES, AND MANAGES MISSION ESSENTIAL RESOURCES DEVELOPS EFFICIENT PROCEDURES AND SYSTEMS COORDINATES AND MONITORS ASSIGNMENTS AND PROJECTS THROUGHOUT THE ORGANIZATION ESTABLISHES PRIORITIES THAT REFLECT MISSION AND ORGANIZATIONAL NEEDS 			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	PEOPLE MANAGEMENT (C)		<ul style="list-style-type: none"> ESTABLISHES A CUSTOMER FOCUSED ENVIRONMENT AND ENSURES CUSTOMER SATISFACTION ENCOURAGES AND MOTIVATES EMPLOYEES DEFINES VISION AND COMMUNICATES GOALS COMMUNICATES ROLES AND RESPONSIBILITIES, AND DELEGATES WORK FAIRLY AND EFFICIENTLY MAINTAINS AN ENJOYABLE, POSITIVE, AND CHALLENGING WORK ETHIC RECOGNIZES AND REWARDS INDIVIDUAL AND TEAM CONTRIBUTIONS IN A TIMELY MANNER 			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	PERFORMANCE MANAGEMENT (C)		<ul style="list-style-type: none"> TAKES ACTION TO QUICKLY RESOLVE PERFORMANCE ISSUES COMMUNICATES CLEAR AND CONSISTENT PERFORMANCE EXPECTATIONS DEVELOPS EMPLOYEES THROUGH MENTORING, COACHING, AND TRAINING DOCUMENTS PERFORMANCE PROBLEMS AND HANDLES THEM WITH AUTHORITY AND TACT 			<input type="checkbox"/>	<input type="checkbox"/>	

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<input type="checkbox"/>	LEADERSHIP (C)	<ul style="list-style-type: none"> • ACTS AS A PERSUASIVE LEADER WHO GETS RESULTS • DEMONSTRATES FAIR AND IMPARTIAL LEADERSHIP • SETS AND ACHIEVES HIGH STANDARDS WITH A TEAM • DEVELOPS A SHARED SENSE OF PURPOSE WITH FOCUS AND DIRECTION • IMPLEMENTS KEY ORGANIZATION POLICIES 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ACCOUNTABILITY (C)	<ul style="list-style-type: none"> • PLANS FOR, DEVELOPS, AND ESTABLISHES REALISTIC BUDGETS • TRACKS AND ADJUSTS EXPENDITURES TO REMAIN WITHIN APPROVED BUDGET • MAKES APPROPRIATE CHANGES TO MEET MISSION ESSENTIAL FISCAL REQUIREMENTS • CONSISTENTLY COMMUNICATES BUDGET AND/OR RESOURCE CHANGES AND PRIORITIES • VERIFIES ACCURACY OF TIME AND ATTENDANCE RECORDS 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	HIRING PRACTICES (A)	<ul style="list-style-type: none"> • DEFINES POSITION AND REQUIRED APPLICANT KNOWLEDGE, SKILLS, AND ABILITIES • SELECTS AND RETAINS HIGH QUALITY PEOPLE BY CREATING A POSITIVE AND CHALLENGING WORK ENVIRONMENT • PREPARES FOR AND CONDUCTS THOROUGH INTERVIEWS • MAKES SOUND HIRING DECISIONS BASED ON CANDIDATE EXPERIENCE • DEVELOPS TEAMS WITH DIVERSE SKILLS AND STRENGTHS 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EEO (A)	<ul style="list-style-type: none"> • SETS THE EXAMPLE AND ENCOURAGES PARTICIPATION IN EEO SPECIAL EMPHASIS PROGRAMS • TAKES ACTION TO STOP DISCRIMINATORY BEHAVIOR AND SEXUAL HARASSMENT AMONG EMPLOYEES • COOPERATES IN RESOLVING DISCRIMINATION COMPLAINTS • SUPPORTS EEO PROGRAM GOALS, OBJECTIVES, AND PROVIDES ON-GOING TRAINING TO EMPLOYEES • ATTENDS MANDATORY EEO TRAINING AND ENSURES EMPLOYEE PARTICIPATION 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	TEAMWORK (A)	<ul style="list-style-type: none"> • WORKS EFFECTIVELY IN GROUPS AND HELPS OTHERS TO GET THE JOB DONE • PARTICIPATES IN RESOLVING TEAM CONFLICTS • ESTABLISHES AND MAINTAINS COOPERATIVE WORKING RELATIONSHIPS • REMAINS FLEXIBLE AND OPEN TO NEW OR DIFFERENT IDEAS • FOCUSES ON TEAM EFFORTS ON MOST EFFECTIVE MISSION ORIENTED STRATEGIES 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SAFETY (A)	<ul style="list-style-type: none"> • ADHERES TO ORGANIZATION SAFETY PROGRAM INSTRUCTIONS 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AUDIT (A)	<ul style="list-style-type: none"> • TAKES PROMPT CORRECTIVE ACTION ON ALL AGREED TO FINDINGS AND RECOMMENDATIONS DEVELOPED BY AUDITORS • USES AND MEETS ALL SPECIFIC PLANS AND MILESTONE OBJECTIVES AND MAINTAINS APPROPRIATE DOCUMENTATION TO DEMONSTRATE COMPLIANCE • PREPARES AND SUBMITS REQUIRED REPORTS 	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

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