PRIVACY ACT NOTIFICATION

This document contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions. If you have received this correspondence in error, please notify the sender immediately and destroy any copies you have made.

NAVY RECRUITING COMMAND PERFORMANCE MANAGEMENT PLAN

1. NAME:	2. SSN: (Last four digits only)
3. ORGANIZATION/CODE:	4. APPRAISAL PERIOD: From: To:

5. JOB TITLE/SERIES/GRADE/PD#:

6. POSITION DESCRIPTION CERTIFICATION (to be completed at the beginning of the appraisal period).

Check One: I certify the employee's position description ☐ is ☐ is not current and accurate.

_____Supervisor's Initials

7. Rating: ACCEPTABLE (A) - Performance fulfills all requirements; rates "A" on all critical elements.
UNACCEPTABLE (U) - One or more critical elements rated "U"; detrimental effect on organizational performance; "U" rating must be reviewed and approved by a higher official. "U" Summary Rating cannot be assigned until opportunity to improve has been completed.

Rating Type: ☐ RATING OF RECORD ☐ CLOSE-OUT RATING

Summary Rating: ☐ ACCEPTABLE ☐ UNACCEPTABLE

Signatures	Elements Issued Date	Mid-Year Progress Review Completed Date	Interim/Special Review Completed Date	Final Appraisal Issued Date
Supervisor				
Employee				

8. Individual Critical Elements: 8a and b are mandatory for all; 8c and 8d are mandatory for supervisory employees. Check all applicable critical elements and factors which make up the standard. If selected critical element or factor is deleted during the appraisal period, initial and date. Critical element ratings are defined as follows: "A" = fulfills all requirements for this critical element, "U" = performance characterized by significant weaknesses which affect overall performance. There is a need for closer supervision, correction of work results and/or remedial training. Improvement Plan, including specific written description of Acceptable performance provided on _____.

	Applicable Elements	Final Element Rating
a. EXECUTION OF DUTIES - Consistently accomplishes the following:		
(1) Skillful at performing the specific tasks required of the position.	☐	
(2) Understands work procedures and relationship of job to others.	☐	
(3) Effectively structures activities to recognize and respond to priorities.	☐	
(4) Organizes resources to get the job done with quality and on time.	☐	
(5) Properly follows instructions.	☐	
(6) Maintains a sense of responsibility for a task or project until completion.	☐	
(7) Makes decisions and operates with attention to long-range strategic initiatives of the organization.	☐	
(8) Effectively manages classified information.	☐	
(9) Discharges security responsibilities.	☐	
(10) Strives to increase competition and increase cost savings.	☐	
(11) Specific additional program/mission goals (optional):	☐	
	☐	
	☐	
	☐	

For Official Use Only When Filled In

	Applicable Elements	Final Element Rating
b. COMMUNICATION AND TEAMWORK - Consistently accomplishes the following:		
(1) Communicates clearly orally and in writing.	☐	
(2) Builds and maintains interdependent relationships with individuals inside and outside the immediate organizational unit.	☐	
(3) Keeps others informed regarding work projects they need to know to do their work	☐	
(4) Supports organizational efforts to develop effective teamwork.	☐	
(5) Synergizes with team members to develop desired outcomes to accomplish mission objectives.	☐	
(6) Organizes and prepares to reduce working in a crisis mode when changes in work priorities and procedures occur.	☐	
(7) Seeks to understand new ideas and work methods.	☐	
(8) Shows courtesy and respect for co-workers and other team members.	☐	
c. LEADERSHIP - Consistently accomplishes the following:		
(1) Defines safety goals, addresses employee safety, health, and environmental concerns, and maintains a safe and healthy work environment.	☐	
(2) Ensures employees understand the purpose and value of their work and holds individuals accountable for achieving work group objectives.	☐	
(3) Encourages teamwork and cooperation with internal cross-functional work groups.	☐	
(4) Seeks to understand others' points of view in organization/work team decision-making.	☐	
(5) Encourages and values team creativity and innovation.	☐	
(6) Shows courtesy and respect for staff members.	☐	
(7) Creates a positive, optimistic work climate to allow employees to express ideas and feelings with confidence.	☐	
(8) Recognizes and rewards positive employee/team performance.	☐	
(9) Conducts scheduled performance appraisal discussions with employees.	☐	
(10) Updates and informs employees regarding relevant and important organizational matters.	☐	
(11) Supports organizational efforts to train and develop employees.	☐	
d. EQUAL EMPLOYMENT OPPORTUNITY - Consistently accomplishes the following:		
(1) Actively supports and fosters DON EEO goals and policy through demonstrated behavior and performance.	☐	
(2) Consistently keeps chain of command apprised of EEO-related issues within the workforce.	☐	

9. WRITTEN COMMENTS/ACCOMPLISHMENTS

Optional comments on special accomplishments, planned development assignments, etc. Employee self-assessments may be attached. Additional sheets may be attached if desired.

For Official Use Only When Filled In

10. HIGHER LEVEL REVIEW (required when supervisor recommends an Unacceptable rating): Second level supervisor indicates concurrence/non-concurrence with supervisor's recommendation. (NOTE: Non-concurrence requires written justification.)

☐ Concur with Unacceptable Rating

☐ Do Not Concur with Unacceptable Rating for the following reason(s):

HIGHER LEVEL REVIEWER'S SIGNATURE: _____DATE: _____

11. SIGNIFICANT PERFORMANCE APPRAISAL ACTIONS

Within 30 Days of the Beginning of the Rating Period:

Review and issue Performance Elements: Within 30 days of the beginning of the appraisal period, the supervisor meets with each employee to discuss and review mission requirements, the employee's individual objectives, and the performance elements. The supervisor and the employee both sign and date the form.

Distribution: A copy is given to the employee and N12. The original is kept by the supervisor.

Mid-Cycle:

Complete Progress Review: Supervisor and employee meet to discuss the employee's accomplishments, update priorities, and define new assignments and expectations. The supervisor and the employee both sign and date the form.

Within 30 Days After the End of the Appraisal Period:

Issue Rating of Record: The supervisor rates the employee's performance on each element and assigns a summary rating. The supervisor and the employee both sign and date the form.

Distribution: A copy is given to the employee and a copy is kept by the supervisor. The original is forwarded to N12 to have the rating recorded.

12. Instructions for Completing the Navy Recruiting Command Performance Plan

The Performance Plan will be used by Navy Recruiting Command supervisors to establish critical elements and standards for each bargaining unit employee as required by law and regulation. The use of a standard form and process ensures consistency for all covered employees. The Performance Plan is required to document supervisors and employees have engaged in the minimum discussion mandated by law and regulation.

For Official Use Only When Filled In

ADMINISTRATIVE SECTION - Blocks 1 through 6

Complete all fields. If the employee's position description is not accurate, or if the employee occupies a sensitive position and is not eligible for continued access to classified information, the supervisor should contact the Customer Service Representative for guidance.

SIGNATURES - Block 7

At each step of the process, the supervisor and employee will sign the form to document the review has taken place. The Interim/Special Review blocks are to be used when close-out discussions are held because the supervisor or the employee is leaving, or when discussions are required to address unacceptable performance.

CRITICAL ELEMENTS AND STANDARDS - Blocks 8a through 8e

There are a total of four generic critical elements. The first two are required for all employees. Supervisory employees will also be rated on elements 8c and 8d. Supervisors will check each factor within the critical element that applies to the employee and the employee's position. The checked factors will become the Acceptable standard of performance for the employee. All factors should be checked within elements 8c and 8d.

Regulations require certain types of job responsibilities be specifically evaluated. The following special factors should be checked only when appropriate. On Critical Element 8a, factor (8) applies to original classification authorities, security managers, or security specialists; factor (9) applies to employees who have access to classified information; and factor (10) applies to officials involved in contracting and acquisition.

FINAL ELEMENT RATING - Block 8

Each critical element will be rated at the end of the rating period. Element ratings will be “A” for Acceptable or “U” for Unacceptable.

SUMMARY RATING - Block 7

The Summary Rating of Record will be Acceptable or Unacceptable. The Summary Rating must be Unacceptable if any individual critical element is rated Unacceptable. Before an employee can be rated Unacceptable, he or she must have received a Performance Improvement Plan and an opportunity to improve performance. Higher-level review and approval of an Unacceptable rating is required.

WRITTEN COMMENTS/ACCOMPLISHMENTS - Block 9

Space is provided for optional supervisor and employee comments on special accomplishments, development and/or improvement plans, etc. This information is not required to be included on the form, and may be documented elsewhere, if desired.

For Official Use Only When Filled In