

NETPDTC 12430/3 Rev. (10-2012) PERFORMANCE PLAN–NON-SUPERVISORY

1. NAME (LAST, FIRST, MIDDLE INITIAL)			
2. POSITION TITLE/SERIES/GRADE		3. ORG CODE (DEPT.,DIV.,BRCH.)	4. P.D. NUMBER
5. RATING PERIOD: FROM		TO	ORGANIZATION: NETPDTC 68322
6. RECORD OF REVIEWS AND FINAL APPRAISAL			
PERFORMANCE PLAN ESTABLISHED (WITHIN 30 DAYS AFTER START OF RATING PERIOD)		PROGRESS REVIEW	
SIGNATURE		DATE	SIGNATURE
RATER			
EMPLOYEE			
SPECIAL REVIEW		FINAL REVIEW	
SIGNATURE		DATE	SIGNATURE
RATER			
EMPLOYEE			
REVIEWER <i>REQD FOR "U" ONLY</i>			
7. RATING OF RECORD: <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE			
8. PERFORMANCE PLAN ATTACHMENTS <input type="checkbox"/> YES <input type="checkbox"/> NO		REVIEWER'S INITIALS ("U" ONLY):	
9. 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"/>	Customer Focus (C)	<ul style="list-style-type: none"> <li>• Demonstrates commitment to ensure customer satisfaction</li> <li>• Assumes responsibility for resolving customer problems and complaints</li> <li>• Sets realistic customer expectations</li> <li>• Follows through to ensure commitments to customers are met</li> <li>• Solicits input and is open to ideas from customers</li> <li>• Develops customer confidence</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Communication (C)	<ul style="list-style-type: none"> <li>• Clearly communicates ideas verbally and in writing</li> <li>• Keeps supervisor, customers, and co-workers informed</li> <li>• Promotes and uses candid and open communication</li> <li>• Provides correct and consistent information</li> <li>• Uses appropriate and efficient channels of communication</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

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 Knowledge (C)	<ul style="list-style-type: none"> <li>• Demonstrates and understands the duties and responsibilities of the job</li> <li>• Demonstrates the knowledge, skills, and abilities to do the job</li> <li>• Understands the mission and values of the command</li> <li>• Stays current and executes new developments, changing priorities, or requirements</li> <li>• Keeps abreast of critical issues and details</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Quality (C)	<ul style="list-style-type: none"> <li>• Completes work assignments in a timely manner</li> <li>• Demonstrates attention to detail and accuracy</li> <li>• Shows a commitment to quality and excellence</li> <li>• Seeks and makes continuous improvement</li> <li>• Takes action to resolve problems when quality falls below accepted level</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Teamwork (A)	<ul style="list-style-type: none"> <li>• Works effectively in groups and helps others to get the job done</li> <li>• Participates in resolving team conflicts</li> <li>• Establishes and maintains cooperative working relationships</li> <li>• Remains flexible and open to new or different ideas</li> <li>• Focuses on team efforts on most effective mission oriented strategies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Safety (A)	<ul style="list-style-type: none"> <li>• Keeps the workplace safe, clean, and free of clutter and hazards</li> <li>• Adheres to organization safety program instructions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>