Performance Management Program (Win - Win Agreement)	NAVSHIPYDNOR INSTRUCTION 12430.4

1. Activity

2. Employee Name

3. Check No.

4. Period Covered From: To:

5. ☐ Interim Appraisal ☐ Rating of Record

6. Position Ttile/Series/Grade PD/JD No.

7. PD is Current and Accurate ☐ Yes ☐ No

8. Organizational Code

9. SIGNATURES

	Standard Set	Date	Progress Review	Date	Final Rating	Date
Supervisor						
Employee						
Higher Level Supervisor (Mandatory for Unacceptable Ratings)						

10. Summary Rating ☐ Acceptable ☐ Unacceptable

Supervisor's and/or Employee's Comments

SAMPLE

Section I
Performance Elements
(Win-Win Focused)

CRITICAL ELEMENTS - Used to Assign Summary Ratings

Critical Element - PERFORMANCE ON PROJECTS/AVAILABILITIES/STRATEGIC INITIATIVES

Performance Statndard	Performance Measure	Due Date	Rating
The supervisor is routinely statisfied that: - The project is executed according to plan - Unexpected conditions are successfully worked around - Recommendations are made by agreed on-deadline - The contract cost is within 5% of the estimate	NNSY managers set realistic goals and targets for completing projects and getting ships out on time and within cost constraints; NNSY managers are meeting these goals.		

Critical Element - SUPERVISORY/EQUAL EMPLOYMENT OPPORTUNITY/REGULATORY MANDATED REQUIREMENTS*

Performance Statndard	Performance Measure	Due Date	Rating
Consistently accomplishes the following: Supervises subordinate staff members: 1) Assigns work fairly. 2) Sets goals and objectives for staff. 3) Provides guidance to staff to support accomplishment of tasks or objectives. 4) Corrects performance and resolves problems promptly/fairly. 5) Evaluates performance. 6) Rewards good performance. 7) Ensures staff is trained. **Supervisory critical element standard continues on the next page**	Effectively run organization where employees are fully utilized and employees have the skills and abilities to do the work. Organizational tasks are effectively accomplished within established parameters.		

*** Required Critical Element**

Performance Statndard	Performance Measure	Due Date	Rating
Supports and fosters DON EEO goals and policy: 1) Sets realistic diversity goals and targets. 2) Selects individuals for team activities, recruitment, promotion and training without regards to non-merit factors. 3) Assigns work in an equitable manner. 4) Promptly investigates allegations of discrimination and immediately takes appropriate corrective actions.	Achieves realistic diversity goals and targets. Promotes initiatives that result in a diverse and representative workforce and creates an atmosphere that promotes the principle of inclusion in the workplace.		
Managers Safety Program requirements: 1) Conducts quality safety meetings Performs an Interactive Briefing (IAB) with each worker with regards to safety. 2) Adequately performs investigations of near misses and actual mishaps. 3) Complete proper documentation for all injuries in a timely manner (MSRs). 4) Demostrates proper safety standards and expectations (i.e., leads by example). (Additional mandated regulatory requiremenrs as identified by this instruction and the position.)	The number of process-related injuries sustained by subordinate employees is below the shop average as determined and published by Code 106.		

Non-Critical Element - LEADER EFFECTIVENESS

Performance Statndard	Performance Measure	Due Date	Rating
Identified leadership attributes to be demostrated.	Identified measure or associated metrics for each performance.		

Note: An "Unacceptable" summary rating level is assigned if performance on one or more Critical Elements is appraised as "Unacceptable."

Section II
Continuous Improvement and Feedback
(2nd Wins)

AGREED TO PERSONAL WIN ACTIVITIES AND OUTCOMES

Activity	Outcome	Special Resources	Due Date

Section II is not used for determining a summary rating.

Note: The categories listed under Activity above and the corresponding columns are not part of Critical Elements, but rather the opportunity to reflect personal aspirations for continuous improvement and/or to provide a basis for management feedback discussions.

INSTRUCTIONS FOR COMPLETING PERFORMANCE MANAGEMENT PROGRAM (PMP)/ WIN-WIN AGREEMENT (WWA) FORM

PMP/WWA COVER SHEET

1. Name of employing activity.

2. Name - Last, first, middle initial.

3. Check No. - Employee's check number, including prefix.

4. Period Covered - Dates employee is under elements and standards (from-to).

5. Interim appraisals include progress reviews and close-out ratings. Ratings of record are annual, end of performance period ratings, and special WGI determination ratings.

6. Position Title/Series/Grade - Official position classification title, series, and grade.

7. Check whether or not employee's Position Description is current and accurate.

8. Organizational Code - Organizational Code to which employee is officially assigned.

9. Sign and date the form when: Elements and standards are set, progress review is conducted and final or interim appraisal is issued (Rating of Record).

Note: Higher level manager is not required to sign unless a Rating of Record of "Unacceptable" is issued. In the event performance is unacceptable, procedures outlined in NAVSHIPYDNORINST 12432.1 must be followed prior to assigning the rating.

10. Check one of the two Summary Rating Levels. Supervisor/Manager can comment on employee performance.

Definitions of two summary final rating levels.

RATINGS	DEFINITIONS
Acceptable	All elements are rated at the Acceptable Level.
Unacceptable-	At least one element is rated at the Unacceptable Level.

SECTIONS I - II

There are two sections to the PMP/WWA. These sections should be completed as follows:

Section I - Performance Elements - At least ONE critical element must be established. Three to five critical elements should be established for each position. Supervisory positions must include one element for supervisory, EEO, and implementation of the requirements of this instruction's responsibilities. Mandatory DoD additional performance elements must also be included in this section, as approriate to the employee's position. See enclosure (3) of this instruction. In addition, it is important to remember the following when writing elements:

- Describe accomplishments (using nouns) rather than activities (using verbs).
Determine the accomplishments (i.e., the products or services) of the work unit.

- Avoid writing "absolute" standards-those that allow for no errors. They are generally acceptable only in very limited circumstances such as when a single failure to perform under a critical element would result in loss of life, injury, breach of national security, or great monetary loss. For example, below are "Acceptable" standards that may be considered absolute retention standards if they were used in our two-level appraisal program:

- Work is timely, efficient, and of acceptable quality.

- Communicates effectively within and outside the organization.

These standards may be considered absolute because they appear to require that work is *always* timely, efficient, and of acceptable quality and that the employee *always* communicates effectively. Avoid simply listing tasks without describing the regularity of the occurrence of the task-but also avoid the requirement to do it *always.*

- Do not write "Backward" standards-those that describe performance in terms of work that does not get done instead of what must be done to meet the retention standard. Describing negative performance actually describes "Unacceptable" performance. Standards such as "fails to meet deadlines" or "performs work inaccurately" allow an employee to do virtually no work or do it poorly and still meet the retention standard. MSPB considers these "backward" retention standards invalid.

- The standard must describe a single point of performance. For example, instead of a "Fully Successful" standard establishing an 88-93 percent accuracy rate, the standard would be written as "88% accuracy or better".

<u>Section II</u> - Continuous Improvement and Feedback - Such things as odd shift work, educational opportunities, or other personal wins that will help provide balance and satisfaction in the job. The Habits 4 (Think Win-Win), 5 (Seek First to Understand, Then to be Understood) and 6 (Synergize) should be kept in mind when completing the activities under this section. List any Special Resources to get the job done (to meet target metrics). Although, this section is not part of the critical elements and standards, it is an opportunity to reflect personal aspirations for continuous improvement and/or to provide a basis for management feedback discussions the second Win.