Performance Management Program

Part I

1. Activity

2. Employee Name (Last, First, Middle Initial)

3. Check No.

4. Period Covered

From: To:

5. ☐ Interim Appraisal ☐ Rating of Record

6. Position Title/Series/Grade

PD/JD NO.

7. PD is current and accurate ☐ Yes ☐ No

8. Organizational Code

9. SIGNATURES

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

10. RATING ☐ Acceptable ☐ Unacceptable

Supervisor's and/or Employee's Comments

The information contained on this form is subject to the provisions of the Privacy Act

Part II

Performance Management Program	

List and define critical elements and standards.
Example: Element A:
Acceptable Level (Note: the Acceptable Level must be in writing)

Elements and Standards	Acceptable	Unacceptable

The information contained on this form is subject to the provisions of the Privacy Act

INSTRUCTIONS FOR COMPLETING PERFORMANCE MANAGEMENT PROGRAM (PMP) FORM

PART 1

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, training appraisals, and close-out ratings. Ratings of record are annual, end of performance period ratings, and special WGI determination ratings. (Select appropriate box).
6. Position Title/Series/Grade - Official position classification title, series, and grade. (Select appropriate box).
7. Check whether or not the employee's Position Description/Job 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 reviews are conducted
   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. Supervisor's and/or Employee's Comments.

PART II

List Critical Elements and Standards - List individual critical elements and the ACCEPTABLE standard for each element. 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 responsibility.

MAINTENANCE OF RECORDS

Performance ratings of record and performance plans will be retained for four rating years.

Supporting documents will be retained at least one year.

Documents may be maintained in the Official Personnel Folder (OPF).

Definitions of two final summary rating levels.

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