

[This only applies to General Schedule (GS) and Federal Wage System (FWS) Employees]

PERFORMANCE MANAGEMENT CYCLE (PASS/FAIL) 1 August – 31 July

PERFORMANCE PLANS. Each employee must have an approved, written, or otherwise recorded, performance plan based on work assignments and responsibilities. Performance plans should be provided to employees within 30 days after the beginning of each appraisal period (31 August), permanent assignment to a new position and of each detail or temporary promotion expected to last 120 days or longer. The first-level supervisor and employee must sign and date the performance appraisal to indicate that standards were set.

PROGRESS REVIEWS. A review of an employee's performance is expected at least once midway (31 January - 28 February) through the appraisal period. The first-level supervisor and employee must sign and date the performance appraisal to indicate that the review was conducted.

CLOSE-OUT RATINGS. Close-out ratings must be conducted when:

(a) An employee completes a detail or temporary promotion of 120 days or longer under established performance standards. This requirement also applies to employees on "loan" from another activity/agency for 120 days or longer.

(b) An employee changes positions, is promoted or moves to a new agency/activity after being under established performance standards for a minimum of 90 days.

(c) The first level supervisor leaves the position after the employee is under established performance standards for a minimum of 90 days.

(d) Close-out ratings may become the rating of record if the following criteria are met:

(1) There is insufficient time (90 days) to establish a new performance plan and rate the covered employee in the assigned position before the end of the appraisal period.

(2) The first level supervisor takes into consideration any other close-out ratings conducted during the appraisal period.

The check for "CLOSE-OUT RATING" should be crossed out and "RATING OF RECORD" should be checked on the form (the new supervisor must initial the form).

IAW NAVAIRINST 12430.5, CH-1, the final original rating form is to be sent to HRO for inclusion in the employee's performance folder.

RATING OF RECORD. (31 July) To receive a rating of record, an employee must have served for a minimum appraisal period of 90 days under an approved performance plan in the same position and under the same first-level supervisor. If necessary, the employee's rating period will be extended beyond the activity's fixed ending date to insure the minimum 90-day period. A rating of record should be prepared as soon as practicable once the necessary conditions have been met. The first-level supervisor and employee **MUST** sign and date appraisal to indicate the rating of record took place.

IAW NAVAIRINST 12430.5, CH-1, the final original rating form is to be sent to HRO for inclusion in the employee's performance folder.

UNACCEPTABLE PERFORMANCE. At any time during the appraisal period that performance is determined to be "unacceptable" in one or more critical elements, the supervisor must communicate the performance deficiency and the expectations to the employee in writing. Before a supervisor may assign an "Unacceptable" rating of record, the supervisor must provide the employee a written notification of unacceptable performance and provide the employee an opportunity period (normally 30 to 90 days) to demonstrate acceptable performance. Supervisors should contact their servicing Total Force Consultant for guidance as soon as they become aware of unacceptable performance. In addition, they must notify the employee's second-level supervisor who must review, approve and sign an "Unacceptable" rating.

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PERFORMANCE MANAGEMENT CYCLE (PASS/FAIL) 1 August – 31 July

PERFORMANCE STANDARDS ESTABLISHED (no later than 31 August)

Establish standards within 30 calendar days after the beginning of appraisal period. First-level supervisor and employee **MUST** sign and date appraisal to indicate that the standards were set.

RATING OF RECORD (31 July)

An employee must have served for a minimum appraisal period of 90 days under an approved performance plan in the same position and under the same first-level supervisor. First-level supervisor and employee **MUST** sign and date appraisal to indicate the rating of record took place.



PROGRESS REVIEW (31 January – 28 February)

A review is expected at least once midway through the appraisal period. First-level supervisor and employee **MUST** sign and date appraisal to indicate that the review was conducted.