DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO

COMNAVREGMIDLANT
STAFFINST 12430.2
N02F4
10 MAR 2000

COMNAVREG MIDLANT STAFF INSTRUCTION 12430.2

Subj: PERFORMANCE MANAGEMENT PROGRAM (PMP)

Ref: (a) SECNAVINST 12430.4
(b) HRO Manual, Chapter 430

Encl: (1) Performance Appraisal Form (HRONORVA 12430/9)
(2) Sample Standards (Critical Elements and Performance)

1. Purpose. This instruction identifies requirements for completing performance evaluations for civilian employees covered by the Performance Management Program (PMP).

2. Cancellation. COMNAVBASENORVASTAFFINST 12430.2. This instruction reflects designation of regional staff as Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT).

3. Discussion

a. Reference (a) established requirements for a two-level (acceptable/unacceptable) performance management program for all Department of Navy (DON) civilian employees. Reference (b) provides implementation guidance and establishes requirements for completing ratings of record and interim appraisals for civilian employees in paygrades GS-1 through GS-15 and all wage grade employees. These guidelines will be adhered to, in addition to additional requirements contained in this instruction.

b. The fixed performance appraisal cycle for the COMNAVREG MIDLANT staff is 1 July through 30 June each year. Enclosure (1) will be used to document the performance of all PMP employees who are permanently assigned to the COMNAVREG MIDLANT staff at the closing date of the above cycle. Exceptions include:

(1) Employees who have not been officially assigned to the command for 90 calendar days prior to the closing date of the appraisal cycle.

(2) Employees who have not worked for the same supervisor for 90 calendar days prior to the closing date.

(3) Employees who have changed grade less than 90 days prior to the closing date.

In these cases, the employee's performance appraisal cycle will be extended and an appraisal accomplished when 90 days in the current position at the command have been completed. In these instances, appropriate close out or interim appraisal is required from previous duty assignments/activities and/or grade level close out for grade changes. The previous supervisor will provide input for personnel who worked for another supervisor during the annual reporting period.

c. Enclosure (2) provides examples of critical elements to be used under the acceptable/unacceptable reporting procedures to establish performance plans.

4. Policy, Procedures and Responsibilities

a. All PMP civilian employees will have a performance plan, containing at least one critical element. Performance standards will be written for each element at the ACCEPTABLE level only.

b. Performance appraisal authority is hereby delegated to COMNAVREG MIDLANT Department Heads. For purposes of this instruction, Department Heads will include Special Assistants. Department Heads are Activity Head Designees and are responsible for:

(1) Establishment of performance plans and critical elements for assigned employees and advising employees of the critical elements used for performance appraisal.

(2) Completion of performance appraisals for all assigned civilian employees in accordance with established procedures and requirements.

(3) Approval of all ratings of record.

c. The Chief of Staff (N01) is the Activity Head Designee for all civilian Department Heads and Special Assistants.

5. Action. All performance appraisals must be prepared and signed by the immediate supervisor and Activity Head Designee. The employee should receive a copy of the appraisal after all required signatures have been obtained and performance has been communicated to the employee. Employee signature will be obtained at that time. All signed and dated performance appraisals are sent to Human Resources Office (HRO), Norfolk by close of business 15 August each calendar year, or within 30 days of an employee departing their position.

a. Unacceptable Performance. At any time during the appraisal period, if an employee's performance is determined to be unacceptable in one or more critical elements, employees are to be formally notified in writing. Manager and supervisors will provide guidance, direction and assistance to employees to improve their performance. HRO Norfolk (444-4717) will provide technical assistance to supervisors and managers in cases where action is required to address unacceptable performance.

b. Performance based awards will be executed in accordance with existing instructions and guidance. Employees should not be advised an award recommendation has been submitted until approved. The decision to approve or disapprove an award, as well as the type or amount of an award, is not grievable under administrative grievance procedures.

6. This instruction does not cover any employee in a bargaining unit covered by a separate Labor-Management negotiated agreement.

W. L. DILLINGER
Chief of Staff

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PERFORMANCE APPRAISAL RATING FORM

Annual Rating of Record OR Close Out/Interim Rating

Name: (Last, First, Middle Initial)	SSN:
Position Title/Series/Grade:	Position Description accurate? ☐ YES ☐ NO
Rating Period: From: To:	*Check one*: ☐ Annual Rating of Record ☐ Close Out /Interim Rating
Organizational Location:	UIC: Telephone No:

Record of Review and Final Appraisal

	Performance Plan Established		Progress Review		Final Rating	
	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
Employee						
Immediate Supervisor						
Reviewing Official	*Signature required only for final rating of "Unacceptable*					
Approving Official	*Signature required only for final rating of "Unacceptable"*					

Rating

☐ ACCEPTABLE (LEVEL 3)	☐ UNACCEPTABLE (LEVEL 1)

Comments

CRITICAL ELEMENTS AND PERFORMANCE STANDARDS
NON-SUPERVISORY

ELEMENT	PERFORMANCE STANDARD	RATING	
		Acceptable	*Unacceptable*

SAMPLE STANDARDS (CRITICAL ELEMENTS AND PERFORMANCE)

Typing Duties (Any job requiring a fully qualified typist)

FULLY SUCCESSFUL (FS) - Finished products are provided when requested and typically conform to applicable correspondence guidelines. Questions about content are asked and resolved prior to typing. Proofreading is accomplished for proper grammar, punctuation, spelling, capitalization and format to the extent that incumbent detects his/her own errors before product is referred to the supervisor/specialists/senior clerks for review. Supporting documents and copies are assembled and labeled as necessary. Paper is neat and clean. Typographical errors are the exception and not the rule and do not require entirely retyped drafts. Drafts are returned to the originator for comparison.

Timeliness (Clerical/Assistant position)

FS - Completed tasks within standard timeframes and is able to independently prioritize workload. Incumbent seeks supervisory approval for extensions.

Technical Competence (Clerical/Assistant position)

FS - Employee has a sound working knowledge of the program (be specific) as well as a familiarity with other actions handled by the division/department. Is able to handle day-to-day processing and routine questions without supervisory assistance. Clerical tasks are consistently accomplished according to established guidelines.

Organizational Support

FS - Demonstrates a basic understanding of organizational goals and priorities and fully complies with administrative polices, regulations, and procedures in completing assigned tasks. Communicates with supervisor, co-workers, and/or technical personnel, advising of work-related issues, developments, requirements or status.

SAMPLE SUPERVISORY STANDARD

Personnel Management

FS - Delegates work at an evenly distributed volume commensurate with grade level and experience. Tells employees what is expected, advises them of necessary changes as job progresses, and holds them responsible for completion of work assignments. Evaluates subordinate performance accurately within required time frames. Uses established procedures for rewarding employees and taking corrective action on performance and conduct deficiencies. Gives technical advice as required and reviews work promptly. Ensures staff is properly trained. Manages resources in terms of staff, time, and funds effectively. Applies sound EEO and affirmative action principles to employee management.