

MASTER FILE



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3229

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 12430.1I
HRO
19 Jun 98

NAVPHIBASELCREEK INSTRUCTION 12430.1I

Subj: POLICY AND ADMINISTRATION OF PERFORMANCE MANAGEMENT PROGRAM

Ref: (a) HRO Manual

Encl: (1) Performance Appraisal Rating Form

1. Purpose. The purpose of this instruction is to provide command policy and delegation of authority for completing performance evaluations and performance related awards for Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) civilian employees. Changes to this instruction constitute a major revision; therefore, additions, deletions, and changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 12430.1H is hereby cancelled and superceded.

3. Scope. The provisions of this directive are applicable to all general schedule and prevailing rate employees at NAVPHIBASE LCREEK, commencing 01 July 1998. Any non-appropriated fund employees or employees in temporary appointments, not to exceed 120 days or less, are excluded from coverage.

4. Policy. It is the policy of NAVPHIBASE LCREEK to use the Performance Appraisal System as a management process to integrate performance, pay, and awards with basic management functions, to improve individual and organizational effectiveness, and to accomplish agency mission and goals. The two level Performance Management Program will be utilized for rating the performance of civilian employees. Procedures set forth in reference (a) will be adhered to for establishing and processing the annual performance appraisal or any interim appraisal as may be required. All employees will have a performance plan which contains at least one critical element. The performance standard for each critical element will be written at the acceptable level. The acceptable level corresponds with fully successful performance as defined by the Performance Appraisal Review System. The annual rating period for NAVPHIBASE LCREEK starts on 01 July completing the following 30 June. All employees who are on the rolls of NAVPHIBASE LCREEK on the closing date of the cycle will be rated, with the exception of those few cases discussed in reference (a) in which a rating cannot be completed.

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5. Delegation of Authority for Performance Awards

a. Supervisors will follow the guidance of reference (a) when recommending performance awards and quality step increases.

b. Directors and/or Department Heads will ensure that funding is available to pay performance awards in consonance with expenditure levels established by the Commanding Officer and higher commands. Directors and/or Department Heads are delegated the authority to approve performance awards and quality step increases. Special Assistants (codes 02A through 02Q) to the Executive Officer are not delegated this authority.

6. Forms. Enclosure (1) will be used for documentation of the performance process. These forms can be reproduced or obtained from the Human Resources Office, NAVPHIBASE LCREEK Service Center.

A. H. Barber III
A. H. BARBER III

Distribution:

NAVPHIBASELCREEKINST 5216.2N
List I Case B and C

Stocked by:

Commanding Officer
Naval Amphibious Base Little Creek
2600 Tarawa Court, Suite 100
Norfolk, VA 23521-3297

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PERFORMANCE APPRAISAL RATING FORM

Annual Rating of Record OR CloseOut/Interim Rating

Name: (Last, First, Middle Initial)	SSN:
Position Title/Series/Grade:	Position Description accurate? <input type="checkbox"/> YES <input type="checkbox"/> NO
Rating Period: From: _____ To: _____	Check one: <input type="checkbox"/> Annual Rating of Record <input type="checkbox"/> CloseOut /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						
Approving Official	<i>Signature required only for final rating of "Unacceptable"</i>					

Rating

ACCEPTABLE (LEVEL 3)

UNACCEPTABLE (LEVEL 1)

Comments

NAVPHIBASELCREEKINST 12430.1I

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CRITICAL ELEMENTS AND PERFORMANCE STANDARDS

(Separately list each critical element and its standard)

*An employee may not be rated unacceptable without being given an advance written notice. Contact HRO Norfolk for guidance. Employee performances will be considered acceptable unless otherwise noted.

Enclosure (2)

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