

**DEPARTMENT OF DEFENSE
CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL**

EMPLOYEE NAME: Doe, John A. **DoD ID NUMBER:** 123456789 **APPRAISAL YEAR (YYYY):** 2018
(Last, First, Middle Initial)

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 43, Performance Appraisal; 5 CFR 430.205, Agency Performance Appraisals; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; and DoDI 1400.25, Volume 431, DoD Civilian Personnel Management System: Performance Management and Appraisal Program; and DoDI 1400.25, Volume 1100, Civilian Human Resources Management Information Technology Portfolio.

PRINCIPAL PURPOSE(S): To document performance elements, associated performance standards, progress review(s) and ratings of record.

ROUTINE USE(S): Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Disclosure When Requesting Information Routine Use, Disclosure of Requested Information Routine Use, Congressional Inquiries Routine Use, Disclosure to the Office of Personnel Management Routine Use, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, Disclosure to the Merit Systems Protection Board Routine Use, and Data Breach Remediation Purposes Routine Use. The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system. The complete list of DoD Blanket Routine Uses can be found online at:

<http://dpcld.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx>.

The applicable system of records notice is DPR 34 DoD, Defense Civilian Personnel Data System, located at:

<http://dpcld.defense.gov/Privacy/SORNSIndex/DODwideSORNArticleView/tabid/6797/Article/570697/dpr-34-dod.aspx>.

DISCLOSURE: Voluntary; however, if you are unable or unwilling to complete the administrative portion, your supervisor will complete it to ensure performance review is linked to individual performance, recognition, and awards.

INSTRUCTIONS FOR COMPLETING THE CIVILIAN PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL

Cover Sheet (Page 1): Enter the employee's full name, DoD ID number, and the current appraisal year. *(Completed by employee or Rating Official/Supervisor.)*

PART A - Administrative Data. *(Completed by employee and/or Rating Official/Supervisor.)*

1. Appraisal Period: a. Enter the rating start date of the appraisal cycle. b. Enter the end date of the appraisal cycle. c. Enter the Effective Date of the Rating of Record. NOTE: The DoD Performance Management and Appraisal Program cycle is April 1 - March 31 with effective date June 1. The minimum evaluation period is 90 calendar days.
2. Employee Name: Enter the name of the employee (last, first, middle initial).
3. DoD ID Number: Number found on the back of Common Access Card (NOTE: Do not enter SSN).
4. Position Title and Position Description Number: Enter the official position title and official position description number found in block 15 of SF-50.
5. Pay Plan/Occupational Code/Grade/Step: Enter the employee's pay plan, occupational code (series), grade, and step as of the date the performance plan is established. May be found in blocks 16, 17, 18 and 19 of SF-50.
6. Organization: Enter the name of the employee's organization.
7. Duty Station: Enter the duty station found in block 39 of SF-50.

PART B - Acknowledgement of Performance Discussions. *(Completed by employee, Rating Official/Supervisor and Higher Level Reviewer in accordance with DoDI 1400.25 Volume 431 and local policy.)*

Enter full name, signature and date of acknowledgement by employee, rating official/supervisor and higher level reviewer as appropriate to document the communication of performance plan(s), progress review(s), modification(s) and rating(s) of record. If modification(s) to the performance elements and standards are required, enter date modification occurred.

PART C - DoD Core Values and Organizational Goals. *(Completed by Rating Official/Supervisor and discussed with employee.)*

DoD Core Values of Leadership, Professionalism, and Technical Knowledge. DoD Core Values and Component/Organization goals and mission statements will be discussed with employees and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431.

PART D - Performance Element and Standards. *(Completed by the employee and Rating Official/Supervisor.)*

NOTE: Use the "Duplicate" button at the top of the page to duplicate this page for each element developed.

1. Total Number of Elements. Enter the total number of elements.
2. Element Number. Enter the corresponding number to the element against which the employee is being evaluated.
3. Element Title. Enter the title of the element.
4. Effective Date. Enter date the element was approved (whether initial establishment or newly modified - whichever is more recent).
5. Element and Standard(s). Write elements and associated standards that are clearly aligned with the organization's mission.
6. Employee Input (optional). Employees are encouraged to provide a written account of their accomplishments related to each element and associated standards provided in their performance plan. For example, the employee may describe how their contributions enabled mission accomplishment.
7. Performance Element Narrative. Supervisors are required to justify performance element ratings of "Outstanding" or "Unacceptable" with a narrative. A narrative is highly encouraged for "Fully Successful" element ratings. The performance narrative must address the employee's performance against the specific element. Employees are not given a performance narrative or performance elements ratings on progress reviews in accordance with DoDI 1400.25, Volume 431.
8. Element Rating. Mark (X) a rating for each element (5, 3, 1, or NR (Not Rated)).

NOTE: Review employee position descriptions to ensure they are relevant.

PART E - Performance Rating Summary. *(Completed by Rating Official/Supervisor.)* See below for column usage.

Element Number - From Part D block 2., number of the element(s) for which the employee is being evaluated (10 elements maximum).

Element Title - Enter title of element (refer to Part D block 3).

Element Rating - Enter the rating for the element (5, 3, or 1) (refer to Part D block 8).

Summary Rating: Summary Rating is obtained by adding the values in the Element Rating column and dividing by the number of rated elements (round to the nearest tenth). Enter the result in Block A1.

Rating of Record: Use the Summary Rating in block A1 to determine the Rating of Record in Block A2. Compare the A1 value to the Summary Level Chart to obtain the Rating of Record.

NOTE: When a rating on any element is "1" - Unacceptable, the overall Rating of Record shall be "1" - Unacceptable, regardless of the Summary Rating. Higher Level Review is required in accordance with DoDI 1400.25, Volume 431.

Continuation Sheet. If additional space is needed for general information, progress reviews, or responses, use this page and duplicate as needed. Each continuation sheet and item being continued must be numbered.

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PART A - ADMINISTRATIVE DATA
(To be completed by Employee or Rating Official/Supervisor)

1. APPRAISAL PERIOD	a. START DATE (YYYYMMDD) 20171001	b. END DATE (YYYYMMDD) 20180331	c. RATING OF RECORD EFFECTIVE DATE (YYYYMMDD) 20180401
2. EMPLOYEE NAME (Last, First, Middle Initial) Doe, John A.		3. DoD ID NUMBER 123456789	
4. POSITION TITLE AND POSITION DESCRIPTION NUMBER Example Specialist D123456		5. PAY PLAN/OCCUPATIONAL CODE/GRADE/STEP GS-1234-15-10	
6. ORGANIZATION Hawaii National Guard		7. DUTY STATION JBPHH	

PART B - ACKNOWLEDGEMENT OF PERFORMANCE DISCUSSIONS
(Completed by Employee, Rating Official/Supervisor, and Higher Level Reviewer (Manager) in accordance with DoDI 1400.25, Volume 431)

	PERFORMANCE PLAN/ VALUES DISCUSSION	PROGRESS REVIEW	MODIFICATIONS (If applicable)	RATING OF RECORD
EMPLOYEE: Signature:				
Date (YYYYMMDD)	20171015	20180115	20180201	20180330
RATING OFFICIAL/ SUPERVISOR: Printed Name:	Dough, Jon	Dough, Jon	Dough, Jon	Dough, Jon
Signature:				
Date: (YYYYMMDD)	20171017	20180116	20180222	20180330
Communication Method (face-to-face, telephone, other)	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone <input type="checkbox"/> Other:	<input type="checkbox"/> Face-to-face <input checked="" type="checkbox"/> Telephone <input checked="" type="checkbox"/> Other: Email	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Telephone <input checked="" type="checkbox"/> Other: Email
HIGHER LEVEL REVIEWER: Printed Name:	Commander/ Superintendent	Commander/ Superintendent	Commander/ Superintendent	Commander/Superintendent
Signature:				
Date: (YYYYMMDD)	20171031	20180120	20180228	20180331

MODIFICATION(S) TO PERFORMANCE ELEMENTS AND STANDARDS (If applicable): *(Limited to 2,000 characters)*

Added additional task.
Modified current duties.

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(Duplicate this page as needed - once for each performance element.)

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PART C - DoD CORE VALUES and ORGANIZATIONAL GOALS *(Completed by Rating Official/Supervisor and discussed with employee.)*
DoD Core Values of Leadership, Professionalism, and Technical Knowledge

DoD Core Values and Component/Organization goals and mission statements will be discussed with the employee and annotated on all performance plans in accordance with DoDI 1400.25, Volume 431. *(Limited to 1,000 characters)*
 Example of your mission statement.

PART D - PERFORMANCE ELEMENT AND STANDARDS *(Completed by the employee and Rating Official/Supervisor.)*

1. TOTAL NUMBER OF ELEMENTS <i>(Max. 10 elements)</i>	2. ELEMENT NUMBER	3. ELEMENT TITLE	4. EFFECTIVE DATE <i>(YYYYMMDD)</i>
3	1	Making samples of DD Form 2906.	20171001

5. ELEMENT AND STANDARD(S) *(Limited to 1,500 characters)*
 Produce samples of DD Form 2906 according to NGB standards.

6. EMPLOYEE INPUT *(Optional) (Completed by Employee - Limited to 2,000 characters)*
 Created DD 2906 in MyBiz according to NGB Standards in a timely manner.

7. PERFORMANCE ELEMENT NARRATIVE *(Completed by Rating Official - limited to 2,000 characters)*
 Excelled in performance of creating DD 2906 samples.

8. ELEMENT RATING *(X one):*
 5 - OUTSTANDING *(Requires justification)*
 3 - FULLY SUCCESSFUL
 1 - UNACCEPTABLE *(Requires justification)*
 NR - NOT RATED

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PART E - PERFORMANCE RATING SUMMARY
(Completed by Rating Official/Supervisor - copy Part D blocks 2, 3, and 8.)

a. ELEMENT NUMBER	b. ELEMENT TITLE	c. ELEMENT RATING <i>(5, 3, or 1)</i> <i>(X box if Not Rated)</i>
1	Making samples of DD Form 2906.	5 <input type="checkbox"/> NR
2	Administrative duties.	5 <input type="checkbox"/> NR
3	Training of completion for DD Form 2906.	3 <input type="checkbox"/> NR
4		<input type="checkbox"/> NR
5		<input type="checkbox"/> NR
6		<input type="checkbox"/> NR
7		<input type="checkbox"/> NR
8		<input type="checkbox"/> NR
9		<input type="checkbox"/> NR
10		<input type="checkbox"/> NR

SUMMARY RATING: Obtain by adding the values in the Performance Element Rating column and dividing by the number of rated elements (round to the nearest tenth). Enter result in block A1. **A1** 4.3

RATING OF RECORD: Obtain by using the Summary Rating against the chart below to determine Summary Level. **A2** 5

SUMMARY LEVEL CHART

Range	Summary Level	Rating of Record	Summary Level Rating Criteria
4.3 - 5.0	Outstanding	5	The summary rating of all element ratings of 4.3 or greater results in a rating of record of "5" - Outstanding, with no element rated "1" - Unacceptable.
3.0 - 4.2	Fully Successful	3	The summary rating of all element ratings of between 4.2 and 3.0 results in a rating of record of "3" - Fully Successful, with no element rated "1" - Unacceptable.
2.9 or lower	Unacceptable	1	Any element rated as "1" - Unacceptable.

When a rating on any element is "1" - Unacceptable, the overall Rating of Record shall be "1" - Unacceptable, regardless of the Summary Rating.

Provide a copy of all pages to employee. Supervisor retains original copy of all pages for records.

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CONTINUATION SHEET # _____

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