



Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 1400.02

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J-1

SUBJECT: Performance Appraisal Program for DoD Civilian Employees

References: See Enclosure 1

1. PURPOSE. This Instruction, in accordance with References (a) through (d), establishes a performance appraisal program for covered employees that complies with the Department of Defense (DoD) Performance Appraisal System (subchapter 430 of DoD 1400.25-M (Reference (e)) and aligns to the requirements of TRICARE Management Activity Administrative Instruction No. 30; title 5, United States Code; and title 5, Code of Federal Regulations (References (f) through (h)).

2. APPLICABILITY. This Instruction:

a. Applies to General Schedule (GS), Federal Wage System (FWS), Physician and Dentists Pay Plan, Senior Level (SL), and Scientific or Professional (ST) employees assigned to Joint Task Force National Capital Region Medical (JTF CapMed) Headquarters, Walter Reed National Military Medical Center, Fort Belvoir Community Hospital, and the Joint Pathology Center.

b. Does not apply to individuals who:

(1) Occupy excepted service positions for which employment is not reasonably expected to exceed 90 days in a consecutive 12-month period.

(2) Are serving in positions under a temporary appointment for less than 1 year.

(3) Agree to serve without a performance evaluation, and will not be considered for a reappointment or increase in pay based in whole or in part on performance.

(4) Are excluded from coverage under other applicable law.

3. DEFINITIONS. See Glossary

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4. POLICY. It is JTF CapMed policy that:

a. The objective of performance management is to improve individual, team (where applicable), and organizational performance. The annual performance period is from October 1 to September 30.

b. The purpose of the performance appraisal program is to communicate and clarify organizational goals to employees; identify individual and, where applicable, team accountability for accomplishing organizational goals; identify and address developmental needs for individuals and, where applicable, teams; assess and improve individual, team, and organizational performance; use appropriate measures of performance as the basis for recognizing and rewarding accomplishments; and use the results of performance appraisal as a basis for appropriate personnel actions, consistent with merit system principles in section 2301 of Reference (g).

c. The method for deriving and assigning a summary level may not limit or require the use of particular summary levels (i.e., establish a forced distribution of summary levels). Methods used to make distinctions among employees or groups of employees on the basis of their performance may be used for purposes other than assigning a summary level including, but not limited to, award determinations and promotion decisions.

d. Employees must occupy a covered position on the last day of the appraisal period to be eligible for a performance rating or performance-based monetary recognition.

e. Only one type of monetary recognition may be approved for performance during an appraisal period (i.e., either a performance award or a quality step increase (QSI)).

f. A QSI may be approved no more frequently than once within any consecutive 104-week period and then only when the employee is expected to remain in the same position for at least 60 days after the effective date of the QSI and the high-quality performance is expected to continue.

g. Employees promoted or appointed during the appraisal period are not eligible for a QSI.

5. RESPONSIBILITIES. See Enclosure 2

6. PROCEDURES. See Enclosures 3 through 6

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

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8. EFFECTIVE DATE. This Instruction is effective immediately for non-bargaining unit employees. It will go into effect for bargaining unit employees upon the completion of statutory bargaining obligations.



SCOTT WARDELL

Executive Director for Administrative Operations
By direction of the Commander

Enclosures

1. References
2. Responsibilities
3. Procedures and Requirements for Performance Appraisal
4. Recognizing and Rewarding Accomplishments Based on Performance
5. Using the Results of Performance Appraisal as a Basis for Appropriate Personnel Actions
6. Employee Performance Plan and Results Report

Glossary

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ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Establishing Authority for Joint Task Force - National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified)," September 12, 2007
- (b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) DoD 1400.25-M, "DoD Civilian Personnel Management System," date varies by Volume
- (f) TRICARE Management Activity Administrative Instruction No. 30¹
- (g) Sections 2301, 5335(a), and subchapter I of chapter 43 of title 5, United States Code
- (h) Subparts H and I of section 315, subpart B of section 430, and sections 430.208(b)(1), 432, 531.404(a)(1), 531.405, and 531.407 of title 5, Code of Federal Regulations
- (i) Section 7431(c) of title 38, United States Code

¹ Release of this document is restricted by the TRICARE Management Activity (<http://www.tricare.mil/tma/>)

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ENCLOSURE 2

RESPONSIBILITIES

1. COMMANDER, JTF CAPMED (CJTF). The CJTF shall:

a. Ensure the development, implementation, application, and evaluation of a performance appraisal program that complies with the DoD Performance Appraisal System (subchapter 430 of Reference (e)).

b. Establish the annual awards budget ceiling for JTF CapMed MTFs and Centers for payment of performance awards under this Instruction and superior accomplishment, special act or service, and other authorized cash awards.

c. Approve monetary awards that would grant more than a gross cumulative total of \$5,000 to a GS Physicians and Dentists (GP), FWS, SL, or ST employee in a fiscal year for performance (including performance awards and the value of the single-year increase in basic pay as a result of a QSI under this Instruction) or other accomplishments.

2. DIRECTOR, MANPOWER AND PERSONNEL (J-1), JTF CAPMED. The Director, Manpower and Personnel (J-1), JTF CapMed shall:

a. Oversee, coordinate, and monitor the enforcement of the performance appraisal system as outlined in this Instruction.

b. Report to the CJTF the status of compliance on the performance appraisal system and the basis of personnel action as listed in Enclosure 5.

3. DIRECTOR, RESOURCES (J-8) JTF CAPMED. The Director, Resources (J-8) JTF CapMed shall determine the civilian awards budget allocation for JTF CapMed MTFs and Centers.

4. DIRECTOR, CIVILIAN HUMAN RESOURCE CENTER (CHRC). The Director, CHRC shall:

a. Advise and assist rating, reviewing, and approving officials in carrying out their performance management responsibilities.

b. Provide training and orientation on the performance appraisal program for employees and rating, reviewing, and approving officials.

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- c. Review performance ratings and performance-based recognition for compliance with applicable laws, rules, regulations, policy, and provisions of this Instruction.
- d. Process approved summary ratings and performance-based recognition.
- e. Update and maintain employee performance files in accordance with section 293 of Reference (h).
- f. Provide feedback on performance management to the Director, J-1.

5. MTF COMMANDERS AND CENTER DIRECTORS. MTF Commanders and Center Directors shall:

- a. Ensure expenditures on performance awards under this Instruction and incentive awards for GP, FWS, SL, ST, and Senior Executive Service employees assigned to the organization permanently or temporarily (including on details) do not exceed the awards budget allocation.
- b. Approve or disapprove, within the awards budget allocation, nominations for monetary recognition (including performance awards and the value of the single-year increase in basic pay as a result of a QSI under this Instruction) and incentive awards for GP, FWS, SL, and ST employees that would grant a gross cumulative dollar amount not in excess of \$5,000 per employee per fiscal year.
- c. Recommend in writing to the CJTF (through the Director, CHRC) approval of a monetary award that would cause the gross cumulative dollar amount of monetary recognition (including performance awards and the value of the single-year increase in basic pay as a result of a QSI under this Instruction) and incentive awards granted to a GP, FWS, SL, or ST employee to exceed \$5,000 in a fiscal year. Such justification shall document the employee's performance and accomplishments, why he or she is deserving of cumulative monetary recognition that exceeds \$5,000 in the fiscal year, and that there are sufficient awards funds available to pay the recognition. Authority to recommend such approval may not be delegated.

6. HEADS OF HUMAN RESOURCE (HR) DEPARTMENTS AND HR LIAISONS. Heads of HR Departments and HR Liaisons shall:

- a. Work with designated Department points of contact to ensure that all employees have established performance plans and that performance appraisal forms are properly completed prior to submission to the CHRC for filing in official personnel folders.
- b. Provide reports on performance appraisal program administration within their activities.
- c. Provide information and reports as requested to the JTF CapMed Human Capital Office and CHRC to support regional analysis and reporting on overall program administration.

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d. Participate in the training of new supervisors on performance appraisal program responsibilities.

7. APPROVING OFFICIALS. Approving officials shall:

a. Resolve any disagreements between subordinate rating and reviewing officials on the establishment of employee performance plans and recommended ratings and performance-based recognition.

b. Review and act on recommended performance ratings with monetary recognition in a timely manner, ensuring accuracy and conformance with regulation, policy, and provisions of this Instruction.

c. Ensure that monetary recognition does not exceed available allocated funds.

d. Review and decide on requests for reconsideration of approved ratings.

8. REVIEWING OFFICIALS. Reviewing officials shall:

a. Ensure that subordinate raters complete performance plans and ratings in a timely manner.

b. Review employee performance plans and ratings prepared by rating officials to ensure consistency and equity throughout and across the organization.

c. Approve or recommend approval of performance plans and ratings prepared by subordinate raters, giving fair consideration to any employee self-evaluation.

d. Ensure that only those employees whose performance exceeds normal expectations are rated above Acceptable.

e. Forward performance appraisals recommending monetary recognition to the appropriate approving official for approval, disapproval, or change.

f. Review requests for reconsideration of a denied within-grade increase (WGI) and advise the employee of the determination and appeal right (as applicable).

g. Complete, secure approval of, and communicate approved performance plans, ratings, and performance-based recognition in the absence of the rater or if the rater fails to do so.

9. RATERS. Raters shall:

a. Communicate organizational goals, objectives, and priorities to employees.

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- b. Encourage employee participation in establishing and revising performance plans, as necessary.
- c. Discuss performance plan elements and standards with employees prior to the issuance of the plan; provide a written copy of the plan at the beginning of each appraisal period (or no later than 30 days after the beginning of each appraisal period or assignment of an employee to a position) and when plans are revised during the appraisal period.
- d. Review and evaluate performance, comparing results achieved with performance plans.
- e. Conduct one or more progress reviews with the employee during each appraisal period, in addition to providing regular, candid feedback on the quality of employee performance during the appraisal period.
- f. Prepare performance ratings and any performance-based recognition recommendations in a timely manner, giving consideration to any special ratings, employee self evaluations, etc.
- g. Discuss approved ratings with employees.
- h. Use the results of performance appraisal as a basis for appropriate personnel actions.

10. EMPLOYEES. Employees shall:

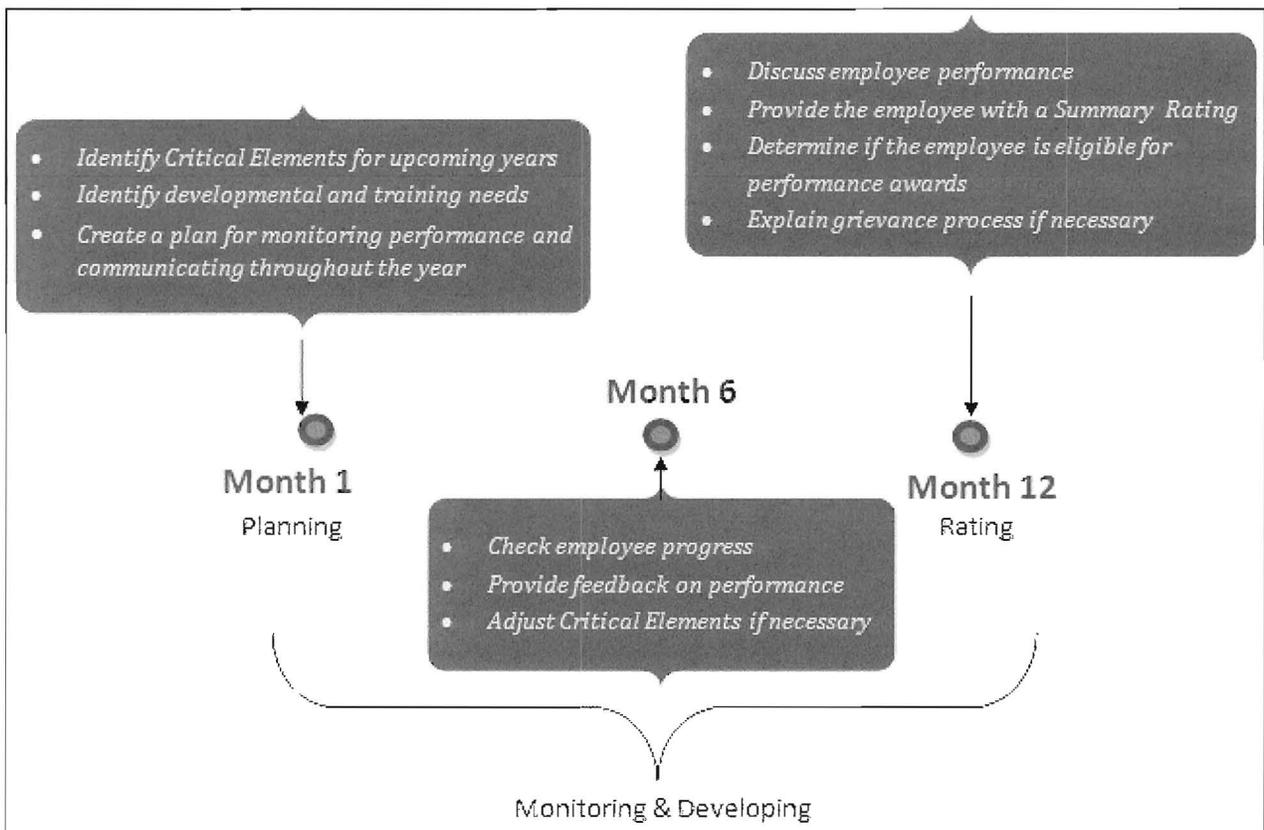
- a. Provide input to the performance plan.
- b. Take responsibility to continuously improve performance, support team endeavors, develop professionally, and perform at their full potential.
- c. Ask the rater for clarification of the performance plan, should they have questions concerning performance expectations.
- d. Propose changes in the performance plan to raters during the appraisal period, as needed.
- e. Identify work problems and cooperate with raters to resolve them.
- f. Complete training and development assignments to meet current or future job performance needs.
- g. Provide a self-evaluation of performance during the appraisal period to the rater within 7 days of the end of the appraisal period, if they wish.

ENCLOSURE 3

PROCEDURES AND REQUIREMENTS FOR PERFORMANCE APPRAISAL

1. OVERVIEW. In the JTF CapMed, performance appraisal is a dynamic, continuous process requiring effective communication between supervisors and employees (see Figure). When properly implemented, performance management provides a link between individual employee or group expectations, organizational goals, and ultimately either the rewards employees receive for their contribution to mission accomplishment or the attention they receive when performance expectations are not met.

Figure. Performance Appraisal Cycle



2. PERFORMANCE PLAN

a. An Employee Performance Plan and Results Report (Enclosure 6) shall be prepared for each employee permanently assigned to a position for 90 days or more, or temporarily assigned to a position for 120 days or more. The performance plan shall be completed and signed within 30 days of the beginning of the performance appraisal cycle or the employee’s arrival on duty.

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b. Raters may use the standard elements and standards provided on the last two pages of Employee Performance Plan and Results Report (Enclosure 6) with job- and organization-specific measures or other elements and standards that describe the requirements of the position.

c. Employees are encouraged to participate in developing the performance plan.

d. Disagreement over the content of the plan should be resolved by the rater and employee, if possible. The rating and reviewing officials have approval authority over the content of the performance plan.

e. Collateral duties are not an integral part of the position and will usually not be included in performance plans. However, raters must be aware that the impact of assigned collateral duties on established performance standards may require revision of employee performance plans.

f. A performance standard or standards describing acceptable performance (i.e., performance at the element rating level "met") must be established for each critical element. Absolute (i.e., pass/fail) standards are permissible only when a single instance of failure to meet the standard could result in death, injury, breach of national security, or great monetary loss.

g. Standards of conduct (e.g., for tardiness, absenteeism, insubordination) shall not be included in performance standards. Similarly, personal traits (e.g., resourcefulness, dependability) are rarely an appropriate basis for performance appraisal. Conduct problems normally will be corrected through disciplinary procedures, rather than by the performance appraisal process.

h. Special requirements:

(1) Personnel management or HR management must be a separate critical element for supervisory positions and include an assessment of the supervisor's performance in equal employment opportunity.

(2) Performance plans shall provide for appraisal of performance on any other critical elements required by law, regulation, or policy.

3. PERFORMANCE MONITORING

a. Raters are encouraged to have ongoing discussions with employees concerning performance. In addition, to the maximum extent possible, progress reviews shall be informative and developmental in nature and shall focus on how to improve future performance.

b. At a minimum, there shall be one progress review approximately midway through the appraisal period. This review shall be scheduled and include a discussion of the employee's performance relative to each critical element; changes in priorities, responsibilities, and resources; performance successes and deficiencies; how deficiencies may be corrected; and proposals for developing the necessary skills for effective performance. The midyear progress

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review, and any other progress review(s), shall be documented in Part B of the Employee Performance Plan and Results Report (Enclosure 6).

c. A review shall be scheduled if the employee's assignment changes significantly during the appraisal period. Changes in mission, organization, technology, or priorities; revisions to position descriptions; or changes to performance standards that were set too high or too low may require revised performance plans. Changes in performance plans should be made no later than 90 days before the end of the appraisal period to allow the employee sufficient time to perform under the revised plan.

4. PERFORMANCE RATING

a. Employees will be encouraged to provide a self-evaluation of performance to the rater during the appraisal period for consideration in preparation of the recommended rating. Employee self-evaluations should be completed and turned in to the rater no later than 7 days after the end of the appraisal period.

b. Within 20 days of the end of the appraisal period, the rater will prepare a proposed Part C of the Employee Performance Plan and Results Report (Enclosure 6). The official shall consider the performance during the entire appraisal period (i.e., the employee's actual performance) compared to the current performance plan, performance during the appraisal period under other plans as evaluated, and/or summary ratings provided for other positions.

c. When preparing performance ratings, the rater shall assign one of four element ratings for each critical element: Unacceptable, Met, Exceeded, or Not Rated. Employees are entitled to the element rating that most accurately describes their performance compared to the performance standard(s) for the element during the appraisal period. Not Rated shall be used only when an employee has had no opportunity to demonstrate performance on an element (e.g., performance standard revised too near the end of the appraisal period). Only elements that are rated shall be considered in determining the summary rating level. An employee shall not be penalized for what he or she was not permitted or given the opportunity to do during the appraisal period.

d. One of three summary rating levels, based on assigned element ratings, shall be used to describe the quality of the employee's overall performance. The following shall be used to determine the overall rating:

(1) Level 5 - Excellent: Exceeds performance standards for all critical elements and is deserving of an overall summary rating level of Excellent.

(2) Level 3 - Acceptable: Meets performance standards for all critical elements and is deserving of an overall summary rating level of Acceptable.

(3) Level 1 - Unacceptable: Fails to meet performance standards for one or more critical elements.

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e. When an employee exceeds the performance standards for all critical elements but one, and his or her performance on all other elements exceeds the Met level to the degree the employee warrants a summary rating of Excellent, the JTF CapMed MTF Commanders or Center Directors may approve a deviation to an Excellent summary rating level. Deviation to or from the Unacceptable summary rating level is not permitted per section 430.208(b)(1) of Reference (h).

f. Performance ratings and performance-based personnel actions shall be reviewed and approved by officials at a higher level in the organization than the rating official. When there is disagreement over the proposed rating, the disagreement shall be resolved by the approving official. When the Department Heads of the JTF CapMed organization are the raters, higher-level review and approval of Excellent (Summary Level 5) and Acceptable (Summary Level 3) ratings and awards is not required.

g. The complete original approved Employee Performance Plan and Results Report (Enclosure 6) with all signatures and dates are due in the CHRC no later than 45 days after the close of the rating period, unless an approved extension has been given.

h. Raters shall contact the JTF CapMed CHRC for guidance when:

(1) It is not possible to assign an annual rating of record based on actual observed performance for the required minimum 90 days on an established performance plan.

(2) The supervisor or employee will leave before the end of the rating period.

(3) An employee is detailed or temporarily promoted for 120 days or longer.

(4) An employee's performance is Unacceptable on any critical element, or improves to the Acceptable level after the issuance of a performance improvement plan.

5. UNACCEPTABLE PERFORMANCE. Supervisors and raters must address poor performance whenever it occurs, not merely at the conclusion of the rating period. Whenever the supervisor considers an employee's performance to be Unacceptable on one or more critical elements, the rater must contact the JTF CapMed CHRC for advice and guidance. Regulations require that the rater must notify the employee in writing of the specific nature of the employee's performance deficiencies and take action to assist the employee in improving his or her performance. Such assistance may include, but is not limited to, formal training, on-the-job training, counseling, closer supervision, and issuance of a performance improvement plan to offer the employee a reasonable opportunity to improve. Also, the employee must be informed in writing that performance of a critical element must reach and be sustained for 1 year at the Met level for retention in the position. If the employee's performance remains at the Unacceptable level after a reasonable opportunity to improve (in no case will the length of time be less than 30 days), action shall be initiated to reassign, demote, or remove that employee from the position based on Unacceptable performance.

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ENCLOSURE 4RECOGNIZING AND REWARDING ACCOMPLISHMENTS BASED ON
PERFORMANCE1. PERFORMANCE AWARDS

a. A performance award is a lump sum cash payment which may be granted to an employee whose most recent rating of record is at least Acceptable (Summary Level 3) and whose performance on one or more critical elements is rated Exceeded.

b. JTF CapMed MTF Commanders and Center Directors must ensure their annual expenditure for performance awards under this Instruction and for all other civilian cash awards is within their allocation.

c. Subject to the awards budget allocation, MTF Commanders and Center Directors may approve monetary recognition that would not grant a cumulative gross total of more than \$5,000 per fiscal year to an employee covered by this Instruction for performance (including performance awards and the value of the single-year increase in basic pay as a result of a QSI) and other accomplishments. A cumulative total that would grant a covered employee more than \$5,000 in a fiscal year (including the value of the single-year increase in basic pay as a result of a QSI) requires written justification from the MTF Commander or Center Director through the Director, CHRC to the CJTF. Such justification shall document the employee's performance and accomplishments and why the employee is deserving of cumulative monetary recognition (including the value of the single-year increase in basic pay as a result of a QSI) that would grant him or her in excess of \$5,000 in the fiscal year. The memorandum must include a statement that there are sufficient awards funds available within the organization's awards allocation to pay the award. The MTF Commanders or Center Directors may not delegate the authority to initiate such requests. The approving authority is the CJTF.

d. When an award is paid as a percentage of basic pay, the rate of basic pay shall be that in effect on the last day of the employee's appraisal period for which the rating of record was approved and shall not take into account any adjustments made after that date.

e. JTF CapMed MTF Commanders and Center Directors are encouraged to recognize performance on a relative basis, so that higher performance awards are approved for employees receiving higher ratings than the awards for those receiving a lower rating in the same unit at the same grade. The following subparagraphs provide guidance in determining the amount of a performance award based on the most recent rating of record:

- (1) Excellent: 2.5 percent to 5.0 percent.
- (2) Acceptable: 1.0 percent to 2.4 percent.

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2. QSI

a. A QSI may be granted to an employee assigned to a permanent position in the GS or GP who receives an Exceeded rating on each critical element of his or her performance plan and a rating of record of Excellent (Summary Level 5). The Excellent (Summary Level 5) rating shall not have been derived by using the summary-level deviation provision. A QSI may be approved no more frequently than once within any consecutive 104-week period, and then only when the employee is expected to remain in the same position for at least 60 days after the effective date of the QSI and the high-quality performance is expected to continue.

b. Employees promoted or appointed during the appraisal period are not eligible for a QSI.

c. A QSI will not change the effective date of the employee's normal WGI, except where receipt of a QSI places an employee in the fourth or seventh step of a grade. In these instances, the waiting period for a regular WGI is extended by 52 weeks under the graduated waiting period schedule prescribed in law and regulation (section 5335(a) of Reference (g) and section 531.405 of Reference (h)).

d. A QSI is effective normally on the first day of the first pay period following approval. If an employee completes the required waiting period and the conditions of eligibility for a WGI that is to be effective on the same date as the approved QSI, the increases shall be processed on that date in the order that will provide the maximum benefit to the employee.

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ENCLOSURE 5USING THE RESULTS OF PERFORMANCE APPRAISAL AS A BASIS FOR
APPROPRIATE PERSONNEL ACTIONS

1. PROBATION ON INITIAL APPOINTMENT TO A COMPETITIVE POSITION. An employee may be removed at any time during the probationary period if his or her performance is less than Acceptable (Summary Level 3). The rating official shall advise the employee in writing as to why he or she is being terminated and the effective date of the termination. As a minimum, the notice shall consist of the official's conclusions as to the inadequacies of the employee's performance. A termination for Unacceptable performance during a probationary period must be effective prior to the end of the employee's tour of duty on the day before the anniversary date of the employee's appointment. See subpart H of section 315 of Reference (h).

2. PROBATION ON INITIAL APPOINTMENT TO A SUPERVISOR OR MANAGERIAL POSITION. An employee who, for reasons of supervisory or managerial performance, does not satisfactorily complete the Supervisory or Managerial probationary period is entitled to be assigned to a position of no lower grade and pay than the one the employee left to accept the supervisory or managerial position. See subpart I of section 315 of Reference (h).

3. WGI. In order to be eligible to receive a WGI, an employee's most recent rating of record must be Acceptable or better. Supervisors will contact the JTF CapMed CHRC if an employee's performance is not at the Acceptable level and the employee is due to receive a WGI. If the rater determines that the employee is not performing at the Acceptable level, he or she shall complete an Unacceptable rating of record and notify the employee in writing of the negative determination. The JTF CapMed CHRC will provide advice and guidance to the rater in preparing the necessary notice.
 - a. The employee or his or her designated representative may request reconsideration of a negative determination. The employee or his or her representative should contact the JTF CapMed CHRC for information on requesting reconsideration.

 - b. If the negative determination is overturned, the employee shall be so informed, and the effective date of the WGI shall be retroactive to the original due date.

 - c. If the negative determination is sustained, the employee will be informed in writing of the reasons for the decision and of the right to appeal the decision to the U.S. Merit Systems Protection Board. For an employee covered by a collective bargaining agreement, a reconsideration decision that sustains a negative level of competence determination is reviewable only in accordance with the terms of the agreement.

 - d. When a WGI has been withheld, the rater may at any time thereafter prepare a new rating of record of the employee's performance and grant the WGI when he or she determines the

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employee has demonstrated sustained performance at an acceptable level of competence. At a minimum, the determination should be reviewed within 52 weeks and at least annually thereafter. When a previously denied WGI is granted in the above circumstances, the effective date of the WGI shall be the first day of the first pay period after the acceptable level of competence determination is made.

4. PROMOTION. Due weight shall be given to performance appraisals and incentive awards in qualification and selection for promotion.

5. TRAINING AND DEVELOPMENT. The appraisal process should be used to identify opportunities for improving/enhancing knowledge, skills, abilities, and job performance. Such opportunities may be entered at the end of the appraisal period in Part D of the Employee Performance Plan and Results Report (Enclosure 6).

6. ACTIONS BASED ON UNACCEPTABLE PERFORMANCE. At any time during the appraisal period that the rater determines an employee's performance to be Unacceptable in one or more critical elements, the rater shall contact the JTF CapMed CHRC immediately for advice and assistance. Because Unacceptable performance can ultimately result in an employee's reduction in grade or removal from Federal Service, it is essential that applicable laws and regulations are observed and that the employee is provided with an opportunity to improve his or her performance to the Acceptable level.

7. REDUCTION IN FORCE. Ratings of record are used as the basis for granting additional retention service credit in a reduction in force (section 351 of Reference (h)).

8. REQUESTS FOR RECONSIDERATION OF AN APPROVED RATING OF RECORD. Employees not covered by a negotiated labor agreement may request reconsideration of their approved rating of record. The request for reconsideration must be filed in writing with the approving official within 15 days of the date the employee became aware of the approved rating, as documented in Block 12.d. of Section IV of Part C of the Employee Performance Plan and Results Report (Enclosure 6).

a. The request must include:

- (1) The employee's name, position title, series, grade, and assigned organizational entity.
- (2) The name, address, and telephone number of the employee's representative, if any.
- (3) The date the employee was notified of his or her approved summary rating.

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(4) A clear and concise statement of the specific reason(s) the employee disagrees with the rating, based on his or her demonstrated performance in relation to the performance standards for each critical element at issue.

(5) The element and summary ratings the employee believes are warranted based on his or her demonstrated performance in relation to the performance standards for each critical element at issue and derivation of the resulting summary rating. Sufficient detail must be included in the request to show how, why, and in what manner the employee's performance warrants a higher rating than the one received, based on demonstrated performance for each critical element at issue.

(6) The employee's signature and the date signed.

b. The time limit to request reconsideration of an approved rating of record may be extended if the employee has good cause for failing to request reconsideration within 15 days.

c. The approving official will review the request for reconsideration, the rating, and supporting documentation from the rater and the employee, and render his or her written decision to the employee no later than 30 days after receipt of the request. If the decision is to grant the relief sought by the employee, a new Employee Performance Plan and Results Report (Enclosure 6), using the same dates as the original, shall be accomplished and forwarded to the JTF CapMed CHRC Labor and Management Employee Relations Division, along with a complete copy of the reconsideration file. If the decision is not to grant the requested relief, the employee shall be so informed of that decision in writing. The decision of the approving official is final.

9. GRIEVANCES OF AN APPROVED RATING OF RECORD. Employees who receive an Unacceptable rating of record and who are not represented by a union with a negotiated labor agreement may file an administrative grievance. Employees represented by a union with a negotiated agreement may file a grievance in accordance with the applicable negotiated procedure.

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ENCLOSURE 6

EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT

EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. Sections 4301 – 4305

PRINCIPAL PURPOSES: Used for performance planning and results reporting documentation requirements for the Performance Appraisal Program for General Schedule, Federal Wage System, and Certain Other Employees.

ROUTINE USES: None.

DISCLOSURE: Personal identification information is copied by the employee's rating official from other files. Thus, there is no situation where the employee must choose between disclosing or not disclosing personal information. Employee signatures or the lack of signatures on Parts A, B, C and D do not connote employee verification of any personal information on the form.

**EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT
INSTRUCTIONS FOR COMPLETING**

PART A.

1. Rating officials are responsible for ensuring that all identifying information in Section I, Blocks 1-7, is complete.
2. At the beginning of the appraisal period or upon the employee's entrance in a new position, the rating official completes Section II with employee input. The rating and reviewing officials approve the final plan.
3. The rating official, reviewing official, and employee sign and date Section III, Block 9.
4. The original of Part A is retained by the rating official and a copy by the employee.
5. Part D, Number 7, is a required critical element for all supervisors. You should copy and paste the "required" section of the supervisory element into the form under Part A. The remainder of the elements recommended for supervisors are optional.

PART B.

1. Approximately midway through the appraisal period, the rating official completes Sections I and II, Part B, and meets with the employee to discuss the employee's performance (5 CFR 430.207(b)). Additional progress reviews shall be conducted and documented as necessary.
2. The employee may enter comments in Section I, Block 8.
3. The rating official and employee sign and date Section II, Block 10, upon completion of the progress review(s).
4. The original of Part B is retained by the rating official and a copy by the employee.

PART C.

1. Within 20 days of the end of the rating period, the rating official completes Sections I, II, and III, Block 10.a. Block 11.a. or b. is completed only if monetary recognition is recommended. The rating official signs and dates Section IV, Block 12.a.
2. The rating official discusses the recommended rating of record and any monetary recognition recommendation with the reviewing and approving official(s), as appropriate. The reviewing and approving officials complete Section III, Blocks 10.b. and 11.a or b., as appropriate. The reviewing and approving officials sign and date Section IV, Block 12.b. or 12.c., as appropriate.
3. The rating official discusses the approved rating and any monetary recognition with the employee. The employee completes Section IV, Block 12.d. and may attach documents.

PART D. EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT

There are two basic methods that can be used for developing critical elements for Performance Plans.

1. You may use the generic Performance Elements in Part D as a template for tailoring elements to an individual employee's Plan. Generic standards are also provided that will assist employees' supervisors in developing Plans.
2. The second method is to develop individualized critical elements separate from the generic template that are unique to an employee's position.

Employees and supervisors should carefully review the information in Part D and determine the applicability of the information herein and determine the most appropriate method of developing performance plans. Selecting one of the above options, or combining the two, may facilitate Plan development.

COMPLETION INSTRUCTIONS.

1. The Form is used for performance planning and results reporting documentation. A PDF-fillable version of the portion is available on capmed.mil under Civilian Personnel.
2. Send the original of the completed form to the Labor and Management Employee Relations Branch, CHRC. Specific POC information will be provided to you. The rating official and employee shall retain a copy.
3. The administrative office shall retain performance files in a secure environment for a period of no more than 3 years.

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EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT <i>(Read the Privacy Act statement and Instructions on Pages 1 and 2 before completing this form.)</i>			
PART A			
SECTION I - IDENTIFYING INFORMATION			
1. EMPLOYEE NAME (Last, First, Middle Initial)	2. SSN (last 4 digits)	3. Rating Period	
		a. FROM (YYYYMMDD)	b. TO (YYYYMMDD)
4. TITLE	6. SERIES	8. GRADE	7. OFFICE
SECTION II - PERFORMANCE PLAN			
8. CRITICAL ELEMENTS (List at least one, but normally not more than five. Develop specific elements or use elements from attached list with organization specific measures.)			
a.			
b.			
c.			
d.			
e.			
SECTION III - PERFORMANCE PLAN SIGNATURES			
8. PERFORMANCE PLAN (Sign when plan is established.)			
<input type="text"/> REVIEWING OFFICIAL SIGNATURE	PRINTED NAME AND TITLE	DATE	
<input type="text"/> REVIEWING OFFICIAL SIGNATURE	PRINTED NAME AND TITLE	DATE	
c. EMPLOYEE SIGNATURE (Employee's signature indicates review and discussion with the Rating Official. It does not necessarily mean that the employee agrees with the information on this form.)		DATE	
<input type="text"/>			

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EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT			
PART B			
SECTION I - IDENTIFYING INFORMATION			
1. EMPLOYEE NAME (Last, First, Middle Initial)	2. SSN (last 4 digits)	3. Rating Period	
		a. FROM (YYYYMMDD)	b. TO (YYYYMMDD)
4. TITLE	6. SERIES	5. GRADE	7. OFFICE
SECTION II - PROGRESS REVIEWS			
9. EMPLOYEE SELF ASSESSMENT			
9. RATING OFFICIAL ASSESSMENT			
SECTION III - PROGRESS REVIEW(S) SIGNATURES			
10. PROGRESS REVIEW(S) (Sign when review is conducted.)			
a. RATING OFFICIAL SIGNATURE	PRINTED NAME AND TITLE	DATE	
b. EMPLOYEE SIGNATURE (Employee's signature included review and discussion with the Rating Official. It does not necessarily mean that the employee agrees with the information on this form.)		DATE	

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EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT					
PART C					
SECTION I - IDENTIFYING INFORMATION					
1. EMPLOYEE NAME (Last, First, Middle Initial)	2. SSN (Last 4 digits)	3. Rating Period			
		a. FROM (YYYY/MM/DD)	b. TO (YYYY/MM/DD)		
4. TITLE	5. SERIES	6. GRADE	7. OFFICE		
SECTION II - RESULTS					
8. CRITICAL ELEMENT RATINGS (U = Unacceptable, M = Met, E = Exceeded, NR = Not Rated)					
a.	b.	c.	d.	e.	
9. NARRATIVE TO SUPPORT ELEMENT RATINGS OF OTHER THAN MET (Required)					
<i>(X if narrative continued on separate sheet.)</i>		<i>(X if individual Development Plan attached.)</i>			
SECTION III - RATING OF RECORD AND MONETARY RECOGNITION					
10. RATING OF RECORD					
a. RECOMMENDED (For Rating Official - Place an "X" to the left of the appropriate summary level)					
<input type="checkbox"/> LEVEL 1 - UNACCEPTABLE	<input type="checkbox"/> LEVEL 2 - ACCEPTABLE	<input type="checkbox"/> LEVEL 3 - ACCEPTABLE	<input type="checkbox"/> LEVEL 5 - EXCELLENT		
b. (X as applicable.) (If rating is changed, the reviewing or approving official must provide a written explanation.)					
<input type="checkbox"/> REVIEWING OFFICIAL APPROVED	CHANGED TO:				
<input type="checkbox"/> APPROVING OFFICIAL APPROVED	CHANGED TO:				
11. MONETARY RECOGNITION (X as applicable)					
(For Rating Official)		(For Reviewing Official)		(For Approving Official)	
a. PERFORMANCE AWARD RECOMMENDED \$ _____		<input type="checkbox"/> APPROVED	<input type="checkbox"/> CHANGED TO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> CHANGED TO
(For Rating Official)		(For Reviewing Official)		(For Approving Official)	
b. QUALITY STEP INCREASE RECOMMENDED (A Level 5 rating of record is required.) YES _____ NO _____		<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
SECTION IV - RATING SIGNATURES					
12. RATING SIGNATURES					
<input type="checkbox"/> NO OFFICIAL SIGNATURE	PRINTED NAME AND TITLE			DATE	
<input type="checkbox"/> REVIEWING OFFICIAL SIGNATURE	PRINTED NAME AND TITLE			DATE	
<input type="checkbox"/> APPROVING OFFICIAL SIGNATURE	PRINTED NAME AND TITLE			DATE	
d. EMPLOYEE SIGNATURE (Employee's signature indicates review and discussion with the Rating Official. It does not necessarily mean that the employee agrees with the information on this form.)				DATE	

Part D EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT PERFORMANCE ELEMENTS	
<p>The first five Critical Elements will probably be applicable to all positions to some degree. Critical Elements 6, 7, and 8 should be included in performance plans when appropriate. Supervisors should carefully review standards under each element, include all standards which apply to the position, and add appropriate descriptive language where indicated in the bracketed, italicized portions of this guidance.</p> <p>1. Quality of Work</p> <ul style="list-style-type: none"> - Work consistently demonstrates current knowledge of field. - Work is consistently well researched, thoroughly analyzed. <i>(Include other indicia of good quality work appropriate to duties performed and grade level, including the expected level of supervisory control or input.)</i> - Work is consistently accurate, complete, relevant, thorough, and logical. - Work consistently reflects sound professional judgment. <i>(Describe indicia of judgment appropriate to the grade level, such as weighing alternatives, considering implications, recognizing when direction from superiors is necessary or appropriate, etc.)</i> <p>2. Productivity</p> <ul style="list-style-type: none"> - Work is consistently planned and prioritized to reflect mission and organizational needs. <i>(The standard should specify the level of supervisory input or control of planning expected at the grade level, such as "with minimal/occasional/regular supervisory input.")</i> - Work is consistently completed within established deadlines. - Consistently advises supervisor and others concerned when it becomes necessary to extend deadlines due to circumstances beyond the employee's control. - Work is consistently planned to ensure efficient use of resources. - The volume of work done consistently contributes to organizational goals. <i>(If the work of the organization can be quantified, this standard could state that the volume of work within a specified timeframe meets the organization's numerical goals. Numerical goals must, however, be reasonable, attainable, and rationally apportioned among employees.)</i> <p>3. Quality of Written Communications</p> <ul style="list-style-type: none"> - Drafts are consistently clear, relevant, concise, well organized, and appropriate to audience. <i>(Where appropriate for the grade level, standard may state that drafts rarely require additional research or substantial reorganization.)</i> - Finished products are consistently free of spelling and grammatical errors, conform to appropriate office formats, and appropriately incorporate review and/or coordination of initial drafts. <i>(If there is some way to quantify and track the total number of written work products, it may be possible to build an acceptable error rate into the standard.)</i> 	<p>Error rates must specify whether they apply to finished or draft work products, be reasonable and attainable, and must be uniformly applied.)</p> <ul style="list-style-type: none"> - Written work consistently requires a level of supervisory review appropriate to the grade level. <i>(The standard should describe the level of review such as "rarely requires substantive editing." Where appropriate, the standard can state that "drafts rarely require a second rewrite" or "never require a second rewrite due to failure to implement supervisor's instructions.")</i> <p>4. Quality of Oral Communications</p> <ul style="list-style-type: none"> - Briefings and other oral presentations are consistently clear, well-organized, accurate, and appropriate to audience. <i>(Standard should describe whatever indicia of one-sided communications efforts are appropriate, including appropriate responses to questions or comments from audience.)</i> - At meetings and in verbal exchanges with others, consistently conveys information accurately, advocates effectively, listens carefully, and responds appropriately. <i>(Again, the standard should describe additional indicia of quality interchanges, depending on nature of position.)</i> <p>5. Teamwork and Customer Responsiveness</p> <ul style="list-style-type: none"> - Consistently ensures appropriate coordination so that concerned individuals and organizations are included in and/or informed of decisions and actions. - Consistently keeps supervisor informed of anticipated problems and, where appropriate, suggests solutions or advises supervisor of course of action employee proposes to follow. - Consistently works well with others and maintains a professional demeanor in dealings with co-workers, clients, and supervisors, including appropriate respect for cultural, ethnic, gender, and other differences and full cooperation with the equal employment opportunity process when necessary. - Consistently participates in team or group efforts effectively by cooperating with others, demonstrating appropriate respect to views of others, responding constructively to criticism or dissenting views - Consistently responds to requests for information or assistance from clients and others outside the organization in a timely fashion. <i>(The standard may specify a reasonable response time for specific types of requests such as "consistently returns telephone calls by the close of the next business day." Note that this measure of responsiveness to clients, etc., should be distinguished from measures of organizing and prioritizing work to meet deadlines, as measured in critical element 2, above.)</i>

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Part D (continued) EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT PERFORMANCE ELEMENTS	
<p>d. Security</p> <p><i>(This should be a separate critical element whenever handling sensitive or classified information is a significant part of the employee's duties. Absolute standards permitting no deficiencies are acceptable in the security area.)</i></p> <ul style="list-style-type: none"> - Attends all required security briefings. If any briefings are missed due to circumstances beyond the employee's control, promptly advises supervisor and arranges for substitute briefing. - Follows all rules and procedures for proper handling of classified materials. - Promptly reports security violations to the proper authorities. <p style="text-align: center;">FOR SUPERVISORY EMPLOYEES</p> <p>7. MANDATORY CRITICAL ELEMENT FOR SUPERVISORY EMPLOYEES</p> <p>Use <u>required</u> text as follows:</p> <p>CRITICAL ELEMENT: Align workforce decisions in accordance with guidance. Support employee performance in accordance with performance management system. Focus on improving skills to better support staff performance and internal/external communications.</p> <p>STANDARDS: Support compliance with applicable guidance/laws/regulations. To support professional development, supervisors will foster a results-oriented performance culture by personally participating in at least two training events per year—a minimum of one training course and one practical training event related to primary job responsibilities or enhanced organizational performance/communication. Supervisors will identify a 2009 DEOMI survey initiative for discussion, implement within their work area, and document via meeting minutes. Carry out supervisory responsibilities in accordance with established deadlines.</p>	<p>The following standards describing the supervision of office function and performance of subordinates may be utilized in conjunction with the above mandatory critical element.</p> <ul style="list-style-type: none"> - Consistently ensures that work is distributed in an equitable manner based on the urgency, complexity, and sensitivity of tasks, existing work loads, and the capabilities and experience of subordinates. - Regularly monitors the work load of subordinates, including number and nature of assignments and time expended on specific significant matters and on categories of routine matters. Requests for staffing changes are thoroughly supported and designed to ensure efficient function of the office. - Consistently provides clear and constructive feedback to subordinates about their performance, including timely and accurate performance appraisals, notices of performance deficiencies, and performance awards and recognition. - Promptly and consistently addresses performance and conduct deficiencies of subordinates with appropriate guidance, counseling, and/or discipline. - Promptly and consistently provides positive feedback about superior job performance or individual tasks, including recognition or awards, where appropriate, to subordinates. - Consistently ensures timely preparation of performance standards which conform to available guidance. - Consistently maintains appropriate documentation to support performance appraisals, awards, and performance or conduct-based actions. - Ensures that individual training needs of subordinates are regularly evaluated and that training is provided consistent with the agency staff development plan and agency goals. - Consistently ensures that office budgets are developed that comply with budgetary policies and constraints and enable the office to accomplish its mission in a timely and efficient manner. - Consistently manages the office budget to ensure compliance with applicable policies and regulations. - Consistently makes workplace decisions on the basis of merit, treats subordinates fairly, and ensures that everyone under the supervisor's supervision consistently respects cultural, ethnic, gender, disability-related, and other differences in the workplace. - Consistently responds promptly and effectively to complaints about the conduct of subordinates, customers, and peers, including, where appropriate, seeking the assistance of the Equal Opportunity (EEO) Program Office, counseling or disciplining individuals engaging in inappropriate conduct, reporting problems to chain of command, and obtaining diversity and EEO training.

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Part D (continued) EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT PERFORMANCE ELEMENTS	
<p>- Consistently cooperates with the EEO process, including informing upper level management of the existence of the complaint and of the steps the supervisor plans to take to address it, identifying possible resolutions as early in the complaint process as possible and discussing them with EEO counselors, responding promptly and fully to requests for information from EEO investigators, and making self available to work with agency representatives.</p>	<p>8. Program Management (for non-supervisory managers)</p> <p>(There should be a program management element for non-supervisory managers which includes a standard for those responsibilities as well as for the EEO responsibilities.)</p> <p>- Consistently ensures that all workplace decisions made in the manager's program area are based on merit principles and program requirements.</p> <p>- Consistently ensures that efforts to recruit, promote, train, and provide other opportunities for advancement within the manager's program areas are appropriately made to maximize the area of competition, including consultation with the EEO office to ensure that appropriate steps are taken to recruit individuals whose sex, race, national origin, or disability status may be under-represented in the workforce.</p> <p>- Consistently ensures that supervisors respond appropriately to EEO complaints, whether formal or informal, that they have current training in EEO procedures and issues, and that they have access to and appropriately use legal, personal, and EEO resources.</p>

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GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

CHRC	Civilian Human Resource Committee
CJTF	Commander, Joint Task Force National Capital Region Medical
FWS	Federal Wage System
GP	GS physicians and dentists
GS	General Schedule
HR	Human Resource
JTF CapMed	Joint Task Force National Capital Region Medical
QSI	quality step increase
SL	Senior Level
ST	Scientific or Professional
WGI	within-grade increase

PART II. DEFINITIONS

acceptable level of competence. Performance by an employee that warrants advancement of the employee's rate of basic pay to the next higher step of the grade or the next higher rate within the grade of his or her position, subject to the current rating of record assigned from the most recently completed appraisal period being Acceptable or Excellent, completion of the requisite waiting period for advancement to the next higher step of the grade of the employee's position, and nonreceipt of an equivalent increase (an increase or increases in an employee's rate of basic pay equal to or greater than the difference between the employee's rate of basic pay and the rate of basic pay for the next higher step of that grade or the next higher rate within the grade (section 531.407 of Reference (h))) during the waiting period.

appraisal. The process by which performance is reviewed and evaluated.

appraisal period. The established period of time for which performance will be reviewed and a rating of record will be prepared. The minimum appraisal period is 90 days.

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appraisal program. The specific procedures and requirements established under the policies and parameters of the JTF CapMed performance appraisal system.

appraisal system. DoD-wide policies and parameters established for governing performance appraisal programs under subchapter I of chapter 43 of Reference (g) and subpart B of section 430 of Reference (h).

approving official. The individual in the employee's performance appraisal chain who reviews and approves performance ratings and performance-based monetary recognition.

critical element. A work assignment or responsibility of such importance that Unacceptable performance on the element would result in a determination that an employee's overall performance is Unacceptable. Such elements shall be used to measure performance only at the individual level.

current rating of record. The rating of record for the most recently completed appraisal period as provided in Enclosure 3.

day. Calendar day.

element rating. The rating used to describe the appraisal of each element of an employee's performance plan (Exceeded, Met, Unacceptable, or Not Rated).

GP. GS physicians and dentists paid market pay under section 7431(c) of title 38, United States Code (Reference (i)).

opportunity to improve. A reasonable chance for an employee, whose performance has been determined to be Unacceptable in one or more critical elements, to demonstrate Acceptable performance in the critical element or elements at issue. The minimum duration of an opportunity period to improve is 30 days.

performance. The accomplishment of work assignments or responsibilities.

performance appraisal. The process of reviewing and evaluating the accomplishment of work assignments or responsibilities.

performance appraisal system. See appraisal system.

performance award. A lump sum payment to recognize and reward achievement on the basis of performance as reflected in the employee's most recent rating of record.

performance plan. All of the written or otherwise recorded performance elements that set forth expected performance. A plan must include all critical elements and their performance standards.

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performance rating. A written or otherwise recorded appraisal of performance compared to the performance standard(s) for each critical element on which there has been an opportunity to perform for the 90-day minimum appraisal period. A performance rating may include the assignment of a summary level.

performance standard. The management-approved expression of the performance threshold(s), requirement(s), or expectation(s) that must be met to be appraised at a particular level of performance. A performance standard may include, but is not limited to, quality, quantity, timeliness, and manner of performance. A well-defined performance standard describes management's expectations for Acceptable performance of a critical element based on the duties and responsibilities of the position and the authority of the incumbent to perform. It must be reasonable and attainable by a competent employee, be set at a level high enough to meet the needs of the position and to motivate the employee toward excellence, and leave room for the employee to exceed the standard.

permanent position. A position filled by an employee whose appointment is not designated as temporary by law and does not have a definite time limitation of 1 year or less.

progress review. Communicating with the employee about performance compared to the performance standards of critical elements.

QSI. An additional, faster-than-normal step increase that may be granted in recognition of high-quality performance by a GS employee who has not reached the maximum pay rate for the grade in which his or her position is placed, has not received a performance award for the same appraisal period, and has received an Exceeded rating on each critical element of his or her performance plan and an Excellent (Summary Level 5) rating of record for the most recently completed appraisal period.

rate of basic pay. The rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind.

rater. Normally the employee's first-level supervisor who prepares the employee's written performance plan and rating.

rating of record. The performance rating prepared at the end of an appraisal period for performance over the entire period and the assignment of a summary level, or a more current rating prepared when a WGI decision is not consistent with the most recent rating prepared at the end of an appraisal period (part 531.404(a)(1) of Reference (h)).

reduction in grade. The involuntary assignment of an employee to a position at a lower classification or job grading level.

removal. The involuntary separation of an employee from employment.

reviewing official. An individual in the employee's supervisory chain, normally the rater's immediate supervisor.

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special rating. A rating prepared for performance over a period other than the entire annual appraisal period. Special ratings shall be considered in preparing the annual rating of record, but shall not be the basis for granting a performance award or QSI.

summary level. The overall rating of the employee's performance derived from the critical element ratings. The three summary levels are:

Excellent, Summary Level 5. Employee performance that exceeds performance standards in all critical elements of such employee's position.

Acceptable, Summary Level 3. Performance that meets an employee's performance requirement(s) or standard(s) at a level of performance above "Unacceptable" in the critical element(s) at issue.

Unacceptable, Summary Level 1. Employee performance that fails to meet established performance standards in one or more critical elements of such employee's position. An Unacceptable summary rating shall be assigned if and only if performance on one or more critical elements is appraised as Unacceptable (section 432 of Reference (h)).

summary level deviation. When only one element is rated Met and performance on all other elements exceeds the Met level to the degree the employee warrants a summary level of Excellent (Summary Level 5), JTF CapMed MTF Commanders and Center Directors may approve summary level deviations.