

**Naval Acquisition Development Program (NADP)  
Department of the Navy (DON)  
Interim Performance Management System (IPMS)  
GS Business Rules**

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**NADP Career Management Division Head**

  
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This document outlines the NADP Performance Management Business Rules. As the Program Executive Officer (PEO), Department of Defense (DoD), Department of Navy (DON), and Program Management Office (PMO) change policy and direction, this document will change.

**Naval Acquisition Development Program (NADP)  
Department of the Navy (DON)  
Interim Performance Management System (IPMS)**

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**References:**

- a) DON Memo, Interim Performance Management System for Non-Bargaining Unit Positions from the NSPS to the GS, of 10 September 2010
- b) DON Handbook version 2.0, DON Interim Performance Management System Covering Positions Transitioning to GS from the NSPS, of September 2010

**\*\*\* Note: These references are available on the NACC web site at  
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx>**

## **Section 1: Process Framework**

1. References (a) and (b) provide commands with maximum flexibility to develop the Performance Awards Review Board (PARB) process and establish business rules in a manner that best supports the organizational operations and mission. The Naval Acquisition Career Center (NACC) has determined that the NADP will execute three separate PARBs; one for Entry Level employees (formerly known as Interns); one for the Acquisition Associates; and one for Attorneys (ATTY). These PARBs are to follow the guidance provided in Section 5 of these Rules. Each PARB will be a separate entity which may organize and function differently and may produce different results based on size and funding.
2. Funding of each PARB will be in accordance with Section 2.
3. The NACC Career Management Division Head will serve as the Chair for each PARB. The Chair will review recommendations made by each PARB at a strategic level to ensure consistency, fairness, appropriateness and adherence to merit principles. The Chair will review the recommendations of the Associate and Attorney PARBs before supervisors have their discussion with the employees. Entry Level employees receive annual career ladder promotions. In keeping with the principles of good compensation management, Entry Level employees will not receive performance payouts. PARBs do not have the authority to change the rating of record; as such, supervisor discussion with Entry Level employees may take place prior to the Chair review of the Entry Level PARB recommendations. Recommendations may be returned to the individual PARBs for changes to the award recommendation. All personnel must adhere to the timeline requirements of Appendix D.

## **Section 2: Award Funding Sources**

1. The awards budget will be funded at an aggregate level of 1 percent of total adjusted salaries (base salary and any applicable locality pay) for those employees on board at least 90 days in the rating cycle. Employees who graduate from the NADP between 1 October and the payout date (usually December) will not receive performance based award payouts from the NADP. The NADP will provide the graduated employees' ratings to the gaining activity. The gaining activity is responsible for funding the performance awards payout if they determine any award is warranted.
2. In adhering to good principles of compensation management, PARBs should consider all aspects of an individual's compensation profile when making award decisions to include

recent promotions, within-grade increase (WGI), and other monetary awards paid out during the performance year.

3. Incentive Awards: Chapter 45 in the Code of Federal Regulations (5 CFR 451) provides additional means to recognize employee performance.
4. The PARBs will not subtract out incentive Cash or Time Off awards received from their host command from the performance award at the end of the rating period unless the PARB has determined that the employee is being rewarded twice for the same effort.

### **Section 3: Performance Plans**

1. All employees must have an approved written performance plan for the current performance cycle. NADP employees are provided with the following NACC developed performance plans. These plans cannot be changed or altered in any way.

#### A. Entry Level (Includes all regular and 852 funded Entry Level employees)

##### Critical Element 1 – IDP Competencies

“Develop a NACC approved Individual Development Plan (IDP) and execute the competencies identified on the IDP at the necessary proficiency levels to become a journeyman in your assigned career field.”

##### Critical Element 2 – DAWIA Certification

“Attain or be working toward the appropriate DAWIA certification prescribed in the IDP, with the allotted time frames.”

#### B. Associate Employees (Non-Attorneys)

##### Critical Element 1 – IDP Competencies

“Develop a NACC approved Individual Development Plan (IDP) and execute the competencies identified on the IDP at the necessary levels to become highly proficient in the skills required of a journeyman.”

##### Critical Element 2 – DAWIA Certification

“Attain or be working toward the appropriate DAWIA certification prescribed in the IDP, with the allotted time frames.”

- C. Associate Employees (Attorneys only). Host commands will set each attorney's Critical Elements.
2. Performance Plans must be on the most recent version of the Department of the Navy DON Interim Performance Appraisal Form (DON IPAF). The NACC approved template is available on our website at:  
  
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx>
  3. The Supervisor at the host command is the Rating Official (RO). The Career Field Manager at the host command is the Senior Rating Official (SRO).
  4. Performance plans must be approved no later than 30 days after the beginning of a rating cycle or within 30 days after Entrance On Duty (EOD). "Approved" entails approval and signature by the RO, SRO, and the employee.
  5. The DON Performance Standards are defined in Appendix C of reference (a) and are the sole source against which critical elements may be assessed. To ensure consistency across the DON, the NADP Performance Standards of "Acceptable" or "Unacceptable" that are populated in Section 1, Part B of the DON IPAF based on an employee's career stage may not be augmented or altered.

#### **Section 4: Monitoring/Assessing and Rewarding Performance**

1. References (a) and (b) clearly delineate the rating and rewarding of employees as two separate processes.
2. ROs must monitor and assess employee performance on a regular basis to ensure that continual feedback is provided. Specific feedback that is fair and accurate should address recent performance and the expectations for an "Acceptable" level.
3. Progress Reviews:
  - a. One mid-year progress review is required. During which employees are to be informed of their progress in regard to their critical elements. This review is to be documented on the DON IPAF.
  - b. ROs and employees are required to provide written official assessments for the mid-year progress review within the timeline identified in Appendix D.

- c. RO and employee must sign and date the DON IPAF which indicates that the review was conducted.

4. Annual Assessment:

- a. An employee must complete a minimum of 90 days under an approved performance plan to receive a rating of record and be eligible for a performance award. Reference (a) provides for extensions and exceptions to the 90-day minimum performance period.
- b. Employees are required to provide a narrative self-assessment within the timeline identified in Appendix D.
- c. ROs are required to consider employee self-assessments and prepare written assessments of employee performance and contribution to the mission within the timeline identified in Appendix D. Written assessments will be used to justify the summary level ratings of record “Acceptable” or “Unacceptable” to the SRO.
- d. Ratings are based on a comparison of performance and written standards. Accomplishments in each critical element are assigned an individual rating of either “Acceptable” or “Unacceptable” after having been compared to the DON defined performance standards in Appendix B for the assigned career stage.
- e. Individual Element Level is then converted to one of two summary levels: “Unacceptable” as the lowest and “Acceptable” as the highest. An “Unacceptable” summary level is assigned if performance on one or more critical elements is rated “Unacceptable”.
- f. Critical Elements rated as “Acceptable” are then assigned an award recommendation value of 1, 2, or 3 utilizing the NADP performance award standards in Appendix B. Assigned recommended reward values for each critical element are then totaled and averaged. The average award recommendation value is then indexed to the Awards Eligibility Table of Appendix A to determine the percentage of award eligibility. This percentage is expressed as a percentage of the employee’s total adjusted salary (base + locality).

Example: John has 2 Critical Elements. His rating of record is “Acceptable” (Rated acceptable on all critical elements).

Critical Element Number	Element Rating Level	Reward Recommendation Score
1	Acceptable	2
2	Acceptable	3
		Total 5
		Average $5 / 2 = 2.5$

- g. The RO’s recommended performance rating and award recommendations are subject to review and approval by the SRO. If the SRO changes the performance rating or award recommendation, the rationale for doing so must be documented in writing.
- h. The PARB does not have the authority to change an employee’s rating of record determined by the RO/SRO. The PARB however, does have the authority to change the award recommendation.
- i. Prior to submitting the summary rating and award recommendation to the PARB, the SRO approves the rating (acceptable/unacceptable) and the award recommendation before forwarding to the PARB for review and approval.
- j. Performance discussions can occur without PARB review as long as the RO has completed the annual assessment - as stated in Section 1 and the GS Milestones.
- k. During the course of the rating period, NADP employees may conduct one or more internal or external rotations. The supervisor of record during those rotations is required to provide input on the employee’s performance to the RO completing the progress review, close-out assessment or annual assessment.
- l. If an NADP employee transfers duty stations during the rating period, the previous RO is required to provide input of the transferred employee’s performance to the new RO for completion of the progress review, close assessment or annual assessment.

## **Section 5: Performance Awards Review Board (PARB)**

1. General information:
  - a. Each PARB is responsible for review and approval of all performance awards at strategic levels for fairness, appropriateness, and adherence to merit system principles.
  - b. Each PARB will follow the recognition and reward principles of:
    - i. Being able to make meaningful distinction for employee's level of performance and their contribution to mission.
    - ii. Consider the employee's compensation profile (to include job related awards, promotions, WRIs, and QSI's) when making award decisions.
    - iii. Reward similarly situated employees with like performance and contribution consistently.
    - iv. Ensure that transparency is required at all steps of the process.
  - c. Each PARB will function individually and be responsible for rating and rewarding employees. PARBs are funded in accordance with Section 2 of this policy.
  - d. In assigning, reviewing, or modifying recommended award ratings, the PARB will consider the following: legitimacy of award ratings and consistency with critical elements, proper documentation of the rating level, RO's rating patterns and rationale for such patterns, and comparison of award rating consistency among like jobs.
  - e. To ensure that the rationale for granting performance awards is equitable and applied consistently across the board, all PARBs will apply the guidance for performance awards contained in reference (a) and other applicable guidance.
  - f. PARB Chair will review recommended award ratings, then consider the employees compensation profile as described above under Section 1, paragraph 3 when reviewing award recommendations.
2. PARB Chair will be the final approving official.

## **Section 6: Conclusion of Appraisal Cycle**

1. The RO must make any appropriate changes to the DON IPMS Recognition and Rewards Notification Form to reflect the final award recommendations from the PARBs, prior to conducting the annual appraisal and providing the form to the employee.

2. The RO will conduct the annual appraisal conversation with each employee prior to the performance award payout as provided in Appendix D. This conversation will be documented on the DON IPAF which is indicated by digital signatures of the employee, RO and SRO. Final ratings for all NADP employees should be communicated and documented at the time the DON IPAF is submitted to NACC which is prior to the PARB review. Final performance award payouts for Associate employees will be communicated after approval by the PARB Chair.
3. After the annual appraisal conversation has been conducted and documented, the digitally signed DON IPAF is to be provided to the NACC for retention as stated in Section 7 below.
4. Grievances and Appeals: Covered employees may raise issues relating to aspects of the performance appraisal process either through an administrative grievance procedure or, where applicable, a negotiated grievance procedure. Appealable issues may be submitted to the Merit System Protection Board (MSPB) within thirty (30) calendar days of receipt. Guidance on grievable/appealable matters is as follows:
  - a. The substance of an employee's critical elements is not grievable.
  - b. Failure to inform employees of critical elements and standards within the required time frame is grievable.
  - c. Ratings on individual elements and summary level ratings are grievable.
  - d. Performance-based demotions and removals may be grieved through the appropriate grievance procedures or appealed to the MSPB, but not both.
  - e. Determinations concerning awards or additional step increases (QSIs) are not grievable.

Further guidance and information regarding appeals may be found on the MSPB website at: <https://e-appeal.mspb.gov/>

## **Section 7: Miscellaneous**

1. A signed copy of the employees' annual performance appraisal shall be maintained by NACC for 4 years after the date of the appraisal per General Records Retention Schedule.
2. Entry level employees receive regular salary increases during their 2-3 years in the program through promotions and command funded on the spot awards. In concurrence with OHCR, end of year performance awards are not in keeping with good principles of compensation management.
3. All Associate employees will be eligible for a cash award since they will not be receiving promotions while within the NADP. Employees must be in the program for a minimum of 90 days prior to the end of the rating period to be eligible.

## NADP ASSOCIATE AWARDS ELIGIBILITY TABLE

GS Rated Employees	GS Rating	Awards Eligibility
	Unacceptable	No Award
1.00	Acceptable	No Award
1.50	Acceptable	0.875%
2.00	Acceptable	1.00%
2.50	Acceptable	1.125%
3.0	Acceptable	1.25%

Note: The above percentages may be altered by the PARB Chair to ensure compliance with the 1 percent awards limitation.

## DON DEFINED PERFORMANCE STANDARDS BY CAREER STAGE

### All Entry Level Employees

**Career Stage:** Entry

**Element Level:** Acceptable

**Performance Standard:**

With guidance and assistance:

- Accomplished the stated critical element, achieving desired results that were sound, accurate, thorough or documented; met applicable authorities, standards, policies, procedures and guidelines.
- Planned, organized, prioritized and scheduled own work activities to deliver the critical element in a timely and effective manner.
- Demonstrated ability to work well with others.

**Career Stage:** Entry

**Element Level:** Unacceptable

**Performance Standard:**

Though guidance was provided:

- Failed to achieve all or part of the stated critical element by failing to provide products or services that were sound, accurate, thorough, documented and/or failed to meet applicable authorities, standards, policies, procedures or guidelines; or
- Failed to plan, organize, prioritize and schedule own work activities to deliver the critical element in a timely and effective manner; relied on others to redo or complete work assignments; or
- Demonstrated poor cooperation or inability to work with others.

## DON DEFINED PERFORMANCE STANDARDS BY CAREER STAGE

### All Associate Employees

**Career Stage:** Journey

**Element Level:** Acceptable

**Performance Standard:**

- Completed the stated critical element by achieving results that met applicable standards, policies, procedures, and guidelines.
- In achieving critical elements and work assignments, adhered to work/project schedules; organized or prioritized own tasks to complete assignments; adjusted own work priorities to achieve desired results.
- Demonstrated ability to work well with others.

**Career Stage:** Journey

**Element Level:** Unacceptable

**Performance Standard:**

- Failed to achieve all or part of the stated critical element; or
- Failed to provide products that were sound, accurate, thorough and documented, and regularly failed to meet applicable authorities, standards, policies, procedures and guidelines; or
- Failed to plan, organize, prioritize, and schedule own work activities to deliver the critical element in a timely and effective manner; relied on others to frequently assist with or redo work assignments; or
- Demonstrated poor cooperation or inability to work with others.

## NADP PERFORMANCE AWARDS STANDARDS

Note: Critical Elements will be rated Acceptable or Unacceptable. If the overall summary rating is Acceptable, the chart below will be used to assess and assign an award eligibility score.

Reward Score	NADP Performance Award Standards
1 (Needs Improvement)	<ul style="list-style-type: none"> <li>• Performs duties with considerable guidance and assistance.</li> <li>• Performance in each critical element was marginal, even though the critical elements were met.</li> </ul>
2 (Good to Great)	<ul style="list-style-type: none"> <li>• Effectively performs the duties and responsibilities of the position as expected.</li> <li>• All timelines are met and often exceeded.</li> <li>• The quality and quantity is at the expected level and may exceed expectations.</li> <li>• Accomplishes critical elements with minimal guidance at the entry level and independently accomplishes the critical element at higher level.</li> </ul>
3 (Super-Star)	<ul style="list-style-type: none"> <li>• Employee independently performs the duties and responsibilities of the position far above and beyond what is expected.</li> <li>• The employee's actions have materially changed the position with results that are far superior than the expected level and often significantly impact the mission of the command in a positive manner. Examples:               <ul style="list-style-type: none"> <li>• A change in a business process resulting in command recognition.</li> <li>• Recipient of high level award, such as American Society of Training and Development (ASTD).</li> <li>• Recognized for significant monetary savings to the command.</li> <li>• Huge impact on personnel or process improvement.</li> </ul> </li> </ul>

## **NADP MILESTONE PLANNER**

Available at this link.

<http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/PerformancePlans.aspx>

Appendix D