

Instructions for Creating Performance Plan

Open the DON Performance Appraisal Form and enable JavaScripts for the document. MS Office 2007 users, in the banner above ‘Security Warning some active content has been disabled’, select ‘Options’ then ‘Enable this content’. MS Office 2010 users, click on the ‘Enable All Features’ button.

Rating Official is the Supervisor. Senior Rating Official is the Career Field Manager (CFM).

The DON Performance Appraisal Form is utilized for all phases of the performance cycle throughout the fiscal year. The purpose of “Creating Performance Plan” is to be aware of the elements that will be assessed.

Step	Done by	Action	Description
1	CFM, Supervisor, or Employee	Section 1, Part A – Administrative Data (Page 1)	Complete blocks 1 through 6 as follows: 1a. Enter Start Date <i>New hires – start date will be EOD date</i> <i>Current employees – start date is 1 Oct 2015</i> 1b. Enter End Date – <i>End date will be 30 Sep 2016</i> 2. Enter Employee’s Name 3. Employee ID Number – leave blank 4. Enter Employee’s Position Title (i.e.: Contract Specialist, Computer Scientist, etc.) 5. Enter Employee’s General Schedule (GS) Grade and Step 6. Enter Employee’s Organization (i.e.: NACC- NAVAIR, etc.)
2	Supervisor CFM Employee	Section 1, Part B – Performance Plan Documentation (Page 1)	-Select means of delivery (face-to-face, telephone, other) -Supervisor enters information under the Rating Official section -Supervisor digitally signs and dates the plan -Supervisor forwards to CFM -CFM enters information under the Senior Rating Official section -CFM digitally signs and dates the plan -CFM forwards to the employee -Employee digitally signs and dates the plan -Employee forwards signed plan to CFM with a copy to the Supervisor
3	CFM or Supervisor	Part C – Command Use (Page 2)	Provide the following: - Rating Official Name - Rating Official Email - Rating Official Phone Number - Senior Rating Official Name - Sr. Rating Official Email - Sr. Rating Official Phone Number
4	CFM or Supervisor	Part D – Critical Element Performance Standard (Page 3)	- Select ‘ENTRY’ if employee is entry level - Select ‘JOURNEY’ if employee is an associate
5	NACC	Part E – Critical Elements (Page 4)	Has been completed to reflect the Critical Elements for the employee. ***Please do not add or delete any information in this section***
NOTE: Do not list additional elements under Critical Elements 3, 4 and 5 as they will be deleted.			
6	Supervisor and/or CFM	Meet	Meet with employee to review the performance plan ***Employee should be the last digital signature on this page after discussing critical elements on the performance plan
7	CFM	Submission	- Send Performance Plan to NACC: - Subject line should read: FOUO-PS: Creating Performance Plan-Command-Employee Name Example: FOUO-PS: Creating Performance Plan-NAVAIR-John Doe - E-mail to: NACC_IPMS_Forms@navy.mil ***Do not send forms to a NACC employee’s individual email address