

## Instructions for Annual Assessment

**Using the Employee's most recent Performance Appraisal Form enable JavaScript for the document. MS Office 2010 users, click on the 'Enable All Features' button.**

Annual Assessments are performed if the employee has completed a minimum of 90 days under an approved performance plan.

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

Step	Done by	Action	Description
1	Employee	Part H – Employee Self-Assessment (Pages 11 & 12)	<ul style="list-style-type: none"> <li>- Complete Self-Assessments for Critical Elements 1 &amp; 2.</li> <li>- Forward to Rating Official/Supervisor. <b>DO NOT SIGN.</b></li> </ul>
2	Supervisor	Part H – Rating Official Assessment (Pages 11 & 12)	<ul style="list-style-type: none"> <li>- Complete Rating Official Assessments for Critical Elements 1 &amp; 2.</li> <li>- Assign Individual Element Level for Critical Elements 1 &amp; 2. (Select appropriate level of '<i>Unacceptable</i>' or '<i>Acceptable</i>' from the drop down boxes at the bottom of pages 11 &amp; 12.)</li> </ul>

**NOTE: Critical Elements 3, 4 and 5 are not required and are not to be on the Appraisal Form.**

3	Supervisor	Part I – Annual Performance Rating of Record (Page 16)	<ul style="list-style-type: none"> <li>- Select Rating of Record as '<i>Unacceptable</i>' or '<i>Acceptable</i>'.</li> <li>- Provide copy to CFM.</li> </ul>
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**NOTE: If even one critical element is '*Unacceptable*', select '*Unacceptable*' for the Rating of Record. Otherwise, select '*Acceptable*'.**

4	Supervisor & Employee	Meet	<ul style="list-style-type: none"> <li>- Supervisor and employee meet to review and discuss Annual Assessment.</li> </ul>
5	Supervisor CFM Employee	Part B – Annual Assessment Documentation (Page 1)	<ul style="list-style-type: none"> <li>- Supervisor selects means of delivery (face-to-face, telephone, other)</li> <li>- Supervisor enters Rating Official name, title &amp; organization.</li> <li>- Supervisor digitally signs and dates Annual Assessment.</li> <li>- Supervisor forwards to CFM.</li> <li>- CFM enters Senior Rating Official name, title &amp; organization.</li> <li>- CFM digitally signs and dates Annual Assessment.</li> <li>- CFM forwards to Employee.</li> <li>- Employee digitally signs and dates Annual Assessment.</li> <li>- Employee forwards to CFM with a copy to the Supervisor</li> </ul>

**NOTE: Employee should be the last signature after meeting with their Supervisor to discuss the Annual Assessment.**

6	Supervisor CFM	Part C – Command Use (Page 1)	Provide the following: <ul style="list-style-type: none"> <li>- Rating Official Phone Number</li> <li>- Rating Official Email Address</li> <li>- Sr. Rating Official Phone Number</li> <li>- Sr. Rating Official Email Address</li> </ul>
7	CFM	Submission	Send Annual Assessment to NACC: <ul style="list-style-type: none"> <li>- Subject line should read: Annual-CMDNAME-Employee Name Examples: Annual-NAVAIR-John Doe Annual-NAVSEA-John Doe</li> <li>- Mail to: NACC_IPMS_Forms@navy.mil</li> </ul> <p><b>**Do not send forms to a NACC employee's individual email address.</b></p>