

Instructions for Close-Out 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.

Close-Out Assessment must be performed if when an employee graduates or transfers to a new agency/activity and 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 G – Employee Close-Out Assessment (Pages 6 & 7)	<ul style="list-style-type: none"> - Complete Self-Assessments for Critical Elements 1 & 2. - Forward to Rating Official/Supervisor. DO NOT SIGN
2	Supervisor	Part G – Rating Official Close-Out Assessment (Pages 6 & 7)	<ul style="list-style-type: none"> - Complete the Rating Official Assessments for Critical Elements 1 & 2. - Assign Individual Element Level for Critical Elements 1 & 2. (Select appropriate level of '<i>Unacceptable</i>' or '<i>Acceptable</i>' from the drop down boxes at the bottom of pages 6 & 7)
NOTE: Critical Elements 3, 4 and 5 are not required and are not to be on this form.			
3	Supervisor & Employee	Meet	<ul style="list-style-type: none"> - Supervisor and employee meet to review and discuss Close-Out Assessment.
4	Supervisor CFM Employee	Part B – Close-Out Assessment 1 Plan Documentation (Page 2)	<ul style="list-style-type: none"> - Supervisor selects means of delivery. (face-to-face, telephone, other) - Supervisor enters Rating Official name, title & organization. - Supervisor digitally signs and dates Close-Out Assessment. - Supervisor forwards to CFM. - CFM enters Senior Rating Official Name, Title & Organization. - CFM digitally signs and dates Close-Out Assessment. - CFM forwards to employee. - Employee digitally signs and dates Close-Out Assessment. - Employee forwards to CFM with a copy to the Supervisor.
NOTE: Employee should be the last signature and only after they have met with their Supervisor to discuss the Close-Out Assessment.			
5	Supervisor CFM	Part C – Command Use (Page 1)	Provide the following: <ul style="list-style-type: none"> - Rating Official Phone Number. - Rating Official Email Address. - Sr. Rating Official Phone Number. - Sr. Rating Official Email Address.
6	CFM	Submission	Send Close-out Assessment to NACC: <ul style="list-style-type: none"> - Subject line should read: Close-Out-CMDNAME-Employee Name Examples: Close-Out-NAVAIR-John Doe Close-Out-NAVSEA-John Doe - Mail to: NACC_IPMS_Forms@navy.mil <p style="text-align: center;">**Do not send forms to a NACC employee's individual email address.</p>