

## Instructions for Progress Review

**Using the Employee's most recent Performance Appraisal Form enable JavaScript 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.**

Progress Reviews are done during the mid-year review time 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 F – Assessment for Progress Review (Pages 5)	<ul style="list-style-type: none"> <li>- Complete Employee Self-Assessments for Critical Elements 1 &amp; 2.</li> <li>- Forward to Rating Official/Supervisor. <b>DO NOT SIGN</b></li> </ul> <p><i>NOTE: Number of characters is not restricted but only what is visible on the screen will be seen when printed.</i></p>
2	Supervisor	Part F – Assessment for Progress Review (Pages 5)	<ul style="list-style-type: none"> <li>- Complete the Rating Official Assessments for Critical Elements 1 &amp; 2.</li> <li>- Provide copy to CFM for information/review.</li> </ul> <p><i>NOTE: Number of characters is not restricted but only what is visible on the screen will be seen when printed.</i></p>

**NOTE: Critical Elements 3, 4 and 5 are not required and should not be on this form.**

3	Supervisor Employee	Meet	Supervisor and employee meet to review and discuss Progress Review.
4	Supervisor	Part B - Progress Review Plan Documentation (Page 1)	<ul style="list-style-type: none"> <li>- Select means of delivery (face-to-face, telephone, other)</li> <li>- Enter Rating Official name, title &amp; organization.</li> <li>- Sign and date Progress Review.</li> <li>- Forward to employee.</li> </ul>
5	Employee	Part B - Progress Review Plan Documentation (Page 1)	<ul style="list-style-type: none"> <li>- Sign and date Progress Review.</li> <li>- Forward to CFM with a copy to the Supervisor.</li> </ul>

**NOTE: Employee should be the last signature and only after they have met with their Supervisor and discussed the Progress Review.**

6	CFM	Submission	Send Progress Review to NACC: <ul style="list-style-type: none"> <li>- Subject line should read: FOUO-PS: Progress Review-Command-Employee Name Example: FOUO-PS: Progress Review-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>
---	-----	------------	--

**NOTE: Employee, Supervisor and CFM should retain a copy of the final Progress Review with signatures.**