

Instructions for Annual Assessment

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.

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"> - Complete Self-Assessments for Critical Elements 1 & 2. - Forward to Rating Official/Supervisor. DO NOT SIGN.
2	Supervisor	Part H – Rating Official Assessment (Pages 11 & 12)	<ul style="list-style-type: none"> - Complete 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 11 & 12.)

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"> - Select Rating of Record as '<i>Unacceptable</i>' or '<i>Acceptable</i>'. - Provide copy to CFM.
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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"> - Supervisor and employee meet to review and discuss Annual Assessment.
5	Supervisor CFM Employee	Part B – Annual Assessment Documentation (Page 1)	<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 Annual Assessment. - Supervisor forwards to CFM. - CFM enters Senior Rating Official name, title & organization. - CFM digitally signs and dates Annual Assessment. - CFM forwards to Employee. - Employee digitally signs and dates Annual Assessment. - Employee forwards to CFM with a copy to the Supervisor

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"> - Rating Official Phone Number - Rating Official Email Address - Sr. Rating Official Phone Number - Sr. Rating Official Email Address
7	CFM	Submission	Send Annual Assessment to NACC: <ul style="list-style-type: none"> - Subject line should read: FOUO-PS: Annual-Command-Employee Name Example: FOUO-PS: Annual-NAVSEA-John Doe - Mail to: NACC_IPMS_Forms@navy.mil <p>**Do not send forms to a NACC employee's individual email address.</p>