

## Instructions for Close-Out 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.**

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"> <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 G – Rating Official Close-Out Assessment (Pages 6 & 7)	<ul style="list-style-type: none"> <li>- Complete the 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 6 &amp; 7)</li> </ul>
<b>NOTE: Critical Elements 3, 4 and 5 are not required and are not to be on this form.</b>			
3	Supervisor & Employee	Meet	<ul style="list-style-type: none"> <li>- Supervisor and employee meet to review and discuss Close-Out Assessment.</li> </ul>
4	Supervisor CFM Employee	Part B – Close-Out Assessment 1 Plan Documentation (Page 2)	<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 Close-Out 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 Close-Out Assessment.</li> <li>- CFM forwards to employee.</li> <li>- Employee digitally signs and dates Close-Out Assessment.</li> <li>- Employee forwards to CFM with a copy to the Supervisor.</li> </ul>
<b>NOTE: Employee should be the last signature and only after they have met with their Supervisor to discuss the Close-Out Assessment.</b>			
5	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>
6	CFM	Submission	Send Close-out Assessment to NACC: <ul style="list-style-type: none"> <li>- Subject line should read: FOUO-PS: Close-Out-Command-Employee Name Example: FOUO-PS: Close-Out-NAVAIR-John Doe</li> <li>- Mail to: NACC_IPMS_Forms@navy.mil</li> </ul> <p style="text-align: center;"><b>**Do not send forms to a NACC employee's individual email address.</b></p>