



## DEPARTMENT OF THE NAVY

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From: Director, Naval Acquisition Career Center (NACC),  
Mechanicsburg, PA

Subj: NADP EMPLOYEE PERFORMANCE ISSUES

1. Purpose: To establish the procedure for employees who are not meeting the performance standards set forth by the Naval Acquisition Development Program (NADP).

2. Scope: This guidance applies to all Commands who hire employees for the NADP.

3. Procedures:

a. At any time during the rating period, when it has been determined a NADP employee who has completed the one year probationary period is performing below the acceptable level in either of the two DON Interim Performance Management System (DON IPMS) objectives, they should immediately be placed on a Performance Improvement Plan (PIP) to correct the deficiency. The following steps apply:

(1) Career Field Manager (CFM) and supervisor will review section 5.2.3.2 of the NADP Operating Guide and contact their NACC Career Manager (CM) to coordinate the PIP.

(2) PIPs normally last for a period of 30, 60 or 90 days depending on the complexity of the performance issue. The CFM and supervisor will create a PIP to help the employee address and correct the performance issue. The PIP should contain items from Section A of the Master Development Plan (MDP) that the CFM and Supervisor believe are not being accomplished to standards. The command will submit the PIP to the NACC CM who will forward to the Human Resources Office (HRO) for review and comment. During the PIP, the CFM and supervisor will provide additional coaching, counseling and mentoring to the employee, documenting and recording all work assignments, activities and conversations during this time. At a minimum, weekly meetings should be held with the employee and a pass/fail grade for the week issued with supporting comments. CFM and supervisor need to provide this information to the NACC CM on a weekly basis.

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b. NADP employees who have not completed their one year probationary period need not be placed on a PIP and can be removed from the Federal Service at the host commands discretion. If the host command feels the employee can recover, they may retain the employee and place them on a PIP.

c. If the employee has shown a sufficient improvement at the end of the PIP, the CFM/Supervisor should document and send the completed PIP to the NACC CM.

(1) The command will continue to coach, counsel and mentor the employee.

(2) If the employee's performance becomes substandard in the same areas again, a second PIP is not required.

d. If the employee has not shown sufficient improvement at the end of the PIP, the CFM/Supervisor will document this in the PIP:

(1) CFM/Supervisor will forward the completed PIP to the NACC CM.

(2) Based on PIP failure the host command can recommend removal from the Federal Service for the employee.

(3) NACC will pass all applicable information to HRO for review and preparation of a removal letter.

(4) NACC will provide the removal letter to the host command to present to the employee.

(5) Host command will provide the signed letter to NACC for retention.



HUGH C. SMITH