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).

<table>
<thead>
<tr>
<th>Step</th>
<th>Done by</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
</table>
- Forward to Rating Official/Supervisor. **DO NOT SIGN** |
- Assign Individual Element Level for Critical Elements 1 & 2. (Select appropriate level of ‘Unacceptable’ or ‘Acceptable’ 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Done by</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Supervisor &amp; Employee</td>
<td>Meet</td>
<td>- Supervisor and employee meet to review and discuss Close-Out Assessment.</td>
</tr>
</tbody>
</table>
| 4    | Supervisor CFM Employee| Part B – Close-Out Assessment 1 Plan Documentation (Page 2) | - 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Done by</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
</table>
| 5    | Supervisor CFM| Part C – Command Use (Page 1) | Provide the following:  
- 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:  
- 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 |

**Do not send forms to a NACC employee’s individual email address.**