

<b>POSITION PERFORMANCE PLAN</b>		NOTE: Read Instructions on reverse before completing form	Page ____ of ____ Pages
POSITION TITLE, PAY PLAN AND GRADE		POSITION DESCRIPTION NUMBER	OFFICE SYMBOL
TYPED NAME AND OFFICE SYMBOL OF SUPERVISOR PREPARING STANDARDS		SIGNATURE	DATE
CRITICAL JOB ELEMENTS	PERFORMANCE STANDARDS		

## INSTRUCTIONS

**This form will be used to prepare the performance plan for all DLA employees. Complete the information requested in the blocks at the top of the form.**

**Enter the critical job elements and the performance standards for each of them in the identified columns. Performance standards will be written for each critical job element. Each standard will describe the Fully Successful level, and may describe the Minimally Acceptable and/or Unacceptable levels. In general, performance plans should not exceed five or six critical elements. Plain bond paper should be used if additional space is needed to complete the performance plan. Guidance on the development of written performance plans is contained in DLA Handbook 1 434.1, Supervisor's Guide to Written Performance Standards.**

**Employees must be provided a copy of the performance plan for their position upon initial entry into the position and/or when a revision to the plan has been made. The supervisor should discuss the plan with the employee in order to determine that it is understood. Employees will be encouraged to participate in the development of new or substantially revised performance plans for their positions. The supervisor will sign and date this form in the appropriate boxes in the heading.**