

SUPERVISORY/MANAGERIAL PERFORMANCE RATING

Employee Name	Social Security Number	Position Description Number
Position Title, Pay Plan, and Grade		
Office Symbol	Rating From	Rating To

SECTION I Managerial Competencies

JOB ELEMENT	HIGH PERFORMANCE		Solid Performance	Minimally Acceptable	Unacceptable
	Exceptional	Superior			
Leadership					
Teamwork					
Oral and Written Communications					
Strategic Focus					
Responsibility/Accountability					
Customer Service					
Professionalism					
Resource Stewardship					
Innovation and Initiative					
<i>(A rating of Unacceptable in any element results in an overall rating of Unacceptable)</i> <i>(A rating of Minimally Acceptable in any element results in an overall rating of Minimally Acceptable)</i>			Fully Successful <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION II Mission

JOB ELEMENT Linkage to Strategic or Operational Goals/Objectives/Initiatives	C/ NC	HIGH PERFORMANCE		Solid Performance	Minimally Acceptable	Unacceptable
		Exceptional	Superior			
<i>(A rating of Unacceptable in any critical element results in an overall rating of Unacceptable. A rating of Minimally Acceptable in any critical and non-critical element or a rating of unacceptable in any non-critical element results in an overall rating of Minimally Acceptable.)</i>			Fully Successful <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OVERALL RATING

<i>(A rating of Unacceptable in any critical element results in an overall rating of Unacceptable. A rating of Minimally Acceptable in any critical and non-critical element or a rating of unacceptable in any non-critical element results in an overall rating of Minimally Acceptable.)</i>	Fully Successful <input type="checkbox"/> <i>Level 3</i>	Minimally Acceptable <input type="checkbox"/> <i>Level 2</i>	Unacceptable <input type="checkbox"/> <i>Level 1</i>
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Comments

Printed Name and Office Symbol of Rating Official	Signature	Date
Printed Name and Office Symbol of Approving Official (If rating falls below Solid Performance)	Signature	Date
Signature of Employee		Date

Privacy Act Statement

Purpose: These records are maintained to document employee performance and to assist in making decisions about employees.

Authority: This data is collected pursuant to Sections 1104, 3321, 4301-4305, and 5405 of Title 5 of the U.S. Code; and Executive Orders 12107 and 9397.

Routine Uses: Data will be used for any of the routine uses published by the Office of Personnel Management in Privacy Act System OPM/GOVT-2, Employee Performance File System Records, available at <http://www.defenselink.mil/privacy/govwide/>.

DISCLOSURE IS VOLUNTARY. You are asked to sign this form and provide any comments. Providing this information is voluntary. No actions will be taken against employees who fail to provide a signature and/or comments.

PRINCIPAL PURPOSE(S): Used for performance planning and results reporting documentation requirements for the Defense Logistics Agency General Schedule (GS) supervisors/managers, General Management (GM), and Federal Wage System supervisors. Performance ratings will be one of the bases for decisions regarding pay, awards, training, and reductions in grade, reassignments, retention, and removal from the Federal service.

Instructions

Section I, II and III.

Initial Performance Rating Meeting

1. Rating officials are responsible for ensuring that all information on DLA Form 1862, Sections I and II, numbers 1-10 is complete.
2. Within thirty (30) calendar days after the beginning of the rating period, or upon the employee's entrance in a new position, the rating official completes item number one above with employee input. The final determination of the plan is that of the rating and reviewing officials.
3. The rating official and employee will sign and date the form, completing the Certification Section II, number 11.
4. The original is retained by the rating official and a copy is provided to the employee.

Interim Performance Rating Meeting

1. Approximately midway through the rating period, the rating official considers the employee's performance to-date, and meets with the employee to discuss the employee's performance. Additional progress reviews shall be conducted and documented as necessary.
2. The rating official completes DLA Form 1862, Section II, numbers 12-13, and discusses the interim assessments with the employee. After this interim meeting occurs, the employee and rating official sign and date Section III, number 14 of the form, whereby the employee acknowledges that he/she has received an interim assessment; note -- the employee does not need to agree with the rating official's assessment.
3. The original is retained by the rating official and a copy is provided to the employee.

End of Year/End-of-Cycle Rating Meeting

1. Within 60 days of the end of the rating period, the rating official completes DLA Form 1863, Section I and II (ratings only). The rating official signs and dates the form.
2. The rating official discusses the recommended rating of record and any proposed monetary recognition recommendation with the reviewing and approving official(s), as appropriate before discussing with the employee. The reviewing official reviews, signs, and dates the DLA Form 1863 if the rating falls below the "solid performance" summary level.
3. The rating official discusses the approved rating and any monetary recognition with the employee. The employee may attach any desired comments.

Definitions (continued on next page)

Approving Official. The individual(s) responsible for approving those performance ratings submitted by the rating official which fall below the Fully Successful level. This is normally the next higher level supervisor above the rating supervisor.

Critical Element. A work assignment or responsibility which is of such importance that unacceptable performance on the element would result in unacceptable performance in the position.

Exceptional Performance. Performance in which all of the critical and non-critical rating elements are rated as "Solid Performer" or higher, with the majority of the critical elements rated as "Exceptional".

Fully Successful. The performance level necessary for the employee to function adequately, fulfill the duties and responsibilities of the position, and properly contribute to meeting organizational performance goals. The "solid performance, "superior" and "exceptional" performance will equate to an overall rating of "fully successful".

Definitions (cont.)

Manager. Directs the work of an organizational unit, is held accountable for the success of specific line/staff functions, monitors and evaluates the progress of the organization toward meeting goals, and makes adjustments in objectives, work plans, schedules, and the commitment of resources.

Minimally Acceptable. Performance which falls below the Fully Successful level in which important aspects of work (both critical and non-critical elements) are deficient and improvement is necessary for the employee to properly contribute to achieving organizational goals (this is the lowest acceptable level of performance on a critical element).

Non-critical Elements. Work assignment or responsibility which is important, but is such that unacceptable performance of the element would be undesirable, but would not result in unacceptable performance in the position.

Rating Official. This individual is normally the immediate supervisor who exercises the full range of personnel management responsibilities, i.e., work assignment, leave approval, performance review, training, awards, and disciplinary actions.

Solid Performance. Performance in which all of the critical and non-critical rating elements are rated as "Solid Performer" or higher, with the majority of the critical elements rated as "Solid Performer".

Summary Rating. The result of the process of rating each critical element and assigning an overall performance rating.

Superior Performance. Performance in which all of the critical and non-critical rating elements are rated as "Solid Performer" or higher, with the majority of the critical elements rated as "Superior".

Supervisor. An employee who accomplishes work through the direction of other people and performs a variety of supervisory duties to include: making work assignments, approving leave, rating performance, and taking disciplinary action.

Unacceptable. Performance which fails to meet acceptable performance standards in one or more critical elements in an employee's approved performance plan.