



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 12430.5  
N12  
14 Oct 2011

COMNAVCRUITCOM INSTRUCTION 12430.5

From: Commander, Navy Recruiting Command

Subj: INTERIM PERFORMANCE MANAGEMENT SYSTEM GUIDANCE

Ref: (a) DON Interim Performance Management System Covering Positions Transitioning to the General Schedule (GS) from the National Security Personnel System (NSPS) Guidance, Version 2.0  
(b) DON Interim Performance Management System Covering Positions Transitioning to the General Schedule (GS) from the National Security Personnel System (NSPS) Handbook, Version 2.0  
(c) BUPERSINST 12430.3  
(d) COMNAVREGMWINST 12771.1  
(e) SECNAV M-5210.1

Encl: (1) Notional IPMS Performance Management Calendar  
(2) NAVCRUITCOM Standard Supervisor Critical Element  
(3) Interim Performance Management System Recognition and Rewards Notification Form NAVCRUIT 12430/2

1. Purpose. This instruction provides policy and guidance for the Department of the Navy (DON) Interim Performance Management System (IPMS) as outlined in references (a) through (c). This instruction is new and should be read in its entirety.

2. Cancellation. COMNAVCRUITCOMINST 12450.2B.

3. Background. The National Defense Authorization Act for Fiscal Year 2010 (NDAA 2010) repealed the National Security Personnel System (NSPS). Until a new Department of Defense (DoD) performance management system is implemented, Navy Recruiting Command (NAVCRUITCOM) must evaluate non-bargaining unit employees using the DON IPMS.

4. Policy. Reference (a) established IPMS to link employee, team and supervisory performance to organizational mission, goals and objectives. It is a two-tiered system with "acceptable" and "unacceptable" ratings of record. Managers and supervisors assign reward scores to acceptable employee performance, making clear distinctions between different levels

of performance and contribution to mission. As a result, employees are encouraged to take responsibility for their performance, continuously improve, and support organizational initiatives.

5. Coverage. This policy applies to all federal non-bargaining unit civilian employees assigned to NAVCRUITCOM Headquarters, Navy Recruiting Regions (NAVCRUITREGs), and Navy Recruiting Districts (NAVCRUITDISTs), and all military personnel who supervise non-bargaining unit civilian employees.

6. Responsibilities

a. NAVCRUITCOM's Director, Manpower and Human Resources Department (N1) is responsible for developing IPMS policy and guidance, and oversight of NAVCRUITCOM's civilian performance management programs.

b. The Director, Civilian Human Resources Liaison Division (N12) will:

(1) Designate an individual to serve as the Command Performance Management Administrator (CPMA).

(2) Ensure IPMS program objectives are accomplished and comply with applicable policies.

(3) Communicate updates to the NAVCRUITCOM workforce and respond to requests for information from customers.

(4) Respond to requests from the DON or Bureau of Naval Personnel's Total Force Human Resource Office (BUPERS-05).

(5) Ensure staff offices and subordinate commands comply with required actions within specified timeframes.

c. The Director, Comptroller Department (N8) will:

(1) Fund NAVCRUITCOM's IPMS performance awards budget to recognize and reward employees' annual performance at the minimum aggregate level established annually by DON of total adjusted salaries of covered employees as of the first day (1 October) of the appraisal period.

(2) Budget up to 0.2% of total adjusted salaries for Quality Step Increases (QSIs).

d. NAVCRUITCOM Department Heads, NAVCRUITREG Commanders and NAVCRUITDIST Commanding Officers will:

(1) Ensure supervisors and employees in their organization complete performance plans, progress reviews, close-out appraisals (when applicable), and annual appraisals within established timeframes.

(2) Establish a Performance Awards Review Board (PARB) within their respective organization to determine appropriate performance awards and recognition for their employees.

(3) Designate an individual to serve as their organization's Performance Management Liaison (PML).

(4) Respond to the CPMA's requests for information.

(5) Complete performance management actions within required timeframes.

e. Each PARB will:

(1) Be chaired by the respective Department Head or Special Assistant, Region Commodore, District Commanding Officer or Officer-in-Charge, and comprised of senior leadership representing major organizational functions. Chairmanship can be delegated to the Deputy or Executive Officer.

(2) Review performance reward scores and award recommendations for consistency and appropriateness, and ensure approved awards remain within budgetary constraints and comply with merit system principles.

(3) Follow established business rules and consult with human resource, equal employment opportunity, and financial management advisors when needed.

(4) Execute awards distribution in accordance with the established framework.

f. The CPMA (N12) will:

(1) Coordinate performance appraisal submissions and advise BUPERS of any issues related to established timeframes.

(2) Collect and submit completed appraisals, ratings of record and performance award information to the Human Resources Office (HRO), Millington Field Office, and or Human Resource Service Center (HRSC) within established timeframes.

(3) Prepare and provide records for review and use during PARB meetings.

(4) Track awards distribution to ensure compliance with DON and BUPERS guidance.

(5) Conduct an assessment of awards (including QSIs) for internal equity, consistency, and brief to leadership.

(6) Track and report progress of performance plans and appraisals to command leadership and or BUPERS.

g. Department, NAVCRUITREG and NAVCRUITDIST PMLs will:

(1) Perform the duties listed in paragraph 6f for their respective organization and forward responses, reports and documents to the CPMA (N12).

(2) Administer PARB meetings.

(3) Provide status reports of performance plans and appraisals for all employees to the CPMA after the start of the appraisal period, mid-year progress reviews, and completion of annual appraisals.

h. The HRO will:

(1) Advise managers on performance related issues.

(2) Maintain hard copy records of annual performance appraisals and or coordinate submission to the HRSC.

i. First-level supervisors serve as Rating Officials (RO) and will:

(1) Develop and receive approval of a written performance plan for each employee based on work assignments and responsibilities.

(2) Have each employee acknowledge their approved performance plan within the first 30 days of a new appraisal

period or placement into a position. Additionally, ensure each employee receives a copy of their acknowledged plan.

(3) Provide meaningful, constructive, continuous feedback to employees throughout the year, and at least one documented progress review midway through the appraisal period.

(4) Contact N12 or the HRO for guidance anytime during the appraisal period if an employee's performance is determined to be unacceptable. An unacceptable rating of record cannot be assigned unless performance improvement requirements outlined in reference (a) or those prescribed by N12 or HRO have been met.

(5) Prepare an annual assessment and recommend performance ratings for each employee.

(6) Recommend annual performance awards for employees while considering other recognition received by employees during the appraisal period.

(7) Remain accessible to the PARB during the dates and times scheduled to provide additional information if needed.

j. Second-level supervisors serve as Senior Rating Officials (SRO) and will:

(1) Review and approve written performance plans or direct ROs to modify performance plans when justified.

(2) Serve as the RO for subordinate employees in the event the RO is absent or unqualified to serve.

(3) Approve each employee's final rating of record and provide written justification for any changes to the RO's recommendations.

(4) Review and endorse annual reward scores and award recommendations for each employee or justify modifications in writing.

k. Employees will:

(1) Work with ROs to develop their critical elements and performance plans.

(2) Identify, track and document their performance, and engage in open and ongoing dialogue with their RO throughout the year.

(3) Submit written self assessments for progress reviews, close-outs and annual appraisals.

(4) Address performance-related grievances in accordance with procedures outlined in reference (d).

7. Performance Management. The IPMS appraisal period begins 1 October and ends 30 September each year. Four phases of events complete the annual performance management process: Plan; Monitor and Develop; Rate; and Reward. The following guidance specifies how NAVCRUITCOM will conduct performance management activities. Notional due dates are paired with each activity in enclosure (1). Actual due dates will be published each year.

a. Phase 1 - Plan

(1) ROs must first determine each employee's career stage (entry, journey, expert, or supervisory) to ensure the employee is evaluated using the correct performance standards. Descriptions of acceptable and unacceptable levels of performance exist for each career stage and must be copied or pasted verbatim from reference (a) into the Critical Element Performance Standards block of the employee's appraisal form.

(2) Performance plans must have a minimum of three and maximum of five critical elements. Critical elements must be specific, measurable, aligned, realistic, relevant, and timed (SMART).

(3) Performance plans for supervisors must contain the standard NAVCRUITCOM Supervisor Critical Element shown in enclosure (2). Per reference (b), the supervisory performance standard is only used for the supervisor critical element. All other critical elements are rated using the appropriate entry, journey, or expert performance standards.

(4) Performance plans for some positions must include at least one critical element that addresses specific legal requirements. Refer to reference (a), Appendix E for more information.

(5) Each critical element must be named and the name must reflect the expected final product, outcome, or responsibility (i.e., Training, Officer Kits, Web Content Management, etc.).

(6) Critical elements must include at least two valid metrics the employee, RO or SRO and PARB can use to measure and evaluate the employee's performance. Each metric should include a reasonable range to describe acceptable performance (i.e., final report expected 3-5 business days after receipt). Ranges should reflect whatever time, quality, or quantity measurement is considered the norm, in line with written policy and is acceptable to the customer. If the employee's accomplishments fall within or above all stated metric ranges, the employee could reasonably expect to receive an acceptable rating on the element. If the employee's accomplishments fall and remain below stated metric ranges after the RO employs documented corrective measures, the employee could reasonably expect to receive an unacceptable rating on the element.

(7) The RO, SRO and employee must sign and date the Performance Plan Documentation section of the appraisal form. After SRO approval the RO must clearly communicate the approved critical elements and performance expectations to the employee, and document the conversation. The employee's signature is to acknowledge receipt of the approved plan; it does not indicate agreement or disagreement.

b. Phase 2 - Monitor and Develop. Successful ROs engage in monitoring and development activities throughout the appraisal period.

(1) Monitor. ROs must regularly track and measure employee performance and provide meaningful, constructive and timely feedback.

(2) Develop. ROs must provide training and development opportunities to encourage good performance and strengthen job-related skills and competencies. Effective development opportunities include, but are not limited to, on-the-job, online and formal classroom training, mentoring, or giving employees special assignments.

(3) Progress Reviews

(a) One written mid-year progress review is required; however, ROs are encouraged to conduct additional progress reviews throughout the appraisal period. The purpose of a progress review is to discuss with the employee how they are progressing toward meeting their critical elements. A progress review should be informative and developmental in nature, focus on future performance expectations, and outline any needed training or assistance.

(b) The employee and RO must provide written assessments that address all metrics within each critical element.

(c) ROs and employees should discuss and determine the need to adjust the employee's performance plan. Critical elements can be modified, added to, or deleted as needed except within the last 90 days (July - September) of the appraisal period. Acceptable reasons to adjust performance expectations include changes to organizational mission and goals or other changes beyond the employee's control. Any performance plan adjustments must be approved by the SRO and promptly and clearly communicated to the employee.

(d) Progress reviews do not require assignment of ratings. However, any time during the appraisal period an employee's performance is determined to be unacceptable in one or more critical elements the RO must take corrective action. The employee must be notified in writing and given a reasonable opportunity to demonstrate acceptable performance.

(e) The RO, SRO, and employee must sign and date the Progress Review Documentation section of the appraisal form. The employee's signature is to acknowledge the progress review was completed; it does not indicate agreement or disagreement.

c. Phase 3 - Rate

(1) Close-Out Assessment. A close-out assessment must be conducted when:

(a) An employee completes a detail or temporary promotion of 120 days or longer under established critical elements. This requirement also applies to employees on loan from another activity or agency for 120 days or longer.

(b) An employee changes positions, is promoted or moves to a new agency or activity after being under established critical elements for a minimum of 90 days.

(c) A RO leaves a position after supervising an employee under established critical elements for a minimum of 90 days. In this situation, the employee will continue under the same performance plan unless changed by the new RO.

(d) Close-out ratings may convert to the employee's rating of record if there is insufficient time (fewer than 90 days) to establish a performance plan and rate the employee in the newly assigned position before the end of the appraisal period. The same applies if the incoming RO reports to the command within the last 90 days of the appraisal period.

(2) Annual Appraisal. An annual appraisal is conducted for each employee after the appraisal period ends (normally 30 September).

(a) To receive a rating of record an employee must have a minimum of 90 days under an approved performance plan in the same position. With approval from the SRO, an RO may extend an employee's appraisal period beyond 30 September to ensure the minimum 90-day requirement is met as long as the extension doesn't interfere with the ability to manage any part of the rating and rewarding process for the organization. If an extension will interfere, it should not be given and the performance should be added to the beginning of the subsequent appraisal period. If the employee has a valid close-out rating it will become the rating of record.

(b) Each employee is required to provide their RO a self-assessment of their accomplishments for each critical element. Accomplishments should be written as outcomes instead of a list of work activities. Self-assessments should begin by stating whether the employee met, exceeded or did not meet the performance expectations described in the critical element.

(c) The RO must consider the employee's self-assessment when writing their assessment of the employee's performance, and recommend individual critical element ratings of acceptable or unacceptable by comparing the employee's accomplishments to DON's published critical element performance standards in reference (a).

(d) Once all individual critical element ratings are assigned, the RO recommends a summary level rating of acceptable or unacceptable. An acceptable summary level rating results when all critical elements are rated acceptable. An unacceptable summary level rating results when one or more critical elements are rated unacceptable. Once the SRO approves the summary level rating it becomes the official rating of record.

(e) To recognize and reward an employee who receives an acceptable summary level rating, the RO will assess the employee's accomplishments against DON's published performance awards standards in reference (a) and recommend a reward score of 1, 2 or 3 on each critical element. The scores will be added, and then averaged, to determine the employee's reward eligibility. Once signed by the SRO the recommended reward scores are forwarded to the PARB.

(f) The SRO has explicit authority to endorse or modify the RO's written assessment, recommended ratings, and reward scores, but must discuss any changes with the RO and justify them in writing in Part O of the performance appraisal form.

(g) After the RO and SRO sign and date the Annual Appraisal Documentation section of the appraisal form the RO must discuss the approved assessment and rating of record with the employee. The employee will sign and date the form to acknowledge the annual appraisal was completed; the employee's signature does not indicate agreement or disagreement. The annual appraisal discussion must occur no later than 14 December.

d. Phase 4 - Reward

(1) The intent of a performance award is to motivate an employee by recognizing and rewarding significant individual, team or organizational achievements and contributions. When granted, most performance awards are paid as one-time cash awards equal to a percentage of basic salary based on the employee's average critical element reward score. A QSI may be granted in lieu of a cash award for some employees on a case-by-case basis. Employees below step 10 of their GS grade who receive at least a 2.50 average reward score are eligible for a QSI. Cash and QSI awards are neither mandatory or guaranteed. QSIs are subject to final review and approval by COMNAVCRUITCOM.

(2) The table below provides the award eligibility framework established by (BUPERS); however, COMNAVCRUITCOM can adjust the percentages each year to ensure the required minimum aggregate is executed, or any maximum amounts dictated by DON are not exceeded.

Average Critical Element Reward Score	Award Eligibility (% of Basic Salary)	Eligible For QSI
1.00 - 1.49	0 - 1.0%	No
1.50 - 2.49	Up to 2.0%	No
2.50 - 3.00	Up to 4.0%	Yes

(3) To begin the reward recommendation process using the Version 2.0 performance appraisal form, the RO and SRO must complete and sign page 18 of Section 3 - Performance Recognition. If using the Version 3.0 performance appraisal form, the RO or SRO must complete and sign page 1 of enclosure (3). Individual critical element reward scores and the average reward score must be entered in the appropriate blocks.

(4) The RO and SRO should consider other recognition received by the employee during the appraisal period when recommending an award. Care should be taken to ensure clear distinctions are made in award amounts for different levels of performance and contribution to mission, and similarly situated employees with like performance are rewarded in a consistent manner.

(5) To recommend approval or disapproval of a performance award, enter "max," "fav," "mod" or "none" in the Recommended Award Amount block. These annotations convey the following interpretations:

(a) Max: The employee is a proven, constant high performer and should receive the maximum reward available based on the approved reward score. Using the above table, if the reward score is 2.66, the reward can be a one-time cash award as high as 4% of the employee's salary or a Quality Step Increase (QSI) (if eligible). To recommend a QSI, place a checkmark in the QSI Recommendation block; otherwise, a cash award is recommended.

(b) Fav: The employee exceeds expectations and should receive a favorable one-time cash award, but not a QSI,

based on the approved reward score. The award percentage in this category may be closer to the range maximum.

(c) Mod: The employee is a high performer and has already received some recognition for one or more accomplishments during the appraisal period; or the employee performs as expected and should receive a moderate one-time cash award. The award percentage in this category may be closer to the range minimum.

(d) None: The employee's salary is adequate compensation; or the employee has already been adequately recognized for their work; or the employee is currently working through a performance improvement process and should not receive an award. The employee in this category will not receive a performance award.

(6) SROs should reconcile reward scores of employees for accuracy, consistency and fairness, and take corrective action to eliminate inflated or deflated scores prior to submitting appraisals to the PARB. The SRO's recommended reward scores and award amounts will be reviewed by the PARB, which has explicit authority to approve or modify them (+/-) as necessary.

(7) The PARB cannot change an employee's critical element ratings or the rating of record.

(8) The PARB Chair will assign employee appraisals to individual board members for review and presentation to the rest of the board. The review and brief will be based exclusively on the written record. PARB members will review all appraisals but will brief only their assigned appraisals. Members will review but not present, discuss, or vote on appraisals of their own employees.

(9) PARB members will excuse themselves from reviewing, and may not participate in deliberations on those with whom they share a close personal or family relationship.

(10) After reviewing assigned appraisals, PARB members will state their concurrence with the SRO's recommended reward scores and award amounts, or present their rationale for changes. The PARB can approve individual awards up to the maximum shown in each range.

(11) Approval of reward scores and amounts requires a simple majority vote so it is recommended to have an odd number of members vote on each record. The PARB Chair should only vote when needed to avoid or break ties.

(12) If the PARB votes to change a reward score or award amount (+/-), they have the option to contact the employee's RO and SRO for additional justification to support the original recommendation. If the RO or SRO are not available or do not respond when needed, the change stands.

(13) The PARB will justify any change to a reward score or award amount in writing in block 4 of the PARB approval page.

(14) PARB deliberations, materials, and information (both written and verbal) developed during meetings are for official use only and privacy sensitive. Appropriate safeguards will be utilized to protect employee information. The PML will collect and store or dispose of all materials as required.

(15) When an employee who is eligible for an approved performance award moves to a different Federal organization prior to receiving the award, NAVCRUITCOM will attempt to transfer funds to the gaining organization and request payment to the employee. Payment, however, is not guaranteed.

(16) An employee who separates from Federal service prior to receiving a performance award cannot be paid.

## 8. Business Rules

a. Face to face conversations are required to communicate approved performance expectations, and discuss progress reviews, close-outs and annual appraisals.

b. Constructive performance feedback will be the norm.

c. Assessments may only address accomplishments that occurred during the appraisal period.

d. When writing progress review assessments, employees and ROs must state whether the employee is on track to meet, exceed, or fail expectations for each critical element. When writing annual performance assessments, employees and ROs must state

whether the employee met, exceeded, or did not meet expectations.

e. Every critical element must be rated unless the employee did not have an opportunity to accomplish the work for reasons beyond their control. In this situation, the critical element will be marked "NR" for not rated and the employee and RO must explain the circumstances preventing the work. Employee procrastination is never an acceptable circumstance and must be rated appropriately.

f. Every performance expectation (metric) identified in a critical element must be addressed in assessments. For example, when an element cites both a quality metric and a due date, the assessment must state the finished product's quality and whether the due date was met.

g. Bullet statements are recommended when writing assessments because of character limitations; however, narratives are acceptable. Both the employee's and RO's assessments will be reviewed to determine appropriate ratings and rewards.

h. Accomplishments will be written as outcomes or results and show how they contributed to completion of the element (i.e., processing 35 transactions far exceeded the normal expected level of 20, which pushed the District beyond its goal...).

i. RO assessments must avoid repeating the employee's assessment. The RO must state whether they concur with the employee's assessment and provide amplifying information about how the results impacted the mission (the "so what?" factor).

## 9. Signing, Routing and Retaining Appraisal Forms

a. RO, SRO and employee signatures are required on the DON Interim Performance Appraisal Form after every step of the performance management process. Electronic signatures are recommended and preferred. RO and SRO signatures are required to establish and approve critical elements, approve progress review assessments, close-out assessments and ratings (when applicable), and annual assessments and ratings of record. Employee signatures are always obtained last.

b. The appraisal form should be routed between the RO, SRO and employee via email to allow continued electronic input and signature. The RO should retain the primary form electronically after the employee acknowledges each event. If the RO transfers prior to the end of the appraisal period, the RO should forward the form to their successor or the SRO after the employee acknowledges the close-out assessment and ratings.

10. Grievances and Appeals. Employees may raise issues relating to the performance appraisal process using the administrative grievance procedure outlined in reference (d). Appealable issues may be submitted to the Merit Systems Protection Board (MSPB). Specifically,

a. An employee can file a grievance:

(1) When a RO (or SRO) fails to inform an employee of critical elements and standards within the required time frame.

(2) To challenge individual element ratings and or the summary level rating.

b. Performance-based demotions and removals may be challenged through the grievance procedure or appealed to the MSPB, but not both.

c. An employee cannot file a grievance or an appeal to challenge the substance of the employee's critical elements, or awards decisions.

11. Training Requirements

a. Employees, ROs, SROs and PARB members are required to complete the courses listed below to familiarize themselves with the GS system and assist in executing their performance management responsibilities:

(1) GS-101.

(2) Performance Management: A Tool to Achieve Results.

(3) DON IPMS.

(4) IPMS Brief for the Workforce.

(5) Developing Critical Elements Brief.

(6) Writing Assessments Brief.

b. Courses (1) and (2) must be completed online and are available on the DOD Civilian Personnel Management Service's website: <http://www.cpms.osd.mil/nsps/transition/>. Course (3) must be completed online and is available on Navy Knowledge Online (NKO): <https://wwa.nko.navy.mil/portal/home>. These online courses must be completed no later than 30 calendar days after reporting onboard. Courses (4), (5) and (6) will be announced and briefed by N12 via live Defense Connect Online (DCO) sessions. A recorded session will also be posted on the Recruiting Quarterdeck and available anytime.

c. Employees, ROs, SROs and PARB members are encouraged to complete the DON IPMS Suggested Framework for Performance Recognition online course, also available on NKO.

12. Records Management. Official records created as a result of this instruction, regardless of media and format, shall be managed per reference (e).

/s/  
R. L. GRAF  
Deputy

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14 Oct 2011

**Notional IPMS Performance Management Calendar**

<b>Phase</b>	<b>Date</b>	<b>Event</b>
<b>1 - Plan</b>	1 Oct	Start of DON IPMS appraisal period.
	NLT 20 Oct	Rating Officials (RO) and employee establish employee's critical elements.
	NLT 27 Oct	Senior Rating Official (SRO) reviews and approves critical elements.
	NLT 30 Oct	RO communicates approved critical elements to employee and employee acknowledges.
<b>2 - Monitor and Develop</b>	NLT 15 Mar	Employee submits progress review self assessment to RO.
	NLT 25 Mar	RO submits progress review assessments to SRO.
	NLT 29 Mar	SRO reviews and approves RO's progress review assessment.
	NLT 31 Mar	RO discusses approved progress review assessment with employee and employee acknowledges.
	30 Jun	Last day to modify critical elements; all performance plans must be approved and acknowledged.
	30 Sep	End of DON IPMS appraisal period.
<b>3 - Rate</b>	NLT 5 Oct	Employee submits annual self assessment.
	NLT 15 Oct	RO submits annual assessment, ratings, reward scores, and award recommendation to SRO.
	NLT 20 Oct	SRO reviews and approves annual assessment and ratings; endorses recommended reward scores and award.
<b>4 - Reward</b>	NLT 23 Oct	Completed annual appraisals due to local Performance Management Liaison (PML).
	24-31 Oct	Local PML completes Performance Awards Review Board (PARB) prep.
	1-5 Nov	Local PARB convenes, reviews all appraisals and approves final reward scores.
	NLT 14 Nov	All appraisals and award documentation due to the Command Performance Management Administrator (CPMA).
	NLT 14 Dec	RO discusses performance ratings and award with employee.

**SUPERVISOR CRITICAL ELEMENT**

Title: Supervise Employees

Critical Element: Manage an aligned, engaged, and high performing team through leading by example and developing and executing a mission aligned vision for the organization. Create a positive, safe work environment that allows employees to excel. Uphold high standards of integrity and ethical behavior. Perform supervisory duties including:

a. Ensure compliance with applicable laws, regulations and policies including merit system principles and prohibited personnel practices.

b. Effectively attract and retain a high caliber workforce and act in a responsible and timely manner during the recruitment and hiring process.

c. Provide opportunities for orientation and tools for enabling employees to successfully perform during their probationary period and beyond.

d. Identify current and future position requirements to ensure recruitment is appropriately focused and timely.

e. Complete performance management tasks in a timely manner: clearly communicate performance expectations, provide performance feedback throughout the appraisal period, hold employees accountable, promote employee development and training, promptly address performance and conduct issues, make meaningful distinctions in performance, and reward excellent performance.

f. Act as a good steward of public funds.

g. Maintain a safe work environment and promptly address allegations of noncompliance.

h. Manage the work environment, ensuring it is free from discrimination (including harassment and retaliation). Appropriately provide religious and disability related workplace accommodations, employ early conflict identification and prevention, address concerns when they arise (whether based on perception or reality), ensure workforce completion of mandatory Employment Equal Opportunity (EEO) training and cooperation with EEO officials, take appropriate action to alleviate workplace tension, and allocate personnel to support EEO program activities.

INTERIM PERFORMANCE MANAGEMENT SYSTEM RECOGNITION AND REWARDS NOTIFICATION FORM PRIVACY ACT NOTIFICATION		
<p>This document contains information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions. If you have received this correspondence in error, please notify the sender immediately and destroy any copies you have made.</p>		
ADMINISTRATIVE DATA		
1. APPRAISAL PERIOD:		b. END DATE
a. START DATE		
2. EMPLOYEE NAME (Last, First, Middle Initial)	3. POSITION TITLE	4. GENERAL SCHEDULE (GS) GRADE AND STEP
5. ORGANIZATION		6. BASIC SALARY AS OF APPRAISAL START DATE
		\$
PERFORMANCE-BASED AWARD - RATING OFFICIAL RECOMMENDATION		
<p>1. To provide a means for recognizing and rewarding employees, for those employees who receive an 'acceptable' rating of record, each critical element will be assessed against the performance standards in Appendix F of the document <i>Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS</i> and will be assigned a reward recommendation score. The average of the reward recommendations will be used to assess award eligibility. In this section, the rating official will input his or her recommendations for any performance-based award. If the decision is to grant an award, awards must be given according to the charts shown below. Awards are neither mandatory nor guaranteed.</p>		
CRITICAL ELEMENT	CRITICAL ELEMENT TITLE	REWARD RECOMMENDATION
1		
2		
3		
4		
5		
REWARD RECOMMENDATION (enter average of the Reward Recommendations for each critical element)		
RECOMMENDED AWARD AMOUNT		
<p>2. QUALITY STEP INCREASE RECOMMENDATION - An additional step increase may be granted in recognition of high quality performance above that ordinarily found in the type of position concerned. To be eligible for a Quality Step Increase (QSI), an employee must:</p> <ul style="list-style-type: none"> <li>(a) currently be paid below step 10 of their classified grade;</li> <li>(b) have received an average reward recommendation of no less than 2.5 as part of an annual appraisal;</li> <li>(c) have demonstrated sustained performance of high quality; and</li> <li>(d) have not received a QSI (or QSI-equivalent under a personnel system other than the GS) within the preceding 52 consecutive calendar weeks.</li> </ul> <p>Additional guidance on assigning QSIs is available in section 12.b. of the document <i>Interim Performance Management System Covering Positions Transitioning to the General Schedule from NSPS</i>.</p> <p style="text-align: center;"><i>I recommend a QSI for the employee and certify that the requirements above have been met and that justification has been recorded in the Rating Official's assessments on the Performance Appraisal Form.</i></p>		
3.a. PRINTED NAME OF RATING OFFICIAL (Last, First, Middle Initial)		b. SIGNATURE
c. TITLE AND ORGANIZATION		d. DATE
4.a. PRINTED NAME OF SENIOR RATING OFFICIAL (Last, First, Middle Initial)		b. SIGNATURE
c. TITLE AND ORGANIZATION		d. DATE

The NAVCRUIT 12430/2 is located on the forms page of  
cnrc.navy.mil.

PERFORMANCE-BASED AWARD - PERFORMANCE AWARDS REVIEW BOARD APPROVAL		
1. To ensure fairness, good business decisions, and adherence to Merit System Principles across the organization, a Performance Awards Review Board will review and approve, disapprove, or modify reward recommendations. In this Part, the Board will record the final reward decision and provide the rationale for any changes to the recommendations. Employees will be notified of their approved rating of record and of any approved award amount within 75 days of the end of the appraisal period.		
CRITICAL ELEMENT	CRITICAL ELEMENT TITLE	APPROVED SCORE
1		
2		
3		
4		
5		
APPROVED SCORE AVERAGE (enter average of the scores for the critical elements)		
APPROVED AWARD AMOUNT (enter only if recommendation is to grant an award, expressed as a percentage of basic pay)		
2. QUALITY STEP INCREASE APPROVAL		
The Board authorizes a Quality Step Increase for the employee. <input type="checkbox"/>		
3.a. PRINTED NAME OF BOARD OFFICIAL (Last, First, Middle Initial)		b. SIGNATURE
c. TITLE AND ORGANIZATION		d. DATE
4. SUMMARY OF MODIFICATIONS TO RECOMMENDATIONS (if applicable)		

The NAVCRUIT 12430/2 is located on the forms page of cnrc.navy.mil.