

NONAPPROPRIATED FUND FOR SUPERVISORS/MANAGERS AND FAMILY READINESS OFFICERS PERFORMANCE PLAN

1. PERIOD COVERED FROM: _____ TO: _____	2. <input type="checkbox"/> INTERIM APPRAISAL <input type="checkbox"/> RATING OF RECORD
3. NAME (Last, First, Middle Initial)	4. Empl ID: _____ Grade: _____ Title: _____
5. Individual Development Plan (IDP) is attached. <input type="checkbox"/> Yes <input type="checkbox"/> No	6. POSITION DESCRIPTION CURRENT AND ACCURATE <input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/> EXCEPTION RESULTS (61-68)	RATING OF RECORD <input type="checkbox"/> EXCEEDS EXPECTED RESULTS (51-60)
<input type="checkbox"/> ACHIEVED EXPECTATIONS (34-50)	<input type="checkbox"/> MINIMALLY SATISFACTORY (17-33) <input type="checkbox"/> UNSATISFACTORY (0-16)

PERFORMANCE PLAN ESTABLISHED			MID-YEAR REVIEW		FINAL APPRAISAL	
	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
IMMEDIATE SUPERVISOR						
SECOND LEVEL SUPERVISOR						
EMPLOYEE						

DEFINITIONS:

1. **Exception Results:** Extraordinary standard that delivers distinguished, role model results. Results are generally characterized as “breakthrough”, uncommon, unexpected or extraordinary and or of extraordinary high quality. 4 points
2. **Exceeds Expected Results:** Commendable standard that delivers results that surpass expectations. Results are unexpected and or of a very high quality. The performance is commendable and praiseworthy. Performance is cited as an exemplar of excellence. 3 points.
3. **Achieved Expectations:** High standard that delivers results that are likely and anticipated. The results are excellent and of high quality. The results are excellent and of high quality. The performance is cited as well-regarded, valued and respected. 2 points
4. **Minimally Satisfactory:** Low standard that delivers results that are just satisfactory. The results are insignificant, minor or nominal quality. The performance is cited as disappointing, and in need of improvement and upgrading. 1 point.
5. **Unsatisfactory:** Substandard bar that delivers results that are below what is expected. The results are not good enough, lacking or poor quality, and unacceptable. 0 points.

<p>4-Exception Results 3-Exceeds Expected Results 2-Achieved Expectations 1-Minimally Satisfactory 0- Unsatisfactory</p>	
<p>ORGANIZATIONAL TRAINING Complete appropriate level of Personal Training Plan. (This will be determined each year). Complete training assignments as tasked and required. Ensures staff receives training in all aspects of position.</p>	
<p>CREATIVITY Seeks better ways to accomplish tasks, and continually makes improvements in area of responsibility. Follows through on planned tasks and actions being persistent and proactive and functioning as a change agent.</p>	
<p>COMMUNICATIONS Displays good listening skills. Adapts communication style to fit the audience. Keeps appropriate people informed about certain issues, demonstrating dependability and thoroughness. Prepares effective well-organized memos, letters, and reports. Demonstrates comprehension of meaning and intent of written material. Respond promptly to written requests, information and instructions.</p>	
<p>PERSONAL CONTACTS Demonstrates courteous and tactful behavior towards internal and external organizations, coworkers, supervisors and subordinates. Projects a positive and professional image of the Marine Corps at all time.</p>	
<p>Only mark one - A or B</p> <p>A. SUPERVISION Assigns work fairly and in a manner productive for the organization. Provides policy guidance including goals and objectives to staff. Gives timely technical guidance to subordinate staff. Gives timely technical guidance to subordinate staff to support accomplishment of tasks or objectives. Supports and implements management decisions. Corrects performance and conduct problems promptly and fairly. Ensures staff is properly trained and complies with occupational safety and health regulations.</p> <p>B. PROGRAM/FUNCTION MANAGEMENT Manages program/function resolving issues and problems that arise in the administration of such. Monitors all aspects of program quality, efficiency and consistency. Established program plans and guidance in response to objectives, requirements, specifications and regulations. Ensures policy, instructions to staff are accurate and clearly understood. Completes work within time constraints or on schedule. Evaluates effectiveness of work performed and adjusts plans accordingly. Reports progress of work accomplished to supervisor.</p>	
<p style="text-align: right;">RATING OF RECORD</p>	

RATER'S COMMENTS (MANDATORY)

RATER'S EXPECTATION FOR (MANDATORY)