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

1. PERIOD COVERED				2. INTERIM APPRAISAL					
FROM:	TO:					RATING O	F RECORD		
3. NAME (Last, First, Middle Initial)				4. Empl ID: Grade:					
				Title):				
5. Individual Development Plan (IDP) is attached. Yes No				6. POSITION DESCRIPTION CURRENT AND ACCURATE Yes No					
EXCEPTION RESULTS (61-68) RATING OF RECORD EXCEEDS EXPECTED RESULTS (51-60)									
ACHIEVED EXPECTATIONS (34-50) MINIMALLY SATISFACTORY (17-33) UNSATISFACTORY (0-16)									
PERFORMANCE P LAN ESTABLISHED				MID-YEAR REVIEW		FINAL APPRAISAL			
	SIGNATURE	DATE	SIGNATURE			DATE	SIGNATURE		DATE
IMMEDIATE SUPERVISOR									
SECOND LEVEL SUPERVISOR									
EMPLOYEE									
DEFINITION	S:	<u>, </u>				•			
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.									

CRITICAL ELEMENTS

4-Exception Results 3-Exceeds Expected Results 2-Achieved Expectations 1-Minimally Satisfactory

0- Unsatisfactory

EXECUTION OF DUTIES (Weighted 4 Times)



Completes work assignments in a timely manner, assuring a quality of work that meets the needs of the department's goals and objective or Division mission. Develops solutions to problems, which demonstrate improvement in work methods. Supports and conforms to policy, procedures and regulations.

ORGANIZATIONAL SUPPORT (Weighted 4 Times)



Provides recommendations that are timely, responsive and accurate. Maintain's rapport with internal and external divisions, agencies or organizations. Develops and establishes work relationships with external organizations, as required. Keeps supervisor informed of difficult and/or controversial issues and unique problems. Takes action to effectively solve problems before they have an adverse impact on the organization or other employees.

SKILLS MAINTENANCE

Maintains an adequate level of skill to perform duties and seeks training or on the job training to increase level of competency as necessary for performance of assigned tasks.

PROBLEM SOLVING

Anticipates problems and deals with them before they become disruptive, using innovation and decisions making that have a minimal negative impact on mission accomplishment.

RESOURCE MANAGEMENT

<u>Revenue Generating Departments</u> - Increase or maintains profit by agreed upon percentage. Reduces or maintains inventory shortages within acceptable/allowable standard. Maintains or justifies budget variance.

Maintains - Met

Increase - Exceeded

Non-Revenue Generating Departments - Monitors allocated funds and maintains complete and accurate record of expenditures. Utilizes resources in an efficient and effective manner. Maintains or reduces expenses while maintaining acceptable level of service, based on patron usage/ratio. Maintains or justifies budget variance.

Maintains - Met

Reduces - Exceeded

Ensures that funds, property, and other resources are guarded against fraud, waste, loss unauthorized use and misappropriation.

EQUAL EMPLOYMENT OPPORTUNITY

Applies principles of equal opportunity. Selects individuals for recruitment, promotion, and training without regard to non-merit factors. Assigns work in an equitable manner, without regard to sex, race, national origin, religion, personal favoritism, age, marital status, political affiliation. Promptly investigates allegations of discrimination and takes appropriate corrective action if allegations are founded.

4-Exception Results 3-Exceeds Expected Results 2-Achieved Expectations 1-Minimally Satisfactory 0- Unsatisfactory	
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.	
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.	
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.	
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.	
Only mark one - A or B	
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.	
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.	
RATING OF RECORD	

RATER'S COMMENTS (MANDATORY)					
RATER'S EXPECTATION FOR	(MANDATORY)				