



**COMMANDER, U.S. PACIFIC COMMAND
(USPACOM)
CAMP H.M. SMITH, HAWAII 96861-4028**

USPACOMINST 0207.1
J133
5 Jul 05

USPACOM INSTRUCTION 0207.1

Subj: CIVILIAN TWO-LEVEL PERFORMANCE MANAGEMENT PROGRAM

Ref: (a) COMNAVBASEPEARLINST 12000.1D
(b) SECNAVINST 12430.4
(c) DON Implementation Guidance 430-01 of 1 Oct 97

Encl: (1) USPACOM Form 0207.1 (5/05)

1. Purpose. To establish administrative procedures for implementing the Department of Navy (DON) Two-Level Summary Performance Management Program. This instruction supplements procedures outlined in reference (a).

2. Cancellation. USCINCPACINST 12430.1E.

3. Background. The Secretary of the Navy through reference (b) ordered all DON civilian performance management programs to be two-level summary rating programs that appraise employee performance at the "Acceptable" or "Unacceptable" level. Reference (c) provides guidance to the field on implementing the new program.

4. Coverage. The two-level performance management program covers all USPACOM civilian employees at the GS-1 through GS/GM-15 levels in HQ USPACOM directorates/staff agencies. This instruction does not cover Senior Executive Service (SES) or equivalent employees.

5. Definitions

a. Appraisal Period. The period of time for which an employee's performance will be reviewed. The Department of Navy minimum appraisal period is 90 days. The annual HQ USPACOM rating cycle is 1 May through 30 April.

b. Performance Plan. The critical elements and performance standards that describe the expected performance of an employee. The performance plan form to be used in HQ USPACOM is at enclosure (1).

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6. Responsibilities

a. Employees are expected to:

(1) Participate in the development of their performance plan and participate in performance reviews.

(2) Be responsible for having a clear understanding of their supervisor's expectations and requesting clarification if necessary.

b. First Level Supervisors will:

(1) Develop a performance plan for each covered employee within 30 days after the start of the rating cycle or within 30 days of assignment of the employee to a new position. Under Navy guidance, all elements in a performance plan must be critical. Organizational Support and Communication and Execution of Duties will be elements identified on all performance plans. Employees who are supervisors must also have Human Resources Management and Equal Employment Opportunity identified as elements. Additional elements that are specific to the position are optional.

(2) Prepare a rating of record for each covered employee as soon as possible after the end of the rating cycle. The rater is encouraged to include comments on the appraisal form (USPACOM Form 12430) for employees who receive an "Acceptable" summary rating. The Civilian Personnel Branch, J133, must be alerted as soon as it is apparent during the rating period that an employee's performance is unacceptable.

c. Second Level Supervisors will:

(1) Review the employee's performance plan and any changes to the plan.

(2) Review the final or closeout appraisal. The rating and any comments should be agreed upon between the rater and reviewer and the appraisal form signed before the appraisal is given to the employee.

7. Action

a. Directorate/Staff agency heads will assure that the provisions of this instruction are implemented and that all employees benefit from fair and timely evaluations of their performance. The original appraisal form will be forwarded to the Civilian Personnel Branch (J133).

b. The Director for Manpower, Personnel, and Administration will administer the two-level performance management program through the Civilian Personnel Branch (J133).

8. Form. Enclosure (1), USPACOM Form 12430/1 (5/05), is available on the share drive or in the Civilian Personnel Branch (J133).



W. V. ALFORD, JR.
Rear Admiral, USN
Chief of Staff

Distribution: (USPACOMINST 0902.1)
List IA & IB5

**HEADQUARTERS, U.S. PACIFIC COMMAND
PERFORMANCE PLAN (Supervisors/Non-Supervisors)**

NAME OF EMPLOYEE (Last, First, Middle Initial)		SOCIAL SECURITY NUMBER
POSITION/TITLE/SERIES/GRADE		ORG CODE
RATING PERIOD FROM: _____ TO: _____		TYPE OF APPRAISAL () Rating of Record () Close Out

RECORD OF REVIEWS AND FINAL APPRAISAL

Performance Plan Established Date		Progress Review Date		Special Date		Final Appraisal Date	
Supervisor							
Reviewer							
Employee							

RATING OF RECORD

<input type="checkbox"/> ACCEPTABLE: Performance expectations for all critical elements were fully met and the employee has successfully performed assigned duties and responsibilities. <input type="checkbox"/> UNACCEPTABLE: The employee's performance of assigned duties is unacceptable, with at least one critical element rated as "Unacceptable."			
PD current and accurate: <input type="checkbox"/> Yes <input type="checkbox"/> No Is the employee a supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
ELEMENTS (Check applicable elements before the Performance Plan is issued to the employee at the beginning of the appraisal period.)	PERFORMANCE STANDARDS	RATING LEVEL (X) A U	
<input checked="" type="checkbox"/> <i>Organizational Support and Communication</i> Understands the organization's goals and priorities. Fully complies with the organization's policies, regulations, and procedures. Communicates orally and/or in writing to perform the work.	<i>Acceptable Level</i> Promotes and properly uses administrative channels. Follows the policies, regulations, and procedures and is mindful of the organization's goals and priorities to produce efficient performance of job operations. Communicates well and maintains good rapport with supervisor and co-workers. Keeps supervisor, co-workers, and customers informed.		
<input checked="" type="checkbox"/> <i>Execution of Duties</i> Performs assigned work by applying technical knowledge and skills. The work produced is of acceptable quality.	<i>Acceptable Level</i> Readily accepts work assignments and follows instructions. Independently and efficiently uses technical knowledge and skills. Work produced is of good quality, timely, and responsive to the supervisor and the organization's priorities and requirements.		
<input type="checkbox"/> <i>Human Resources Management (Supv only)</i> Uses human resources concepts and techniques to effectively manage the organization.	<i>Acceptable Level</i> Delegates work commensurate with grade level. Informs and advises employees what is expected of them and of changes as job progresses. Provides technical advice and reviews work promptly. Ensures position descriptions are current and reflect the duties and the responsibilities of employees. Uses position management principles and techniques. Motivates employees. Appraises staff within required timeframes. Uses procedures for rewarding employees and takes corrective action on poor performers. Ensures staff is properly trained. Acts as a liaison between staff and higher management.		
<input type="checkbox"/> <i>Equal Employment Opportunity (EEO) (Supv only)</i> Complies with EEO and affirmative action program requirements.	<i>Acceptable Level</i> <i>Applies sound EEO and affirmative action principles in planning and implementing personnel actions and managing personnel.</i>		

JOB SPECIFIC CRITICAL ELEMENTS AND STANDARDS (Optional)	RATING LEVEL (X) A U	
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SUPERVISOR'S COMMENTS

Performance Award Recommended: Yes: _____ No: _____