

# OCHR FACTSHEET

## Performance Appraisal Form

*Interim Performance Management System*

*September 2011*

### PERFORMANCE MANAGEMENT

This Fact Sheet:

- Provides background on the use of the Performance Appraisal Form
- Describes the steps in the appraisal process that are documented on the form
- Shows a timeline of when steps in the appraisal process are completed
- Explains where to obtain further information about the use of the Performance Appraisal Form

### Background

The National Defense Authorization Act (NDAA) 2010 repealed the National Security Personnel System (NSPS) and required that all employees be transitioned from NSPS. The law also required that the Department of Defense (DoD) submit to Congress a proposal for an enterprise-wide performance management system. For the period until the DoD-wide performance management system is implemented, positions that transitioned from NSPS to the General Schedule (GS) are covered by the Department of the Navy (DON) Interim Performance Management System. The Interim System uses a two-level performance appraisal system (“Acceptable” or “Unacceptable”).

Throughout the 1 October to 30 September annual appraisal period, rating officials and employees document certain steps in the performance appraisal process, including their initial performance plan, progress reviews and an annual assessment. These steps in the performance appraisal process are documented on the Performance Appraisal Form.

### Process Overview

Senior rating officials, rating officials and employees use the Performance Appraisal Form to document the following steps in the performance appraisal process:

1. Development of the annual performance plan
2. Progress Review(s)
3. Close-out Assessment(s) if necessary
4. Adjustment(s) to the critical elements if necessary
5. Annual Assessment

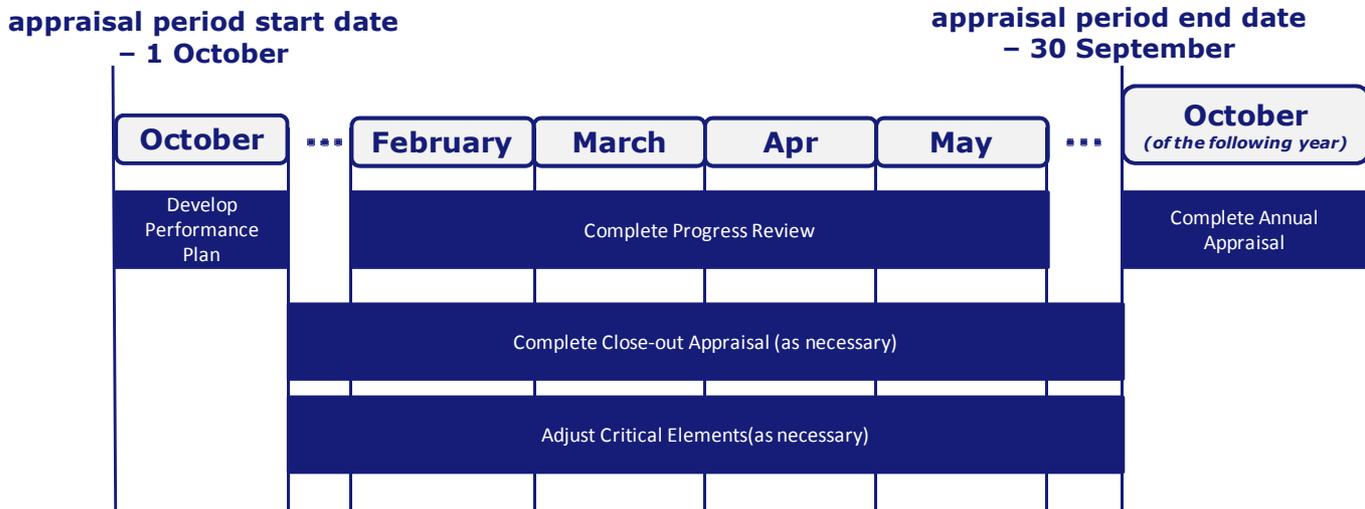
For step-by-step instructions on how to use the Performance Appraisal Form for each of these, see the DON Performance Appraisal Form User Manual, located at <http://www.public.navy.mil/donhr/Services/performance/Pages/ResourceLibrary.aspx>.



**OCHR  
FACTSHEET**

## Timeline

The DON Interim Performance Management System has a one-year appraisal period over which the phases described are completed. The appraisal period is from 1 October through 30 September of the following year. The following timeline shows an overview of what tasks should be completed at each month.



## Frequently Asked Questions

### Q. The form isn't automatically populating the performance standards and the Navigation Bar won't work. What's wrong?

A. In order to use certain functionality in the form (e.g., the navigation bar and digital signatures), users must enable JavaScript. To do so, open the form in Adobe Acrobat or Reader. Select "Edit" and then "Preferences." Select the "JavaScript" category. Check the "Enable Acrobat JavaScript" button. If users are unable to enable JavaScript, they will need to contact their organization's IT department for assistance.

### Q. We're running into issues with the file size being too large. How can I route the form for approval?

A. Organizations can use the import/export functionality in Adobe to reduce the file size for emailing. Alternatively, organizations can use TRIM to route the form for approval instead of using email. For assistance, contact the DON Forms Management Office.

## Where to Find Additional Information

- For information about the Interim Performance Management System, see the DON Office of Civilian Human Resources Performance Management Resource Library at: <http://www.public.navy.mil/donhr/Services/performance/Pages/ResourceLibrary.aspx>
- For assistance with the Performance Appraisal Form, contact the DON Forms Management Office at [opnav.donforms.dns51@navy.mil](mailto:opnav.donforms.dns51@navy.mil)
- Contact your local HRO or HRSC
- Email [DONhrFAQ@navy.mil](mailto:DONhrFAQ@navy.mil)

