



DEPARTMENT OF THE NAVY

RECOMMENDED SUPERVISORY CRITICAL ELEMENT

The Department of Defense (DoD) mandated that beginning with the FY2011 appraisal period, the performance plans of all agency managers and supervisors include language in support of President Obama's memorandum on hiring reform. In supporting this requirement, the Department of the Navy (DON) has developed the following recommended language to include as a critical element in the performance plan of every manager and supervisor. The recommended supervisory critical element below may be amended as necessary to fit the specific duties of each individual manager or supervisor. However, the critical element must retain elements that ensure the accountability of each manager and supervisor in recruiting, selecting and developing high-quality Federal employees.

Recommended Supervisory Critical Element:

Manages an aligned, engaged, and high-performing team through leading by example and developing and executing a mission-aligned vision for the organization. Creates a positive, safe work environment that allows employees to excel. Upholds high standards of integrity and ethical behavior. Performs all supervisory duties including:

- (1) Ensuring compliance with applicable laws, regulations, and policies including Merit System Principles and Prohibited Personnel Practices;*
- (2) Effectively attracting and retaining a high-caliber workforce and acting in a responsible and timely manner on all steps in the recruitment and hiring process;*
- (3) Providing opportunities for orientation and tools for enabling employees to successfully perform during the probationary period and beyond;*
- (4) Identifying current and future position requirements to ensure that recruitment is appropriately focused and timely;*
- (5) Completing all performance management tasks in a timely manner including clearly communicating performance expectations throughout the appraisal period, holding employees accountable, making meaningful distinctions in performance and rewarding excellent performance, promoting employee development and training, and promptly addressing performance and conduct issues;*
- (6) Acting as a good steward of public funds;*
- (7) Maintaining a safe work environment and promptly addressing allegations of noncompliance;*
- (8) Ensuring that Equal Employment Opportunity (EEO) principles are adhered to throughout the organization and promptly addressing allegations of discrimination, harassment, and retaliation.*