

APPRAISAL CYCLE GUIDANCE

DATES OF THE APPRAISAL CYCLE (15 Aug 10 to 31 March 11)

(AFI 36-1001, *Managing the Civilian Performance Program*)

PERFORMANCE PLANS

- Review and Discuss Duties/Performance Plan with Employee (Mandatory)
- Performance Plan contained on AF Core Personnel Document (AF Form 1003)
 - Position description and performance plan in one integrated document
- Must include at least one critical element (“Duties” on the Core Doc). More may be necessary, but no more than seven. (Recommend four to seven)
- Core Doc must be signed by employee, rater and reviewer at the beginning of the Performance Cycle (15 Aug) or within 30 days of employee entering the position. Provide copy to employee.

Performance Standards (Elements)

- Standards must be achievable, can be exceedable and in exceptional cases may be absolute (life or death, national security)
- Appropriate standards are included for supervisors and others with special responsibilities
 - See AFI 36-1001, Attachment 3
 - For supervisors, such standards include supervisory responsibilities, Equal Opportunity (EO), Safety and Health

MID-YEAR FEEDBACK/INTERIM REVIEW

- Completed at the midpoint of the appraisal period (**December/January**)
- Mandatory for supervisor to have at least one formal progress review with employee to identify any strengths and weaknesses in the employee’s performance
- Documented using the AF Form 860B, Civilian Progress Review Worksheet (use of form mandatory)
- Provide signed copy to employee
- Essential to identify employees failing to meet their performance standards and be able to take corrective action
- If feedback is not conducted and employee is dissatisfied with appraisal you may face a grievance. It is incumbent on supervisor to prove employee was aware of any weaknesses in their performance and had reasonable time and assistance to improve.

END OF YEAR PERFORMANCE APPRAISALS

- Employees who worked at least 90 consecutive days and still occupy a non-NSPS position as of 31 Mar 11 are entitled to a performance appraisal. Exceptions include:
 - Employees who leave their non-NSPS position prior to 31 Mar 11 are not entitled to receive an annual appraisal.
 - Employees newly assigned to a non-NSPS position on or later than 1 Apr 11 are not entitled to an annual appraisal for the current cycle.
 - Employees in non-NSPS positions who do not have 90 consecutive days of employment on 31 Mar 11 should have their rating cycle extended until the 90-day requirement has been satisfied. When the 90-day period is satisfied, the rating should be prepared within 30 days.
 - If an employee has moved from one non-NSPS position to another non-NSPS position prior to the end of the rating cycle, please contact your servicing Human Resources Specialist for guidance.
 - If a supervisor departs prior to the end of the rating cycle, please contact your servicing Human Resources Specialist for guidance.

AF Form 860A/B may be obtained electronically using Air Force E-Publishing. All appraisal-related forms can be found at www.e-publishing.af.mil

PART A - Rating the Performance Elements from the Performance Plan

- Rater must have supervised employee for at least 90 days in order to complete appraisal.
- Ensure all employee's details are accurately completed on first line, especially name, SSN, and salary.
- Ensure all elements from the core doc are rated on Part A of AF Form 860A.
- Either "Meets" or "Does Not Meet"
- If particular elements are not rated because employee did not have an opportunity to perform them, annotate the AF Form 860A accordingly – "NOT RATED."
- If an employee "Meets" all elements, the overall rating is Acceptable (Enter "R" as the overall performance rating).
- If an employee "Does Not Meet" any element, the overall performance rating is Unacceptable (Enter "N" as the overall performance rating) and contact your servicing specialist in 100 FSS/FSMC. At this stage, there should be no Unacceptable ratings that have not been previously discussed with your Employee Relations Specialist.

PART B – Impact on Mission Accomplishment

- Leave blank unless rating GS-14 or higher

PART C – Award Justification

- Justification for an award is submitted in Part C of AF Form 860A
- The justification will address employee's accomplishments in this cycle, with specific examples for supervisory accomplishments.
- Justification is prepared in bullet format

PART D – Performance Awards

Performance Cash Award

- When recommending an employee for an award - Enter in the "Award" block "P" for cash award, or "Q" for Quality Step Increase
Please note there are specific requirements regarding awarding a QSI and Wing CC approval is required. Please contact your servicing specialist if you require further information.
- Do not discuss award amounts with employee
- One time cash award [AFI 36-1001, 2.7.4.1]
 - Annotate on AF Fm 860A **as a whole dollar amount**
- Award must not exceed budget provided by the Group CC, currently up to 1% of employee's salary.
- Effective date of appraisal and award is 1 June 2011.
- If desired, organization may prepare AF Form 2858, Performance Award certificate, for presentation (contact CPF for forms)

Time-Off Awards

- Time-off awards can be granted in lieu of, or in conjunction with, a monetary Performance Award [AFI 36-1001, 2.7.4.3]
- The amount of time-off granted is based upon the value of the individual's contribution, not upon the grade or salary of the individual.
- The maximum amount that can be approved at one time is 40 hours. An employee may not be awarded more than 80 hours time-off during any leave year. Contact civilian personnel to find out if a time-off award will take an employee beyond the limit.

- Enter recommended number of hours in block “Other Award” for approving official’s consideration.
- Time-off awards are forfeited if not used within one year of the effective date, if the employee transfers to another federal agency, or upon separation.

PART E – Certification

Signing the Appraisal

- Rater (1st level supervisor) and reviewer (2nd level supervisor) review the appraisal to ensure all blocks are completed and elements rated in Part A match duties in performance plan. Sign/date performance appraisal and forward to award approving official.
- Award consideration
 - Award approving officials are DS/Group CC/CD/Tenant Unit CCs
 - Award approving officials finalize/reconcile award amounts with budget bogey and sign the appraisals.
- Once received back from the award approving official, the supervisor discusses appraisal with employee.
- Employee should be the last person to sign and date the appraisal
- File the original of the annual rating in the Employee Performance Folder within the Supervisor’s Employee Work Folder (971) and provide a copy to the employee

PART F – The Factors

Rating the Nine (9) Appraisal Factors-Manner of Performance

- Factors used for competitive in-service placement actions (e.g., promotions, re-assignments)
- Ensure all 9 factors have been rated
 - To be applied within the context of employee’s position
 - No direct correlation to performance elements and standards
 - It is Air Force policy that the 9 factors are not to be considered for award determinations

Back to the beginning – do recertification of core doc and discuss standards/expectations for upcoming cycle