

| PERFORMANCE RATING | | NOTE: <i>Read instructions on reverse before completing form.</i> | | PERIOD COVERED | FROM: | TO: | DATE DUE |
|--|--|---|---|-----------------------|-------------------------------------|-------------------------------------|----------|
| EMPLOYEE NAME (<i>Last, First, MI</i>) | | POSITION TITLE AND GRADE | | | OFFICE SYMBOL | | |
| RATING LEVEL | SECTION I - CRITICAL JOB ELEMENTS AND ANNUAL RATING | | | | | | |
| | CRITICAL JOB ELEMENT | | | | | | |
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| IF: | SUMMARY RATING IS: | SUMMARY RATING (X) | TYPED OR PRINTED NAME AND OFFICE SYMBOL OF APPRAISING SUPERVISOR | SIGNATURE | | DATE | |
| ALL ELEMENTS RATED 3 | FULLY SUCCESSFUL | | TYPED OR PRINTED NAME AND OFFICE SYMBOL OF APPROVING OFFICIAL (IF RATING FALLS BELOW FULL Y SUCCESSFUL) | SIGNATURE | | DATE | |
| LOWEST ELEMENT RATED 2 | MINIMALLY ACCEPTABLE | | | SIGNATURE OF EMPLOYEE | | DATE RATING DISCUSSED WITH EMPLOYEE | |
| ANY ELEMENT RATED 1 | UNACCEPTABLE | | SIGNATURE OF EMPLOYEE | | DATE RATING DISCUSSED WITH EMPLOYEE | | |

SECTION 11 - EMPLOYEE COMMENTS

INSTRUCTIONS

Enter in Section I each critical element (*or a summary*) from DLA Form 46a, Position Performance Plan, for the position to which the employee was assigned. In those rare cases where more than 8 critical elements exist, enter the remaining ones on an additional copy of DLA Form 46 and attach thereto.

Carefully review the employee's performance against the performance standards for each critical element. Performance that does not completely meet the Minimally Acceptable level should be rated Unacceptable. Select the level number listed below for the performance level the employee has met for each critical element and enter that number in the level column at the left of Section 1. If there has been insufficient opportunity to demonstrate performance on any critical element, that element should be marked "unratable". The following are the performance levels:

- LEVEL 3- Fully Successful
- LEVEL 2- Minimally Acceptable
- LEVEL 1 - Unacceptable

When the critical elements have been rated, a summary adjective rating must be assigned. If all critical elements have been assigned a rating of Fully Successful (Level 3), the adjective rating must be Fully Successful. If the lowest rating is Minimally Acceptable, the summary rating assigned must be Minimally Acceptable. If any critical element is rated Unacceptable (Level 1) the summary rating assigned must be Unacceptable. (*NOTE. Ratings of Unacceptable should be preceded by a formal opportunity period to demonstrate performance above Unacceptable. See DLA 1434, 1, enclosure 5.*) Place an "X" in the appropriate box to indicate the employee's rating.

The appraising supervisor will rate each critical element, determine the summary rating, sign and date the form. If the employee's rating is below Fully Successful, the appraising supervisor will submit it to the approving official. Upon approval, the approving official will sign and date the form and return it to the appraising official. The performance rating may not be shown to the employee before it has been signed by the appraising supervisor (*and the approving official, if the rating is below Fully Successful*).

One copy of the completed rating and the performance plan upon which it is based, if it has been necessary to revise the plan, will be forwarded to the servicing civilian personnel office. Another copy will be kept by the supervisor until superseded by another rating of record. The copy which is forwarded to the personnel office will become the rating of record in the employee's Employee Performance Folder.