

- 4. SENIORITY POINTS (To be entered by CPO) \_\_\_\_\_
- 5. FAMILY STATUS POINTS (To be entered by CPO) \_\_\_\_\_
- 6. TOTAL RIF RETENTION POINTS (Sum of lines 2, 4 & 5 entered by CPO) \_\_\_\_\_
- 7. ENGLISH SPEAKING ABILITY (To be entered by CPO) \_\_\_\_\_

5/5      3/5      0/5

INSTRUCTIONS FOR COMPLETING PERFORMANCE APPRAISAL

1. Supervisor should rate employee on each "aspect" of performance (par. 1 item A thru J). A scale of "0" through "4" will be used.

- a. "0" to denote unsatisfactory.
- b. "1" will indicate that employee's performance is not completely unsatisfactory but that improvement is needed.
- c. "2" to be regarded as "satisfactory" or that employee is meeting minimum performance requirements.
- d. "3" very good but not outstanding.
- e. "4" for outstanding performance.

2. Item 3 "Remarks" may be used for narrative evaluation or for any other explanations by the rating official or employee. The original copy signed by the supervisor and the employee should be forwarded to CPO and duplicate copy given to employee.

3. If any aspect is rated "0" (Item A thru J), the supervisor should prepare an informal letter to the employee (copy to accompany this rating for to CPO) advising him how his performance fails to meet the job requirement(s) and how the employee may improve his performance. At the end of one month, if an appraisal still reveals inadequacies which have not responded satisfactorily to normal supervisory measures, the employee will be given a warning letter (with a copy being forwarded to CPO). If at the end of one month from date of delivery of second letter there is no improvement in employee's performance, the supervisor should initiate action for reassignment or separation.

4. If performance points (item 2 of Appraisal Report) are less than "60", the supervisor should discuss performance requirements with the employee and indicate how well, how much, how fast a satisfactory employee is expected to perform each main task included in his job. Suggest ways in which employee can improve and obtain his verbal agreement. The purpose and results of this interview should then be recorded on employee's DA Form 80 card.

5. If performance points (item 2 of Appraisal Report) are greater than "105" employee will be considered for appropriate special recognition, including commendations and formal cash or honorary awards. (See USAEUR Circular 672-70).

6. Items 4, 5, 6 and 7 will be computed by CPO and will be used only when Reduction-in-Force is being processed.