

APPENDIX E
PPMS SYSTEM FORMS

PERFORMANCE OBJECTIVES WORKSHEET - Page 1

(For MRMC Demonstration Project Use Only. For use of this form, see Federal Register Vol.63, #41, 3 Mar 98 and MRMC Internal Operating Procedures.)

PERIOD COVERED (YMMDD)

FROM

TO

NAME
(Last, First, MI)

SOCIAL SECURITY
NUMBER

OCCUPATIONAL
FAMILY/SERIES/BAND

RATER (Type or Print):

SENIOR RATER (Type or Print):

MUTUALLY DEVELOPED PERFORMANCE OBJECTIVES:

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1 May 1998

PERFORMANCE APPRAISAL WORKSHEET - Page 1

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PERIOD COVERED (YYMMDD)	FROM:	TO:
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NAME (Last, First, MI)	SOCIAL SECURITY NUMBER	OCCUPATIONAL FAMILY/SERIES/BAND

	TYPED NAME	SIGNATURE	DATE
SENIOR RATER			
RATER			
RATEE			

CRITICAL ELEMENTS	a. Technical Competence	b. Working Relationships	c. Communications	d. Resource Management	e. Customer Relations	f. Mgt/Leadership	g. Supv./EEO	TOTAL POINTS
WEIGHT RANGE	15-50	5-15	5-15	15-50	10-50	0-50	15-50	TOTAL
WEIGHT ASSIGNED								100
NUMERICAL RATING								

OVERALL RATING

A 85-100 B 70-84

TYPE OF RATING (by Rater)

Special Annual Corrected

C 50-69 F 0-49

PAYOUT (by Pay Pool Manager)

(or failed at
least 1 element)

Number of Share(s) Recommended

Comments attached for
Unsatisfactory rating.

Total Dollar Value of Shares

CPOC

Base Pay Increase

Bonus (Lump Sum)

1. TECHNICAL COMPETENCE: Exhibits and maintains current technical knowledge, skills, and abilities to produce timely and quality work with the appropriate level of supervision. Makes prompt, technically sound decisions and recommendations that add value to mission priorities and needs. For appropriate career paths, seeks and accepts developmental and/or special assignments. Adaptive to technological change.

(Weight Range: 15 to 50).

2. WORKING RELATIONSHIPS: Accepts personal responsibility for assigned tasks. Considerate of others' views and open to compromise on areas of difference, if allowed by technology, scope, budget, or direction. Exercises tact and diplomacy and maintains effective relationships, particularly in immediate work environment and teaming situations. Always willing to give assistance. Shows appropriate respect and courtesy.

(Weight Range: 5 to 15).

3. COMMUNICATIONS: Provides or exchanges oral/written ideas and information in a manner that is timely, accurate and cogent. Listens effectively so that resultant actions show understanding of what was said. Coordinates so that all relevant individuals and functions are included in, and informed of, decisions and actions. (Weight Range: 5 to 15).

4. RESOURCE MANAGEMENT: Meets schedules and deadlines, and accomplishes work in order of priority, generates and accepts new ideas and methods for increasing work efficiency; effectively utilizes and properly controls available resources; supports organization's resource development and conservation goals. (Weight Range: 15 to 50).

5. CUSTOMER RELATIONS: Demonstrates care for customers through respectful, courteous, reliable and conscientious actions. Seeks out and develops solid working relationships with customers to identify their needs, quantifies those needs, and develops practical solutions. Keeps customers informed and prevents surprises. Within the scope of job responsibility, seeks out and develops new programs and/or reimbursable customer work. (Weight Range: 10 to 50).

6. MANAGEMENT/LEADERSHIP: Actively furthers the mission of the organization. As appropriate, participates in the development and implementation of strategic and operational plans of the organization. Develops and implements tactical plans. Exercises leadership skills within the environment. Mentors junior personnel in career development, technical competence, and interpersonal skills. Exercises due responsibility to oversee technical/acquisition/ organizational positions assigned to them. (Weight Range: 0-50).

7. SUPERVISION/EEO: Works toward recruiting, developing, motivating, and retaining quality team members; takes timely/appropriate personnel actions, applies EEO/merit principles; communicates mission and organizational goals; by example, creates a positive, safe, and challenging work environment; distributes work and empowers team members. (Weight Range: 15 to 50).

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PERFORMANCE APPRAISAL - Page 2

PERIOD COVERED (YYMMDD)	RATEE'S NAME (Last, First, MI)	SSN
From: To:		

Senior Rater's Remarks (Optional):

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