



Senior Scientific and Technical/Senior Level Performance Planning and Appraisal

Incumbent _____

Title _____

Organization _____ Installation _____

Performance Period: July 1, _____ to June 30, _____ If other, from _____ to _____

Performance Plan Development

Performance criteria for the above period have been established and provided to the Incumbent.

Incumbent Signature _____ Date _____

Supervisory Official Name and Signature _____ Date _____

Progress Review

A minimum of one review must be conducted within 30 days of December 31. If performance expectations have changed, the plan should be documented accordingly.

A Progress Review has been conducted by Incumbent and Supervisory Official.

Incumbent Signature _____ Date _____

Supervisory Official Signature _____ Date _____

Performance Appraisal - Proposed Rating of Record

RATING LEVEL (Check One)

- OUTSTANDING
 HIGHLY SUCCESSFUL
 FULLY SUCCESSFUL
 MINIMALLY SATISFACTORY
 UNSATISFACTORY

Supervisory Official Signature _____ Date _____

INCUMBENT RESPONSE/REQUEST FOR REVIEW

- I do not wish to provide a written response and/or request a higher level review.
 I wish to provide a written response. (Complete Appendix A.) Response must be submitted within 10 days of receipt of Proposed Rating of Record.
 I wish to request a higher level review. (Complete Appendix A.)

Incumbent Signature _____ Date _____

Management and Performance Review Board/Senior Executive Committee Reviews

Complete the following, or complete Appendix A, if the Incumbent has provided a written response or requested a higher level review, or the Executive Position Manager or the Performance Review Board/Senior Executive Committee recommend an alternate Rating Level.

EXECUTIVE POSITION MANAGER:

I concur with the Proposed Rating of Record.

Name and Signature _____ Date _____

PERFORMANCE REVIEW BOARD/SENIOR EXECUTIVE COMMITTEE:

We concur with and recommend the Proposed Rating of Record to the NASA Administrator or Designee.

Signature of Official Designee _____ Date _____

NASA ADMINISTRATOR OR DESIGNEE:

The Proposed Rating of Record is approved and designated as the Final Rating of Record. Date Approved _____

SENIOR SCIENTIFIC AND TECHNICAL/SENIOR LEVEL PERFORMANCE PLANNING AND APPRAISAL

OVERVIEW - The NASA Performance Management System for Senior Scientific and Technical (ST) and Senior Level (SL) employees encourages excellence in performance, facilitates the accurate evaluation of performance based on performance results, provides for the systematic appraisal of performance, and provides a basis for pay, awards, development, retention, removal and other personnel decisions. The system enhances the achievement of Agency goals by expecting and encouraging excellence in performance and holding employees accountable for results. The system focuses on improved communication and goal clarity and provides for participative performance planning, setting and communicating goals and expectations that are linked to strategic planning initiatives and the results oriented goals of the Government Performance and Results Act of 1993, continual performance monitoring to assess achievements, and annual appraisals of performance using measures that balance organizational results with customer, employee and stake holder perspectives. Active participation of the employee with the supervisor in the total performance appraisal process is important to overall system effectiveness.

PERFORMANCE PLANNING

The immediate supervisor, in consultation with the employee, defines Performance Standards for the appraisal period for each critical element and documents them in the employee's performance plan. Each plan will include Critical Elements 1-6. Performance Standards are written at the "Fully Successful" level for each Element and may include, but are not limited to, quality, quantity, timeliness, and manner of performance.

PROGRESS REVIEW

At a minimum, one progress review must be conducted between December 1 and January 31. The plan should be signed and dated to document the midterm review. If the performance plan is changed, the changes should be documented in the plan.

PERFORMANCE ASSESSMENT AND RATING DEFINITIONS

At the end of the appraisal period the immediate supervisor and the employee discuss the actual achievements during the appraisal period and performance is assessed by the immediate supervisor. Customer, employee and other stake holder perspectives will be considered in this assessment.

RATING DEFINITIONS

OUTSTANDING - Critical Element Rating: Performance exceeds performance standard to an exceptional degree. Rating of Record: Performance in the total position exceeds performance standards to an exceptional degree, normally, when all critical elements are rated "Outstanding".

HIGHLY SUCCESSFUL - Critical Element Rating: Performance exceeds performance standard to a substantial degree. Rating of Record: Performance in the total position exceeds performance standards to a substantial degree, normally, when one or more critical elements are rated "Highly Successful", and no more than one critical element is rated "Fully Successful", and no critical elements are rated below "Fully Successful".

FULLY SUCCESSFUL - Critical Element Rating: Performance fully meets performance standard. Rating of Record: Performance in the total position fully meets performance standards, normally, when two or more critical elements are rated "Fully Successful" and no critical elements are rated below "Fully Successful".

MINIMALLY SATISFACTORY - Critical Element Rating: Performance marginally meets performance standard. Rating of Record: Performance in the total position marginally meets performance standards, normally, when one or more critical elements are rated "Minimally Satisfactory" and no critical elements are rated below "Minimally Satisfactory".

UNSATISFACTORY - Critical Element Rating: Performance does not meet performance standard. Rating of Record: Performance in the total position does not meet performance expectations. When any critical element is rated "Unsatisfactory", this rating must be given.

* Any deviation must be justified fully in the Overall Performance Assessment Narrative of the appraisal form and be approved by the Performance Review Board.



National
Aeronautics and
Space
Administration

Senior Scientific and Technical/Senior Level Performance and Appraisal Critical Elements

The following Critical Elements apply to all Senior Scientific and Technical (ST) and all Senior Level (SL) performance plans. The supervisor in consultation with the incumbent of the position will develop a position specific Performance Standard at the "Fully Successful" level for each Critical Element.

1. PRESIDENT'S MANAGEMENT AGENDA
PERFORMANCE STANDARD
ELEMENT RATING <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> HIGHLY SUCCESSFUL <input type="checkbox"/> FULLY SUCCESSFUL <input type="checkbox"/> MINIMALLY SATISFACTORY <input type="checkbox"/> UNSATISFACTORY
PERFORMANCE ASSESSMENT COMMENTS

2. HEALTH OF NASA
PERFORMANCE STANDARD
ELEMENT RATING <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> HIGHLY SUCCESSFUL <input type="checkbox"/> FULLY SUCCESSFUL <input type="checkbox"/> MINIMALLY SATISFACTORY <input type="checkbox"/> UNSATISFACTORY
PERFORMANCE ASSESSMENT COMMENTS



National
Aeronautics and
Space
Administration

Senior Scientific and Technical/Senior Level Performance and Appraisal Critical Elements

3. EQUAL OPPORTUNITY (EO) AND DIVERSITY

PERFORMANCE STANDARD

ELEMENT RATING

- OUTSTANDING HIGHLY SUCCESSFUL FULLY SUCCESSFUL MINIMALLY SATISFACTORY UNSATISFACTORY

PERFORMANCE ASSESSMENT COMMENTS

4. COLLABORATION

PERFORMANCE STANDARD

ELEMENT RATING

- OUTSTANDING HIGHLY SUCCESSFUL FULLY SUCCESSFUL MINIMALLY SATISFACTORY UNSATISFACTORY

PERFORMANCE ASSESSMENT COMMENTS



National
Aeronautics and
Space
Administration

Senior Scientific and Technical/Senior Level Performance and Appraisal Critical Elements

5. PROFESSIONAL DEVELOPMENT

PERFORMANCE STANDARD

ELEMENT RATING

- OUTSTANDING HIGHLY SUCCESSFUL FULLY SUCCESSFUL MINIMALLY SATISFACTORY UNSATISFACTORY

PERFORMANCE ASSESSMENT COMMENTS

6. MEETS PROGRAM OBJECTIVES

PERFORMANCE STANDARD

ELEMENT RATING

- OUTSTANDING HIGHLY SUCCESSFUL FULLY SUCCESSFUL MINIMALLY SATISFACTORY UNSATISFACTORY

PERFORMANCE ASSESSMENT COMMENTS



National
Aeronautics and
Space
Administration

Senior Scientific and Technical/Senior Level Performance and Appraisal Overall Performance Assessment Narrative

Comment on significant aspects of the employee's total job performance including: Achievements, results and behaviors observed that affect job performance.

[Empty box for performance assessment narrative]