



National  
Aeronautics and  
Space  
Administration

# NASA Employee Performance Communication System (EPCS) for Supervisors

|              |                  |
|--------------|------------------|
| EMPLOYEE     | RATING OFFICIAL  |
| ORGANIZATION | APPRAISAL PERIOD |

## PERFORMANCE MANAGEMENT SIGNATURE INSTRUCTIONS

### PLANNING DISCUSSION

- The rating official meets with the employee to discuss performance expectations.
- The employee has an opportunity to provide input to the performance plan.
- The rating official makes the final decision on performance elements, standards, and indicators for the performance plan.
- Both the rating official and employee certify the performance plan by signing the *Planning Discussion* signature block below.

### PROGRESS REVIEW DISCUSSION

- At a minimum, one progress review must be held during the appraisal period, generally mid-point in the period.
- The rating official offers the employee an opportunity to provide input relative to the performance elements, standards and indicators.
- Either the rating official or employee may initiate a progress review at any time during the appraisal period.
- At the mid-term review, the rating official and employee modify the plan as needed and sign the *Progress Review* signature block below.

### DEVELOPMENT DISCUSSION

- The rating official discusses training and development needs with the employee during the mid-term review and annual appraisal.
- Either the rating official or employee may initiate a discussion at any time during the appraisal period.
- Both the rating official and employee sign the *Development Discussion* signature block below.

DISPOSITION OF FORM: This form is subject to the provisions of the Privacy Act. The original signed form shall be retained in the Employee Performance File for 4 years.

### PLANNING DISCUSSION

|                           |      |
|---------------------------|------|
| EMPLOYEE SIGNATURE        | DATE |
| RATING OFFICIAL SIGNATURE | DATE |

### PROGRESS REVIEW DISCUSSION(S)

|                               |
|-------------------------------|
| EMPLOYEE INITIALS/DATE        |
| RATING OFFICIAL INITIALS/DATE |

### DEVELOPMENT DISCUSSION(S)

|                               |
|-------------------------------|
| EMPLOYEE INITIALS/DATE        |
| RATING OFFICIAL INITIALS/DATE |

|          |                  |
|----------|------------------|
| EMPLOYEE | APPRAISAL PERIOD |
|----------|------------------|

**PERFORMANCE PLAN**

In the accomplishment of the performance elements and standards below, the employee shall abide by the NASA Values of Safety, The NASA Family, Excellence, and Integrity.

**ELEMENT 1: STRATEGIC ALIGNMENT**

**STANDARD: Demonstrates a commitment to the Agency's Vision, mission, and goals.**

| NASA STRATEGIC PLAN          |                                       | ELEMENT RATING                                 | PERFORMANCE INDICATORS:<br>To attain the "Meets or Exceeds" standard for each element, the rating official must be generally satisfied that : |
|------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> CRITICAL     | <input type="checkbox"/> SIGNIFICANTLY EXCEEDS |   |
| <input type="checkbox"/> NO  | <input type="checkbox"/> NON CRITICAL | <input type="checkbox"/> MEETS OR EXCEEDS      |   |
|                              |                                       | <input type="checkbox"/> FAILS TO MEET         |   |
|                              |                                       | <input type="checkbox"/> NOT RATED             |   |
|                              |                                       |  |   |

COMMENTS

**ELEMENT 2: HEALTH AND SAFETY**

**STANDARD: Demonstrates a commitment to the Agency's #1 core value — Safety is the first consideration before any other Agency or organizational goal or objective.**

| NASA STRATEGIC PLAN          |                                       | ELEMENT RATING                                 | PERFORMANCE INDICATORS:<br>To attain the "Meets or Exceeds" standard for each element, the rating official must be generally satisfied that : |
|------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> CRITICAL     | <input type="checkbox"/> SIGNIFICANTLY EXCEEDS |   |
| <input type="checkbox"/> NO  | <input type="checkbox"/> NON CRITICAL | <input type="checkbox"/> MEETS OR EXCEEDS      |   |
|                              |                                       | <input type="checkbox"/> FAILS TO MEET         |   |
|                              |                                       | <input type="checkbox"/> NOT RATED             |   |
|                              |                                       |  |   |

COMMENTS

|          |                  |
|----------|------------------|
| EMPLOYEE | APPRAISAL PERIOD |
|----------|------------------|

**ELEMENT 3: EQUAL OPPORTUNITY/DIVERSITY**

**STANDARD:** Demonstrates a commitment to and support of equal opportunity and diversity by complying with the Agency's EO laws, regulations, policies, and procedures.

| NASA STRATEGIC PLAN          |                                       | ELEMENT RATING                                 | PERFORMANCE INDICATORS:<br>To attain the "Meets or Exceeds" standard for each element, the rating official must be generally satisfied that : |
|------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> CRITICAL     | <input type="checkbox"/> SIGNIFICANTLY EXCEEDS |   |
| <input type="checkbox"/> NO  | <input type="checkbox"/> NON CRITICAL | <input type="checkbox"/> MEETS OR EXCEEDS      |   |
|                              |                                       | <input type="checkbox"/> FAILS TO MEET         |   |
|                              |                                       | <input type="checkbox"/> NOT RATED             |   |
|                              |                                       |  |   |

COMMENTS

**ELEMENT 4: COLLABORATION AND TEAMWORK**

**STANDARD:** Demonstrates a commitment to One-NASA by promoting collaboration and teamwork among the organization's employees and with other managers and teams across Centers and organizational boundaries.

| NASA STRATEGIC PLAN          |                                       | ELEMENT RATING                                 | PERFORMANCE INDICATORS:<br>To attain the "Meets or Exceeds" standard for each element, the rating official must be generally satisfied that : |
|------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> CRITICAL     | <input type="checkbox"/> SIGNIFICANTLY EXCEEDS |   |
| <input type="checkbox"/> NO  | <input type="checkbox"/> NON CRITICAL | <input type="checkbox"/> MEETS OR EXCEEDS      |   |
|                              |                                       | <input type="checkbox"/> FAILS TO MEET         |   |
|                              |                                       | <input type="checkbox"/> NOT RATED             |   |
|                              |                                       |  |   |

COMMENTS

|          |                  |
|----------|------------------|
| EMPLOYEE | APPRAISAL PERIOD |
|----------|------------------|

**ELEMENT 5: COMMUNICATIONS**

**STANDARD: Demonstrates a commitment to creating and sustaining an environment conducive to open, honest, and effective communications.**

| NASA STRATEGIC PLAN          |                                       | ELEMENT RATING                                 | PERFORMANCE INDICATORS:<br>To attain the "Meets or Exceeds" standard for each element, the rating official must be generally satisfied that : |
|------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> CRITICAL     | <input type="checkbox"/> SIGNIFICANTLY EXCEEDS |   |
| <input type="checkbox"/> NO  | <input type="checkbox"/> NON CRITICAL | <input type="checkbox"/> MEETS OR EXCEEDS      |   |
|                              |                                       | <input type="checkbox"/> FAILS TO MEET         |   |
|                              |                                       | <input type="checkbox"/> NOT RATED             |   |
|                              |                                       |  |   |

COMMENTS

**ELEMENT 6: WORK OBJECTIVES**

**STANDARD: Demonstrates a commitment and personal responsibility to strive for excellence and high-quality results that are aligned with and ultimately contribute to the achievement of the mission and goals of the Agency.**

| NASA STRATEGIC PLAN          |                                       | ELEMENT RATING                                 | PERFORMANCE INDICATORS:<br>To attain the "Meets or Exceeds" standard for each element, the rating official must be generally satisfied that : |
|------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> CRITICAL     | <input type="checkbox"/> SIGNIFICANTLY EXCEEDS |   |
| <input type="checkbox"/> NO  | <input type="checkbox"/> NON CRITICAL | <input type="checkbox"/> MEETS OR EXCEEDS      |   |
|                              |                                       | <input type="checkbox"/> FAILS TO MEET         |   |
|                              |                                       | <input type="checkbox"/> NOT RATED             |   |
|                              |                                       |  |   |

COMMENTS

|          |                  |
|----------|------------------|
| EMPLOYEE | APPRAISAL PERIOD |
|----------|------------------|

**ELEMENT 7: HUMAN CAPITAL MANAGEMENT**

**STANDARD: Demonstrates a commitment to the strategic management of human capital by identifying current and future workforce competencies, including succession planning, needed to successfully execute the organization's goals and objectives.**

| NASA STRATEGIC PLAN   | ELEMENT RATING   |   | PERFORMANCE INDICATORS:<br>To attain the "Meets or Exceeds" standard for each element, the rating official must be generally satisfied that : |
|---|--|---|---|
| <input type="checkbox"/> YES<br><br><input type="checkbox"/> NO | <input type="checkbox"/> CRITICAL<br><br><input type="checkbox"/> NON CRITICAL | <input type="checkbox"/> SIGNIFICANTLY EXCEEDS<br><br><input type="checkbox"/> MEETS OR EXCEEDS<br><br><input type="checkbox"/> FAILS TO MEET<br><br><input type="checkbox"/> NOT RATED |   |

COMMENTS

**ELEMENT 8:**

| NASA STRATEGIC PLAN   | ELEMENT RATING   |   | PERFORMANCE INDICATORS:<br>To attain the "Meets or Exceeds" standard for each element, the rating official must be generally satisfied that : |
|---|--|---|---|
| <input type="checkbox"/> YES<br><br><input type="checkbox"/> NO | <input type="checkbox"/> CRITICAL<br><br><input type="checkbox"/> NON CRITICAL | <input type="checkbox"/> SIGNIFICANTLY EXCEEDS<br><br><input type="checkbox"/> MEETS OR EXCEEDS<br><br><input type="checkbox"/> FAILS TO MEET<br><br><input type="checkbox"/> NOT RATED |   |

COMMENTS



## Definitions

**Critical Element** - A work assignment or responsibility of such importance that unacceptable performance in that element would result in a determination that an employee's overall performance summary rating is *Fails to Meet Expectations*. Such elements shall be used to measure performance only at the individual level [5 CFR 430.203]

**Non-critical Element** - A dimension or aspect of individual, team, or organizational performance, exclusive of a critical element, that is used in assigning a performance summary level. Such elements may include, but are not limited to, objectives, goals, program plans, work plans, and other means of expressing expected performance. Failure on a non-critical element cannot be used as a basis for a performance-based adverse action nor can the employee's performance be summarized as *Fails to Meet Expectations* overall based on that failure [5 CFR 430.203]. Note - non-critical does not mean not important.

## Performance Element Rating Levels

**Significantly Exceeds Expectations** - Performance that consistently exceeds the performance standard to an exceptional degree for the element.

**Meets or Exceeds Expectations** - A broad range of performance that at least fully meets or may exceed the performance standard and identified performance indicators for the element.

**Fails to Meet Expectations** - Performance that fails to meet the established performance standard and identified performance indicators for the element.

## Performance Summary Rating Levels

**Distinguished (Level 5)** - All rated critical and non-critical elements must be rated as "Significantly Exceeds Expectations."

**Meets or Exceeds Expectations (Level 3)** - All rated critical elements must be rated as "Meets or Exceeds Expectations."

**Fails to Meet Expectations (Level 1)** - Performance for any critical element that is rated "Fails to Meet Expectations."