



National  
Aeronautics and  
Space  
Administration

# NASA Employee Performance Communication System (EPCS) for Employees

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: 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: 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"/> NO	<input type="checkbox"/> CRITICAL  <input type="checkbox"/> NON CRITICAL	<input type="checkbox"/> SIGNIFICANTLY EXCEEDS  <input type="checkbox"/> MEETS OR EXCEEDS  <input type="checkbox"/> FAILS TO MEET  <input type="checkbox"/> NOT RATED

COMMENTS

**ELEMENT 2: COLLABORATION AND TEAMWORK**

**STANDARD:** Demonstrates a commitment to One-NASA.

NASA STRATEGIC PLAN	ELEMENT RATING	PERFORMANCE INDICATORS: 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"/> NO	<input type="checkbox"/> CRITICAL  <input type="checkbox"/> NON CRITICAL	<input type="checkbox"/> SIGNIFICANTLY EXCEEDS  <input type="checkbox"/> MEETS OR EXCEEDS  <input type="checkbox"/> FAILS TO MEET  <input type="checkbox"/> NOT RATED

COMMENTS

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

**ELEMENT 3: COMMUNICATIONS**

**STANDARD: Demonstrates a commitment to open, honest, and effective communications.**

NASA STRATEGIC PLAN	ELEMENT RATING		PERFORMANCE INDICATORS: 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"/> NO	<input type="checkbox"/> CRITICAL  <input type="checkbox"/> NON CRITICAL	<input type="checkbox"/> SIGNIFICANTLY EXCEEDS  <input type="checkbox"/> MEETS OR EXCEEDS  <input type="checkbox"/> FAILS TO MEET  <input type="checkbox"/> NOT RATED	

COMMENTS

**ELEMENT 4: WORK OBJECTIVES**

**STANDARD: Demonstrates a commitment and personal responsibility to strive for excellence in the accomplishment of work assignments 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: 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"/> NO	<input type="checkbox"/> CRITICAL  <input type="checkbox"/> NON CRITICAL	<input type="checkbox"/> SIGNIFICANTLY EXCEEDS  <input type="checkbox"/> MEETS OR EXCEEDS  <input type="checkbox"/> FAILS TO MEET  <input type="checkbox"/> NOT RATED	

COMMENTS

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

**ELEMENT 5:**

NASA  
STRATEGIC  
PLAN

ELEMENT RATING

PERFORMANCE INDICATORS:

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



## 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."