

**NON-U.S. CIVILIAN PERFORMANCE APPRAISAL**

1. NAME OF EMPLOYEE	2. EMPLOYEE NUMBER
3. POSITION/TITLE/SERIES/GRADE	4. ACTIVITY NAME AND ORG. CODE
5. RATING PERIOD: FROM: _____ TO: _____	6. TYPE OF APPRAISAL: <input type="checkbox"/> Rating of Record <input type="checkbox"/> Close Out

**7. RECORD OF REVIEWS AND FINAL APPRAISAL**

	Performance Plan Established	Date	Progress Review	Date	Special	Date	Final Appraisal	Date
Rater								
Employee								
Reviewer								

**8. SUMMARY RATING**

**ACCEPTABLE (A):**      Performance expectations for all critical elements were fully met and employee has fully performed assigned duties and responsibilities.

**UNACCEPTABLE (U):**      The employee's performance of assigned duties is unacceptable, with at least one element rated as "Unacceptable". Note: Employee must be provided a performance improvement period prior to receiving a summary rating of "Unacceptable".

9. Position Description current and accurate?     YES     NO    If NO, Anticipated Date of PD Revision:    \_\_\_\_/\_\_\_\_/\_\_\_\_

**10. SUPERVISOR'S COMMENTS**  
*Optional comments on specific accomplishments, assignments, etc. Employee yearly accomplishment report or self-assessment may be attached. (Use blank sheet if more space is required)*

11. AWARD RECOMMENDED: PERFORMANCE AWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO	12. AWARD APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO Signature _____ (CO OR XO (AS DELEGATED))
<b>AWARD LEVEL</b> <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 (CIRCLE ONE OF THE LEVEL AS PER NSA POLICY ON LNs PERFORMANCE APPRAISAL)	_____ (Typed Name and Title)

NON-U.S. CIVILIAN ELEMENTS AND STANDARDS	RATING LEVEL		
	N/A	A	U
1. <b>Job Knowledge:</b> Proficient in methods or skills required to perform own work and knowledge required of related operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Work Methods/Habits:</b> Observes policies and procedures; Follows accepted safety practices; Concerned with getting the job done correctly; Keeps accurate records; Maintains a positive attitude toward job and supervision; Leaves work area clean and orderly; Conscientious about presence on the job and leave usage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Dependability:</b> Takes initiative in starting and following through on assigned work; Meets deadlines; Completes work required of position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Problem Solving:</b> Analyzes all relevant facts and makes prompt, sound decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Communication Skills:</b> Effective in listening and communicating orally; Writes with clear, well-organized and logically developed sentences that are grammatically correct; Keeps supervisor informed; Maintains favorable relations with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Self-Development:</b> Measurable growth in skill and knowledge of work; Demonstrates self-directed action to increase or improve own capabilities and skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Leadership:</b> Demonstrated performance in working through subordinates; In gaining loyalty, respect, and support from subordinates, and in administering, directing, and controlling the work in the area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>