**NONAPPROPRIATED FUND INSTRUMENTALITY EMPLOYEE PERFORMANCE TRAINING**

***For more details on policy, please see AR 215-3 Chapters 2 and 6***

*Box 1:* NAME (Last, First, MI) of ratee

*Box 2a*: POSTION TITLE

*Box 2b*: POSTION NUMBER

*Box 2c*: GRADE

*Box 2d:* SUPERVISOR’S INITIALS/EMPLOYEE’S INITIALS

Both supervisor and employee must initial to indicate agreement if the job description actually reflects the duties of the position. If an employee’s duties are outside of the official job description, do not initial. If this is the case, then action should be taken to either reassign duties to align with the job description or work with NAF-CPU to place the employee under a job description that does reflect his/her duties.

*Box 3:* NAME AND LOCATION OF EMPLOYING OFFICE

*Box 4*: TYPE OF RATING

* ANNUAL -- Rating required annually. Ratings will ordinarily cover the most recent continuous, 12-month period of employment.

If the employee has served less than 120 days under his or her current supervisor, the annual rating may be prepared by the current supervisor after consultation with the previous supervisors OR may be delayed until the end of the 120 day period. Work with your NAF-CPU to extend the due date.

An annual performance rating remains in effect until superseded by the next successive annual rating.

* PROBATIONARY -- Each individual receiving an initial appointment to a RFT or RPT position is required to serve a 1-year probationary period. The purpose of the probationary period is to afford a final test of the employee’s ability and fitness for the position as demonstrated by actual performance on the job. During this period, the employee’s conduct and performance in the duties of the position will be observed and he/she may be separated from NAFI employment if the conditions warrant such action.

For NAFI service that can be credited toward the completion of a probationary period, please see AR 215-3, Chapter 2-19d.

Individuals with prior service in a DOD position paid from APF or in DOD NAFIs (other than Army) who have already completed a probationary period may have satisfied their probationary period. For specifics, please see AR 215-3, Chapter 2-19e-j and check with your CPAC/NAF-CPU.

Box 5: RATING PERIOD

Rating periods may be a specified date each year or on the anniversary date of the employee’s service computation date. Determine of rating period will be determined by the servicing CPAC/NAF-CPU and will apply to All NAFI serviced.

*Box 6:* RETENTION AFTER PROBATIONARY PERIOD

* RECOMMENDED -- Supervisors must observe probationers’ conduct, general traits and performance closely and assist them in adjusting to the job and in performing their duties in a satisfactory manner. Upon determination that the employee should be retained, indicate by selecting the recommended box.
* NOT RECOMMENDED -- If employee fails to demonstrate that he/she possesses the skills or character traits for satisfactory performance in the position, do not recommend retention. Separation will be accomplished in accordance with AR 215-3, Chapter 2-19j.

The supervisor will discuss with the employee the specific reasons that lead to the conclusion that he/she is not suitable. A record of the discussion will be prepared by the supervisor and placed in the suitability file and a copy will be given to the employee.

A supervisor will allow a reasonable length of time after the discussion to determine whether the employee sufficiently improves. Separation action will be initiated in time to give the employee an advance written notice of 7 calendar days before the effective date of separation unless his/her retention in a duty status meets one or more of the conditions listed in AR 214-3, Chapter 2-19j.

*Box: 7:* THE OFFICIAL RATING ASSIGNED --Levels of Performance

* OUTSTANDING- All aspects of the performance have exceeded the standard for satisfactory performance for a 12-month period and are sufficiently outstanding to deserve special commendation and recognition. Each outstanding rating must be supported in writing by the rating official and approved by the supervisor next above.
* EXCELLENT –Majority of performance standards are exceeded. Employee performance is of a quality clearly exceeding the standard for a satisfactory rating.
* SATISFACTORY – Employee’s performance meets, but does not exceed the standard to the degree required for a rating of excellent. This rating meets acceptable level of competence requirement.
* MINIMALLY SATISFACTORY – Employee meets established performance standards in a marginal manner and is often below the satisfactory level in one or more non-critical areas. The employee will be counseled on duty requirements and given an opportunity and training to improve performance
* UNSATISFACTORY – Employee’s performance fails to meet established requirements for satisfactory performance for one or more critical major duties, in spite of a written warning notice and reasonable effort by the supervisor to help the employee improve. Action will be immediately taken to reassign, demote, or separate the employee in accordance with AR 215-3, Chapter 6-10.

*Boxes 8a-10b*: SIGNATURES and DATES

Note: Supervisor must sign and date; Approving Official must sign and date DA Form 3612 to indicate approval of rating before reviewing the rating with the employee and obtaining his/her signature.

What is an employee refuses to sign the form? See the note at the bottom indicating that an “employee’s signature does not necessarily constitute agreement with the rating, but does acknowledge that position description is accurate and discussion has been held concerning performance with the rating period.”

Provide a copy of approved performance rating to employee; submit original to servicing CPAC/NAF-CPU in accordance with local policy. Retain a copy in locked office file in accordance with requirements for storing Personal Identifiable Information (PII).