

US DEPARTMENT OF AGRICULTURE  
**PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET  
 FOR NON-SUPERVISORY POSITIONS**

**1. EMPLOYEE INFORMATION**

Name (Last, First, M.I.)	Pay Plan, Series, Grade	Agency/Division	
DOE, JANE	GS-0000-13	ARS/MWA/AMES	From <b>When the employee was placed on performance standards. The period should cover minimal 90 days.</b> To
Position Title	BIOLOGIST		

**2. USDA AND AGENCY OR STAFF OFFICE STRATEGIC GOALS AND MANAGEMENT INITIATIVES**

(List the current Strategic Goals and Management Initiatives)

**Instruction:** To determine the positions' linkage to the ARS Strategic Plan, the supervisor/manager must click on the following link [ARS Strategic Plan 2012 – 2017](#), review and identify the specific ARS Goal/Initiative of the work performed.

**This position directly contributes to the accomplishment of ARS Strategic Goal Number 1: Nutrition, Food Safety and Quality.**

**Goal 1.1 – Enable Americans to Make Health-Promoting, Science-based, Dietary Choices: Human Nutrition.**

**3. MISSION RESULTS-ORIENTED PERFORMANCE ELEMENT**

No. 1 (Describe below the element title and the duty or responsibility for which the employee is accountable and responsible)

Critical

**Instruction:** Defining the Element Title – Supervisor/manager needs to provide a summary of the duty/work responsibilities for which the employee is held accountable for in this element. This is the “what” you want employees to do.

**REPORTS RESEARCH RESULTS**

**4. ALIGNMENT, STANDARDS AND MEASURES**

<p><b>LINKAGE</b> (List the Goal or Initiative with which the Results-Oriented Performance element will align, and any specific Strategies and Objectives.)</p>	<p><b>STANDARDS AND MEASURES</b> (Describe the level expected for "Fully Successful" performance. Include appropriate measures of quality, quantity, cost effectiveness or timeliness.)</p>
<p><b>Goal/Initiative:</b></p> <p><b>Instruction:</b> To identify the Goal/Initiative Supervisor/Manager should use what was identified in Box 2. This demonstrates alignment.</p> <p><b>Enable Americans to Make Health-Promoting, Science-Based Dietary Choices: Human Nutrition (107).</b></p>	<p><b>These bullets are the existing performance standards contained in the plan.</b></p> <ul style="list-style-type: none"> <li>• Contributes materials for annual reports (ARS-421) that accurately document progress towards meeting CRIS research objectives, milestones, outcomes and accomplishments, following Agency instructions for format, style and content.</li> <li>• Completes manuscripts that reflect original research and valid interpretations for publication in refereed journals. Enters all publications, including manuscripts (scientific journal articles, semi-technical or trade journal articles, book chapters, reviews, popular articles, workshop reports, symposium proceedings, etc.), books, monographs, electronic publications, and abstracts into the Agricultural Research Information System (ARIS) via form ARS-115 for approval by the Research Leader prior to submission.</li> <li>• The minimum requirement for reporting research results can be met by authorship on two manuscripts of original research for refereed journals. Manuscripts must be submitted to journal and/or other outlet and documented in ARIS within the rating period.</li> <li>• A patent application, approved germplasm release/registration</li> </ul>
<p><b>Strategies and Objectives:</b></p> <p><b>Instruction:</b> To identify Strategy/Objective: Supervisor/Manager should access the ARS Strategic Plan. The Objectives identified in the ARS Strategic Plan are referred to as Performance Target. The Strategies and Means are found at the end of the Performance Targets.</p> <p><b>Objectives: (Performance Targets)</b> - Conduct Research on Life Stage Nutrition and Metabolism</p> <p><b>Strategies:</b></p>	

	<p>- Determine food consumption and dietary patterns of Americans          - Update U.S. food composition data          - Enhance the health-promoting quality of the food supply</p>	<p>submitted to a refereed journal and documented in ARIS within the rating period, or a peer-reviewed model may provide equivalency credit for reporting original research in a refereed journal.</p> <ul style="list-style-type: none"> <li>• With the approval of the Area Director, minimum reporting requirements may be modified for new hires during the first two rating periods in case of personal or medical hardship.</li> <li>• Makes diligent efforts to pursue publication of manuscripts by submitting revisions within journal editorial guidelines. Revises and resubmits any rejected manuscript to an appropriate journal within one year of the rejection notice date. Continuously updates the status of unpublished manuscripts in ARIS. Justification for not resubmitting a rejected manuscript is subject to supervisory review and approval. Resubmission of a rejected manuscript approved in a prior performance period does not count toward fulfilling the minimum requirement for reporting research in the current rating period.</li> </ul> <p><b>SPECIFIC GOAL(S) FOR THE RATING PERIOD: This can be included in this element and the supervisor/manager has the option to include a specific goal in any other performance element.</b></p>
<p>Goal/Initiative: Strategies and Objectives:</p>		

<p><b>5. ELEMENT RATING</b> (At the end of the rating period, compare the employee's performance with standards, and assign an element rating.)</p> <p>Supervisor/Manager address how the employee exceeded or met the expectation based on comparison of work performance against the established standard/expectations above. An example of this statement would be: the employee exceeds the above standards because he/she published 5 refereed journals.</p>	EXCEEDS
	FULLY SUCCESSFUL
	DOES NOT MEET

**6. ACCOMPLISHMENTS:** Supervisor/Manager records the accomplishments of the employee at the end of the performance year. It is not a requirement for the supervisor/manager to record the accomplishments in this box; a supplemental document denoting the accomplishments is acceptable.

Empty box for recording accomplishments.

<b>7a. PERFORMANCE ELEMENT</b>		X	CRITICAL
No.	2 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)		NONCRITICAL

**Instruction:** Supervisor/manager needs to provide a summary of the duty/work responsibilities for which the employee is held accountable for this element. This is the “what” you want employees to do.

**PLANS AND CONDUCTS PERSONAL AND TEAM RESEARCH**

**7b. STANDARD** (Describe the level expected for "Fully Successful" performance. Include measures indicators of quality, quantity, cost effectiveness, or timeliness.)

This section is “how” you want the employee to perform the work duties identified in 7a.

**FULLY SUCCESSFUL LEVEL**

- Ensures that Project Plans developed for required peer reviews are submitted within scheduled deadlines set by the Area Office, the Office of National Programs (ONP) and the Office of Scientific Quality Review (OSQR). Development of Project Plans is accomplished by soliciting input from scientific staff on the research team and other scientists internal and external to the Agency. Project Plans are organized according to OSQR formatting guidelines and are coherent, scientifically sound and accurate, and grammatically correct. Project Plans reflect research objectives and procedures that are consistent with the guidance provided by the ONP, the pertinent National Program Action Plans, Agency priorities, and Area specific requirements. Project Plans are developed cooperatively with research scientists, the Research Leader, Laboratory/Center/Institute Directors, the Area Office, and the ONP in all phases of project development and preparation for the peer review process. Responses to peer review recommendations adequately address reviewers’ concerns by reflecting recommended changes in the Project Plans or by appropriate and constructive justification as to why the recommended changes were not made. Ensures that Project Plans are successfully reviewed and certified for implementation. Research conducted by all personnel assigned to the project is monitored and progress reports are provided to the

Research Leader, as required, to ensure research is performed as outlined in Project Plan. Continuously oversees research projects to ensure that the research being conducted is appropriate to the approved Project Plan and is of high quality.

- Develops personal annual research plans that are innovative, organized, logical, original, and designed to address Current Research Information System (CRIS) objectives. This includes planning research and publications that meet ARS Guidelines on Authorship requirements [ARS P&P 152.1 and 152.2] for participation in conception or design of experiments, and/or analysis and interpretation of data.
- When appropriate, develops CRIS project documentation, agreements, technology transfer activities [Cooperative Research and Development Agreements (CRADAs), Material Transfer Agreements (MTAs), etc.], and extramural funding proposals that are consistent with Project Plan objectives or enhance research to address the Administration’s research priorities.
- Conducts personal and team research according to the approved Project Plan. Executes research protocols so that the investigations generate timely, reliable and valid data that will yield meaningful contributions to knowledge or technology suitable for publication of original full-length articles in refereed journals or as other documentable evidence of accomplishment (patents, variety releases, model releases, etc.).
- Promotes effective communication and cooperation with colleagues in team research. Keeps Line Supervisors and ONP informed of progress in meeting CRIS project milestones and of any needed adjustments to CRIS objectives.

**SPECIFIC GOALS FOR THE RATING PERIOD:** Supervisor/Manager still has the option to include specific goals in a performance element.

<b>7c. ELEMENT RATING</b> (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.) Supervisor/Manager address how the employee exceeded or met the expectations based on comparison of work performance against the established standard/expectation above. An example of this statement would be: the employee exceeds the above standards because he/she published 5 refereed journals.		EXCEEDS
		FULLY SUCCESSFUL
		DOES NOT MEET

**7d. ACCOMPLISHMENTS:** Supervisor/Manager records the accomplishments of the employee at the end of the performance year. It is not a requirement for the supervisor/manager to record the accomplishments in this box; a supplemental document denoting the accomplishments is acceptable.

<b>8a. PERFORMANCE ELEMENT</b>			CRITICAL
No.	3	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	X NONCRITICAL
<p><b>Instruction:</b> Supervisor/manager needs to provide a summary of the duty/work responsibilities for which the employee is held accountable for this element. This is the “what” you want employees to do.</p> <p><b>TECHNOLOGY TRANSFER, PROFESSIONAL ADVISORY, &amp; CONSULTING ACTIVITIES</b></p>			
<b>8b. STANDARD</b> (Describe the level expected for "Fully Successful" performance. Include measures indicators of quality, quantity, cost effectiveness, or timeliness.)			
<p>This section is “how” you want the employee to perform the work duties.</p> <p>FULLY SUCCESSFUL LEVEL</p> <ul style="list-style-type: none"> <li>• Responds promptly, accurately, and in accordance with established procedures to both internal and external customers to meet their needs. Communicates with the customer in a courteous, respectful and professional manner and ensures that the given information is clear, accurate and provided within agreed upon time frames. Examples of ways that information may be disseminated include oral or poster presentations, practical demonstrations, seminars, workshops, or one-on-one information exchange.</li> <li>• Participates in technology transfer activities in compliance with ARS P&amp;P 141.2 that foster implementation and application of research results; examples include:(1) cooperates in research with industry, Federal, State, and university laboratories; (2) establishes Cooperative Research and Development Agreements or other types of agreements; (3) develops patent applications; (4) plays a role in organizing and conducting technology transfer workshops, events, and demonstration projects; (5) develops and releases technology or research data to other scientists and action or regulatory agencies; and (6) communicates research findings and potential impacts with trade associations, commodity or producer organizations and other stakeholders.</li> <li>• Fully informs customers and stakeholders on the mission and status of the research program as well as important advances in research. Provides timely, complete and accurate Agency reports and other documents when requested or directed according to Agency policy. Provides technical information, advice or counsel to the agricultural community and other public sectors in a professional and timely manner.</li> <li>• Participates in professional societies and technical advisory groups. This may include presenting research, serving on committees, editorial boards or working groups. Serves, as appropriate, on review panels for organizations, such as NIFA, NSF, NIH, AID, and BARD.</li> <li>• Supports Agency goals by participating in Agency, REE and Departmental activities; serving when requested, for example, on</li> </ul>			

Research Position Evaluation System (RPES) panels, as internal peer reviewer for Project Plans or grant proposals, on special assignments, on task force groups, and on location committees.

SPECIFIC GOALS FOR THE RATING PERIOD: Supervisor/Manager still has the option to include specific goals in a performance element.

**8c. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.) Supervisor/Manager address how the employee exceeded or met the expectation based on comparison of work performance against the established standard/expectations above. An example of this statement would be: the employee exceeds the above standards because he/she published 5 refereed journals.

EXCEEDS

FULLY SUCCESSFUL

DOES NOT MEET

**8d. ACCOMPLISHMENTS** Supervisor/Manager records the accomplishments of the employee at the end of the performance year. It is not a requirement for the supervisor/manager to record the accomplishments in this box; a supplemental document denoting the accomplishments is acceptable.

<b>9a. PERFORMANCE ELEMENT</b>		X	CRITICAL
No. <b>4</b>	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)		NONCRITICAL

**Instruction:** Supervisor/manager needs to provide a summary of the duty/work responsibilities for which the employee is held accountable for this element. This is the “what” you want employees to do.

**PROFESSIONAL COMMUNICATIONS, SUPERVISION & EEO/CR**

**9b. STANDARD** (Describe the level expected for "Fully Successful" performance. Include measures indicators of quality, quantity, cost effectiveness, or timeliness.)

This section is “how” you want the employee to perform the work duties.

**FULLY SUCCESSFUL LEVEL**

- Keeps the Research Leader and the Lead Scientist informed of research and related activities. Develops and maintains contacts and positive interactions with team members, supervisors, cooperators, cooperating institutions, customers, and administrative personnel in a cooperative manner that ensures the mission and objectives of the research are fully communicated and provide appropriate access to information associated with the project.
- Considers capabilities of employees fully, recognizes potential development, and makes appropriate assignments so that the project is recognized by responsible officials as fully productive. Provides guidance and support to cooperating scientists, students, and workers to enhance effective collaboration and productivity. Provides training opportunities to employees as appropriate. Takes appropriate steps to inform and regularly update supervised employees concerning Agency/Research Unit goals, policies, and procedures.
- Performs all duties in a manner that consistently demonstrates fairness, cooperation, and respect toward coworkers, office visitors, and all internal and external customers in the performance of official business. Demonstrates an awareness of Equal Employment Opportunity and Civil Rights (EEO/CR) policies and responsibilities.
- Through personal action, demonstrates support of equal employment opportunity principles in all decisions affecting supervised employees which may include activities in one or more of the following functional areas: recruitment, interviewing, selection, training, performance evaluation, promotion, travel, awards, adverse action, and work assignments.
- Where applicable, advises supervised employees and establishes, through personal example, that when addressing employees, delivering speeches, making public appearances, or representing the Agency in any capacity, inappropriate comments regarding race, age, color, sex, religion, national origin, individuals with disabilities, or marital status will not be tolerated.
- Is conversant on the Agency's Affirmative Employment Program Plan (AEPP) and actively participates in the accomplishment of the Agency's goals and objectives.
- Maintains an atmosphere of equal treatment in the work Unit by discouraging discrimination of any form. This includes assuring the prompt and fair resolution of all formal and informal complaints of discrimination.
- Puts Performance Standards in place that are aligned with Agency strategic objectives for supervised employees within 30 days of Enter on Duty (EOD). Conducts mid-year performance reviews and annual performance evaluations of employees. Identifies and addresses poor performance and inappropriate conduct at the earliest possible stage.
- Seeks employee feedback to identify needs and expectations and considers employee perspective when making decisions affecting employees to develop a well-informed staff who are effective and efficient implementers of management decisions.
- Considers internal and external stakeholder needs and expectations in making decisions, devising solutions, and resolving conflicts. Includes those that are consistent with Agency priorities in plans and commitments, and monitors for success in achieving results.

- Establishes and reviews/updates Individual Development Plans (IDPs) annually. Within available funding, provides developmental opportunities to ensure that employees possess appropriate competencies for work assignments; utilizes no cost options in employee development including AgLearn and mentoring. Assures that the IDPs reflect assessment of current employee skills and future skill needs of the Unit.

SPECIFIC GOALS FOR THE RATING PERIOD: Supervisor/Manager still has the option to include specific goals in a performance element.

<b>9c. ELEMENT RATING</b> (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.) Supervisor/Manager address how the employee exceeded or met the expectation based on comparison of work performance against the established standard/expectations above. An example of this statement would be: the employee exceeds the above standards because he/she published 5 refereed journals.		EXCEEDS
		FULLY SUCCESSFUL
		DOES NOT MEET
<b>9d. ACCOMPLISHMENTS</b> Supervisor/Manager records the accomplishments of the employee at the end of the performance year. It is not a requirement for the supervisor/manager to record the accomplishments in this box; a supplemental document denoting the accomplishments is acceptable.		

<b>10a. PERFORMANCE ELEMENT</b>		X	CRITICAL
No.	5 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)		NONCRITICAL

**Instruction:** Supervisor/manager needs to provide a summary of the duty/work responsibilities for which the employee is held accountable for this element. This is the “what” you want employees to do.

**RESOURCE, SECURITY, SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT**

In fulfilling the duties of this element, due diligence includes but is not limited to the following four items: 1) communicating to employees the importance, rationale, and necessity of Safety, Health, and Environmental Management (SHEM) responsibilities, 2) ensuring the development of required plans and other materials, 3) ensuring the documentation of compliance through required reports, and 4) taking steps for abatement projects or remedial measures as required for functionality or compliance with statutes and regulations.

**10b. STANDARD** (Describe the level expected for "Fully Successful" performance. Include measures indicators of quality, quantity, cost effectiveness, or timeliness.)

This section is “how” you want the employee to perform the work duties.

FULLY SUCCESSFUL LEVEL

**RESOURCE MANAGEMENT**

- Contributes to judicious management of fiscal resources according to Agency procedures. Ensures that resources used and research efforts have program and fiscal accountability that are in line with one or more project objectives.
- As funds allow, evaluates and upgrades the assigned facilities, vehicles, equipment, and Information Technology (IT) capacity. Maintains facilities, vehicles and equipment in functional and safe condition. Declares surplus and disposes of excess equipment.
- Supports ARS and USDA programs governing engineering, real property management (USDA-REE 245.1) and personal property management (USDA-REE 221.1M).
- Promotes synergistic sharing of equipment and facilities within and outside the Management Unit.

**SAFETY, HEALTH & ENVIRONMENTAL MANAGEMENT (SHEM)**

- Supports applicable ARS and USDA SHEM Programs as provided in USDA-REE Manual 230.0. Achieves and maintains compliance with those programs and applicable State and local requirements and standards.
- Provides leadership, resources, training, and opportunities for employees to participate in programs related to safety, health, and environment (e.g., safety committee, Environmental Management System (EMS) committee, green team, etc.). Emphasizes responsibilities of employees for these programs and holds employees accountable through their Performance Plan. Actively promotes the establishment and work of these committees.
- Supports Occupational Medical Surveillance Program (OMSP), Worker’s Compensation, and related leave policies as established by the ARS Human Resources Division (HRD).
- Supports applicable animal use and care programs as provided in Directive 130.4 and USDA-REE 635.1 and any applicable Federal regulations.

**SECURITY**

- Ensures that ARS Homeland Security requirements are met and properly documented (ARS 230) when hosting visiting scientists or foreign workers whether or not sponsored by ARS. Supports Homeland Security programs relating to physical and cyber security.
- Supports ARS and Area security policies, procedures, and guidelines related to the physical security and protection of employees, experimental materials, organisms, and facilities. Promptly reports any security breaches and malfunctioning security equipment to the responsible Security Officer. Participates in security awareness programs and actively supports the promotion of a secure work environment.

- Supports ARS and USDA Information Systems Security Programs as outlined in 253.3-ARS and other issuances provided by the ARS Office of the Chief Information Officer (ARS-OCIO).
- Supports applicable ARS Biosafety and Biosecurity programs as provided by ARS and other relevant agencies.

SPECIFIC GOALS FOR THE RATING PERIOD: **Supervisor/Manager still has the option to include specific goals in a performance element.**

**10c. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)

EXCEEDS

FULLY SUCCESSFUL

DOES NOT MEET

**10d. ACCOMPLISHMENTS** Supervisor/Manager records the accomplishments of the employee at the end of the performance year. It is not a requirement for the supervisor/manager to record the accomplishments in this box; a supplemental document denoting the accomplishments is acceptable.

UNITED STATES DEPARTMENT OF AGRICULTURE  
**PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET  
 FOR NON-SUPERVISORY POSITIONS**

**13. CERTIFICATION OF DEVELOPMENT, EMPLOYEE INVOLVEMENT AND RECEIPT OF PLAN**

Signatures certify employee involvement in the development of, and receipt of plan which reflects current position description

**NOTE TO EMPLOYEE:** You are requested to sign and date below to certify receipt of this performance plan. Your signature does not mean that you agree or disagree with the contents of the plan. However, your failure to sign does not void the contents of this plan or the performance expectations documented within.

Employee's Signature <p style="text-align: center; background-color: yellow;">Please have employee sign and check if they participated in the development of their plan</p> <input type="checkbox"/> I participated in the development of this performance plan. <input type="checkbox"/> I was not invited to participate in the development of this performance plan. <input type="checkbox"/> I chose not to participate in the development of this performance plan.	Date  If employee did not sign, state reason:  <p style="text-align: center; background-color: yellow;">If employee declines or is unable to sign, please provide the reason.</p>
Supervisor's Signature	Date
Reviewer's Signature	Date

Employee's Initials and Date								Supervisor's Initials and Date							
1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Date		Date		Date		Date		Date		Date		Date		Date

**14. CERTIFICATION OF PERFORMANCE MANAGEMENT PROGRAM TRAINING**

Signature certify completion of the most recent program training, required every two years

Employee's Signature	Date
Course Title or Other Description	Date of Training
Supervisor's Signature	Date

**Note:** All quarterly reviews are not required but optional. The performance requirement is to have at least one progress review with the employee if the plan isn't modified during the performance year and the final rating of record.

# Performance Appraisal

1. Position Number	2. Pay Plan	3. Occupational Series	4. Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Name (Last, First, Middle Initial - No Nicknames)		6. Appraisal Period	
<input type="text"/>		From: <input type="text"/>	To: <input type="text"/>
7. Official Position Title	8. Agency, Division, Office	9. Duty Station (City, State)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

10. Performance Elements		11A Critical Element	11B Exceeds Fully Successful	11C Meets Fully Successful	11D Does Not Meet Fully Successful
1)	REPORTS RESEARCH RESULTS (Mission Result Performance Element)	<input checked="" type="checkbox"/>	4		
2)	PLANS AND CONDUCTS PERSONAL AND TEAM RESEARCH	<input checked="" type="checkbox"/>	2		
3)	TECHNOLOGY TRANSFER, PROFESSIONAL ADVISORY, & CONSULTING ACTIVITIES (Non-Critical)	<input type="checkbox"/>	1		
4)	PROFESSIONAL COMMUNICATIONS, SUPERVISION & EEO/CR	<input checked="" type="checkbox"/>	2		
5)	RESOURCE, SECURITY, SAFETY, HEALTH, & ENVIRONMENTAL MANAGEMENT	<input checked="" type="checkbox"/>	2		
6)		<input type="checkbox"/>			
7)		<input type="checkbox"/>			
Mission-Results Element = 4 appraisal units Other Critical Elements = 2 appraisal units each Non-Critical Elements = 1 appraisal unit each		Totals	11E Exceeds	11F Meets	11G Does Not Meet
The Mission-Results and Supervision elements are worth 4 appraisal units, all other critical elements are worth 2, and non-critical are worth 1.			11H Enter Total (11E + 11F + 11G = 11H)		

**12. Summary Rating**

Rating of **Outstanding** if 11E equals 11H.  
 Rating of **Superior** if no element is rated in 11D, 11F is greater than zero, and 11E is greater than 11F.  
 Rating of **Minimally Satisfactory** if any non-critical element, but no critical element, is related in 11D.  
 Rating of **Unacceptable** if any Critical Element is rating in 11D.  
 Rating of **Fully Successful** if none of the above applies.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Superior	<input type="checkbox"/> Fully Successful	<input type="checkbox"/> Minimally Satisfactory	<input type="checkbox"/> Unacceptable
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13. Employee's Signature	Employee Signature Date	If employee did not sign, state reason:
<input type="text"/>	<input type="text"/>	<input type="text"/>

14. Rating Official Signature	Date	15. Reviewing Official Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>