UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
1600
G-1

OCT 24 2014

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 9-14

From: Commander, Marine Corps Installations Command
To: Distribution List

Subj: CIVILIAN PERFORMANCE EVALUATION AND RECOGNITION CRITERIA AND RANKINGS

Ref: (a) DOD 1400.25-M, SC 1940
(b) DOD Transition from NSPS to GS Guide, Chapter 5 of 23 Jul 2010
(c) DON Interim Performance Management System for non-Bargaining Unit Positions Transitioning from the National Security Personnel System (NSPS) to the GS – Updated of 13 September 2010
(d) SECNAV MS210.1, Records Management Manual Chg 1 of 09SEP09
(e) MCO 12430.2
(f) USMC LOI on NSPS Performance Management of 5 Feb 2008
(g) MCICOM Policy Letter 8-12

Encl: (1) Employee Performance Log

1. Situation. To establish Marine Corps Installations Command (MCICOM) policy and assign responsibility for implementing the Department of the Navy's (DON) Interim Performance Management System. This guidance must be used in conjunction with the references.

2. Cancellation. MCICOM Policy Letter 1-13.

3. Mission. To establish a consistent and an objective approach to evaluate and recognize the performance of assigned civilian employees with a rating of either acceptable or not acceptable at the end of each fiscal year.

4. Execution

a. Commander's Intent and Concept of Operations. MCICOM will employ a Performance Management framework that ensures employees are recognized and rewarded for their individual accomplishments and contributions, and that performance that is not acceptable is identified and appropriately addressed.

b. Annual performance-based cash awards represent a percentage of the employee's total adjusted salary. These awards are used to acknowledge and motivate employees for their accomplishments and contribution to mission.

c. Tasks

(1) Assistant Chief of Staff, G-1. Prepare and consolidate the rating official rankings into a single report for each directorate prior to the conduct of the Performance Award Review Board (PARB). The report will cover civilian appropriated fund (APF) employees and be for the use of PARB members in order to ensure the fair distribution of awards across the entire Headquarters.

(2) Directorate Heads

(a) Ensure all rating officials receive guidance on the Performance Award Recognition Tool (PART), to include how the PART tool calculates the average for a report and the requirement to complete the ranking sheet containing the report averages for each assigned civilian APF employees as part of the performance management cycle.

(b) Ensure rating officials use the employee performance log [enclosure (1)] or alternate documentation as often as necessary to capture the accomplishments of their employees throughout the year. Implementation and regular use of the log and/or alternate documentation will make it easier for rating officials to quantify the impact of the employee's achievements on the Command, rather than having to rely upon memory at the end of the performance evaluation cycle. This written communication is between the employee and supervisor and will not be examined by the PARB but can be used as documentation for unacceptable performance.

(3) Human Resources and Organizational Management (HROM)

(a) Disseminate additional guidance on the performance ranking and performance management systems, midyear reviews, annual appraisals, and the PARB as required.

(b) Ensure employee performance rating data is recorded in the Defense Civilian Personnel Data System (DCPDS).

(c) Process awards accurately and in a timely manner.

(4) Employees and Rating Officials (ROs). Employees are required to write assessments for each critical element. ROs will provide an individual rating level for each critical element and recommend an overall rating of record (Acceptable or Unacceptable) to the Senior Rating Officials (SRO). SROs will then approve or disapprove the rating of record. A rating of record is final once approved by a SRO and will be communicated to the employee at that time. Employees given an acceptable rating of record will be considered eligible for an award.

(a) ROs and SROs will make a recommendation as to whether or not the employee is recommended for an award as follows:

1. The RO will document an award recommendation by entering; "(Employee name) is recommended/not recommended for an award. (RO name)."

2. The SRO must state in the same block; "I concur/do not concur with the recommendation for an award. (SRO name)."

3. The SRO must provide justification for not concurring with the award recommendation.

d. Performance Award Review Board (PARB). Manpower and Reserve Affairs (M&RA) will advise, if available, the allocation of cash, time-off awards, or quality step increase (QSI) that can be used to recognize the accomplishments of the employees during a given PARB. The PARB process:

(1) Shall use the automated Performance Award Recognition Tool (PART) starting percentages for determining awards (types/percentages) based on the

employee's overall accomplishments and contributions, and generate notification letters for employees.

(2) Shall be used to review the accomplishments of employee's performance.

(3) Shall be used to ensure fairness, appropriateness and adhere to merit system principles.

e. PARB Membership and Roles

(1) Board Chair. The Chief of Staff, MCICOM, will chair the PARB and provide the Commander recommendations regarding the PARBs determination of awards and maintaining the sanctity of the deliberations. To include establishing procedures for addressing individuals when called for questions concerning performance.

(2) Board Members. It is critical to the review process that members are knowledgeable of the employee performance that will be reviewed at the board. Board members will be able to brief employee performance, answer questions relative to performance assessments, and speak to accomplishments and contributions. During the review process, board members will be responsible for determining a reward level associated with the employee's overall performance.

(3) Board Administrator. This role provides administrative processing that makes the board run smoothly. The administrator will compile all the data elements and material required for the board review process. Additionally, the administrator will run all necessary reports, track decisions and monitor board funding during the proceedings.

f. Business Rules. Each board will establish business rules to assist in operationalizing the review process. Business rules must be written and maintained as a record with the results of the PARB. At a minimum, the following business rules will be adopted by each PARB.

(1) To ensure equity and consistency, PARB will review employees by career stages when discussing contribution levels and award percentages.

(2) Where practical, SROs should be members of the PARB reviewing the performance of their employees.

(3) SROs may not participate in their own appraisal review; therefore, SROs must exit the PARB meeting while their appraisal is being discussed.

(4) PARBs will meet upon notification from M&RA if award funding is made available for a given performance appraisal period.

g. PARB Deliberations

(1) Contribution Levels. PARBs will review each employee's overall performance and assign an appropriate contribution level (CL) using the following standard criteria:

(a) CL-1; Met expectations. Attained each critical element on time, requiring little supervision or rework. Achieved requirements and ensured the continuation of the goals and mission of the MCICOM.

(b) CL-2; Exceeded expectations. Accomplished more than required in advance of timelines with limited supervision and took initiative and recommended solutions and improvements. Contributions significantly enhanced the goals and mission of MCICOM.

(c) CL-3; Greatly exceeded expectations. Accomplished more than required to a superior level without supervision and is recognized by senior and peers for outstanding performance. Contributed to the efficiency of the Directorate. His/her contributions had a great impact on the success of the goals and mission of MCICOM.

(2) Award Percentages. After CLs are assigned, PARB Members will:

(a) Deliberate on the assignment of CLs and award funding for the number of employees in each CL (Higher CLs will receive a starting percentage above that of lower CLs).

(b) Review employees by CLs and make decisions/changes to the starting award percentages to further distinguish an employee's accomplishments and contributions to mission.

(c) Ensure that similarly situated employees with like performance and contributions to mission are rewarded in a consistent manner. Assignment of a particular CL does not guarantee an award.

h. Grievances. Determinations concerning awards are not grievable. Refer to reference (c), section 8 for grievance and appeal guidance on issues related to the performance appraisal/rating process.

5. Administration and Logistics. Additional guidance regarding performance management and the conduct of the PARB will be provided by the Assistant Chief of Staff, G-1, via separate correspondence.

6. Command and Signal. This policy is applicable to civilians assigned to MCICOM Headquarters.

DR Clifton

DAVID R. CLIFTON
By direction

DISTRIBUTION: A

Employee Performance Log - for Rating Officials

Save this log on your computer in a spot where you'll remember to keep it updated. Record the performance of your employees throughout the appraisal period. Then use the log to write your employee appraisals at Progress Review, Close-out, and Annual Appraisal time. For additional assistance and questions on Performance Management, visit the Office of Civilian Human Resources Performance Management and Awards portal page at: https://www.portal.navy.mil/DONHR/WorkforceRelations/Pages/PerformanceManagementAwards.aspx

Rating Official Name: _____ **Appraisal Period:** _____

Record Employee Performance Below

Employee Name: _____

Date	Element #	Description of Achievement or Performance Issue and Impact *(Describe what the employee did and why it was important)*	Supporting Documents

Additional Notes

This document may be subject to release if requested by the subject employee. Users of this log are advised that information should be limited to factual matters related to job performance.

Enclosure (1)

Employee Name:

Date	Element #	Description of Achievement or Performance Issue and Impact (*Describe what the employee did and why it was important*)	Supporting Documents

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Enclosure (1)