

# NASA Employee Performance Communication System (EPCS) (Non-SES Supervisors)

## EMPLOYEE INFORMATION

NAME:	ORG:	RATING PERIOD:
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TITLE/SERIES/GRADE:

## OVERALL NARRATIVE SUMMARY *(Mandatory)*

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## FINAL RATING *(Check one)*

<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> FAILS TO MEET EXPECTATIONS*
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RATING OFFICIAL SIGNATURE/DATE:	REVIEWING OFFICIAL SIGNATURE/DATE: <i>*Required for "Fails to Meet Expectations":</i>
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**ACKNOWLEDGMENT**  
*My signature on this form does not imply agreement or disagreement with the rating received.*

EMPLOYEE SIGNATURE/DATE:



NAME:		ORG. CODE:	
<b>SECTION II - Generic Elements/Standards (These apply to all positions)</b>			
STRATEGIC PLAN	Under NASA's Employee Performance and Communications System (EPCS), all performance elements are critical elements and the standard for each identifies the level of performance at the "Meet Expectations" level. To attain the "Meets Expectations" standard for each element, the supervisor must be generally satisfied that the employee has met each of the specific standards (bullets) listed for the element where, and to the fullest extent possible, the employee has duties and responsibilities or other occasion to exercise judgment or demonstrate successful performance.	ELEMENT RATING	
		MEETS EXPECTATIONS	FAILS TO MEET EXPECTATIONS
	<p><b>1. Strategic Alignment</b>  <u>Standard: The manager is generally satisfied that the supervisor:</u></p> <ul style="list-style-type: none"> <li>Identifies program/project goals and objectives that are clear, measurable, and aligned with the goals and objectives of the Strategic Plan and consistent with the Integrated Budget and Performance Plan;</li> <li>Prepares submissions to the Integrated Budget and Performance Plan/Report that are complete, defensible, and submitted within the specified timeframe; and</li> <li>Ensures that his/her employees understand: <ul style="list-style-type: none"> <li>The organization's goals and how they are aligned with the Agency's goals;</li> <li>How their performance will be assessed and measured based on the accomplishment of their work assignments that contribute to the achievement of the organization's and Agency's goals.</li> </ul> </li> </ul>		
	<p><b>2. Health and Safety</b>  <u>Standard: The supervisor is generally satisfied that decisions and actions demonstrate commitment to the Agency's number 1 core value - safety; the supervisor:</u></p> <ul style="list-style-type: none"> <li>Conducts and documents safety inspections of assigned area(s) of responsibility in accordance with applicable safety and occupational health regulations, policies, and regulations, policies and procedures; and</li> <li>Identifies and expeditiously takes action to correct unsafe conditions and/or procedures; and</li> <li>Ensures that his/her employees comply with applicable safety and occupational health standards, rules, and regulations.</li> <li>Exhibits an understanding of and applies current Job Hazard Analysis (JHA).</li> <li>Ensures compliance with applicable policies regulations and executive orders on energy and water conservation and environmental protection.</li> </ul>		
	<p><b>3. Human Capital Management</b>  <u>Standard: The supervisor is generally satisfied that decisions and actions demonstrate a commitment to strategic management of human capital; the supervisor:</u></p> <ul style="list-style-type: none"> <li>Identifies workforce needs to successfully and safely execute the organization's programs/projects and uses available human capital tools effectively in accordance with the provisions of the Strategic Human Capital Plan;</li> <li>Determines promotions and selections based on merit;</li> <li>Evaluates/appraises employees with a process that is clear, credible, and understood by the subordinate staff, and: <ul style="list-style-type: none"> <li>products, and services.</li> <li>Makes determinations for awards and recognition that are based on performance results and are consistent with the NASA vision for awards - awards are given for the right contribution, to the right people, at the right time/event;</li> <li>Addresses and resolves performance issues in a timely manner; and</li> <li>Takes appropriate disciplinary action that is fair and consistently applied.</li> </ul> </li> </ul>		
	<p><b>4. Equal Opportunity and Diversity</b>  <u>Standard: The supervisor is generally satisfied that decisions and actions demonstrate a commitment to equal opportunity (EO) and diversity; the supervisor:</u></p> <ul style="list-style-type: none"> <li>Actively supports the Agency's EO and diversity programs and treats them as an integral part of the Agency's mission;</li> <li>Actively cooperates in EO programs through participation in training, responsiveness in the discrimination complaints process, and engagement in Alternative Dispute Resolution (ADR) to resolve disputes;</li> <li>Encourages a culture of open and honest communication; and</li> <li>Makes efforts to ensure an organizational environment where employees value individual and cultural differences, treat one another with respect, and have the opportunity to excel.</li> </ul>		
	<p><b>5. Collaboration and Teamwork</b>  <u>Standard: The supervisor is generally satisfied that a One-NASA approach is integrated with decision-making, problem-solving, and program/project management; the supervisor:</u></p> <ul style="list-style-type: none"> <li>Promotes the One-NASA concept through cooperation and teamwork with other managers and teams across centers and organizational boundaries;</li> <li>Shares knowledge of best practices and lessons learned and resources to accomplish tasks and projects with a NASA-wide approach and benefit; and</li> <li>Considers internal and external customers' needs and expectations when making decisions, identifying solutions, and resolving conflicts.</li> </ul>		
	<p><b>6. Learning</b>  <u>The supervisor is generally satisfied that an environment of continuous learning has been created to increase individual and organizational effectiveness, to address skill gaps, and to ensure effective succession planning; the supervisor:</u></p> <ul style="list-style-type: none"> <li>Assesses the training and development needs of him/herself and of subordinate staff: <ul style="list-style-type: none"> <li>To maintain and/or enhance current job-related skills, abilities, and competencies; and/or</li> <li>To develop and enhance performance and abilities needed to meet future Agency needs by identifying and participating in developmental assignments and/or learning opportunities.</li> </ul> </li> </ul>		
	<p><b>7. Program Management</b>  <u>The supervisor is generally satisfied that decisions and actions demonstrate a commitment to effective resource utilization and Agency-wide program objectives; the supervisor:</u></p> <ul style="list-style-type: none"> <li>Develops program/project plans that are realistic, responsive to customer needs, and aligned with the Agency's goals and objectives;</li> <li>Makes budget/cost decisions that are financially prudent, based upon the most accurate/complete information available, and reflect consideration of the cost to the Government;</li> <li>Identifies opportunities for improvement and/or takes action to improve processes, products, and services; and</li> <li>Meets organizational objectives within agreed-upon cost and schedule milestones.</li> </ul>		
<b>PLANNING DISCUSSION</b>		<b>PROGRESS REVIEW</b>	
SUPERVISOR SIGNATURE/DATE:		SUPERVISOR INITIALS/DATE:	
EMPLOYEE SIGNATURE:		EMPLOYEE INITIALS/DATE:	