

NASA Employee Performance Communication System (EPCS) (Non-Supervisory Employees)

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:	
SECTION II - Generic Elements/Standards (These apply to all positions)			
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>1. Commitment to Safety</p> <p><u>Standard: The supervisor is generally satisfied that decisions and actions demonstrate commitment to the Agency's number 1 code value - safety; the employee:</u></p> <ul style="list-style-type: none"> • Demonstrates safe and healthy work practices and complies with applicable safety and occupational health regulations, policies, and procedures; • Participates in safety walk-throughs, inspections, and audits as directed; and • To the extent possible, takes action to protect and ensure the health and safety of others, such as: <ul style="list-style-type: none"> • Reporting conditions and/or procedures that appear to be unsafe. • Assisting with actions to correct unsafe conditions. • Exhibits an understanding of and applies current Job Hazard Analysis (JHA). • Complies with applicable policies, regulations and executive orders on energy and water conservation and environmental protection . 		
	<p>2. Respect for People</p> <p><u>Standard: The supervisor is generally satisfied that decisions and actions demonstrate respect for individual and cultural differences, collaborations with others, and a commitment to One NASA; the employee:</u></p> <ul style="list-style-type: none"> • Is both courteous and respectful when interacting with his/her supervisor and co-workers and others; • Shares knowledge of best practices and lessons learned with others, including the mentoring and development of junior employees, to accomplish tasks and projects with a NASAwide approach and benefit; and • Promotes the One NASA concept through cooperation and teamwork with others across Centers and organizational boundaries. 		
	<p>3. Commitment to Excellence</p> <p><u>Standard: The supervisor is generally satisfied that decisions and actions demonstrate a commitment and personal responsibility for excellence; the employee:</u></p> <ul style="list-style-type: none"> • Accomplishes work assignments in an efficient and effective manner: <ul style="list-style-type: none"> • Assignments are completed on or before assigned deadlines; • The quality of work meets or exceeds expectations and major revisions are rarely necessary; and • Efforts are made to identify opportunities for improvements and/or to participate in efforts to improve processes, products, and services. • Takes and successfully completes required training; and • With supervisor's assistance, assesses and identifies training and development needs and requirements: <ul style="list-style-type: none"> • To maintain and/or enhance current job-related skills, abilities, and competencies; and/or • To develop or enhance performance and abilities needed to meet future Agency needs by identifying and participating in developmental assignments and/or learning opportunities (if appropriate for level of position and/or individual). 		
	<p>4. Integrity</p> <p><u>The supervisor is generally satisfied that the employee:</u></p> <ul style="list-style-type: none"> • Performs assigned work that is consistent with and contributes to the achievement of the organization's goals and objectives and the Strategic Plan; and • Is responsible to the needs of internal and external customers. 		
PLANNING DISCUSSION		PROGRESS REVIEW	
SUPERVISOR SIGNATURE/DATE:		SUPERVISOR INITIALS/DATE:	
EMPLOYEE SIGNATURE:		EMPLOYEE INITIALS/DATE:	