NASA Employee Performance Communication System (EPCS)

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

OVERALL NARRATIVE SUMMARY ***(Mandatory)***

FINAL RATING *(Check one)*	
☐ MEETS EXPECTATIONS	☐ FAILS TO MEET EXPECTATIONS*
RATING OFFICIAL SIGNATURE/DATE:	REVIEWING OFFICIAL SIGNATURE/DATE: **Required for "Fails to Meet Expectations":*

ACKNOWLEDGMENT
My signature on this form does not imply agreement or disagreement with the rating received.

EMPLOYEE SIGNATURE/DATE:

NAME:	ORG. CODE:

PERFORMANCE ELEMENTS AND STANDARDS

INSTRUCTIONS
1. Any element rated "Fails to Meet Expectations" will result in the overall or final rating being judged as "Fails to Meet Expectations."
2. Review and approval by a reviewing official is required for a final rating of "Fails to Meet Expectations."

STRATEGIC PLAN	ELEMENTS	ELEMENTS/STANDARDS. *All elements are critical elements.* At least one element must be linked to the NASA Strategic Plan. Check blocks at left to indicate elements selected and those that relate to the Strategic Plan. Indicate level of performance by checking one of the element rating levels.	ELEMENT RATING: MEETS EXPECTATIONS	ELEMENT RATING: FAILS TO MEET EXPECTATIONS
SECTION I - Specific Job Elements/Standards *(If more are needed, use plain paper)*				
		1. ELEMENT (Tell <u>what</u> the employee has to do) 1. STANDARD (Tell the employee <u>how well</u> they have to perform)		
		2. ELEMENT (Tell <u>what</u> the employee has to do) 2. STANDARD (Tell the employee <u>how well</u> they have to perform)		
		3. ELEMENT (Tell <u>what</u> the employee has to do) 3. STANDARD (Tell the employee <u>how well</u> they have to perform)		

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NAME:	ORG. CODE:

SECTION II - Generic Elements/Standards *(These apply to all positions)*

Meets Expectations Standard - To meet the *Meets Expectations* standard for an element, all of the bullets listed for the element must be present or occur.

		1. Safety The supervisor is routinely satisfied that: · The employee's work habits conform to established safety and occupational health standards, rules, and regulations. · The employee will report to the supervisor conditions and practices that appear to be unsafe. · The employee will assist the supervisor in taking corrective action on unsafe conditions. · The employee will participate in safety audits as directed. · The employee exhibits understanding of and applies current Job Hazard Analysis (JHA).		
		2. Customer Service The supervisor is routinely satisfied that: · Service provided by the employee to internal and external customers is of professional quality, is responsive to their needs, and is rarely returned for substantial revision. · Assignments are completed on or before the assigned deadline. · Work is complete and complies with established policies and procedures; major revisions are rarely necessary.		
		3. Communication The supervisor is routinely satisfied that: · The employee communicates clearly, courteously, and effectively with supervisors, co-workers, and customers. · The employee responds to supervisors, customers, and co-workers with the most accurate and complete information available.		
		4. Teamwork The supervisor is routinely satisfied that: · Interpersonal behavior towards supervisors, co-workers, and customers quickly resolves conflicts, enhances cooperation, promotes the attainment of work objectives, and poses no significant problems.		
		5. Problem Solving The supervisor is routinely satisfied that: · Normal problems are anticipated, brought to the supervisor's attention as appropriate, and solved independently.		

SECTION III - Supervisory Positions Only

Meets Expectations Standard - To meet the *Meets Expectations* standard for an element, all of the bullets listed for the element must be present or occur.

		1. Safety The manager is routinely satisfied that: · Monthly safety facility inspections and audits of employees are conducted. · Employees under his/her supervision conform to applicable occupational health and safety standards, rules, and regulations. · Unsafe procedures and conditions are identified and expeditiously corrected. · Each direct report participates in at least one employee safety audit annually. · Employees under his/her supervision have current Job Hazard Analysis (JHAs) that are being applied.		
		2. Human Resources Management The manager is routinely satisfied that: · Training requirements of subordinates are met. · Discipline is provided fairly and consistently. · Individual and cultural differences are recognized and diversity is appreciated and valued. · Subordinates are treated with dignity and respect. · Selections and promotions are based upon merit. · Deserving employees receive rewards for good performance.		
		3. Program/Project Management The manager is routinely satisfied that: · Program/Project plans are realistic and responsive to organizational needs. · Organizational objectives are met within the agreed-upon time frames and by agreed-upon deadlines.		
		4. Continual Improvement The manager is routinely satisfied that: · Steps are periodically taken to improve organizational processes and reduce paperwork and that the value of the improvements exceeds the cost of implementation.		
		5. Financial Responsibility The manager is routinely satisfied that: · Decisions are financially prudent and reflect consideration of cost to the Government. · The cost impact of decisions is identified and evaluated based upon the most accurate and complete information available.		
		6. Information Dissemination The manager is routinely satisfied that: · Subordinates understand the organization's goals and how their performance affects these goals. · Subordinates understand how they are performing against their goals.		

PLANNING DISCUSSION	PROGRESS REVIEW
SUPERVISOR SIGNATURE/DATE:	SUPERVISOR INITIALS/DATE:
EMPLOYEE SIGNATURE:	EMPLOYEE INITIALS/DATE: