

**NSPS Virtual Employee Profile #1 - Casey
Performance Management Rating Exercise**

Name: Casey, Jeff	Position Title: Contract Specialist
Current Base Salary: \$68,475	Salary Range: \$38,175 - \$85,578
Pay Sch/Occ Code/Pay Band: YA-1102-02	Organization: SMO/FCD

Performance Indicators
<p>Level 3:</p> <ul style="list-style-type: none"> Effectively achieved the stated objective, anticipating and overcoming significant obstacles. Adapts established methods and procedures when needed. Results were technically sound, accurate, thorough, documented and met applicable authorities, standards, policies, procedures and guidelines. Planned, organized, prioritized and scheduled own work activities to deliver the objective in a timely and effective manner, making adjustments to respond to changing situations and anticipating and overcoming difficult obstacles as necessary. Demonstrated high standards of personal and professional conduct and represented the organization or work unit effectively. <p>Level 5 (Additions at this level)</p> <ul style="list-style-type: none"> Contributed results beyond what was expected; results were far superior in quality, quantity and/or impact to the stated objective to what would be expected at this level. Exhibited the highest standards of professionalism.

<p>Objective 1</p> <p>Workload Management: Provide proactive, comprehensive contract support to meet mission requirements. Collaborate with customers to ensure timely, efficient and accurate execution of contract actions. Manage workload to provide current and accurate status of all assigned contract actions on a weekly basis using appropriate and available reporting tools. Contract actions must be completed within guidelines and established procedures. Provide prompt, accurate and efficient response to data calls and post award contract action requests in a timeframe that best supports the agency's mission. Measurement: Customer feedback. Suspenses met. Supervisor review of work. 40%</p>

Contributing Factors: Communication

<p>Objective 2</p> <p>Business Advisor: Provide sound and innovative recommendations to customers on acquisition strategies including independent research of contracting issues to determine the best business solution. Establish professional rapport with customers to foster long term business relationships through proactive involvement in the development of pre/post award requirement documents. Measurement: Customer feedback. Supervisor review of work. 40%</p>

Contributing Factors: Customer Focus

<p>Objective 3</p> <p>Contract Documentation: Contract actions and file documentation are complete, accurate and compliant with applicable regulations, policies and reporting requirements. Measurement: Review of documentation by supervisor and contract auditors. 20%</p>
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Contributing Factors: Technical Proficiency

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Profile #1, pg. 2

Employee Self Assessment for Annual Performance Appraisal
<p>Obj 1 – Workload Management</p> <ul style="list-style-type: none"> - In addition to providing contracting support to all of my assigned customers, during the past six months, I have also provided support to customers in the regional office since that contract specialist position has been vacant. I have received numerous e-mails and phone calls from customers thanking me for my support. - I always met the weekly reporting suspense and have assisted other staff members in learning how to use our automated reporting tool. - I helped to develop a database which expedites responses to data calls on post award contract actions. <p>Obj 2 – Business Advisor</p> <ul style="list-style-type: none"> - I was able to provide our largest customer an innovative solution to contracting for janitorial services which saved that organization over \$50,000 during the last FY. I received a memo from the Director thanking me for my assistance. - I researched a complex contracting issue and provided advice which was used to successfully resolve a contract award dispute. <p>Obj 3 – Contract Documentation</p> <ul style="list-style-type: none"> - I maintained files on all my contracts in accordance with established regulations, policies and reporting requirements. <p>Other Accomplishments:</p> <ul style="list-style-type: none"> - I completed two courses through the Defense Acquisition University. - I served as a mentor for two interns who are assigned to our division.

Rating Official Assessment for Annual Performance Appraisal

Objective	Weight	Objective Rating	Contributing Factor Adj	Adjusted Rating	Weighted Rating
1	40				
2	40				
3	20				
Average Score					
Final Rounded Score					



**NSPS Virtual Employee Profile #2 - Jacobi
Performance Management Rating Exercise**

Name: Jacobi, Alexa	Position Title: Secretary
Current Base Salary: \$45,960	Salary Range: \$31,209 - \$54,649
Pay Sch/Occ Code/Pay Band: YB-318-02	Organization: SMO/FCD

Performance Indicators
<p>Level 3:</p> <ul style="list-style-type: none"> Effectively completed job objectives and work assignments, anticipating and overcoming obvious obstacles; ensured completed work is timely and adheres to applicable standards, policies, procedures and guidelines. In achieving job objectives and work assignments adhered to work/project schedules; organizes and prioritizes own tasks to complete assignments in an effective and efficient manner; adjusted own work priorities to achieve desired results. Demonstrated high standards of personal and professional conduct and performance. <p>Level 5 (Additions at this level)</p> <ul style="list-style-type: none"> Achieved outcomes and results that are superior in quality, quantity, timeliness and/or impact to what would ordinarily be expected at this level. Persisted in overcoming obstacles and puts forth extra effort to accomplish difficult assignments. Contributed to organizational performance well beyond what is expected.

<p>Objective 1</p> <p>Clerical Duties: Prepare and/or review routine and/or outgoing documents for correct spelling, grammar, capitalization, punctuation and format to determine if rewrite or revision is necessary. Receive and separate incoming mail. Maintain files. Receive visitors and phone calls. Customers are provided courteous and timely responses. Measurement: Feedback from supervisor/customers. Files maintained with minimal instances of missing or misfiled documents. Mail is distributed timely. 40%</p> <p>Contributing Factors: Technical Proficiency</p>

<p>Objective 2</p> <p>Office Administration: Maintain supervisor's calendar. Insure supervisor is prepared for each meeting. Serve as timekeeper for division staff. Assist in developing draft budget requirements. Track honorary award nominations from the regions and assist action officer in reviewing for adequacy and timely coordination. Prepare travel orders, vouchers and related travel documents. Measurement: Supervisor/co-worker feedback. Calendar is maintained with minimal error rate and timely input and notifications. No instance of misdirected travel. 40%</p> <p>Contributing Factors: Communication</p>
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<p>Objective 3</p> <p>Suspense Monitoring: Monitor suspenses or active documents and remind appropriate personnel of approaching deadlines; follow up as needed ensuring no late responses. Monitor suspense and division project log ensuring no late responses; report problems to supervisor. Solicit input for regular and recurring reports; consolidate and coordinate for submission by suspense date.</p> <p>Monitor timely submission of performance appraisals for HQs employees. Measurement: Feedback from Director and Division Chiefs and higher headquarters. 20%</p> <p>Contributing Factors: Cooperation/Teamwork</p>
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Employee Self Assessment for Annual Performance Appraisal

Obj 1 – Clerical Duties:

- I prepared routine correspondence regarding employment inquiries.
- I drafted messages to forward congressional inquiries to regional offices.
- The correspondence I prepare for the Director is always in the correct format for his signature.
- I maintained division files and helped new secretary in another division to set up her files using Army standard filing procedures.

Obj 2 – Office Administration

- I maintained my division chief's calendar and also the division leave calendar.
- I took training on the new timekeeping system and trained other timekeepers in the Directorate.
- I gathered information from the division staff on their projected expenses and drafted an FY 07 budget for my Division Chief's review and approval.
- I assisted the division staff with preparing travel orders and submitting travel vouchers using the Defense Travel System. I followed up with DFAS when reimbursements were not received. Several co-workers thanked me for my assistance.
- I solicited topics for the monthly teleconference with our regional offices, prepared the agenda, consolidated minutes and sent minutes out after the meetings.
- I filled in for the Director's Secretary whenever she was out of the office.
- I served as the Alternate Billing Official and attended the required training for this assignment.

Obj 3 – Suspense Monitoring

- I closely monitored all suspense actions for our division and requested extensions when needed. We did not miss any suspenses during the last fiscal year.

Other Accomplishments;

- I served as the CFC POC for the Directorate; we exceeded our goal by \$1200.
- I organized the office Christmas community project which provided a Christmas dinner and gifts to local family in need.

Rating Official Assessment for Annual Performance Appraisal

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Objective	Weight	Objective Rating	Contributing Factor Adj	Adjusted Rating	Weighted Rating
1	40				
2	40				
3	20				
Average Score					
Final Rounded Score					



NSPS Virtual Employee Profile #3- Gillette Performance Management Reconciliation Exercise

Name: Gillette, Louise	Position Title: Administrative Officer
Current Base Salary: \$70,120	Salary Range: \$55,360 - \$106,186
Pay Sch/Occ Code/Pay Band: YC-0341-02	Organization: SMO Regional Offices

Performance Indicators

Level 3:

- Effectively achieved the stated objective that was technically sound, accurate, thorough, documented and met applicable authorities, standards, policies, procedures and guidelines.
- Planned, organized, prioritized and scheduled own work activities to deliver the objective in a timely and effective manner, making adjustments to respond to changing situations and anticipating and overcoming difficult obstacles as necessary.
- Provided clear guidance to others by translating organizational goals into concrete objectives, plans, priorities and assignments for work unit members; coordinated work activities and proactively monitored progress to ensure tasks were completed efficiently and effectively.
- Achieved expected results by effectively carrying out all established supervisory responsibilities.
- Maintained a productive, safe and harmonious workplace by responding promptly and effectively to employee misconduct, prohibited discrimination, harassment, deficient performance, etc.
- Demonstrated high standards of personal and professional conduct and represents the organization or work unit effectively.
- Ensures EEO policy statements are prominently posted in work areas and on organizational websites.
- Required employee EEO training is completed.
- Ensure open, transparent and objective merit selection factors.
- Identified and eliminated conditions and non-merit factors that contribute to barriers to employment opportunities where applicable.
- Demonstrated efforts to resolve allegations of discrimination and work place dissatisfaction at the lowest level and supported/guided subordinate supervisors (if any) to do the same.

Level 5 (Additions at this level)

- Contributed business results beyond what was expected; results were far superior in quality, quantity and/or impact to the stated objective.
- Supervisory contributions were exemplary and the results achieved went well beyond what was expected in terms of quality, quantity, timeliness and/or impact.
- Proactive and innovative in instituting measures to foster increased productivity, safety and harmonious relations within the workplace.
- Identified and utilized innovative and/or creative methods that accomplish current work and support overall Human Capital Strategic Goals, inclusiveness and the accommodation of disabilities.

Objective 1

Program Oversight: Ensure management support and administrative functions are executed timely and effectively in support of region mission accomplishment. Provide feedback through the chain of command on refining and improving processes and technology. Measurement: Management control checklist in place; deficiencies corrected. 100% compliance with DA/SMO guidance. Interservice Support Agreements are developed and in place. Program meets statutory and regulatory requirements. 40%

Contributing Factors: Communication, Customer Focus



Profile #3, pg. 2

Objective 2

Budget and Manpower Program Execution: Oversee formulation/execution of regional budget and manpower programs. Ensure data accuracy, review and submission of recurring reports. Utilize appropriate automated tools in budget and manpower monitoring and reporting. Measurement: 100% compliance with HQDA/SMO budget guidance. Staff understands and uses automated program tools effectively. 35%

Contributing Factors: Communication, Resource Management

Objective 3

MSO Program Management: Direct MSO staff in providing full range of MSO services. Ensure staff understands Army values, customer mission and their role in supporting the soldier. Maintain staffing levels to ensure mission accomplishment. Measurement: Vision/direction articulated and reinforced. Required staff training completed. Work year execution and fill rate normally within 95% of target. 10%

Contributing Factors: Resource Management, Leadership

Objective 4

Supervision: Execute the full range of human resources management (including performance management as outline in DoD 1400.25, SC 1940.5.7.4) and fiscal responsibilities within established timelines and in accordance with applicable regulations. Adhere to merit principles. Develop a vision for work unit; align performance expectations with organizational goals. Maintain a safe work environment and promptly address allegations of non-compliance. Ensure EEO/EO principles are adhered to throughout the organization. Ensure continuing application of, and compliance with applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment and retaliation. 15%

Contributing Factors: Communication, Leadership

Employee Self Assessment for Annual Performance Appraisal**Obj 1 – Program Oversight**

- I introduced local travel via DTS to the field to eliminate paper process and expedite payments. Received praise for this development.
- I initiated additional services for the Directorate real property in the Interservice Support Agreement. Additions were approved.
- I have ongoing communication with the field for the assistance and resolution of issues concerning management support. Made arrangements for copier replacements and purchased new furniture for several offices.
- I worked with Information Management Division to develop Physical Security plan.

Obj 2 – Budget and Manpower

- I provided direct guidance/input on FY 07 budget submission in preparation for lean FY.
- Required staff to complete a Fiscal Law refresher course.
- All budget and manpower reports were submitted in a timely manner.

Obj 3 – MSO Program Management

- I eliminated several contracts for services and used onsite resources and military manpower.
- I made our excess furniture available for use by other tenants on post

Obj 4 – Supervision

- I conduct ongoing discussions with my staff about NSPS.
- I closely monitor the staff to ensure all suspenses are met and counsel employees who miss deadlines.
- I ensured that my staff attended all mandatory training.



Profile #3, pg. 3

Rating Official Assessment for Annual Performance Appraisal

Obj 1 – Program Oversight
 -Louise is an excellent Management Support Officer. She independently and aggressively oversees all MSO programs and keeps me informed as necessary. She continually seeks ways to improve program execution and maximize limited resources.

Obj 2 – Budget and Manpower
 - Louise has directed her staff in the preparation of timely, accurate budget estimates during this period of austere resources.

Obj 3 – MSO Program Management – Louise is an expert in every aspect of Management Support services. She provides timely and accurate advice and assistance to customers and colleagues. However, her abrasive communication and management style have resulted in several complaints from customers. She has been counseled to develop her interpersonal skills so that she can work more cooperatively with customers and colleagues.

Obj 4 – Supervision.
 -Louise sets high standards for her employees and counsels them when they do not perform to meet performance expectations. While this has been effective in ensuring work is complete, accurate and on time, the turnover rate in her branch has been almost 100% in the past year. Louise must develop a less threatening management style which provides motivation and recognition of employees as well as the ability to counsel and direct employees in a less confrontation manner.

Objective	Weight	Objective Rating	Contributing Factor Adj	Adjusted Rating	Weighted Rating
1	40	4	0	4	1.6
2	35	3	0	3	1.05
3	10	4	-1	3	.3
4	15	3	-1	2	.3
Average Score					3.25
Final Rounded Score					3



**NSPS Virtual Employee Profile #4 - Marcus
Performance Management Reconciliation Exercise**

Name: Marcus, Timothy	Position Title: Administrative Officer
Current Base Salary: \$68,275	Salary Range: \$55,360 - \$106,186
Pay Sch/Occ Code/Pay Band: YC-0341-02	Organization: SMO Regional Offices

<p>Performance Indicators</p> <p>Level 3:</p> <ul style="list-style-type: none"> • Effectively achieved the stated objective that was technically sound, accurate, thorough, documented and met applicable authorities, standards, policies, procedures and guidelines. • Planned, organized, prioritized and scheduled own work activities to deliver the objective in a timely and effective manner, making adjustments to respond to changing situations and anticipating and overcoming difficult obstacles as necessary. • Provided clear guidance to others by translating organizational goals into concrete objectives, plans, priorities and assignments for work unit members; coordinated work activities and proactively monitored progress to ensure tasks were completed efficiently and effectively. • Achieved expected results by effectively carrying out all established supervisory responsibilities. • Maintained a productive, safe and harmonious workplace by responding promptly and effectively to employee misconduct, prohibited discrimination, harassment, deficient performance, etc. • Demonstrated high standards of personal and professional conduct and represents the organization or work unit effectively. • Ensures EEO policy statements are prominently posted in work areas and on organizational websites. • Required employee EEO training is completed. • Ensure open, transparent and objective merit selection factors. • Identified and eliminated conditions and non-merit factors that contribute to barriers to employment opportunities where applicable. • Demonstrated efforts to resolve allegations of discrimination and work place dissatisfaction at the lowest level and supported/guided subordinate supervisors (if any) to do the same. <p>Level 5 (Additions at this level)</p> <ul style="list-style-type: none"> • Contributed business results beyond what was expected; results were far superior in quality, quantity and/or impact to the stated objective. • Supervisory contributions were exemplary and the results achieved went well beyond what was expected in terms of quality, quantity, timeliness and/or impact. • Proactive and innovative in instituting measures to foster increased productivity, safety and harmonious relations within the workplace. • Identified and utilized innovative and/or creative methods that accomplish current work and support overall Human Capital Strategic Goals, inclusiveness and the accommodation of disabilities.

<p>Objective 1</p> <p>Program Oversight: Ensure management support and administrative functions are executed timely and effectively in support of region mission accomplishment. Provide feedback through the chain of command on refining and improving processes and technology. Measurement: Management control checklist in place; deficiencies corrected. 100% compliance with DA/SMO guidance. Interservice Support Agreements are developed and in place. Program meets statutory and regulatory requirements. 40%</p> <p>Contributing Factors: Communication, Customer Focus</p>
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Profile #4, pg. 2

Objective 2

Budget and Manpower Program Execution: Oversee formulation/execution of regional budget and manpower programs. Ensure data accuracy, review and submission of recurring reports. Utilize appropriate automated tools in budget and manpower monitoring and reporting. Measurement: 100% compliance with HQDA/SMO budget guidance. Staff understands and uses automated program tools effectively. 35%

Contributing Factors: Communication, Resource Management

Objective 3

MSO Program Management: Direct MSO staff in providing full range of MSO services. Ensure staff understands Army values, customer mission and their role in supporting the soldier. Maintain staffing levels to ensure mission accomplishment. Measurement: Vision/direction articulated and reinforced. Required staff training completed. Work year execution and fill rate normally within 95% of target. 10%

Contributing Factors: Resource Management, Leadership

Objective 4

Supervision: Execute the full range of human resources management (including performance management as outline in DoD 1400.25, SC 1940.5.7.4) and fiscal responsibilities within established timelines and in accordance with applicable regulations. Adhere to merit principles. Develop a vision for work unit; align performance expectations with organizational goals. Maintain a safe work environment and promptly address allegations of non-compliance. Ensure EEO/EO principles are adhered to throughout the organization. Ensure continuing application of, and compliance with applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment and retaliation. 15%

Contributing Factors: Communication, Leadership

Employee Self Assessment for Annual Performance Appraisal

Obj 1 – Program Oversight

- All management support and administrative functions have been executed timely and effectively.
- I kept the Regional Director informed about important issues.
- I have made recommendations for improvements in administrative processes.
- The management control list is in place; we had no deficiencies.

Obj 2 – Budget and Manpower

- I provided oversight to Budget Analyst and Management Analyst on Budget and Manpower programs. All suspenses were met. We were in 100% compliance with budget and manpower guidance. We used automated tools to prepare and submit reports.

Obj 3 – MSO Program Management

- I ensured MSO staff attended all mandatory training.
- We achieved 98% fill rate by end of FY.

Obj 4 – Supervision

- I have complied with merit principles.
- I discussed performance expectation with staff to include Army values.
- No allegations of discrimination, harassment or retaliation have been submitted.



Profile #4, pg. 3

Rating Official Assessment for Annual Performance Appraisal	
Obj 1 – Program Oversight	- Tim provides outstanding oversight of the MSO program. Suspenses are always met. Work products are complete and accurate. He is frequently recognized by customers for the level of support he and his team provide.
Obj 2 – Budget and Manpower	- Tim closely monitors both the budget and manpower programs. Both programs are totally compliant with higher headquarters guidance. Reports are submitted on time and provide accurate data.
Obj 3 – MSO Program Management	- Tim and his staff provide outstanding customer service.
Obj 4	-Tim is an excellent supervisor who mentors and develops his staff.

Objective	Weight	Objective Rating	Contributing Factor Adj	Adjusted Rating	Weighted Rating
1	40	4	+1	5	2
2	35	4	0	4	1.4
3	10	5	0	5	.5
4	15	4	0	4	.6
Average Score					4.5
Final Rounded Score					4



NSPS Virtual Employee Profile #5 - Mayerson Performance Management Reconciliation Exercise

Name: Mayerson, Victoria	Position Title: Administrative Officer
Current Base Salary: \$57,205	Salary Range: \$55,360 - \$106,186
Pay Sch/Occ Code/Pay Band: YC-0341-02	Organization: SMO Regional Offices

<p>Performance Indicators</p> <p>Level 3:</p> <ul style="list-style-type: none"> Effectively achieved the stated objective that was technically sound, accurate, thorough, documented and met applicable authorities, standards, policies, procedures and guidelines. Planned, organized, prioritized and scheduled own work activities to deliver the objective in a timely and effective manner, making adjustments to respond to changing situations and anticipating and overcoming difficult obstacles as necessary. Provided clear guidance to others by translating organizational goals into concrete objectives, plans, priorities and assignments for work unit members; coordinated work activities and proactively monitored progress to ensure tasks were completed efficiently and effectively. Achieved expected results by effectively carrying out all established supervisory responsibilities. Maintained a productive, safe and harmonious workplace by responding promptly and effectively to employee misconduct, prohibited discrimination, harassment, deficient performance, etc. Demonstrated high standards of personal and professional conduct and represents the organization or work unit effectively. Ensures EEO policy statements are prominently posted in work areas and on organizational websites. Required employee EEO training is completed. Ensure open, transparent and objective merit selection factors. Identified and eliminated conditions and non-merit factors that contribute to barriers to employment opportunities where applicable. Demonstrated efforts to resolve allegations of discrimination and work place dissatisfaction at the lowest level and supported/guided subordinate supervisors (if any) to do the same. <p>Level 5 (Additions at this level)</p> <ul style="list-style-type: none"> Contributed business results beyond what was expected; results were far superior in quality, quantity and/or impact to the stated objective. Supervisory contributions were exemplary and the results achieved went well beyond what was expected in terms of quality, quantity, timeliness and/or impact. Proactive and innovative in instituting measures to foster increased productivity, safety and harmonious relations within the workplace. Identified and utilized innovative and/or creative methods that accomplish current work and support overall Human Capital Strategic Goals, inclusiveness and the accommodation of disabilities.

<p>Objective 1</p> <p>Program Oversight: Ensure management support and administrative functions are executed timely and effectively in support of region mission accomplishment. Provide feedback through the chain of command on refining and improving processes and technology. Measurement: Management control checklist in place; deficiencies corrected. 100% compliance with DA/SMO guidance. Interservice Support Agreements are developed and in place. Program meets statutory and regulatory requirements. 40%</p> <p>Contributing Factors: Communication, Customer Focus</p>
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Profile #5, pg. 2

Objective 2

Budget and Manpower Program Execution: Oversee formulation/execution of regional budget and manpower programs. Ensure data accuracy, review and submission of recurring reports. Utilize appropriate automated tools in budget and manpower monitoring and reporting. Measurement: 100% compliance with HQDA/SMO budget guidance. Staff understands and uses automated program tools effectively. 35%

Contributing Factors: Communication, Resource Management

Objective 3

MSO Program Management: Direct MSO staff in providing full range of MSO services. Ensure staff understands Army values, customer mission and their role in supporting the soldier. Maintain staffing levels to ensure mission accomplishment. Measurement: Vision/direction articulated and reinforced. Required staff training completed. Work year execution and fill rate normally within 95% of target. 10%

Contributing Factors: Resource Management, Leadership

Objective 4

Supervision: Execute the full range of human resources management (including performance management as outline in DoD 1400.25, SC 1940.5.7.4) and fiscal responsibilities within established timelines and in accordance with applicable regulations. Adhere to merit principles. Develop a vision for work unit; align performance expectations with organizational goals. Maintain a safe work environment and promptly address allegations of non-compliance. Ensure EEO/EO principles are adhered to throughout the organization. Ensure continuing application of, and compliance with applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment and retaliation. 15%

Contributing Factors: Communication, Leadership

Employee Self Assessment for Annual Performance Appraisal

-I've been detailed to the Admin Officer position supervising two employees. (1&4) I continued to perform my Budget Analyst job, training the admin assistant for the budget tech position and seamlessly performing manpower duties during the extended absence of management analyst. Never missed a suspense and provided assistance to customers. (1,2,3 & 4) Received 19 KUDOS from Director, co-workers and customers for exceptional service and support on DTS, budget advice and teamwork. Received \$500 award from a customer. (1,2 & 3) Previous supervisor did not deal with performance and conduct issues. I advised employees on lunch break and leave policy and articulated Army Values. Habits were changed and employees complied with guidance and were available to assist customers and answer questions. (3 & 4) Conducted NSPS interim performance reviews and counseling. Gave one letter of warning for lack of performance. Employee stated my observations were on target and he admitted to having problems in the areas I identified. He is working to improve his performance. (4) Reviewed Interservice Support Agreements and provided funding. All management controls are in place and no deficiencies are reported. (1) Programmed, justified and executed \$46M in OMA direct and reimbursable funding. Provided monthly budget, manpower/work year burn reports; weekly vacancy and justification to fill status reports with no missed suspenses. Funding ledgers are balanced and automated system is updated. Deobligation are done quickly to return funds to ledger. (1,2 and 3) I continuously update my leadership on status of funds and adeptly managed funding during budget crisis ensuring funds were executed judiciously. Ensured funding targets were not exceeded. (1&2)



Profile #5, pg. 3

Rating Official Assessment for Annual Performance Appraisal

Without resources and, while her Management Analyst was on extended sick leave, Vicki successfully directed the transition of budget, manpower and administrative support from the Far East Region to this region. She realigned work assignments and personally performed additional duties to ensure the MSO continued to provide customer support. Vicki received numerous kudos and two cash awards in recognition of her outstanding level of support. She effectively trained an employee as a budget assistant who had no previous budget experience. She consistently provided timely and accurate budgetary advice. She identified ways to control costs and limit spending while meeting mission needs. She dealt effectively with an employee performance issue.

Objective	Weight	Objective Rating	Contributing Factor Adj	Adjusted Rating	Weighted Rating
1	40	3	0	3	1.2
2	35	4	+1	5	1.75
3	10	3	0	3	.3
4	15	3	0	3	.45
Average Score					3.7
Final Rounded Score					4



NSPS Virtual Employee Profile #6 - Stevens Performance Management Reconciliation Exercise

Name: Stevens, Matthew	Position Title: Administrative Officer
Current Base Salary: \$64,585	Salary Range: \$55,360 - \$106,186
Pay Sch/Occ Code/Pay Band: YC-0341-02	Organization: SMO Regional Offices

<p>Performance Indicators</p> <p>Level 3:</p> <ul style="list-style-type: none"> • Effectively achieved the stated objective that was technically sound, accurate, thorough, documented and met applicable authorities, standards, policies, procedures and guidelines. • Planned, organized, prioritized and scheduled own work activities to deliver the objective in a timely and effective manner, making adjustments to respond to changing situations and anticipating and overcoming difficult obstacles as necessary. • Provided clear guidance to others by translating organizational goals into concrete objectives, plans, priorities and assignments for work unit members; coordinated work activities and proactively monitored progress to ensure tasks were completed efficiently and effectively. • Achieved expected results by effectively carrying out all established supervisory responsibilities. • Maintained a productive, safe and harmonious workplace by responding promptly and effectively to employee misconduct, prohibited discrimination, harassment, deficient performance, etc. • Demonstrated high standards of personal and professional conduct and represents the organization or work unit effectively. • Ensures EEO policy statements are prominently posted in work areas and on organizational websites. • Required employee EEO training is completed. • Ensure open, transparent and objective merit selection factors. • Identified and eliminated conditions and non-merit factors that contribute to barriers to employment opportunities where applicable. • Demonstrated efforts to resolve allegations of discrimination and work place dissatisfaction at the lowest level and supported/guided subordinate supervisors (if any) to do the same. <p>Level 5 (Additions at this level)</p> <ul style="list-style-type: none"> • Contributed business results beyond what was expected; results were far superior in quality, quantity and/or impact to the stated objective. • Supervisory contributions were exemplary and the results achieved went well beyond what was expected in terms of quality, quantity, timeliness and/or impact. • Proactive and innovative in instituting measures to foster increased productivity, safety and harmonious relations within the workplace. • Identified and utilized innovative and/or creative methods that accomplish current work and support overall Human Capital Strategic Goals, inclusiveness and the accommodation of disabilities.

<p>Objective 1</p> <p>Program Oversight: Ensure management support and administrative functions are executed timely and effectively in support of region mission accomplishment. Provide feedback through the chain of command on refining and improving processes and technology. Measurement: Management control checklist in place; deficiencies corrected. 100% compliance with DA/SMO guidance. Interservice Support Agreements are developed and in place. Program meets statutory and regulatory requirements. 40%</p> <p>Contributing Factors: Communication, Customer Focus</p>
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Profile #6, pg. 2

Objective 2

Budget and Manpower Program Execution: Oversee formulation/execution of regional budget and manpower programs. Ensure data accuracy, review and submission of recurring reports. Utilize appropriate automated tools in budget and manpower monitoring and reporting. Measurement: 100% compliance with HQDA/SMO budget guidance. Staff understands and uses automated program tools effectively. 35%

Contributing Factors: Communication, Resource Management

Objective 3

MSO Program Management: Direct MSO staff in providing full range of MSO services. Ensure staff understands Army values, customer mission and their role in supporting the soldier. Maintain staffing levels to ensure mission accomplishment. Measurement: Vision/direction articulated and reinforced. Required staff training completed. Work year execution and fill rate normally within 95% of target. 10%

Contributing Factors: Resource Management, Leadership

Objective 4

Supervision: Execute the full range of human resources management (including performance management as outline in DoD 1400.25, SC 1940.5.7.4) and fiscal responsibilities within established timelines and in accordance with applicable regulations. Adhere to merit principles. Develop a vision for work unit; align performance expectations with organizational goals. Maintain a safe work environment and promptly address allegations of non-compliance. Ensure EEO/EO principles are adhered to throughout the organization. Ensure continuing application of, and compliance with applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment and retaliation. 15%

Contributing Factors: Communication, Leadership

Employee Self Assessment for Annual Performance Appraisal**Obj 1 – Program Oversight**

- I developed strong working relationships with my own staff as well as higher headquarters and our customers within the region. We responded to questions and requests within two working days. I have received numerous comments that we are doing an excellent job in providing MSO services to the organizations we service.

- I improved our monthly audit process for the Government Credit Card to ensure that we had no deficiencies.

Obj 2 – Budget and Manpower

- Budget is executed within 100% compliance with HQDA and SMO guidance. Our budget analyst and technician developed a new tool to assist in developing monthly budget for the region.

- Our Manpower program is also 100% in compliance with established guidance. Our workyear execution was 98%.

Obj 3 – MSO Program Management

- Suspenses are always met. Staff has attended numerous developmental programs as well as all required training.

- I have noted a marked improvement in staff briefing and writing skills as a result of their training.

Obj 4 - Supervision

-No instances of EEO/EO principle violations, prohibited personnel practices, discrimination, retaliation or harassment.

-We have a strong team based on mutual support, respect and a commitment to excellence.



Profile #6, pg. 3

Rating Official Assessment for Annual Performance Appraisal

Obj 1 – Program Oversight

Matthew does a very good job of overseeing the MSO program areas. While suspenses are always met and quality is good, Matthew wants to take that to a higher level. He has implemented tighter suspense controls which will permit more review time.

Obj 2 – Budget and Manpower

Matthew closely monitors the execution rate and accuracy of both budget and manpower. He would like to learn more about the budget process. I will support this initiative and ensure he gets this training.

Obj 3 – MSO Program Management

Matthew’s staff is very customer service oriented and his oversight contributes to this attitude. He has instilled in them the importance of being responsive and looking for solutions to problems.

Obj 4 – Supervision

Matthew is very supportive of his staff. He has encouraged them to attend training—both technical and soft skill. He has mentored several employees outside of his immediate staff.

Overall Comments: Matthew displays a positive attitude, flexibility and initiative. He has exhibited solid competence in performing his administrative officer duties. One area we agreed to focus on was the further development of Matthew’s analytical input on some of the taskers, etc. I feel confident that with additional training and development, Matthew will be able to contribute more in this area.

Objective	Weight	Objective Rating	Contributing Factor Adj	Adjusted Rating	Weighted Rating
1	40	3	0	3	1.2
2	35	3	-1	2	.7
3	10	3	+1	4	.4
4	15	3	0	3	.45
Average Score					2.75
Final Rounded Score					3