

EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Sections 4301 - 4305; and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for performance planning and results reporting documentation requirements for the Performance Appraisal Program for General Schedule, Federal Wage System, and Certain Other Employees.

ROUTINE USE(S): None.

DISCLOSURE: Personal identification information is copied by the employee's rating official from other files. Thus, there is no situation where the employee must choose between disclosing or not disclosing personal information. Employee signatures or the lack of signatures on Parts A, B, C, and D do not connote employee verification of any personal information on the form.

**EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT
INSTRUCTIONS FOR COMPLETION**

PART A.

1. Rating officials are responsible for ensuring that all identifying information in Section I, Blocks 1-7, is complete.
2. At the beginning of the appraisal period or upon the employee's entrance in a new position, the rating official completes Section II with employee input. The final determination of the plan is the rating and reviewing officials'.
3. The rating official, reviewing official, and employee sign and date Section III, Block 9.
4. The original of Part A is retained by the rating official and a copy by the employee.

PART B.

1. Approximately midway through the appraisal period, the rating official completes Sections I and II, Block 8, and meets with the employee to discuss the employee's performance (5 CFR 430.207(b)). Additional progress reviews shall be conducted and documented as necessary.
2. The employee may enter comments in Section II, Block 9.
3. The rating official and employee sign and date Section III, Block 10, upon completion of the progress review(s).
4. The original of Part B is retained by the rating official and a copy by the employee.

PART C.

1. Within 20 days of the end of the rating period, the rating official completes Sections I, II, and III, Block 10.a. Block 11.a. or b. is completed only if monetary recognition is recommended. The rating official signs and dates Section IV, Block 12.a.
2. The rating official discusses the recommended rating of record and any monetary recognition recommendation with the reviewing and approving official(s), as appropriate. The reviewing official completes Section III, Block 10.b. and signs and dates Section IV, Block 12.b. The approving official completes Section III, Block 11.a. or b. and signs and dates Section IV, Block 12.c.
3. The rating official discusses the approved rating and any monetary recognition with the employee. The employee completes Section IV, Block 12.d. and may attach comments.

PART D. (Optional)

1. At the end of the appraisal period, the rating official may complete Sections I and II and discuss the Development/Work Skills Plan with the reviewing official and the employee.
2. The rating and reviewing officials and the employee sign and date Section III, Block 9.

COMPLETED DD FORM 2799:

1. The original of the completed form shall be provided to the Component's Administrative Office. The rating official and employee shall each retain a copy.
2. The administrative office shall send original completed forms within 60 days of the end of the appraisal period to:

Washington Headquarters Services
Directorate for Personnel and Security
Labor and Management Employee Relations
Division

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(Read the Privacy Act Statement and Instructions on Pages 1 and 2 before completing this form.)

PART A

SECTION I - IDENTIFYING INFORMATION

1. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>	2. SSN	3. RATING PERIOD	
		a. FROM <i>(YYYYMMDD)</i>	b. TO <i>(YYYYMMDD)</i>
4. TITLE	5. SERIES	6. GRADE	7. OFFICE

SECTION II - PERFORMANCE PLAN

8. CRITICAL ELEMENTS *(List at least one, but normally not more than five. Develop component specific elements or use elements from attached list with component specific measures.)*

a.

b.

c.

d.

e.

SECTION III - PERFORMANCE PLAN SIGNATURES

9. PERFORMANCE PLAN *(Sign when plan is established)*

a. RATING OFFICIAL SIGNATURE	PRINTED NAME AND TITLE	DATE
b. REVIEWING OFFICIAL SIGNATURE	PRINTED NAME AND TITLE	DATE
c. EMPLOYEE SIGNATURE <i>(Employee's signature indicates review and discussion with the Rating Official. It does not necessarily mean that the employee agrees with the information on this form.)</i>		DATE