DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

Canc: Aug 98

IN REPLY REFER TO
BUMEDNOTE 12430
BUMED-94
19 Jun 98

BUMED NOTICE 12430

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: CIVILIAN EMPLOYEE PERFORMANCE APPRAISAL REVIEW SYSTEM AND PERFORMANCE AWARD RECOMMENDATIONS

Ref: (a) OCPMINST 12430.1

Encl: (1) Award Summary Format

1. Purpose. To close out the current civilian employee performance appraisal review year; and to recommend employee performance awards per reference (a).

2. Background. The current performance appraisal rating period ends 30 June 1998. Upcoming year performance standards must be established for each civilian employee. Employees rated Outstanding will receive a cash award of 3 percent of their annual base pay. Employees rated Exceeds Fully Successful (EFS) will receive a cash award of 1.5 percent of their annual base. Quality Step Increases (QSI) are not an option for this performance award cycle.

3. Action. By 17 July 1998, supervisors of civilian employees must complete the following actions:

a. Complete the Current Year Performance Appraisals. Supervisors complete section 8 of current Performance Appraisal Review and have each employee, immediate supervisor, and secondary supervisor sign and date the "Rating" part of section 7.

b. Award Recommendations. For employees rated Outstanding or EFS, complete enclosure (1) to recommend a cash award.

c. Submit Award Recommendation, along with the original 1997-1998 Performance Appraisal Review forms, to the appropriate executive assistant or special assistant.

4. Executive assistants and special assistants shall:

a. Review the 1997-1998 Performance Appraisal Reviews for accuracy and compliance, i.e., performance standards were set and signed; the employee's grade is accurately reflected; there is an

appraisal form submitted for each employee; the employee was rated on a minimum of 90 days; and new performance standards were set, signed by the employee, and the first and second-level supervisor.

b. Obtain directorate concurrence or nonconcurrence on each award recommendation.

c. Submit the award package to MED-94 by 17 July 1998. Ensure each package includes the following:

(1) The current 1997-1998 Performance Appraisal Review form, completed and signed by each employee, first-level supervisor, and second-level supervisor.

(2) Enclosure (1), Award Summary Format, with all cash award recommendations.

5. Point of contact is Ms. Patricia Baken who can be reached at 762-3306.

S. T. FISHER
Deputy

Award Summary Format

Originating Code:

			Performance Awards					
Employee's Name	Grade & Step	Summary Rating	Proposed		Recommended		Approved	
			QSI	Cash	QSI	Cash	QSI	Cash
TOTAL CASH APPROVED								

Proposed by *(First Level Supervisor)*	Date
Recommended by *(Second Level Supervisor)*	Date
Approved by *(Approving Authority)*	Date
Fiscal Approval *(MED 915)*	Date
Approved by	Date