

PERFORMANCE RATING

NAVEXOS-3238 (6-51)

TYPE OF POSITION				KIND OF RATING	
<input type="checkbox"/> GRADED SUPERVISORY	<input type="checkbox"/> GRADED NON-SUPERVISORY	<input type="checkbox"/> UNGRADED SUPERVISORY	<input type="checkbox"/> UNGRADED NON-SUPERVISORY	<input checked="" type="checkbox"/> OFFICIAL	<input type="checkbox"/> UNOFFICIAL
NAME CRABB, Riley				RATING PERIOD FROM 1-5-53 TO 4-4-53	
CHECK NO. 01-4203	PAYROLL TITLE Publication Editor (Gen), GS-7			UNIT, SECTION OR SHOP Industrial Relations Department	
NAME OF ACTIVITY Naval Supply Center				LOCATION OF ACTIVITY Pearl Harbor, T. H.	

EXPLANATION

Mark characteristic work performance in each factor. In marking supervisors, also consider effectiveness as a supervisor in getting work done.

DEFINITIONS

OUTSTANDING - All aspects of performance not only exceeded normal requirements but were outstanding and, in addition, deserved special commendation.

SATISFACTORY - Acceptable performance that met or exceeded minimum requirements.

UNSATISFACTORY - Performance that clearly failed to meet minimum requirements.

FACTORS

Use O, S, and U to denote Outstanding, Satisfactory and Unsatisfactory performance respectively.

QUALITY OF WORK ____ (**O**)
 QUANTITY OF WORK ____ (**S**)
 ADAPTABILITY ____ (**S**)

ADJECTIVE PERFORMANCE RATING

Each "O" or "U" rating must be supported by supervisor's signed statement attached hereto showing specifically and in detail wherein employee's performance was outstanding or unsatisfactory.

"O" marks in all three factors, fully supported in writing _____ OUTSTANDING ____ ()

"S", or "S" and "O" marks _____ SATISFACTORY ____ (**S**)

One or more "U" marks, fully supported in writing _____ UNSATISFACTORY ____ ()

DEVIATIONS MAY BE MADE BUT MUST BE JUSTIFIED IN WRITING

RATED BY (Name) Verna G. Rutz	TITLE Emp. Rel. Offr	DATE 5-7-53
DISCUSSED WITH EMPLOYEE BY (Name) Verna G. Rutz	DATE 5-7-53	DISCUSSION ACKNOWLEDGED (Employee's Initials) Riley Crabb
REVIEWED BY (Name) Frank Thacker	TITLE Industrial Relations Officer	DATE 5-7-53
DATE APPROVED BY BOARD 1 JUN 1953	DATE COPY FURNISHED EMPLOYEE 1 JUN 1953	

NOTICE TO EMPLOYEE

BY THIS COPY OF YOUR PERFORMANCE RATING FOR THE PERIOD INDICATED YOU ARE NOTIFIED WHAT YOUR ADJECTIVE RATING IS AND HOW IT IS DEFINED. IF THIS IS AN OFFICIAL RATING YOU HAVE A RIGHT TO APPEAL IT WITHIN 30 DAYS AFTER RECEIPT OF THIS NOTICE. CONSULT YOUR SUPERVISOR OR YOUR PERSONNEL OFFICER AS TO YOUR APPEAL RIGHTS.

I am quite pleased with the very fine job Mr. Crabb has been doing on the CENTER RELAY. The tone and news-value of the paper have increased tremendously, news coverage has been expanded, and the quality of Mr. Crabb's work is reflected in the higher-quality standards of the RELAY. His entire work performance has been top-notch "Satisfactory."

V. B. Rutz