

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 4-1-54 TO 3-31-55	
CHECK NO. 01-4203	PAYROLL TITLE Supv Pub Editor (Gen), GS-7			UNIT, SECTION OR SHOP Industrial Relations Dept.	
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 — (**O**)

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 6-9-55
DISCUSSED WITH EMPLOYEE BY (Name) Rutz		DATE June 7, '55	DISCUSSION ACKNOWLEDGED (Employee's Initials) RC	
REVIEWED BY (Name) Stuart Tracker		TITLE Industrial Relations Officer		DATE 6/9/55
DATE APPROVED BY BOARD JUN 10 1955		DATE COPY FURNISHED EMPLOYEE JUN 10 1955		

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.