

EXECUTIVE CAREER FIELD (ECF) PERFORMANCE APPRAISAL PROGRAM VETERANS HEALTH ADMINISTRATION (VHA)

PERFORMANCE PLAN AND APPRAISAL OF

EMPLOYEE'S NAME <i>(Last, First, Middle Initial)</i> WILKINSON, JAMES R	POSITION TITLE, SERIES AND NUMBER SUPERVISORY INVENTORY MANAGEMENT SPECIALIST, 2010, 91595762	GRADE/SALARY GS-11/ \$81,542.00
DEPARTMENT/OFFICE SUPPLY CHAIN MANAGEMENT		LOCATION <i>(City, State)</i> PITTSBURGH, PA
DATE ASSIGNED PRESENT POSITION 02/12/2023	APPRAISAL PERIOD COVERED BY THIS PERFORMANCE PLAN From 10/01/2024 To 09/30/2025	

SECTION A - PERFORMANCE PLAN

Identify the elements (critical, non-critical, and additional) and Performance Standards for the position to be rated. Critical elements (i.e., those elements which contribute towards accomplishing organizational goals and objectives and are of such importance that unacceptable performance of them would result in unacceptable performance in the position) are to be identified with an asterisk. Each position must have at least one critical element and one non-critical element. Performance Standards are statements of the individual's expectations and organizational expectations or requirements established by management for each element. There are usually three to five Performance Standards for each element. Attach Performance Plan.

PERFORMANCE PLAN COMMUNICATED

TITLE OF RATER PREPARING THIS PERFORMANCE PLAN Acting SUPERVISORY SAFETY & OCCUP HLTH MGR	SIGNATURE OF RATER PREPARING THIS PERFORMANCE PLAN Electronically signed by: Veronica Angros	DATE <i>(MM/DD/YYYY)</i> 10/21/2024
SIGNATURE OF EMPLOYEE Electronically signed by: James Wilkinson		DATE <i>(MM/DD/YYYY)</i> 10/21/2024

CHANGES TO PERFORMANCE PLAN

Attach changes to Performance Plan. Changes may be recorded anytime during the Appraisal Period. Communication of changes must be documented.

TITLE OF RATER MAKING CHANGES TO THE PERFORMANCE PLAN	SIGNATURE OF RATER MAKING CHANGES TO THE PERFORMANCE PLAN	DATE <i>(MM/DD/YYYY)</i>
SIGNATURE OF EMPLOYEE		DATE <i>(MM/DD/YYYY)</i>

SECTION B - PROGRESS REVIEW

At least one Progress Review is required during the Appraisal Period. The employee must be informed of their progress as measured against the Performance Plan. Additional Progress Reviews may be documented under Section H.

A Progress Review was conducted and discussed with the employee and the employee's performance as of this date:

☒ Is considered Fully Successful or better.

☐ Needs improvement to be Fully Successful or better. *(See VA Handbook 5013, Part I, Appendix A for additional information regarding addressing Unacceptable performance.)*

SIGNATURE OF RATER Electronically signed by: Veronica Angros Acting SUPERVISORY SAFETY & OCCUP HLTH MGR	DATE (MM/DD/YYYY) 06/18/2025
SIGNATURE OF EMPLOYEE Electronically signed by: James Wilkinson	DATE (MM/DD/YYYY) 06/18/2025

COMMENTS

SECTION C - ACTUAL ACHIEVEMENT

List each element from Section A of the employee's Performance Plan where indicated below. Indicate the overall Achievement Level that best describes the employee's performance for each element (do not indicate an Achievement Level for each individual Performance Standard). Justification, including specific examples of performance for each element that was rated Exceptional or Unacceptable, must be provided in the space below or attached. Rating an element Exceptional means that the Performance Standards have significantly surpassed the Fully Successful level for ALL Performance Standards within that particular element. The Exceptional Achievement Level is reserved for employees whose performance in the element far exceeds normal expectations, and results in major contributions to the accomplishment of organizational goals.

Prior to assigning an Unacceptable Achievement Level, ensure applicable policy requirements have been met as required in VA Handbook 5013, Part I and/or Appendix A .

ELEMENTS <i>(Use the same elements as listed in Section A)</i>	*INDICATES CRITICAL ELEMENT	ACHIEVEMENT LEVELS		
		EXCEPTIONAL	FULLY SUCCESSFUL	UNACCEPTABLE
LEADING CHANGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEADING PEOPLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS ACUMEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING COALITIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESULTS DRIVEN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHISTLEBLOWER PROTECTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this section to provide justification, including specific examples of performance, for each element that was rated Exceptional or Unacceptable. (Providing justification and specific achievements at the Fully Successful level is optional.)

ELEMENTS/ACHIEVEMENT(S)
SEE "SECTION A - PERFORMANCE PLAN"

SECTION D - OVERALL RATING

TYPE OF RATING

☒ ANNUAL RATING OF RECORD ☐ SPECIAL RATING (Position Changes - Employee or Rater)

PERIOD COVERED BY THIS APPRAISAL *(Complete only for Special Rating)*

FROM	10/01/2024	To	09/30/2025
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NOTE: Performance Rating - Using Achievement Levels assigned in Section C (excluding additional elements if used) and the criteria described below, check the appropriate rating.

PERFORMANCE RATING	
1	2
3	4
5	6
7	8
9	10

☐ **OUTSTANDING** - Achievement Levels for all elements are designated as Exceptional

☐ **EXCELLENT** - Achievement Levels for all critical elements are designated as Exceptional. Achievement Levels for non-critical elements are designated as at least Fully Successful. Some, but not all, non-critical elements may be designated as Exceptional.

☐ **FULLY SUCCESSFUL** - The Achievement Level for at least one critical element is designated as Fully Successful. Achievement Levels for other critical and non-critical elements are designated as at least Fully Successful or higher.

☐ **MINIMALLY SUCCESSFUL** - Achievement Levels for all critical elements are designated as at least Fully Successful. However, the Achievement Level(s) for one (or more) non-critical element(s) is (are) designated as Unacceptable.

☐ **UNACCEPTABLE** - The Achievement Level(s) for one (or more) critical element(s) is (are) designated as Unacceptable.

SIGNATURE OF RATER	TITLE OF RATER	DATE (MM/DD/YYYY)

TITLE OF RATER	DATE (MM/DD/YYYY)
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DATE (MM/DD/YYYY)

SECTION E - HIGHER LEVEL REVIEW/APPROVAL

NOTE: Required only for Minimally Successful and Unacceptable Ratings of Record; unless local management establishes criteria to have higher level approval required for other Ratings of Record.

☐ Concur with recommended rating.

☐ Do not concur with rating. Approve rating of: _____

EXPLANATION FOR PERFORMANCE RATING CHANGE

SIGNATURE AND TITLE OF APPROVING OFFICIAL	DATE (MM/DD/YYYY)
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DATE (MM/DD/YYYY)

SECTION F: REVIEW BY ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES (if required) <i>Note: Only applicable for RNs who do not have another RN as either their Rater or Approving Official.</i>		
SIGNATURE OF ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES		DATE (MM/DD/YYYY)
SECTION G - EMPLOYEE RECEIPT OF PERFORMANCE APPRAISAL		
A copy of this performance appraisal was given to me.	SIGNATURE OF EMPLOYEE	DATE (MM/DD/YYYY)
SECTION H - ADDITIONAL COMMENTS/INFORMATION		
Raters may utilize this section to describe significant accomplishments not otherwise described in the appraisal, to comment on the potential for higher-level positions, and/or to document VHA Personal Development Plans. Append additional pages as necessary. This section may also be used to record additional Progress Reviews held with the employee.		
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SECTION I - REQUEST FOR RECONSIDERATION

NOTE: This section is only required if the ECF employee requests reconsideration of the Overall Rating assigned by the Rater or Approving Official (if one was required). This reconsideration process must be requested by the employee in accordance with VA Handbook 5013, Part I, Appendix A.

STEP 1 (Reconsideration by Rater or Approving Official *(if used)*)

- ☐ Concur with assigned rating.
- ☐ Do not concur with assigned rating. Rating changed to: _____

IF RATING CHANGED, BASIS FOR RATING CHANGE

SIGNATURE OF RATER <i>(Or Approving Official if used)</i>	TITLE	DATE (MM/DD/YYYY)
SIGNATURE OF EMPLOYEE		DATE (MM/DD/YYYY)

STEP 2 (Reconsideration by next higher-level official)

- ☐ Concur with assigned rating.
- ☐ Do not concur with assigned rating. Rating changed to: _____

IF RATING CHANGED, BASIS FOR RATING CHANGE

SIGNATURE OF NEXT HIGHER LEVEL OFFICIAL	TITLE	DATE (MM/DD/YYYY)
SIGNATURE OF EMPLOYEE		DATE (MM/DD/YYYY)

Performance Plan SUPERVISORY INVENTORY MANAGEMENT SPECIALIST, 2010, 91595762 10/01/2024 - 09/30/2025			
Element 1: LEADING CHANGE (Non-Critical)			
Develop organizational vision and best practices.			
<u>Standard (Measure: (Government-wide mandatory performance requirements)):</u> * Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. * Assesses and adjusts to changing situations, implementing innovative solutions to make organizational improvements, ranging from incremental improvements to major shifts in direction or approach, as appropriate. * Balances change and continuity; continually strives to improve service and program performance; creates a work environment that encourages creative thinking, collaboration, and transparency; and maintains program focus, even under adversity.			
<u>Standard (Measure: Share or Develop Best Practice):</u> Describe how you have either shared a best practice developed in your work group, or how you have adopted a best practice utilized by another work group into your own section. Explain the implementation as well as the success of adopting this best practice.			
Progress Review (LEADING CHANGE):			
Final Review (LEADING CHANGE):			
Element Rating (LEADING CHANGE): <input type="checkbox"/> Unacceptable <input type="checkbox"/> Fully Successful <input type="checkbox"/> Exceptional			

Element 2: LEADING PEOPLE (Critical)			
Maximize employee potential, engagement, and experience.			
<u>Standard (Measure: (Government-wide mandatory performance requirements)):</u> * Designs and implements strategies that maximize employee potential; connects the organization horizontally and vertically; and fosters high ethical standards in meeting the organization's vision, mission, and goals. * Ensures employee performance plans are aligned with the organization's mission and goals; employees receive constructive feedback; and employees are realistically appraised against clearly defined and communicated performance standards. * Holds employees accountable for appropriate levels of performance and conduct. * Employee Engagement (EE), Employee Experience (EX), and Inclusion, Diversity, Equity, Access (I-DEA). contains required VA guidelines for development of employee engagement performance requirements, descriptions for measuring levels of engagement, recruiting, retaining, and developing the talent needed to achieve a high quality, diverse workforce that reflects the nation, with the skills needed to accomplish organizational performance objectives while supporting workforce diversity, workplace inclusion, and equal employment policies and program. * Whistleblower Protection (See CSEMO Guidance, Promotes the protection of whistleblowers in accordance with 38 U.S.C. § 732 and supports constructive resolution of conflict.			
<u>Standard (Measure: (VA requirements)):</u> * VA Core Values: Demonstrates VA Core Values. Creates an organizational environment that ensures all employees clearly understand VA's Core Values and the requirement to demonstrate them: Integrity, Commitment, Advocacy, Respect, Excellence ("I CARE"). * Learning Organization: Proactively promotes a learning organization through feedback and coaching, development plans, access to training, and timely completion of mandatory training (ethics, security, etc.). * Employee Engagement: Emphasizes Servant Leadership and promotes Employee Engagement through regular, recurring, and inclusive visibility that includes AES Data Sharing and Data Use.3 * Optimizing Employee Performance: Encourages all employees to practice to the top of their license, certification, or training, and identify areas of waste. Supports and guides employee actions that lead to the elimination of waste, creation of efficiencies and drives robust process improvement across the enterprise. * Whistleblower Protection: Promotes the protection of whistleblowers in accordance with 38 U.S.C. 732 in support of constructive resolution of conflict			
<u>Standard (Measure: Support AES):</u> Describe the actions taken to address employee engagement and AES results. Leaders and managers should refer to the 2022 AES results to			

select priorities and measures. Demonstrate how data is utilized and implemented to address AES results. (Ref: FY23 NDPP 2a)

Standard (Measure: Support HRO):

Describe how you support HRO Foundational Practices (Safety Huddles; Leader Rounding; Safety Forums; Visual Management Systems) and continuous process improvement and outcomes supporting a safety and improvement culture. (Ref. FY23 NDPP 2c)

Standard (Measure: Safety Compliance):

Explain how you ensure employee compliance with required safety trainings, ensure designated employee management of hazardous chemicals, complete Service Line Environment of Care (EOC) checklists, correct EOC findings, enforce safe work practices within your work area, and investigate all reports of employee work related injuries and illnesses within 5 business days.

Standard (Measure: VA Requirements):

Explain how you ensure a respectful work environment, free from discriminatory practices and workplace harassment including sexual harassment, and behaviors that intimidate or create a hostile work environment; including taking appropriate disciplinary action or sanctioning subordinates for these behaviors.

- Ensure all employees complete mandatory assigned EEO training by required due dates.
- Ensure all supervisory actions are equitable and free from personal biases; including, promotions, disciplinary actions, assignments, developmental opportunities and internal processes.
- Adhere to all EEO policies and principles and refrain from unlawful harassment and retaliation.
- Investigate Harassment claims and immediately correct harassing conduct.
- Support, promote and participate in the Alternative Dispute Resolution (ADR) program to resolve EEO complaints and workplace disputes.
- Cooperate and assure subordinate staff cooperation with the local EEO office, Office of Resolution Management (ORM) EEO Counselors, Investigators and other officials (Mediators, Administrative Judges, etc.) to address employee issues and process EEO complaints within requested response dates.
- Comply with Settlement Agreement orders and EEO document requests by established due dates.
- Ensure requests for religious and disability related accommodations are processed without delay and within policy timeframes; and, to the maximum extent possible in accordance with VA policies and guidance from the Reasonable Accommodation Coordinator.
- Support EEO workforce goals including identifying and removing workplace barriers and taking steps to increase employment of individuals with disabilities and Targeted disabilities.
- All managers and supervisors must complete training regarding their EEO responsibilities. (EEO Complaint Process, Reasonable Accommodation Procedures, Anti-harassment policy, supervisory and managerial communication skills) to ensure they have effective EEO, communication and interpersonal skills to supervise in a workplace with diverse employees.

Fully Successful

Immediately investigate allegations of discrimination and harassment; Conduct thorough fact findings, correct harassing conduct; Refer employees to EEO policies, EEO Office, Union or ORM to pursue formal complaints; Consistently take appropriate disciplinary action against subordinates for discrimination and harassment; Refrain from unlawful harassment and retaliation; Ensure all supervisory actions (promotions, disciplinary actions, assignments, developmental opportunities and internal processes) are equitable and free from personal biases; Establish expectations regarding performance and conduct and hold all employees to the same standards; Ensure self and subordinate supervisory employees complete mandatory EEO Supervisory training and employees complete mandatory EEO training by assigned due dates in TMS; Engage in the interactive process and adhere to VA policies and guidance from local RA Coordinators to process disability accommodations correctly; Employ flexibility to provide religious and disability related accommodations to the maximum extent possible barring undue hardship; Support, promote and participate in Alternative Dispute Resolution (ADR) to resolve EEO complaints and workplace disputes; Maintain a 100% participation rate, for EEO cases deemed appropriate for mediation.

Exceptional

In addition to the above, utilize available methods to maintain a respectful work environment (staff meeting presentations on EEO topics; EEO In-service trainings; NCOD Diversity & Inclusion surveys, Civility, Respect and Engagement in the Workplace (CREW), VA Voices, diversity training, etc.) for your workgroup; Ensure all employees receive at least 1 Elective EEO training each performance year; Participate in elective EEO trainings through VHA and VA venues; Utilize group facilitation and other processes to address workplace conflict; Utilize EEO Internship programs to support workforce diversity; Participate in and attend EEO programs and special observances; Encourage and support employee involvement in collateral EEO positions and committee(s); Utilize special hiring authorities to support hiring a diverse workforce to include individuals with disabilities and Targeted disabilities; Establish Upward Mobility positions; Facilitate participation in the VHA EEO Technical Career Field Program; Convert eligible interns noncompetitively to permanent hires; Nomination/receipt of EEO awards.

Standard (Measure: Address Concerns):

Explain how you respond constructively to concerns reported by employees and take responsible action to resolve reported concerns. Describe how you 1) encourage employees to report wrongdoing; 2) remind employees that they do not need to make a protected disclosure through their supervisory chain and can report wrongdoing to various offices, including OAWP, OIG and OSC; 3) remind employees that they will not face retaliation for reporting wrongdoing; and 4) inform employees that they can contact OAWP or OSC if they believe they are subjected to whistleblower retaliation.

Progress Review (LEADING PEOPLE):

Final Review (LEADING PEOPLE):**Element Rating (LEADING PEOPLE):**☐ Unacceptable☐ Fully Successful☐ Exceptional**Element 3: BUSINESS ACUMEN (Non-Critical)****Stewardship of Government Resources****Standard (Measure: (Government-wide mandatory performance requirements)):**

* Assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission.

* Uses technology to enhance processes and decision making.

* Executes the operating budget; prepares budget requests with justifications; and manages resources.

Standard (Measure: (VA Requirement)):

Promptly address noteworthy findings from internal and external audits and reviews including Joint Commission, Long Term Care Institute, Office of Inspector General, Office of the Medical Inspector and others. Describe how you demonstrated compliance with healthcare accreditation standards and promptly addressed deficiencies, to stay in alignment with safety and quality standards.

Standard (Measure: Efficient Use of Resources):

Develop and execute tactics to improve efficiency, deploy scarce resources and address core priorities – (1) Identifies where scarce resources can be deployed more effectively and initiates changes to improve decision-making relating to resource execution. (2) Effectively manages supplemental funding. (3) Ensures adequate internal systems and controls are in place to protect the organization's financial integrity (Ref. FY 23 NDPP 3a).1

Standard (Measure: Property Accountability):

VA Directive 7002: Custodial Officer Equipment Inventory Listing (EIL) responsibility is an obligation for the Custodial Officer (i.e., service chief, component head, or equivalent employee designated by the facility organizational director) to assume responsibility for nonexpendable property under their jurisdiction by signing their EIL. Service lines are required to physically inventory (scan) all items on their EIL annually. Deadlines are established to find and scan the equipment or file a Report of Survey for items that are not located. To be fully successful in this measure, the service line custodial officer must return the completed inventory within the established deadline. The inventory must be submitted accurately, in accordance with requirements and completed by the due date assigned at the time the action is issued.

Standard (Measure: Temperature and Humidity Monitoring):

Explain how you comply with VISN policy 10N4-85, Temperature Monitoring and Response and ensure appropriate action is taken by designated facility service employees to maintain temperature and humidity in areas requiring monitoring throughout the facility.

For Service Chiefs and Program Managers: Explain your compliance with the following requirements:

- (1) Assigning at least a primary and backup person to act as an End User for their area(s).
- (2) Creating contingency plans for stores in each area under their purview.
- (3) Educating all assigned users on the risk categories of their equipment/environments and associated SOPs.
- (4) Ensuring that each piece of equipment/environment monitored has a risk analysis completed following out of range alarms.
- (5) Ensuring End Users and After-Hours Monitors are compliant with their responsibilities.

For End Users: Explain your compliance with the following requirements:

- (1) Logging into the temperature monitoring system once per shift and ensuring temperature and humidity readings are within the specified ranges for each of the monitored areas.
- (2) Responding to and taking corrective action for all alerts.
- (3) Documenting the corrective action taken.
- (4) Activating the contingency plan if a temperature monitoring system failure has been identified.
- (5) Placing a work order when equipment is not operating correctly.

For After-Hours Monitors: Explain your compliance with the following requirements:

- (1) Logging into the system once per shift.
- (2) Monitoring all critical category equipment/environments during off tour hours.
- (3) Notifying designated staff utilizing the after-hours call back roster for and critical alerts that are received.
- (4) The After-Hours Monitors will not clear or close out alerts in the system but shall document actions taken in the system.
- (5) Notifying appropriate designated employees of a system failure to allow contingency plans to be activated in affected service line areas during off tours, holidays, and weekends.

Standard (Measure: Managing the Workforce):

Describe how you promoted innovative strategies for growing workforce with a focus on recruitment, retention, training and development. (Ref: FY23NDPP 3b)

Progress Review (BUSINESS ACUMEN):

Final Review (BUSINESS ACUMEN):**Element Rating (BUSINESS ACUMEN):**☐ Unacceptable☐ Fully Successful☐ Exceptional**Element 4: BUILDING COALITIONS (Non-Critical)**

Developing and maintaining positive relations with co-workers and customers.

Standard (Measure: (Government-wide mandatory performance requirements)):

- Solicits and considers feedback from internal and external stakeholders or customers.
- Coordinates with appropriate parties to maximize input from the widest range of appropriate stakeholders to facilitate an open exchange of opinion from diverse groups and strengthen internal and external support.
- Explains, advocates, and expresses facts and ideas in a convincing manner; and negotiates with individuals and groups internally and externally, as appropriate.
- Develops a professional network with other organizations and identifies the internal and external politics that affect the organization's work.

Standard (Measure: (VA requirements)):

- Coordinates with the appropriate program offices to assure that potential partnerships are vetted for prior relationships and efforts.
- Engages internal and external stakeholders in efforts to integrate services within local capacity and available in the larger community care network.

Standard (Measure: Pursuit of Excellence):

Describe how you foster a climate of excellence in customer experience. What data did you use to measure customer experience, and how did you use that data for service recovery and performance improvement? (Ref: FY23 NDPP 4a)

Progress Review (BUILDING COALITIONS):**Final Review (BUILDING COALITIONS):****Element Rating (BUILDING COALITIONS):**☐ Unacceptable☐ Fully Successful☐ Exceptional**Element 5: RESULTS DRIVEN (Critical)**

Specific tasks directly tied to Position ID and PD.

Standard (Standard (Measure: Services and Access)):

Describe how your work unit supports expansion of VHA services and access. Describe how you build internal VA capacity, staffing, service expansion and space utilization (Ref. FY 23 NDPP 5c).

Standard (Standard (Measure: Annual Inventory)):

OA3. Equipment Inventoried in the Past 13 Months >95%

Standard (Standard (Measure: Completeness of Records)):

QB9. Non-Expendable Mandatory Field Completion >=95%

Standard (Standard (Measure: Accuracy in Characterizing Equipment)):

QB10. CSN (Category Stock Number) Accuracy >=96%

Standard (Standard (Measure: Validity of Records)):

QB12. Non-Expendable Valid Status >= 95%

Standard (Standard (Measure: Timely Processing Turn-Ins)):

Turn-In Pending PPM Review <= 1000

Standard (Standard (Measure: Timely Processing Reports of Survey)):

Reports of Survey Average # of Days for Completion <= 60

Standard (Mailroom Administration):

On time delivery of quarterly mail expenditures reports and timely mailing of appointment letters

Standard (Contract Administration):

Timely processing of payments through IPPS and effective management of contracts for small package delivery along with purchases of postage and supplies

Standard (E performance):

Ensure all employees have there standards given by due date

Progress Review (RESULTS DRIVEN):

Final Review (RESULTS DRIVEN):

Element Rating (RESULTS DRIVEN):

☐ Unacceptable

☐ Fully Successful

☐ Exceptional

Element 6: WHISTLEBLOWER PROTECTION (Critical)

Responds constructively to concerns reported by employees.

- Takes responsible action to resolve reported concerns, including conducting administrative investigations, when appropriate; or referring allegations to appropriate offices (e.g., as described in VA Directive 0500 or VA Directive and Handbook 0700).
- Fosters an environment in which subordinates are comfortable reporting concerns to supervisory employees or to other appropriate authorities, including ensuring that employees are apprised of their right to make protected disclosures to Congress, OAWP, OIG, OSC, and other entities and offices, without a threat of retaliation and understand that they are not limited to their supervisory chain when making a protected disclosure. With regard to subordinate supervisors, ensure that those individuals take the training required for all employees under 38 U.S.C. § 733.

Standard (Measure: (VA requirements)):

Must meet all 3 standards, in order to be successful in this Element.

Fully successful:

- (1) responded constructively when employees report concerns,
- (2) took responsible action to resolve such concerns,
- (3) fostered an environment in which employees feel comfortable reporting concerns,
- (4) protected whistleblowers from retaliation in accordance with the VA Accountability and Whistleblower Protection Act, and,
- (5) supported constructive resolution of conflicts.

Progress Review (WHISTLEBLOWER PROTECTION):

Final Review (WHISTLEBLOWER PROTECTION):

Element Rating (WHISTLEBLOWER PROTECTION):

☐ Unacceptable

☐ Fully Successful

☐ Exceptional

Rating Official Summary Comments: