NF-6 PERFORMANCE MANAGEMENT SYSTEM EXECUTIVE PERFORMANCE AGREEMENT

(When filled in, this document contains information subject to the Privacy Act of 1974, as amended.)

PART I - CONSULTATION. I have reviewed this plan and have been consulted on its development.

1. EXECUTIVE'S NAME *(Last, First, Middle Initial)*	**2. APPRAISAL PERIOD**
3. EXECUTIVE'S SIGNATURE	**4. DATE** *(YYYYMMDD)*
5. TITLE	**6. ORGANIZATION**
7. RATING OFFICIAL'S NAME *(Last, First, Middle Initial)*	
8. RATING OFFICIAL'S SIGNATURE	**9. DATE** *(YYYYMMDD)*

PART II - QUARTERLY PROGRESS REVIEW.

1. FIRST QUARTER	
a. EXECUTIVE'S SIGNATURE	b. DATE *(YYYYMMDD)*
c. RATING OFFICIAL'S SIGNATURE	d. DATE *(YYYYMMDD)*
e. REVIEWING OFFICIAL'S SIGNATURE *(Optional)*	f. DATE *(YYYYMMDD)*
2. SECOND QUARTER	
a. EXECUTIVE'S SIGNATURE	b. DATE *(YYYYMMDD)*
c. RATING OFFICIAL'S SIGNATURE	d. DATE *(YYYYMMDD)*
e. REVIEWING OFFICIAL'S SIGNATURE *(Optional)*	f. DATE *(YYYYMMDD)*
3. THIRD QUARTER	
a. EXECUTIVE'S SIGNATURE	b. DATE *(YYYYMMDD)*
c. RATING OFFICIAL'S SIGNATURE	d. DATE *(YYYYMMDD)*
e. REVIEWING OFFICIAL'S SIGNATURE *(Optional)*	f. DATE *(YYYYMMDD)*
4. FOURTH QUARTER	
a. EXECUTIVE'S SIGNATURE	b. DATE *(YYYYMMDD)*
c. RATING OFFICIAL'S SIGNATURE	d. DATE *(YYYYMMDD)*
e. REVIEWING OFFICIAL'S SIGNATURE *(Optional)*	f. DATE *(YYYYMMDD)*

PART III - SUMMARY RATING.

1. INITIAL SUMMARY RATING: ☐ **Level 5 - Outstanding** ☐ **Level 4 - Great** ☐ **Level 3 - Satisfactory** ☐ **Level 2 - Needs Improvement** ☐ **Level 1 - Unacceptable**

a. RATING OFFICIAL'S NAME *(Last, First, Middle Initial)*	
b. RATING OFFICIAL'S SIGNATURE	c. DATE *(YYYYMMDD)*
d. EXECUTIVE'S SIGNATURE	e. DATE *(YYYYMMDD)*
f. REVIEWING OFFICIAL'S SIGNATURE *(Optional)*	g. DATE *(YYYYMMDD)*
2. HIGHER LEVEL REVIEW *(If applicable)*	
☐ **I request a higher level review.** a. EXECUTIVE'S INITIALS	b. DATE *(YYYYMMDD)*
c. HIGHER LEVEL REVIEW COMPLETED *(X)* ☐	d. DATE *(YYYYMMDD)*
e. HIGHER LEVEL REVIEWER SIGNATURE	

EXECUTIVE NAME	APPRAISAL PERIOD

3. PERFORMANCE REVIEW BOARD RECOMMENDATION:	☐ Level 5	☐ Level 4	☐ Level 3	☐ Level 2	☐ Level 1
a. PRB SIGNATURE				b. DATE *(YYYYMMDD)*	
4. ANNUAL SUMMARY RATING:	☐ **Level 5**	☐ **Level 4**	☐ **Level 3**	☐ **Level 2**	☐ **Level 1**
a. APPOINTING AUTHORITY SIGNATURE				b. DATE *(YYYYMMDD)*	

PART IV - DERIVATION FORMULA AND CALCULATION OF ANNUAL SUMMARY RATING.

a. CRITICAL ELEMENT	b. ELEMENT RATING		c. WEIGHT	d. SCORE		SUMMARY LEVEL RANGES
	Initial	Final *(If changed)*		Initial	Final *(If changed)*	
1. Faithful Administration of the Law and the President's Policies						475 - 500 = Level 5 400 - 474 = Level 4 300 - 399 = Level 3 200 - 299 = Level 2 Any CE rated Level 1 = Level 1
2. Government Efficiency						
3. Merit and Competence						
4. Holding Others Accountable and Treating Them Fairly						
5. Achieving Organizational Goals						
6. TOTAL			100%			

PART V - CRITICAL ELEMENTS.

Performance Standards for Critical Elements *(The performance standard for each critical element is specified below.)*

- **Level 5:** The executive demonstrates exceptional performance, fostering a climate that sustains excellence and optimizes results in the executive's organization, agency, department or Governmentwide. This represents the highest level of executive performance.

- **Level 4:** The executive demonstrates a very high level of performance beyond that required for successful performance in the executive's position and scope of responsibilities. The executive consistently exceeds established performance expectations, timelines, or targets.

- **Level 3:** The executive demonstrates the high level of performance expected and the executive's actions and leadership contribute positively toward the achievement of strategic goals and meaningful results. The executive is an effective, solid, and dependable leader who delivers high-quality results.

- **Level 2:** The executive's performance is unsatisfactory and needs improvement. While the executive generally meets established performance expectations, timelines and targets, there are occasional lapses that impair operations and/or cause concern from management.

- **Level 1:** In repeated instances, the executive demonstrates performance deficiencies that detract from mission goals and objectives. The executive routinely does not meet established performance expectations/timelines/targets and fails to produce – or produces unacceptable – work products, services, or outcomes.

Element Rating Level Points:

Level 5 = 5 points

Level 4 = 4 points

Level 3 = 3 points

Level 2 = 2 points

Level 1 = 0 points

EXECUTIVE NAME	APPRAISAL PERIOD

Critical Element 1. Faithful Administration of the Law and the President's Policies **(Minimum weight 25 pts)** **Weight:**

This is the most critical element for reviewing the job performance of someone who serves under the elected President. All senior executives must clearly and demonstrably execute congressionally-authorized tasks pursuant to the leadership and executive authority of the President. Faithful administration of one's role in the Executive Branch requires commitment to the principles of the Founding, including equality under the law and democratic self-government. Senior executives must demonstrate specific results that align with and advance the President's specific policy agenda.

Component-Specific Performance Requirements

Rating Official Narrative *(Optional)*

Critical Element 1 Rating ☐ **Level 5** ☐ **Level 4** ☐ **Level 3** ☐ **Level 2** ☐ **Level 1**

Critical Element 2. Government Efficiency **(Minimum weight 15 pts)** **Weight:**

Senior executives are expected to drive efficiency in government and save time and money for the American taxpayer. They should achieve demonstrable improvements in efficiency, productivity, and quality of work and government services, including significant reductions in costs and paperwork. They must use government resources in a cost-effective manner, budget effectively, and adhere to budgetary and fiscal constraints.

Component-Specific Performance Requirements

Rating Official Narrative *(Optional)*

Critical Element 2 Rating ☐ **Level 5** ☐ **Level 4** ☐ **Level 3** ☐ **Level 2** ☐ **Level 1**

EXECUTIVE NAME	APPRAISAL PERIOD

Critical Element 3. Merit and Competence **(Minimum weight 15 pts)** **Weight:**

Senior executives must consistently demonstrate outstanding proficiency and competence in the performance of their job duties. Such qualities will be evidenced by specific, demonstrable achievements and results that provide concrete benefits to American citizens. Senior executives must consistently produce work that is of the highest quality; handle challenges; exceed targets; and complete assignments in a timely manner.

Component-Specific Performance Requirements

Rating Official Narrative *(Optional)*

Critical Element 3 Rating ☐ **Level 5** ☐ **Level 4** ☐ **Level 3** ☐ **Level 2** ☐ **Level 1**

Critical Element 4. Holding Others Accountable and Treating Them Fairly **(Minimum weight 15 pts)** **Weight:**

Senior executives are expected to recognize, support, and reward excellent work from the employees they supervise. They also must timely and efficiently deal with poor performers—including seeking to discipline or remove them from the federal service where appropriate. They must treat all employees fairly and consistent with their merit and competence. They must obey laws regarding whistleblower protection and equal employment opportunity.

Component-Specific Performance Requirements

Rating Official Narrative *(Optional)*

Critical Element 4 Rating ☐ **Level 5** ☐ **Level 4** ☐ **Level 3** ☐ **Level 2** ☐ **Level 1**

EXECUTIVE NAME	**APPRAISAL PERIOD**

Critical Element 5. Achieving Organizational Goals **(Minimum weight 15 pts)** **Weight:**

The senior executive is expected to drive organizational success such that the agency achieves and exceeds goals and outcomes set forth in the President's Management Agenda, Agency Strategic Plan, Congressional Budget Justification/Annual Performance Plan, and other organizational planning documents. The senior executive's performance rating must be aligned with agency's organizational assessment for the performance period. In addition, the agency should provide at least three measurable outcomes and specific performance requirements from organizational planning documents tailored to the senior executive's role in the agency against which to measure the senior executive's performance.

Performance Requirement 1 *(Mandatory)*:	**Strategic Alignment:**
Performance Requirement 2 *(Mandatory)*:	**Strategic Alignment:**
Performance Requirement 3 *(Mandatory)*:	**Strategic Alignment:**
Performance Requirement 4:	**Strategic Alignment:**
Performance Requirement 5:	**Strategic Alignment:**

Rating Official Narrative *(Optional)*

Critical Element 5 Rating ☐ **Level 5** ☐ **Level 4** ☐ **Level 3** ☐ **Level 2** ☐ **Level 1**

EXECUTIVE NAME	APPRAISAL PERIOD

PART VI - SUMMARY RATING NARRATIVE (Mandatory).

PART VII - EXECUTIVE'S ACCOMPLISHMENT NARRATIVE.

PART VIII - COMPONENT USE.