



## FLEET AND FAMILY READINESS PROGRAMS

COMMANDER, NAVY REGION MARIANAS

PSC 455 BOX 152

FPO AP 96540-1000

24 Jan 08

### F&FR STANDARD OPERATING PROCEDURE 009

Subj: EVALUATION OF NAF EMPLOYEES AND INDIVIDUAL DEVELOPMENT PLAN

Ref: BUPERSINST 5300.10A

Encl: (1) NAVPERS5300/17 FORM

1. Purpose. To set forth procedures regarding evaluating NAF employees after ninety (90) days on the job and annually thereafter.
2. Background. Enclosure (1), NAVPERS5330/17, is the standard form used to evaluate an employee's performance after being on the job 90 days and annually thereafter on 30 September. This form has the employee's Individual Development Plan (IDP) attached to the evaluation form.
3. Policy. Enclosure (1) will be used by managers when evaluating their employees. Managers who rate the employee satisfactorily after 90 days must also complete the Individual Development Plan that is attached to the evaluation form and submit a copy with the Evaluation Form to the Regional NAF Office. This policy is for all Pay Band (NF) and Crafts and Trades (C&T) RFT, RPT and Continuing Flexible Employees, or those who work an average of 24 or more hours a week. Those employees who work fewer than 24 hours, Seasonal, On-call or Intermittent employees are not included.
4. Responsibilities. The Regional NAF Human Resources Office will send reminder notices via email to managers with employees who are due for their 90-day evaluation. Human Resources will attach the employee's evaluation form to the reminder notice. Managers will copy the form and keep in their files for use for the employee's annual evaluation period, except when employee changes jobs and the evaluation is no longer valid.

The manager will complete the evaluation form of enclosure (1) as appropriate and the Individual Development Plan as follows:

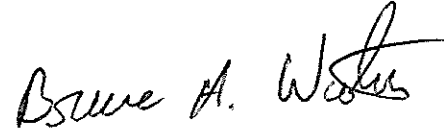
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- 1a - Employee's Name
- 1b - Last four digits of Employee's SSN preceded by an X,  
(i.e., X1234)
- 2 - Position Title, Series and Grade (i.e, Recreation  
Assist., NF-0189-02)
- 3 - Organization (i.e., F&FR, MWR or VQ)
- 4 - Date of Hire for the current position
- 5 - Performance Period for the IDP will be the Annual  
Rating Period (1 Oct-30 Sep)
- 6a - Required Training- List all required training  
such as Prevention of Sexual Harassment, etc.)
- 6b - Technical Training- List training that employee  
to accomplish to perform his/her duties (i.e.,  
Cashiers- Cash Handling Training; Food Service  
Workers, SafeServe, etc., and all other job-  
specific operational training.
- 6c - Professional Training- Conferences, Seminars,  
career development classes
- 7 - Long-Term Personal Developmental Goals (if employee  
is a Recreation Assistant and wants to be a  
Recreation Specialist, list training in the next  
3-year period to get him or her at that level)
- 8 - Remarks-Supervisor makes any notation to specify  
What employee's objectives/development plans are.
- 9 - Employee Signs
- 10 - Supervisor Signs

This form will be retained by the supervisor until the year-  
end close-out and will be used as a tool to discuss with the  
employee what goals/objectives were met based on the IDP.  
Manager and employee must periodically review information and  
training contained in this form to ensure training is suited to  
meet employee's developmental goals.

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5. Action. Division Heads and Managers will familiarize  
themselves with this SOP.

A handwritten signature in dark ink, reading "Bruce A. Wooten". The signature is written in a cursive style with a large, stylized "W" and a long horizontal stroke at the end.

BRUCE A. WOOTEN