

Annual Contribution Evaluation (ACE) Plan and Evaluation



Cover Sheet

This eform is for use by employees who do not have access to ACE online via the CONNECT Portal as well as other employees with special circumstances approved by HR.

The eform version of ACE will serve as both the Employee's Performance Plan *and* Performance Evaluation. To enter a Plan, Raters should complete only Sections 1-3, route the form to the Reviewer and the Employee for signatures in Section 4, and then submit the document to HR. To complete the Performance Evaluation associated with this plan, Raters should reopen this document and complete Sections 5-8, route the form to the Reviewer and Employee to complete Sections 9 and 10, and then submit the whole document to HR. For more information, enter "go DCIPS" in your web browser while on NSA.net.

NOTE: Any field marked with an asterisk (*) is a required field.

Employee Information	
* Name (Last, First MI): <u>Doe,John</u>	
* Employee ID: <u>00000999999</u>	* SID: <u>jdoe</u>
* Email: <u>jdoe@nsa.ic.gov</u>	Pay Level: <u>Pay Band 3</u>
Work Role: <u>Analyst</u>	Assigned Org: <u>AA123</u>
* Does this Employee rate NSA civilians? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Document ID: <u>200901002</u>
<i>(If "Yes," complete the Supervisory Elements in Section 7. If "No," complete the Non-Supervisory Elements in Section 7.)</i>	
Rater Information	
* Is Rater an NSA employee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>(If "No," then Rater's Employee ID and SID are not required.)</i>
* Name (Last, First MI): <u>Rater,Jane</u>	
* Employee ID: <u>00000999998</u>	* SID: <u>jrater</u>
* Email: <u>jrater@email.gov</u>	Assigned Org: <u>AA123</u>
Reviewer Information	
* Name (Last, First MI): <u>Reviewer,Bob</u>	
* Employee ID: <u>00000999997</u>	* SID: <u>breview</u>
* Email: <u>breview@email.gov</u>	
Performance Plan Period	
* Performance Plan Begin Date: <u>01-Oct-2008</u>	* Performance Plan End Date: <u>30-Sep-2009</u>
<i>(dd-mmm-yyyy; e.g. 01-Jan-1900)</i>	<i>(dd-mmm-yyyy)</i>

PRIVACY ACT STATEMENT: Authority for collecting information requested on this form is contained 10 U.S.C. Sections 1601-1614, 50 U.S.C. Section 402 note, and Executive Orders 12333 and 12968. The Agency's Blanket Routine Uses found at 58 Fed. Reg. 10,531 (1993) as well as the specific uses found in GNSA09 apply to this information. The requested information will be used for promotion, training, assignment and other human resource purposes. Your disclosure of requested information is voluntary. However, failure to furnish the requested information, other than the Employee ID number, may delay inclusion of the information into your personnel files for consideration in human resource actions.

CLASSIFICATION: UNCLASSIFIED

Derived From: _____
Date: _____
Declassify On: _____
Date of Source: _____

Annual Contribution Evaluation (ACE) Performance Plan			
Employee Name:	<u>Doe,John</u>	Document ID:	<u>200901002</u>
Employee ID:	<u>00000999999</u>	Plan Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Plan End Date:	<u>30-Sep-2009</u>

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Performance Plan Objectives

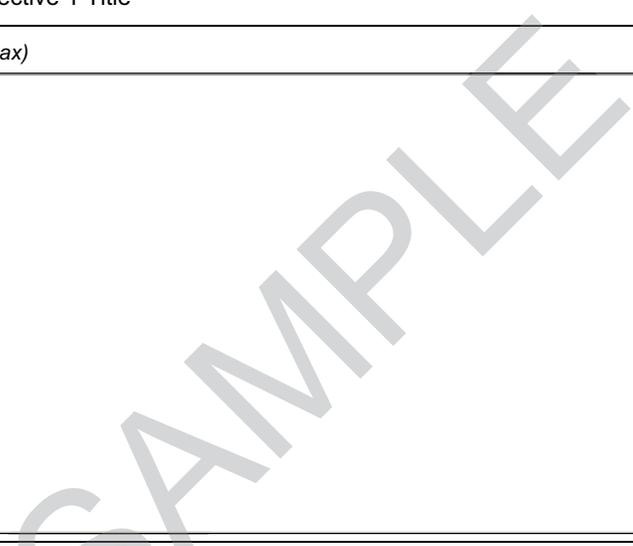
Raters and Employees should collaborate to develop 3 to 6 Performance Objectives. Please use this section to enter a minimum of 3 objectives. For each objective, use the Title field for a short description of the objective and use the Description field to enter the full objective. The Title should then be copied to the appropriate Objectives in Sections 6 and 11.

Performance Objective 1

* Title (60 characters max): Objective 1 Title

* Description (1,325 characters max)

Objective 1 descriptive text



Performance Objective 2

* Title (60 characters max): Objective 2 Title

* Description (1,325 characters max)

Objective 2 descriptive text

Annual Contribution Evaluation (ACE) Performance Plan

Employee Name: <u>Doe,John</u>	Document ID: <u>200901002</u>
Employee ID: <u>00000999999</u>	Plan Begin Date: <u>01-Oct-2008</u>
Employee SID: <u>jdoe</u>	Plan End Date: <u>30-Sep-2009</u>

Performance Objective 3

* Title (60 characters max): Objective 3 Title

* Description (1,325 characters max)

Objective 3 descriptive text

Performance Objective 4

Title (60 characters max): Objective 4 descriptive text

Description (1,325 characters max)

Objective 4 descriptive text

Performance Objective 5

Title (60 characters max): Objective 5 descriptive text

Description (1,325 characters max)

Objective 5 descriptive text

Annual Contribution Evaluation (ACE) Performance Plan			
Employee Name:	<u>Doe,John</u>	Document ID:	<u>200901002</u>
Employee ID:	<u>00000999999</u>	Plan Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Plan End Date:	<u>30-Sep-2009</u>

Performance Objective 6	
Title (60 characters max):	Objective 6 Title
Description (1,325 characters max)	Objective 6 descriptive text

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Performance Plan Elements

All Employees will be assessed against 6 Performance Elements. The first 4 are common to all Employees. The remaining 2 differ depending on whether or not the Employee rates NSA civilians.

Performance Elements
Common Performance Elements (These apply to ALL Employees)
<p>Accountability for Results Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.</p>
<p>Communication Defense Intelligence employees are expected to effectively comprehend and convey information with and from others in writing, reading, listening, and verbal and non-verbal action. Employees are expected to use a variety of media in communicating and making presentations appropriate to the audience. In addition, IC supervisors and managers are expected to use effective communication skills to build cohesive work teams, develop individual skills, and improve performance.</p>
<p>Critical Thinking Defense Intelligence employees are expected to use logic, analysis, synthesis, creativity, judgment, and systematic approaches to gather, evaluate, and use multiple sources of information to inform decisions and outcomes. In addition, IC supervisors and managers are expected to establish a work environment where employees feel free to engage in open, candid exchanges of information and diverse points of view.</p>
<p>Engagement and Collaboration Defense Intelligence employees have a responsibility to provide information and knowledge to achieve results. They are expected to recognize, value, build, and leverage organizationally appropriate diverse collaborative networks of coworkers, peers, customers, stakeholders, and teams within an organization and/or across the Defense Intelligence Components and the IC. In addition, Defense Intelligence supervisors and managers are expected to create an environment that promotes engagement, collaboration, integration, and the sharing of information and knowledge.</p>

Annual Contribution Evaluation (ACE) Performance Plan			
Employee Name:	<u>Doe,John</u>	Document ID:	<u>200901002</u>
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Employee SID:	<u>jdoe</u>	Plan End Date:	<u>30-Sep-2009</u>

Non-Supervisory Performance Elements (Only applicable to Employees who do not rate NSA civilians)

Personal Leadership and Integrity

Defense Intelligence employees are expected to demonstrate personal initiative and innovation as well as integrity, honesty, openness, and respect for diversity in their dealings with coworkers, peers, customers, stakeholders, teams, and collaborative networks across the IC. Defense Intelligence employees also are expected to demonstrate core organizational, DoD, and IC values including selfless service, a commitment to excellence, and the courage and conviction to express their professional views.

Technical Expertise

Defense Intelligence employees are expected to acquire and apply knowledge, subject matter expertise, tradecraft, and/or technical competency necessary to achieve results.

Supervisory Performance Elements (Only applicable to Employees who do rate NSA civilians)

Leadership and Integrity

Defense Intelligence supervisors and managers are expected to exhibit the same individual personal leadership behaviors as all Defense Intelligence employees. In their supervisory or managerial role, they also are expected to achieve organizational goals and objectives by creating shared vision and mission within their organizations; establishing a work environment that promotes diversity (of both persons and points of view), critical thinking, collaboration, and information sharing; mobilizing employees, stakeholders, and networks in support of their objectives; and recognizing and rewarding individual excellence, enterprise focus, innovation, and collaboration.

Management Proficiency

Defense Intelligence supervisors and managers are expected to possess the technical proficiency in their mission area appropriate to their role as supervisor or manager. They also are expected to leverage that proficiency to plan for, acquire, organize, integrate, develop, and prioritize the human, financial, material, information, and other resources to accomplish their organization's missions and objectives. In so doing, all supervisors and managers also are expected to focus on the development and productivity of their subordinates by setting clear performance expectations, providing ongoing coaching and feedback, evaluating the contributions of individual employees to organizational results, and linking performance ratings and rewards to the accomplishment of those results.

Annual Contribution Evaluation (ACE) Performance Plan			
Employee Name:	<u>Doe,John</u>	Document ID:	<u>200901002</u>
Employee ID:	<u>00000999999</u>	Plan Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Plan End Date:	<u>30-Sep-2009</u>

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Performance Plan Signatures

This section includes space for the Rater, Reviewer, and Employee to apply digital signatures acknowledging the Performance Plan. The buttons are grouped and sequenced by processes specific to the Rater, Reviewer, and Employee. Users who are unable to sign electronically can sign by applying a signature to a printed copy of this document before routing forward via fax, mail, or scan.

Validate Performance Plan	
Before signing the Performance Plan, click the button labeled "Validate Plan" to confirm that the required information in Sections 1, 2, and 3 has been entered.	<input type="button" value="Validate Plan"/>

Performance Plan Signatures	
Rater	
* Rater: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> (Signature) (Date) </div>	<div style="margin-bottom: 5px;">1 <input type="button" value="Send to Reviewer"/></div> <div style="margin-bottom: 5px;">3 <input type="button" value="Send to Employee"/></div> <div style="margin-bottom: 5px;">5 <input type="button" value="Submit to HR"/></div>
Reviewer	
* Reviewer: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> (Signature) (Date) </div>	<div style="margin-bottom: 5px;">2 <input type="button" value="Reviewer Approves"/></div> <div style="margin-bottom: 5px;"><input type="button" value="Reviewer Denies"/></div>
Employee	
* Employee: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> (Signature) (Date) </div>	<div style="margin-bottom: 5px;">4 <input type="button" value="Return to Rater"/></div>

Annual Contribution Evaluation (ACE) Performance Evaluation			
Employee Name:	<u>Doe,John</u>	Document ID:	<u>200901002</u>
Employee ID:	<u>00000999999</u>	Eval Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Eval End Date:	<u>30-Sep-2009</u>

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Performance Evaluation

This section is the beginning of the Performance Evaluation portion of the ACE eform.

Please select the appropriate Evaluation Type based on the purpose this evaluation is intended to serve. The values selected on this page affect the options available on the rest of the form and also the validation criteria.

Enter dates in the Begin Date and End Date fields below to specify the actual evaluation period for the Employee. If the Employee is changing roles, organizations, or Raters during the cycle, then the Evaluation dates entered here will likely be different from the Performance Plan dates in Section 1.

Evaluation Information	
Performance Evaluation Period	
* Evaluation Begin Date: <u>01-Oct-2008</u> <i>(dd-mmm-yyyy)</i>	* Evaluation End Date: <u>30-Sep-2009</u> <i>(dd-mmm-yyyy)</i>
Evaluation Type	
* Please select an Evaluation Type:	
<input checked="" type="checkbox"/> Final Choose "Final" if this will be the Employee's last Performance Evaluation for the performance year. Final Evaluations are completed at the end of the cycle, when an Employee separates from the Agency, or when the Employee or Rater changes positions within the last 90 days of the performance year.	
<input type="checkbox"/> Closeout with Rating (covers periods longer than 90 days) Choose "Closeout with Rating" if the Employee or Rater is reassigned or if the Employee's job role and Performance Objectives change significantly enough to warrant initiating a new Performance Plan during this performance year. Do not choose this option if the Employee has been on the current Performance Plan for less than 90 days or if the End Date of this Evaluation is within 90 days of the end of the performance year.	
<input type="checkbox"/> Closeout or Interim/Temporary Assignment without Rating (covers periods shorter than 90 days) Choose this option if the Employee is changing job roles or organizations and will be starting a new Performance Plan during this performance year but the current Performance Plan has been in effect for less than 90 days. Also choose this option if using this form to capture information about an interim/temporary assignment. Raters may enter Comments about the Employee's performance against their Performance Objectives and Performance Elements, but should not assign numerical Ratings.	
<input type="checkbox"/> Not Evaluated Choose "Not Evaluated" if the Employee will not be evaluated during this performance period. Raters should not provide comments or assign numerical Ratings for either Performance Objectives or Performance Elements. <i>Please select one of the items from the list below to indicate the reason for the "Not Evaluated" status.</i>	
<input type="checkbox"/> Long Term Training	
<input type="checkbox"/> Extended Leave	
<input type="checkbox"/> Red Badge Status	

Annual Contribution Evaluation (ACE) Performance Evaluation			
Employee Name: <u>Doe,John</u>	Document ID: <u>200901002</u>		
Employee ID: <u>00000999999</u>	Eval Begin Date: <u>01-Oct-2008</u>		
Employee SID: <u>jdoe</u>	Eval End Date: <u>30-Sep-2009</u>		

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Performance Objectives

If you chose an Evaluation Type of "Final" or "Closeout with Rating," please complete both the Rating and Comments field for each Objective from the Performance Plan. If you chose an Evaluation Type of "Closeout or Interim/Temporary Assignment without Rating," please complete only the Comments field. For guidance on Performance Standards, enter "go DCIPS" into your web browser while on NSAnet and choose the "ACE" link.

Any Performance Objective with a rating of "NR" will not be calculated in the overall Performance Objectives Rating Score, but you must provide numerical ratings for at least three Performance Objectives.

A Rating of "1" on any Performance Objective results in an overall rating of "Unacceptable."

Performance Objectives Rating Scale	
5	Outstanding
4	Excellent
3	Successful
2	Minimally Successful
1	Unacceptable
NR	Not Rated

Sum of All Performance Objective Ratings
<div style="border: 1px solid black; display: inline-block; padding: 5px 15px;">18</div>
(enter this value in Box A of Section 8 as well)

Performance Objective 1	
Title: <u>Objective 1 Title</u>	* Rating 3
* Rater's Comments (4,000 characters max)	
Performance summary data	

Annual Contribution Evaluation (ACE) Performance Evaluation			
Employee Name:	<u>Doe,John</u>	Document ID:	<u>200901002</u>
Employee ID:	<u>00000999999</u>	Eval Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Eval End Date:	<u>30-Sep-2009</u>

Performance Objective 2	
Title: Objective 2 Title	* Rating 3
* Rater's Comments (4,000 characters max)	
Performance summary data	

Performance Objective 3	
Title: Objective 3 Title	* Rating 3
* Rater's Comments (4,000 characters max)	
Performance summary data	

Annual Contribution Evaluation (ACE) Performance Evaluation			
Employee Name: <u>Doe,John</u>	Document ID: <u>200901002</u>		
Employee ID: <u>00000999999</u>	Eval Begin Date: <u>01-Oct-2008</u>		
Employee SID: <u>jdoe</u>	Eval End Date: <u>30-Sep-2009</u>		

Performance Objective 4	
Title: Objective 4 descriptive text	Rating 3
Rater's Comments (4,000 characters max)	
Performance summary data	

Performance Objective 5	
Title: Objective 5 descriptive text	Rating 3
Rater's Comments (4,000 characters max)	
Performance summary data	

Performance Objective 6	
Title: Objective 6 Title	Rating 3
Rater's Comments (4,000 characters max)	
Performance summary data	

Annual Contribution Evaluation (ACE) Performance Evaluation			
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Employee ID:	<u>00000999999</u>	Eval Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Eval End Date:	<u>30-Sep-2009</u>

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Performance Elements

Please assign a numerical rating for each Performance Element. If the Employee is to receive a Final Rating for this ACE document, then no Performance Element may receive a rating of "NR."

If the Employee rates NSA civilians (specified on the cover sheet), enter ratings for the four Common Performance Elements and two Supervisory Performance Elements.

If the Employee does not rate NSA civilians, enter ratings for the four Common Performance Elements and two Non-supervisory Performance Elements.

Performance Elements Rating Scale	
5	Outstanding
4	Excellent
3	Successful
2	Minimally Successful
1	Unacceptable
NR	Not Rated

Sum of All Performance Element Ratings
18
(enter this value in Box D of Section 8 as well)

Performance Elements	
Common Performance Elements (Rate these for ALL Employees)	
<p>Accountability for Results Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.</p>	* Rating 3
<p>Communication Defense Intelligence employees are expected to effectively comprehend and convey information with and from others in writing, reading, listening, and verbal and non-verbal action. Employees are expected to use a variety of media in communicating and making presentations appropriate to the audience. In addition, IC supervisors and managers are expected to use effective communication skills to build cohesive work teams, develop individual skills, and improve performance.</p>	* Rating 3
<p>Critical Thinking Defense Intelligence employees are expected to use logic, analysis, synthesis, creativity, judgment, and systematic approaches to gather, evaluate, and use multiple sources of information to inform decisions and outcomes. In addition, IC supervisors and managers are expected to establish a work environment where employees feel free to engage in open, candid exchanges of information and diverse points of view.</p>	* Rating 3
<p>Engagement and Collaboration Defense Intelligence employees have a responsibility to provide information and knowledge to achieve results. They are expected to recognize, value, build, and leverage organizationally appropriate diverse collaborative networks of coworkers, peers, customers, stakeholders, and teams within an organization and/or across the Defense Intelligence Components and the IC. In addition, Defense Intelligence supervisors and managers are expected to create an environment that promotes engagement, collaboration, integration, and the sharing of information and knowledge.</p>	* Rating 3

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Employee Name:	<u>Doe,John</u>	Document ID:	<u>200901002</u>
Employee ID:	<u>00000999999</u>	Eval Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Eval End Date:	<u>30-Sep-2009</u>

Performance Elements	
Non-Supervisory Performance Elements <i>(Rate these only if Employee does not rate NSA civilians)</i>	
<p>Personal Leadership and Integrity Defense Intelligence employees are expected to demonstrate personal initiative and innovation as well as integrity, honesty, openness, and respect for diversity in their dealings with coworkers, peers, customers, stakeholders, teams, and collaborative networks across the IC. Defense Intelligence employees also are expected to demonstrate core organizational, DoD, and IC values including selfless service, a commitment to excellence, and the courage and conviction to express their professional views.</p>	* Rating 3
<p>Technical Expertise Defense Intelligence employees are expected to acquire and apply knowledge, subject matter expertise, tradecraft, and/or technical competency necessary to achieve results.</p>	* Rating 3
Supervisory Performance Elements <i>(Rate these only if Employee does rate NSA civilians)</i>	
<p>Leadership and Integrity Defense Intelligence supervisors and managers are expected to exhibit the same individual personal leadership behaviors as all Defense Intelligence employees. In their supervisory or managerial role, they also are expected to achieve organizational goals and objectives by creating shared vision and mission within their organizations; establishing a work environment that promotes diversity (of both persons and points of view), critical thinking, collaboration, and information sharing; mobilizing employees, stakeholders, and networks in support of their objectives; and recognizing and rewarding individual excellence, enterprise focus, innovation, and collaboration.</p>	* Rating
<p>Management Proficiency Defense Intelligence supervisors and managers are expected to possess the technical proficiency in their mission area appropriate to their role as supervisor or manager. They also are expected to leverage that proficiency to plan for, acquire, organize, integrate, develop, and prioritize the human, financial, material, information, and other resources to accomplish their organization's missions and objectives. In so doing, all supervisors and managers also are expected to focus on the development and productivity of their subordinates by setting clear performance expectations, providing ongoing coaching and feedback, evaluating the contributions of individual employees to organizational results, and linking performance ratings and rewards to the accomplishment of those results.</p>	* Rating

Please enter performance summary information in the space below to address performance against the elements.

Summary
Overall Performance Elements Summary <i>(4,000 characters max)</i> <div style="border: 1px solid black; height: 200px; padding: 5px;"> Overall performance elements summary text </div>

Annual Contribution Evaluation (ACE) Performance Evaluation			
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Employee ID: <u>00000999999</u>	Eval Begin Date: <u>01-Oct-2008</u>		
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Final Rating

This section calculates a Rating Score for Performance Objectives and one for Performance Elements. Ratings are only calculated if the Evaluation Type in Section 5 is set to "Final" or "Closeout with Rating."

An Overall Rating is then calculated by averaging the Rating Scores of the two components. Finally, the Overall Rating is assigned a Rating Description as shown on the scale at right.

ACE Overall Rating Scale	
4.6 - 5.0	Outstanding
3.6 - 4.5	Excellent
2.6 - 3.5	Successful
2.0 - 2.5	Minimally Successful
1.0 - 1.9	Unacceptable

ACE Ratings	
Performance Objectives Rating	
Sum of All Objective Ratings (from Section 6)	Total Number of Rated Objectives (excludes Objectives rated "NR")
A <input style="width: 50px; text-align: center;" type="text" value="18"/>	B <input style="width: 50px; text-align: center;" type="text" value="6"/>
÷	=
C <input style="width: 50px; text-align: center;" type="text" value="3.0"/>	
(rounded to one decimal place; also enter in Box G below)	
Performance Elements Rating	
Sum of All Performance Element Ratings (from Section 7)	Total Number of Elements
D <input style="width: 50px; text-align: center;" type="text" value="18"/>	E <input style="width: 50px; text-align: center;" type="text" value="6"/>
÷	=
F <input style="width: 50px; text-align: center;" type="text" value="3.0"/>	
(rounded to one decimal place; also enter in Box H below)	
Total Score	
Objectives Rating Score (from Box C)	Elements Rating Score (from Box F)
G <input style="width: 50px; text-align: center;" type="text" value="3.0"/>	H <input style="width: 50px; text-align: center;" type="text" value="3.0"/>
+	=
I <input style="width: 50px; text-align: center;" type="text" value="6.0"/>	
÷ 2	=
J <input style="width: 50px; text-align: center;" type="text" value="3.0"/>	
(rounded to one decimal place)	
Final ACE Rating J <input style="width: 50px; text-align: center;" type="text" value="3.0"/>	ACE Rating Description K <input style="width: 150px; text-align: center;" type="text" value="Successful"/>

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Employee SID:	<u>jdoe</u>	Eval End Date:	<u>30-Sep-2009</u>

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Employee Comments

The Employee may use the space below to enter any comments for the Performance Evaluation. The Employee has 10 calendar days to provide comments. If the Employee has no comments, then check the No Comments box.

Employee Comments
<input checked="" type="checkbox"/> No Comments
Comments (4,000 characters max)
<div style="text-align: center; font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">SAMPLE</div>

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Employee SID:	<u>jdoe</u>	Eval End Date:	<u>30-Sep-2009</u>

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Performance Evaluation Signatures

This section includes space for the Rater, Reviewer, and Employee to sign acknowledging the Performance Evaluation. The routing buttons shown are available to users who are able to digitally sign in the appropriate signature block. Users who are unable to sign electronically can sign a printed copy of this document before routing forward via fax, mail, or scan.

Validate Performance Evaluation
Before signing the Performance Evaluation, click the Validate Evaluation button to confirm that the required information in Sections 5 through 9 is complete.
<input type="button" value="Validate Evaluation"/>

Signatures	
Rater	
* Rater: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> (Signature) (Date) </div>	<div style="margin-bottom: 10px;">1 <input type="button" value="Send to Reviewer"/></div> <div style="margin-bottom: 10px;">3 <input type="button" value="Send to Employee"/></div> <div>5 <input type="button" value="Submit to HR"/></div>
Reviewer	
* Reviewer: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> (Signature) (Date) </div>	<div style="margin-bottom: 10px;">2 <input type="button" value="Reviewer Approves"/></div> <div>2 <input type="button" value="Reviewer Denies"/></div>
Employee	
* Employee: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> (Signature) (Date) </div>	<div>4 <input type="button" value="Return to Rater"/></div>
Raters, use the following options to indicate that the employee was either unable or unwilling to sign this Evaluation.	
<input type="checkbox"/> Employee was unable to sign <input type="checkbox"/> Employee refused to sign	

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Employee ID:	<u>00000999999</u>	Eval Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Eval End Date:	<u>30-Sep-2009</u>

11

Employee Self-Report of Accomplishments

The Employee has the option to provide input to the Rater for consideration in the Final Evaluation.

The Employee may use the space provided below to document accomplishments and performance against the Performance Objectives and Performance Elements.

Performance Objective Titles should be copied from the Performance Plan in Section 2.

Performance Objective 1
Title: Objective 1 Title
Employee's Statement of Accomplishments (4,000 characters max)
Summary of accomplishments per the employee

Performance Objective 2
Title: Objective 2 Title
Employee's Statement of Accomplishments (4,000 characters max)
Summary of accomplishments per the employee

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Employee SID:	<u>jdoe</u>	Eval End Date:	<u>30-Sep-2009</u>

Performance Objective 3

Title: Objective 3 Title

Employee's Statement of Accomplishments (4,000 characters max)

Summary of accomplishments per the employee

Performance Objective 4

Title: Objective 4 descriptive text

Employee's Statement of Accomplishments (4,000 characters max)

Summary of accomplishments per the employee

Performance Objective 5

Title: Objective 5 descriptive text

Employee's Statement of Accomplishments (4,000 characters max)

Summary of accomplishments per the employee

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Employee SID:	<u>jdoe</u>	Eval End Date:	<u>30-Sep-2009</u>

Performance Objective 6

Title: Objective 6 Title

Employee's Statement of Accomplishments (4,000 characters max)

Summary of accomplishments per the employee

Performance Elements

Employee's Overall Statement of Accomplishments (4,000 characters max)

Summary of accomplishments per the employee

Annual Contribution Evaluation (ACE) Mid-Cycle Review



Cover Sheet

This eform is for use by employees who do not have access to ePerformance online via the CONNECT Portal as well as other employees with special circumstances approved by HR.

The Mid-Cycle Review is required of all Employees on a performance plan under the ACE performance management system. It is conducted at the midpoint of an Employee's performance management cycle, and provides a mechanism to assess progress toward objectives and performance elements. The Rater and Employee should discuss the Employee's performance during the first half of the cycle and use this eform to capture narrative summaries of the discussion. No numeric ratings are assigned.

The Rater must complete all of Section 1 and 2 before signing and submitting the form to the Employee. The Employee should then enter comments in Section 3 and return the form to the Rater, who must submit the completed form to HR for processing.

For more information, enter "go DCIPS" in your web browser while on NSA.net.

NOTE: Any field marked with an asterisk (*) is a required field.

Employee Information	
* Name (Last, First MI): <u>Doe,John</u>	* SID: <u>jdoe</u>
* Employee ID: <u>00000999999</u>	* Email: <u>jdoe@nsa.ic.gov</u>
Work Role: <u>Analyst</u>	Pay Level: <u>Pay Band 3</u>

Rater Information	
* Is Rater an NSA employee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "No," then Rater's Employee ID and SID are not required.)	
* Name (Last, First MI): <u>Rater,Jane</u>	* SID: <u>jrater</u>
* Employee ID: <u>00000999998</u>	* Email: <u>jrater@email.gov</u>

Period of Performance	
* Performance Cycle Begin Date: <u>01-Oct-2008</u> (dd-mmm-yyyy; e.g. 01-Jan-1900)	* Performance Cycle End Date: <u>30-Sep-2009</u> (dd-mmm-yyyy)
* Document ID: <u>2009m00959</u>	

PRIVACY ACT STATEMENT: Authority for collecting information requested on this form is contained 10 U.S.C. Sections 1601-1614, 50 U.S.C. Section 402 note, and Executive Orders 12333 and 12968. The Agency's Blanket Routine Uses found at 58 Fed. Reg. 10,531 (1993) as well as the specific uses found in GNSA09 apply to this information. The requested information will be used for promotion, training, assignment and other human resource purposes. Your disclosure of requested information is voluntary. However, failure to furnish the requested information, other than the Employee ID number, may delay inclusion of the information into your personnel files for consideration in human resource actions.

CLASSIFICATION: UNCLASSIFIED

Derived From: _____
Date: _____
Declassify On: _____
Date of Source: _____

Annual Contribution Evaluation (ACE) Mid-Cycle Review			
Employee Name:	<u>Doe,John</u>	Document ID:	<u>2009m00959</u>
Employee ID:	<u>00000999999</u>	Cycle Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Cycle End Date:	<u>30-Sep-2009</u>

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Rater Comments

The Rater may use the space below to enter a summary of the Mid-Cycle Review discussion held between the Employee and the Rater.

Accomplishments Summary
<p>* Comments (4,000 characters max)</p> <p>Summary of accomplishments</p> <p style="text-align: center; opacity: 0.5; font-size: 48px; transform: rotate(-30deg);">SAMPLE</p>

Annual Contribution Evaluation (ACE) Mid-Cycle Review			
Employee Name:	<u>Doe,John</u>	Document ID:	<u>2009m00959</u>
Employee ID:	<u>00000999999</u>	Cycle Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Cycle End Date:	<u>30-Sep-2009</u>

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Employee Comments

The Employee may use the space below to enter any comments for the Mid-Cycle Review. If the Employee has no comments, please check the No Comments box.

Employee Comments
<input checked="" type="checkbox"/> No Comments
Comments (4,000 characters max)
<div style="text-align: center; font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">SAMPLE</div>

Annual Contribution Evaluation (ACE) Mid-Cycle Review			
Employee Name:	<u>Doe,John</u>	Document ID:	<u>2009m00959</u>
Employee ID:	<u>00000999999</u>	Cycle Begin Date:	<u>01-Oct-2008</u>
Employee SID:	<u>jdoe</u>	Cycle End Date:	<u>30-Sep-2009</u>

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Mid-Cycle Review Signatures

This section includes space for the Rater and Employee to apply digital signatures acknowledging the Mid-Cycle Review. The buttons are grouped and sequenced by processes specific to the Rater and Employee. Users who are unable to sign electronically can sign by applying a signature to a printed copy of this document before routing forward via fax, mail, or scan.

Validate Mid-Cycle Review	
Rater: before signing and sending the Mid-Cycle Review to the Employee, click the button labeled "Validate Review" to confirm that the required information in Sections 1 and 2 has been entered.	<input type="button" value="Validate Review"/>

Mid-Cycle Review Signatures	
Rater	
* Rater: _____	1 <input type="button" value="Send to Employee"/>
<i>(Signature)</i>	3 <input type="button" value="Submit to HR"/>
_____	<i>(Date)</i>
Employee	
* Employee: _____	2 <input type="button" value="Return to Rater"/>
<i>(Signature)</i>	<i>(Date)</i>

Rater: use the following options to indicate that the employee was either unable or unwilling to sign the Mid-Cycle Review.	
<input type="checkbox"/> Employee was unable to sign	
<input type="checkbox"/> Employee refused to sign	

Managers who are the designated rating official of NSA civilian employees will need to contact the NSA Office of HR Records and Technology at 963-5499(s) or 301-688-1785(u) for additional information and to acquire the NSA performance appraisal format.