

FINAL PERFORMANCE RATING USING INTERIM RATING(S)

Name: _____

INSTRUCTIONS: This form must be used to assign final summary ratings when interim ratings must be considered in determining the final rating. The form will serve as the certification of the final rating. It must be signed by the rating and approving officials of record and attached to the original CD-516 forms that were completed by the rating and approving officials of record and those completed by interim rating and approving officials. Forward all original forms to the servicing personnel office. A copy must be given to the employee.

A. In the space provided below, compute the final summary rating using the appropriate formula. Use block (1) when computing one interim rating and block (2) when computing two interim ratings. Round off final summary rating to nearest whole number.

NOTE: If the position of record rating contains a non-critical element(s) please refer to Section 6.03a4 of Appendix A, or Section 6.03a7 of Appendix C of DAO 202-430.

(1)
a. Enter interim rating total score and multiply by 1: _____ × 1= _____
b. Enter position of record rating total score and multiply by 2: _____ × 2= _____
c. Add the results of a and b: TOTAL= _____
d. Divide total score in c by 3 to reach final summary rating: _____ ÷ 3= _____

(2)
a. Enter interim rating total score and multiply by 1: _____ × 1= _____
b. Enter interim rating total score and multiply by 1: _____ × 1= _____
c. Enter position of record rating total score and multiply by 2: _____ × 2= _____
d. Add the results of a, b and c: TOTAL= _____
e. Divide total score in d by 4 to reach final summary rating: _____ ÷ 4= _____

B. FINAL SUMMARY RATING (Check appropriate rating based on either 1d. or 2e. above)

- Outstanding (460-500) Commendable (380-459) Fully Successful (290-379)
- Marginal/Minimally Satisfactory (SES)—must be assigned if employee is given a marginal rating on one or more critical element(s). (200-289)
- Unacceptable/Unsatisfactory (SES)—must be assigned if employee is given an unsatisfactory rating on one or more critical element(s).

C. SIGNATURES

Rating Official (Immediate Supervisor)

Date

Approving Official

Date

Employee (Signature indicates appraisal meeting held)

Date

EMPLOYEE COMMENTS ATTACHED YES

D. GENERAL WORK FORCE EMPLOYEES ONLY:

If rating official wishes to recommend consideration for a performance award or quality step increase at this time, complete CD-326, attach a copy of the rating justification and appraisal (CD-516) and forward through the appropriate channels.