



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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AIR STATION BULLETIN 12430

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: RATING & REWARDING UNDER THE DEPARTMENT OF NAVY (DON)
INTERIM PERFORMANCE MANAGEMENT SYSTEM (IPMS) FOR FY-2013

Ref: (a) HQMC-MPC LOI 12430 of 16 September 2010

Encl: (1) DON Career Stage Decision Matrix
(2) DON Critical Elements Performance Standards

1. Situation. This Bulletin establishes the policies and responsibilities for the administration of the rating and rewarding phases for the annual performance period ending 30 September 2013 for employees covered under the IPMS.

2. Mission. The mission of the IPMS is to ensure employees are recognized and rewarded for their accomplishments towards the organizational goals and objectives of this command.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Intent. The rating and rewarding of all non-bargaining unit appropriated fund employees (General Schedule (GS) employees) covered under the IPMS will be administered per reference (a).

(2) Concept of Operations

(a) The DON IPMS is a two-level performance management System under 5 U.S.C., Chapter 43.

(b) Employees under the system receive an annual rating of record of either "Acceptable" or "Unacceptable" based on their accomplishments towards their performance plan, which

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includes defined critical elements. To ensure that employees are recognized and rewarded for their accomplishments and contributions towards organizational goals and objectives, the Performance Recognition framework process herein will be used.

b. Roles and Responsibilities

(1) Employees

(a) Employees are required to prepare narrative performance self-assessment of their accomplishments for each of their critical elements compared to their assigned performance standards on the performance plan.

(b) Employee self-assessments must be completed and submitted to their Rating Official (RO) by 7 October 2013.

(2) Rating Officials (ROs)

(a) ROs will complete written assessments on their employees for each critical element. ROs will also provide an individual rating level for each critical element, recommend an overall rating of record (Acceptable or Unacceptable), and complete an award recommendation in the "Command Use" block (Part J) by entering "(employee name) is recommended/not recommended for an award. (RO name)." ROs will forward the completed performance appraisal form to the Senior Rating Official (SRO) by 18 October 2013.

(b) Upon receiving an employee's performance appraisal form back from the SRO, ROs will have a conversation with their employees to discuss the rating of record and rating official's narrative assessment. This conversation will occur no later than 31 October 2013, after the SRO review and approval of the rating of record. ROs will then forward the Rating of Record Performance Appraisal Forms to the Performance Appraisal Administrator, Civilian Manpower by 31 October 2013 via the Directorate Head.

(c) The Critical Elements Performance Standards for calendar year 2013-2014 performance appraisals should be set. As a reminder, new employees should have their Critical Elements Performance Standards set within thirty (30) calendar days of arrival.

(3) Senior Rating Officials (SROs). SROs will review and approve or change the performance rating (i.e., Acceptable or Unacceptable) and return to the RO by 23 October 2013. SROs must also state in the same block as the RO "I concur/do not concur with the recommendation for an award. (SRO name)." The SRO must include justification if the SRO does not concur with the RO's recommendation for an award.

(4) Performance Awards Review Board (PARB). A separate Letter Of Instruction (LOI) will be published regarding the conduct of PARB's after performance award authorization information has been received from Manpower and Reserve Affairs (M&RA) identifying Marine Corps specific guidance concerning limitations, quotas/allocations, and framework for administering civilian performance awards.

c. Coordinating Instructions

(1) Summary Level. A summary level of "Acceptable" or "Unacceptable" must be assigned as the rating of record.

(a) Ratings are based on a comparison of performance and written standards enclosure (2).

(b) Individual element levels are then converted to one of two summary levels: "Unacceptable" as the lowest and "Acceptable" as the highest.

(c) An "Acceptable" summary level is required to be eligible for a reward.

(d) An "Unacceptable" summary level is assigned only if performance on one or more critical elements is appraised as "Unacceptable."

(2) Award Recommendation. Employees given an Acceptable rating of record will be considered eligible for an award. Eligibility does not guarantee an employee will be recommended for, or receive an award.

(3) Communicating and Recording the Results. ROs are required to have a conversation with their employees to discuss the rating of record and rating official narrative assessment. This conversation may only occur after the SRO's review and

approval of the rating of record and the RO's narrative assessment dated by the employee, rating official and the senior rating official. The employee's signature signifies the employee has received the rating and does not necessarily constitute agreement with it.

(4) Grievances. The substances of an employee's critical elements and the determinations awards are not grievable.

4. Command and Signal

a. Command. The IPMS covers all non-bargaining unit appropriated fund civilian employees.

b. Signal. This Bulletin is effective the date signed.



B. R. BLALOCK
Executive Officer

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CAREER STAGE DECISION MATRIX

How to use this matrix: Use the lists on pages 2 through 5 of this enclosure to look up the series for an employee's position. Based on the type of work listed at the top of each page that the series falls under, return to the appropriate table below and use the grade to determine whether the position is entry, journey, or expert level.

**Professional work
&
Administrative work**

Levels described are generally applicable:

Level	Grades
Entry (Typically based on education alone)	GS-05 GS-07
Journey (Typically requires a combination of education and experience)	GS-09 GS-11 GS-12
Expert (Primarily based on experience)	GS-13 and above

Technical work

The Levels described are generally applicable:

Level	Grades
Entry	GS-04 GS-05
Journey	GS-06 GS-07 GS-08 GS-09
Expert	GS-11 GS-12

Clerical work

The Levels described are generally applicable:

Level	Grades
Entry	GS-03 GS-04
Journey	GS-05 GS-06 GS-07*
Expert	GS-08 GS-09 GS-10

*May be considered an expert for those series that normally are not graded above the GS-07 level.

Professional work requires knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education. Professional occupational series follow a two-grade interval pattern and are identified as professional in the series definitions. (The following list is not all inclusive)

Series	Description	Series	Description
GS-020	Community Planning	GS-801	General Engineering
GS-101	Social Science	GS-803	Safety Engineering
GS-110	Economist	GS-804	Fire Protection Engineering
GS-130	Foreign Affairs	GS-806	Materials Engineering
GS-131	International Relations	GS-807	Landscape Architecture
GS-140	Workforce Research and Analysis	GS-808	Architecture
GS-150	Geography	GS-810	Civil Engineering
GS-170	History	GS-819	Environmental Engineering
GS-180	Psychology	GS-830	Mechanical Engineering
GS-184	Sociology	GS-840	Nuclear Engineering
GS-185	Social Work	GS-850	Electrical Engineering
GS-190	General Anthropology	GS-854	Computer Engineering
GS-193	Archeology	GS-855	Electronics Engineering
GS-401	General Biological Science	GS-858	Biomedical Engineering
GS-403	Microbiology	GS-861	Aerospace Engineering
GS-405	Pharmacology	GS-881	Petroleum Engineering
GS-406	Agricultural Extension	GS-890	Agricultural Engineering
GS-408	Ecology	GS-892	Ceramic Engineering
GS-410	Zoology	GS-893	Chemical Engineering
GS-413	Physiology	GS-894	Welding Engineering
GS-414	Entomology	GS-896	Industrial Engineering
GS-415	Toxicology	GS-1015	Museum Curator
GS-430	Botany	GS-1301	General Physical Science
GS-434	Plant Pathology	GS-1306	Health Physics
GS-435	Plant Physiology	GS-1310	Physics
GS-436	Plant Protection and Quarantine	GS-1313	Geophysics
GS-437	Horticulture	GS-1315	Hydrology
GS-440	Genetics	GS-1320	Chemistry
GS-454	Rangeland Management	GS-1321	Metallurgy
GS-457	Soil Conservation	GS-1330	Astronomy and Space Science
GS-460	Forestry	GS-1340	Meteorology
GS-470	Soil Science	GS-1350	Geology
GS-471	Agronomy	GS-1360	Oceanography
GS-480	General Fish and Wildlife Administration	GS-1370	Cartography
GS-482	Fishery Biology	GS-1372	Geodesy
GS-485	Wildlife Refuge Management	GS-1373	Land Surveying
GS-486	Wildlife Biology	GS-1386	Photographic Technology
GS-487	Animal Science	GS-1420	Archivist
GS-493	Home Economics	GS-1510	Actuary
GS-510	Accounting	GS-1515	Operations Research
GS-511	Auditing	GS-1520	Mathematics
GS-1529	Mathematical Statistician	GS-1720	Education Program
GS-1530	Statistician	GS-1725	Public Health Educator
GS-1550	Computer Science	GS-1730	Education Research
GS-1701	General Education and Training	GS-1740	Education Services
GS-1710	Education and Vocational Training	GS-1750	Instructional Systems

Administrative work involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. While these positions do not require specialized education, they do involve the type of skills (analytical, research, writing, judgment) typically gained through a college level education, or through progressively responsible experience. (The following list is not all inclusive)

Series	Description	Series	Description
GS-018	Safety and Occupational Health	GS-1001	General Arts and Information
GS-023	Outdoor Recreation Planning	GS-1008	Interior Design
GS-028	Environmental Protection Specialist	GS-1010	Exhibits Specialist
GS-030	Sports Specialist	GS-1020	Illustrating
GS-062	Clothing Design	GS-1035	Public Affairs
GS-080	Security Administration	GS-1040	Language Specialist
GS-132	Intelligence	GS-1051	Music Specialist
GS-136	International Cooperation	GS-1054	Theater Specialist
GS-142	Workforce Development	GS-1056	Art Specialist
GS-160	Civil Rights Analysis	GS-1071	Audiovisual Production
GS-188	Recreation Specialist	GS-1082	Writing and Editing
GS-201	Human Resources Management	GS-1083	Technical Writing and Editing
GS-244	Labor Management Relations Exam	GS-1084	Visual Information
GS-260	Equal Employment Opportunity	GS-1101	General Business and Industry
GS-301	Administration & Program	GS-1103	Industrial Property Management
GS-340	Program Management	GS-1104	Property Disposal
GS-341	Administrative Officer	GS-1130	Public Utilities Specialist
GS-343	Management and Program Analysis	GS-1170	Realty
GS-346	Logistics Management	GS-1171	Appraising
GS-360	Equal Opportunity Compliance	GS-1173	Housing Management
GS-391	Telecommunications	GS-1176	Building Management
GS-501	Financial Administration	GS-1361	Navigational Information
GS-505	Financial Management	GS-1397	Document Analysis
GS-526	Tax Specialist	GS-1421	Archives Specialist
GS-560	Budget Analysis	GS-1601	Equipment, Facilities, and Services
GS-669	Medical Records Administration	GS-1630	Cemetery Administration
GS-670	Health System Administration	GS-1640	Facility Management
GS-671	Health System Specialist	GS-1654	Printing Management
GS-672	Prosthetic Representative	GS-1658	Laundry Operations Services
GS-673	Hospital Housekeeping Management	GS-1667	Food Services
GS-685	Public Health Program Specialist	GS-1670	Equipment Specialist
GS-828	Construction Analyst	GS-1712	Training Instruction
GS-901	General Legal Administration	GS-1715	Vocational Rehabilitation
GS-930	Hearings and Appeals	GS-1801	General Inspection
GS-950	Paralegal Specialist	GS-1805	Investigative Analysis Series
GS-996	Veterans Claims Examining	GS-1810	General Investigation
GS-1811	Criminal Investigation	GS-2032	Packaging
GS-1860	Equal Opportunity Investigation	GS-2050	Supply Cataloging
GS-1910	Quality Assurance	GS-2101	Transportation Specialist
GS-2001	General Supply	GS-2110	Transportation Industry Analysis
GS-2003	Supply Program Management	GS-2130	Traffic Management
GS-2010	Inventory Management	GS-2150	Transportation Operations
GS-2030	Distribution Facilities and Storage	GS-2161	Marine Cargo

Technical work is typically associated with and supportive of a professional or administrative field. It involves extensive practical knowledge, gained through experience and/or specific training less than that represented by college graduation. Technical employees carry out tasks, methods, procedures, and/or computations that are laid out either in published or oral instructions and covered by established precedents or guidelines. Technical work, however, typically follows a one-grade interval pattern and does not require the application of knowledge and skills equivalent to those required for two-grade interval work. (The following list is not all inclusive)

Series	Description	Series	Description
GS-019	Safety Technician	GS-647	Diagnostic Radiologic Technologist
GS-021	Community Planning Technician	GS-648	Therapeutic Radiologic Technologist
GS-090	Guide	GS-649	Medical Instrument Technician
GS-102	Social Science Aid and Technician	GS-651	Respiratory Therapist
GS-119	Economics Assistant*	GS-661	Pharmacy Technician
GS-181	Psychology Aid and Technician	GS-681	Dental Assistant
GS-186	Social Services Aid and Assistant	GS-683	Dental Laboratory Aid and Technician
GS-189	Recreation Aid and Assistant	GS-698	Environmental Health Technician
GS-404	Biological Science Technician	GS-802	Engineering Technician
GS-421	Plant Protection Technician	GS-809	Construction Control Technical
GS-455	Range Technician	GS-817	Survey Technical
GS-458	Soil Conservation Technician	GS-856	Electronics Technician
GS-459	Irrigation System Operation	GS-895	Industrial Engineering Technical
GS-462	Forestry Technician	GS-1021	Office Drafting
GS-621	Nursing Assistant*	GS-1311	Physical Science Technician
GS-622	Medical Supply Aide and Technician	GS-1316	Hydrologic Technician
GS-625	Autopsy Assistant	GS-1341	Meteorological Technician
GS-636	Rehabilitation Therapy Assistant	GS-1371	Cartographic Technician
GS-640	Health Aid and Technician	GS-1374	Geodetic Technician
GS-642	Nuclear Medicine Technician	GS-1521	Mathematics Technician
GS-645	Medical Technician	GS-1541	Cryptanalysis
GS-646	Pathology Technician	GS-2144	Cargo Scheduling

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Clerical occupations involve structured work in support of office, business, or fiscal operations. Clerical work is performed in accordance with established policies, procedures, or techniques; and requires training, experience, or working knowledge related to the tasks to be performed. Clerical occupational series follow a one-grade interval pattern. (The following list is not all inclusive)

Series	Description	Series	Description
GS-029	Environmental Protection Assistant*	GS-545	Military Pay*
GS-072	Fingerprint Identification	GS-561	Budget Clerical and Technician
GS-086	Security Clerical and Assistance*	GS-675	Medical Records Technician
GS-134	Intelligence Aid and Clerk	GS-679	Medical Support Assistance
GS-203	Human Resources Assistance	GS-962	Contact Representative
GS-302	Messenger	GS-963	Legal Instruments Examining
GS-303	Miscellaneous Clerk and Assistant*	GS-986	Legal Assistance
GS-304	Information Receptionist	GS-998	Claims Assistance and Examining
GS-305	Mail and File	GS-1001	General Arts and Information
GS-309	Correspondence Clerk	GS-1046	Language Clerical*
GS-312	Clerk-Stenographer and Reporter	GS-1087	*Editorial Assistance*
GS-318	Secretary	GS-1101	General Business and Industry
GS-319	Closed Microphone Reporting	GS-1105	Purchasing
GS-322	Clerk-Typist	GS-1106	Procurement Clerical*
GS-326	Office Automation Clerical*	GS-1107	Property Disposal Clerical*
GS-332	Computer Operation	GS-1152	Production Control
GS-335	Computer Clerk and Assistant	GS-1411	Library Technician
GS-344	Management & Program Clerical*	GS-1421	Archives Technician*
GS-350	Equipment Operator	GS-1531	Statistical Assistant
GS-351	Printing Clerical	GS-1603	Equipment, Facilities, and Services
GS-361	Equal Opportunity Assistance*	GS-1702	Education and Training Technician
GS-390	Telecommunications Processing	GS-1802	Compliance Inspection & Support
GS-392	General Telecommunications	GS-2005	Supply Clerical and Technician*
GS-394	Communications Clerical*	GS-2091	Sales Store Clerical
GS-503	Financial Clerical and Assistance	GS-2102	Transportation Clerk and Assistant*
GS-525	Accounting Technician	GS-2131	Freight Rate
GS-530	Cash Processing*	GS-2135	Transportation Loss and Damage*
GS-540	Voucher Examining*	GS-2151	Dispatching*
GS-544	Civilian Pay*		

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DON Critical Elements Performance Standards1. Entry - Acceptable. With guidance and assistance:

a. Accomplished the stated critical element, achieving desired results that were sound, accurate, thorough or documented; met applicable authorities, standards, policies, procedures and guidelines.

b. Planned, organized, prioritized and scheduled own work activities to deliver the critical element in a timely and effective manner.

c. Demonstrated ability to work well with others.

2. Entry - Unacceptable. Though guidance was provided, any one or combination of the below occurred:

a. Failed to achieve all or part of the stated critical element by failing to provide products or services that were sound, accurate, thorough, documented and/or failed to meet applicable authorities, standards, policies, procedures or guidelines.

b. Failed to plan, organize, prioritize and schedule own work activities to deliver the critical element in a timely and effective manner; relied on others to redo or complete work assignments.

c. Demonstrated poor cooperation or inability to work with others.

3. Journey - Acceptable

a. Completed the stated critical element by achieving results that met applicable standards, policies, procedures, and guidelines.

b. In achieving critical elements and work assignments, adhered to work/project schedules; organized or prioritized own tasks to complete assignments; adjusted own work priorities to achieve desired results.

c. Demonstrated ability to work well with others.

4. Journey - Unacceptable. Any one or combination of the below occurred:

a. Failed to achieve all or part of the stated critical element.

b. Failed to provide products that were sound, accurate, thorough and documented, and regularly failed to meet applicable authorities, standards, policies, procedures and guidelines.

c. Failed to plan, organize, prioritize, and schedule own work activities to deliver the critical element in a timely and effective manner; relied on others to frequently assist with or redo work assignments.

d. Demonstrated poor cooperation or inability to work with others.

5. Expert - Acceptable

a. Delivered on each critical element with broad and significant impact that was in alignment with the mission and objectives of the organization as well as applicable authorities, standards, policies, procedures and guidelines anticipating and overcoming significant obstacles.

b. Established priorities and coordinated work across projects, programs or people, balancing work demands and anticipating and overcoming obstacles to achieve a timely and positive outcome.

c. Demonstrated high standards of professional conduct and represented the organization or work unit effectively.

6. Expert - Unacceptable. Any one or combination of the below occurred:

a. Failed to achieve all or part of the stated critical element.

b. Failed in the accomplishment of priorities and coordination of work across projects, programs or people; consistently failed to balance work demands resulting in an untimely and unproductive product or event.

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c. Demonstrated poor cooperation or inability to work with others.

7. Supervisory - Acceptable

a. Achieved expected results by effectively carrying out established supervisory responsibilities.

b. Demonstrated adequate Equal Employment Opportunity and Affirmative Action awareness in areas of supervision and leadership.

c. Supported use of Alternative Dispute Resolution to resolve conduct and performance concerns at the lowest level and early timeframe to ensure the workplace provided a harmonious climate.

d. Instituted measures to foster productivity and safety.

e. Provided timely performance feedback at a minimum of two times during the performance cycle; took appropriate corrective action to address instances of inappropriate conduct and/or unacceptable performance.

8. Supervisory - Unacceptable. Any one or combination of the below occurred:

a. Failed in the accomplishment of priorities and coordination across projects, programs, and people; consistently failed to balance work demands of employees resulting in untimely or unproductive products or events; or

b. Failed to demonstrate adequate EEO and Affirmative Action awareness in areas of supervision and leadership; or

c. Failed to support the use of Alternative Dispute Resolution to resolve conduct and performance concerns to ensure the workplace provides a harmonious climate; or

d. Failed to provide timely performance feedback as required during the rating cycle or to take appropriate corrective action to address instances of inappropriate conduct and/or unacceptable performance.