

Critical Element for Collateral Duty Safety Officer's EPAP

**U.S. DEPARTMENT OF THE INTERIOR
Employee Performance Appraisal Plan**

Part E: Critical Elements and Performance Standards: *List each of the employee's Critical elements (at least one, but not more than five) and their corresponding performance standards. If Benchmark standards are used, indicate "Benchmark standards are attached" in the space below, and ensure they are attached to this form. Identify the GPRA/strategic/mission goal that the Critical element supports. At a minimum, measurable criteria must be identified at the Fully Successful level.*

Critical Element 1:	<p>GPRA/Strategic Goal: Strategic Management of Human Capital</p> <p>Performance Measure: Collateral Duty Safety Officer. Serves as the point-of-contact; assists and advises field station management in the development and implementation of an effective safety and occupational health program.</p>
Performance Standards	
Exceptional	<p>In addition to the attached benchmark standards, the following measurable criteria apply:</p> <p>The employee has demonstrated mastery of safety-related technical skills and has a thorough understanding of how the Collateral Duty Safety Officer position impacts the completion of duty station program objectives. The employee exerts a major positive influence on safe practices and the entire safety culture of the duty station.</p> <p>The employee always keeps management informed as to the status and progress of the duty station safety and occupational health program and anticipates issues to mitigate or eliminate them before they occur. The employee expertly carries out the duties of the Collateral Duty Safety Officer as described in 240 FW 2.</p>
Superior	<p>In addition to attached benchmark standards, the following measurable criteria apply:</p> <p>The employee shows a comprehensive understanding of the Collateral Duty Safety Officer position, the objectives of the position, and procedures for meeting the objectives. Effective planning by the employee improves adherence to safety management practices, operating procedures, task assignments, and program activities.</p> <p>The employee always keeps management clearly informed as to the status and progress of the duty station safety and occupational health program. The employee skillfully carries out the duties of the Collateral Duty Safety Officer as described in 240 FW 2.</p>

Critical Element for Collateral Duty Safety Officer's EPAP

Fully Successful	<p>In addition to attached benchmark standards, the following measurable criteria apply:</p> <p>The employee shows an understanding of the Collateral Duty Safety Officer position, the objectives of the position, and procedures for meeting the objectives. Proper planning by the employee increases safety awareness among management and staff about the overall safety and health program.</p> <p>The employee informs management as to the status and progress of the duty station safety and occupational health program. The employee adequately carries out the duties of the Collateral Duty Safety Officer as described in 240 FW 2.</p>
Minimally Successful	See benchmark standards attached.
Unsatisfactory	See benchmark standards attached.

Narrative Summary

Describe the employee's performance for each Critical element. A narrative summary must be written for each element assigned a rating of Exceptional, Minimally Successful, or Unsatisfactory.

Rating for Critical Element 1:

Exceptional-5 Superior-4 Fully Successful-3 Minimally Successful-2 Unsatisfactory-0

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Benchmark Employee Performance Standards

Exceptional:

Employee: The employee demonstrates particularly excellent performance that is of such high quality that organizational goals have been achieved that would not have been otherwise. The employee demonstrates mastery of technical skills and a thorough understanding of the mission of the organization and has a fundamental impact on the completion of program objectives.

The employee exerts a major positive influence on management practices, operating procedures and/or program implementation, which contribute substantially to organizational growth and recognition. The employee plans for the unexpected and uses alternate ways of reaching goals. Difficult assignments are handled intelligently and effectively. The employee has produced an exceptional quantity of work, often ahead of established schedules and with little supervision.

The employee's oral and written communications are exceptionally clear and effective. He/she improves cooperation among participants in the workplace and prevents misunderstandings. Complicated or controversial subjects are presented or explained effectively to a variety of audiences so that desired outcomes are achieved.

Superior:

Employee: The employee demonstrates unusually good performance that exceeds expectations in critical areas and exhibits a sustained support of organizational goals. The employee shows a comprehensive understanding of the objectives of the job and the procedures for meeting them.

Effective planning by the employee improves the quality of management practices, operating procedures, task assignments and/or program activities. The employee develops and/or implements workable and cost-effective approaches to meeting organizational goals.

The employee demonstrates an ability to get the job done well in more than one way while handling difficult and unpredicted problems. The employee produces a high quantity of work, often ahead of established schedules with less than normal supervision.

The employee writes and speaks clearly on difficult subjects to a wide range of audiences and works effectively with others to accomplish organizational objectives.

Fully Successful:

Employee: The employee demonstrates good, sound performance that meets organizational goals. All critical activities are generally completed in a timely manner and supervisor is kept informed of work issues, alterations and status. The employee effectively applies technical skills and organizational knowledge to get the job done. The employee successfully carries out regular duties while also handling any difficult special assignments. The employee plans and performs work according to organizational priorities and schedules. The employee communicates clearly and effectively.

Minimally Successful:

Employee: The Department of the Interior has not developed a Benchmark standard for the Minimally Successful standard for this performance cycle; however, managers and supervisors must develop a Minimally Successful standard when plans are established for the year and/or if it is determined that an employee has not achieved Fully Successful performance. This may include a specific Benchmark standard in the EPAP itself or a narrative Letter of Expectations attached and made part of the performance standard which must indicate the following information: 1) the employee is on notice that his/her performance is less than Fully Successful; 2) that the employee's performance is Minimally Successful and what constitutes the Minimally Successful performance (written in a forward, not backward manner), such as "your performance is Minimally Successful which means that you have completed certain work products 50% of the time"; 3) that the employee must continue at this level in order to avoid falling to the Unsatisfactory level; and 4) that the expectation is that the employee will get back to the Fully Successful level of performance. Please contact your servicing Human Resource Office for assistance.

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Unsatisfactory:

Employee: The employee's performance is unsatisfactory. The quality and quantity of the employee's work are not adequate for the position. Work products do not meet the minimum requirements expected.

The employee demonstrates little or no contribution to organizational goals; failure to meet work objectives; inattention to organizational priorities and administrative requirements; poor work habits resulting in missed deadlines and/or incomplete work products; strained work relationships; failure to respond to client needs; and/or lack of response to supervisor's corrective efforts.