

**PRIVACY ACT STATEMENT:** Authority: 49 U.S.C. § 114(n). Principal Purpose(s): This information will be used to document your performance appraisal and to certify that the Rating Official has discussed your performance appraisal with you. Routine Use(s): This information may be shared in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding, or for routine uses identified in the Office of Personnel Management's System Of Records, OPM/GOVT-2 Employee Performance File System Records. Disclosure: Voluntary.

**Performance Appraisal - Rating Summary and Calculation Sheet**

<b>Employee's Name</b>	<b>Employee Identification Number</b>	<b>Employee's Rating of Record for FY 2017:</b> <i>(auto populated based on points earned)</i>

<b>Organization</b>	<b>Position</b>	<b>Performance Period</b>	
DHS-TSA-(ENTER AIRPORT CODE HERE)	Expert Transportation Security Officer (ETSO-LBDO)	10/1/16	9/30/17
XXXXX	Annual Appraisal	Start	End

**Performance Goals**

GOAL #	Brief Description	Weight	Performance Rating <i>(pick from list)</i>	Points <i>(auto populated)</i>
1	ETSO-LBDO Goal 1 -Screening	30.00%		NA
2	ETSO-LBDO Goal 2 -Public Trust	15.00%		NA
3	ETSO-LBDO Goal 3 -Job Knowledge/Skills	15.00%		NA
4	ETSO-LBDO Goal 4 -Reports	20.00%		NA
5	ETSO-LBDO Goal 5 -Leads	20.00%		NA
6				
7				
8				
9				
10				
<b>Total</b>		100.00%	<= Weights must total 100%	

**Competencies**

Competency #	Brief Description <i>(copy competency name from Performance Plan)</i>	Weight <i>(auto populated)</i>	Performance Rating <i>(pick from list)</i>	Points <i>(auto populated)</i>
1	Attention to Detail	16.67%		NA
2	Decisiveness	16.67%		NA
3	Integrity/Honesty	16.67%		NA
4	Interpersonal Skills	16.67%		NA
5	Oral Communication	16.67%		NA
6	Teamwork	16.67%		NA
7				
8				
<b>Total</b>		100.00%		

**Rating Calculation**

Category	Points Earned	% of Rating	Points Toward Rating
Performance Goals		60%	
Competencies		40%	
<b>Total</b>			

**Rating of Record**

Point Scale	Summary Rating Descriptions	Rating of Record
4.5 or more	Achieved Excellence	
3.5 - 4.4	Exceeded Expectations	
3.0 -3.4	Achieved Expectations	
< 3.0	Unacceptable	

**The Annual Appraisal discussion occurred.**

Reviewing Official PRINTED NAME and Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewing Official  
 Comments:

Rating Official PRINTED NAME and Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Rating Official  
 Comments:

Employee PRINTED NAME and Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Employee "signature"acknowledges discussion and receipt only of the annual appraisal and final rating of record, and not necessarily agreement with the final rating assigned)*  
 Employee  
 Comments: