

ALL PURPOSE CHECKLIST

TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR		DATE	
PERFORMANCE APPRAIAL FORM, NGB 430-1 (T)					
NO	ITEM <i>(Assign a Paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	NA	
1.	If the technician supervises one or technicians, does the appraisal reflect an EEO statement?				
2.	Does the basic data found in Items 1 thru 3 agree with manning document?				
3.	Is it under the Merit, or Non-Merit Pay System?				
4.	Is it and Official or Detail appraisal?				
5.	Is the appraisal period in Item 6 correct IAW TPM/TPR 430?				
6.	As a minimum, are there 60 "Critical" elements, identified?				
7.	Are there 100 total points reflected in Item 10, Element Value?				
8.	In Item 9, is the decimal point in the proper place, i.e., .75 or .6?				
9.	Is the multiplication of each job Element correct as shown in Item 11? Do Not Round.				
10.	Do the total points in Item 11 agree with the total points shown in Item 13? Do Not Round.				
11.	If it is a "NON-NARRATIVE APPRAISAL", is item 12 on the reverse completed?				
12.	Are all necessary signatures affixed in Item 15?				
13.	Do the titles in Item 16 agree with the position description?				
14.	Are the dates in Item 17 recent? (Example: It would be improper for the appraiser to date the report 2 Aug and the approving official to date it 29 Aug, lapse of 27 days, unless there is a good reason for doing so).				
15.	Is the Performance Standard, NGB 430 (T), being used as a management tool to write the appraisal? Performance Appraisal must be written to the Performance Standards.				
16.	Is the proper adjectival rating being assigned commensurate with the total points given? (i.e., if a total point value of 92 is given. the appraisal must have an assigned rating of "Outstanding".)				
17.	Are you using the word "manner" excessively? This word is used so often that many appraisals sound like a broken record. (i.e., "performs in an acceptable manner"). There are several ways of wording an appraisal to eliminate the excessive use of this word such as:				