PERFORMANCE RATING
NAVEXOS-3238 (6-51)

TYPE OF POSITION				KIND OF RATING	
☐ GRADED SUPERVISORY	☐ GRADED NON-SUPERVISORY	☐ UNGRADED SUPERVISORY	☐ UNGRADED NON-SUPERVISORY	☒ OFFICIAL	☐ UNOFFICIAL

NAME		RATING PERIOD
CRABB, Riley		FROM 1-5-53 TO 4-4-53
CHECK NO. 01-4203	PAYROLL TITLE Publication Editor (Gen), GS-7	UNIT, SECTION OR SHOP Industrial Relations Department
NAME OF ACTIVITY Naval Supply Center		LOCATION OF ACTIVITY Pearl Harbor, T. H.

EXPLANATION

Mark characteristic work performance in each factor. In marking supervisors, also consider effectiveness as a supervisor in getting work done.

DEFINITIONS

OUTSTANDING - All aspects of performance not only exceeded normal requirements but were outstanding and, in addition, deserved special commendation.

SATISFACTORY - Acceptable performance that met or exceeded minimum requirements.

UNSATISFACTORY - Performance that clearly failed to meet minimum requirements.

FACTORS

Use O, S, and U to denote Outstanding, Satisfactory and Unsatisfactory performance respectively.

QUALITY OF WORK ___ (O)
QUANTITY OF WORK ___ (S)
ADAPTABILITY ___ (S)

ADJECTIVE PERFORMANCE RATING

Each "O" or "U" rating must be supported by supervisor's signed statement attached hereto showing specifically and in detail wherein employee's performance was outstanding or unsatisfactory.

"O" marks in all three factors, fully supported in writing _____ OUTSTANDING ___ ( )

"S", or "S" and "O" marks _____ SATISFACTORY ___ (S)

One or more "U" marks, fully supported in writing _____ UNSATISFACTORY ___ ( )

DEVIATIONS MAY BE MADE BUT MUST BE JUSTIFIED IN WRITING

RATED BY (Name)	TITLE	DATE
Verna G. Ritz	Emp. Rels. Offr	5-7-53
DISCUSSED WITH EMPLOYEE BY (Name)	DATE	DISCUSSION ACKNOWLEDGED (Employee's Initials)
Verna G. Ritz	5-7-53	Riley Crabb
REVIEWED BY (Name)	TITLE	DATE
Albert Walker	Industrial Relations Officer	5-7-53
DATE APPROVED BY BOARD	DATE COPY FURNISHED EMPLOYEE	
1 JUN 1953 MC	1 JUN 1953	

NOTICE TO EMPLOYEE

BY THIS COPY OF YOUR PERFORMANCE RATING FOR THE PERIOD INDICATED YOU ARE NOTIFIED WHAT YOUR ADJECTIVE RATING IS AND HOW IT IS DEFINED. IF THIS IS AN OFFICIAL RATING YOU HAVE A RIGHT TO APPEAL IT WITHIN 30 DAYS AFTER RECEIPT OF THIS NOTICE. CONSULT YOUR SUPERVISOR OR YOUR PERSONNEL OFFICER AS TO YOUR APPEAL RIGHTS.

B-62921

I am quite pleased with the very fine job Mr. Crabb has been doing on the CENTER RELAY. The tone and news-value of the paper have increased tremendously, news coverage has been expanded, and the quality of Mr. Crabb's work is reflected in the higher-quality standards of the RELAY. His entire work performance has been top-notch "Satisfactory."

V. B. Rutz