
CERTIFICATIONS

Section A CERTIFICATION OF DISCUSSION & ISSUANCE OF ELEMENTS/STANDARDS

- a. I have received a copy of my elements/standards for this appraisal period and have been provided an opportunity to discuss them with the rating official. (Employee may provide comments on the reverse side of this form).

CHECK IF APPLICABLE.

- b. _____ The elements/standards used in the Performance Appraisal Plan for the previous annual rating period will remain in effect during this rating period, which begins _____ and ends _____ .

(Signature of Employee)

(Date)

(Signature of Rating Official)

(Date)

(Signature of Reviewing Official)

(Date)

Section B CERTIFICATION OF PROGRESS REVIEW

Performance and progress to date have been discussed with the employee in accordance with DOE.3430.3A.

(Signature of Employee)

(Date)

(Signature of Rating Official)

(Date)