DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362

IN REPLY REFER TO
NAVSEAINST 12920.2 CH-1
SEA 002/NBP
Ser 48
AUG 8 1981

NAVSEA INSTRUCTION 12920.2 CHANGE TRANSMITTAL 1

From: Commander, Naval Sea Systems Command
To: All Offices Reporting Directly to COMNAVSEA
Distribution List

Subj: Performance Review Board for NAVSEA Civilian Executives; establishment of

Encl: (1) Revised page 2 of subject instruction

1. Purpose. To change page 2 of subject instruction to reflect reassignment of Performance Review Board (PRB) support responsibilities from the prior Civilian Personnel Division (the bulk of which was subsequently transferred to the Naval Material Command) to the Civilian Personnel Management Office (SEA 002).

2. Action. Substitute enclosure (1) for the existing page 2 in the instruction.

J. H. Webber
J. H. WEBBER
Vice Commander

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SEA	99634 (50)	31B	06R	08 (12)	377B
	99642	312	06Z	90B	383B
	001	32B	61B	92B	392B
	002 (25)	323	612	921B	400B1
	003	04B	614	393B	400P
	01B	05B	62B	395C	99
	017	05R	63B	396B	
	02B	51B	404B	93B	
	022	52B	405B	300	
	03DB	53B	406B	389	
	03R	54B	07B	399B	

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IN REPLY REFER TO
NAVSEAINST 12920.2
SEA-00226/NML
Ser 30
10 June 1980

NAVSEA INSTRUCTION 12920.2

From: Commander, Naval Sea Systems Command
To: All Offices Reporting Directly to COMNAVSEA
Distribution List

Subj: Performance Review Board for NAVSEA Civilian Executives; establishment of

Ref: (a) SECNAVINST 12920.1 of 10 January 1980, Subj, Senior Executive Service (SES)

1. Purpose. To establish the Naval Sea Systems Command (NAVSEA) Performance Review Board (PRB) for NAVSEA Civilian Executives in the Senior Executive Service (SES), in accordance with the provisions of reference (a).

2. Background. On 13 October 1978, the Civil Service Reform Act (Public Law 95-454) was signed into law. Among the major features of the Act was the establishment of the Senior Executive Service (SES). The heart of the SES management system is the setting of work objectives and appraisal of the performance of the SES members in meeting their objectives. The initial development of objectives, revision when required, and establishment of standards and targets to be used in appraising each SES member are procedural steps mainly involving individual SES members and their immediate supervisor. A Performance Review Board (PRB) review of the preceding products is permitted under reference (a) to ensure adherence to higher echelon guidance and to validate complexity of objectives. The primary role of the PRB established herein is to make recommendations to COMNAVSEA relating to the performance of senior civilian executives in NAVSEA.

3. Performance Review Board (PRB) Composition. COMNAVSEA, under authority delegated by SECNAV will sponsor the NAVSEA PRB. The PRB will consist of five members appointed by COMNAVSEA; three members appointed for a two-year renewable term, and two members for a one-year renewable term. In addition, three alternate PRB members will be appointed (two career SES members and on Flag officer). By law, at least three members of the PRB will be career appointees in the SES. The remaining two may be either noncareer SES members or military personnel. A special SECNAV sponsored Navy-wide PRB will review the performance appraisals of those SES members who are members of the NAVSEA PRB. This eliminates the potential problem of a NAVSEA PRB member reviewing his or her own appraisal. PRB members must meet the following criteria:

a. Military must be of flag rank;

b. All members must be familiar with the job content of most of the SES members; and

c. All members must:

(1) Have a current fully successful performance rating, or the equivalent of this rating of this rating in other rating systems,

(2) Have applied appraisal systems effectively in their own organizational units,

(3) Possess a thorough knowledge and understanding of the appraisal system gained through experience or training;

(4) Not be a direct subordinate of any executive whose performance is under review.

R) 4. PRB Support. The Civilian Personnel Management Office, SEA 002, will provide guidance, liaison with higher authority, serve as point of contact for all PRB matters, and provide administrative staff support to the NAVSEA PRB. SEA 002 specific duties associated with the PRB will include as a minimum;

a. Providing executive secretary and administrative assistant services to COMNAVSEA and the NAVSEA PRB chairperson for all Board related activities.

b. Preparing all formal announcements relative to the selection of PRB members by COMNAVSEA.

c. Coordinating, scheduling, and announcing PRB meetings.

d. Collecting and organizing all SES performance appraisal documentation in preparation for PRB meetings.

e. Keeping records of all PRB meetings.

f. Preparing PRB correspondence, as required.

g. Controlling the routing and distribution of all official PRB documents and correspondence.

h. Maintaining the central file for all PRB actions.

i. Making arrangements to obtain any consultative services for the PRB, as required.

j. Maintaining the currency of all NAVSEA directives pertaining to the PRB.

k. Performing other special PRB administrative support services as will be required.

l. Maintaining a complete file of current SES position or job descriptions for use by the PRB (includes field activity positions).

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a. Military must be of flag rank;

b. All members must be familiar with the job content of most of the SES members; and

c. All members must:

(1) Have a current fully successful performance rating, or the equivalent of this rating of this rating in other rating systems,

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(2) Have applied appraisal systems effectively in their own organizational units,

(3) Possess a thorough knowledge and understanding of the appraisal system gained through experience or training;

(4) Not be a direct subordinate of any executive whose performance is under review.

4. PRB Support

a. The Headquarters Civilian Personnel Officer, SEA-0022 will provide guidance, liaison with higher authority, and serve as point of contact for all PRB matters.

b. The Employee Management Relations Section (SEA 00226) will provide administrative staff support of the NAVSEA PRB. SEA 00226 specific duties associated with the PRB will include as a minimum;

(1) Providing executive secretary and administrative assistant services to COMNAVSEA and the NAVSEA PRB chairperson for all Board related activities.

(2) Preparing all formal announcements relative to the selection of PRB members by COMNAVSEA.

(3) Coordinating, scheduling, and announcing PRB meetings.

(4) Collecting and organizing all SES performance appraisal documentation in preparation for PRB meetings.

(5) Keeping records of all PRB meetings.

(6) Preparing PRB correspondence, as required.

(7) Controlling the routing and distribution of all official PRB documents and correspondence.

(8) Maintaining the central record file for all PRB actions.

(9) Making arrangements to obtain any Personnel Division (SEA 002) specialist consultative services for the PRB, as required.

(10) Maintaining the currency of all NAVSEA directives pertaining to the PRB.

(11) Performing other special PRB administrative support services as will be required.

(12) Maintaining a complete file of current SES position or job descriptions for use by the PRB (includes field activity positions).

5. Procedures.

a. At the beginning of the annual appraisal period, subsequent to objectives being set between individual SEA members and their supervisor, COMNAVSEA will direct a PRB review of all individual SES member objectives. This review will be accomplished to assess adherence to higher echelon guidance and to determine the extent of equivalence in degree of complexity and difficulty of objectives among SES members. The result of such a special review will be summarized in an advisory memorandum from the PRB to COMNAVSEA, with further distribution and action dependent upon review findings.

b. At the end of the annual appraisal period, the final phase in the SES performance appraisal process must include, as required by law, a review and recommendation by a PRB on each SES member's performance evaluation by his or her immediate supervisor. The NAVSEA PRB will review the senior executive performance appraisals, as assigned by the immediate supervisor and reviewed by the next higher management level (s), to determine the reasonableness of the evaluations and the distribution of ratings. The Board may request the supervisor or the next higher management level to furnish supplemental information or justifications concerning appraisals where they detect problems or do not understand the rationale. The PRB must consider any response by the SES member to the initial appraisal and conduct such further review as deemed necessary. After all appraisals are reviewed, they will be rank ordered by the PRB. In ranking the appraisals, the PRB will consider such factors as the importance of the objectives achieved to mission accomplishment, the extent to which the objectives were exceeded, the complexity of the objectives, and adherence to NAVSEA and higher echelon guidance. The PRB will submit the ranked appraisals, together with recommendations and accompanying justification to COMNAVSEA for final approval. Approved ratings are returned to the NAVSEA PRB for transmission to the Navy Executive Board (NEB).

6. Annual Schedule of Events. The cycle of key events for each rating period will normally cover 15 months. The objective setting, performance appraisal, and PRB actions within NAVSEA will follow the typical cycle shown below:

Event	When
Appointment of PRB members by COMNAVSEA	May
Managerial guidance received from SECNAV/CNO/CNM	May/June
COMNAVSEA sets and publishes NAVSEA objectives, which in turn provide basis for goal/objective setting for each NAVSEA SES member including those in field activities	May/June
Objectives set by SES member and supervisor (Note: Each annual performance rating period starts 1 July and ends 30 June)	May/June

Event	When
PRB initial review of objectives	July
Interim progress reviews	Quarterly and as required
Self-appraisal of performance by SES member	Quarterly and as required
Appraisal of performance by supervisor	June
Current performance rating periods ends	30 June
New performance rating period begins	1 July
Review of Performance by the NAVSEA PRB	July/August
Final evaluations reviewed/approved by COMNAVSEA and forwarded to the NEB	August
SECNAV announcement of awards	September

E. B. Fowler

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