

# QUALITY CONTROL REVIEW CHECKLIST

Employee`s Name: \_\_\_\_\_

Organization/Office Symbol: \_\_\_\_\_

## **PHASE 1 - AF Form 860 - Performance Plan (Not required if employee is on a Core Personnel Document (CPD AF Form 1003, then CPD will be the Performance Plan)**

*This form and the certification section should be completed within 30 days after a new employee reports for duty. Pen and ink changes may be made during the appraisal cycle or a new 860 may be accomplished up to 90 days before the close out of the annual appraisal. The supervisor retains the original and a copy is furnished to the employee.*

1. Are all blocks on the top of page 1 filled in and correct?
2. Is there at least one standard per element and are all non-critical elements changed to either critical or additional elements or eliminated from the plan? (Usually 5 to 7 elements will suffice. Additional elements cannot be used in assigning the rating. )
3. Are the elements and standards consistent with the level of responsibility and broad duties of the position? Are they consistent with the organizational functions?
4. Are the elements compatible with the position description and do they cover the primary position responsibilities?
5. Do supervisory performance plans have elements and standards that address EEO/affirmative action, personnel management, health and safety, security?
6. Do the standards measure quality, quantity, timeliness and/or work behaviors?
7. Are the standards measurable, reasonable, element-related, achievable and clearly stated?
8. Do standards describe expected performance? (They must not be a restatement of the duties, involve conduct issues or traits such as attendance and dependability).
9. Did the supervisor and reviewing official sign and date and the Quality Control Review Official initial before the employee signed and dated?
10. Did rating and reviewing officials and employee complete the Certification block on the first page of the Core Personnel Document if used as the Performance Plan instead of the AF Form 860? This also should be completed within the first 30 days of the employee entering the position or at the beginning of each new appraisal cycle.

## **PHASE II – DURING THE APPRAISAL YEAR – Performance Progress Reports**

***REQUIRED: Mid-Term Feedback using AF Form 860B is mandatory***

1. Periodic discussions during the appraisal period between the supervisor and employee help keep the performance elements current and allow supervisors to make necessary changes to the performance plan. At least one formal feedback documented on AF Form 860B is mandatory at the midpoint of the appraisal cycle – normally not later than 31 October.
2. When a supervisor or employee is newly assigned, use these discussions to certify the performance elements and standards.
3. If the employee fails to meet one or more elements of the performance plan, the supervisor must contact the Employee Relations Specialist (ERS) who services their organization. Do not wait until the appraisal cycle ends, rather call the ERS as soon as you become aware of a potential performance problem..

## **PHASE III - AF Form 860A-Annual Appraisal**

**This form is required for competitive inservice placement actions, including promotions, reassignments or demotions to positions with known growth potential and other such instances.**

1. Do the dates for the appraisal reflect accurate dates of the appraisal period?
2. Is all the employee information on the top of the form complete and current?
3. Is the overall Performance Rating indicated and does it correlate with the elements of the Performance Plan or Core Personnel Document, whichever is applicable? (Acceptable "meets standards" on all critical elements; unacceptable "does not meet standards" on one or more critical elements).
4. Is the impact on mission accomplishment completed for GS-14/15s under Part B.
5. If employee is recommended for an award, is a written justification provided in Part C. For GS-14/15s, Part B may serve as Part C award justification.
6. If the employee is a supervisor and is recommended for an award, does the 860A indicate specific examples of supervisory accomplishments? If not, does it indicate supervisor had no opportunity to do so? (Part C).
7. Is Part D marked correctly? (P = Performance award or Q = Quality Step Increase.) Is an award percentage or amount given if the employee is recommended for a performance award.? **We recommend that you provide an amount rather than a percentage.** Does the time-off award indicate the number of hours?)

**\*Do not discuss awards with employees until after they have been approved and certified by the Award Approving Official and funds availability is verified.**

\*Only one performance award **may** be granted to an employee in the 52-week period following the end of the performance rating period.

\*If recommended for a QSI, is this the only QSI at the same grade level in the last 3 years unless an exception is approved at MAJCOM or equivalent level? A QSI may not be granted to an employee (even if at a different grade level) who has received a QSI in the previous 52-week period. Is the employee in a step 4 through a step 9?

\*If a Time-Off Award (TOA) is granted, ensure that the employee is able to use the award before he or she leaves the Air Force.

\*Employees transferred or reassigned to another AF installation between 02 January and 31 March are eligible to receive performance awards. The funds for the awards are charged against the losing organization's budget. If so, are fund cites provided to 435 MSS/DPCE.

\*Employees terminating their employment with the Air Force prior to 31 March normally will not receive an award.

\*Employees on Leave Without Pay (LWOP) on 31 March are eligible to receive a performance award.

8. Did the supervisor and reviewing official sign and date and the Quality Control Review Official initial before the employee signed and dated?

9. Has the Award Approving Official signed, if applicable?

10. Are all nine Appraisal Factors on the reverse of the 860A marked?

11.. Are the appraisal factor ratings consistent with other employees who demonstrate similar or equal levels of work behavior?

12. After the rating has been accomplished by the supervisor, reviewed by the second level official and QC'd by the designated official, was the appraisal thoroughly discussed with and signed by the employee? (For the annual appraisal, the employee **must not** sign before the end of the appraisal cycle, 31 Mar)

Rater's  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer's  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

QCRO's  
signature: \_\_\_\_\_ Date: \_\_\_\_\_