



PSSUCLEVEINST 12430.1  
JAN 20 2010

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 12430.1

Subj: EXCELLENCE, ACHIEVEMENT, AND RECOGNITION SYSTEM (EARS)

Ref: (a) Excellence, Achievement, and Recognition System (EARS), COMDTINST  
M12430.6B

1. **PURPOSE.** This instruction provides guidance in the implementation of reference (a), Excellence, Achievement and Recognition, for PSSU Cleveland civilian personnel.

2. **ACTION.**

a. Schedule for submission of the Civilian Employee Performance Plan and Evaluation shall be as follows:

- 30 April Plan submitted to Approving Official (via (c-s) for quality review).
- August Conduct first progress review.
- December Conduct second progress review.
- 31 March End of the reporting period.
- 10 April Employee input due to rating official.
- 20 April Rating completed and delivered to approving official.
- 25 April Completed plan delivered to (c-s).

b. After the employee and the supervisor have developed the plan it shall be forwarded to (c-s) to check for consistency with the employee's PD and conformity with organizational goals prior to finalization by the approving official.

c. The Nomination Form for a Performance-Related Award, enclosure (2) of reference (a) shall be used.

d. The rating official shall indicate the Core Competency rating in pencil with a dot in the appropriate block. The approving official shall mark the rating of record in pen before returning it to the rating official for discussion with the employee.

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3. **DIRECTIVES AFFECTED.** None
4. **DISCUSSION.** EARS provides an excellent opportunity to increase communication between employee and supervisor and help the employee with career development.
  - a. **The Work Plan.** The Work Plan is the mechanism by which the employee and supervisor can clarify performance standards and identify specific projects beyond the general job requirements outlined in the employee's Position Description (PD). This document is a great tool through which employees and rating officials can formalize priorities and can be of great benefit to all the parties involved in the process to ensure a thorough understanding of the requirements of the job. Use of a Work Plan is optional, but highly encouraged. Supervisor and employee must discuss the need/desire for a Work Plan. If either the supervisor or employee considers the Work Plan a necessity, it shall be mandatory to do one. If the supervisor and employee determine that a Work Plan is not needed, it shall be documented. The PD shall be used as the guiding document in the development of a Work Plan. The Work Plan should be limited to the one page provided in Part IIb. of the Performance Plan.
  - b. **Core Competencies (CC's).** Reference (a) identifies the mandatory Core Competencies with a requirement that at least four CC's be specified, including those that are mandatory. It is important to ensure the CC's selected are applicable to the employee's job tasks and are within the scope of the Position Description. The Work Plan should be used as the document to adapt generic performance standards to selected CC's if specific clarification is necessary.
  - c. **Progress Reviews.** Progress Reviews offer a formal opportunity for interim appraisal of performance or to adjust the performance plan to reflect job changes during the evaluation period. Employees and supervisors need not be limited to these formal sessions to execute changes or discuss performance. Regular feedback should be given throughout the evaluation period and changes can be made at any time.
5. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
6. **FORMS/REPORTS.** U. S. Coast Guard Performance Plan and Evaluation, CG 3430.8

  
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