

PERFORMANCE RATING
NAVEXOS-3238 (6-51)

TYPE OF POSITION				KIND OF RATING	
<input checked="" type="checkbox"/> GRADED SUPERVISORY	<input type="checkbox"/> GRADED NON-SUPERVISORY	<input type="checkbox"/> UNGRADED SUPERVISORY	<input type="checkbox"/> UNGRADED NON-SUPERVISORY	<input checked="" type="checkbox"/> OFFICIAL	<input type="checkbox"/> UNOFFICIAL
NAME Elizabeth Roemer			RATING PERIOD FROM 4-1-61 TO 3-31-62		
CHECK NO. 84610018	PAYROLL TITLE Astronomer GS-12		UNIT, SECTION OR SHOP Flagstaff Station		
NAME OF ACTIVITY U. S. Naval Observatory, Washington, D. C.			LOCATION OF ACTIVITY duty Flagstaff, Arizona		

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 ---- (0)
 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) Arthur A. Hoag		TITLE Div., Flagstaff Station	DATE 4-17-62
DISCUSSED WITH EMPLOYEE BY (Name) Arthur A. Hoag		DATE 4/17/62	DISCUSSION ACKNOWLEDGED (Employee's Initials) ER
REVIEWED BY (Name) Lee Stone		TITLE Dir. A + A.D.V.	DATE 4/19/62
DATE APPROVED BY BOARD MAY 17 1962		DATE COPY FURNISHED EMPLOYEE MAY 18 1962	

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.

4-17-62

Dr. Roemer has been given an outstanding rating for quality of work for the following reasons:

1. Dr. Roemer continues to be a recognized authority on the positions and motions of comets.
2. Dr. Roemer is an outstanding representative of the U.S. Naval Observatory.

Respectfully,

Arthur A. Hoag

MAY 18 1962

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