



**Department of Military & Veterans Affairs  
Human Resource Services**

**Performance Management  
Level III Recommendation**

Supervisors/Reviewers must only use this form for Level 3 Recommendations. Level 3 ratings represent consistently exceptional and documented performance or consistently superior achievement beyond the expected assignment as identified within their position description. Employees make exceptional contribution(s) that have a significant and positive impact on the performance of the unit or the organization and may materially advance the mission of the organization. The Employee provides a model for excellence and helps others to do their jobs better. Peers, immediate supervision, higher-level management and others can readily recognize such a level of performance.

Please outline how the individual's job performance this past year meets the definition in the preceding paragraph to qualify this Employee for a Level 3 award. Be specific. As a supervisor, you should enumerate extraordinary accomplishments or performance above those listed as duties in their position description. Such indicators could be: special assignments/projects that the individual took upon his or her own or accepted and accomplished above their normal assignments and/or were significant to the organization; or an individual's innovation which improved processes and/or saved DMVA money (unless saving money is an inherent part of the assignment). The contribution should be easily recognizable as a Level 3 achievement. If this section is not adequately completed, a Level 3 award cannot be considered. (Two or more Core Competency factors rated as "Needs Improvement" and/or a Technical Factor rating of 84 or below will preclude an Employee from eligibility for a Level 3 Recommendation.)

Employee Name:

This recommendation is for:

- Performance (i.e. consistently exceptional performance that has a significant/positive impact on the performance of unit/organization)
- Achievement (i.e. innovation, beyond regular assignment, advanced mission of the organization)

Please describe how this achievement was extraordinary or what was done consistently and beyond the regular assignment to achieve a Level III:

How and why is this outside the scope of the position or beyond the regular assignment?

Did this assignment require additional time outside the normal work hours? If so, please explain.

What benefit did this have to DMVA in terms of time, dollars, and/or results?

If this employee did not perform this function, who would assume the responsibility and/or what would the impact be to the agency had he/she not completed the function or task?

Has this person received funds or awards (i.e. acting pay) to perform this added assignment? If so, when?

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Date