

(1)
THE GUIDE TO PERSONNEL DATA STANDARDS

RATING OF RECORD (LEVEL)

Definition:	The summary level assigned to a rating of record. Rating of record is the performance rating prepared at the end of an appraisal period for performance over the entire period. Refer to 5 CFR 430.203 for the definition of rating of record and 5 CFR 430.303 for the definition of annual summary rating and to 5 CFR 430.208 and 5 CFR 430.304 for definitions of summary levels.
Responsible Organization:	Office of Personnel Management, Division for Strategic Human Resources Policy.
Applicability:	Mandatory (Central Personnel Data File).
Cross-Reference:	<u>RATING OF RECORD (PATTERN)</u> , <u>RATING OF RECORD (PERIOD)</u>
Format:	X

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RATING OF RECORD (LEVEL)

<u>Code</u>	<u>Name/Explanation</u>
1	Level 1. Unacceptable. Fail level under pass/fail program.
2	Level 2. Level between Fully Successful and Unacceptable.
3	Level 3. Fully Successful or equivalent. Pass level under pass/fail program.
4	Level 4. Level between Outstanding and Fully Successful.
5	Level 5. Outstanding or equivalent.
X	Not Rated. Code applies to General Schedule (GS/GM), Prevailing Rate, and other employees subject to the provisions of 5 CFR 430 (see coverage at 5 CFR 430.202 and 5 CFR 430.302) who have not yet received a rating of record under the agency performance appraisal system (e.g., someone newly hired).
Z	Exclusion. Code applies to those employees who are not covered by a performance appraisal system and generally do not have their performance appraised. [Code Z (Exclusion), formerly reported as a Rating of Record (Level), more accurately describes a Rating of Record (Pattern). Therefore, Rating of Record (Level) code Z (Exclusion) is being terminated as a Rating of Record (Level) code (effective October 1, 2008).]