

Name: Chris T. Fur

Narrative Summary

Chris performed her duties as the organization's Administrative Officer (AO) in an extremely competent manner. Due to her hard work and dedication, the organization was successful in meeting its operational goals. Specifically, her contributions for the year include:

- Assisted managers and staff in projecting staffing needs.
- Conducted work flow studies within the organization.
- Ensured the effective use of administrative/clerical staff.
- Served as primary liaison to the human resources office.
- Maintained human resources files such as position descriptions and performance plans.
- Provided guidance and assistance to managers on preparing personnel actions.
- Determined the administrative needs of the organization's awards program.
- Prepared budget activities that distribute in-house funds among branches and/or programs.

RECOMMENDATION (*Mandatory if manager preparing the narrative is not the Decision Level*).

- Annual Increase: Pay increase equal to OSI
 Pay increase equal to OSI plus .6% SCI-2
 Pay increase equal to OSI plus 1.8% SCI-1

Recommending Official's Signature: _____ Date _____

DECISION LEVEL REVIEW: Concur Non-Concur

Comments (*Mandatory if non-concur; optional otherwise.*)

Decision Level Signature: _____ Date _____