

REAL ESTATE CAREER PROGRAM CAREER APPRAISAL

(ER 690-1-955)

Data Required by the Privacy Act of 1974

AUTHORITY: 5 US CODE 3302

PRINCIPLE PURPOSE: Provides management with information on referral desires and qualifications of real estate career program registrants.

ROUTINE USES: Used by Corps of Engineers staff agencies commands and installations as an applicant and referral file for designated civilian career program positions; to determine qualifications, and availability of employees for existing and future vacancies; and to produce referral lists.

Information is used for selection, career planning, and in preparing reports, replying to correspondence, responding to requests from courts and regulatory bodies, and responding to grievances and complaints related to questions of qualification determination and nonselection for specific positions.

MANDATORY OF VOLUNTARY DISCLOSURE AND EFFECT OF INDIVIDUAL NOT PROVIDING INFORMATION: This is a voluntary disclosure for all registrants in the career program. Failure of the employee, the immediate supervisor and other designated career program officials to provide the requested information will seriously jeopardize the careerist's chances for consideration for training, developmental assignments, and/or promotions.

PART I - EMPLOYEE STATEMENT

1. TYPE OF SUBMISSION (*Check one*)

- a. NEW b. RECONSIDERATION c. NO CHANGE d. ADMINISTRATIVE
 e. CHANGE TO ELEMENT-KNOWLEDGES (1-54) f. CHANGE TO ACCOMPLISHMENTS-ABILITIES

2. _____ 3. _____ 4. _____
 (EMPLOYEE'S NAME (Last, First, MI)) (SSN) (SON)

5. CP-55 6. _____
 (OFFICIAL MAILING ADDRESS) (ATTN LINE)

 (NUMBER AND STREET) (CITY) (STATE) (ZIP CODE)

7. _____
 (FTS PHONE) (AUTOVON PHONE) (COMMERCIAL PHONE) (EXT)

8. _____
 (POSITION TITLE) (SERIES) (GRADE)

9. MY CURRENT PERFORMANCE APPRAISAL IS (*Check appropriate rating*):

- a. SUCCESS LEVEL 1 b. SUCCESS LEVEL 2 c. SUCCESS LEVEL 3 d. FAIR
 e. UNSUCCESSFUL f. NONE

10. I REQUEST CONSIDERATION FOR THE FOLLOWING JOBS. (*Put a check under the supervisory and/or nonsupervisory column(s) next to the grade(s) and job category(ies) for which you wish consideration.*)

GRADE	JOB CATEGORY TITLE/SERIES	SUPERVISORY	NONSUPERVISORY	CPO CERT	
				Q	NQ
12	REALTY SPECIALIST/1170	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	APPRAISER/1171	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	REALTY SPECIALIST/1170	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	APPRAISER/1171	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	REALTY SPECIALIST/1170	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	APPRAISER/1171	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	REALTY SPECIALIST/1170	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	APPRAISER/1171	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES

1. ABILITY #1 - ABILITY TO PLAN, ORGANIZE AND DIRECT: ABILITY TO ESTABLISH OBJECTIVES, REQUIREMENTS, PRIORITIES, AND DEADLINES TO DETERMINE COURSE OF ACTION; MAY INCLUDE THE ABILITY TO ASSIGN WORK AND TO MONITOR THE WORK OF OTHERS; MAY INCLUDE THE ABILITY TO INTERACT WITH OTHERS.

a. ACCOMPLISHMENT I

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

b. ACCOMPLISHMENT II (*Optional*)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES

2. ABILITY #2 - ABILITY TO ANALYZE: ABILITY TO OBTAIN INFORMATION, DEFINE PROBLEMS, IDENTIFY RELATIONSHIPS, EVALUATE QUALITY, ASSESS IMPACTS, AND MAKE CONCLUSIONS/RECOMMENDATIONS; INCLUDE THE ABILITY TO DETERMINE QUALITY OF PROJECTS, PROGRAMS, OR PERFORMANCE BY COMPARISON AGAINST STANDARDS OR OBJECTIVES.

a. ACCOMPLISHMENT I

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

b. ACCOMPLISHMENT II (*Optional*)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES

3. ABILITY #3 - ABILITY TO COMMUNICATE ORALLY: ABILITY TO BRIEF, INSTRUCT, EXPLAIN, ADVISE OR PERSUADE ON REAL ESTATE MATTERS.

a. ACCOMPLISHMENT I

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

b. ACCOMPLISHMENT II (*Optional*)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES

4. ABILITY #4 - ABILITY TO WRITE: ABILITY TO EXPRESS IDEAS IN WRITING (e.g., reports, information papers, memoranda, letters, manuals).

a. ACCOMPLISHMENT I

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

b. ACCOMPLISHMENT II (*Optional*)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

PART III - EMPLOYEE'S STATEMENTS OF ACCOMPLISHMENTS - ABILITIES

5. ABILITY #5 - ABILITY TO INNOVATE: ABILITY TO DEVELOP NEW OR REVISED POLICIES, METHODS, PROCEDURES, PROGRAMS OR SOLUTIONS TO PROBLEMS; INCLUDES ABILITY TO ORIGINATE ACTION (*self-starter*).

a. ACCOMPLISHMENT I

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

b. ACCOMPLISHMENT II (*Optional*)

(1) PROBLEM OR OBJECTIVE:

(2) WHAT I ACTUALLY DID AND WHEN (*Approximate dates*):

(3) WHAT THE OUTCOME WAS:

(4) VERIFYING PERSON (*Name, Address, Phone*):

