**Annex C to**

**Sect 4 to**

**FSI(G) 8002**

**Dated Sep 19**

### RESTRICTED STAFF

*(when completed)*

**BRITISH FORCES GERMANY**

**DEPENDANTS PROGRESS REPORT**

*(Notes to assist completion are on page 4)*

**SECTION 1 – JOB HOLDER’S DETAILS**

*(See note 3)*

|  |  |  |  |
| --- | --- | --- | --- |
| Post Title: | | Unit: | |
| Forename(s): | | Surname: | |
| Grade: | | Date started current job: | |
| Reporting Period | From: | | To: |
| *Any other grade held during the period:* | | | |
| Grade: | From: | | To: |
| **Declaration 1**: I wish to participate in the Dependant Progress Reporting scheme during this employment.  Signature of Job Holder | | **Declaration II**: I **do not** wish to participate in the Dependant Progress Reporting scheme during this employment. I am aware that by refusing to participate in the scheme, my training opportunities may be adversely affected.  Signature of Job Holder | |
| LINE MANAGER’S DETAILS | | COUNTERSIGNING OFFICER’S DETAILS | |
| Name: | | Name: | |
| Rank/Grade: | | Rank/Grade: | |
| Telephone Number: | | Telephone Number: | |

**SECTION 2 – PROGRESS AGREEMENT**

To be completed by the Job Holder in agreement with the line manager at the start of report period

***(****See note 4)*

|  |  |
| --- | --- |
| Job purpose (brief description of role) | |
| Personal Development Objectives (if applicable) and in approximate instruction of importance | Target date(s) |
|  |  |
|  |  |
| **KEY OBJECTIVES**  To be drafted by the Job Holder in agreement with the Line Manager | |
| Objectives - In approximate instruction of importance | Target date(s) |
|  |  |
|  |  |
|  |  |

**SECTION 3 – INDIVIDUAL TRAINING PLAN**

Training and development to improve current job performance - identified by Job Holder- agreed by Line Manager.

*(This may be continued on an attachment sheet –See note 4)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Need** | **Recommended Solution and by whom and when** | **Progress/ Date of Review** | **Comments/ Date achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 4 – PROGRESS REVIEW, ASSESSMENT AND REVIEW**

*(See note 5)*

|  |  |  |  |
| --- | --- | --- | --- |
| **SIX MONTH REVIEW**  Record the outcome of the discussion between Job Holder and Line Manager on performance and progress during this part of the reporting period. Use this to update the report, noting any changes to objectives, training or development needs recorded elsewhere. | | | |
|  | | | |
| **Job Holder’s**  **Signature:** | **Date:** | **Line Manager’s**  **Signature:** | **Date:** |

**SECTION 5 - OVERALL ASSESSMENT/ANNUAL PROGRESS ASSESSMENT**

This section should be drafted before the Progress Review interview. Final completion should take place following the interview. This assessment should cover what the Job Holder has done in respect of objectives.

|  |
| --- |
|  |
| **PROGRESS REPORT INTERVIEW** |
| **The interview took place on Date:** |
| **The Job Holder has worked for me for Years Months** |
| **Line Manager’s Signature Date:** |
| Does the Job Holder wish to discuss their report  with the Countersigning Officer**?** YESNO*(tick as applicable)* |

|  |  |
| --- | --- |
| **JOB HOLDER’S COMMENTS**  *(To be completed after Progress Report interview)* | |
| I have read my Progress Report and discussed my work performance over the period. I have discussed my training and  Development needs with my line manager during my Progress Report interview. My comments are: *(may be continued on a separate sheet if required)* | |
| **Job Holder’s Signature:** | **Date:** |
| **COUNTERSIGNING OFFICER’S COMMENT**  Review line manager’s assessments, make any recommendations, and include details of areas where you disagree. | | |
|  | | |
| Have discussed this report with the Job Holder? YES NO *(tick as applicable)* | | |
| The Job Holder has worked for me for: Years Months  **Countersigning Officer’s Signature: Date:** | | |

**SECTION 6 – COMPLETION AND RECEIPT**

|  |
| --- |
| **CONFIRMATION OF COMPLETION AND RECEIPT**  Once signed by the Job Holder, this report must not be amended in any way. |
| I, the Job Holder, am/am not\* satisfied with this Progress Appraisal  *(\* delete as applicable)* |
| **Job Holder’s Signature: Date:** |
| Countersigning Officer’s Signature\*:  *(\*Signature is only required where JH disagrees with the report.)* **Date:** |
| **This report is to be fully completed and signed within 1 month of the end of the reporting period. *(See note 6)*. The report to be forwarded to the LEC HR within 1 week of the Job Holder having signed this Section.** |
| **OC LEC HR**  **Name: Signature: Date:**  **Rank:** |

**Notes on completion:**

1. These notes are designed to assist in completion of this report, however, for full details

your attention is drawn to FSI(G) 8002, Section 4.

2. During the reporting period the report is to be retained by the Job Holder (or at their request by the Line Manager).

3. **Section 1 - for new Job Holders**: To be completed by the Job Holder during the first month in employment. The relevant Declaration is to be signed. For those Job Holders already in post, Section 1 is to be completed within a month of the previous reporting period having ended. Where a Job Holder does not wish to participate in the Appraisal Scheme – Section 1 is to be completed, signed and the Appraisal form returned to the relevant LEC HR within 5 weeks of commencement of employment.

4. **Sections 2 & 3 - for new Job Holders**: This is to be completed within the first 3 months of employment. For Job Holders already in post, within 1 month of receipt of the report. These sections require the agreement of the Line Manager, where no agreement is reached passed to Countersigning Officer for comment. Where it is deemed necessary to continue training and Development needs on a separate piece of paper this is to be attached to the report by use of a staple.

A copy of Section 3 (ITP) is to be forwarded to the LEC HR at the end of the first 3 months of employment at the latest and subsequent ITP’s within 5 weeks of commencement of the Job Holders new reporting period.

5. **Section 4** This is designed for the six month reporting review, but can equally be used at any time during the reporting period (e.g.) where there are changes in objectives/or in Line Manager due to deployment or posting.

6. A reporting period is also deemed to end when a Job Holder terminates employment.