

UNITED STATES DEPARTMENT OF AGRICULTURE  
**PERFORMANCE PLAN AND APPRAISAL  
 FOR NON-SUPERVISORS**

1. EMPLOYEE INFORMATION						
Name (Last, First, MI)	Pay Plan	Series	Grade	Agency	APPRAISAL PERIOD	
DOWNS, JAELE J	GS	0462	06	FOREST SERVICE	From	To
Position Title				Division	05/06/2024	09/30/2024
FRSTRY TECHNCN (RECR)				PACIFIC NORTHWEST REGION, REGION 6		

2. USA AND AGENCY OR STAFF OFFICE STRATEGIC GOALS AND MANAGEMENT INITIATIVES
(List all current USDA, Agency, and/or Staff Office Strategic Goals or Management Initiatives that the elements and standards in this plan support.)
<p>Department Goals added: 09/29/2023            Department Goals updated: 09/30/2024</p> <p>USDA Strategic Goals FY 2022 - 2026            USDA Strategic Goal 1: Combat Climate Change to Support America's Working Lands, Natural Resources, and Communities            USDA Strategic Goal 2: Ensure America's Agricultural System is Equitable, Resilient, and Prosperous            USDA Strategic Goal 3: Foster an Equitable and Competitive Marketplace for All Agricultural Producers            USDA Strategic Goal 4: Make Safe, Nutritious Food Available to All Americans            USDA Strategic Goal 5: Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities            USDA Strategic Goal 6: Attract, Inspire, and Retain an Engaged and Motivated Workforce that's Proud to Represent USDA</p> <p>Visit the following link by copying and pasting into your browser to see the full USDA Strategic Plan: <a href="https://www.usda.gov/our-agency/about-usda/performance">USDA.gov/our-agency/about-usda/performance</a></p>

3. ELEMENT NO. 1: MISSION RESULTS-ORIENTED	
(Describe below the element title and duty or responsibility for which the employee is accountable and responsible. In addition, this element must be link to USDA, Agency, and/or Staff Office Goals or Management Initiatives. See "Alignment" sections below.)	<input checked="" type="checkbox"/> Critical
<p>Demonstrates a commitment and personal responsibility to strive for excellence in the accomplishment of work assignments that are aligned with and ultimately contribute to the achievement of the agency's mission and goals.</p>	

**4. ALIGNMENT, STANDARDS AND MEASURES**

**ALIGNMENT** (In the "Goal/Initiative" section below, list the specific Goals and/or Initiatives that this Mission Results-Oriented Element supports.)

**STANDARDS AND MEASURES** (Describe the expectations at the "Fully Successful" level. Include appropriate measures of quality, quantity, cost-effectiveness, timeliness and/or manner of performance.)

**Goal/Initiative:**

FS Goals  
Agency Goal added: 09/29/2023  
Agency Goal updated: 10/12/2023

**FOREST SERVICE STRATEGIC GOALS**

1. Sustain our Nation's Forests and Grasslands working Environment
2. Deliver Benefits to the Public
3. Apply Knowledge Globally
4. Excel as a High-Performing Agency

**FOREST SERVICE NATIONAL PRIORITIES**

1. Providing Economic Relief
2. Tackling Climate Change
3. Advancing Racial Equity
4. Improving Our Workforce and Work Environment

Aligns to USDA Department-Level Goal/Objective(s)-

USDA 1.1 - Use Climate-Smart Management and Sound Science to Enhance the Health and Productivity of Agricultural Lands

USDA 1.3 - Restore, Protect, and Conserve Watersheds to Ensure Clean, Abundant, and Continuous Provision of Water

Resources

USDA 6 - Attract, Inspire, and Retain an Engaged and Motivated Workforce that's Proud to Represent USDA

**Standards and Measures for Fully Successful:** All of the following must be met to achieve "Meets Fully Successful" rating for this element

The following generic standards for the Mission Results-Oriented element are provided for all employees. Supervisors shall provide additional and specific supplemental standards to the employee's position.

- a. Contributes to achieving agency goals and objectives using all available resources.
- b. Performs duties in a nondiscriminatory manner and demonstrates a commitment to equal employment opportunity and equal opportunity for all, to include federally recognized tribes and Alaskan Native corporations.
- c. Makes recommendations and develops solutions that demonstrate positive approaches to complete work assignments.
- d. Routinely informs supervisor of problems and challenges that arise.
- e. Ensures that reported information is adequate, reliable, verifiable, and useful.
- f. Program actions taken, and interactions with colleagues, customers, and other stakeholders are consistent with the principles in USDA's Civil Rights Statement, and with all related anti-discrimination laws, regulations, and USDA policies.

g. Employees contribute meaningfully to an inclusive work environment where all employees feel safe, valued and respected. Employees take affirmative steps to promote diversity in all forms, including but not limited to culture, thought, race, ethnicity, gender and gender identity, age, disability, religion, and sexual orientation, and ensure that all employees are accepted, valued respected and are afforded a sense of belonging.

1. Employee uses language and behavior that is inclusive and not demeaning or disrespectful
  2. Employee brings to the supervisor conflicts observed and/or resolved between any employees.
- c (continued).
1. Shows innovation and interest in accomplishing priority work efficiently and safely.
  2. Informs supervisor in advance if timeframes for routine wilderness ranger tasks will be missed. Tasks will be assigned to fulfill needs in the 2023 Wilderness Program of Work or as assigned by supervisor.
  3. Accomplishes assigned portions of the 2023 Program of Work if applicable.
- e (continued).
1. Completes wilderness ranger trip reports, trail reports, front desk trail reports, and face to face briefing of Visitor Services personnel thoroughly with all requested information within one work day. Work day is the next scheduled day of employee.
  2. Reports are legible, detailed and accurate, without the need for correction.

**5. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element.)

**Fully Successful Level:**

Jaelle has displayed excellent motivation and initiative throughout the entire season this summer, especially under the trying circumstances of severe understaffing, increased workload, and effects from the Chief's Budget Announcement on morale. With her new position, not only has she accepted and excelled with the new duties, but she has also proactively initiated duties before I could even assigned them. This is evident both in the field, for example: her continued determination to stay ahead of the wilderness toilet/sanitation situation, and administratively, with the learning and completing of Grant Fiscal Management and Grant Applications. She has stepped forward to actually lead the process of the grant application completion. Having been unsuccessful in hiring field staff for 2024, I am appreciative how she eased my concerns of losing ground in wilderness fieldwork and seasonal trail maintenance. She alone, and with crew, accomplished far more than I thought possible. This was in no small part because she maintained a positive outlook throughout a period of unprecedented challenges in the Agency and in our Recreation Program.

**6. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with the standards and assign an element rating.)

- Fully Successful  
 Does Not Meet

**7a. ELEMENT NO. 2**

(Describe below the element title and duty or responsibility for which the employee is accountable and responsible. .)

- Critical

**MANAGING WORK ASSIGNMENTS**

Ensures work assignments are achieved in a timely manner and by using all available resources to accomplish the organizational mission.

**7b. STANDARDS** (Describe the expectations at the "Fully Successful" level. Include appropriate measures of quality, quantity, cost-effectiveness, timeliness and/or manner of performance.)

**FULLY SUCCESSFUL LEVEL** All of the following must be met to achieve the "Meets Fully Successful" rating for this element

The following generic standards for the Managing Work Assignments element are provided for all employees. Supervisors can provide additional and specific supplemental standards to the employee's position (if needed).

- a. Applies knowledge and skills to independently perform assignments; prioritizes work effectively; and seeks guidance as appropriate.
- b. Routinely accomplishes program goals within established timelines; adapts to changing priorities.
- c. Properly follows all security and cyber-security procedures to protect government property, equipment, and information systems.

Additional specific supplemental standards:

a (continued).

- 1. Determines and carries out priority work individually and with other rangers.
- 2. Communicates on progress of work assignments, emphasizing problems that may arise to prevent completion of work.
- 3. Follows standard procedures for completing end of ranger patrol week paperwork, follows solitude monitoring protocol (when specifically assigned) and standard solitude data collection.
- 4. Assists with equipment, tools and gear management; communicates needs. Red tags larger repairs and informs supervisor.
- 5. Assists trail crew when assigned for day and multi-day trips, including helping with packstrng (if trained and comfortable to do so).

**7c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element.)

**Fully Successful Level:**

The position Jaelle occupies requires the juggling, monitoring, and organizing of many concurrent tasks. This exists both in the backcountry field duties and the multiple administrative duties she has taken responsibility of. In the field this summer Jaelle contributed to logistical planning for crew trail maintenance tasks while proactively fulfilling the critical needs of wilderness management. These needs included site maintenance, toilet maintenance, and high-profile area visitor education and enforcement contacts during high use periods all while we had no dedicated wilderness ranger staff for 2024.

Jaelle took the lead role in the office keeping us on task and within deadline for grant application completion. She completely did this on her own initiative after observing a critical need for it since I and program manager Jared Treser were pulled in multiple directions.

Per usual, her written reports were submitted within established timeframes and comprehensive.

**7d. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with the standards and assign an element rating.)

Fully Successful

Does Not Meet

**8a. ELEMENT NO. 3**

(Describe below the element title and duty or responsibility for which the employee is accountable and responsible. .)

Critical

**WORK ENVIRONMENT AND SAFETY**

Work to improve organizational safety and health and reinforce a healthy working environment that fosters a positive atmosphere of cooperation and trust.

**8b. STANDARDS** (Describe the expectations at the "Fully Successful" level. Include appropriate measures of quality, quantity, cost-effectiveness, timeliness and/or manner of performance.)

**FULLY SUCCESSFUL LEVEL** All of the following must be met to achieve the "Meets Fully Successful" rating for this element

The following generic standards for the Work Environment and Safety element are provided for all employees. Supervisors can provide additional and specific supplemental standards to the employee's position (if needed).

- a. Shows respect for and considers diverse viewpoints; follows up to ensure understanding.
- b. Uphold the agency's Code & Commitments to treat everyone with respect, empower one another, invest in relationships, model integrity, protect one another, and learn from mistakes.
- c. "Do right" in how you treat colleagues and when engaging with people and communities we serve by utilizing effective interpersonal skills that increase trust and inspire engagement.
- d. Proactively manage and resolve conflict, seek out and utilize necessary tools to do so in a manner that is timely, positive, and constructive.
- e. Demonstrate collaboration and flexibility to build effective partnerships, such as: sharing experience and expertise with others; actively listening; and seeing opportunities to improve or maintain efficiencies of program of work.
- f. Follow all workplace safety procedures. Promptly report to your supervisor any obstacles or instances where safety procedures cannot be followed.
- g. Promptly report to your supervisor or second-line supervisor any condition(s) that impact the work environment and/or your safety and health.
- h. Participate in unit safety committee activities and safety training opportunities.
- i. Maintain awareness of your personal wellbeing and take necessary steps and actions preserve your wellness and resilience.

j. Follows policy and procedures of safety and security such as PPE use, checking in and out, accident reporting.

k. Follows procedures for hazardous materials storage (see sheets in trails locker). Consults MSDS when using new materials.

l. Reports accidents and/or injuries in the required timeframe.

**8c. ACCOMPLISHMENTS** page-break (At the end of the rating period, record the employee's accomplishments for this element.)

**Fully Successful Level:**

It was an accident free season for Jaelle, during a highly physical summer of trail maintenance while recognizing our critical understaffing. Her acute awareness of her own physical health allowed her to accomplish much of this highly strenuous work, sharing equitably the workload with fellow crew, while not overextending herself requiring loss of time. Interpersonal challenges can exist on any crew. Jaelle showed a recognition of the potential for this on our crew. She displayed a conscious effort to minimize any development of conflict. She was open to discussing it with me and even initiate that discussion with a commitment to resolution. As a result, this was a season of very strong accomplishments for both her and the crew as a whole.

**8d. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with the standards and assign an element rating.)

Fully Successful

Does Not Meet

**9a. ELEMENT NO. 4**

List the element name below, and describe the duty or responsibility for which the employee is accountable and responsible.

Critical

**9b. STANDARDS** (Describe the expectations at the "Fully Successful" level. Include appropriate measures of quality, quantity, cost-effectiveness, timeliness and/or manner of performance.)

**FULLY SUCCESSFUL LEVEL** All of the following must be met to achieve the "Meets Fully Successful" rating for this element

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**9c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element.)

**Fully Successful Level:**

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**9d. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with the standards and assign an element rating.)

- Fully Successful
- Does Not Meet

**10a. ELEMENT NO. 5**

List the element name below, and describe the duty or responsibility for which the employee is accountable and responsible.

Critical

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**10b. STANDARDS** (Describe the expectations at the "Fully Successful" level. Include appropriate measures of quality, quantity, cost-effectiveness, timeliness and/or manner of performance.)

**FULLY SUCCESSFUL LEVEL** All of the following must be met to achieve the "Meets Fully Successful" rating for this element

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**10c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element.)

**Fully Successful Level:**

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**10d. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with the standards and assign an element rating.)

- Fully Successful
- Does Not Meet

**11a. ELEMENT NO. 6**

List the element name below, and describe the duty or responsibility for which the employee is accountable and responsible.

Critical

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**11b. STANDARDS** (Describe the expectations at the "Fully Successful" level. Include appropriate measures of quality, quantity, cost-effectiveness, timeliness and/or manner of performance.)

**FULLY SUCCESSFUL LEVEL** All of the following must be met to achieve the "Meets Fully Successful" rating for this element

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**11c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element.)

**Fully Successful Level:**

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**11d. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with the standards and assign an element rating.)

- Fully Successful
- Does Not Meet

**12a. ELEMENT NO. 7**

List the element name below, and describe the duty or responsibility for which the employee is accountable and responsible.

Critical

**12b. STANDARDS** (Describe the expectations at the "Fully Successful" level. Include appropriate measures of quality, quantity, cost-effectiveness, timeliness and/or manner of performance.)

**FULLY SUCCESSFUL LEVEL** All of the following must be met to achieve the "Meets Fully Successful" rating for this element

**12c. ACCOMPLISHMENTS** (At the end of the rating period, record the employee's accomplishments for this element.)

**Fully Successful Level:**

**12d. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with the standards and assign an element rating.)

Fully Successful

Does Not Meet

**13. CERTIFICATION OF EMPLOYEE INVOLVEMENT AND RECEIPT OF PLAN**

(Signatures certify employee involvement in the development of, and receipt of plan which reflects the current position description)

**NOTE:** Employees are requested to sign and date below to certify receipt of this performance plan. A signature does not mean that you agree or disagree with the contents of the plan. However, failure to sign does not void contents or the performance expectations documented within this plan. In addition, employees must select, below, the appropriate level of participation in the development of this plan.

Employee's Signature	Electronically signed in EPMA by DOWNS, JAELE J. FRSTRY TECHN CN (RECR)	Date	05/08/2024
<input checked="" type="checkbox"/> I participated in the development of this performance plan. <input type="checkbox"/> I was not invited to participate in the development of this performance plan. <input type="checkbox"/> I chose to not participate in the development of this performance plan.		If the employee did not sign, state the reason below: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Supervisor's Signature	Electronically signed in EPMA by MORROW, JOHN E. FRSTRY TECHN CN (WILDERNESS/TRAILS)	Date	05/07/2024
Reviewer's Signature (Optional)	Electronically signed in EPMA by TRESER, JARED J. REC. MGMT SPECLST	Date	05/07/2024

**14. CERTIFICATION OF PERFORMANCE PROGRESS REVIEWS**

(All quarterly progress reviews are required)

	Employee's Signature	Date	Supervisor's Signature	Date
<b>First Quarter</b> <small>(Oct 1-Dec 31)</small>	N/A	N/A	N/A	N/A
<b>Second Quarter</b> <small>(Jan 1-Mar 31)</small>	N/A	N/A	N/A	N/A
<b>Third Quarter</b> <small>(Apr 1-Jun 30)</small>	Logged in EPMA on Employee's Behalf for conversation held 06/30/2024	09/16/2024	Electronically signed in EPMA by MORROW, JOHN E. FRSTRY TECHN CN (WILDERNESS/TRAILS) for conversation held 06/30/2024	09/17/2024
<b>Fourth Quarter</b> <small>(Jul 1-Sep 30)</small>	Logged in EPMA on Employee's Behalf for conversation held 08/30/2024	09/16/2024	Electronically signed in EPMA by MORROW, JOHN E. FRSTRY TECHN CN (WILDERNESS/TRAILS) for conversation held 08/30/2024	09/17/2024

**15. RATING OFFICIAL COMMENTS**

UNITED STATES DEPARTMENT OF AGRICULTURE  
**PERFORMANCE APPRAISAL**

1. Position Number	2. Pay Plan	3. Occupational Series	4. Grade
91496034	GS	0462	06

5. Name (Last, First, Middle Initial - No Nicknames)	6. Appraisal Period	
	From:	To:
DOWNS, JAELE J	05/06/2024	09/30/2024

7. Official Position Title	8. Agency / Division / Office	9. Duty Station (City, State):
FRSTRY TECHNCN (RECR)	FS/PACIFIC NORTHWEST REGION, R-6/OKANOGAN-WENATCHEE NAT'L FOR	CLE ELUM, WA

10. Performance Elements		11A Critical Element	11B Meets Fully Successful	11C Does Not meet Fully Successful
1)	Mission Results Oriented - Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2)	Managing Work Assignments - Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3)	Work Environment and Safety - Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Rating: Type	<input checked="" type="checkbox"/> Rating Of Record	<input type="checkbox"/> Interim Rating	<input type="checkbox"/> Out Of Cycle Rating (WGI ONLY)
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13. Summary Rating

Rating Of **Fully Successful** if all elements are rated Meets Fully Successful  
 Rating Of **Unacceptable** if any element is rated Does Not Meet Fully Successful

Fully Successful       Unacceptable

14. Employee's Signature	Date	If the employee did not sign, state reason	
Electronically signed in EPMA by DOWNS, JAELE J. FRSTRY TECHNCN (RECR)	10/30/2024		
15. Rating Official Signature (REQUIRED)	Date	16. Reviewing Official Signature (REQUIRED)	Date
Electronically signed in EPMA by MORROW, JOHN E. FRSTRY TECHNCN (WILDERNESS/TRAILS)	10/30/2024	Electronically signed in EPMA by TRESER, JARED J. REC MGMT SPECLST	10/30/2024

