

AFGE COUNCIL 215

SPECIAL MESSAGE

ALIGNMENT STATEMENT

Definition (see Article 21, Section 3E):

The Alignment Statement is a standardized form that managers will provide to employees to facilitate discussion regarding how their work contributes to achievement of Agency goals and objectives. The statement may be supplemented with information about component goals and targets.

The Alignment Statement should be given to employees as a hand-out at the beginning of the appraisal period. This statement should NOT be a part of employee performance plans.

Protect Yourself:

If this Alignment Statement includes numerics which may be a factor in assessing your performance, do the following:

As questions, seek clarification from your supervisor and take good notes. Ask “How will my alignment impact on my performance appraisal, awards, promotions and consideration for details and special assignments?” Share your notes with your AFGE representative and keep a copy for yourself.

James E. Marshall
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