

## ppa

1. Noun
2. Noun
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4. Adjective
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23. Adjective

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During FY 13, Officer \_\_\_\_\_  
Noun primarily worked the I-129 R-1 and I-360 Religious Worker workload,  
and associated I-539 COS/EOS. \_\_\_\_\_  
Noun also assisted in H-1B adjudications during CAP season.

ISO \_\_\_\_\_  
Noun has completed his first year of federal service with \_\_\_\_\_  
Adjective results. \_\_\_\_\_  
Noun was consistently \_\_\_\_\_  
Adjective in assisting with CIS Reviews in looking up petitioner site checks in FDNS-  
DS and \_\_\_\_\_  
Noun responded to Customer Services inquiries timely and accurately. These are both examples  
of \_\_\_\_\_  
Noun \_\_\_\_\_  
Adjective customer service skills. Also, \_\_\_\_\_  
Noun is always there to answer  
questions from other ISOs and asks \_\_\_\_\_  
Adjective questions during team meetings and one-on-one  
discussions with his SISO. This shows \_\_\_\_\_  
Noun competence in communication and teamwork and  
cooperation.

\_\_\_\_\_  
Noun PPA results are \_\_\_\_\_  
Adjective; \_\_\_\_\_  
Noun scored 100% every month he was rated from  
June 2013-Sept. 2013 in the following goals: Accuracy & Customer Service and Administrative and Security  
Responsibilities. \_\_\_\_\_  
Noun also exceeded expectations in \_\_\_\_\_  
Noun efficiency, which is difficult given  
the complexity of the Religious Worker workload.

Officer \_\_\_\_\_  
Noun has at least met and in some instances exceeded, the minimum requirements for all five of  
the core competencies listed on the PPA.

For the most part Officer \_\_\_\_\_  
Noun work is \_\_\_\_\_  
Adjective and generally free of errors; on occasion his  
work has to be returned for minor clerical errors. Therefore there is slight room for improvement in

\_\_\_\_\_  
Noun

attention to detail in adjudication, which is tied to the customer service competency. Any that an officer needs to make causes delays in file processing.

Overall, Officer \_\_\_\_\_ is an \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_ and a pleasure to have on my team.