Issuing the VSOC Performance Standards:

Completing the Necessary Paperwork

Please follow the below steps to complete the necessary paperwork to issue the new VSOC performance standards:

1. Close out the employee’s performance for the period 10/1/2018 – 06/30/2019, and document this on the existing VA Form 0750.
2. Generate a new VA Form 0750 for the period 07/01/2019 – 09/30/2019 and incorporate the new VSOC performance standards into the document.
3. Provide the employee with a copy of their close out evaluation and issue the new VA Form 0750 to each VSOC who has been moved to these new performance standards.