

For: All FSA Employees

**Budget and Performance Management System (BPMS)
Web Sites, Draft Strategic Plan, and Poster**

Approved by: Administrator



1 Overview

A Background

As discussed in Notice AO-1310 and subsequent all employee messages, BPMS is a management tool that FSA is using to transform the Agency into a more performance-based and results-focused organization. This transformation involves dismantling existing programmatic “stove pipes,” improving communication at all levels of the Agency, improving our decision-making processes, and institutionalizing improved performance management habits and practices. This effort over time will produce a number of positive results such as improved customer service and satisfaction, improved program delivery, and enhanced operational efficiency and effectiveness. A successful transformation of the Agency will make FSA a better place to work and will help us to maintain our long-term viability as an organization.

Implementation of BPMS began at FSA by involving over 450 internal and external stakeholders in the development of a new 6-year Strategic Plan to help us to “tell our story” to Congress, the Office of Management and Budget, our customers, and the American public. A draft of FSA’s new FY 2005-2010 Strategic Plan – the cornerstone of BPMS – is now available online.

B Purpose

This notice:

- encourages employees to visit the BPMS Intranet and Internet Web sites, read the new FY 2005–2010 draft Strategic Plan, and provide comments and questions

Note: Submit feedback electronically to **YourFSAComments@wdc.usda.gov** no later than June 10, 2005.

- includes procedure for public review of the draft Strategic Plan
- includes specific procedure for the dissemination and retention of FSA’s new full-color BPMS posters, which include the Agency’s mission and new strategic goals.

Disposal Date	Distribution
May 1, 2006	All FSA Employees; State Offices relay to County Offices

2 Action

A All Offices Action

The National Office wants to ensure that every FSA field office employee is kept abreast of the Agency's BPMS activities and has access to FSA's six-year Strategic Plan to which individual employee performance plans are being linked according to Notice PM-2450, issued December 16, 2004. A draft version of FSA's new FY 2005–2010 Strategic Plan and the approved Strategic Plan Framework, with the Agency's goals and performance measures, is available to employees online at <http://bpms.wdc.usda.gov>.

Our customers can view FSA's draft Strategic Plan on the BPMS Internet site at <http://www.fsa.usda.gov/bpms>.

FSA employees should direct the public to submit their comments on the Plan via email to YourFSAComments@wdc.usda.gov or by FAX to the Strategic Performance and Evaluation Staff (SPES) at 202-418-9125.

Until June 10, 2005, all field offices and each State Office shall make available to the public at least 2 copies of the draft Strategic Plan. Offices may want to devise a check-out system for the draft Strategic Plan; however, additional color copies may be printed directly from the BPMS Intranet site.

Note: The National Office does not need to maintain draft copies for public review and may direct inquiries to SPES.

Members of the public may:

- view a copy of the draft Plan at all local Service Centers and all State Offices through June 10, 2005
- view a copy of the draft Plan at the SPES office located at 2101 L Street, N.W., 5th Floor, Washington, D.C. 20037
- request a copy of the draft Plan by calling SPES at 202-418-9064 or by sending an email to YourFSAComments@wdc.usda.gov.

B State Executive Director (SED) Action

SED's shall ensure that:

- at least 2 copies of FSA's draft Strategic Plan are maintained in each State Office for public review
- employees are encouraged to read and ask questions about the Agency's new Strategic Plan

2 Action (Continued)

B State Executive Director (SED) Action (Continued)

- the full-color BPMS poster is:
 - framed and prominently displayed in a common area of the State Office and in the SED's office
 - distributed to every field office in the State, framed, and displayed.

Note: The poster shall be displayed for the duration of the FY 2005-2010 Strategic Plan unless otherwise directed by the Administrator.

Appropriately sized 14" X 18" frames can be recycled from obsolete posters, purchased through GSA, and are available online at www.jwod.com (NSN/Part No : 7105002973397).

C District Directors (DD) Action

DD's shall ensure that:

- at least 2 copies of the draft Strategic Plan are kept in each USDA Service Center for public review
- the color BPMS poster with the Agency's mission and 3 strategic goals is framed and prominently displayed in each Service Center
- the comment period, which ends June 10, 2005, is announced in county or district newsletters.

D FSA Supervisors Action

All FSA supervisors shall:

- frame and prominently display the full-color BPMS poster in a common area
- ensure that employees are made aware of the new draft Strategic Plan and are given an opportunity to review it and ask questions about the Plan.

E Employee Action

Employees are encouraged to discuss the draft Strategic Plan with their managers and email comments or questions to YourFSAComments@wdc.usda.gov no later than June 10, 2005.

2 Action (Continued)

F Contact

Submit questions about this notice or the draft Strategic Plan to SPES by:

- email to **YourFSAComments@wdc.usda.gov**
- telephone at 202-418-9064 (voicemail is available).

Note: State Offices will receive the posters and distribute them to field offices. State Offices should email Connie Byler-Hsu, SPES, at **connie.byler-hsu@wdc.usda.gov** if the full-color BPMS posters are not received by May 17, 2005, or if they are damaged in transit.