

For: FSA National, Kansas City, and St Louis Offices, APFO, and All FAS and RMA Offices

Performance Management Issues

Approved by: Deputy Administrator, Management



1 Overview

A Background

5-PM contains the FFAS performance management systems. Notice PM-2482 established the basic policy for the new FSA performance management system. Notice PM-2450 dealt with linking individual performance plans to agency goals and covered all FFAS employees. These documents constitute the current FFAS performance management program.

B Purpose

This notice:

- clarifies recent changes to the performance management program
- addresses specific issues that have arisen
- terminates the FSA/RMA requirement for a separate EEO/CR element for non supervisors
- establishes additional language for the supervision element
- establishes new health and safety language
- provides contact information.

Note: If performance plans have already been put into place, they should be updated to comply with the information in this notice.

C Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes.

Disposal Date	Distribution
October 1, 2006	FSA National, Kansas City, and St Louis Offices, APFO, and All FAS and RMA Offices

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2 Performance Plan Requirements

A EEO/CR Element

A separate EEO/CR element is no longer required for non supervisors. However, the following EEO/CR language must be:

- built into the descriptive paragraph of another critical element
- placed in AD-435A/B, block 7:

“Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect toward coworkers, office visitors, and all others in the performance of official business. Demonstrates an awareness of EO/CR policies and responsibilities of Agency and Departmental goals of valuing a diverse, yet unified workforce.”

Supervisors will choose the appropriate element into which the EEO/CR language is placed, and develop measures to address its EEO/CR component. The measures will go in AD-435A/B, block 8.

B Additional Language for Supervision Element

All employees with the supervision element shall have the following language inserted into that element:

“Employee performance plans focus on results achieved, contain at least one element that is aligned with organizational goals, and are in place within 30 calendar days of the beginning of the appraisal period. Mid year reviews are conducted timely and according to Agency guidelines. Ratings are accurate and issued within 30 calendar days of the end of the appraisal period.”

C Health and Safety Language

All performance plans shall contain Health and Safety language.

If a **supervisor**, then the following measure is required under the “Supervision” element in AD 435A/B, block 8:

“Adheres to Safety and Occupational Health practices and procedures in order to promote and maintain a safe and healthful work environment for all employees. Upon report of unsafe/unhealthful condition, notifies appropriate office within 48 hours, and follows up and/or takes appropriate action until condition is resolved.”

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2 Performance Plan Requirements (Continued)

C Health and Safety Language (Continued)

If a **non** supervisor, then the following measure is required under any appropriate element, Critical or Non Critical. Supervisors will:

- choose the appropriate element
- place in AD-435A/B, block 8:

“Demonstrates a basic understanding of the Agency’s Safety and Health Program. Complies with safety and health rules and regulations that apply to all employees. Ensures all reports of unsafe and unhealthful conditions are reported to supervisor or designated official within 48 hours.”

3 Contacts

A Employee Contacts

If there are any questions on this notice, employees may contact the appropriate Servicing Personnel Office according to this table.

Location	Contact
FSA National Office	HRD, Performance Management, Benefits, and Awards Branch at 202-401-0679 or TTY 202-205-9057.
All FAS Offices	
RMA Offices (except Kansas City)	
APFO	KCHRO, Human Capital Group, at 816-823-4669 or TTY 800-735-2966.
KCAO	
KCCO	
St Louis	
RMA Kansas City	