

For: FSA Employees

Performance Management: Revised 5-PM, Closing Out FY 2009, and Preparing for FY 2010

Approved by: Deputy Administrator, Management



1 Overview

A Background

5-PM has been revised to:

- apply only to FSA
- include the awards program
- include closing out the FY 2009 performance appraisal period and preparing for the FY 2010 performance appraisal period.

B Purpose

This notice:

- announces that revised 5-PM has been issued
- highlights key issues (due dates, responsibilities, training) in closing out the FY 2009 performance appraisal period and preparing for the FY 2010 performance appraisal period.

C 5-PM Revision Major Changes

5-PM (Rev. 11) incorporates the following 2 major changes:

- applies only to FSA

Note: Guidance for RMA and FAS will be issued in separate handbooks.

- covers the awards program and performance management.

Disposal Date	Distribution
February 1, 2010	All FSA employees; State Offices relay to County Offices

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2 Closing Out the FY 2009 Performance Appraisal Period

A Due Dates

The FY 2009 appraisal period ends **September 30, 2009**.

Performance appraisals should be completed within 30 calendar days of the end of the appraisal period. This means that EmpowHR processing completion shall be accomplished by COB **October 30, 2009**.

B Performance Appraisal Requirements

To rate an employee:

- a performance plan **must** have been established
- the employee **must** have been under that performance plan for at least 90 calendar days.

Note: If it has not been 90 calendar days by the end of the appraisal period, the period may be extended to allow for an appraisal to be given.

C Properly Rating Employees

An employee's performance appraisal **must** be based on accomplishments that align with the expectations established in the employee's performance plan. Rating officials and reviewing officials **must**:

- rate appropriately against the standards in the employee's performance plan
- make distinctions in levels of performance.

Rating and reviewing officials will be held accountable for rating appropriately against the standards in the employee's performance plan and making distinctions in levels of performance.

Artificial targets (such as quotas or pre-set rating distributions) for performance appraisals should **never** be used to evaluate employee performance. Performance appraisals **must** be based on the individual accomplishments of the employee being rated.

Before any documentation begins in EmpowHR, the performance appraisal must be discussed by the rating official and the reviewing official, and by the rating official and the employee. It is strongly recommended that these discussions be done face-to-face.

D Appraising Elements and Preparing the Summary Rating

For details on appraising elements and preparing the summary rating, see 5-PM, Part 5.

E Rewarding Performance

For details on rewarding performance (awards), see 5-PM, Part 6.

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3 Preparing for the FY 2010 Performance Appraisal Period

A Coverage

All FSA employees nationwide are **required** to have a performance plan established according to 5-PM, **except**:

- individuals in the Senior Executive Service (SES)
- individuals for which employment is not reasonably expected to exceed the minimum appraisal period (90 calendar days) in a consecutive 12-month period

Note: Temporary intermittent employees would only be subject to the performance management system if they actually work a continuous 90-calendar day period, regardless of the length of their appointment.

- STC and COC members
- individuals excluded from coverage by statute or by OPM regulation.

B Employee Participation

Employees shall be offered the opportunity and are strongly encouraged to participate in establishing or revising performance plans. This can be accomplished by whatever method works best for the parties concerned.

Example: The supervisor could ask the employee to develop a draft performance plan for discussion or the supervisor could develop a draft performance plan for discussion. If there are differences between the employee and the supervisor, the final decision shall be made by the reviewing official.

The sample standards and elements found in 5-PM should be used as starting points for draft plans.

C Due Dates

The FY 2010 appraisal period begins **October 1, 2009**.

Performance plans should be completed within 30 calendar days of the beginning of the appraisal period. This means that EmpowHR processing completion shall be accomplished by **COB October 30, 2009**.

D Requirements and Procedures for Planning Performance

For details on establishing performance plans and required elements and standards, see 5-PM, Part 2.

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4 Additional Information

A Performance Management Training

Training is critical to the performance management program. Each year, supervisors and nonsupervisors will receive training and retraining on the requirements and operation of the program. All supervisors, managers, and employees must know how the performance management program operates. Training courses are available for both supervisory and nonsupervisory employees in AgLearn.

DD's shall ensure that each COC chairperson receives a hard copy of each of the supervisory Performance Management Desk Guides. DD's and CED's shall continue to educate and involve COC in discussions involving the performance appraisal and in performance plan development.

For more information on the performance management training available in AgLearn, see 5-PM, Part 4.

Additional training resources are available on HRD web site at <http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=erpm&topic=prm>.

Note: This includes a link to the training provided at the 2008 AO/SED National Training Conference that State Offices have been providing to their employees and which is available for all employees to view.

B Contact Information

If there are any questions about this notice, supervisors may contact the appropriate SPO according to the following.

IF located in...	THEN contact...
Washington, DC, National Office	HRD, Employee Programs Branch at 1 of the following: <ul style="list-style-type: none"> • 202-401-0679 • 202-401-0694 • 202-205-9057 (TTY).
<ul style="list-style-type: none"> • APFO • FMD, Financial Services Center • HRD, KCHRO • ITSD, ADC • ITSD, OTC • KCCO • MSD, Kansas City Administrative Services Branch 	KCHRO, Human Capital Management Section at either of the following: <ul style="list-style-type: none"> • 816-823-4669 • 800-735-2966 (TTY).
State or County Office	State Office administrative officer.