

For: FSA Employees

Updated Guidance for Processing FY 2014 Appraisals and Preparing FY 2015 Performance Plans

Approved By: Associate Administrator for Operations and Management



1 Overview

A Background

Notices PM-2915 and PM-2918 provided information about:

- closing out FY 2014 performance appraisals
- preparing FY 2015 performance plans.

B Purpose

This notice:

- clarifies guidance for processing FY 2014 appraisals for State and County Office employees
- clarifies required critical elements for FY 2015 performance management
- advises of increased weight for applicable elements
- cautions against using the EmpowHR copy feature to create FY 2015 performance plans
- advises of the date FY 2015 performance plans can be entered into EmpowHR.

C Labor-Management Obligations

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

Disposal Date	Distribution
February 1, 2015	All FSA employees; State Offices relay to County Offices

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1 Overview (Continued)

D Contact Information

IF...	THEN contact...
policy questions about this notice	Michael Braswell by either of the following: <ul style="list-style-type: none">• e-mail to Michael.Braswell@wdc.usda.gov• telephone at 202-401-0392.
questions about or assistance with EmpowHR navigation	EmpowHR Help Desk by e-mail to Debbie.Lee@kcc.usda.gov .
located in State or County Office	State Office Administrative Officer.

2 Processing FY 2014 Performance Appraisals

A FY 2014 Performance Appraisals for FSA County Employees

FY 2014 appraisals prepared manually for County Office employees will be sent to their State Office. The State Office will enter the County Office employees' appraisals in NFC. HRD will be available if assistance is needed. FY 2014 appraisals prepared and completed in EmpowHR on or before October 10, 2014, do not need to be sent.

Note: County Offices shall send AD-435 only. Do not include AD-435A.

B FY 2014 Performance Appraisals for FSA State General Schedule (GS) Employees

FY 2014 appraisals prepared manually for State Office GS employees will be sent to the following HRD mailbox: **FSA.FY14.PerfAppraisals@wdc.usda.gov**. HRD will enter the State Office GS employees' appraisals in NFC. FY 2014 appraisals prepared and completed in EmpowHR on or before October 10, 2014, do not need to be sent.

Note: State Offices shall send AD-435 only. Do not include AD-435A.

3 FY 2015 Performance Plans

A Required Critical Elements and Appraisal Points for Non-Supervisory Employees

Performance plans for non-supervisory employees must include the following critical elements with the corresponding appraisal points:

- Mission Results or Execution of Duties (4 points)
- Civil Rights EEO and Diversity (Department Definition) (2 points)
- Enhanced Customer Service (2 points).

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3 FY 2015 Performance Plans (Continued)

B Required Critical Elements for Supervisory Employees

Performance plans for supervisory employees must include the following critical elements with the corresponding appraisal points:

- Mission Results or Execution of Duties (4 points)
- Supervision (4 points)
- Civil Rights EEO and Diversity (Department Definition) (2 points)
- Enhanced Customer Service (2 points).

C 2015 EmpowHR Performance Element Enhancements

The mandatory critical elements listed below were updated in EmpowHR to reflect the increased required weight of 4 points for FY 2015 performance elements. To access updated elements, enter the assigned element number that corresponds to the element title listed below.

Note: Supervisors are strongly cautioned against using the EmpowHR copy feature to create FY 2015 plans to ensure the required weight (4 points) is assigned to the element.

Element Number	Element Title	Appraisal Points
25	Mission Results (Mandatory)	4
33	Execution of Duties/Technical Knowledge and Skill	4
35	Supervision: (Mandatory for all supervisors and managers)	4

D Submitting FY 2015 Performance Plans

FY 2015 performance plans may be created and submitted into EmpowHR:

- after PP 20 (October 19, 2014), and
- after the FY 2014 appraisals have been completed (signed by employee, rating and reviewing officials, either manually or electronically).