

For: RMA Employees

Updated Guidance for Preparing FY 2015 Performance Management

Approved by: Administrator, Risk Management Agency



1 Overview

A Background

DR 4040-430 announced a change in the weighting of “Mission Results Oriented” elements. Notice PM-2914, RMA Performance Management Program prepared employees for:

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

B Purpose

This notice:

- provides the dedicated mailbox to which RMA FY 2014 performance appraisals should be sent
- clarifies required critical elements for FY 2015 performance management
- advises of increased weight for applicable elements
- provides a complete list of elements with descriptions (Exhibit 1) available in 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
October 1, 2015	All RMA employees

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2 Submitting FY 2014 Performance Appraisals

A RMA FY 2014 Performance Appraisal Mailbox

RMA FY 2014 performance appraisals completed using the paper process should be e-mailed to **RMA.FY14.PerfAppraisals@wdc.usda.gov**.

3 FY 2015 Performance Element Requirements

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)
- RMA Customer Service (2 points)
- Other elements deemed critical by the supervisor (2 points).

Note: See Exhibit 1 for a complete list of elements with descriptions.

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)
- RMA Customer Service (2 points)
- Other elements deemed critical by the supervisor (2 points).

Note: See Exhibit 1 for a complete list of elements with descriptions.

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.

<u>Element Number</u>	<u>Element Title</u>	<u>Appraisal Points</u>
<u>025</u>	<u>Mission Results (Mandatory)</u>	<u>4</u>
<u>106</u>	<u>Execution of Duties</u>	<u>4</u>
<u>101</u>	<u>Supervision: (Mandatory for all supervisors and managers)</u>	<u>4</u>

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3 FY 2015 Performance Element Requirements (Continued)

D Mission Results Element

Mission Results is a mandatory critical element to be used for both supervisors and non-supervisors. All performance plans must contain either the Mission Results **or** the Execution of Duties element.

Mission Results Element Description:

Demonstrates support for agency strategic goals and initiatives within own organizational unit and contributes to the achievement of overall agency initiatives. Stresses accountability and continuous improvement to employees/team members, makes timely and effective decisions, and produces results through strategic thinking and decisive action.

Ensures a high degree of responsiveness to management, the public, and internal and external customers. Continually reviews, monitors, and strives to improve organizational performance to achieve agency mission results.

Standards:

1. Supports the Secretary's initiative for Cultural Transformation by continually examining program delivery and surveying the workforce and/or stakeholders/customers. Creates an environment for inclusion, exceptional performance, effective leadership, and works to eliminate any barriers to operational and service excellence. Examines workforce and workplace processes and flexibilities and implements improvements where needed.
2. Supports the Secretary's initiative for USDA Diversity Recruitment Roadmap by expanding upon mission-specific activities and timelines to ensure diversity recruitment program success and leadership accountability.

RESULTS: The achievement of these standards will result in:

These results-focused measures align with USDA Strategic Goal no. (), "(title of goal)", Strategic objective no. (), "(title of goal)", Strategic Objective no. (), "(title of objective)" in the Strategic Plan.

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4 FY 2015 Performance Plans

A Submitting FY 2015 Performance Plans

FY 2015 Performance Plans may be created and submitted into EmpowHR whether or not the 2014 appraisals were completed manually or electronically.

5 Contacts

A 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.

Possible Elements

The following is a list of elements from which 4 to 7 performance elements shall be selected and included in AD-435A and/or AD-435B. If the element has not been designated critical, supervisors shall designate which elements are critical and noncritical.

Elements	Description
Execution of Duties	Completed work assignments are performed in a timely manner, assuring a quality of work that meets the needs of the organization. Appropriate work methods are selected for the development of work products. Work products do not require substantive revisions. Assignments are completed in accordance with applicable RMA guidelines, including timeframes.
Mission Results	Demonstrates support for RMA strategic goals and initiatives within his or her own organizational unit and contributes to the achievement of overall RMA initiatives. Stresses accountability and continuous improvement to employees and team members, makes timely and effective decisions, and produces results through strategic thinking and decisive action. Ensures a high degree of responsiveness to management, the public, and internal and external customers. Continually reviews, monitors, and strives to improve organizational performance to achieve RMA mission results.
Communications	Oral and written communications are clear, correct, timely, and presented in an understandable manner. Supervisor and coworkers are informed of issues and problems when necessary. Information and guidance provided is timely and correct.
Supervision Important: Mandatory for all supervisors and managers	Work is assigned in a fair and effective manner. Technical guidance to subordinate staff is given in a timely manner. Performance management is implemented in accordance with procedure. Issues, concerns, or problems are handled promptly and fairly. To the extent possible, staff is properly trained and complies with occupational health and safety programs. Management decisions are supported and implemented within appropriate timeframes.
Team Leadership	Routinely leads individuals and team members toward specific goals and accomplishments. Provides encouragement, guidance, and direction as needed. Adjusts style to fit situation. Delegates appropriate authority in an effective manner. Coordinates functions of the team members. Demonstrates a sincere interest in employees' activities, abilities, etc.
Program Management	Manages program(s), resolving issues and problems within the employee's control. Monitors all aspects of program(s) for quality, effectiveness, and consistency. Program plans and guidance are responsive to objectives and requirements of RMA. Policy instructions are appropriately issued and are accurate. Evaluates effectiveness of work and adjusts plans accordingly.
Special Projects	Special projects are regularly completed on time in a competent, accurate, and thorough manner. Completed projects comply with regulations and procedures. Special projects are completed independently, or reflect research and collaboration with others as required.
Research and Analysis	Thoroughly and accurately researches issues in a timely manner, using available reference sources (e.g., USDA manuals, or applicable law or regulations. Makes reasonable recommendations or decisions based on available guidance.

Possible Elements (Continued)

Elements	Description
<p>Customer Service</p> <p>Important: Mandatory for all supervisors and managers and for all nonsupervisors</p>	<p>Routinely displays courteous and tactful behavior. Projects a positive and professional image of USDA. Provides advice that is timely, responsive, and accurate. Maintains appropriate rapport with internal and external customers. Develops and establishes working relationships with external organizations as required. Keeps supervisor and/or team leader informed of difficult and/or controversial issues and unique problems. Takes action to effectively solve problems before they have an adverse impact on the organization or other employees.</p>
<p>Supervisory Civil Rights, Equal Opportunity and Diversity and Inclusion</p> <p>Important: Mandatory for all supervisors and managers</p>	<p>Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization through both personal leadership and appropriate managerial action. Performs in a nondiscriminatory manner that demonstrates behaviors that conform to civil rights and EEO laws, regulations, and policies, including fairness, cooperation, and respect towards employees and customers.</p>
<p>Nonsupervisory Civil Rights, Equal Opportunity and Diversity and Inclusion</p> <p>Important: Mandatory for all nonsupervisors</p>	<p>Performs assignments in a manner that demonstrates fairness, cooperation, and respect toward employees and customers. Fosters an inclusive workplace where diversity and individual differences are valued. Leverages diversity to achieve the vision and mission of the organization. Supports and maintains an environment that is free of unlawful discrimination and reprisal.</p>
<p>Resource Management</p>	<p>Monitors allocated funds and maintains complete and accurate records of expenditures. Routinely utilizes resources in an efficient and effective manner. Ensures that funds, property and other resources are guarded against waste, loss, unauthorized use, and misappropriation.</p>
<p>Individual Contributions to the Team</p>	<p>Ordinarily displays dependability and reliability. Promotes open communication. Contributes creative ideas and actively participates in team meetings resulting in added value to the team's products and services. When problems arise, explores causes and assists in resolving them. Works with team members to appropriately implement decisions. Is usually open-minded to new ideas and approaches in implementing the team's goals. Willingly accepts and acts on constructive criticism.</p>