

PERFORMANCE MANAGEMENT SYSTEMS

- 1. REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) policy regarding performance management systems.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** The page in this transmittal replaces the corresponding page number in VA Directive 5013, dated April 15, 2002. It incorporates a change that revises coverage based on additional Title 5 positions being converted to Title 38 hybrid positions. The changes will be incorporated into the electronic version of VA Directive 5013 that is maintained on the [Office of Human Resources Management and Labor Relations Web site](#).
- 3. RESPONSIBLE OFFICE:** The Human Resources Management Employee Relations & Performance Management Service (051), Office of the Deputy Assistant Secretary for Human Resources and Labor Relations.
- 4. RELATED HANDBOOK:** VA Handbook 5013, Performance Management Systems.
- 5. RESCISSIONS:** Refer to the Transmittal Sheet for VA Directive 5001, General Introduction and Administration.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/Robert N. McFarland
Assistant Secretary for
Information and Technology

/s/Tim S. McClain
Acting Assistant Secretary
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(f) Continuously improve the performance appraisal, feedback, and recognition policies and processes through systematic and periodic evaluations.

b. Title 38 Proficiency Rating System

(1) **Scope.** The provisions of this paragraph apply to the proficiency evaluation of physicians, dentists, podiatrists, optometrists, chiropractors, nurses, nurse anesthetists, physician assistants and expanded-function dental auxiliaries appointed under authority of 38 U.S.C., chapter 73 or 74. The above categories of individuals are included in the term employee(s) as used in this paragraph unless otherwise specified. The term "Under Secretary for Health or designee" as used in this paragraph means the Under Secretary for Health or a designee in VACO.

(2) Exclusions

(a) The Under Secretary for Health

(b) Health care facility directors appointed under 38 U.S.C. 7401(1); Directors, Veterans Integrated Service Network (VISN) and VISN clinical managers; and health care executives appointed under 38 U.S.C. 7306 [will be evaluated using the Senior Executive Service performance appraisal system].

(c) [Hybrid Title 38 employees] appointed under 38 U.S.C. 7401(3) or 7405[(a)(1)(B)].

[(d) Title 38 employees covered by the Veterans Health Administration Executive Career Field Performance Appraisal and Recognition Program. See VA Handbook 5013, Part I, Appendix F.]

(3) General

(a) The proficiency rating system is designed to assure the effective and efficient utilization of the covered employees and to furnish bases for assistance and guidance to them in the performance of their assignments and the development of their skills and abilities.

(b) The proficiency rating system will provide for planned, continuous, and systematic review, analysis and evaluation by all supervisors of the effectiveness of employees in their assignments.

(c) The proficiency rating of supervisors will include an evaluation of their performance in furthering equal employment opportunity, including employment of disabled veterans and other disabled individuals, minority groups, and women.

3. RESPONSIBILITIES

a. Title 5 Performance Appraisal Program

(1) [Under Secretaries], Assistant Secretaries, and Other Key Officials will:

(a) Develop and manage performance appraisal programs for their respective organizations.

(b) Determine the linkage, if any, between the results of performance appraisal under any program developed and awards.