

UNITED STATES DEPARTMENT OF AGRICULTURE
PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. Name (Last, First, M.I.)	Pay Plan, Series, Grade GS-0503-07	Agency/Division	APPRAISAL PERIOD	
Position Title: Financial Technician			From 04/01	To 03/31
2. PERFORMANCE ELEMENT			<input checked="" type="checkbox"/> CRITICAL <input type="checkbox"/> NON CRITICAL	
No. 1 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or non-critical.)				

Accounts Maintenance

Alignment to Strategic Plan: This position contributes to the accomplishment of "Management Goals" in the ARS Strategic Plan as this position provides budget and fiscal advice and guidance, and account management services for the Location. The performance elements and standards in this performance plan reflect the specific results, outcomes, and/or accomplishments expected.

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Uses the CRIS Allocation Tracking System (CATS), or other appropriate approved system, to create, modify, maintain, track and report on base and/or reimbursable accounts and sub accounts (both current and prior year) for the location MUs in a timely manner. Reviews and inputs data contained in approved financial plans within 5 days of receipt of notice of allocation adjustment. Reviews and inputs commitment and obligation documents based on data entry guidelines within 5 days of receipt. Initiates modifications and corrections as appropriate supporting documentation is received.

Reconciles CATS data to official accounting reports prior to the development of status of funds reports. CATS' obligation information should reconcile to the official accounting information with a less than \$10 variance. Status of funds reports are produced and provided to the fund holders by the 25th of each month. Demonstrates initiative in actively searching for and identifying errors and potential problems, and initiates corrective action; i.e., Transfer Vouchers (B2s), prior to the end of the month.

Tracks all transactions by CRIS (or sub account) and provides information to fund holders by CRIS. When CRISs terminate or a transfer of funds is required across CRISs, makes all modifications in CATS to reflect transactions on the appropriate CRIS and works with the AO and ABFO to ensure transfers are made between CRIS as necessary. This is done within 30 days of the CRIS termination/replacement. At year-end, develops the CRIS Activities Module report which reflects all resources dedicated to each CRIS. Ensures this report is accurate and produced by the published deadline.

Revises and updates estimates each month based on most recent information. Researches transactions that have remained on the "pending" listing for an extended time (2-3 months) and works with the appropriate personnel to ensure that the transactions are appropriately captured in the official accounting system. At year-end, works with the AO and fund holders to develop a process to ensure that all obligations are identified and captures all the pending information into year-end accruals in the official accounting system prior to the close of the fiscal year.

Responds to inquiries and advises fund holders on significant changes in financial plans, conditions, etc. Analyzes trends and develops projection forecasts for recurring charges.

Supports the location management team with the development of the Annual Resource Management Plans. Develops budget forecasts and overhead cost distribution methods and spreadsheets. Compiles, consolidates and checks funding data. Reviews, analyzes and prepares budgetary data and estimates based on historical data and recurring costs. Validates budgetary guidelines for the year. Develops Indirect Research and Shared Research spreadsheets. Provides information on repair and maintenance as well as operations and maintenance costs. Provides fund holder with data to be used in the budget preparation process.

At a minimum of twice a year, reviews unliquidated obligations for all open fiscal years (current and previous 5) to ensure the open obligations are still valid. Works with appropriate personnel (purchasing agent, vendor) to take appropriate action to either liquidate or de-obligate the transaction.

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Monitors all soft fund accounts (reimbursable, Trust, CRADA, etc.) to ensure that obligations do not exceed authority. If this occurs, works with the fund holder to rectify the situation within 2 weeks. Works with the ABFO to ensure that, if funds are to be carried forward to a new fiscal year, the appropriate funding value is identified. Ultimately, the amounts of expenses, obligations and authority should all equal. When this occurs, works with the ABFO to close the account(s).

Maintains files, worksheets, and correspondence to support reconciliation in accordance with agency and location requirements. Files are maintained in a manner that allows supervisors easy access to documents.

4. CERTIFICATION OF DEVELOPMENT AND RECEIPT OF PLAN	
Signatures certify discussion with the employee and receipt of plan which reflects current position description.	
Employee's Signature	Date
Supervisor's Signature	Date
Reviewer's Signature	Date
5. PROGRESS REVIEWS (at least one must be completed)	
Employee's Initials and Date	Supervisor's Initials and Dates

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No. 2 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or non-critical.)				

Salary Maintenance

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Uses the Salary Management System (SAMS) to create, modify, maintain, track and report on location salary information for base and/or reimbursable accounts and sub accounts (both current and prior year) for the location MUs in a timely manner. Reviews and inputs data contained in approved financial plans within 5 days of receipt of notice of allocation adjustment. Reviews and inputs commitment and obligation information upon receipt of documentation (i.e., award forms, SF-52's, lump sum leave requests, etc.) as well as the FFIS payroll detail listing (PDL) reports.

Reconciles SAMS data to official accounting reports prior to the development of status of funds reports. SAMS obligation information should reconcile to the official accounting information with a less than \$10 variance. Using the most current and up-to-date information and incorporating known changes (i.e., WGI's), recalculates projected salaries through the end of the fiscal year. Inputs SAMS actual and projected data into CATS to be reflected on the status of funds reports produced and provided to the fund holders by the 25th of each month. Demonstrates initiative in actively searching for and identifying errors and potential problems, and initiates corrective action; i.e., Transfer Vouchers (B2s), prior to the end of the month.

Tracks all salaries by CRIS (or sub account) and provides information to fund holders by CRIS. When CRISs terminate or a transfer of funds is required across CRISs, makes all modifications in SAMS to reflect transactions on the appropriate CRIS and works with the AO and ABFO to ensure transfers are made between CRIS as necessary. This is done within 30 days of the CRIS termination/replacement.

Tracks salary lapse and develops periodic reports based on published deadlines, tracking all adjustments and ensuring that the Agency's salary lapse rules related to offsets are followed.

Using SAMS, projects salaries for the upcoming fiscal year, ensuring that within grade increases, promotions, pay cost, and any other known variables are incorporated. Checks the SAMS projections against manual projections to ensure they are correct. Incorporates these projections into ARMPS.

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2. PERFORMANCE ELEMENT No. 3 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or non-critical.)			<input checked="" type="checkbox"/> CRITICAL <input type="checkbox"/> NON CRITICAL	

Communications, Interpersonal Relations and Customer Service

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Interacts with staff internal and external to the location's administrative office to promote customer service in the accomplishment of financial management activities.

Establishes and maintains a cooperative, team spirit with co-workers. The employee provides quality customer service by assisting others where possible and striving to maintain good quality work relationships with co-workers, fund holders, and location staff. Actively consults with functional specialists within the Area Office and Headquarters. Meets and deals with others and communicates program purpose and activities in a manner which ensures equal access to programs and information. Consistently demonstrates fairness, cooperation, and respect toward coworkers, supervisors, and all internal and external customers. Demonstrates respect for all employees' civil rights in written and oral communication and interpersonal relations contributing to a productive and nondiscriminatory work environment. Participates on study teams within location/Area and/or ARS to research, evaluate, and recommend alternative ways to improve financial operations, such as development of training materials on difficult financial applications, salary lapse or various aspects of budgeting or financial policy; or financial systems improvement.

Provides direct support to the supervisor and fund holders in the form of written and oral advice, timely and thorough response to assigned actions, and provides adequate counsel regarding their specific functional assignments. Advice displays a good understanding of a particular problem or concern, and the employee independently researches the facts associated with the issue. Advice is generally unsolicited and illustrates the employee's ability to plan in advance of problems or advise superiors of ways and means to fend off potential situations or problems. Completed work is well thought out and reflects an effective application of the employee's technical skills. In addition to support pertaining to the specific area of expertise, the employee willingly strives to maintain fiscal operations resulting from turnover, unexpected deadlines, and other unforeseen circumstances.

The employee communicates well with their supervisor, colleagues, and location staff. The employee keeps the supervisor and management apprised of both the problems and successes in their individual areas of responsibility. Major difficulties that could preclude completing assignments or problem areas that may jeopardize the unit's goals and objectives are brought to the immediate attention of the supervisor. However the employee is expected to resolve difficulties or rectify routine problems.

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No. 4 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or non-critical.)				

Action Assignments and Special Projects

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Formal actions assigned are completed on time and deviations from scheduled due dates are discussed and pre-approved by the supervisor well before the action due date. The employee rarely, if ever, has an "eleventh hour" surprise. Guidance provided by the supervisor is general in nature, and the employee seeks additional guidance only for clarification of major points or issues. Completed actions clearly represent thorough, technically competent, and well, thought-out responses. Written work requires little modification. Participates on study teams within location/Area and/or ARS to research, evaluate, and recommend alternative ways to improve financial operations, such as development of training materials on difficult financial applications, salary lapse or various aspects of budgeting or financial policy; or financial systems improvement.

Normal assignments are not affected as a result of any additional workload associated with a special project.