

Performance Management Tracking System Instructions

Attached is the Performance Management Tracking System (PMTS). The PMTS is a mechanism for documenting the dates that each employee signed his or her performance plan, progress review, and summary rating. **Each rating official is required to maintain the PMTS for their employee(s).** Listed below is a sample report.

Performance Management Tracking System

Name of Bureau	Line or Staff Office	Name of Rating Official	Name of Approving Official
NOAA	OAR	Felicia Purifoy	Bill Fleming

Name of Employee(s)	Performance Plan Date Signed	Progress Review Date Signed	Summary Rating Date Signed	Comments
Michael Osver	10/15/2005	4/25/2006	10/23/2006	

During the performance cycle, the Department requires bureaus to certify that the appropriate actions on the PMTS have been completed for all employees. Following each reporting benchmark, the Department will review a sample of each bureau's completed PMTS reports. Listed below is the reporting schedule for each year:

NOAA Deadlines:

- Performance Plan Certification (for all employees except Wage Marines): **December 1**
- Summary Rating Certification: **December 5**
- Performance Plan Certification for Wage Marines: **December 15**
- Progress Review Certification: **May 20**

Instructions for Rating Officials in Completing/Maintaining the PMTS

Insert the following information:

Line or Corporate Office	Name of Line or Corporate Office (NMFS, OAR, etc.).
Name of Rating Official	Name of rating official responsible for the employee(s) listed below.
Name of Approving Official	Name of approving official who signs the employee(s) performance plan(s).
Name of Employee(s)	Names of all employee(s) for the rating official listed above.

**Performance Plan
(Date signed)**

Date employee acknowledged/signed his or her performance plan. If employee refuses to sign, still insert the date and note the following in the Comment column: "Refused to sign."

**Progress Review
(Date signed)**

Date employee signed his or her progress review. If employee refuses to sign, still insert the date and note the following in the Comment column: "Refused to sign."

**Summary Rating
(Date signed)**

Date employee signed his or her summary rating. If employee refuses to sign, still insert the date and note the following in the Comment column: "Refused to sign."

Comments

Note any relevant comments.