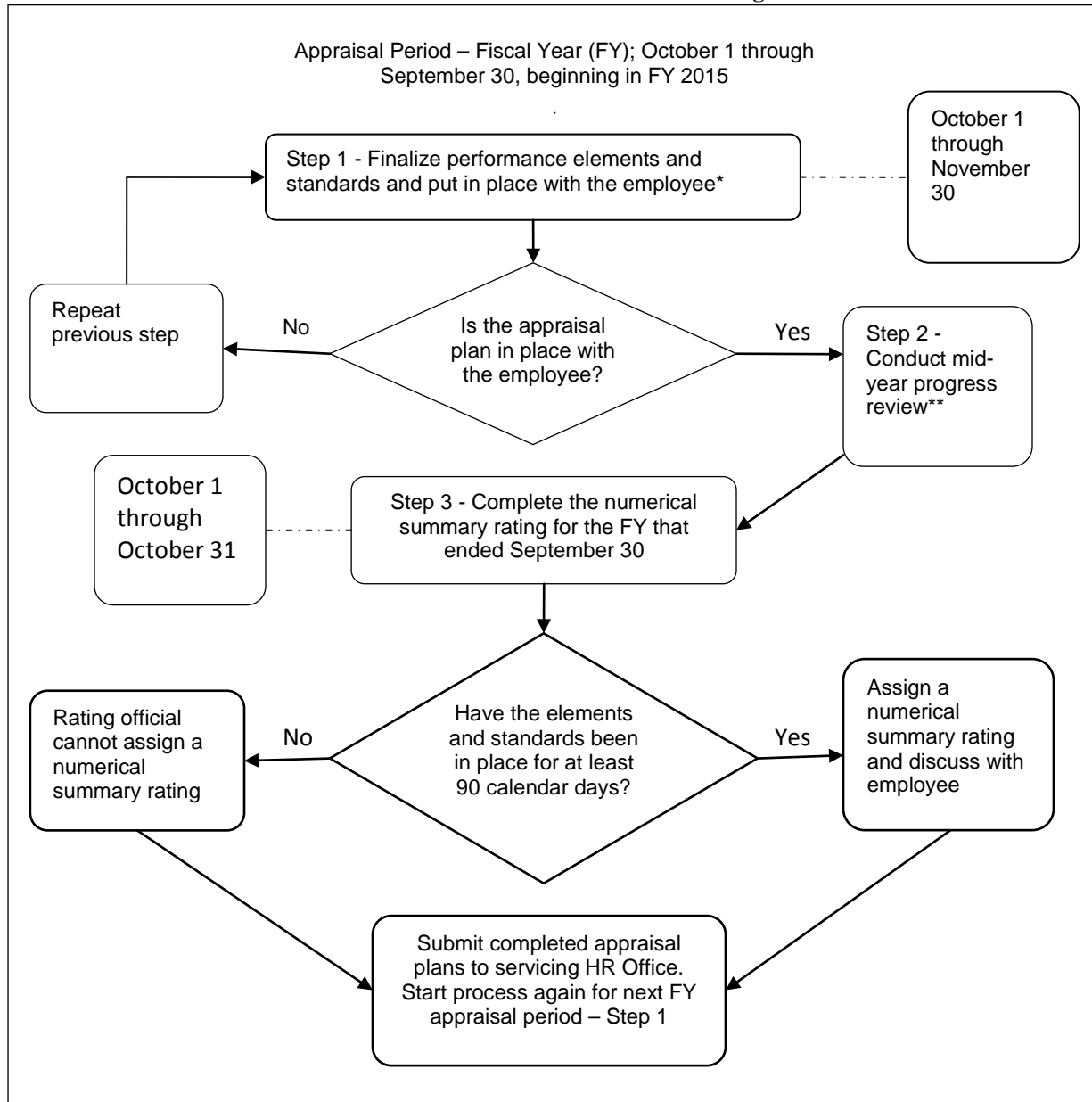


Reclamation Manual

Directives and Standards

Timeline and Process for Performance Management



*Employee Performance Appraisal Plans (EPAPs) and Supervisory Performance Appraisal Plans (SPAPs) are put in place with employees within 60 calendar days of the beginning of the appraisal period; the employee's entrance on duty; the assignment of an employee to a detail or temporary promotion scheduled to exceed 120 calendar days; the assignment of an employee to a new position; or other assignment to a new or different position. EPAP and SPAPs contain at least one, but no more than five critical elements with associated defined performance standards. At least one of the critical elements will support overall Agency strategic mission and/or Government Performance Results Act goals. Additionally, all SPAPs will include a critical element for performing supervisory/managerial duties in accordance with regulatory requirements and other Bureau/Office policies governing the following areas: diversity/equal employment opportunity obligations, internal management controls, merit systems principles, safety and occupational health obligations, effective management of ethics, conduct and discipline issues, and hiring reform.

**Employees covered by the requirements of the Federal Information Security Management Act require at least two progress reviews during the appraisal period.