Reclamation Manual

Directives and Standards

Timeline and Process for Performance Management Appraisal Period – Fiscal Year (FY); October 1 through September 30, beginning in FY 2015 October 1 through Step 1 - Finalize performance elements and November standards and put in place with the employee* 30 Repeat Is the appraisal No Yes Step 2 previous step plan in place with Conduct midthe employee? year progress review** October 1 Step 3 - Complete the numerical through summary rating for the FY that ended September 30 October 31 Assign a Have the elements numerical Rating official No and standards been summary rating Yes cannot assign a and discuss with in place for at least numerical employee 90 calendar days? summary rating Submit completed appraisal plans to servicing HR Office. Start process again for next FY appraisal period - Step 1

*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.