

## Performance Management System Fact Sheet

<b>Coverage</b>	<b>General Schedule Wage Marine Federal Wage System Employees</b>
Appraisal Cycle(s)	October 1 - September 30 June 1 - May 31 (OIG) November 1 - October 31 (Wage Marine)
Number of Rating Levels	5
Name of Rating Levels	Level 5, Level 4, Level 3, Level 2 and Level 1
Minimum Appraisal Period	120 days
Performance Plans	Established and approved within 60 days of beginning of the appraisal cycle.
Form	CD-430, Performance Management Record
Mandatory Performance Elements	Customer Service for all employees; Leadership for Supervisory employees.
Critical Elements	All elements are critical.
Number of Elements	Minimum of three, maximum of five
Weighting	All elements are weighted; no element weighted less than 15 percent.
Progress Review	One mandatory progress review at midpoint of cycle. Additional reviews optional.
Fractional Scores	<b>Ratings are only assigned as whole numbers.</b>
Generic Performance Standards	Applicable to all performance elements. Supplemental standards required.
Written Documentation for Summary Rating	Overall narrative only. Rating officials may elect to write justifications for individual element ratings. An element rated below Level 3 requires a written justification.
Eligibility for a Rating	Employees are ratable if they occupy a covered position on the last day of the appraisal cycle and have served the minimum appraisal period.
Pre-Appraisal/Final Appraisal Meeting	Rating officials required to conduct pre-appraisal meeting if requested by employee. Rating officials must conduct final appraisal meeting
Performance Award	Linked to summary rating.
Service Credit for Reduction in Force (RIF)	Level 5 - 20 years Level 4 - 16 years Level 3 - 12 years Level 2 - 0 years Level 1 - 0 years
Reconsideration of Rating	Employee may request informal or formal reconsideration of his or her rating.