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October 1, 2012

KANSAS BULLETIN NO. KS360-13-1

SUBJECT: PER—Processing Fiscal Year 2012 Performance Appraisals and Awards AND Fiscal Year 2013 Performance Planning

Action required by: October 30, 2012

Purpose. To provide action due dates/guidance on the subject tasks

Expiration Date. September 30, 2014

In accordance with National Bulletins [NB 360-13-1](#) and NB 360-12-33, performance appraisals and awards for fiscal year (FY) 2012 and performance plans (plans) for FY 2013 must be completed in EmpowHR by **October 30, 2012**. For these tasks to be considered “complete” supervisors, employees, and reviewers must take appropriate action in EmpowHR to create, review, and concur by the deadline.

An employee must have worked under their current plan at least 90 days in order to be appraised against the standards/measures of the plan. If the employee has not worked under the current PWP for at least 90 days, the appraisal should be extended to meet this criterion. Supervisors who have an employee under a plan that is less than 90 days old may contact Shawna Carter in Human Resources for guidance on extending the appraisal period and closeout of the FY 2012 Performance Plan.

Performance or “rating/appraisal-based” awards are cash payments for recognition of accomplishments as documented in the performance appraisal. Spot awards are not to be given in conjunction with or as a substitute for a “rating/appraisal-based” award. All award recommendations must be entered and approved in EmpowHR by **October 30, 2012** (unless there is an extension of the appraisal period as outlined above).

Performance work planning is a critical element in the review process. Plans should communicate performance objectives, standards, and measures to be used in evaluating an employee’s performance during the current FY. Additional guidance on creating a plan can be found in [NB 360-12-33](#). This guidance focuses on plan structure, requirements, and how to write standards that are realistic and measureable.

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Templates for many field positions have been updated to reflect changes in the “Mission Results” element and alignment of other elements within a plan for FY 2013. A document outlining these updates and the mandatory language that must be included in all plans has also been provided. These can be found on the [Kansas SharePoint](#) site under the folder “2013 PWP.” All plans must be created, reviewed, and concurred in EmpowHR by **October 30, 2012**.

Contact: Shawna K. Carter, 785-823-4513 or shawna.carter@ks.usda.gov or Kathryn D. Knox, 785-823-4502 or kathryn.knox@ks.usda.gov

(Signed)

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State Conservationist