



Natural Resources Conservation Service
1203 College Park Drive, Suite 101
Dover, Delaware 19904-8713

Phone: 302-678-4160
FAX: 302-678-0843
www.de.nrcs.usda.gov

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DELAWARE BULLETIN NO. DE-360-4-9

SUBJECT: PER – Employee Performance

Purpose: To provide information about completion of FY2004 Summary Ratings, Awards, and FY2005 Performance Plans.

Expiration Date: November 15, 2004

September 30, 2004 will mark the end of the FY2004 performance period. All supervisors and employees should have the ICAMS End Users Manual which provides details on completion of summary ratings, award nominations, and the creation of new performance plans.

Action items are as follows:

1. FY2004 Summary Rating Completion

- ✓ Supervisors are to schedule a face-to-face meeting with each of their employees.
- ✓ Supervisors should then go into ICAMS, “add” a summary rating for FY2004 (with a start date of 10/01/2003), complete the overall rating block and provide any comments. The final step is to click on the “Save” button at the bottom left of the screen. An email will be automatically sent to the employee notifying them of your action.
- ✓ Employees should go into ICAMS to review the rating and comments entered by their supervisor. Employees can enter their own comments. Employees MUST click on the box stating that they reviewed the summary rating—this will complete the signature process on the rating. The final step is to click on the “Save” button at the bottom of the screen. This will send the rating back to the supervisor.

FY2004 Summary Ratings should be completed by October 22, 2004.

2. Award Recommendations

- ✓ If you are a supervisor, the ICAMS request will roll to your supervisor’s worklist for approval and to Human Resources for processing.

- ✓ If you are NOT a supervisor, the request will roll to YOUR supervisor--NOT the supervisor of the person you are recommending. Once YOUR supervisor approves the request, it will roll to Human Resources' worklist for approval.
- ✓ Please send Human Resources an email if you make an award recommendation. I realize this is an extra step; however, this helps to avoid "missing" recommendations.

Award recommendations should be completed in ICAMS by October 29, 2004.

3. Performance Plans for FY05

- ✓ In ICAMS, supervisors should "add" a performance plan for each of their employees using a start date of 10/01/2004. Be sure to utilize the "Copy Plan from Previous Year" button found on the "Complete Performance Plan" screen. The final step is to click on the "Save" button at the bottom left of the screen. An email will be automatically sent to the employee notifying them of your action.
- ✓ Employees should go to their worklist in ICAMS to review the new performance plan. If acceptable, employees MUST click on the "Save" button at the bottom of the screen. This will send the performance plan back to the supervisor.

Performance Plans for FY05 should be completed in ICAMS by October 29, 2004.

If you have any questions, contact Karen Stubbs at (302) 678-4173.

/s/

GINGER L. MURPHY
State Conservationist

DIST: AE
