

Developing TAPES Base System Performance Plan_(S)

Employees will have written performance plans that are based on organizational mission and goals and that reflect the types of duties and responsibilities in their position descriptions

Components of the Base System Performance Plan

1. DA **RESPONSIBILITIES** (Major Job Components) with **generic performance standards** used to measure them
2. Position description
3. Specific performance expectation(s) to supplement DA RESPONSIBILITIES and generic standards

What is a DA **RESPONSIBILITY**?

- A major job component
- A critical element
 - “...a work assignment or work responsibility of such importance that unacceptable performance on the element would result in a determination that an employee’s overall performance is unacceptable.”
 - 5 CFR 430
- What is rated

Base System DA RESPONSIBILITIES

- **All Positions**

1. Technical Competence
2. Adaptability/Initiative
3. Working Relationships/Communications
4. Responsibility/Dependability

- **Additional 2 for Employees with Supervisory Duties**

5. Supervision/Leadership Action
6. Equal Employment Opportunity/Affirmative Action

Generic Performance Standards

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (*Meets*) level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

(EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

Non-Supervisory

Senior System Performance Standards

TECHNICAL COMPETENCE. Exhibits technical knowledge, skills, and abilities to get desired results within established time frames and with the appropriate level of supervision. Sets and meets realistic milestones. Establishes priorities that reflect mission and organizational needs. Plans so that adequate resources are available. Makes prompt and sound decisions.

INNOVATION/INITIATIVE. Develops and implements or suggests better ways of doing business--methods, equipment, processes, resources. Seeks/accepts developmental opportunities. Serves on professional/technical committees, writes technical papers, joins professional societies to enhance personal knowledge and advance state-of-the-art of profession.

RESPONSIBILITY/ACCOUNTABILITY. Uses resources prudently and for intended purposes. Complies with DA emphasis programs, e.g., EEO/AA, safety/security, internal control, inventory management, quality assurance, personnel management, contract awards to small business concerns. Supports and encourages Total Army Quality (TAQ) approaches, e.g., team effort, continuous process/product improvement and customer satisfaction. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures. Establishes personal performance objectives that are challenging and reflect mission needs.

WORKING RELATIONSHIPS. Is an effective team player. Works well with group and others to get the job done. Exhibits a customer care attitude; e.g., shows respect to others; is courteous and seeks acceptable compromise in areas of difference.

Base System Responsibilities & Performance Standards

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

Supervisory

Senior System Performance Standards

ORGANIZATIONAL MANAGEMENT AND LEADERSHIP.

Provides vision and communicates mission and organizational goals to all subordinates. Sets standard/leads by example. Implements/complies with appropriate DA emphasis programs. Secures/allocates/manages resources for effectiveness and efficiency. Takes timely and appropriate personnel actions. Develops subordinates through mentoring, counseling, providing challenging training and work assignments and timely performance evaluations. Recruits and retains high quality people by creating a positive environment that offers challenge and growth.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

(EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

Base System Responsibilities & Performance Standards

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

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Components of the Base System Performance Plan

- 1. DA RESPONSIBILITIES** (Major Job Components) with generic performance standards used to measure them
- 2. Position description**
- 3. Specific performance expectation(s)** to supplement DA RESPONSIBILITIES and generic standards

Why Supplement RESPONSIBILITIES?

The pre-printed DA RESPONSIBILITIES
and
generic performance standards
and
position description

may not specifically identify what is
required for SUCCESS.

Why Supplement? - Example:

DA RESPONSIBILITY: Technical Competence

Generic Performance Standard: Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets Deadlines. Works with right amount of supervision. Gets desired results

Does not identify for Ratee:

- What specifically they need to do during rating period
- When and how it should be done
- What training is needed, if any
- Link to mission goals or reflect the type of job duties or work responsibilities in the position description

Developing specific performance expectations: Overview

- 1. Identify major job categories, significant work responsibilities or work assignments**
2. Tie to DA RESPONSIBILITY(ies)
3. Develop specific performance measurements
4. Discuss alignment of major job categories, significant responsibilities or assignments to Strategic Plans or Mission Goals

Step 1:

Identify Major Duty Categories, Significant Work Responsibilities or Work Assignments

- Look at Ratee's duties, work assignments & work responsibilities
 - Get input from the Ratee on work performed
- Review position description
 - Is the position description current and accurate?
 - If not:
 - Are the duties described in the position description no longer required to be performed? or
 - Is the Ratee performing duties outside of the position description?
 - Be sure the position description accurately reflects the major duties and responsibilities assigned
 - If not - position description should be updated

Step 1:

Identify Major Duty Categories, Significant Work Responsibilities or Work Assignments

- Are the individual tasks important to the Ratee's overall job?
- Is the task part of another function of duty?
- Can the task(s) be combined and categorized by most important duties?
- Are the identified major duty categories, work responsibilities or work assignments so important that failure in the RESPONSIBILITY tied to them would result in a determination that the Ratee's overall performance is Unsuccessful?

Position Description

PD#: HB05324
Sequence#: VARIES

Replaces PD#:

ADMINISTRATIVE SUPPORT ASSISTANT

GS-0303-06

Servicing CPAC: COE, FORT WORTH, TX

Agency: VARIES
Army Command: VARIES
Command Code: VARIES

Region: SOUTHWEST

Citation 1: OPM GLG / CLERICAL & ASST WORK, JUN 89

PD Library PD: NO

COREDOC PD: NO

Classified By: MARY THOMAS

Classified Date: 08/29/1996

FLSA: NON-EXEMPT

Career Program:

Functional Code:

Competitive Area: VARIES

Competitive Level: VARIES

Career Pos 1: [HB126105](#) GS-0303-05

Emergency Essential:

[]

Information Assurance:

Drug Test Required: VARIES

Financial Disclosure Required: NO

Requires Access to Firearms: VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 06

Bus Code: VARIES

Influenza Vaccination: NO

DCIPS PD: NO

Acquisition Position: NO

Interdisciplinary: NO

Security Access: VARIES

Career Ladder PD: YES

Personnel Reliability Position: VARIES

MAJOR DUTIES

The purpose of this position is to provide a wide range of administrative and management assistance required to operate a designated functional area in the Robert S. Kerr Project Office (i.e., Power Plant; Physical Support Branch; and the locks and dams. The Robert S. Kerr Project is of such size and complexity that one full time clerk is devoted to each of the above functional areas. The Project Office has approximately 106 employees; two power plants; Physical Support Branch employees who are duty stationed at Robert S. Kerr, but are not actually employed on the Kerr Project rolls; five Locks & Dams, which are located at various sites on 150 miles of the Arkansas River. The incumbent is recognized as an authority on processing transactions and completing assignments within a complicated framework of established procedures, often when there are no clear line to follow.

1. Prepares and analyzes the fiscal year operating budget for the area assigned to costs both direct and indirect. Gathers historical data; projects needs based on known factors; and consolidates requirements into the operating budget, for the functional area. Analyzes financial operating programs and makes a variety of special studies on such items as financial management, cost histories, and obligation and expenditure trends.

Analyzes each cost item (labor / training/ travel/ equipment/ pay estimates for contractors / supplies/ GSA / BPA/ SF44?/ Imprest Fund/ visa / Purchase orders/ etc. to determine proper sequence required for that action. The incumbent must understand the F&A cost coding system, the functions / flow of funds/ the sequences required to make the CEFMS system perform and the skill to interpret the information line on the computer to determine if action is applicable and accepted. Identifies projects that costs are related to and works closely with the Administrative Officer and RMO regarding cost codes to request and or make sure money is available to cover charges for a11 items related to expenses of the organization, if funds are not sufficient to cover charges, then the action is not accepted in the System, the incumbent advises the Administrative Officer of the requirements and proposes a course of action.

25%

2. Incumbent performs timekeeping and related duties, using an automated reporting system DFAS, which is linked to the CEFMS system (if funds are not sufficient to cover labor charges, then the labor is not accepted in the System, and the incumbent works with the Administrative Officer to get funds set up to cover charges or backs out labor charges); insures labor charges are appropriately assessed to projects currently being worked on. Consolidates a variety of analyses of administrative or management data and provides required reports and recommendations.

25%

3. Performs the following clerical duties: receives visitors and phone ca11s, personally provides information requested or directs to staff members those contacts that require attention or action; maintains project / contract files as necessary; maintains files in accordance with MARKS system (BM, purging an retiring files as prescribed by regulation; maintains regulations, policies and procedures; obtains and handles mail in a timely manner, sorts and distributes mail for necessary action and maintains follow up suspense files and notifies supervisor of pending deadlines; maintains property book records and conducts a physical inventory as required. Maintains vehicle maintenance files, CTA, durables and pilferable property lists.

25%

4. Provides expertise for procurement of goods, supplies, and services. Prepares purchase documents for a wide variety of retail, commercial, and technical items by varied open market purchase methods, such as by ordering against blanket purchase agreements. GSA orders, VISA credit card, Imprest Funds, SF 44? s, etc., using the CEFMS System or monitory other persons preparing these documents. Is accountable for procurement actions regardless of who or where documents are prepared. Makes recommendations to the ordering officer as to the correct and most efficient method and / or instrument to accomplish procurement action.

Reviews specifications and contract scopes of work to ensure clarity and biddability. Clarifies unclear wording prior to processing for action. Processes contractor pay requests and Partial payment requests. Ascertains completion of work or delivery of goods prior to processing payments. Secures proper

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Reviews specifications and contract scopes of work to ensure clarity and biddability. Clarifies unclear wording prior to processing for action. Processes contractor pay requests and Partial payment requests. Ascertains completion of work or delivery of goods prior to processing payments. Secures proper receiving signatures on receiving documents. Maintains a complete auditable trail for all transactions which expend Government funds.

Tracks procurement and other funds obligations transactions through the Lake Office operating System and District accounting process to ensure integrity of fiscal records. Coordinates with Project Office Administrative officer or District Staff on necessary changes and adjustment. Acts as a fee collector and receiver for Robert S. Kerr Project.

Prepares travel orders and travel vouchers for all supported employees, prepares advances when necessary, delivers airplane ticket to appropriate employee(s), makes arrangements for government usage, and initiates all airplane, hotel, and rental car reservations; prepares correspondence for employees requesting advanced annual and sick leave; benefits changes, retirement applications, thrift savings plan changes, insurance changes or applications, necessary accident and incident reports for employees affected under the functional unit. Reconciles discrepancies in leave and overtime payment, and coordinates with Finance and Accounting or the Human Resources office when necessary. Prepares all training 1556?s and Individual Development Plans, coordinating training with the Project Training Coordinator for personnel in their functional area. Prepares for signature and review a wide variety of personnel forms. Prepares correspondence, from digital drafts documents and brief notes. Responsible for proper spelling, grammar, format, and arrangement of material. Incumbent utilizes a personal computer with various software packages to prepare reports, graphs, charts, interoffice mail, and etc., to complete tasks.

25%

Performs other duties as assigned. Responsible for observing all safety rules, regulations and directives applicable to the work assignment.

Position Evaluation:

Major Duty Categories Identified

Example 1:

Administrative Support Assistant

1. Budget Work
2. Timekeeping
3. Miscellaneous Clerical
4. Contract Review
5. Travel

2. Incumbent performs timekeeping and related duties, using an automated reporting system DFAS, which is linked to the CEFMS system (if funds are not sufficient to cover labor charges, then the labor is not accepted in the System, and the incumbent works with the Administrative Officer to get funds set up to cover charges or backs out labor charges); insures labor charges are appropriately assessed to projects currently being worked on. Consolidates a variety of analyses of administrative or management data and provides required reports and recommendations.

25%

Work Assignment

3. Performs the following clerical duties: receives visitors and phone calls, personally provides information requested or directs to staff members those contacts that require attention or action; maintains project / contract files as necessary; maintains files in accordance with MARKS system (BM, purging and retiring files as prescribed by regulation; maintains regulations, policies and procedures; obtains and handles mail in a timely manner, sorts and distributes mail for necessary action and maintains follow up suspense files and notifies supervisor of pending deadlines; maintains property book records and conducts a physical inventory as required. Maintains vehicle maintenance files, CTA, durables and pilferable property lists.

25%

Work Responsibility – Purchasing Work

4. Provides expertise for procurement of goods, supplies, and services. Prepares purchase documents for a wide variety of retail, commercial, and technical items by varied open market purchase methods, such as by ordering against blanket purchase agreements, GSA orders, VISA credit card, Imprest Funds, SF 44's, etc., using the CEFMS System or monitor other persons preparing these documents. Is accountable for procurement actions regardless of who or where documents are prepared. Makes recommendations to the ordering officer as to the correct and most efficient method and / or instrument to accomplish procurement action.

Reviews specifications and contract scopes of work to ensure clarity and biddability. Clarifies unclear wording prior to processing for action. Processes contractor pay requests and Partial payment requests. Ascertains completion of work or delivery of goods prior to processing payments. Secures proper receiving signatures on receiving documents. Maintains a complete auditable trail for all transactions which expend Government funds.

Tracks procurement and other funds obligations transactions through the Lake Office operating System and District accounting process to ensure integrity of fiscal records. Coordinates with Project Office Administrative officer or District Staff on necessary changes and adjustment. Acts as a fee collector and receiver for Robert S. Kerr Project.

Work Responsibility – Office Training Coordination

Prepares travel orders and travel vouchers for all supported employees, prepares advances when necessary, delivers airplane ticket to appropriate employee(s), makes arrangements for government usage, and initiates all airplane, hotel, and rental car reservations; prepares correspondence for employees requesting advanced annual and sick leave; benefits changes, retirement applications, thrift savings plan changes, insurance changes or applications, necessary accident and incident reports for employees affected under the functional unit. Reconciles discrepancies in leave and overtime payment, and coordinates with Finance and Accounting or the Human Resources office when necessary. Prepares all training 1556's and Individual Development Plans, coordinating training with the Project Training Coordinator for personnel in their functional area. Prepares for signature and review a wide variety of personnel forms. Prepares correspondence, from digital drafts documents and brief notes. Responsible for proper spelling, grammar, format, and arrangement of material. Incumbent utilizes a personal computer with various software packages to prepare reports, graphs, charts, interoffice mail, and etc., to complete tasks.

25%

Performs other duties as assigned. Responsible for observing all safety rules, regulations and directives applicable to the work assignment.

Position Evaluation:

Significant Work Responsibilities and Work Assignments Identified

Example 2: Significant Work Responsibility or Work Assignment

Administrative Support Assistant

1. Budget Work
2. Timekeeping
3. Miscellaneous Clerical
 - **Work Assignment:** Organize office files, including those related to river water flow levels and the Endangered Species Act
 - **Work Responsibility:** Purchasing Work
 - **Work Responsibility:** Office Training Coordination
 - **Work Assignment:** Schedule employees and track training attendance and travel costs for FY PROSPECT courses
4. Contract Review
5. Travel

Developing specific performance expectations: Overview

1. Identify major job categories, significant work responsibilities or work assignments
- 2. Tie to DA RESPONSIBILITY(ies)**
3. Develop specific performance measurements
4. Discuss alignment of major job categories, significant responsibilities or assignments to Strategic Plans or Mission Goals

Review the pre-printed DA RESPONSIBILITIES on the reverse side of DA 7223-1

Step 2

Determine the DA RESPONSIBILITY(IES) most applicable to each of the major duty categories or significant work responsibilities or work assignments selected for the rating period

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS	
<p>To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (Meets) level; e.g., the Ratee usually:</p> <p>TECHNICAL COMPETENCE: Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.</p> <p>ADAPTABILITY/INITIATIVE: Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.</p> <p>WORKING RELATIONSHIPS/COMMUNICATIONS: As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.</p> <p>RESPONSIBILITY/DEPENDABILITY: Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.</p>	<p>FOR POSITIONS WITH SUPERVISORY DUTIES:</p> <p>SUPERVISION/LEADERSHIP: Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.</p> <p>EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA): Applies EEO principles to all aspects of personnel management (e.g. hiring, training, work assignments/schedules, disciplining, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.</p>

- ### Administrative Support Assistant
1. Budget Work
 2. Timekeeping
 3. Miscellaneous Clerical
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 - **Work Responsibility:** Purchasing Work
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 - **Work Assignment:** Schedule employees and track training attendance and travel costs for FY PROSPECT courses
 4. Contract Review
 5. Travel

Step 2:

Tie Major Duty Categories, Significant Responsibilities or Work Assignments to DA RESPONSIBILITY(IES)

Administrative Support Assistant

1. Budget Work (**Technical Competence**)
2. Timekeeping (**Responsibility/Dependability**)
3. Miscellaneous Clerical (**Responsibility/Dependability**)
 - Work Assignment: Organize office files, including those related to river water flow levels and the Endangered Species Act (**Adaptability/Initiative**)
 - Work Responsibility: Purchasing Work (**Technical Competence**)
 - Work Responsibility: Office Training Coordination (**Working Relationships/Communication**) (**Technical Competence**) (**Responsibility/Dependability**)
 - Work Assignment: Schedule employees and track training attendance and travel costs for FY PROSPECT courses
4. Contract Review (**Technical Competence**)
5. Travel (**Technical Competence**) (**Working Relationships/Communication**)

Developing specific performance expectations: Overview

1. Identify major job categories, significant work responsibilities or work assignments
2. Tie to DA RESPONSIBILITY(ies)
3. **Develop specific performance measurements**
4. Discuss alignment of major job categories, significant responsibilities or assignments to Strategic Plans or Mission Goals

Step 3:

Develop specific performance measurements (to supplement DA generic performance standards measures)

- Supplement when specific performance measurements are needed
- Decide which general measures are important
 - Qualitative (accuracy, appearance, effectiveness of product)
 - Quantitative (how much, error rate)
 - Timelines (how quickly, when, or by what date the work product is required)
 - Cost Effectiveness (dollar savings to the Government or working within a budget)
 - Manner of Performance (Method or way of performing a major job component, work responsibility or assignment)
- Remember, some measures must be tracked, such as percentages, error rates, or dollar savings.

Specific performance measurements
(measures may be in addition to the generic DA performance standards *or* as stand-alone measures)

Example 1: **Specific Performance Measurements**

Office Training Coordination Work Assignment:

Schedule employees requiring PROSPECT Civil Work Courses **NLT 60 days from start of registration**. Track training attendance **so that travel orders are prepared within five days of course attendance**.

GENERIC STANDARD -(Technical Competence): Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

Specific performance measurements
(measures may be in addition to the generic DA performance standards *or* stand-alone measures)

Example 2: **Specific Performance Measurements**

Miscellaneous Clerical Work Assignment:

Organize office files, including those related to river water flow levels and the Endangered Species Act so that **information is complete and readily accessible** to the Environmental Inspection Team **on 5 July. No more than 3 instances in which files are not properly maintained when requested by Specialist.**

GENERIC STANDARD - (Adaptability/Dependability): Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental assignments.

Developing specific performance expectations: Overview

1. Identify major job categories, significant work responsibilities or work assignments
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Review Organizational Strategic Plans and Mission Goals

- Are there significant work assignments or work responsibilities that the employee must accomplish to meet the organization's mission goals?
- Some job categories may only indirectly support a Strategic Plan goal
- If the job category does not directly support a Strategic Plan goal(s), think about relating it to the Office organization mission

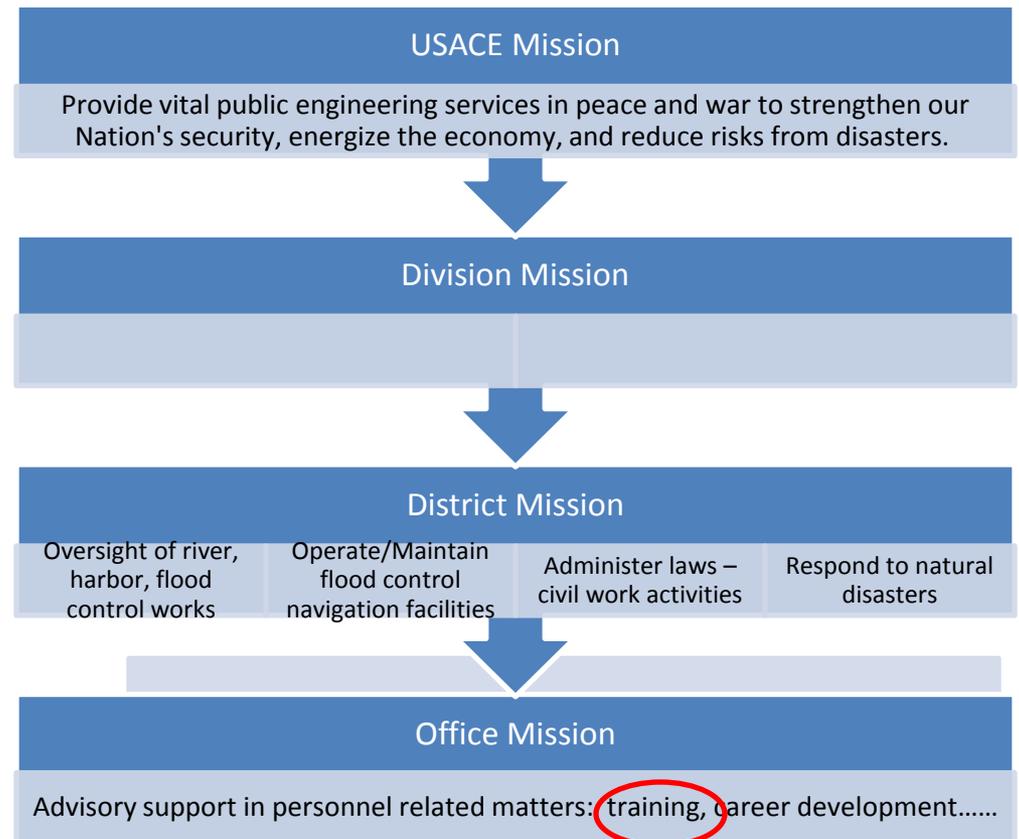
Miscellaneous Clerical

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 - **Work Assignment:** Schedule employees and track training attendance and travel costs for FY PROSPECT courses

Example of Strategic Plan and Organization Mission

Work Responsibility: Office Training Coordination

Work Assignment: Schedule employees and track training attendance and travel costs for FY PROSPECT courses



Discuss Alignment of Major Duties /Responsibilities /Work Assignments to Strategic Plan or Organization Mission

Why is it important to align performance requirements to organizational mission and goals and discuss it with Ratee?

Conversation with Employee
Discuss Performance Plan and Expectations and
Relate to Mission Goals

Your initial conversation to go over your expectations for the rating cycle is critically important to employees' understanding of:

- The Performance Plan and what you expect of them
- What & How they will be evaluated
- How their work relates to mission goals

Questions?