EPCS

Employee Performance Communication System

National Aeronautics and Space Administration

Performance Management and SPACE

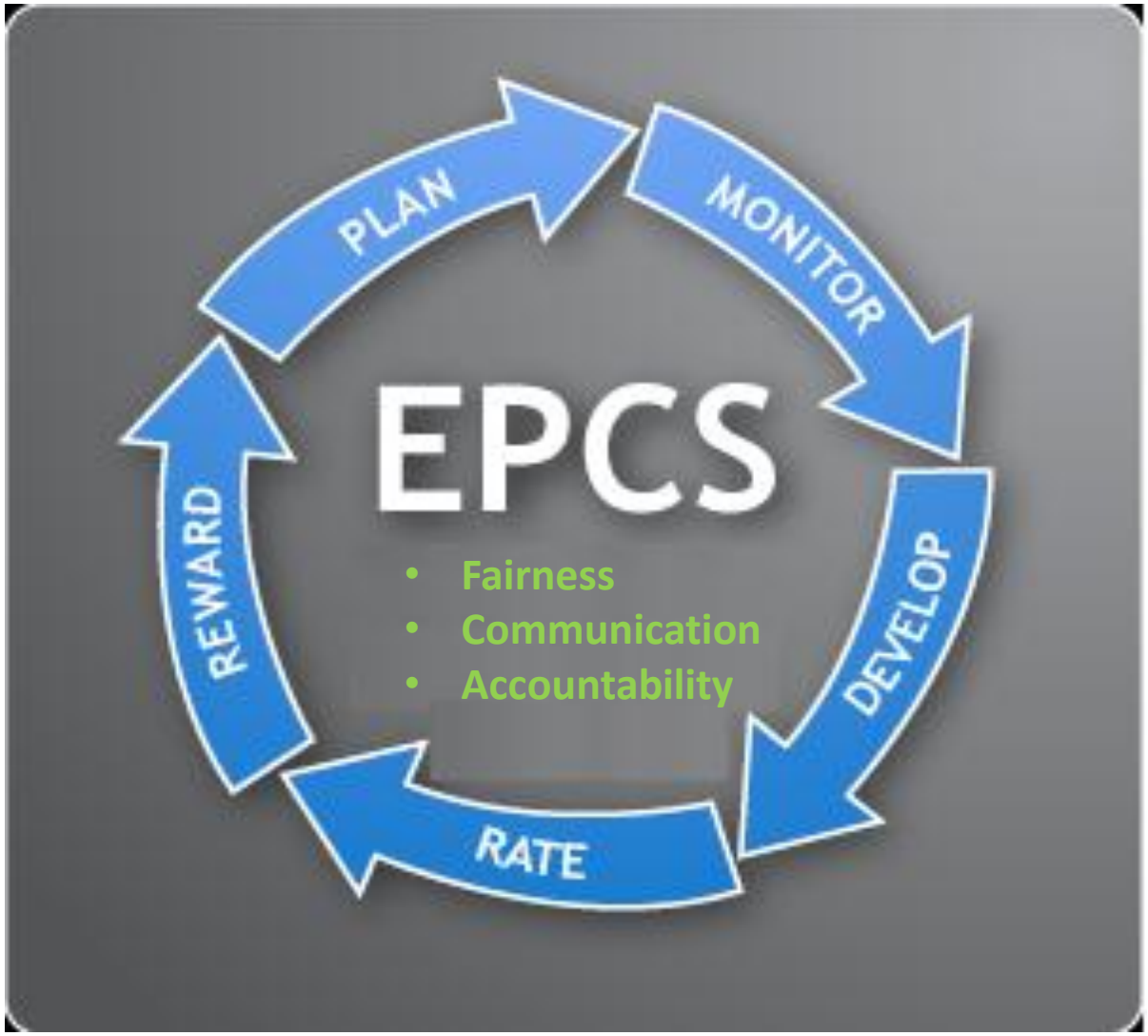
Supervisor and Administrative Officer Training

May 2013

Training Objectives

- Introductions
- Learn about changes to NASA's Employee Performance Communication System (EPCS) – 2013 and 2014
- Learn some Best Practices for EPCS
- Learn how to use the Standard Performance Appraisal Communication Environment (SPACE)

Performance Management Lifecycle



Part 1

CHANGES TO EPCS FOR 2013 AND 2014

Changes to EPCS

- NASA has been conducting an in-depth review of EPCS with Center and Labor (Agency National Unions) participation
- Initial round of changes implemented spring 2012 included:
  - Performance plans to include element standards (for Level 3) and indicators (for Level 5)
  - Second-level review of all ratings
- Second round of changes being implemented for end of 2012-13 cycle and beginning of 2013-14 cycle
  - SPACE Labor/Management MOA signed April 18, 2013
- Benefits
  - Improved supervisor/employee communications
  - Establishment of more meaningful performance expectations
  - Increased fairness and accountability in the performance appraisal process

Summary of Changes

SPACE Labor/Management MOA signed 4/18/13

	Start 2012-13	End 2012-13	2013-14 SPACE
Mandatory Elements	Supervisory element	No change	Additional element addressing performance management
Establishing Elements	Supervisor writes	No change	Element library or supervisor can write elements
Individual Element Ratings	Elements rated on 5 levels	No change	Elements rated on 3 levels - L5: Substantively Exceeds Expect. - L3: Meets Expectations - L1: Fails to meet Expectations
Final Ratings	Lowest element rating drives the summary rating	Calculate average of 3, 4, and 5 element ratings: - 5.0 = Distinguished - 4.0-4.999 = Accomplished - 3.0-3.999 = Fully Successful - 2 on element = Needs Impr. - 1 on element = Unacceptable	Calculate average of 3 and 5 element ratings: - 5.0 = Distinguished - 4.0-4.999 = Accomplished - 3.0-3.999 = Fully Successful - 1 on element = Unacceptable Level 2 **eliminated** from final ratings
Example	Element ratings = 5, 4, 3 Final rating = 3	Element ratings = 5, 4, 3 Final rating = 4	Element ratings = 5, 5, 3 Final rating = 4

Part 2

BEST PRACTICES FOR EPCS

Performance Plan

- Accurate, fair, and meaningful ratings begin with performance plans
- Make sure that performance plans:
  - Document employee's assigned responsibilities and how performance will be measured
  - Reflect consistent expectations for employees who perform similar work
  - Are appropriately challenging for the grade level
  - Are developed by the supervisor and employee together
  - Are provided to and discussed with employees
- Deputy Administrator's memo of March 27, 2013
  - Expresses concerns about persistently higher ratings for supervisors and higher-graded employees
  - States expectations for supervisors in addressing the causes

Choosing Critical Elements

- All NASA elements are "Critical"
- Should reflect the most important work for which the employee is responsible during the appraisal cycle
- Critical: work is of such importance that failure to meet standards = Unacceptable rating
- At least one element must show alignment to organizational Center/Agency goals/objectives
- Current Supervisory Competencies element (leadership, diversity, teamwork, etc.) <u>and</u> new Employee Performance Management element are mandatory elements for supervisors

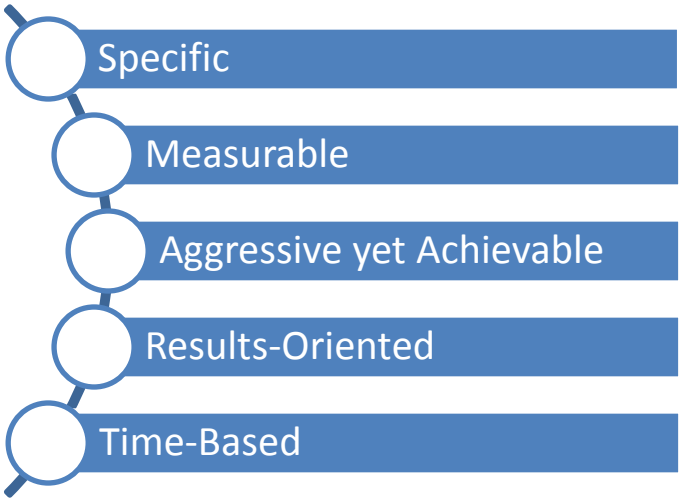
What are Performance Standards and Indicators?

- A Performance Standard:
  - Describes the way an employee must perform to meet expectations for the element; measureable and focused on results
  - Required at Level 3, Meets Expectations

- A Performance Indicator:
  - Reflects examples of the types of performance that substantively exceed standards
  - Required at Level 5, Substantively Exceeds Expectations

How to Write Performance Standards and Indicators

SMART Performance Standards: Communicate what an employee must do or achieve to meet the performance element.



Indicators:

- Examples of performance
- Not an all-inclusive list, checklist, etc.
- Substantively Exceeds means *consistently* exceeds the performance standards *to a substantial degree*
- Must distinguish achievable performance at Level 5 from that which meets the Level 3 standard

Performance Plan Discussion

Government regulations and NASA's EPCS policy require that employees have the opportunity to provide input into their performance plans

- Employee involvement facilitates a common understanding of expectations between employee and supervisor
- Schedule performance discussion after employee reviews draft plan; adjust performance plan, as appropriate, based on discussion
- Rating Officials make final decision on plan content

Monitor Performance and Communicate

- Monitoring performance is the responsibility of both supervisor and employee
- On-going communication
  - Make performance communication part of your routine
  - Provide specific feedback – positive and negative- regarding employee progress towards meeting expectations
  - Use the performance plan as the basis for communications
  - Ask for feedback on *your* performance
- Track employee progress
- Conduct progress reviews, including midpoint
- Re-evaluate expectations if employee's responsibilities change
- Address performance problems

Tracking Progress

Employees should:

- Track their progress throughout the appraisal cycle
- Take responsibility for checking in with supervisors to ensure they are on track

Supervisors should:

- Monitor employee progress:
- Consider performance in relation to established expectations
- Document your observations and provide feedback
- Maintain copies of relevant work products
- Record/retain input from employee, customers, detail supervisors, and project leads

Encourage Self-Assessments

- Employees must be *encouraged* to provide self-assessments at midpoint and end of cycle
  - Cited in the new performance management-related mandatory element for supervisors

- Self-assessment encompasses more than accomplishments
  - Did they accomplish what they were required to? More? Less?
  - What should they have accomplished, but did not?
  - Assess their own performance against the standards in their plan and address how they believe that they have met, exceeded, or not met them

Progress Review and Midterm Review

- Formal communication between supervisor and employee
- A progress review can be initiated at anytime throughout the performance cycle by either supervisor or employee
- Additional documentation is required if performance does not meet standards
- Written feedback is encouraged but not required for a progress review or midterm review
- Signatures by Rating Official and employee certify that a progress review and/or midterm review was conducted (SPACE)

Updating a Performance Plan

- Update performance plans when:
  - Employee receives significant new work assignments (including matrixed assignments)
  - Performance standards/indicators are not accurate
  - Employee begins a work detail expected to last 90 days or more
- SPACE will prevent changes to plans near the end of the appraisal period
- Changes to plans require completion of employee review and signature processes
- The previous plan will be “versioned” under the Historical Plans tab

Part 3

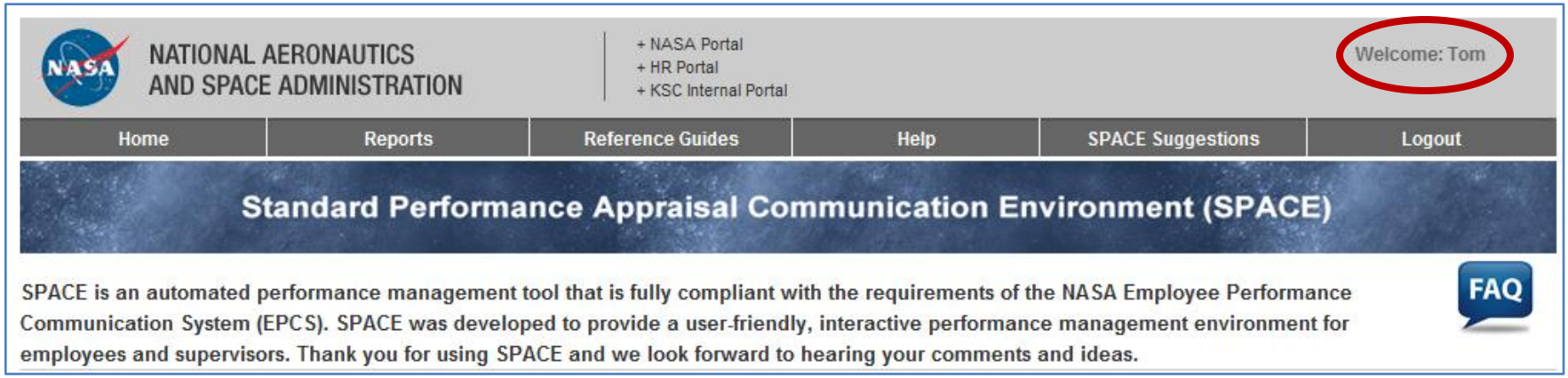
SPACE: EPCS AUTOMATION TOOL

SPACE Access

- Access via **HR Portal**: https://hr.nasa.gov
- Log in using NDC credentials
- Inside NASA firewall or VPN for remote access
- Time out after 20 minutes of no activity
- Logs out at midnight to update

SPACE

- SPACE automates EPCS



- Developed by Kennedy Space Center
- 5 Centers have used SPACE for 1 year
- Benefits of Using SPACE:
  - **Streamlines** administrative aspects of performance management
  - **Facilitates** development of strong performance plans
  - **Promotes** accountability

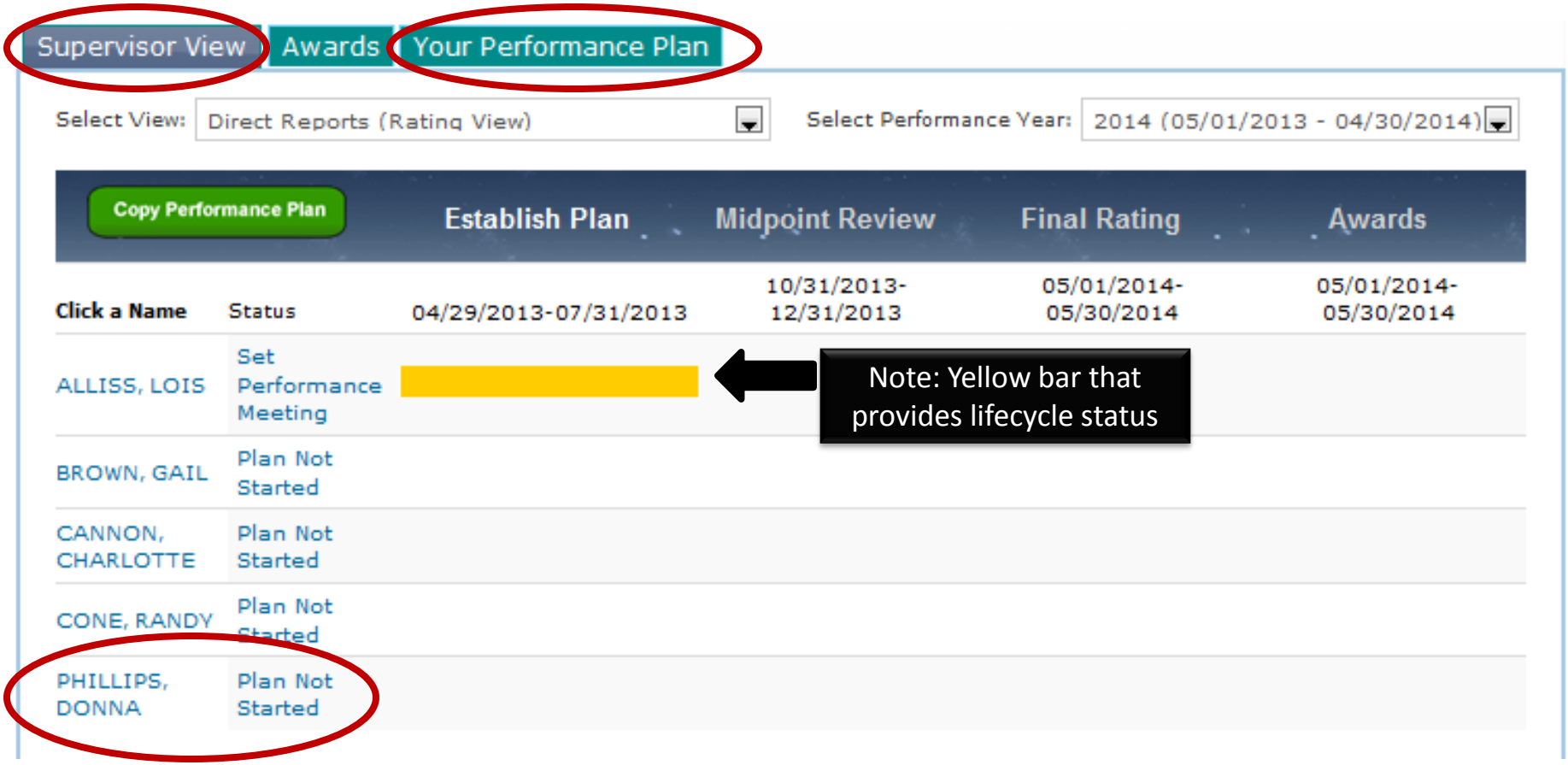
System Roles

- **Center Administrator** - OHCM
- **HR** (Employee Relations) **Specialist** – Advance appraisal through the process without employee signature
- **Administrative Officer** – Change employee Rating Official & Reviewing Official; run reports
- **Rating Official** – Create/modify/sign performance plans; view employee accomplishments in system; create notes; conduct final ratings
- **Proxy Official** – Add/remove/write/edit elements, standards, and indicators. *(OHCM Defaults Role to Admin. Officer)*
- **Reviewing Official** – Review final ratings; signs off on review
- **Manager** – Review performance management process in the org; SES automatically mapped to this role for their orgs; *exploring this role for Assistant Branch Heads*
- **Employee** – Review, provide comments, sign performance plan and reviews; note accomplishments; request progress reviews

No contractor access to SPACE

SPACE Dashboard

- Here's the dashboard
- Notice the tabs that show your roles/views: Supervisor Tab & Your Performance Plan
- Click the Supervisor Tab



SPACE Dashboard

- Verify/Select Organization under SELECT View Section
- Verify/Select Performance Year
- Select an employee whose status is **Plan Not Started** (click on Name)

Supervisor View | Awards | Your Performance Plan

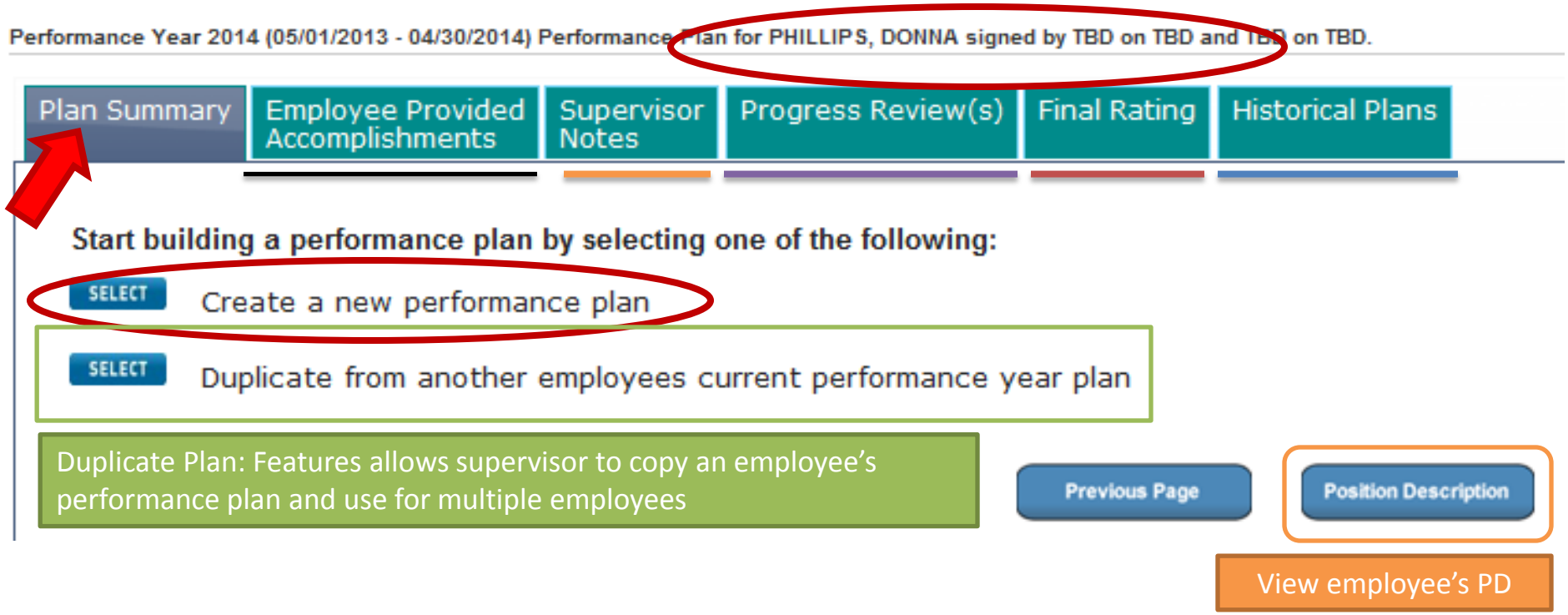
Select View: Direct Reports (Rating View) Select Performance Year: 2014 (05/01/2013 - 04/30/2014)

Copy Performance Plan

Click a Name	Status	Establish Plan 04/29/2013-07/31/2013	Midpoint Review 10/31/2013-12/31/2013	Final Rating 05/01/2014-05/30/2014	Awards 05/01/2014-05/30/2014
ALLISS, LOIS	Set Performance Meeting				
BROWN, GAIL	Plan Not Started				
CANNON, CHARLOTTE	Plan Not Started				
CONE, RANDY	Plan Not Started				
PHILLIPS, DONNA	Plan Not Started				

Title

- **Plan Summary** tab, click **Select** next to **Create a New Performance Plan**



Establish Critical Elements

- Add a **Critical Element** using one of the **<u>three</u>** following methods

Add a new Critical Element to Donna Phillips (B402)'s Performance Plan for 2014

Search

To search the library of Critical Elements for your Center, enter a key phrase or key words separated by a comma:

Enter search terms...

Search | Reset Search

Create a new Critical Element by selecting one of the following options:

Job Title

SELECT 1. Choose Critical Element based on job title (SUPV HUMAN RESOURCES SPEC (HR DEV)).

Custom

SELECT 2. Create your own Critical Element.

Previous Page

Option 1: Elements from Library

Click **Select** in the **Job Title** section next to **Choose Critical Element Based on Job Title**

Click **Select** for one of the Critical Elements in the list

Create a new Critical Element by selecting one of the following options:

Job Title

SELECT 1. Choose Critical Element based on job title (SUPV HUMAN RESOURCES SPEC (HR DEV)).

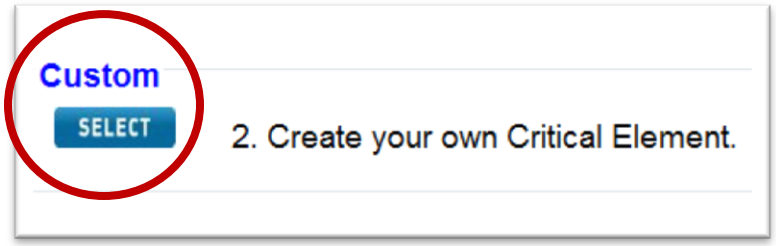
Job Title

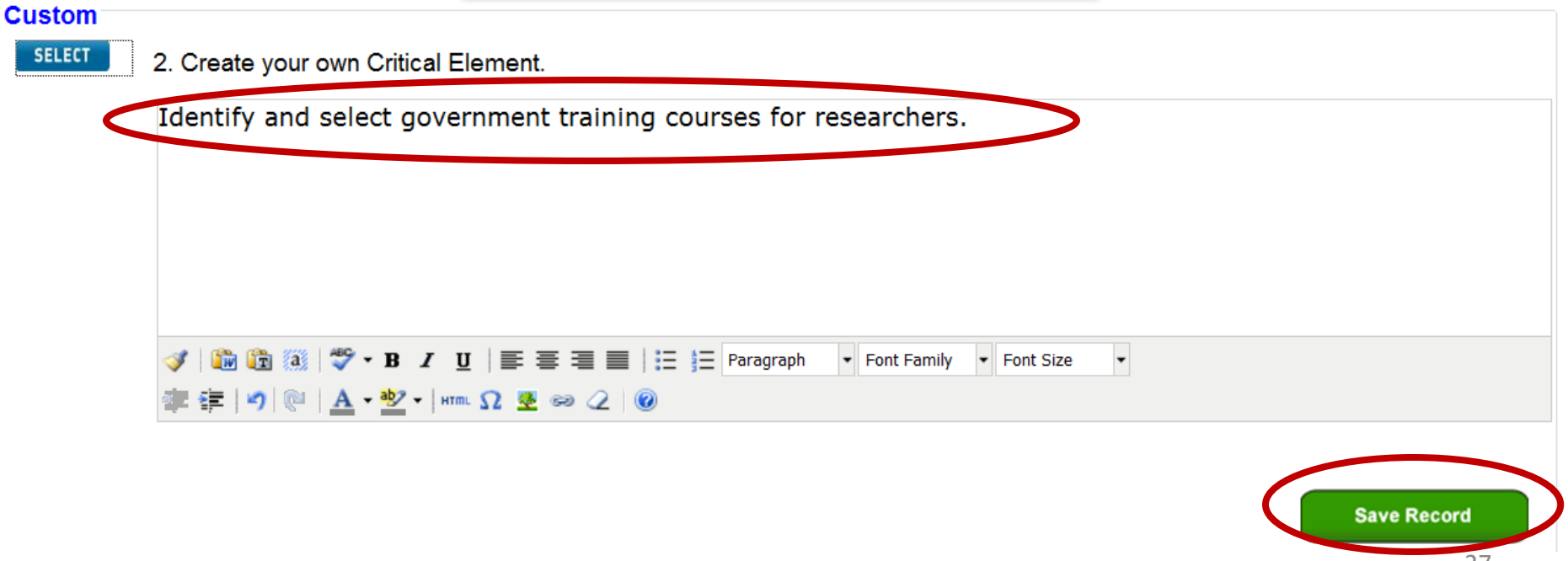
SELECT 1. Choose Critical Element based on job title (SUPV HUMAN RESOURCES SPEC (HR DEV)).

Establishes and maintains effective relationships with labor organizations that represent Federal employees, negotiates with Union representatives in order to reach agreements, and provides guidance and consultation to management on a variety of labor relation issues.	SELECT
Performs job analysis of vacant positions and performs staffing actions in order to examine, select, and place employees into positions.	SELECT
Performs position evaluations in order to determine appropriate classification of positions into pay systems, occupational groupings, titles and grades.	SELECT
Plans, administers, or evaluates programs designed to develop employees and manage learning in organizations.	SELECT
Provides advice and assistance to employees and managers, program administration, research, and case management in matters related to conduct, performance, attendance, and dispute resolution.	SELECT

Option 2: Custom Elements

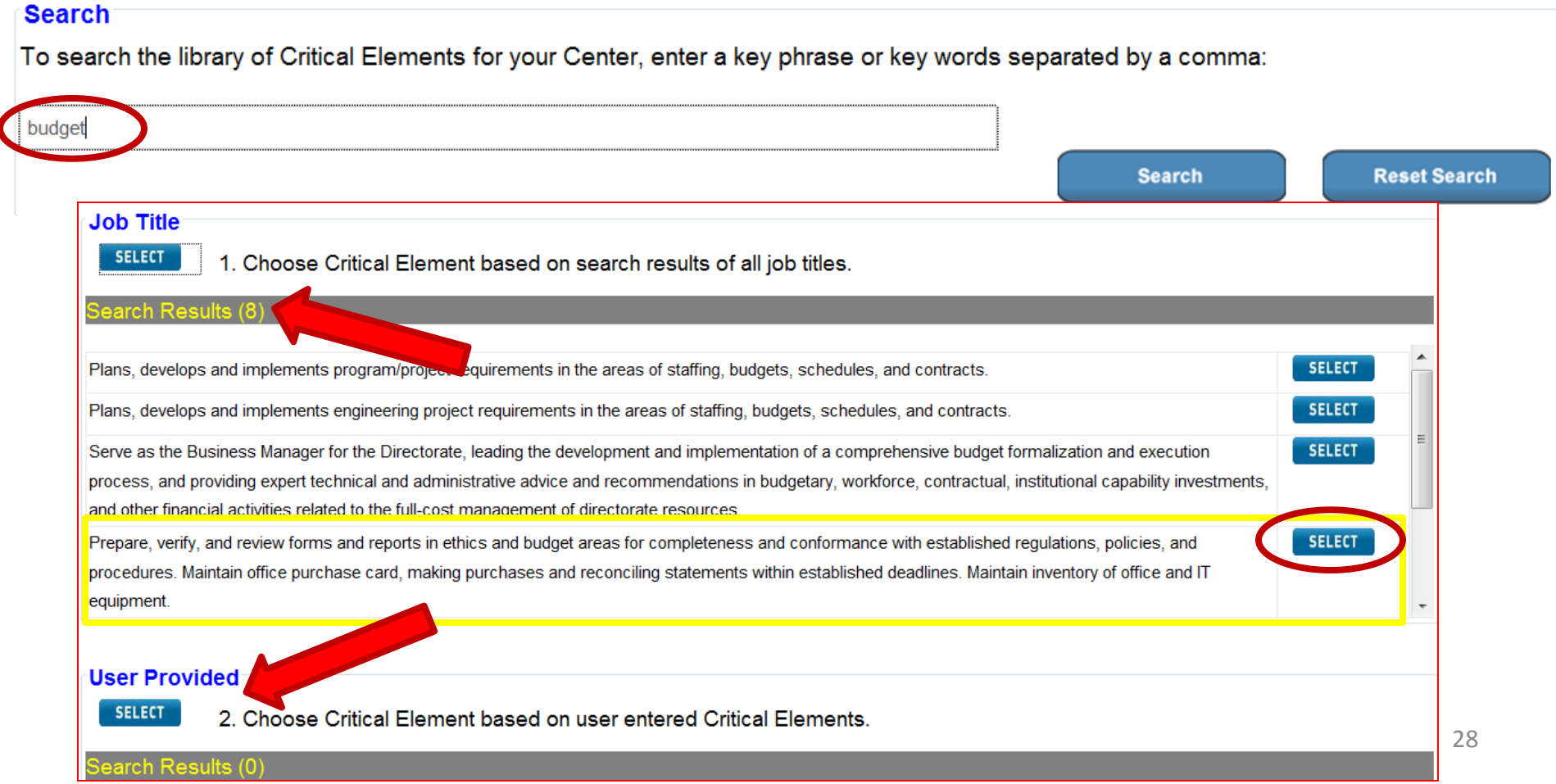
Click **Select** in the **Custom** section next to **Create your own Critical Element**
Enter your custom element in the text field provided
Click **Save Record**





Option 3: Element Search

Enter a term in the **Enter search terms…** field
Click the **Search** button
Click the **Select**



Clarifying Notes & Strategic Alignment

Enter text in the **Strategic Alignment** and **Clarifying Notes (optional)** text field
Click **Next Page**

Critical Element

Coordinates training and development programs within the Directorate.

Clarifying Notes

Enter clarifying information that provides specific details related to the above element:

Please Note: When pasting from Microsoft Word, use the "Paste From Word" icon below the editor.

can add notes

Strategic Alignment

Enter text below to identify the Agency/Organizational Strategic Goal(s) and/or Objective(s) to which the Critical Element aligns. At least one Critical Element must demonstrate such alignment.

Please Note: When pasting from Microsoft Word, use the "Paste From Word" icon below the editor.

Format | Font Family | Font Size

Previous Page | Next Page

Performance Standards & Indicators

Performance Standards and Indicators

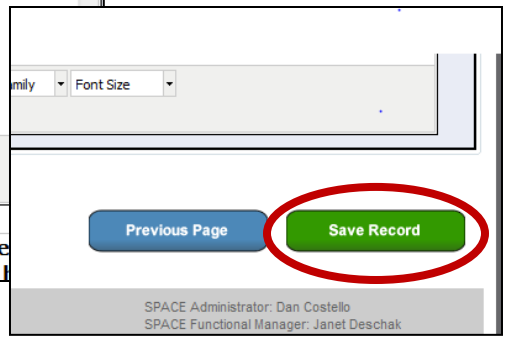
Enter Performance Standards at Level 3 and Indicators at Level 5 for this Element. If model Standards and/or Indicators are shown, customiz them so they are sufficiently specific for the employee and the element, or follow Center-specific instructions shown inside the text field.

Rating Level	Performance Standards and Indicators
5	**Substantively Exceeds Expectations Performance Indicators** *PERFORMANCE INDICATORS*: **The following indicators may apply to all employees. Supervisors also may customize indicators for each element, recording them in the text field below:** **Creativity, Innovation, and Originality** • Demonstrates an exceptionally high degree of originality, innovation and creativity **Problem Solving** • Anticipates and identifies potential issues that may impact completion of work; devises and carries out effective plans to manage such challenges, including adjustments to priorities and work schedules • Develops and implements highly successful solutions to complex problems or situations **Independence/Autonomy** • Demonstrates unusually high initiative and autonomy while continuing to achieve all expectations for regular duties. **Customer Service** • Produces a rare high rate of customer satisfaction which clearly reflects favorably on the employees organization and demonstrates meaningful contributions toward achievement of the mission • Exceptional customer service in difficult situations Format · Font Family · Font Size
	Meets Expectations Performance Standards *PERFORMANCE STANDARDS*: **The following standards may apply to all employees. Supe may establish customized standards for each element, recording them in the text field**

Review the **model standards** and **indicators** and make appropriate updates in the **Level 5** and **Level 3** text fields, respectively

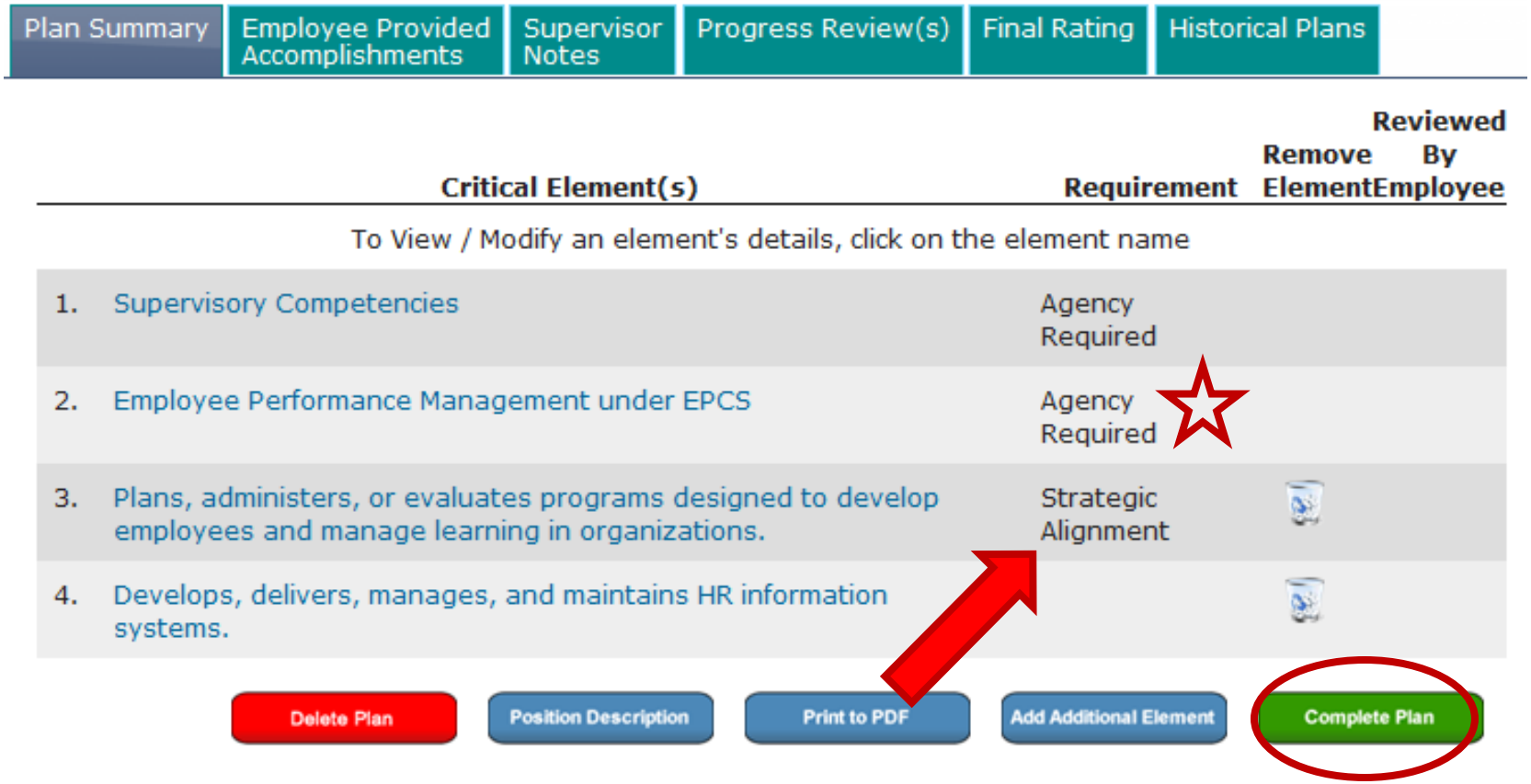
Click **Save Record**

Note: Supervisors have the option of customizing the Standards & Indicators for each employee & will be able to copy Employee's Standards & Indicators from prior year after 2013-2014.



Completion of Performance Plan

- Make sure that you have a minimum of **TWO** critical elements and at least one is aligned to a strategic goal
- Notice 2 supervisory elements are already on plan
- Can add another element or complete plan



Notify Employee via SPACE

Review the completed Plan
NOTE: All identified elements, performance & standards are listed. Click Expand to View/Collapse.
Click **Notify Employee**

Element 3: **Click to Expand**	**Plans, administers, or evaluates programs designed to develop employees and manage learning in organizations.** **Strategic Alignment** **Aligns to NASA Goal 2**	**Strategic Alignment**
Employee Comment:		

Element 4: **Click to Expand**	**Develops, delivers, manages, and maintains HR information systems.**
Employee Comment:	

Previous Page

Notify Employee

Supervisor Email to Employee

Email notifying the employee that his/her Performance Plan is ready for review has been sent.

SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communication System (EPCS).

Supervisor View | Awards | Your Performance Plan

Select View: Direct Reports (Rating View)

Select Performance Year: 2014 (05/01/2013 - 04/30/2014)

Copy Performance Plan

Click a Name	Status	Establish Plan 04/29/2013-07/31/2013	Midpoint Review 10/31/2013-12/31/2013	Final Rating 05/01/2014-05/30/2014	Awards 05/01/2014-05/30/2014
ALLISS, LOIS	Set Performance Meeting				
BROWN, GAIL	Plan Not Started				
CANNON, CHARLOTTE	Plan Not Started				
CONE, RANDY	Plan Not Started				
PHILLIPS, DONNA	Employee Review				

EMPLOYEE EPCS NOTIFICATION

Subject: EPCS: DRAFT PERFORMANCE PLAN READY FOR YOUR REVIEW

Dear [Employee Name] (Org Code),

Your Rating Official has created a draft performance plan for you in accordance with the provisions of NASA's Employee Performance Communications System (EPCS), using the automated system Standard Performance Appraisal Communication Environment (SPACE).

Please click on the following link to review your performance plan in SPACE. You will be asked to review each critical element and the related performance expectations, and you will have an opportunity to provide comments.

Beginning in the 2013-14 appraisal cycle, employees' critical elements under EPCS will be rated at one of three levels:

- **Substantively Exceeds Expectations (Level 5) – Performance that consistently exceeds the performance standards to a substantial degree for the element**
- **Meets Expectations (Level 3) – Performance that fully and consistently meets the performance standards identified for the element**
- **Fails to Meet Expectations (Level 1) – Performance that fails to meet the established performance standards for the element**

For each critical element, your plan includes standards, expressing performance at the Meets level (Level 3); and indicators, examples and information reflecting the types of work consistent with the Substantively Exceeds level (Level 5).

After you have completed your review, please press the Notify Supervisor button. This will send an email to your Rating Official, who will be responsible for scheduling a performance plan discussion with you.

If at any time during the process you have any questions or experience any problems, please contact your Human Resources representative.

Employee View of Plan in SPACE

Supervisor View | Awards | Your Performance Plan

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Rating Official: **Karen Koch (B4)**

Reviewing Official: **David Ledoux (B4)**

Welcome to your draft performance plan, created by your Rating Official. On the next pages, you will have the opportunity to review and/or provide feedback on the following components of the draft performance plan:

- Critical Element(s)
- Performance Standards and Indicators

When you have finished reviewing, indicate your response to each element then click the notify supervisor button.

Start

Employee View of Plan in SPACE

Critical Element

Click to Collapse | Supervisory Competencies | Agency Required

Rating Level	Performance Standards and Indicators
	Substantively Exceeds Expectations Performance Indicators Indicators are *examples* of performance at this level, not all inclusive lists or "must meet" requirements Leading and Managing 1. Communicates effectively to facilitate adaptation to controversial or difficult changes; executes change management strategies that are particularly efficient/effective, or that benefit individuals beyond immediate organization.
1	Fails to Meet Expectations Performance Indicators (optional) Performance below that expected for Level 3

Employee Comment:

Employee Review

- I have reviewed the above Critical Element and the related performance standards and indicators – I have no comments.
- I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators.

View/Print Full Plan | Cancel | Save and Continue

Must review each element separately to save & continue

Employee View of Plan in SPACE

1	Fails to Meet Expectations Performance Indicators (optional) Performance below that expected for Level 3

Employee Comment:

Employee Review

I have reviewed the above Critical Element and the related performance standards and indicators – I have no comments.

I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators.

View/Print Full Plan | Cancel | Save and Continue

Employee Review

I have reviewed the above Critical Element and the related performance standards and indicators - I have no comments.

I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators.

Indicate any comments to the above critical element in the space provided below and press save.

Let's discuss element two.

Paragraph | Font Family | Font Size

View/Print Full Plan | Cancel | Save and Continue

Complete & Certify Plan in SPACE - Employee

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Rating Official: **Karen Koch (B4)**

Reviewing Official: **David Ledoux (B4)**

		Critical Element	Requirement	Reviewed By Employee
View	1.	Supervisory Competencies	Agency Required	☑
View	2.	Employee Performance Management under EPCS	Agency Required	☑
View	3.	Plans, administers, or evaluates programs designed to develop employees and manage learning in organizations.	Strategic Alignment	☑
View	4.	Develops, delivers, manages, and maintains HR information systems.		☑

Position Description | View/Print Full Plan | Notify Supervisor

Complete & Certify Plan in SPACE - Employee

Email notifying your Rating Official that you have reviewed your Performance Plan has been sent.

SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communication System (EPCS).

Supervisor View | Awards | Your Performance Plan

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Rating Official: **Karen Koch (B4)**

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		Critical Element	Requirement	Reviewed By Employee
View	1.	Supervisory Competencies	Agency Required	☑
View	2.	Employee Performance Management under EPCS	Agency Required	☑
View	3.	Plans, administers, or evaluates programs designed to develop employees and manage learning in organizations.	Strategic Alignment	☑
View	4.	Develops, delivers, manages, and maintains HR information systems.		☑

Position Description | View/Print Full Plan | Recall Notification

SUPERVISOR EPCS NOTIFICATION

Subject: **EPCS: [Employee Name] (Org Code) – Draft Performance Plan Reviewed**

[Employee Name] (Org Code) has reviewed the draft performance plan you provided. Please click on the following link to SPACE to review any comments the employee provided, and consider them in finalizing the performance plan.

Performance Plan Discussion and Signature. Before finalizing the performance plan, you must discuss its contents with RONALD. This discussion should be conducted face-to-face unless it is not feasible to do so (e.g., if the employee is not co-located). After the discussion, please sign the final performance plan in SPACE. The employee will then receive an email asking him/her to sign the plan in SPACE.

If your communications with the employee result in changes to the performance plan, please inform the employee before you sign the plan. SPACE does not provide for another round of review/comment; RONALD will only see the final plan upon receiving it for signature.

On-Going Communication and Updates to Performance Plan. You are encouraged to use the performance plan as the basis for on-going communications with RONALD throughout the performance appraisal cycle. You may document a progress review in SPACE at any time, on your own initiative or at the employee's request. If changes occur in the employee's assigned duties, expectations need to be adjusted, or he/she begins a detail or matrixed assignment, applicable changes should be made to the performance plan in SPACE.

Questions or Support. If you have any questions about performance management for your employees, please contact your Human Resources representative. If you have questions about SPACE, please click the HELP tab in the system for appropriate contact information.

Complete & Certify Plan in SPACE - Employee

Email notifying your Rating Official that you have reviewed your Performance Plan has been sent.

SPACE is an automated performance management tool ts of the NASA Employee Performance Communication System (EPCS).

Supervisor View | Awards | Your

Plan Summary | Track Accomplis | Plans

Rating Official: **Karen Ko** ficial: **David Ledoux (B4)**

		Requirement	Reviewed By Employee
View	1. Super	Agency Required	☑
View	2. Employee P	Agency Required	☑
View	3. Plans, administers, gned to develop employees and manage learning in organizations.	Strategic Alignment	☑
View			

STOP

BEFORE PROCEEDING TO THE NEXT STEP, THE SUPERVISOR & EMPLOYEE SHOULD HAVE A FACE-TO-FACE DISCUSSION. SCHEDULE MEETING OUTSIDE OF SPACE.

Complete & Certify Plan in SPACE - Supervisor

Click the **Supervisor View** tab (if not already selected)
Select an employee whose status is **Set Performance Meeting**

Supervisor View | Awards | Your Performance Plan

Select View: Direct Reports (Rating View) Select Performance Year: 2014 (05/01/2013 - 04/30/2014)

Copy Performance Plan

Click a Name	Status	Establish Plan 04/29/2013-07/31/2013	Midpoint Review 10/31/2013-12/31/2013	Final Rating 05/01/2014-05/30/2014	Awards 05/01/2014-05/30/2014
ALLISS, LOIS	Set Performance Meeting				
BROWN, GAIL	Plan Not Started				
CANNON, CHARLOTTE	Plan Not Started				
CONE, RANDY	Plan Not Started				
PHILLIPS, DONNA	Set Performance Meeting				

Complete & Certify Plan in SPACE - Supervisor

Click **Performance Plan Completed**

Plan Summary | Employee Provided Accomplishments | Supervisor Notes | Progress Review(s) | Final Rating | Historical Plans

To View / Modify an element's details, click on the element name

	Critical Element(s)	Requirement	Remove Element	Reviewed By Employee
1.	Supervisory Competencies	Agency Required		☑
2.	Employee Performance Management under EPCS	Agency Required		☑
3.	Plans, administers, or evaluates programs designed to develop employees and manage learning in organizations.	Strategic Alignment		☑
4.	Develops, delivers, manages, and maintains HR information systems.			☑

Delete Plan | Position Description | Print to PDF | Add Additional Element | Performance Plan Completed

Complete & Certify Plan in SPACE - Supervisor

NOTE THE ADDED YELLOW FIELD TO SHOW EMPLOYEE PROVIDED COMMENTS ABOUT PERFORMANCE PLAN

Click **Performance Plan Completed**

Critical Element(s)	Requirement	Remove Element	Reviewed By Employee
To View / Modify an element's details, click on the element name			
1. Counsels management in developing and maintaining sound organization structures, improving management methods and procedures, and ensuring effective use of resources. Employee has provided the following comments: Let's discuss element two.	Strategic Alignment		
2. Collaborates with Human Resources Specialists in finding solutions to management problems arising out of changes in work which have an impact on jobs and employees.			

Delete Plan | Position Description | Print to PDF | Add Additional Element | Performance Plan Completed

Complete & Certify Plan in SPACE - Supervisor

4. Develops, delivers, manages, and maintains HR information systems.

Delete Plan | Position Description | Print to PDF | Add Additional Element | Performance Plan Completed

Click **Supervisor Signature**
Click **OK**

Supervisor Signature

Performance requirements for performance year 2014 have been established, discussed with and provided to Donna Phillips (B402).

By clicking the confirmation button below, I certify that I am Karen Koch (B4) and that I have provided and discussed the critical elements and performance standards/indicators in this Performance Plan with Donna Phillips (B402).

Sign Later | Supervisor Signature

Message from webpage

Before finalizing the Performance Plan, you must discuss its contents with the employee. If you have done so, click 'OK' to proceed. If you have not yet completed your performance discussion, click 'Cancel.'

OK | Cancel

Notification for Employee Signature

Email has been sent to your employee notifying him/her to sign their Performance Plan.

SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communication System (EPCS).

Supervisor View | Awards | Your Performance Plan

Select View: Direct Reports (Rating View) Select Performance Year: 2014 (05/01/2013 - 04/30/2014)

Copy Performance Plan

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BROWN, GAIL	Plan Not Started				
CANNON, CHARLOTTE	Plan Not Started				
CONE, RANDY	Plan Not Started				
PHILLIPS, DONNA	Employee Signature				

EMPLOYEE EPCS NOTIFICATION

Subject: EPCS: PERFORMANCE PLAN IS READY FOR EMPLOYEE SIGNATURE

Dear [Employee Name] (Org Code),

Your Rating Official has signed your performance plan, indicating that the plan has been discussed with you and finalized. To complete the process, please click on the following link SPACE and press the **Employee Signature** button.

You are encouraged to engage in on-going communication with your Rating Official about your performance during the appraisal cycle. To facilitate this, SPACE provides a means for you to record notes about your progress, which you may allow your Rating Official to see at your discretion. You may also use SPACE to request a progress review.

If at any time during the process you have any questions or experience any problems please contact your Human Resources representative.

Employee Signature in SPACE

Supervisor View | Awards | Your Performance Plan

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Rating Official: **Karen Koch (B4)**

Reviewing Official: **David Ledoux (B4)**

	Critical Element	Requirement	Reviewed By Employee
View	1. Supervisory Competencies	Agency Required	☑
View	2. Employee Performance Management under EPCS	Agency Required	☑
View	3. Plans, administers, or evaluates programs designed to develop employees and manage learning in organizations.	Strategic Alignment	☑
View	4. Develops, delivers, manages, and maintains HR information systems.		☑

Position Description | View/Print Full Plan | Employee Signature

Employee Signature in SPACE

View 4. Develops, delivers, manages, and maintains HR information systems.

Position Description | View/Print Full Plan | Employee Signature

Employee Signature

By clicking the confirmation button located below, I certify that I am Donna Phillips (B402) and that my Rating Official provided my Performance Plan for performance year 2014 to me, and conducted a discussion with me regarding the critical elements and performance standards/indicators therein.

Cancel | Confirm

Employee has successfully signed his/her Performance Plan.

SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communicat System (EPCS).

Supervisor View | Awards | Your Performance Plan

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Rating Official: **Karen Koch (B4)**

Reviewing Official: **David Ledoux (B4)**

	Critical Element	Requirement	Reviewed By Employee
View	1. Supervisory Competencies	Agency Required	✓

Updated Supervisor SPACE Dashboard

Click the **Supervisor View** tab (if not already selected)
Select an employee whose status is **Midpoint Review Not Started**

Supervisor View | Awards | Your Performance Plan

Select View: Direct Reports (Rating View) Select Performance Year: 2014 (05/01/2013 - 04/30/2014)

Copy Performance Plan

Click a Name	Status	Establish Plan 04/29/2013-07/31/2013	Midpoint Review 10/31/2013-12/31/2013	Final Rating 05/01/2014-05/30/2014	Awards 05/01/2014-05/30/2014
ALLISS, LOIS	Set Performance Meeting				
BROWN, GAIL	Plan Not Started				
CANNON, CHARLOTTE	Plan Not Started				
CONE, RANDY	Plan Not Started				
PHILLIPS, DONNA	Midpoint Review Not Started				

Part 3.2

SPACE AUTOMATES EPCS: PROGRESS REVIEWS

Conduct a General Progress Review

Click the **Supervisor View** tab (if not already selected), click on employee's name

Supervisor View | Awards | Your Performance Plan

Select View: Direct Reports (Rating View)

Select Performance Year: 2014 (05/01/2013 - 04/30/2014)

Copy Performance Plan

Click a Name	Status	Establish Plan 04/29/2013-07/31/2013	Midpoint Review 10/31/2013-12/31/2013	Final Rating 05/01/2014-05/30/2014	Awards 05/01/2014-05/30/2014
ALLISS, LOIS	Set Performance Meeting				
BROWN, GAIL	Plan Not Started				
CANNON, CHARLOTTE	Plan Not Started				
CONE, RANDY	Plan Not Started				
PHILLIPS, DONNA	Midpoint Review Not Started				

From supervisor dashboard, select employee

Progress Review – (Name Link)

Performance Year 2014 (05/01/2013 - 04/30/2014) Performance Plan for PHILLIPS, DONNA signed by KOCH, KAREN on 05/03/2013 and PHILLIPS, DONNA on 05/03/2013.

Plan Summary | Employee Provided Accomplishments | Supervisor Notes | Progress Review(s) | Final Rating | Historical Plans

To create a new progress review click the Create Progress Review button located on the bottom right. Otherwise click the Progress Review action button to review, modify, recall, or sign a Progress Review.

Date Established	Type of Progress Review	Current Status	Progress Review Action	Delete

Return to Employee List | Create Progress Review

Select type of progress review you would like to perform:

SELECT Create a general progress review.

SELECT Create a midpoint progress review.

Note: Midpoint progress review button will be disabled until the period designed by the LaRC Center Admin

Progress Review – (Name Link)

Performance Year 2014 (05/01/2013 - 04/30/2014) Performance Plan for PHILLIPS, DONNA signed by KOCH, KAREN on 05/03/2013 and PHILLIPS, DONNA on 05/03/2013.

Progress Review

Element 1: Supervisory Competencies — Agency Required

Click to Expand

Element Feedback | Supervisor Notes | Employee Provided Accomplishments | Previous Progress Review Comments

Element feedback tab opens by default. Enter feedback for each element, as needed

Progress Review Narrative Summary

In the space provided below, summarize Donna's overall performance from the beginning of this performance year until present. The narrative must clearly and completely justify the rationale for the summary rating level assigned. You may also provide feedback regarding each element individually above.

Please Note: When pasting from Microsoft Word, use the "Paste From Word" icon below the editor

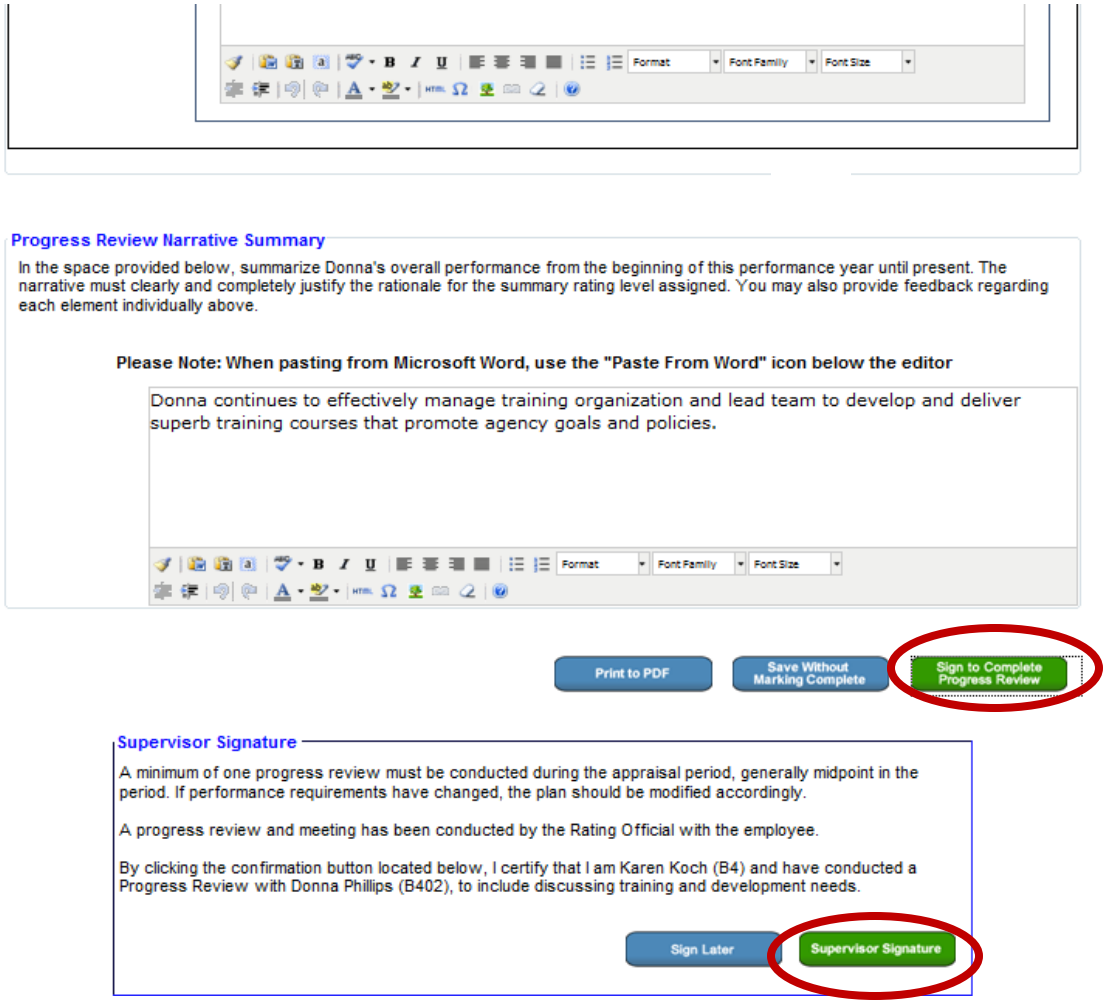
Enter progress review documentation/text, as necessary. Recommended but not required.

Format | Font Family | Font Size

Save Draft | Save, Ready for Progress Review Meeting

Complete Progress Review – Supervisor

BEFORE PROCEEDING TO THE NEXT STEP, THE SUPERVISOR & EMPLOYEE SHOULD HAVE A FACE-TO-FACE DISCUSSION. SCHEDULE MEETING OUTSIDE OF SPACE.



Progress Review – Employee

Employee receives an email notification that a progress review was conducted and is ready for his/her electronic signature

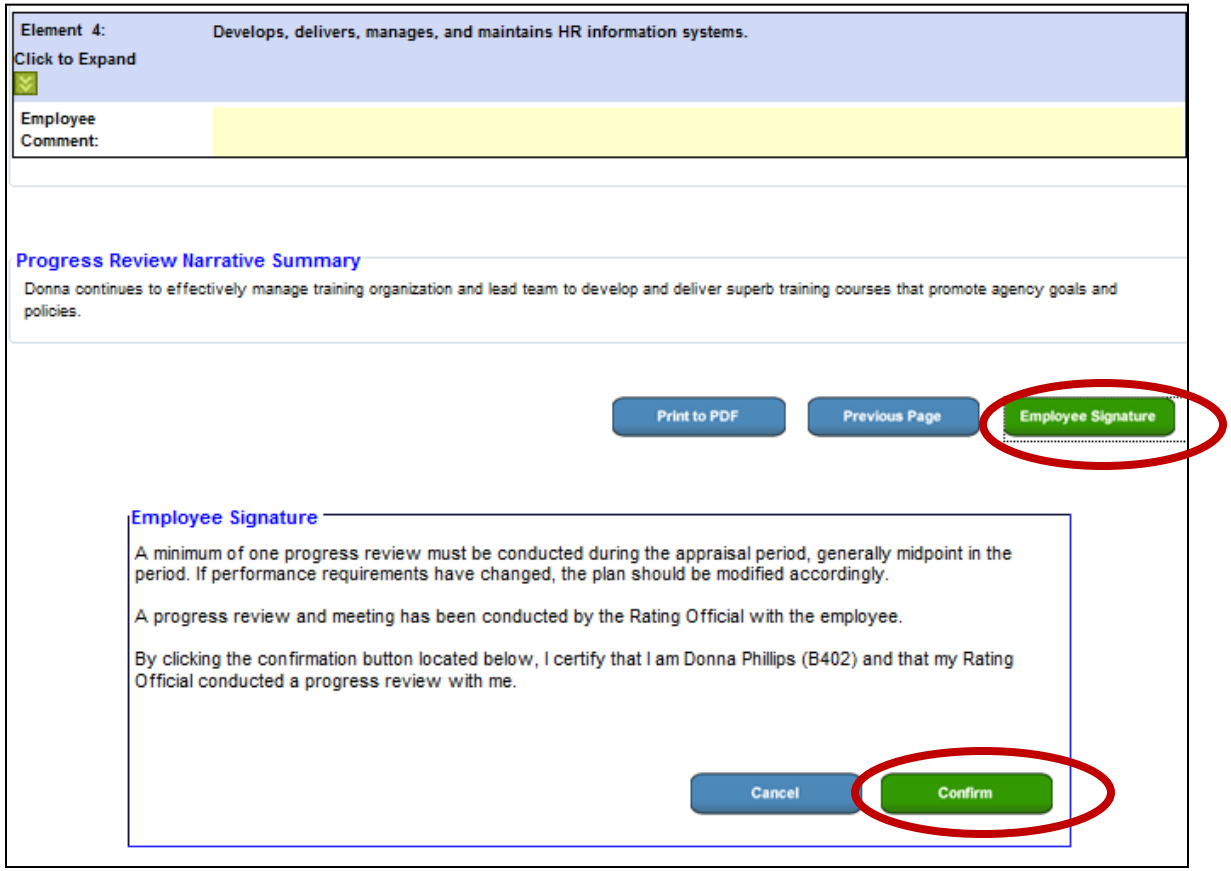
SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communication System (EPCS).

Supervisor View | Awards | Your Performance Plan

Plan Summary | Track Accomplishments | Progress Review(s) (Waiting Signature: 1) | Final Rating | Historical Plans

Date Established	Type of Progress Review	Current Status	Progress Review Action
05/03/2013	Midpoint	Progress Review Completed. Waiting for Employee Signature	View/Sign Progress Review

Progress Review – Employee



Progress Review – Employee

Employee has successfully signed his/her Progress Review.

SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communication System (EPCS).

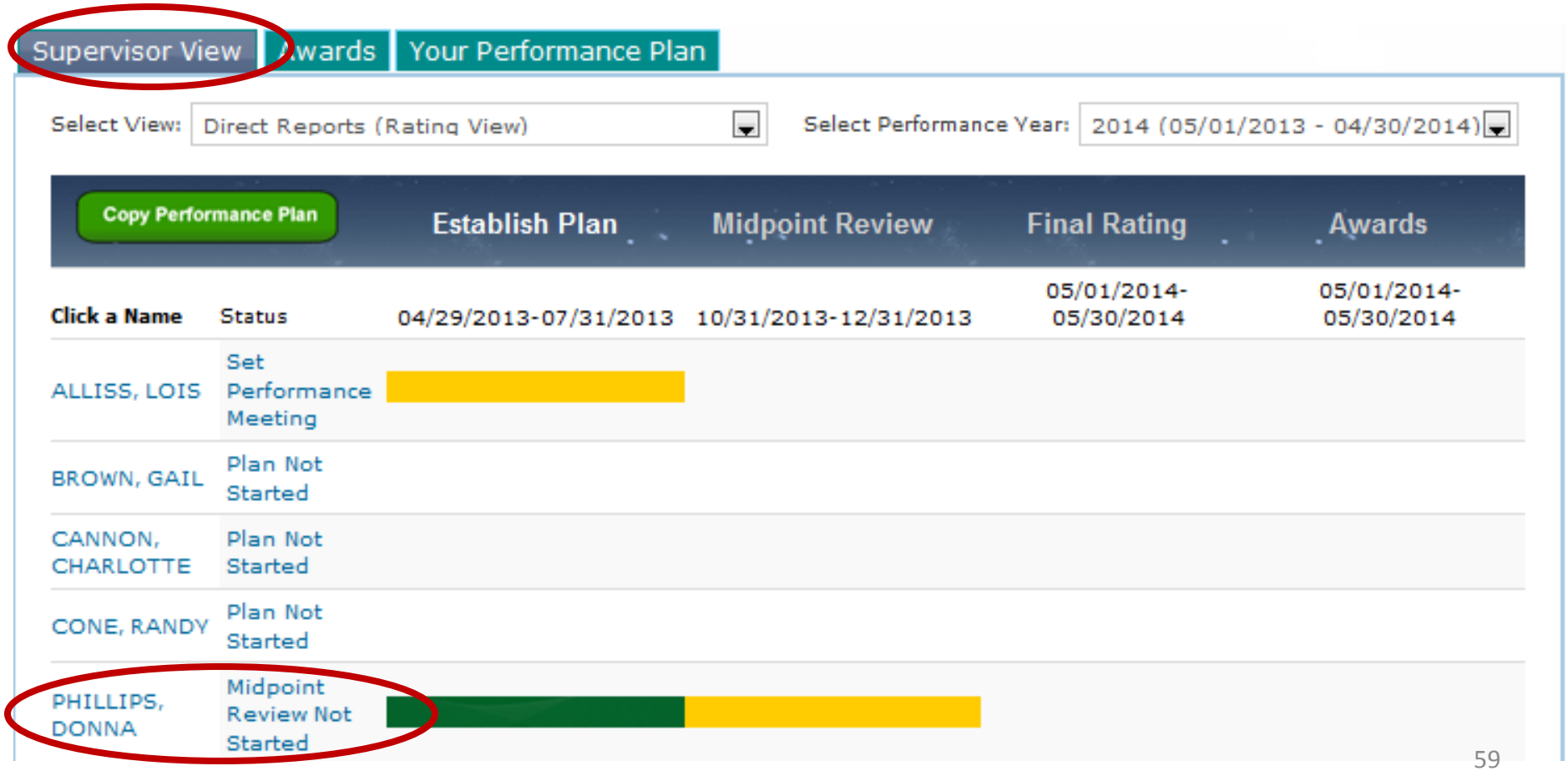
Supervisor View | Awards | Your Performance Plan

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Date Established	Type of Progress Review	Current Status	Progress Review Action
05/03/2013	Midpoint	Progress Review Completed	View Progress Review

Start Midpoint Review (Status link) - Supervisor

Click the **Supervisor View** tab (if not already selected), click on Status, “Midpoint Review Not Started”



Midterm Progress Review – (Status Link)

Standard Performance Appraisal Communication Environment (SPACE)

The Employee Performance Communication System (EPCS) requires that each employee receive at least one progress review each year, at about the midpoint of the appraisal period.

Rating Officials must complete midpoint reviews during the period established by the Center, and document completion in SPACE. The following guidelines apply:

- If an employee has not been on a performance plan for 90 days at midpoint time, you may delay the review
- Rating Officials **must** encourage employees to provide self-assessments. Employees may do so by making notes in the "Accomplishments" field "Viewable by Supervisor"
- Get input from detail supervisor, matrix program lead, customers, etc.; Rating Officials may store such input in SPACE by pasting into the "Supervisory Notes" field
- Written feedback is not required, but is recommended – record feedback in SPACE
- If performance is below "Meets," contact HR; additional documentation is required

- Rating Officials **must** conduct a midpoint discussion with employee that should include:
  - Progress in relation to critical elements and performance standards/indicators
  - Employee's self-assessment or other input
  - Performance problems, if applicable; if performance is below "Meets" (or trending that way), let the employee know
  - Changes in performance requirements – updates needed to performance plan
  - Training and development needs (required)

Continue to Midpoint Review

Midterm Review - Supervisor

System indicates midpoint review is due

Performance Year 2014 (05/01/2013 - 04/30/2014) Performance Plan for PHILLIPS, DONNA signed by KOCH, KAREN on 05/03/2013 and PHILLIPS, DONNA on 05/03/2013.

Plan Summary | Employee Provided Accomplishments | Supervisor Notes | Progress Review(s) (Begin Midpoint) | Final Rating | Historical Plans

To create a new progress review click the Create Progress Review button located on the bottom right. Otherwise click the Progress Review action button to review, modify, recall, or sign a Progress Review.

Date Established	Type of Progress Review	Current Status	Progress Review Action	Delete

Return to Employee List | Create Progress Review

Select type of progress review you would like to perform:

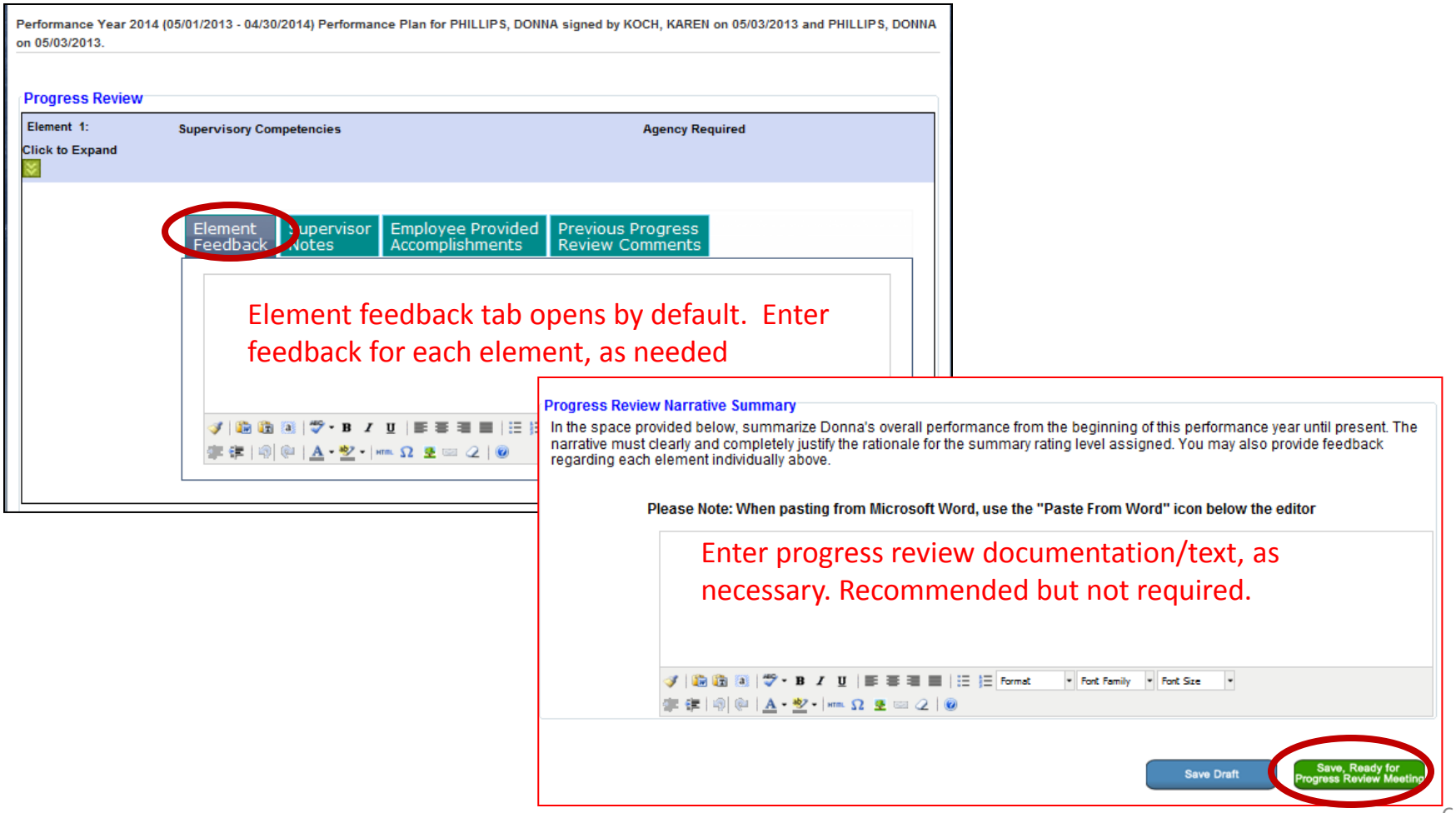
SELECT Create a general progress review.

SELECT Create a midpoint progress review.

Next steps are same as Progress Review steps:
-document/make notes
-discuss with employee
-signature and confirmation process

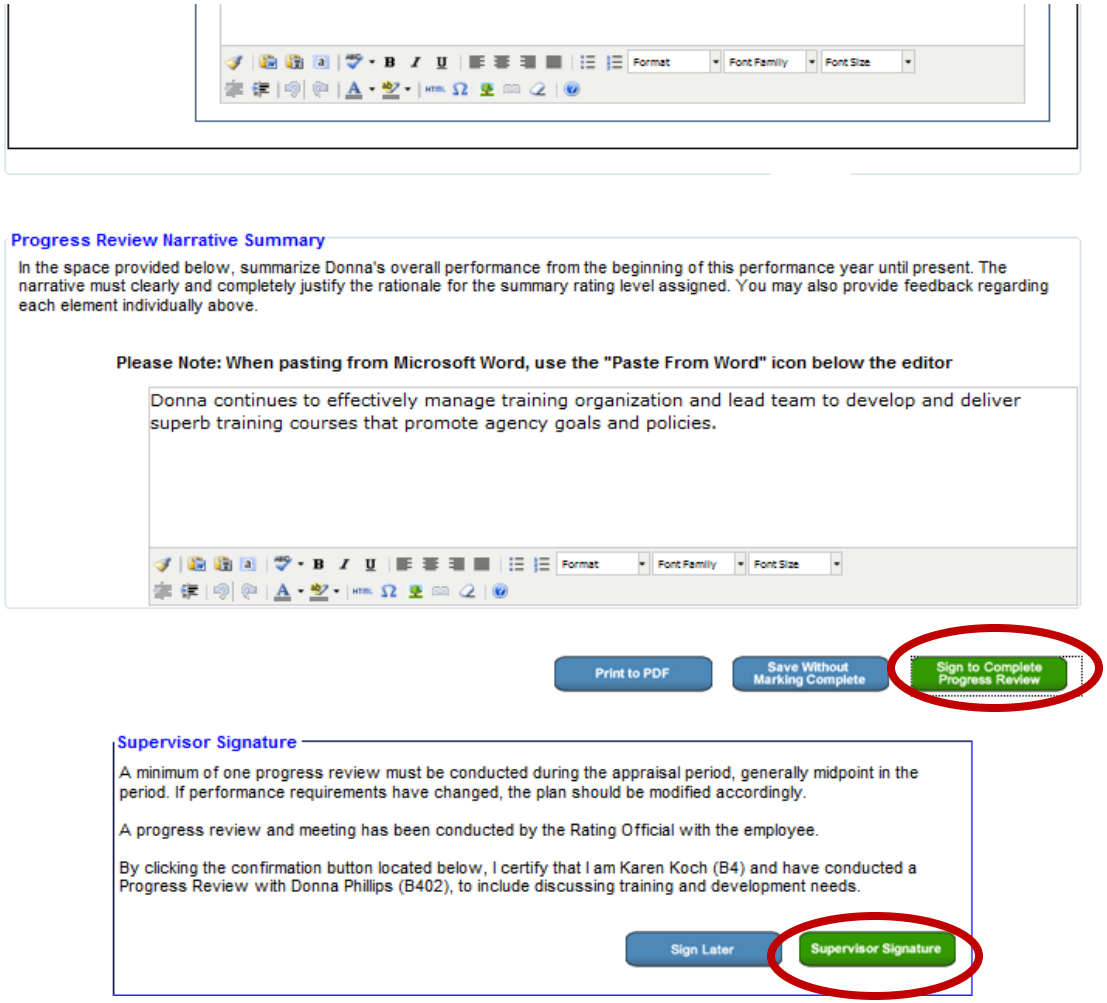
Midterm Review

Enter text in the **Progress Review Narrative Summary** section at the bottom of the window
Click **Save, Ready for Progress Review Meeting**



Complete Mid-Term Review – Supervisor

BEFORE PROCEEDING TO THE NEXT STEP, THE SUPERVISOR & EMPLOYEE SHOULD HAVE A FACE-TO-FACE DISCUSSION. SCHEDULE MEETING OUTSIDE OF SPACE.



Midterm Progress Review – Supervisor

Performance Year 2014 (05/01/2013 - 04/30/2014) Performance Plan for PHILLIPS, DONNA signed by KOCH, KAREN on 05/03/2013 and PHILLIPS, DONNA on 05/03/2013. Midpoint Progress Review signed by KOCH, KAREN on 05/03/2013 and TBD on TBD.

Plan Summary | Employee Provided Accomplishments | Supervisor Notes | Progress Review(s) | Final Rating | Historical Plans

Click the Recall Employee Notification button to recall the notification and return to the previous status in the progress review process.

Date Established	Type of Progress Review	Current Status	Progress Review Action	Delete
05/03/2013	Midpoint	Progress Review Completed. Waiting for Employee Signature	Recall Employee Notification	

Midterm Progress Review – Employee

Employee receives email notification that a midterm review was conducted and is ready for his/her electronic signature

SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communication System (EPCS).

Supervisor View | Awards | Your Performance Plan

Plan Summary | Track Accomplishments | Progress Review(s) (Waiting Signature: 1) | Final Rating | Historical Plans

Date Established	Type of Progress Review	Current Status	Progress Review Action
05/03/2013	Midpoint	Progress Review Completed. Waiting for Employee Signature	View/Sign Progress Review

Request Progress Review

Midterm Progress Review – Employee

Element 4: Click to Expand	Develops, delivers, manages, and maintains HR information systems.
Employee Comment:	

Progress Review Narrative Summary

Donna continues to effectively manage training organization and lead team to develop and deliver superb training courses that promote agency goals and policies.

Print to PDF | Previous Page | Employee Signature

Employee Signature

A minimum of one progress review must be conducted during the appraisal period, generally midpoint in the period. If performance requirements have changed, the plan should be modified accordingly.

A progress review and meeting has been conducted by the Rating Official with the employee.

By clicking the confirmation button located below, I certify that I am Donna Phillips (B402) and that my Rating Official conducted a progress review with me.

Cancel | Confirm

Midterm Progress Review – Employee

Employee has successfully signed his/her Progress Review.

SPACE is an automated performance management tool that is fully compliant with the requirements of the NASA Employee Performance Communication System (EPCS).

Supervisor View | Awards | Your Performance Plan

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Date Established	Type of Progress Review	Current Status	Progress Review Action
05/03/2013	Midpoint	Progress Review Completed	View Progress Review

Part 3.3

SPACE AUTOMATES EPCS: CLOSE OUT

UNDER CONSTRUCTION DUE TO AGENCY'S SYSTEM RECONFIGURATION FOR EPCS CHANGES

INFORMATION WILL BE PROVIDED WHEN AVAILABLE

Part 3.3

SPACE AUTOMATES EPCS: SPACE FEATURES

SPACE REPORTS FEATURE

SPACE REFERENCE GUIDES FEATURE

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

+ NASA Portal
+ HR Portal

Welcome: Karen

Home | Reports | Reference Guides | Help | Logout

Standard Performance Appraisal Communication Environment (SPACE)
MODULE 3

SPACE Reference Material

- NASA Strategic Plan
- NASA Employee Performance Communication System (NPR 3430.1C)
- A Supervisor's Guide to Assessing Performance
- Reconsiderations: Appraisal Disagreements Guide for Supervisors
- Langley's Alignment to NASA Strategic Goals
- Uniformed Services Employment and Reemployment Rights Act (USERRA) and Performance Appraisal
- To access additional SPACE information, please visit the Langley OHCM website

SPACE HELP FEATURE

Home | Reports | Reference Guides | Help | Logout

Standard Performance Appraisal Communication Environment (SPACE)

Policy or Performance Plan Questions:

If you have questions regarding policy or your performance plan please first contact your supervisor. If questions remain please contact a LARC SPACE representative at 757.864.3350. You may also submit your question(s) via email at larc-dl-ohcm-space. Any employee who submits a question (s) via email will receive a response within two business days.

General or Technical Questions:

Questions related to performance management, policy, and appraisals should be directed to the LARC POCs identified above. If you need technical assistance regarding SPACE, please contact the NASA Shared Services Center (NSSC) Enterprise Service Desk (ESD) at 877-677-2123 or 877-NSSC123.

Reference Guides:

Reference Guides and training material can be found under the Reference Guides tab or by clicking here

SPACE ON OHCM WEBSITE

http://ohcm.larc.nasa.gov/

Part 3.4

SPACE AUTOMATES EPCS: WHAT'S NEXT?

DEADLINE FOR 2013-2014 PERFORMANCE PLANS IN SPACE IS JULY 31, 2013

SPACE TRAINING TIMELINE

SUPERVISOR & AO TRAINING DATES AND TIMES

Register via SATERN

All Supervisor and AO Training will be held in **BLDG 2101, Room 105A**

TRAINING SESSION	STARTING	ENDING	START TIME	END TIME	LEADER
ADMIN. OFFICER TRAINING 1	5.9.2013	5.9.2013	9:30 AM	11:30 AM	ALLISS, SPRUILL, YOUNG
ADMIN. OFFICER TRAINING 2	5.9.2013	5.9.2013	1:00 PM	3:00 PM	ALLISS, SPRUILL, YOUNG
ADMIN. OFFICER TRAINING 3	5.13.2013	5.13.2013	9:30 AM	11:30 AM	ALLISS, SPRUILL, YOUNG
ADMIN. OFFICER TRAINING 4	5.13.2013	5.13.2013	1:00 PM	3:00 PM	ALLISS, SPRUILL, YOUNG
SUPERVISOR TRAINING 1	5.15.2013	5.15.2013	9:30 AM	11:30 AM	ALLISS, SPRUILL, YOUNG
SUPERVISOR TRAINING 2	5.16.2013	5.16.2013	1:00 PM	3:00 PM	ALLISS, SPRUILL, YOUNG
SUPERVISOR TRAINING 3	5.20.2013	5.20.2013	9:30 AM	11:30 AM	ALLISS, SPRUILL, YOUNG
SUPERVISOR TRAINING 4	5.21.2013	5.21.2013	9:30 AM	11:30 AM	ALLISS, SPRUILL, YOUNG
SUPERVISOR TRAINING 5	5.22.2013	5.22.2013	1:00 PM	3:00 PM	ALLISS, SPRUILL, YOUNG
SUPERVISOR TRAINING 6	5.23.2013	5.23.2013	9:30 AM	11:30 AM	ALLISS, SPRUILL, YOUNG
SUPERVISOR TRAINING 7	5.28.2013	5.28.2013	9:30 AM	11:30 AM	ALLISS, SPRUILL, YOUNG
SUPERVISOR TRAINING 8	June Date	June Date			ALLISS, SPRUILL, YOUNG
SUPERVISOR TRAINING 9	June Date	June Date			ALLISS, SPRUILL, YOUNG

SPACE TRAINING TIMELINE

EMPLOYEE TRAINING DATES, TIMES, LOCATIONS

May 17, 2013	10:00 – 11:00 AM	Pearl Young Theater, Bldg 1202
May 20, 2013	2:00 – 3:00 PM	Pearl Young Theater, Bldg 1202
May 29, 2013	1:00 – 2:00 PM	Pearl Young Theater, Bldg 1202
June , 2013	TBD	TBD
June , 2013	TBD	TBD

LIVE LAB DATES, TIMES, LOCATIONS

June 3	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 10	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 17	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 20	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 25	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 27	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 2 and 4	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 9 and 11	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 16 and 18	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 23 and 25	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 30	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206

Part 3.5

SPACE AUTOMATES EPCS: ADMINISTRATIVE OFFICER ROLE

UPDATE RATING/REVIEWING OFFICIAL INFO.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

+ NASA Portal
+ HR Portal

Welcome: F

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Standard Performance Appraisal Communication Environment (SPACE)

Policy or Performance Plan Questions:

If you have questions regarding policy or your performance plan please first contact your supervisor. If questions remain please contact a SPACE representative at 757.864.3550. You may also submit your question(s) via email at larc-dl-ohcm-space. Any employee who submits a (s) via email will receive a response within two business days.

General or Technical Questions:

Questions related to performance management, policy, and appraisals should be directed to the LARC POCs identified above. If you need assistance regarding SPACE, please contact the NASA Shared Services Center (NSSC) Enterprise Service Desk (ESD) at 877-677-2123 or 877 NSSC123.

Reference Guides:

Reference Guides and training material can be found under the Reference Guides tab or by clicking here

Maintenance of Employee Data:

- Create / Modify Employee Rating/Reviewing/Proxy Officials (Direct Reports / Indirect Reports)

+ Freedom of Information Act
+ Privacy Policy & Important Notices
+ NASA Advisory Council
+ NASA Communication Policy

SPACE Administrator: Dan Costello
SPACE Functional Manager: Janet Desch
SPACE Technical Manager: Mark Bonvall
Version: 2.00

UPDATE RATING/REVIEWING OFFICIAL INFO.

Please don't utilize this functionality without consulting with SPACE team

SPACE Rating/Reviewing Officials Administration

Center: LARC **MailCode:** B4 Last Name or UUPIC **Per Page:** 10 Submit

Select employee link to set Rating Official or use buttons to add additional proxy officials. To set the reviewing official, set the Rating Official's supervisor.

Center	Employee
LARC	Alliss, Lois (448806065)
LARC	Jackson, Anna (951392425)
LARC	Koch, Karen (421105960)
LARC	Ledoux, David (823861522)
LARC	Perry, Debara (189683745)
LARC	Smith, Nicole (244677736)
LARC	Spruill, Karen (087945051)

Create Proxy Officials for Selected Employee(s) Delete Proxy

Rating Official **Reviewing Official**

Personal Information

FirstName	KAREN	Center	Langley Research Center	UUPIC	087945051
LastName		Organization	B4	Email	KATE.SPRUILL@NASA.GOV
Title	HUMAN RESOURCES SPECIALIST	Grade	14	Auid	KSPRUILL
Supervisor Level	34 -- All Other Paid Civil Servi	Supervisor Indicator	8		
NASA Classification Code		Active Indicator	A		
Occupation Code		Position Description Number			
Union Bargaining Unit	8888	Do not allow FPPS to Overwrite Employee data (Lock Personal Information)			

Rating Official

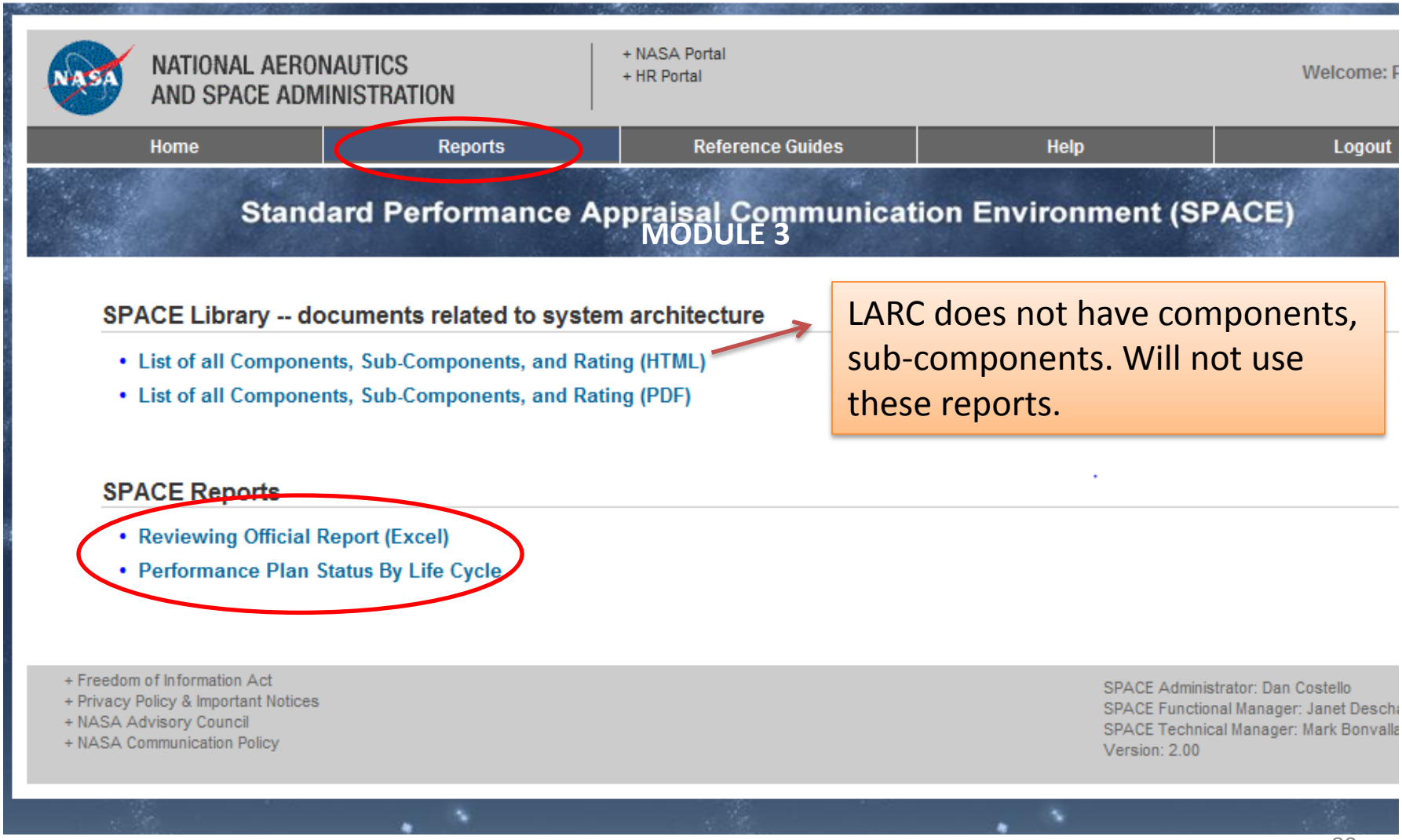
Rating Official UUPIC Ledoux, David	823861522	Do not allow WebTADs to Overwrite Rating Official (Lock Supervisor

Reviewing Official

Reviewing Official UUPIC Roe, Lesa	913022353	Do not allow WebTADs to Overwrite Reviewing Official (Lock Reviewer)

Note: have to input Rating/Reviewing official's UUPIC

RETRIEVE REPORTS



LARC does not have components, sub-components. Will not use these reports.

RETRIEVE REPORTS

Note the type of the Report Identified

AOs will be able to see orgs to which they have been mapped

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

+ NASA Portal
+ HR Portal

Welcome: Pamela

Home | Reports | Reference Guides | Help | Logout

Standard Performance Appraisal Communication Environment (SPACE)

Performance Plan Status By Life cycle Report

Select report parameters (directorate, fiscal year, performance life cycle and status) and then press submit report button to execute report.

Select Performance Year: 2014

Select Directorate: B2 -- OFFICE OF CHIEF COUNSEL

Select Performance Life Cycle: Final Review

Select Status: In Work

Submit Report

+ Freedom of Information Act
+ Privacy Policy & Important Notices
+ NASA Advisory Council
+ NASA Communication Policy

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

+ NASA Portal
+ HR Portal

Welcome: Pamela

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Standard Performance Appraisal Communication Environment (SPACE)

Performance Plan Status By Life cycle Report

Select report parameters (directorate, fiscal year, performance life cycle and status) and then press submit report button to execute report.

Select Performance Year: 2014

Select Directorate: B2 -- OFFICE OF CHIEF COUNSEL

Select Performance Life Cycle: Final Review

Select Status: In Work

Submit Report

0 employee(s) have a status of "In Work" for their Final Review's. Generated on 2013-05-13 15:07:11 -0400

Download: EXCEL

Employee	Organization	Status	Rating Official	Employee Sign Date	Supervisor Sign Date

+ Freedom of Information Act
+ Privacy Policy & Important Notices
+ NASA Advisory Council
+ NASA Communication Policy

SPACE Administrator: Dan Costello
SPACE Functional Manager: Janet Deschak
SPACE Technical Manager: Mark Bonvallat
Version: 2.00

Retrieved data will be displayed and can be downloaded into Excel

Part 3

SPACE AUTOMATES EPCS: BACK-UP SLIDES

2012 – 2013 Changes to EPCS

- Summary ratings will be determined by calculating the average of 3, 4, and 5 element ratings with the following thresholds:
  - 5.0 = Distinguished (Level 5) summary rating
  - 4.X = Accomplished (Level 4) summary rating
  - 3.X = Fully Successful (Level 3) summary rating
  - If any element is rated 2, the summary rating is Needs Improvement (Level 2)
  - If any element is rated 1, the summary rating is Unacceptable (Level 1)

2013 – 2014 Changes to EPCS

- Individual performance elements under EPCS will be rated at one of only three levels:
  - Substantively Exceeds Expectations (Level 5)
  - Meets Expectations (Level 3)
  - Fails to Meet Expectations (Level 1)
- Substantively Exceeds Expectations: Performance that consistently exceeds the performance standards to a substantial degree for the element
- Needs Improvement (Level 2) is eliminated – performance below Level 3 is Fails to Meet and requires corrective action

2013 – 2014 Changes to EPCS (cont.)

- Summary ratings will be determined by calculating the average of 3 and 5 element ratings with the following thresholds:
  - 5.0 = Distinguished (Level 5) summary rating
  - 4.X = Accomplished (Level 4) summary rating
  - 3.X = Fully Successful (Level 3) summary rating
  - If any element is rated 1, the summary rating is Unacceptable (Level 1)

2013 – 2014 Changes to EPCS (cont.)

- Establish a separate mandatory performance element for supervisors, addressing their responsibilities for employee performance management
- Standards will require that supervisors:
  - Meet EPCS requirements, including due dates
  - Conduct meaningful face-to-face performance discussions with employees at least 3 times each year

Employee

- Review, provide comments on, and sign Performance Plans
- Review and sign midpoint and other Progress Reviews, as well as Final Ratings
- Request Progress Reviews
- Request reconsideration of Final Rating
- Track Accomplishments throughout the year
- Summarize Accomplishments in self-assessments for midpoint Progress Review and Final Ratings

Rating Official

- Create/modify/sign/delete Performance Plans*
- Create a new version of an existing Performance Plan
- Create/modify/sign/delete Progress Reviews*
- View employee's Accomplishments (which employee made available to supervisor) and self-assessments
- Create notes on their employees' performance
- Conduct final ratings: rate each Element and write narrative summary

*Once a Performance Plan or progress review is signed by both the supervisor and employee then it cannot be deleted

Proxy Role

- A Rating Official may designate a "Proxy" to assist with developing / entering initial draft performance plans in SPACE
- The Proxy cannot complete a draft plan and send it to an employee, view an employee's comments, or sign a plan
- The Proxy role is assigned *by employee* – the Rating Official must identify each employee to whom the Proxy should be assigned
- Consider the following with respect to using a Proxy:
  - Is the designated employee appropriate for the role (e.g., level and type of his/her position, workload, etc.)
  - The participation of a Proxy should not substitute for the Rating Official's direct engagement with employees in performance planning
- The Proxy role can only be assigned in SPACE by the Center SPACE Administrator

Reviewing Official

- Same permissions as Rating Official
  - Can sign Performance Plan, Progress Review, Final Ratings, if Rating Official is not available
- Reviews Final Ratings and signs off on having completed their review

HR Specialist

- Assigned by the Center Administrator
  - Assigned at the organizational level
- Same permissions as Rating Official with the addition of the ability to advance the performance appraisal process beyond the employee's signature (i.e., "override") when the employee elects not to sign or is unable to sign
  - Purpose of this functionality is to keep SPACE process moving forward, while providing the opportunity to assist supervisor and employee with any underlying issue
- Access to the following reports:
  - Performance Plan Status by Life Cycle
  - Reviewing Official List Report (Excel)
  - Report by Rating Number (Excel)
  - Accomplishments (PDF)

Manager

- Assigned by the Center Administrator
  - Assigned at the organizational level
- Same permissions as Rating Official
- Access to the following reports:
  - Performance Plan Status by Life Cycle
  - Reviewing Official List Report (Excel)
  - Report by Rating Number (Excel)
  - Accomplishments (PDF)
- Allows higher-level manager to review performance management process in his/her organization
  - SES are automatically established as Managers for their organizations and sub-organizations

Supervisor Competencies Element in SPACE

Performance Standards and Indicators

Click to Collapse | Supervisory Competencies | Agency Required

Rating Level	Performance Standards and Indicators
	Substantively Exceeds Expectations Performance Indicators Indicators are *examples* of performance at this level, not all inclusive lists or "must meet" requirements **Leading and Managing** 1. Communicates effectively to facilitate adaptation to controversial or difficult changes; executes change management strategies that are particularly efficient/effective, or that benefit individuals beyond immediate organization. 2. Fosters collaboration and teamwork across non-traditional boundaries to achieve innovative and effective solutions to difficult problems. 3. Manages programs and subordinates to achieve a high level of mission success, effectiveness and/or customer satisfaction. 4. Anticipates and proactively/effectively addresses employee and/or team needs for information and support to maintain high degree of agility. 5. Inspires a high level of morale in the supervised organization, even in times of turmoil/peak workload, exceptionally short deadlines, or significant staff shortages. 6. Exemplary management recognized through sources such as customer or employee-provided feedback. 7. Proactively takes on and successfully resolves employee problem situations (e.g., misconduct, chronic poor attendance, interpersonal conflicts) that are particularly difficult, intractable or sensitive. **Achieving Results**

Additional Handouts

- March 27, 2013 email from Lori Garver regarding EPCS
- New mandatory supervisory element related to performance management
- Model Standards and Indicators (as housed in SPACE)