



Managing Performance and Recognition *Where Can I Find the Information I Need?*

Department of the Navy (DON) employees are currently covered by a number of unique performance management programs including the Interim Performance Management System, legacy General Schedule (GS) systems, and various demonstration projects. Senior leaders, managers, supervisors, Human Resources professionals, and employees under these programs need quick access to policies, answers to their questions, and access to resources and guidance to assist them along the way. To meet this need, OCHR has created the Performance Management and Awards portal, now available at:

<https://www.portal.navy.mil/donhr/WorkforceRelations/Pages/PerformanceManagementAwards.aspx>

Available Resources

The Performance Management and Awards portal currently includes an array of resources to assist in the successful implementation of performance management including:

Interim Performance Management System Reference Guide – NEW!

A comprehensive guide for locating quick references on a variety of topics.

Rewarding

Sub-Topic	Description	United States Code (U.S.C.) Reference	Code of Federal Regulations (C.F.R.) Reference	Department of the Navy (DON) Reference	Desk-Level Reference
Recognition and Rewards Principles		5 U.S.C. § 4505a	5 C.F.R. 451.104 (a)(3)	Interim Performance Management System Policy, Appendix F, 12.a.(1)	
Recommended Awards Framework				Interim Performance Management System Policy, Appendix F	
Rewards Score Performance Standards				Interim Performance Management System Policy, Appendix F, 4.	
Rewards Eligibility Chart	May be modified by Command; eligibility chart for FY2011 and FY2012 modified per OPM/OMB awards limitations guidance.			Interim Performance Management System Policy, Appendix F, 2.a.	DON Awards Limitations FAQs, Q11
Eligibility for Quality Step Increases (QSIs)			5 C.F.R. 531.504 (b)(2)	Interim Performance Management System Policy, Appendix F, 12.b.	DON Fact Sheet - Quality Step Increases (QSIs)

Recognition and Rewards Toolkit – COMING SOON!

Everything you need to know about recognizing and rewarding performance and contributions in the DON.

Calendar and Announcements

Updated list of briefings, training, conference calls, courses, and important news that may be of interest to the Performance Management community.

Policy and Guidance

The most recent DoD- and DON-level policies.

Policy and Guidance		
Type	Name	Document Type
Topic: Awards Guidance (4)		
Topic: Awards Limitations for FY2011 and FY2012 (4)		
	OPM Guidance on Awards for FY2011 and FY2012	Memorandum
	DON Guidance on Awards for FY2011 and FY2012	Memorandum
	DoD Supplemental Guidance on Awards Limitations	Memorandum
	DON Awards Limitations FAQ	FAQ
Topic: DoD Policy (2)		
Topic: DON Policy (8)		
Topic: Interim Performance Management System (4)		
Topic: Laws and Regulation (1)		
Topic: NSPS Transition (2)		

Frequently Asked Questions

As questions come in from the field, answers are immediately posted for all to use.

Frequently Asked Questions	
New	Actions
Settings	
Answer	Attachment
Topic: Awards Limitations for FY2011 and FY2012 (6)	
Topic: General Performance Management (5)	
Topic: Interim Performance Management System (11)	
Topic: Performance Appraisal Form (3)	
Question: The Performance Appraisal Form isn't automatically populating the performance standards and the Navigation Bar won't work. What's wrong? (1)	
Question: We're running into issues with the file size being too large. How can I route the Performance Appraisal Form for approval? (1)	
Question: Where can I find the "employee ID"? (1)	
Topic: Performance-Based Awards (2)	

Fact Sheets and Resources

Desk-level fact sheets, briefings, and slides on a variety of topics such as how to conduct Progress Reviews, how to write appraisals, and how to use the Performance Appraisal Form.

Need Further Assistance?

For additional information or assistance, contact Sara Pranio, Performance Management Program Manager, at sara.pranio@navy.mil or (202)685-6531 or David Macht, Awards Program Manager, at david.macht@navy.mil or (202)685-6659.