



Performance Management Appraisal Program Policy Comparison

	PREVIOUS POLICY	NEW POLICY <i>(Eff 1/1/2023)</i>
Performance Planning		
Mandatory Elements	Administrative Requirements element for all employees with leadership options for managers	Customer Experience element for all employees with additional Leadership element for Supervisors, Managers, and Team Leads
Number of Critical Elements for Supervisors, Managers, & Team Leads	4 to 6 critical elements	Minimum of 3, maximum of 6 (including 2 mandatory elements and 1 individual critical element)
Number of Critical Elements for Non-Supervisory Employees	4 to 6 critical elements	Minimum of 2, maximum of 6 (including 1 mandatory element and 1 individual Critical Element)
Coverage & Exclusions <i>(please note that these codify practices that have already been in place at NIH)</i>		
Title 42 SES Equivalent Employees	Excluded from policy	Now explicitly excluded per policy
Title 42 Fellows	Excluded from policy (incorrect section from Public Health Service Act is also cited)	No longer excluded from policy
Commissioned Corps	Excluded from policy	Now explicitly excluded per policy
Time Limited Appointments	Appointments less than 90 days excluded	Appointments less than 60 days are excluded
PMAPs for Details	Details expected to last more than 90 days require PMAPs	Details of 89 days or more require PMAPs
Rating Official Responsibilities		
Performance Deficiencies	Rating Officials must promptly initiate appropriate action, such as assistance from the Employee and Labor Relations Office	Rating Officials must engage Employee and Labor Relations Office for performance rating below Level 3
Training Requirements	Rating Officials must complete performance training	Rating Officials should complete performance training within 1 year, then once every 3 years thereafter
Plan Changes	Mentioned throughout policy but not explicitly stated as a responsibility	Rating Officials must modify the performance plan to account for changes in employee's job duties or shifting priorities

Closeout Changes		
Closeout Deadline	45 days after conclusion of rating period	30 days after conclusion of rating period
Rating Disagreement (written response)	No deadline to respond in writing	Must respond within 7 days of issuance of appraisal, Reviewing Official must make determination
Required Narratives	Must be written for Level 1 or Level 2 performance	Must be written for Level 1 or Level 5 performance
Element Comments	N/A	Encouraged for any elements not rated Level 3
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Additional Resources:	IC Performance Liaisons	PMAP at NIH site