NIH USAP Establishment Guide
Executives and Rating Officials

Planning Phase: Establishment

Executives are required to create their performance plans in USA Performance. Once the plan has been created in the system, the Executive will notify Rating Official that the plan has been created and is ready for signature.

Executive Instructions

NOTE: Once the plan has been signed by the Rating Official, the Executive will receive an email notification that the plan is ready for the Executive’s signature

1. Using Internet Explorer (version 10 or greater) or Google Chrome (version 39 or greater), navigate to https://usaperformance.opm.gov

2. Login using your smartcard, you will be directed to the Home page (dashboard).

3. Select Create My 2020 Plan under Tasks Requirement My Attention. You can also navigate to the Performance Management tab to access the Performance Plan.

4. After clicking Create Plan, you may see an option to Import from Previous Plan. This option will only appear if you or the employee had a performance plan in USA Performance in the previous performance management (PM) cycle. Selecting Yes for this option will copy the contents from Part 1. Consultation, any agency-specific requirements for the critical elements, weight settings, and the performance requirements and strategic alignment. The plan will open.

5. Review Part. 1 of the Performance Plan and make updates if necessary.

   ▪ Confirm the correct appraisal period is entered, e.g., 10/1/2019 – 9/30/2020.
   ▪ If your appointment was effective after October 1, 2019, your appraisal period start date should reflect the date of your appointment.
- Ensure that your position title is correct and elect if your position is “CA (career)”, “NC (non-career)” or “LT/LE (limited term.”). **NOTE:** T42 should leave this section blank.

6. Select the **Critical Elements** button from the plan navigation bar.

7. Review and update Critical Elements 1-5 with per NIH guidance. Weights must sum to 100; no critical element 1 – 4 can weigh more than critical element 5 - Results Driven.

8. For Critical Element 5, enter individual Performance Requirements and Strategic Alignment information in the respective boxes. Remember to bold the **result** and underline the **measures**. Select **Add Performance Requirement** to add additional Performance Requirements. For Strategic Alignment, include the page number of where the strategic goal/alignment can be found in the strategic plan.

9. Select **Save** from the plan navigation bar at the top of the plan. Once complete, inform your Rating Official that the plan is ready for Rating Official review and signature.

10. Once the plan has been signed by the Rating Official, the Executive will receive an email notification that the plan is ready for the Executive’s signature.

11. To sign the plan as an Executive, navigate to the performance plan and click **Sign** in Part 1. Select **Yes** if you are certain your plan is ready for review by your Rating Official.

**Rating Official Instructions**

1. Using Internet Explorer (version 10 or greater) or Google Chrome (version 39 or greater), navigate to [https://usaperformance.opm.gov](https://usaperformance.opm.gov)

2. Login, you will be directed to the Home page (dashboard).

3. Under **My Employee’s Plans**, click **Sign 2020 Plan(s)**.

4. Click on the Employees’ name and their plan will open.

5. Click **Sign** in Part. 1, Consultation.

6. Select **Yes** if you sure you want to sign the employees plan.

*The Planning Phase is now complete!*
NOTE: When the Rating Official and Executive sign Part 1, this locks the plan from editing. To edit the plan, the Rating Official will need to remove his/her signature from Part 1, which will also remove the Executive’s signature. Make the necessary edits. The Rating Official and Executive will then need to re-sign the performance plan to demonstrate agreement on the changes. The Rating Official or Executive can document any changes in Part 10. Agency Use.