USA Performance®

Manage Performance, Ensure Success

OPM's Performance Management System for Federal Agencies
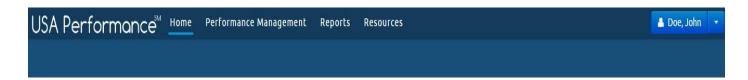
Abbreviated version for NIH use | October 2018

This QRG should be used in conjunction with the USAP Guide for Senior Executives and the USAP Guide for Rating Officials located on the [USA Performance Resources and Training](#) page.

QUICK REFERENCE GUIDE FOR PROXY USERS

NIH Administrators

Megan Goetz

Carmen Garcia

1. Login.

2. **Home** page will display.

3. Click the dropdown arrow next to your user name and select **Act As Proxy**.

4. **Act As Proxy** box will open. Click the **Select User To Proxy** dropdown and select the name you will proxy.

TIP: *Proxies can be assigned by any USA Performance user. Assignments may include individuals designated to perform administrative functions. Proxy users cannot sign performance plans. Proxy users can log into USA Performance on behalf of an Executive or Rating Official to edit aspects of their or their subordinate's performance plan. This includes appraisal period, performance requirements, weights, and strategic alignment.*