Is the employee on a performance plan?

- NO

- Are there more than 45 days left in the appraisal cycle?
  - YES: Establish a PMAP plan, and extend the rating period
  - NO: Is there less than 45 days left in the appraisal cycle?
    - YES: The employee will not be rated for the current appraisal cycle
    - NO: Rate the employee prior to the position change. The rating will be final rating of record for the appraisal period

Has the employee changed positions within 90 days of the end of the rating period?

- YES

  - Was employee in previous position for at least 90 days?
    - YES: Extend the rating period to allow for 90 days in new position, and rate the employee at that time if there are more than 45 days left in the appraisal cycle
    - NO: If a plan has been in place for at least 90 days, rate at the time of position change. Also rate at end of the temporary assignment
      - *if 90 days or more

Is the employee detailed, or temporarily assigned to another position?

- YES

  - Assigned within HHS?
    - YES: If a plan has been in place for at least 90 days, rate at the time of position change. Also, make a reasonable effort to get performance information from assignment.
    - NO: If the plan had been in effect for at least 90 days, rate at the time the employee goes on training based on the established plan

Has the employee been on a long-term training, and has not returned by the end of the year?

- YES

Important

- This is a reference guide based on non-standard PMAP scenarios. Always check with the Performance and Management Team/Workforce Relations Division/Office of Human Resources if you have any questions

Scenario

Decision Point

Action

If you are unsure about PMAP policies and procedures surrounding your specific situation, please contact: Tracey Headley 301-827-9615