



United States Department of Agriculture

Departmental
Administration

Office of the
Assistant Secretary
for Administration

Office of Human
Resources
Management

1400 Independence
Avenue, SW
Washington, DC
20250-9600

DATE: January 25, 2022

TO: Agency Heads and Staff Office Equivalents
Chief Operating Officers
USDA Chief Human Capital Officers

FROM: Anita R. Adkins
Acting Chief Human Capital Officer

SUBJECT: Extension to February 14, 2022, to Establish FY 2022
Non-SES, SES, SL, ST and SSTS Employee's Performance Plans

The deadline to issue FY 2022 Performance Plans is extended to February 14, 2022 for Non-SES, SES, SL, ST and SSTS employees.

The Office of Human Resources Management (OHRM) is extending the deadline from January 28, 2022, to February 14, 2022, for developing and issuing FY 2022 Performance Plans to all employees covered by a performance management system Non-SES, SES, SL, ST and SSTS.

This extension is provided due to functional and technical application issues and time needed to effectuate and test necessary updates for the USA Performance Application. The USA Performance Application will be available for Executives to access and begin work on Friday, January 28, 2022. Thank you for your patience while we address these issues.

All supervisors will need to ensure that performance plans are developed and established by the rating official, approved by the reviewing official, and subsequently issued to the employee no later than February 14, 2022, for plans administered in both the EPMA and USA Performance Applications.

To answer questions and provide support, the OHRM Performance Management Staff will host office hours for serviced Staff Office employees and Executives. Details will be provided separately.

Please share this information with the supervisors, managers, and employees within your organization. If you have any questions about this memorandum, please contact Allen Hatcher, USDA Acting Deputy Chief Human Capital Officer, at allen.hatcher@usda.gov or (703) 457-7760.