

# **Implementation Plan: OPM Performance Management Guidance**

## **Why this matters:**

This plan lays out simple, practical ways to put the new performance guidance into action. It's meant to help our agencies move forward with clear expectations and a focus on real results.

## **Step-by-Step Instructions**

### **1. Revise Employee Performance Plans**

- Review and update all current performance plans.
- Ensure expectations are specific and aligned with agency priorities.
- Include at least one goal that supports agency mission or administration priorities.

### **2. Update Supervisor Performance Requirements**

- Add a mandatory performance element for supervisors focused on holding staff accountable.
  - This includes rewarding high performance and addressing poor performance.
  - Language should align with Appendix 2 of the memo.

### **3. Performance Distribution Justification for SES**

- Require SES members who supervise 10 or more employees to:
  - Justify the performance distribution of their subordinate staff in writing.
  - Include this justification in their annual performance narrative.

### **4. Deliver Supervisor Training**

- Provide mandatory training to all new supervisors within one year of appointment.
- Training must cover:
  - Writing clear goals
  - Recognizing performance
  - Taking corrective and disciplinary action when needed.
- Offer refresher training every three years.

### **5. Prepare for the New Rating Cycle**

- The new appraisal cycle begins October 1, 2026
- Begin planning now to revise performance systems, update forms, and align timelines with the new rating cycle.

### **6. Build a Culture of Frequent Check-Ins**

- Require at least four formal performance check-ins per year (quarterly).
- Encourage informal monthly conversations.
- Provide templates and guidance to support these conversations.

## **7. Monitor Performance Rating Trends**

- Regularly track rating distributions.
- Ensure ratings reflect actual results.
- Leaders should be able to explain how ratings align with team performance.

## **8. Align Awards with Outcomes**

- Ensure awards are based on actual results and high performance.
- Develop easy-to-use spot award templates and nomination tools that link directly to accomplishments.

## **9. Review and Update Policies**

- Revisit policies related to performance and discipline (including PIPs and adverse actions).
- Ensure they align with the new guidance:
  - 30-day PIP limits
  - Use of Chapter 43 and 75 procedures
  - Elimination of mandatory progressive discipline

## **10. Build a Tracking System**

- Set up a simple internal system to track:
  - Poor performance cases
  - Improvement plans
  - Settlements
- Ensure you can meet OPM's quarterly reporting requirements.

Refer to the attached memo



6-17-2025 OPM  
Memo Performance M