

NationalAeronautics and Space Administration

Headquarters

Washington, DC 20546-0001

February 9,2007



Reply to Attn of: Headquarters Human Resources Management Division

TO: Officials-in-Charge of Headquarters Offices

FROM: Director, Headquarters Human Resources Management Division

SUBJECT: Update on Employee Performance Communication System (EPCS)

Here are some updates on the Employee Performance Communication System (EPCS), including advance information about the rollout of NASA's new five-level performance rating system that will go into effect on May 1,2007.

First,I would like to thank you for your attention to the annual mid-term progress reviews for EPCS-covered employees. Your Directorates/Offices have certified that 100%of the reviews have been completed.

Second, I am taking this opportunity to forward statistical data on the 2006 employee performance ratings. You will see that 31.8% of the Headquarters employees were rated Distinguished in 2006. This is a decrease from 2005, when 35.8% were rated Distinguished. The report shows a number of employees as having "no rating." For the most part these were employees who came on board late in the performance cycle, and who could not be rated because they had not been on performance plans for the minimum 90 days.

The current performance cycle will end on April 30,2007, and ratings will be assigned during the month of May. These will be the last ratings given under the three-level system. The performance plans that are assigned for the cycle that runs from May 1, 2007, through **April 30,2008**, will be on new forms that will reflect the change to five rating levels. The Office of Human Capital Management is leading the Agency-wide implementation of the new system, and my staff is actively participating in that effort. Extensive training and information will be provided over the next few months. We will endeavor to provide Headquarters supervisors and employees with all of the tools, answers, and assistance they need to ensure a smooth transition.

Meanwhile, here are a few reminders for the remainder of this cycle:

- Any new employees should be given performance plans as soon as possible after they join your organization —normally within 30 days. Remember that an employee must have been on a performance plan for at least 90 days in order to receive a performance rating and to be eligible for a performance award.

- Any new (or significantly revised) performance plans for the current cycle will still be done on the existing forms: NF 1726 for (non-SES) supervisors; and NF 1727 for non-supervisory employees.
- If there are any employees whose performance is failing to meet expectations, please consult with my staff in advance of the end of the performance cycle. We can assist with appropriate corrective action.

Again, more information, training, and transition guidance for the five-level EPCS will be coming soon. Please feel free to contact Dorothy Egbert on 358-1162, or Inez Hunter on 358-0658, for any questions related to performance management or the EPCS procedures.



Leah Hollander

Enclosure

cc:

Administrative Contacts

NASA Headquarters

Codes L and N Divisions

FY06 GS Performance Rating Summary

<u>Code</u>	<u>Division</u>	<u>Distinguished</u>	<u>% Distinguished</u>	<u>Meets / Exceeds</u>	<u>Total Distinguished + Meets / Exceeds</u>	<u>No Rating</u>
LA	Inst & Mngmt (Main Office)	1	25.0%	3	4	0
LD	Infras & Admin (Office & Agency)	23	35.4%	42	65	3
LD	Infras & Admin (HQ Ops)	26	26.3%	73	99	9
LE	Office of Human Capital Management	11	29.7%	26	37	2
LF	Office of Diversity & EO	4	26.7%	11	15	0
LG	Security	6	22.2%	21	27	1
LH	Procurement	22	57.9%	16	38	5
LI	Small Business	2	100.0%	0	2	1
NA	Strategic Comm (Main Office)	0	0.0%	2	2	0
NB	Public Affairs	12	29.3%	29	41	3
NC	Legislative Affairs	4	15.4%	22	26	1
ND	External relations	22	52.4%	20	42	0
NE	Education	0	0.0%	25	25	0

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Total Ratings 1109						
Code	Directorate	Distinauished	% Distinguished	Meets / Exceeds	Total Distinauished + Meets / Exceeds	No.Ratin9
A	Administrator	4	36.4%	7	11	1
B	Exploration	16	20.5%	62	78	7
C	Space Operations	24	28.2%	61	85	2
D	Science	56	40.0%	84	140	2
E	Aeronautics	13	39.4%	20	33	1
F	PA & E	21	38.9%	33	54	4
G	Safety & Mission Assurance	15	40.5%	22	37	1
I	CFO	13	16.7%	65	78	8
J	CIO	5	35.7%	9	14	2
K	Chief Engineer	6	40.0%	9	15	
L	Institution & Administration	95	33.7%	192	287	21
M	General Counsel	11	33.3%	22	33	3
N	Strategic Communications	38	27.9%	98	136	4
O	IEMP	1	20.0%	4	5	1
P	IPPO	3	37.5%	5	8	0
Q	Chief Health & Medical Officer	4	44.4%	5	9	0
R	Institutional Integration	9	32.1%	19	28	0
	Totals	334	37.8%	717	1051	57

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Associate Administrator/Mr. Geveden

Chief of Staff/Mr. Morrell

Deputy Chief of Staff and White House Liaison/Mr. Jezierslu

Assistant Administrator for Security and Program Protection/Mr. Saleeba

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Porter

Associate Administrator for Exploration Systems Mission Directorate/Dr. Horowitz

Associate Administrator for Institutions and Management/Mr. Scales

- Assistant Administrator for Diversity and Equal Opportunity/Ms. Manuel
- Assistant Administrator for Human Capital Management/Ms. Dawsey
- Assistant Administrator for Infrastructure and Administration/Ms. Dominguez
- Assistant Administrator for Procurement/Mr. Luedtke
- Assistant Administrator for Small and Disadvantaged Business Utilization/Mr. Delgado
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Director, Innovative Partnerships Program Office/Mr. Comstock

Director, Integrated Enterprise Management Program/Mr. German

Director, Office of Program and Institutional Integration/Mr. Keegan

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