

Performance Management Plan for Non-Managers and Non-Supervisors



A. General Information

1. Employee Name (<i>last, first, middle</i>)		2. Organization OWCP/DDEEOIC	
3. Title, Series, Grade CLAIMS EXAMINER SPECIALIST, GS-0991-12		4. Appraisal Cycle (<i>mm/dd/yyyy</i>) 10/01/2021 to 09/30/2022	5. Appraisal Period (<i>mm/dd/yyyy</i>) 10/01/2021 to 09/30/2022
6. Supervisory Status Code 8 – All Other Positions			

B. Performance Elements and Standards Certification

1. I certify that this performance plan contains accurate performance elements and standards that:	<input checked="" type="checkbox"/>	Link at least one critical results element to the Agency's operating plan.	
	<input checked="" type="checkbox"/>	Hold the employee accountable for measurable and/or observable results.	
	<input checked="" type="checkbox"/>	Link to the employee's position description and reflect the duties and responsibilities assigned to the employee.	
2. Rating Official Signature		Date (<i>mm/dd/yyyy</i>)	
3. Rating Official Name (<i>last, first, middle</i>)		4. Rating Official Title	
5. Prototype elements and/or standards <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

C. Position Description Certification

1. Position description is correct? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if No, explain below.)		2. Rating Official Signature		Date (<i>mm/dd/yyyy</i>)	
		3. Rating Official Name (<i>last, first, middle</i>)			
		4. Rating Official Title			

D. Establishment of the Performance Management Plan

1a. I discussed this plan with employee. <input type="checkbox"/> Yes <input type="checkbox"/> No		1b. Employee written comments are attached. <input type="checkbox"/> Yes <input type="checkbox"/> No		2. Employee Signature		Date (<i>mm/dd/yyyy</i>)	
3. Rating Official Signature		Date (<i>mm/dd/yyyy</i>)		6. Reviewing Official Signature		Date (<i>mm/dd/yyyy</i>)	
4. Rating Official Name (<i>last, first, middle</i>)				7. Reviewing Official Name (<i>last, first, middle</i>)			
5. Rating Official Title				8. Reviewing Official Title			

E. Mid-Term Progress Review Certification

1. The mid-term progress review has been conducted. <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, explain below.)		3. Rating Official Signature		Date (<i>mm/dd/yyyy</i>)	
		4. Rating Official Name (<i>last, first, middle</i>)			
2. Employee Signature		Date (<i>mm/dd/yyyy</i>)		5. Rating Official Title	

F. Performance Appraisal and Rating

1. Indicate performance appraisal and rating below.		2a. I discussed this appraisal with the employee. <input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Outstanding	Falls within Summary Rating Points (475-500)			2b. Employee provided timely written comments. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA			
<input type="checkbox"/> Exceeds Fully Successful	Falls within Summary Rating Points (400-474)						
<input type="checkbox"/> Fully Successful	Falls within Summary Rating Points (300-399)						
<input type="checkbox"/> Minimally Successful	Minimally Successful on one or more elements						
<input type="checkbox"/> Unacceptable	Unacceptable on one or more elements						
3. Purpose of Appraisal: <input type="checkbox"/> Interim Rating <input type="checkbox"/> Rating of Record		7. Employee Signature		Date (<i>mm/dd/yyyy</i>)			
4. Rating Official Signature		Date (<i>mm/dd/yyyy</i>)		8. Reviewing Official Signature		Date (<i>mm/dd/yyyy</i>)	
5. Rating Official Name (<i>last, first, middle</i>)				9. Reviewing Official Name (<i>last, first, middle</i>)			
6. Rating Official Title				10. Reviewing Official Title			

G. Performance Summary

The rating official must appraise the employee's performance relative to the critical results elements performed. In assigning a rating to each critical results elements, please rate the employee at one of the following five levels and include a written narrative as appropriate:

Elements Rating Level	Rating Points	Description
Outstanding	5	This is a level of rare, high-quality performance. The employee's work under this element substantially exceeds the "Exceeds Fully Successful" standard. <i>(Narrative Required)</i>
Exceeds Fully Successful	4	This is a level of unusually good performance. The employee's work under this element is consistently above average . <i>(Narrative Required)</i>
Fully Successful	3	This is a level of good, sound performance. The employee's work under this element is of a fully competent employee. <i>(Narrative Not Required)</i>
Minimally Successful	2	This is a level of performance below expectations. The employee's work under this element needs improvement in one or more elements. <i>(Narrative Required)</i>
Unacceptable	1	The level of performance is not adequate for the position. <i>(Narrative Required)</i>
Not Rated (NR)	NR	The level of performance is not rated .

Critical Element	Critical Element Weight %	Rating Points					NR	Total Element Points
		5	4	3	2	1		
Result #1 MENTORING	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result #2 DATA INTEGRITY	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result #3 TRAINING, OUTREACH, & COMMUNICATIONS	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result #4 POST ADJUDICATION	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result #5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result #6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result #7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result #8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Element Pts ->	100	Summary Rating Points						0

H. Consideration Given to Other Ratings in Rating of Record

1. Any written performance information (including interim ratings and performance information on details or temporary reassignments/promotions) since the last annual rating of record will be taken into account in this rating of record. If these interim performance ratings or information impact the overall rating of record, explain fully in the space below.

I. Other Significant Accomplishments

J. Organizational Performance Elements

Critical results-specific elements must include, but are not limited to, as many results elements as are necessary to reflect the employee's specific responsibilities in the implementation of their agency's operating plan / strategic goals. All elements and standards should describe the major results to be achieved during the period of performance covered by the performance plan. Each performance standard must be written at the **Fully Successful** level and include measures of performance such as quality, quantity, timeliness, and cost-effectiveness. Standards should be concise and not include detailed milestones or descriptions of the process and methods used to achieve the results.

Result #1 Title	MENTORING	Weight Value	30%
Result #1	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Fully Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Minimally Successful <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Rated		
The Claims Examiner Specialist (CES) provides appropriate mentoring, training and feedback for assigned Claims Examiners (CEs) related to claims development and adjudication.			
Performance Standard Performance is Fully Successful when the CES achieves 90% - 92%. Did the CES successfully complete the below tasks?			
1. Ensure non-journey level CEs addressed all relevant components (e.g. medical conditions, employment, and toxic exposures) in all current development and adjudicatory actions based on the evidence of record. 2. Provide accurate feedback and mentoring regarding current claim development and pre and post adjudication in accordance with existing program policies and guidelines. 3. Provide appropriate technical expertise by referencing EEOICPA laws, regulations, and policies. 4. Utilize appropriate mentoring strategies and individualize feedback based on the non-journey level CE's skill level and ability. 5. Review and provide feedback for initial submitted work products within three (3) business days of receipt. 6. Review and provided feedback on revised submitted work products within two (2) business days of receipt.			
Narrative 			

Result #2 Title	DATA INTEGRITY	Weight Value	15%
Result #2	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Fully Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Minimally Successful <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Rated		
The CES accurately enters ECS and OIS data and provides appropriate mentoring, training and feedback for assigned CEs related to ECS and OIS entries.			
Performance Standard Performance is Fully Successful when the CES achieves 90% - 92%. Did the CES successfully complete the below tasks?			
1. Review and ensure accurate data entry by non-journey level CEs in ECS for all current development components. 2. Review and ensure accurate bronzing and indexing by non-journey level CEs in OIS for all current development and case actions. 3. Review and ensure accurate data entry by non-journey level CEs in ECS for outgoing correspondence, Recommended Decisions, and NIOSH referrals. 4. Review and ensure accurate bronzing and indexing by non-journey level CEs in OIS for outgoing correspondence, Recommended Decisions, and NIOSH referrals. 5. Ensure all ECS related coding for Toxicology, Health Physicist, Industrial Hygienist referrals, and other development was accurate. 6. Accurately update Post Adjudication coding in ECS. 7. Bronze and accurately index Post Adjudication documents into the respective OIS case file within 24 hours of document issuance. 8. Review and certify or reject payments in ECS within one (1) business day of non-journey level CEs creating the payment and submitting for certification.			

Narrative

Result #3 Title	TRAINING, OUTREACH, & COMMUNICATIONS	Weight Value	30%
------------------------	--------------------------------------	---------------------	-----

Result #3	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Fully Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Minimally Successful <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Rated		
------------------	---	--	--

The CES creates or assists in the creation of instructional materials and provides training to District Office staff, undertakes professional contact with individuals and groups outside the District Office, and delivers presentations as assigned.

Performance Standard

Performance is Fully Successful when the CES achieves 90% - 92%.

Did the CES successfully complete the below tasks?

1. Organize, facilitate, and present training for new staff based on approved materials, current policy and procedural guidance, and identified training needs.
2. Suggest development and/or modification of training materials to align with current policy and procedure.
3. Independently create resources for staff based on current policy and procedure. These materials may reflect research from multiple sources, including but not limited to the Energy Employees Occupational Illness Compensation Program Act (EEOICPA) Procedure Manual, DEEOIC policy guidance, and Standard Operating Procedures.
4. Provide input or recommendations to the Chief of Operations, ADD, or DD for training based on noted deficiencies, procedural errors, and audit results.
5. Routinely demonstrate skill in using the most effective method of presentation for training. Consideration in measuring success will include assessment of preparation, organization and flexibility as reflected in the trainer's choice of: group size, use of media aids, subject knowledge, audience response, and ability to adapt to changing conditions.
6. Receive constructive feedback openly, and foster an atmosphere that supports development and improvement of CE's skills.
7. Independently, or with designated district or National Office staff, organize and disseminate information to internal and external customers during conference and/or outreach participation.

Narrative

Result #4 Title	POST ADJUDICATION	Weight Value	25%
------------------------	-------------------	---------------------	-----

Result #4	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Fully Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Minimally Successful <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Rated		
------------------	---	--	--

The CES completes quality development and adjudication of reopening requests and issues denial documents and Director's Orders within Operational Plan Goal time-frames.

Performance Standard

Performance is Fully Successful when the CES achieves 90% - 92%.

Did the CES successfully complete the below tasks?

1. Identify and confirm the Reopening Request was appropriate for submission and review of reopening.
2. Complete closure actions on Reopening Requests within 90 calendar days of the date of request.
3. Appropriately route Director's Orders to the DD/ADD of the assigned field office in accordance with current procedures.
4. Identify when a Reopening Request requires a memo to National Office and draft and submit memo for authorization within ten (10) calendar days of reopening assignment.

Narrative

--

Result #5 Title		Weight Value
Result #5	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Fully Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Minimally Successful <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Rated	
Performance Standard		
Narrative		

Result #6 Title		Weight Value
Result #6	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Fully Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Minimally Successful <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Rated	
Performance Standard		
Narrative		

Result #7 Title		Weight Value
Result #7	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Fully Successful <input type="checkbox"/> Fully Successful <input type="checkbox"/> Minimally Successful <input type="checkbox"/> Unacceptable <input type="checkbox"/> Not Rated	
Performance Standard		
Narrative		

[Empty box]

Result #8 Title

Weight Value

Result #8

- Outstanding Exceeds Fully Successful Fully Successful Minimally Successful Unacceptable Not Rated

Performance Standard

Narrative