**Fiscal Year 2019  
Production Schedule**

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# ****Performance Review Board (PRB) – November 8th, 2018****

Agencies can create and manage PRB groups to assign to senior executives’ performance plans. Admins are now able to add, and remove, users with the PRB Member role to various PRB groups as either a member of chair. PRB groups can then be assigned to senior executives. These groups will then be able to access performance plans at the appropriate time in the rating cycle. They can add PRB notes to performance plans, release them for other PRB members to view, and recall those notes if desired. PRB Chairs are able to batch sign for plans for which they are assigned. Additionally, tasks have been added to the dashboard for Admins, PRB Members, and PRB Chairs to manage the actions they need to during the PRB process.

# SES Pay Plan Updates and System Admin Proxy Capabilities – December 6th, 2018

Agencies may use the approved SES system for other pay plans than ES. In order to accommodate agency that uses EV and FJ pay plans on the SES system, USA Performance will move those plans to SES templates. This will also include making this update to the reports as well.   
  
Additionally, agency users will be able to add USA Performance System Admins as proxies to their accounts. This will allow for System Admins to view end user data in real time to assist end users of various roles in their requests for information.

# Web Service and eOPF Interconnections – March 2019

USA Performance is developing a Web Service interconnection that will allow agencies to direct data to the system for uploading and editing user profile information. This will include name, email, phone number, supervisory status, pay period, series, grade, PD number, location, assignment in the organizational structure, and rating hierarchy. The Web Service will overwrite existing data to update all fields. The organizational fields will be upgraded after the enhancements for those features are finalized.   
  
USA Performance will also release a Non-SES eOPF interconnection. Each agency will then be able to work through the proper testing and approval processes to have both their SES and Non-SES finalized performance appraisals sent to users’ eOPF files.

# Grouping Elements for Weighting – May 2019

USA Performance will add enhancements to the template wizard to account for agencies that have groups of elements that make up specific weight percentages in the overall derivation formula. Currently, USA Performance can technically accommodate this, but it is not as user friendly as it needs to be. The update will include allowing Admins to establish groups of elements to be weighted in the wizard. Additionally, there will be an update to the user interface for end users on their performance plans.

# Organizational Structure and User Roles & Permissions – July 2019

USA Performance will be completely revamping the current features for replicating and managing agencies’ organizational structure within USA Performance. Currently there are Agencies, Sub-Agencies, Organizations, Sub-Organizations, and Divisions. USA Performance will eliminate the Sub-Agencies and Divisions in the system. This will allow for the consolidation of existing agencies to be mapped over to the new features.

*USA Performance will schedule Organizational Structure requirement gathering sessions in Quarter 1.*

The USA Performance Program Office will work directly with stakeholders to gather, refine, and implement a complex, and comprehensive, organizational enhancement in USA Performance. This will include updates to the user interface for how the structure is viewed, managed, and associated with end users. The new features will be designed with a web service interconnection in mind so that data can flow into the correct units to include newly created organizational units. The goal of these enhancements will be to appropriately accommodate agencies’ complex organizational structures.

The USA Performance Program Office also plans to tie the significant enhancements to user roles and permissions to the updates to the organizational structure enhancements. This will include allowing agencies to customize the permissions that can be assigned to organizational units. The enhancements to user permissions will include:

*USA Performance will schedule User Roles/Permissions requirement gathering sessions in Quarter 1.*

* + Establishing Admin sections that Organization Unit Admins can access (e.g., strategic goal library, element and standards library, template wizard, SES template, etc.)
  + Access to other organizational units’ data
  + Access to user data

# **Additional Features for FY19**

#### Original Signature Dates and Auditing – Fall 2019

Auditing capabilities will be added to USA Performance. This will include tracking original signature dates for all parts of performance plans both in the system and for records to be sent to eOPF.

*USA Performance will schedule Auditing requirement gathering sessions in Quarter 2.*

#### Ability to Include User Specific Elements on Performance Plans – Fall 2019

The template wizard in USA Performance will add the ability for Admins to establish that users can add any elements to performance plans, regardless of if they are in a predetermined list. Users can manually add elements, sub-elements, and performance standards to performance plans.

#### Enhanced Reporting Capabilities – Fall 2019

The Reports page in USA Performance will have a variety of more customizable reports to accommodate for the large growth in the data collected in the system since the first iteration included in the initial release of the system. These reporting features will include:

* + Reporting on positions, series, and grades
  + More complex organizational breakdowns
  + Additional rating analytics including breakdowns by the rater, organization, position type, etc
  + Reporting based on strategic goals, performance elements, standards, etc
  + Reporting features will be added to assist agencies in assessing organizational performance

#### Standards Groups on Plans – Winter 2019

The template wizard will allow Admins to associate multiple standards groups to one element. This will allow end users to select which set of standards should be on their performance plans.

#### Character Counts and Limits – Winter 2019

USA Performance will allow agencies to limit the characters entered into certain fields. The initial fields will be self-accomplishment narratives and performance requirements.

#### Performance Plans Having Multiple Goals for Alignment – Winter 2019

USA Performance will allow for performance elements, sub-elements, standards, and performance requirements to align to more than one strategic goal.

# Ongoing Research Items for FY19

#### Special Character Limitations

USA Performance limits both specific, and the amount, of special characters in text fields. This is done to increase the security of the system. However, end users are often frustrated that they are unable to complete tasks because they aren’t aware of special character limitations. The development team will investigate ways of allowing more special characters that are commonly used by end users.

#### System Timeout Issues

For security purposes, USA Performance forces users to remain active in the system or they will be timed out. This timeout is set at 15 minutes, and a warning will appear with five minutes left to alert users of their inactivity. However, certain browsers and settings may impact the 15 minute clock timeout, causing users to be logged out even if they attempt to reestablish activity. The development team will research fixes to this issue.

#### PIV Login Issues

One of the largest issues reported by USA Performance end users relates to logging in with their PIV credentials. While the Program Office has communicated the process for registering PIV cards with the system, end users do not always fully follow the correct steps. Selecting the wrong PIV credentials often will lead to users needing to troubleshoot the issue or reach out to the USA Performance help desk. The development team will research steps to make it easier for end users to identify, and select, the correct PIV credentials for accessing USA Performance.