From: FEMA-R6-TRO-HR
To: FEMA-R6-TIRO-All-Hands
Subject: FW: 2024 Employee Performance System: Quarter 4 Progress Reviews & Annual Appraisals
Date: Monday, November 4, 2024 1:11:09 PM
Attachments: image002.png
Importance: High

*** ATTENTION SUPERVISORS ***

SENDING ON BEHALF OF THE PERFORMANCE MANAGEMENT TEAM:

The Performance Management Team has been receiving a high volume of inquiries regarding the notice below. Please inform your supervisors that this notice applies only to employees covered under FM 3700.2, specifically those in the Employees Performance System, which includes employees hired under the Federal Wage System **(Wage Grade - WG, Wage Leader - WL, and Wage Supervisor - WS)**.

This notice does not apply to SES employees or employees covered under the Employee Performance Management Program (EPMP), including IC, IT, and GS employees.

Thank you for your continued support!

Thank you,
Shay

Tashayla Salmond, SHRM-CP
Branch Chief | Performance Management & Awards Branch | Office of the Chief Human Capital Officer
Mobile: 202-294-1029
tashayla.salmond@fema.dhs.gov

Federal Emergency Management Agency
fema.gov

From: FEMA-OCHCO-Executive-Officer <FEMA-OCHCO-Executive-Officer@fema.dhs.gov>
Sent: Thursday, October 31, 2024 2:25 PM
To: FEMA-Managers and Supervisors <FEMA-ManagersandSupervisors@fema.dhs.gov>
Cc: XO-Business Managers <XO-BusinessManagers@fema.dhs.gov>; HR Liaisons <hrliaisons@fema.dhs.gov>; FEMA-Performance Management Administrators <FEMA-Performance-Management-Administrators@fema.dhs.gov>
Subject: 2024 Employee Performance System: Quarter 4 Progress Reviews & Annual Appraisals

Mission Support Employee Communication

2024 Employee Performance System: Quarter 4 Progress Reviews & Annual Appraisals

The fourth quarter (Q4) and performance cycle of FEMA's 2024 performance cycle for non-SES employees

covered under FM 3700.2, Employee Performance System (EPS) ended on September 30. This covers prevailing rate employees hired under the Federal Wage System including Wage Grade (WG), Wage Leader (WL), and Wage Supervisor (WS) in a consecutive fiscal, 12-month period.

The Office of the Chief Human Capital Officer (OCHCO) recognizes that the EPS program has entered a new performance cycle on October 1. As we continue to respond to recent disaster activities, please note the revised due dates for EPS performance-related tasks below. All tasks are to be completed in FedHR Navigator.

The deadline dates for the completion of the EPS Performance Management Program are as follows:

- Q4 Reviews that were due on October 14, 2024, are now due on December 1, 2024.
- Annual Appraisals (Rating of Record) that were due on October 30, 2024, are now due on December 14, 2024.
- 2025 Performance Plans that were due October 30, 2024, are now due on December 14, 2024.

Policy Guidance – Quarterly Progress Reviews

Performance Management Training – Webinars and Demonstrations

Job Aids and Other EPMP Resources – Step-by-Step Guides on Performance Conversations, Goals, and FedHR Navigator.

Thank you for all you do to support and guide the FEMA workforce.

Contact Us

Your internal Organizational Admin PMs can assist you with questions related to performance management. You may also contact the OCHCO Performance Management Team at FEMA-Performance-Management@fema.dhs.gov for additional information or assistance.