



October 1, 2014

OFFICERS

SUBJECT: Fiscal Year 2014 End-of-Year Process and Fiscal Year 2015 Objective Setting Process

The Performance Evaluation System's (PES) Fiscal Year (FY) 2014 End-of-Year (EOY) process will open on Wednesday, October 1, 2014, and end on Friday, November 14, 2014.

During this time, employees in the Headquarters and Headquarters-related EAS, PCES, and ACS attorney performance pay programs and their evaluators will have the opportunity to review, document, and hold discussions on accomplishments toward objectives set earlier in FY2014.

FY2014 EOY Accomplishments/Review Process:

Although there are no core requirements for Field EAS employees (Area and District EAS, Postmasters, Postal Police, and Field Sales), they are still required to document their contributions in a written narrative for review by their evaluators. Evaluators are required to conduct performance discussions and enter them into PES by November 14, 2014.

- Employees use PES to document accomplishments or enter written narratives.
- Evaluators use PES to review employee accomplishments or narratives, hold individual meetings to review performance, and to record discussion dates and comments on employees' narratives. These activities must be entered in PES by November 14, 2014.

The FY2014 Rating process will occur in November, after National Performance Assessment (NPA) data has been finalized and published. Information regarding the EOY Rating process will be made available at a later date.

FY2015 Objective-Setting Process:

The FY2015 objective-setting process will begin on Wednesday, October 1, 2014, at which time PFP-eligible employees must confirm profiles and will be able to enter objectives. Evaluators will have until Friday, October 31, 2014, to review and approve objectives, discuss performance expectations, and enter the dates of discussions in PES.

- All PCES, ACS Attorneys, Headquarters and Headquarters related EAS employees must enter objectives in PES and they must be approved by Friday, October 31 2014.
- All Evaluators for Field EAS (Area and District), Postmasters, Postal Police and Field Sales must conduct performance discussions based on metrics established in the NPA system and enter in PES by Friday, October 31 2014.

The NPA unit and corporate targets and thresholds for FY2015 are attached with this memo. Field employees and their evaluators may wish to refer to them while developing their narratives or in preparation for performance discussions. Information pertaining to the PFP process, PES, and NPA can be found on the Blue Page by selecting *Human Resources* then *Pay for Performance*.

If you have any questions, please contact Scott J. Davis at 202-268-8008.

A handwritten signature in black ink, appearing to read "Jeffrey C. Williamson".

Jeffrey C. Williamson