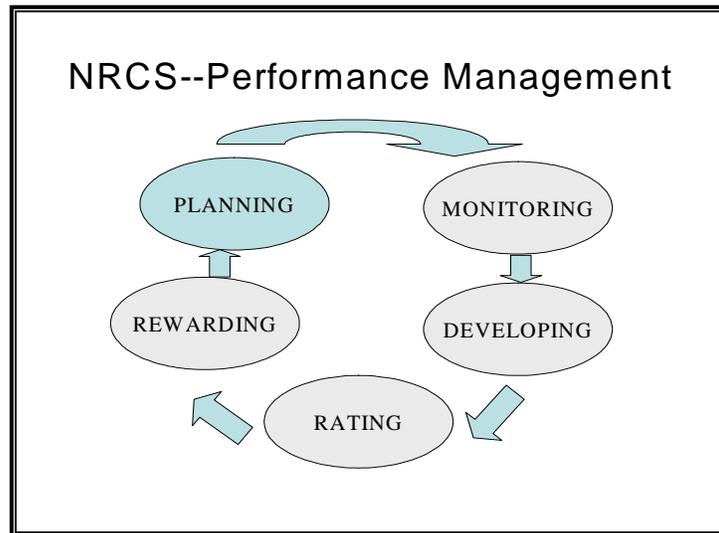


## PERFORMANCE PLANNING



- Performance Plans must contain:
  - Critical (at least one) and non-critical (at least one) elements
  - At least three, but no more than seven, elements
- Performance expectations/ standards must:
  - Be established within 30 days of the beginning of the appraisal period; or
  - Be established within 30 days of appointment, reassignment, promotion, or details over 90 days or when the duties of the position are substantially changed during the appraisal period
  - Link to the Agency's organizational goals—be based on strategic plans, NRCS Business Plan, Annual Performance Plan, position descriptions, and internal and external customer needs
  - Be **SMART**
    - **Specific**
    - **Measurable**
    - **Aligned**
    - **Realistic/Relevant**
    - **Time-bound**
  - Include stand-alone elements for supervisors for mission results, EO/CR, and leadership/supervision—all critical
  - Include an EO/CR Element that can be included with another critical element for staff