

United States Department of Agriculture



Natural Resources Conservation Service  
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October 6, 2010

NEW MEXICO BULLETIN 360-11-1

SUBJECT: PER – PERFORMANCE APPRAISALS AND AWARDS FOR FISCAL YEAR 2010

TO: All NRCS employees

**ACTION REQUIRED BY OCTOBER 31, 2010**

Purpose: To provide guidance for closeout of FY2010 Ratings of Record (year-end summary performance appraisals).

Expiration Date: March 31, 2011

National Bulletin 360-10-28 issued 09/30/2010 provides instructions for developing and implementing fiscal year 2011 performance plans. The FY10 appraisal period for all employees is October 1, 2009 through September 30, 2010. **Performance standards must have been effective for at least 90 days in order for employees to be rated against the standards.**

To close out the 2010 Performance Appraisal Cycle, rating officials will need to process performance summary ratings by entering results into EmpowHR **no later than October 31, 2010**. Summary ratings must be entered into EmpowHR by rating officials and approved by reviewing officials. Ratings may not be communicated to employees prior to approval by the reviewing official. As a reminder, save your comments in Word, then cut and paste into EmpowHR. If you take too long, EmpowHR will time you out. Employees must review the summary rating, add comments if desired, and check the Viewed/Discussed box in EmpowHR **no later than October 31, 2010**.

If you plan on being on annual leave or in travel status at any time during the last week of October, please be sure to review/complete your part of the process in EmpowHR prior to October 31, 2010. If you need to have your EmpowHR password re-set, please contact Donna Tatum at (505) 761-4400, or another member of Human Resources.

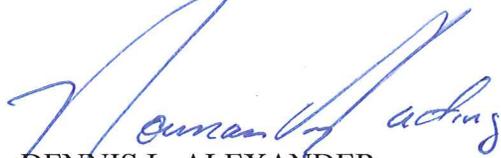
**Supervisor Note:**

Funds will be allocated to each Area and State Office section for award purposes. Please be sure to coordinate award amounts with your respective Area Conservationist or State Office Leadership Team member prior to entering the data on the attached spreadsheet. Please forward the spreadsheet to your Area Conservationist or State Office Leadership official. Consolidated award nominations must be

submitted to HR no later than October 30, 2010 to avoid potential tax reporting problems. There will be no exceptions to this date.

All supporting documentation to successfully complete the Performance Appraisals and Awards for FY2010 can be found with links on the National Bulletin\_360\_10\_28 (attached).

If you have any questions, please contact Nicole Martinez, Human Resources Specialist, at (505) 761-4410 or by email at [christina.martinez@nm.usda.gov](mailto:christina.martinez@nm.usda.gov).



DENNIS L. ALEXANDER  
State Conservationist

Attachments: (3)

National Bulletin 360-10-28 Performance Appraisals and Awards for Fiscal Year 2010

Employee Awards Worksheet

GM 360, Part 414, Subpart B – Monetary Recognition