



Natural Resources Conservation Service
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November 5, 2010

NEW MEXICO BULLETIN 360-11-2

SUBJECT: PER – PERFORMANCE PLANNING FOR FISCAL YEAR 2011

TO: All NRCS Supervisors

ACTION REQUIRED BY NOVEMBER 30, 2010

Purpose: To inform supervisors of requirements for FY 2011 employee performance and individual development plans.

Expiration Date: March 31, 2011

National Bulletin 360-10-29 issued 09/27/2010 provides detailed instructions for developing and implementing fiscal year 2011 performance plans. The FY 2011 appraisal period for all employees is October 1, 2010 through September 30, 2011. Supervisors must ensure that all employees have performance plans in place by November 30, 2010. This date includes obtaining the reviewing official's and employee's concurrence in EmpowHR. Attached are documents that will help in creating the new performance plans, primarily the State Conservationist's performance work plan.

Much of the information from last year's plans may be used to create the FY 2011 plans.

Performance plans must include:

- 3-7 performance elements (Mission Results, Customer Service and EEO/CR are required critical elements);
- Supervisor plans must include a critical Leadership/Management and/or Supervision element which includes:
 - Recruitment and Hiring (applies to Leadership only)
 - Retention and Succession Planning (applies to ALL Supervisors)
 - Performance Management (applies to All Supervisors)
- Non-critical elements are optional;
- Only the Mission Results element needs to contain alignment and linkage to the STC plan (other elements do not require alignment/linkage); and
- Mission Results must contain 3 objectives.

In addition, every employee should discuss short-and long-term learning and developmental goals with his/her supervisor. An Individual Development Plan (IDP) must be developed and maintained by supervisors for each employee.

All supporting documentation to successfully complete the Performance Planning for FY 2011 can be found with links on the National Bulletin 360-10-29 (attached), or go to the following link:
<http://directives.sc.egov.usda.gov//27963.wba>

If you have any questions, please contact Nicole Martinez, Human Resources Specialist, at christina.martinez@nm.usda.gov.

A handwritten signature in black ink, appearing to read "Dennis L. Alexander". The signature is fluid and cursive, with a large initial "D" and "A".

DENNIS L. ALEXANDER
State Conservationist

Attachments:

FY 2011 State Conservationist Performance Plan
National Bulletin 360-10-29 Performance Planning for Fiscal Year 2011