



Natural Resources Conservation Service  
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September 25, 2012

NEW MEXICO BULLETIN 360-12-03

SUBJECT: PER – PERFORMANCE PLANNING FOR FISCAL YEAR 2013

TO: All Employees

**ACTION REQUIRED BY OCTOBER 30, 2012**

Purpose: To inform all employees of requirements for FY 2013 performance plans.

Expiration Date: March 31, 2013

The FY 2013 appraisal period for all employees is October 1, 2012 through September 30, 2013. Supervisors must ensure that all employees have performance plans in place by October 30, 2012. This date includes obtaining the reviewing official's and employee's concurrence in EmpowHR.

[National Bulletin 360-12-33](#) dated September 14, 2012, provides detailed instructions for developing and implementing FY13 performance plans, including information on standard templates for various occupational series. In general, performance plans must include the following:

- 3-7 elements:
  - Mission Results, Customer Service and the appropriate EEO/CR are required critical elements for all employees
  - Supervision/Leadership/Management is a required critical element for all supervisors and must include the following objectives:
    - Hiring and Performance Accountability
    - Cultural Transformation
    - Customer Perspective
    - Employee Perspective
- All employees must have standards on Safety and Health, Ethics, and PII

If you have any questions regarding FY 13 performance plans, please contact Lorrie Lanham, Human Resources Specialist, at (505) 761-4485 or via email at [lorrie.lanham@usda.gov](mailto:lorrie.lanham@usda.gov).



ACTING

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State Conservationist