

HHS OHR GUIDANCE OHR-04-2020
Implementation Guidance for HHS Instruction 430-I, Performance Management
Appraisal Program
Effective Date 01/18/2021

DOCUMENT CHANGE HISTORY

Version Number	Release Date	Summary of Changes	Section/Page	Changes Made By
1	01/01/2021	Release	N/A	Human Capital Programs Division
2	01/15/2021	Modification on procedures	Section #, page 2	Human Capital Programs Division

Approved:

 J. Blair Duncan, Deputy Assistant Secretary for Human Resources
 Chief Human Capital Officer

 Date



**Implementation Guidance for HHS Instruction 430-I, Performance Management
Appraisal Program**

Effective Date 01/18/2021

A. Purpose.

This guidance is provided to establish an implementation timeline for HHS Instruction 430-I, The HHS Performance Management Appraisal Program.

B. Coverage.

This guidance covers all Operating and Staff Divisions with employees subject to the HHS Instruction 430-I, Performance Management Appraisal Program.

C. References.

1. HHS Instruction 430-I, Performance Management Appraisal Program, January 1, 2021
2. HHS Form 704B, Employee Performance Plan

D. Responsibilities.

1. HHS Assistant Secretary for Administration, Office of Human Resources (OHR):
 - a) Develops Department-wide human resources guidance and policy consistent with HHS and OPM policy, procedures and all applicable federal laws and regulations.
 - b) Periodically reviews Operating Division and Staff Division (OpDiv/StaffDiv) procedures, actions, and reports to ensure conformance with HHS and OPM policy and guidance, and all applicable federal laws and regulations.
2. OpDiv Human Resources Offices (HROs):
 - a) Comply with this guidance, HHS Instruction 430-I, and applicable federal laws and regulations.

E. Procedures.

1. **Implementing HHS 430-I**
 - a) The HHS Instruction 430-I, Performance Management Appraisal Program, was updated and signed December 3, 2020, with an implementation date of January 1, 2021.
 - b) Operating and Staff Divisions have until January 1, 2022, to complete labor management obligations in consultation with the National Labor Relations Office (NLRO) and update electronic performance management tools to reflect the updates to HHS Instruction 430-I.
 - c) HHS Employees may remain on the HHS Instruction 430-I in place prior to the updates associated with this implementation guidance until necessary labor management obligations have been completed, but no later than January 1, 2022.

F. Guidance Information

Owned by: Office of Human Resources, Human Capital Programs Division

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