



Include Acquisition Critical Element and Implements Procurement Responsibilities Specific Measure

The Acquisition critical element and the Implements Procurement Responsibilities specific measure must be included in your acquisition performance plan.

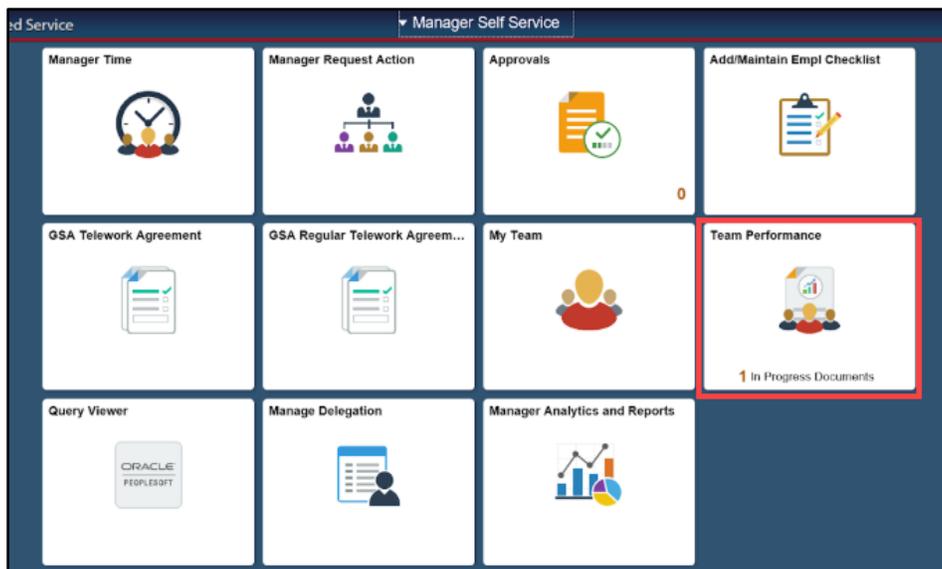
[Add Acquisition critical element to NEW performance plan](#): Choose this option if you are creating a **new** performance plan and not cloning a past performance plan.

[Clone prior performance plan with Acquisition critical element](#): Choose this option if you are cloning a prior performance plan that **already included** the Acquisition critical element.

[Clone prior performance plan without Acquisition critical element](#): Choose this option if you are cloning a prior performance plan that did **not** include the Acquisition critical element.

Add Acquisition critical element to NEW performance plan

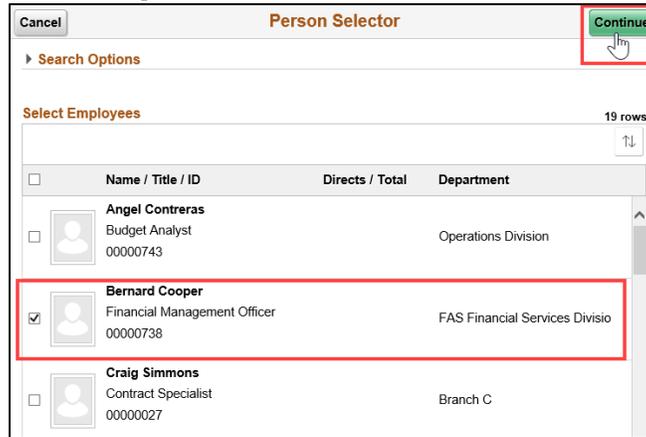
- 1 Select the **Team Performance** tile on the Manager Self Service homepage.



- 2 From the **Current Documents** screen, select the **Create Documents** button.



- 3 A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.



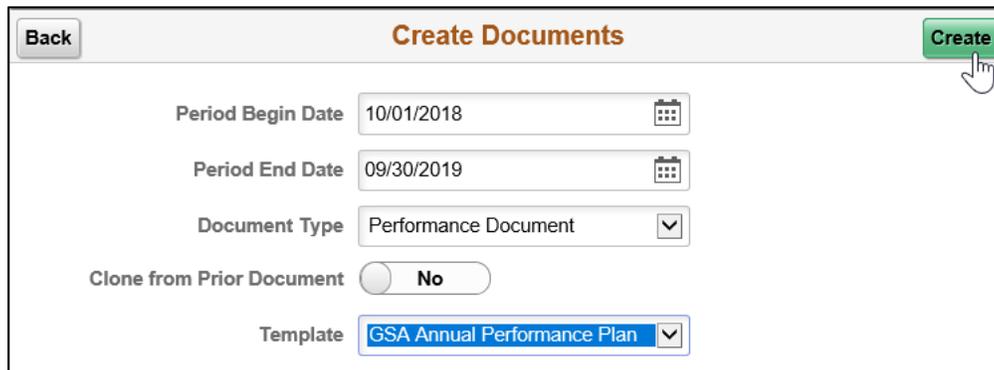
Person Selector

Search Options

Select Employees 19 rows

<input type="checkbox"/>	Name / Title / ID	Directs / Total	Department
<input type="checkbox"/>	Angel Contreras Budget Analyst 00000743		Operations Division
<input checked="" type="checkbox"/>	Bernard Cooper Financial Management Officer 00000738		FAS Financial Services Divisio
<input type="checkbox"/>	Craig Simmons Contract Specialist 00000027		Branch C

- 4 In the *Create Documents* dialogue box, enter or click the calendar icon to select the **Period Begin Date** and the **Period End Date** for the performance document.
- 5 Choose **Performance Document** from the *Document Type* drop-down menu.
- 6 Set the *Clone from Prior Document* field to **No** to create a **new** performance plan.
- 7 Select **GSA Annual Performance Plan** from the *Template* drop-down menu, and select the **Create** button at the top right to continue.



Create Documents

Back Create

Period Begin Date: 10/01/2018

Period End Date: 09/30/2019

Document Type: Performance Document

Clone from Prior Document: No

Template: GSA Annual Performance Plan

- 8 The newly created performance document will appear. Select the document to open and edit it.



Manager Self Service | Team Performance

Current Documents: 1

Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
IT Specialist	Performance Document	Establish Performance Plan	10/01/2018 09/30/2019	11/14/2018



9 On the *Establish Performance Plan* page, select the **Expand All** option to review all sections of the performance plan.

10 Choose the **Add Critical Element** hyperlink under the **GSA Elements** section.

Performance Process

Performance Document

Establish Performance Plan - Update and Approve

Actions

Job Title IT Specialist (CUSTSPT) Manager

Document Type Performance Document Period 10/01/2018 - 09/30/2019

Template GSA Annual Performance Plan Document ID 42366

Status In Progress Due Date 11/14/2018

Add, update or review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during the performance period. Make any necessary adjustments to the criteria and review your changes with the employee. Once the performance criteria is correct, select the "Sign and Submit" button to complete this step.

Expand All Collapse All TAB Format Adjust Dates

Section 1 - GSA Elements

GSA Elements will be evaluated by: Employee, Manager, Other Participant

Expand Collapse Organizational Goals & Objectives Add Critical Element

Training Coordination

Communications development

Team Collaboration and Individual Expertise Development

Customer Satisfaction and Customer Relationship Improvement

11 Choose the **Add pre-defined element** radio button, and select the **Next** button.

Performance Process

Performance Document

Add Element

Add pre-defined element

Add your own element

Copy element from my Documents

Copy element from My Team's Documents

Next

Return

12 On the **Add a Pre-Defined Element** screen, choose **Element Group** from the Element Group Type drop-down menu and **Acquisition Elements** from the Element Group drop-down menu.

13 Select the **Search** button.

Performance Process

Performance Document

Add a Pre-Defined Element

To search for Elements to add to the document select the search button. You can also enter search criteria to help refine your results.

Search Criteria

Title

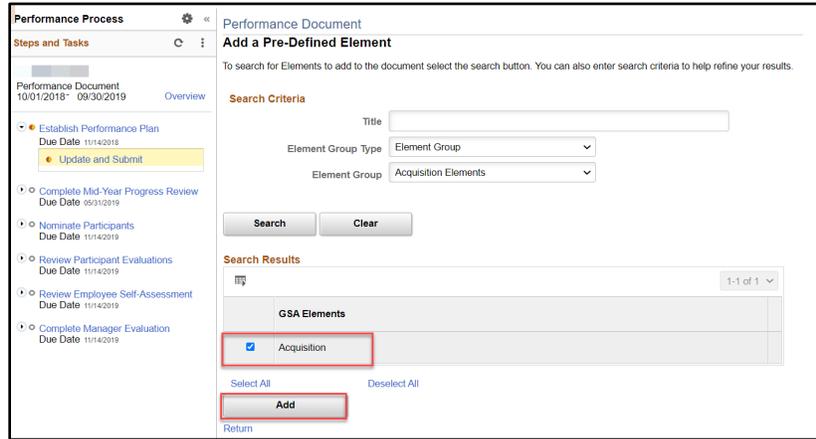
Element Group Type Element Group

Element Group Acquisition Elements

Search Clear

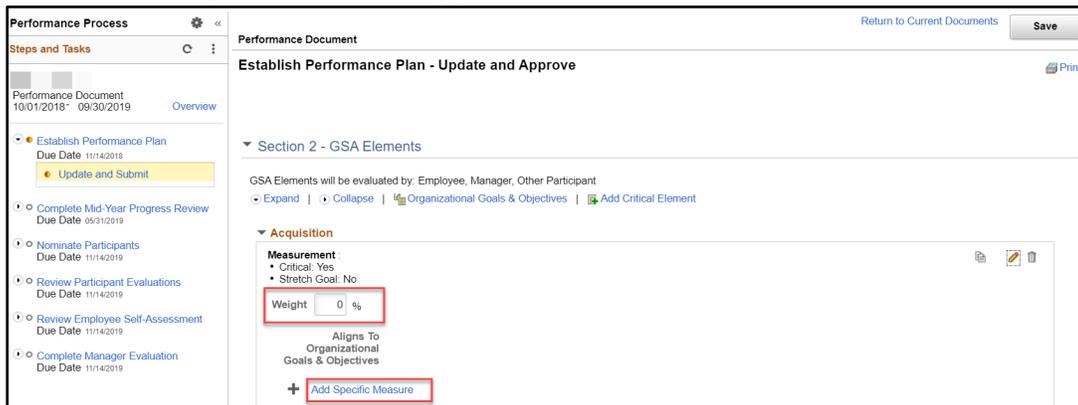
Return

14 From the Search Results, select the checkbox by **Acquisition**, and choose the **Add** button to continue.

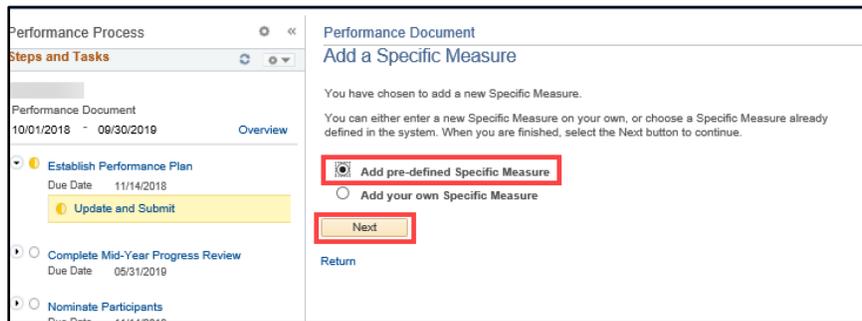


15 Under the Acquisition section, indicate the percentage this specific measure will be weighted in the **Weight** field.

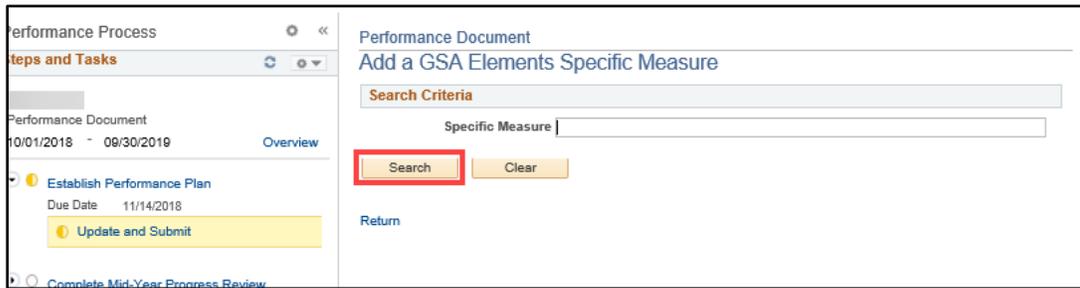
16 Select the **Add Specific Measure** hyperlink.



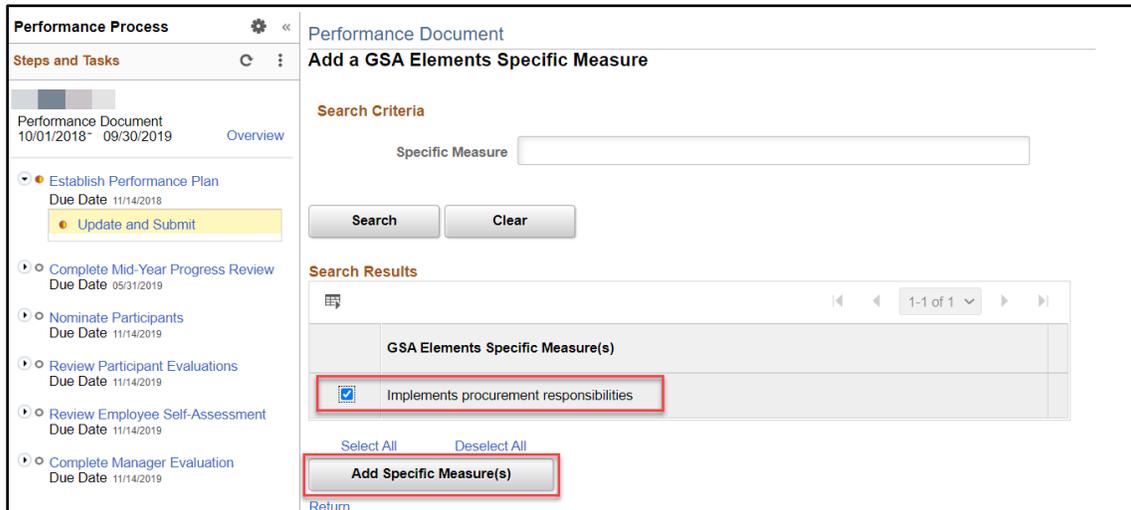
17 On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.



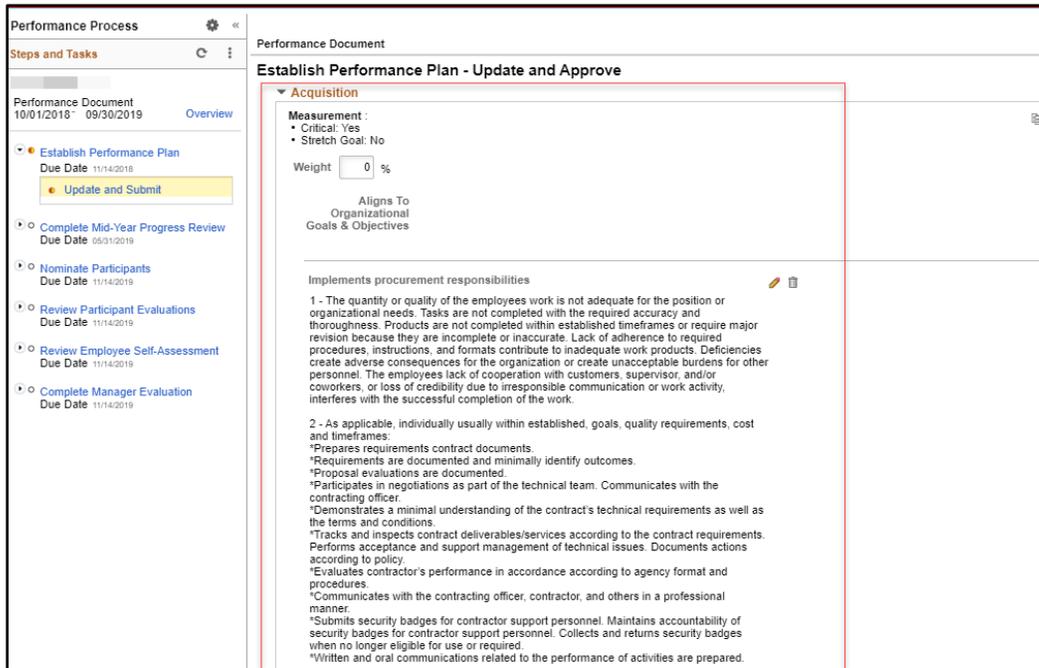
18 On the Add a GSA Elements Specific Measure screen, leave the Specific Measure field blank, and select the **Search** button.



19 From the Search Results, select the checkbox by **Implements Procurement Responsibilities**, and choose the **Add Specific Measure(s)** button to continue.



20 The **Implements Procurement Responsibilities** specific measure will appear under the **Acquisition** section.



Performance Process

Steps and Tasks

Performance Document
10/01/2018 - 09/30/2019

- Establish Performance Plan
Due Date 11/14/2018
Update and Submit
- Complete Mid-Year Progress Review
Due Date 05/31/2019
- Nominate Participants
Due Date 11/14/2019
- Review Participant Evaluations
Due Date 11/14/2019
- Review Employee Self-Assessment
Due Date 11/14/2019
- Complete Manager Evaluation
Due Date 11/14/2019

Performance Document

Establish Performance Plan - Update and Approve

GSA Elements will be evaluated by: Employee, Manager, Other Participant

Expand | Collapse | Organizational Goals & Objectives | Add Critical Element

Acquisition

Measurement :

- Critical: Yes
- Stretch Goal: No

Weight %

Aligns To
Organizational
Goals & Objectives

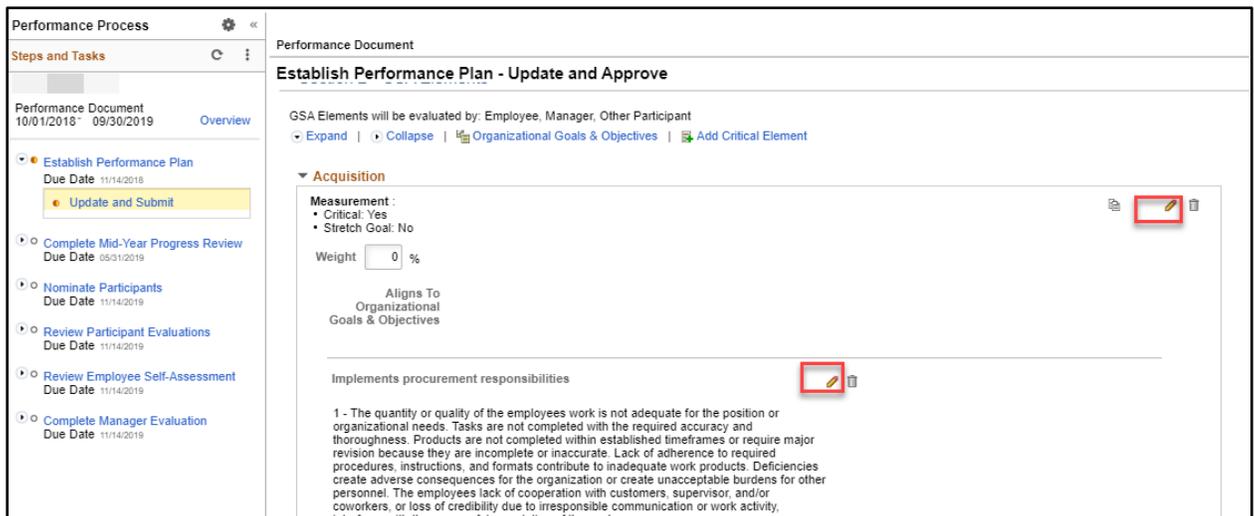
Implements procurement responsibilities

1 - The quantity or quality of the employees work is not adequate for the position or organizational needs. Tasks are not completed with the required accuracy and thoroughness. Products are not completed within established timeframes or require major revision because they are incomplete or inaccurate. Lack of adherence to required procedures, instructions, and formats contribute to inadequate work products. Deficiencies create adverse consequences for the organization or create unacceptable burdens for other personnel. The employees lack of cooperation with customers, supervisor, and/or coworkers, or loss of credibility due to irresponsible communication or work activity, interferes with the successful completion of the work.

2 - As applicable, individually usually within established, goals, quality requirements, cost and timeframes:

- *Prepares requirements contract documents.
- *Requirements are documented and minimally identify outcomes.
- *Proposal evaluations are documented.
- *Participates in negotiations as part of the technical team. Communicates with the contracting officer.
- *Demonstrates a minimal understanding of the contract's technical requirements as well as the terms and conditions.
- *Tracks and inspects contract deliverables/services according to the contract requirements. Performs acceptance and support management of technical issues. Documents actions according to policy.
- *Evaluates contractor's performance in accordance according to agency format and procedures.
- *Communicates with the contracting officer, contractor, and others in a professional manner.
- *Submits security badges for contractor support personnel. Maintains accountability of security badges for contractor support personnel. Collects and returns security badges when no longer eligible for use or required.
- *Written and oral communications related to the performance of activities are prepared.

21 To edit the **Acquisition** critical element or the **Implements Procurement Responsibilities** specific measure, click on the pencil icon.



Performance Process

Steps and Tasks

Performance Document
10/01/2018 - 09/30/2019

- Establish Performance Plan
Due Date 11/14/2018
Update and Submit
- Complete Mid-Year Progress Review
Due Date 05/31/2019
- Nominate Participants
Due Date 11/14/2019
- Review Participant Evaluations
Due Date 11/14/2019
- Review Employee Self-Assessment
Due Date 11/14/2019
- Complete Manager Evaluation
Due Date 11/14/2019

Performance Document

Establish Performance Plan - Update and Approve

GSA Elements will be evaluated by: Employee, Manager, Other Participant

Expand | Collapse | Organizational Goals & Objectives | Add Critical Element

Acquisition

Measurement :

- Critical: Yes
- Stretch Goal: No

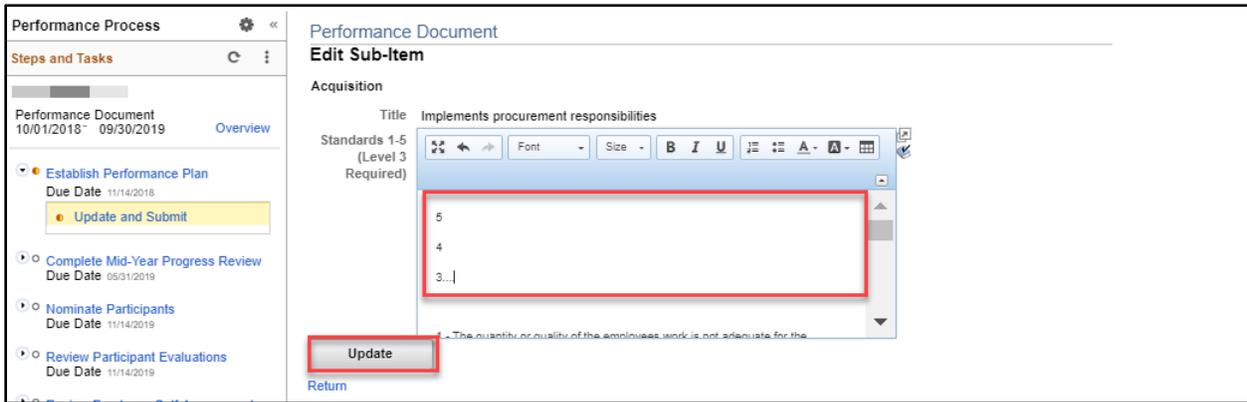
Weight %

Aligns To
Organizational
Goals & Objectives

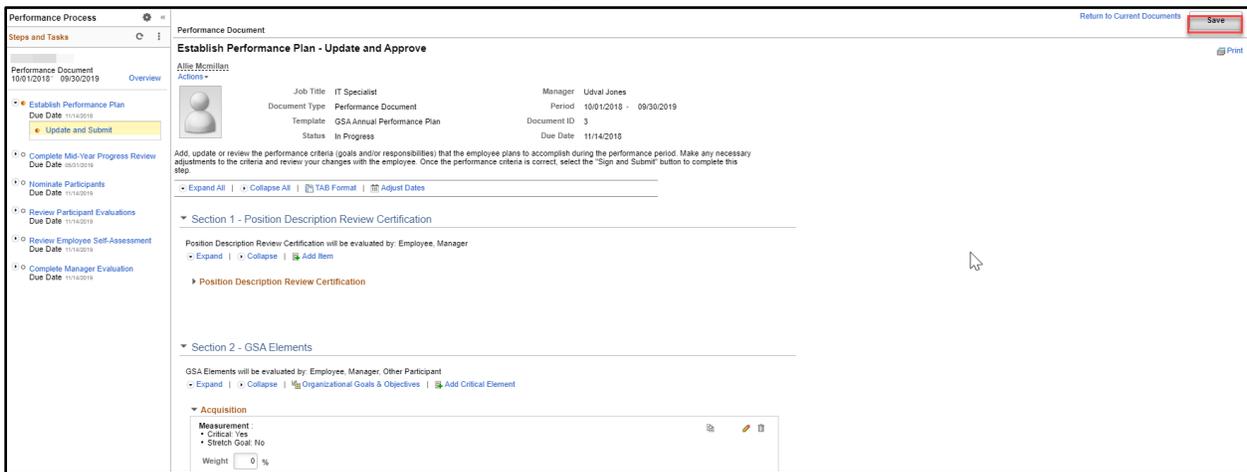
Implements procurement responsibilities

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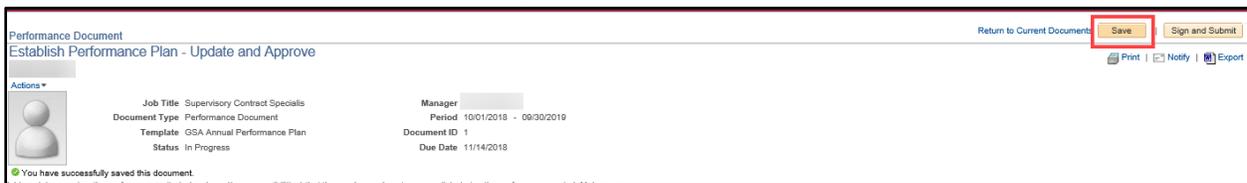
22 Edit the **Acquisition** critical element or the **Implements Procurement Responsibilities** specific measure and click **Update**. *Note: By editing the **Implements Procurement Responsibilities** specific measure you can now add other levels of performance.*



23 Choose the **Save** button at the top right of the screen to save the performance plan.



24 Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Acquisition Critical Element and Implements Procurement Responsibilities Specific Measure to the performance plan.**

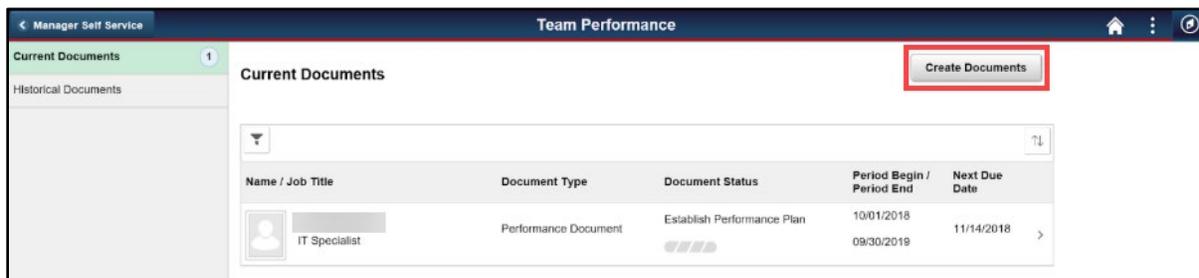


Cloning prior performance plan with Acquisition critical element

1. Select the **Team Performance** tile on the Manager Self Service homepage.



2. From the **Current Documents** screen, select the **Create Documents** button.



3. A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.





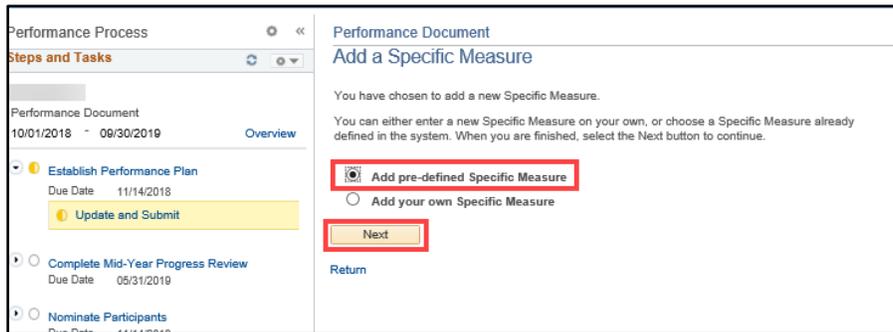
- In the *Create Documents* dialogue box, enter or click the calendar icon to select the **Period Begin Date** and the **Period End Date** for the performance document.
- Choose **Performance Document** from the *Document Type* drop-down menu.
- Select **Yes** from the *Clone from Prior Document* field to create a new performance plan that **already includes** the Acquisition critical element.
- Select the magnifying glass to the right of the *Prior Document* field, and choose the past performance plan you would like to clone from those listed. The employee's name will populate the **Prior Document** field, and details of the plan will appear just below. Select the **Create** button at the top right to continue.

- The newly created performance document will appear. Select the document to open and edit it.

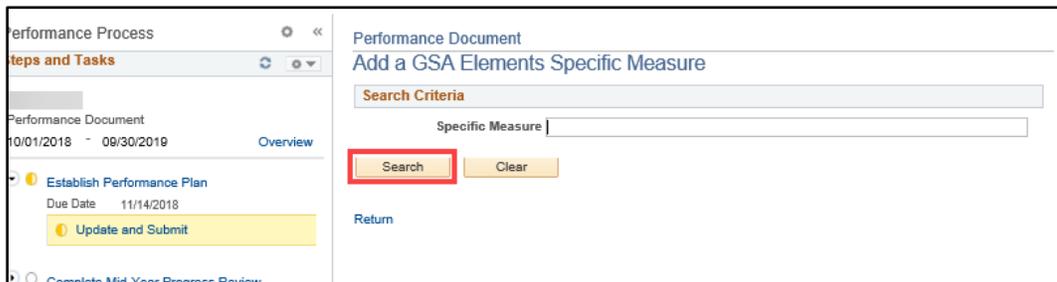
Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
IT Specialist	Performance Document	Establish Performance Plan	10/01/2018 09/30/2019	11/14/2018

- On the Establish Performance Plan page, select the Expand All option to review all sections of the performance plan.
- Under the Acquisition section, update the percentage this specific measure will be weighted in the **Weight** field.
- Select the **Add Specific Measure** hyperlink.

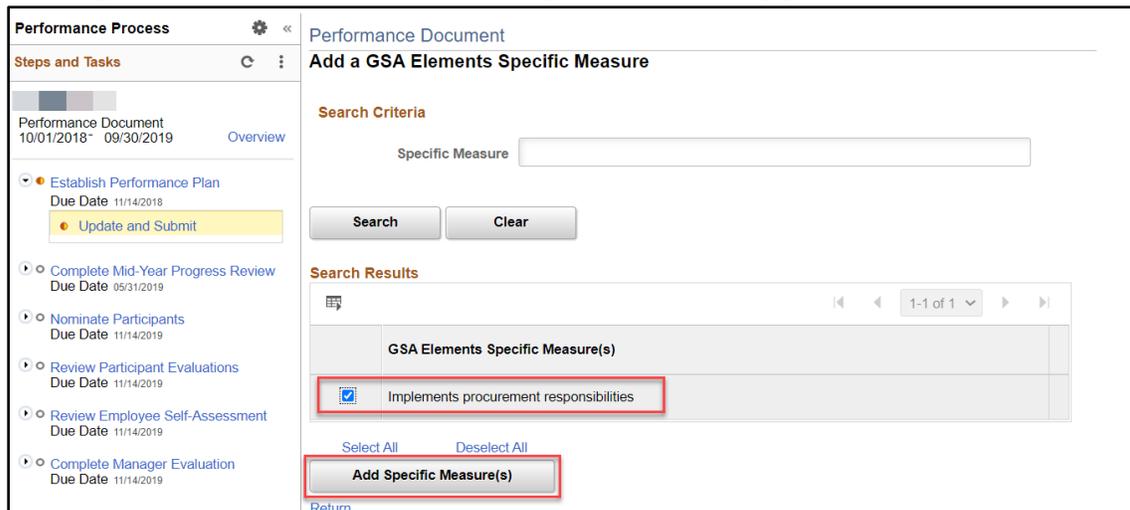
12. On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.



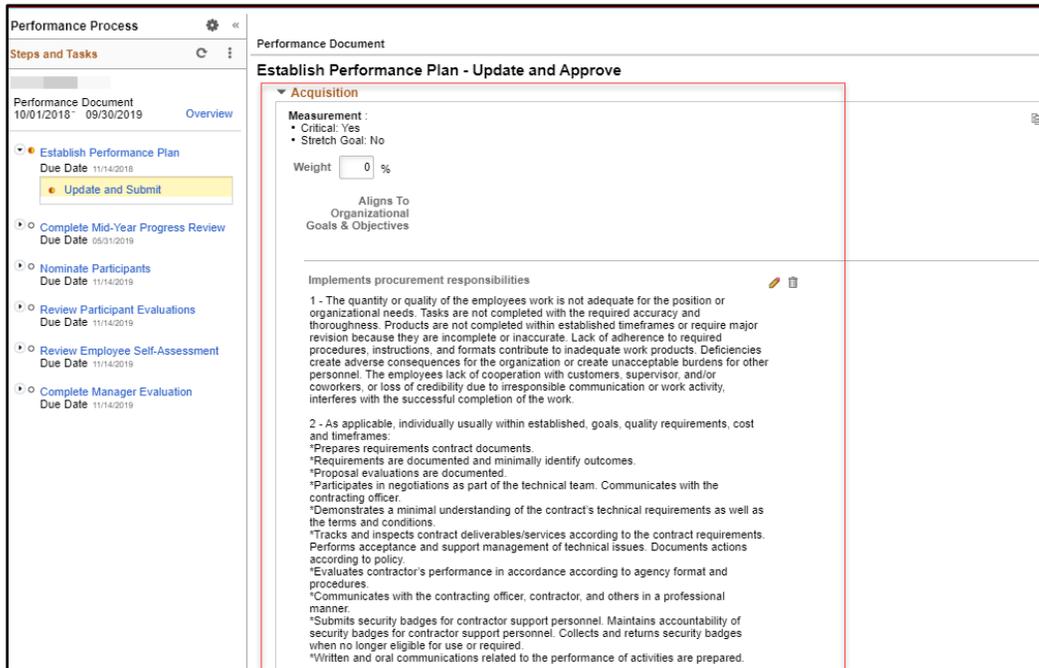
13. On the *Add a GSA Elements Specific Measure* screen, leave the **Specific Measure** field blank, and select the **Search** button.



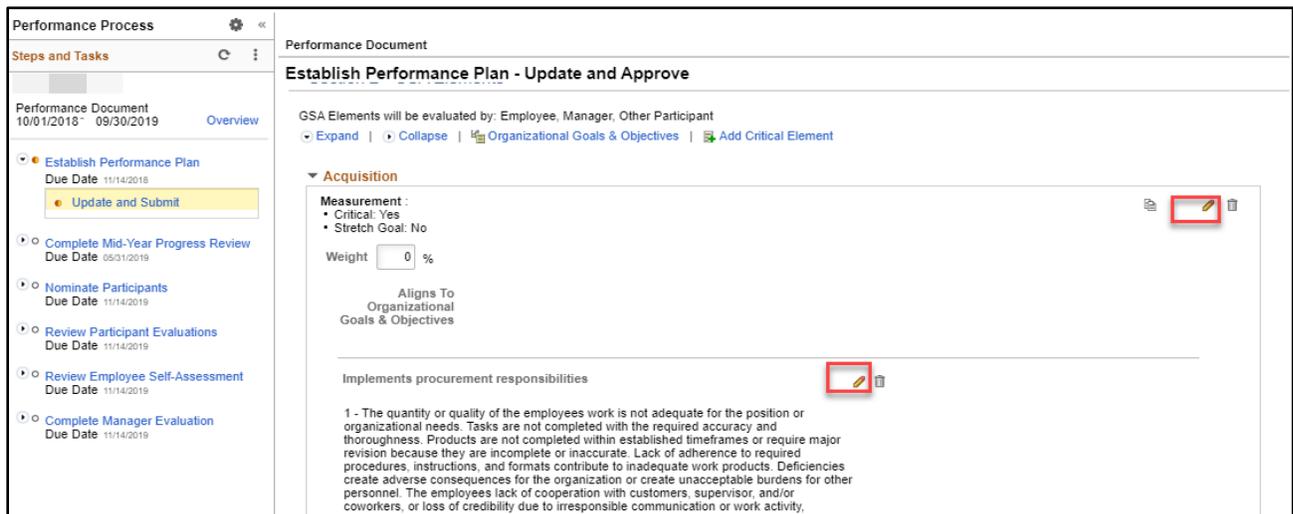
14. From the Search Results, select the checkbox by **Implements Procurement Responsibilities**, and choose the **Add Specific Measure(s)** button to continue.



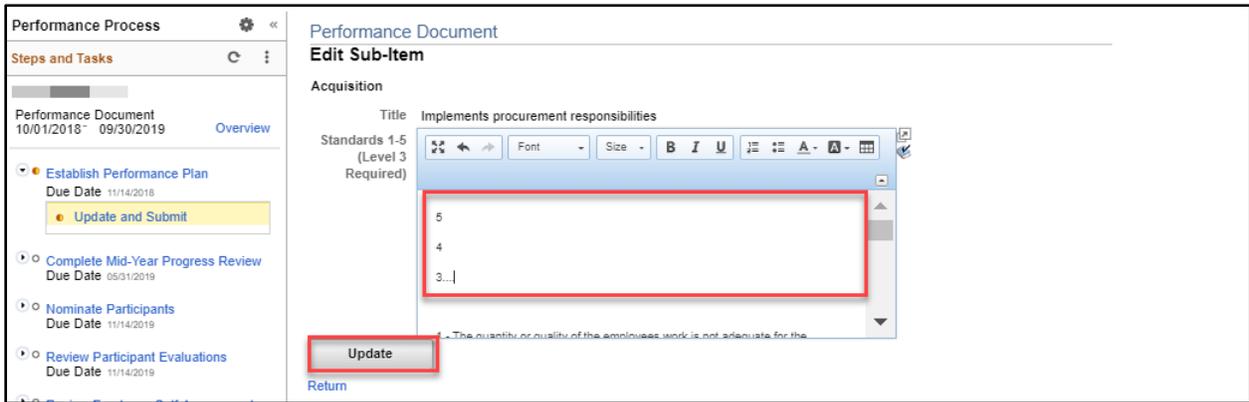
15. The **Implements Procurement Responsibilities** specific measure will appear under the **Acquisition** section.



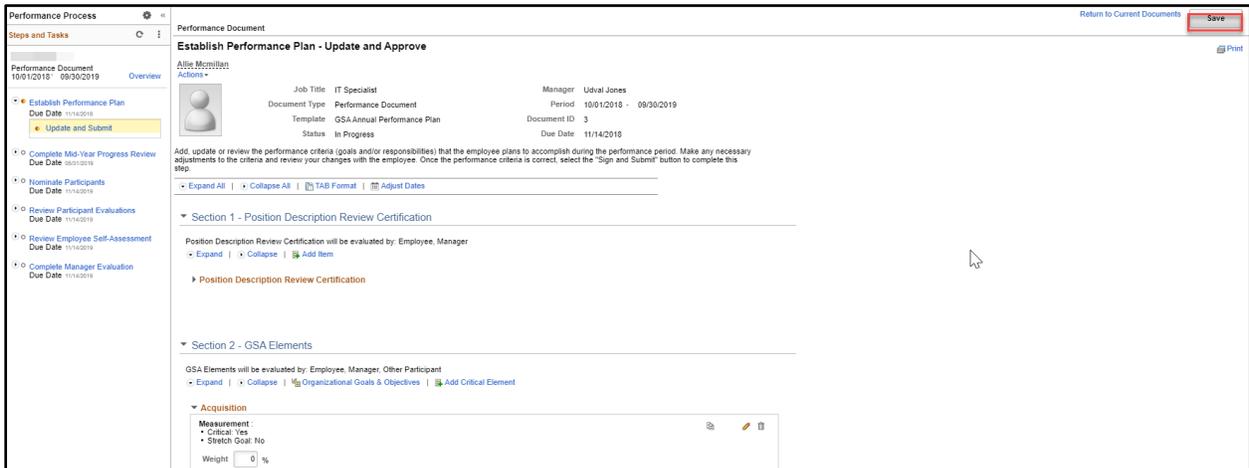
16. To edit the **Acquisition** critical element or the **Implements Procurement Responsibilities** specific measure, click on the pencil icon.



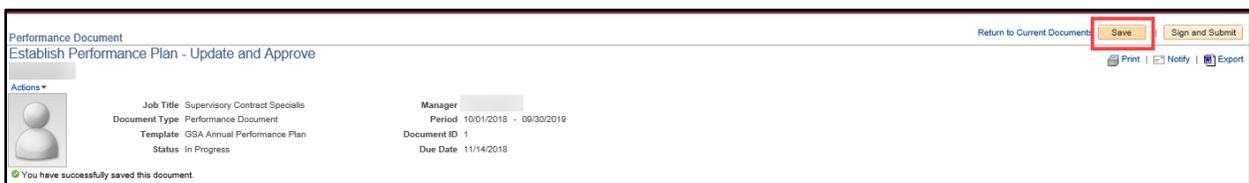
17. Edit the **Acquisition** critical element or the **Implements Procurement Responsibilities** specific measure and click **Update**. *Note: By editing the **Implements Procurement Responsibilities** specific measure you can now add other levels of performance.*



18. Choose the **Save** button at the top right of the screen to save the performance plan.

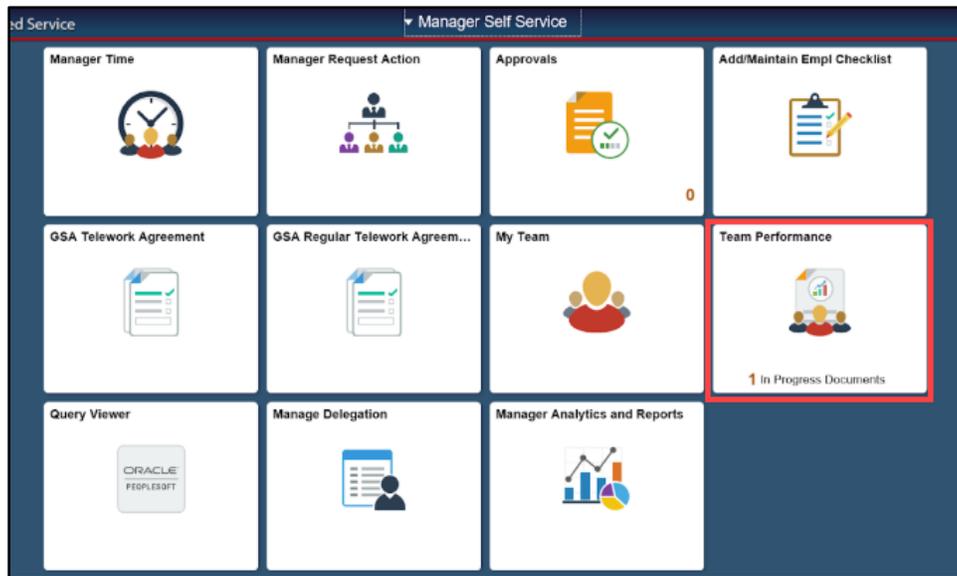


19. Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Acquisition Critical Element and Implements Procurement Responsibilities Specific Measure to the performance plan.**

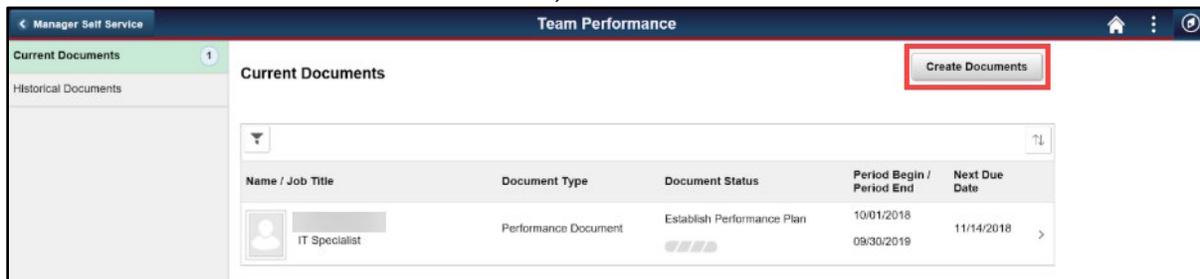


Clone prior performance plan without Acquisition critical element

1. Select the **Team Performance** tile on the Manager Self Service homepage.



2. From the **Current Documents** screen, select the **Create Documents** button.

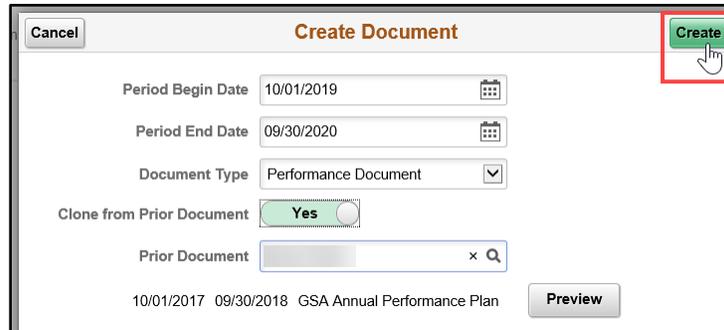


3. A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.



4. In the *Create Documents* dialogue box, enter or click the calendar icon to select the **Period Begin Date** and the **Period End Date** for the performance document.
5. Choose **Performance Document** from the *Document Type* drop-down menu.
6. Select **Yes** from the *Clone from Prior Document* field to create a new performance plan that does **not** already include the Acquisition critical element.

7. Select the magnifying glass to the right of the *Prior Document* field, and choose the past performance plan you would like to clone from those listed. The employee's name will populate the **Prior Document** field, and details of the plan will appear just below. Select the **Create** button at the top right to continue.



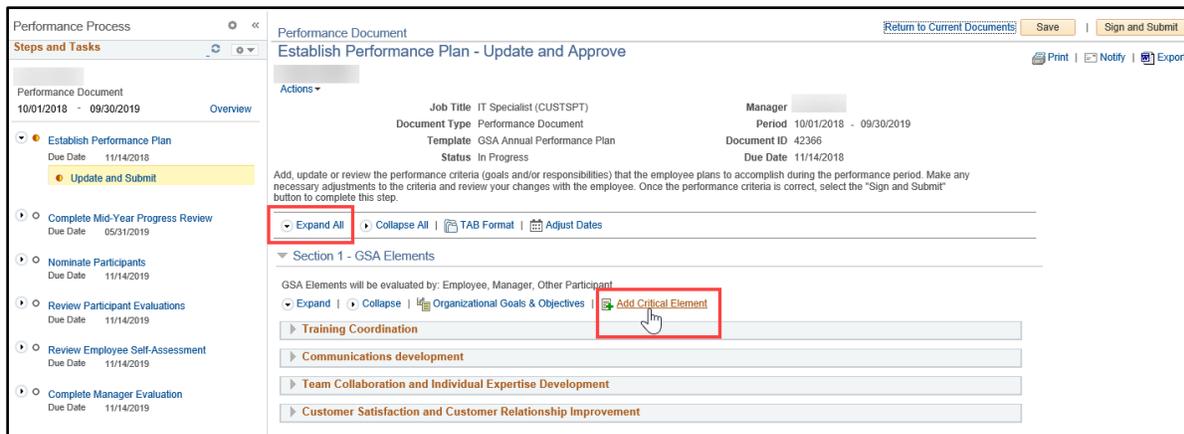
8. The newly created performance document will appear. Select the document to open and edit it.



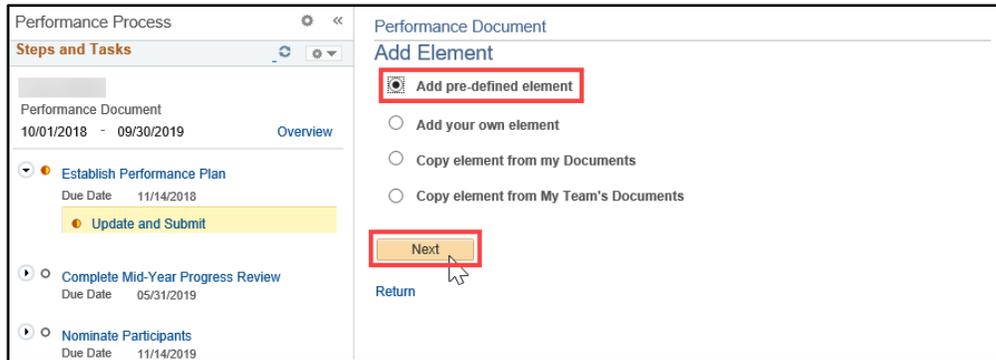
Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
IT Specialist	Performance Document	Establish Performance Plan	10/01/2018 09/30/2019	11/14/2018

9. On the *Establish Performance Plan* page, select the **Expand All** option to review all sections of the performance plan.

10. Choose the **Add Critical Element** hyperlink under the GSA Elements section.

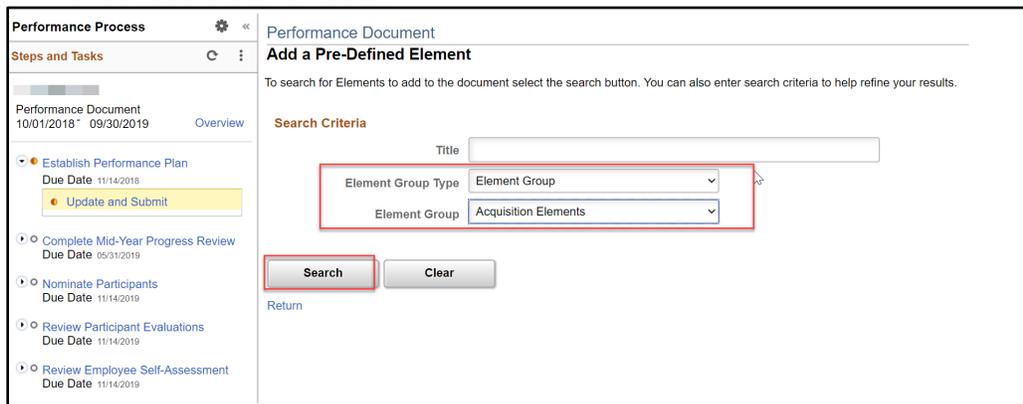


11. Choose the **Add pre-defined element** radio button, and select the **Next** button.

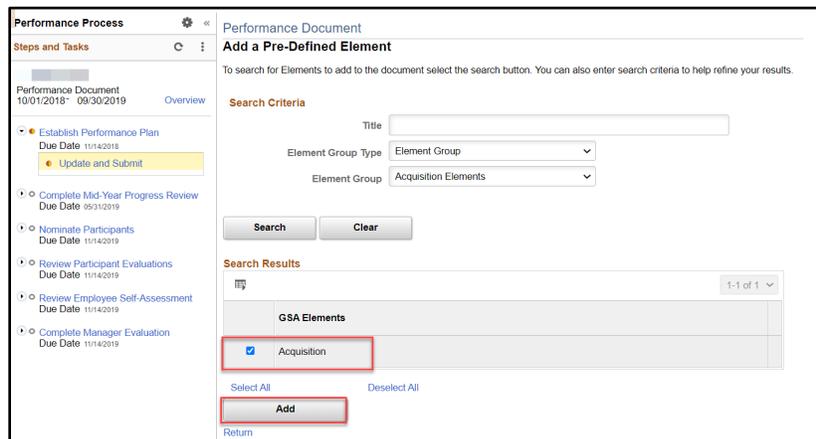


12. On the **Add a Pre-Defined Element** screen, choose **Element Group** from the Element Group Type drop-down menu and **Acquisition Elements** from the Element Group drop-down menu.

13. Select the **Search** button.

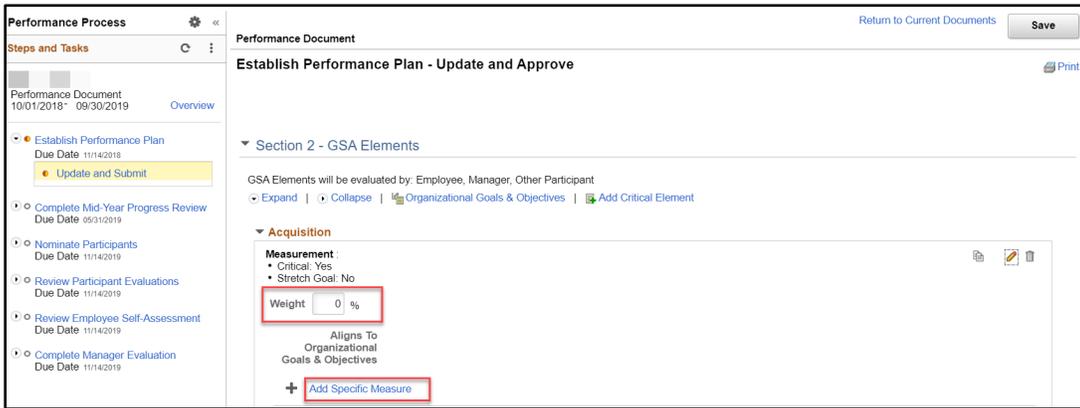


14. From the Search Results, select the checkbox by **Acquisition**, and choose the **Add** button to continue.

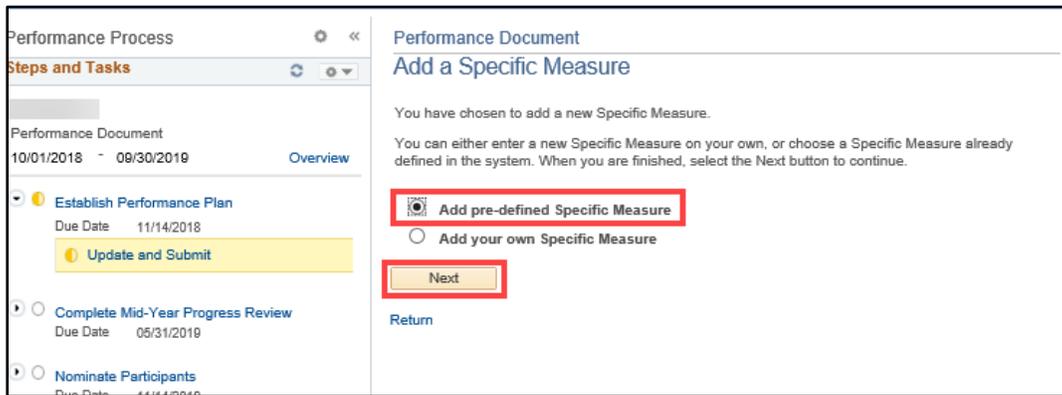


15. Under the Acquisition section, indicate the percentage this specific measure will be weighted in the **Weight** field.

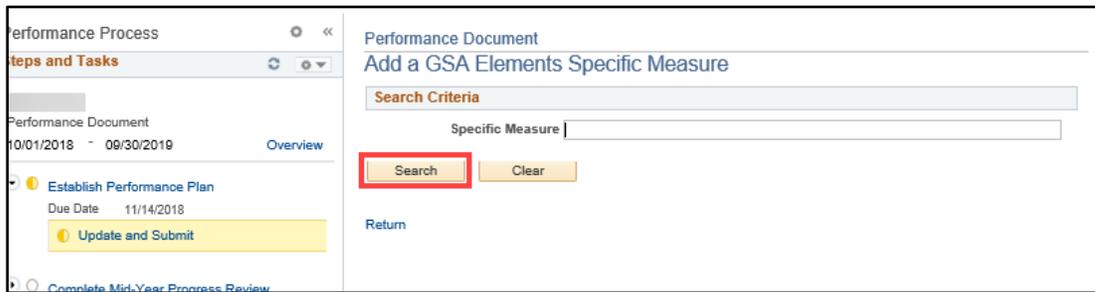
16. Select the **Add Specific Measure** hyperlink.



17. On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.



18. On the Add a GSA Elements Specific Measure screen, leave the Specific Measure field blank, and select the **Search** button.



19. From the Search Results, select the checkbox by **Implements Procurement Responsibilities**, and choose the **Add Specific Measure(s)** button to continue.

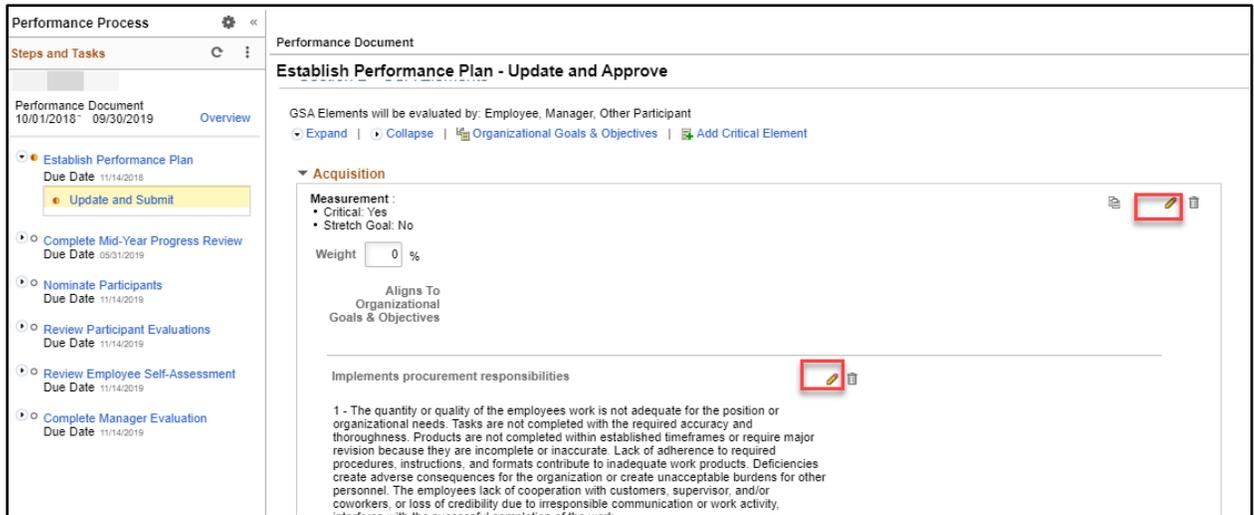


The screenshot shows the 'Performance Document' interface. On the left, a sidebar lists 'Steps and Tasks' for a 'Performance Document' from 10/01/2018 to 09/30/2019. The main area is titled 'Add a GSA Elements Specific Measure'. It features a 'Search Criteria' section with a text input field for 'Specific Measure' and 'Search' and 'Clear' buttons. Below is a 'Search Results' table with one entry: 'Implements procurement responsibilities', which is selected with a checkbox. At the bottom, there are buttons for 'Select All', 'Deselect All', and 'Add Specific Measure(s)', along with a 'Return' link.

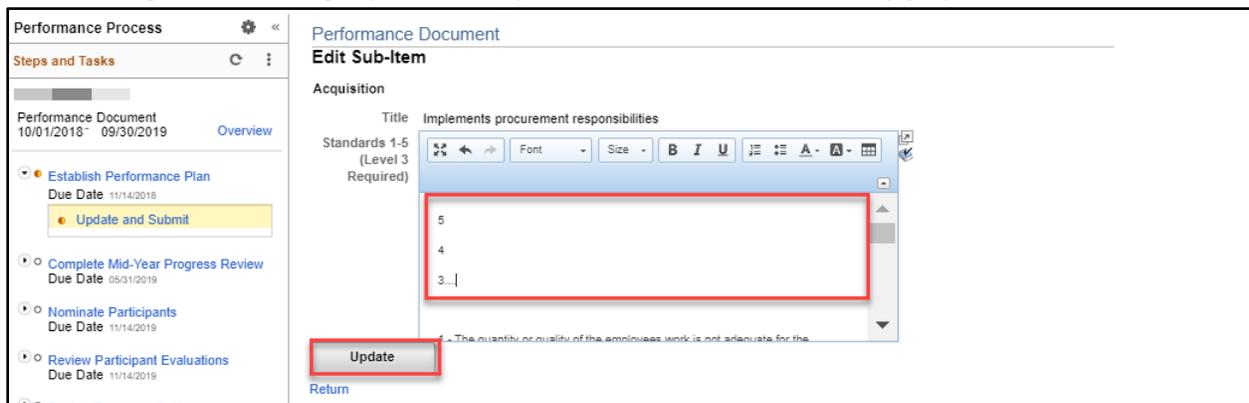
20. The Implements Procurement Responsibilities specific measure will appear under the Acquisition section.

The screenshot shows the 'Performance Document' interface with the 'Establish Performance Plan - Update and Approve' section. The 'Acquisition' section is expanded, showing a 'Measurement' with 'Critical: Yes' and 'Stretch Goal: No'. The 'Weight' is set to 0%. Below this, the specific measure 'Implements procurement responsibilities' is listed with a pencil icon for editing. The description includes two main points: 1. The quantity or quality of the employees work is not adequate for the position or organizational needs. Tasks are not completed with the required accuracy and thoroughness. Products are not completed within established timeframes or require major revision because they are incomplete or inaccurate. Lack of adherence to required procedures, instructions, and formats contribute to inadequate work products. Deficiencies create adverse consequences for the organization or create unacceptable burdens for other personnel. The employees lack of cooperation with customers, supervisor, and/or coworkers, or loss of credibility due to irresponsible communication or work activity, interferes with the successful completion of the work. 2. As applicable, individually usually within established, goals, quality requirements, cost and timeframes. *Prepares requirements contract documents. *Requirements are documented and minimally identify outcomes. *Proposal evaluations are documented. *Participates in negotiations as part of the technical team. Communicates with the contracting officer. *Demonstrates a minimal understanding of the contract's technical requirements as well as the terms and conditions. *Tracks and inspects contract deliverables/services according to the contract requirements. Performs acceptance and support management of technical issues. Documents actions according to policy. *Evaluates contractor's performance in accordance according to agency format and procedures. *Communicates with the contracting officer, contractor, and others in a professional manner. *Submits security badges for contractor support personnel. Maintains accountability of security badges for contractor support personnel. Collects and returns security badges when no longer eligible for use or required. *Written and oral communications related to the performance of activities are prepared.

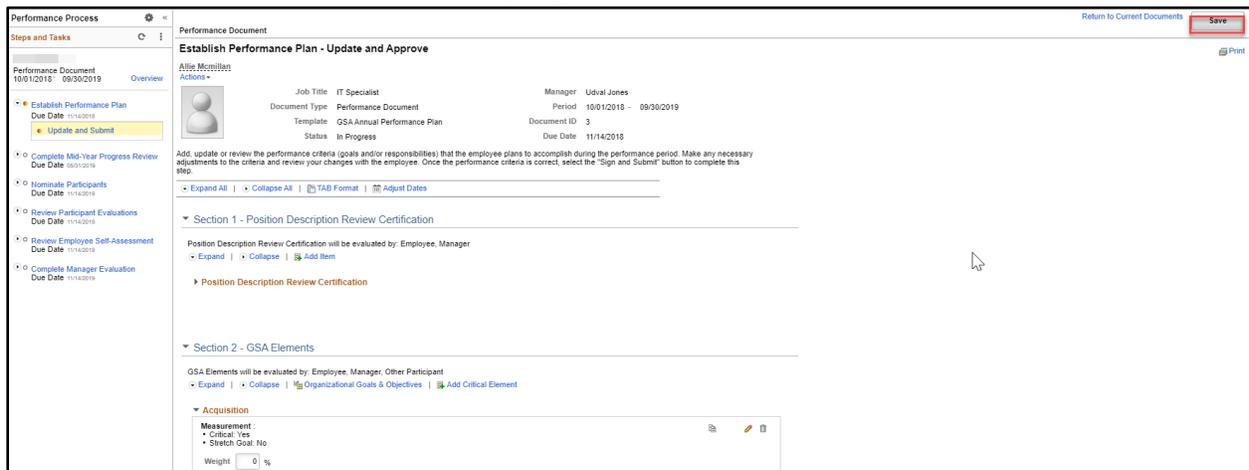
21. To edit the **Acquisition** critical element or the **Implements Procurement Responsibilities** specific measure, click on the pencil icon.



22. Edit the **Acquisition** critical element or the **Implements Procurement Responsibilities** specific measure and click **Update**. *Note: By editing the **Implements Procurement Responsibilities** specific measure you can now add other levels of performance.*



23. Choose the **Save** button at the top right of the screen to save the performance plan.



24. Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Acquisition Critical Element and Implements Procurement Responsibilities Specific Measure to the performance plan.**



Performance Document Return to Current Document **Save** Sign and Submit

Establish Performance Plan - Update and Approve Print | Notify | Export

Actions ▾

	Job Title: Supervisory Contract Specialist	Manager: [Redacted]
	Document Type: Performance Document	Period: 10/01/2018 - 09/30/2019
	Template: GSA Annual Performance Plan	Document ID: 1
	Status: In Progress	Due Date: 11/14/2018

 You have successfully saved this document.