



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.

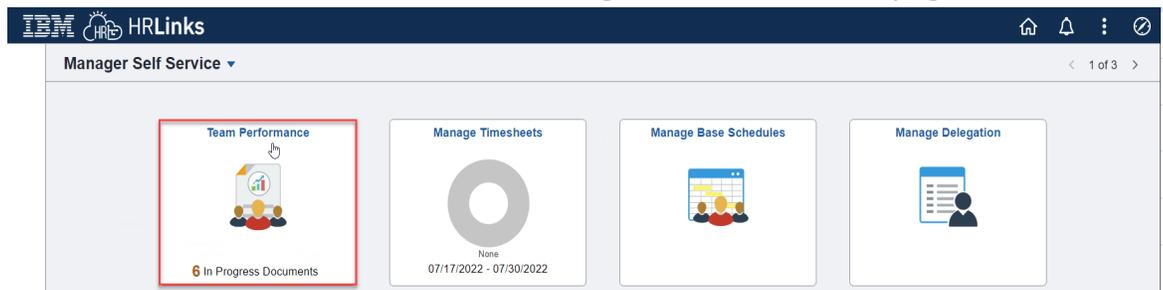
[Add Acquisition critical element to NEW performance plan](#): Choose this option if you are creating a **new** performance plan and not cloning a past performance plan.

[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.

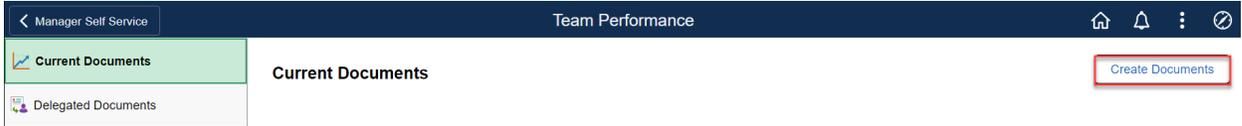
[Clone prior performance plan without Acquisition critical element](#): Choose this option if you are cloning a prior performance plan that did **not** include the Acquisition critical element.

Add Acquisition critical element to NEW performance plan

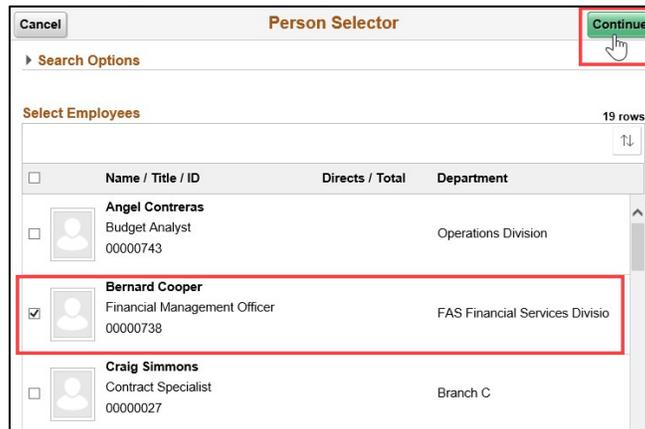
- 1 Select the **Team Performance** tile on the Manager Self Service homepage.



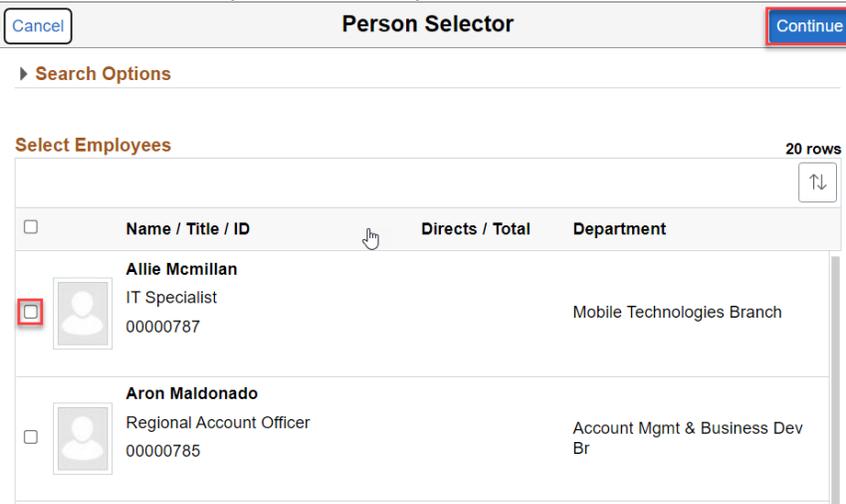
- 2 From the **Current Documents** screen, select the **Create Documents** button.



- 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.



1. 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. The **Create Document** dialog box is displayed.



Create Document

Cancel E **Create**

Period Begin Date: 10/01/2022 A

Period End Date: 09/30/2023 B

Document Type: Performance Document C

Clone from Prior Document: No D

Template: E

- a. Select the calendar icon  to choose the **Start Date** and **End Date**.
 - b. Select **Performance Document** from the **Document Type** drop-down menu.
 - c. Select **No** from the **Clone from Prior Document** slider switch.
 - d. Select the applicable performance plan template from the **Template** drop-down menu (e.g., GSA employees select GSA Annual Performance Plan).
 - e. Select the **Create** button.
2. The newly created performance document will appear. Select the document to open and edit it.

Document Type	Document Status	Period Begin / Period End	Next Due Date
Performance Document	Establish Performance Plan	10/01/2022 09/30/2023	11/14/2022

3. The performance document is displayed with a status of **Establish Performance Plan - Update**. Select the **Expand All** link to expand all sections of the performance plan.



Performance Document
Establish Performance Plan - Update

Maren Price

Job Title: Lead Budget Analyst
Document Type: Performance Document
Template: GSA Annual Performance Plan
Status: In Progress

Manager: Turner Craig
Period: 10/01/2022 - 09/30/2023
Document ID: 31
Due Date: 11/14/2022

1. Add the performance criteria (goals and/or responsibilities) that you plan to accomplish during the performance period.
2. Once you have completed this step select the "Save" button to save your progress and make it available to your Manager for final review and approval.

Expand All | Collapse All | TAB Format

Section 1 - Position Description Review Certification

Position Description Review Certification will be evaluated by: Employee, Manager

Expand | Collapse

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

Performance Document
Establish Performance Plan - Update and Approve

IT Specialist (CUSTSPT)

Document Type: Performance Document
Template: GSA Annual Performance Plan
Status: In Progress

Manager: [Redacted]
Period: 10/01/2018 - 09/30/2019
Document ID: 42366
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

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

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



- 6 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 dropdown menu.
- 13 Select the **Search** button.

Performance Process Performance Document
Steps and Tasks Add a Pre-Defined Element
Performance Document 10/01/2018 - 09/30/2019 Overview
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

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

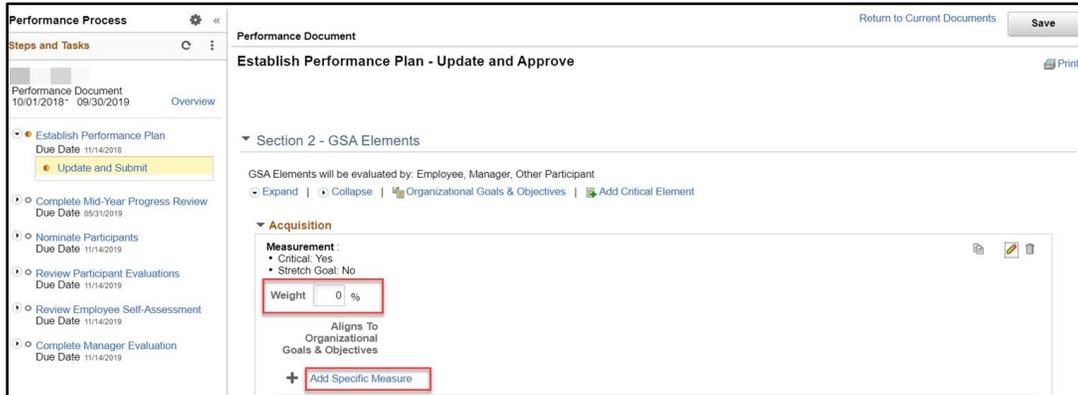
- 14 From the Search Results, select the checkbox by **Acquisition**, and choose the **Add** button to continue.

Performance Process Performance Document
Steps and Tasks Add a Pre-Defined Element
Performance Document 10/01/2018 - 09/30/2019 Overview
Establish Performance Plan Due Date 11/14/2018 Update and Submit
Complete Mid-Year Progress Review Due Date 05/31/2019
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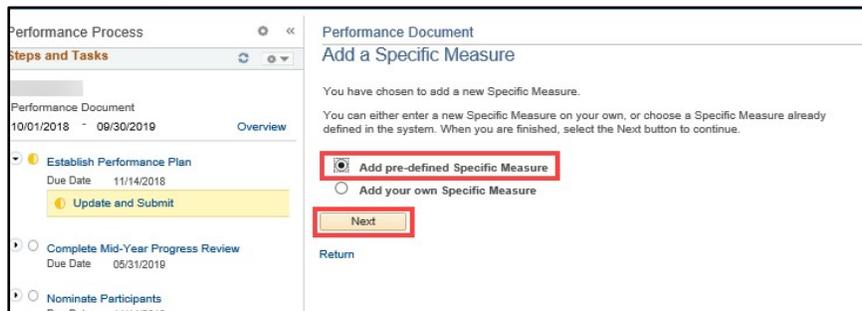
To search for Elements to add to the document select the search button. You can also enter search criteria to help refine your results.

Search Criteria
Title
Element Group Type Element Group
Element Group Acquisition Elements
Search Clear
Search Results 1-1 of 1
GSA Elements
Acquisition
Select All Deselect All
Add
Return

- 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.



Performance Process Performance Document

Steps and Tasks Add a GSA Elements Specific Measure

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

- 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

Search Criteria

Specific Measure

Search Clear

Search Results

GSA Elements Specific Measure(s)	
<input checked="" type="checkbox"/>	Implements procurement responsibilities

Select All Deselect All

Add Specific Measure(s)

Return

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

Performance Process Performance Document

Steps and Tasks Establish Performance Plan - Update and Approve

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

- 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

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 Overview

- Establish Performance Plan Due Date 11/14/2018
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- 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 0 %

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 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.

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.*

Performance Process

Steps and Tasks

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

- Establish Performance Plan Due Date 11/14/2018
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- Review Participant Evaluations Due Date 11/14/2019

Performance Document

Edit Sub-Item

Acquisition

Title: Implements procurement responsibilities

Standards 1-5 (Level 3 Required)

5

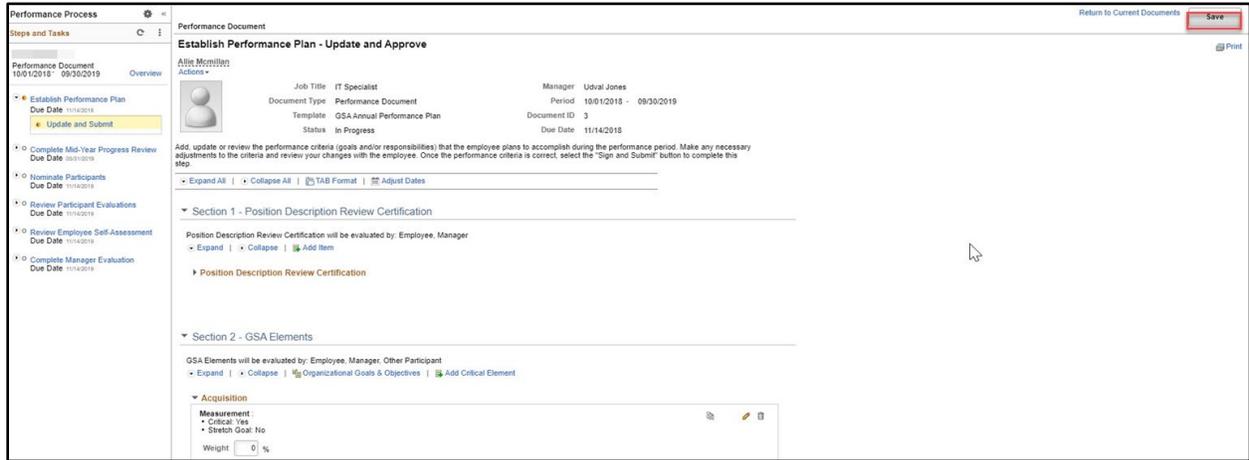
4

3...

Update

Return

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

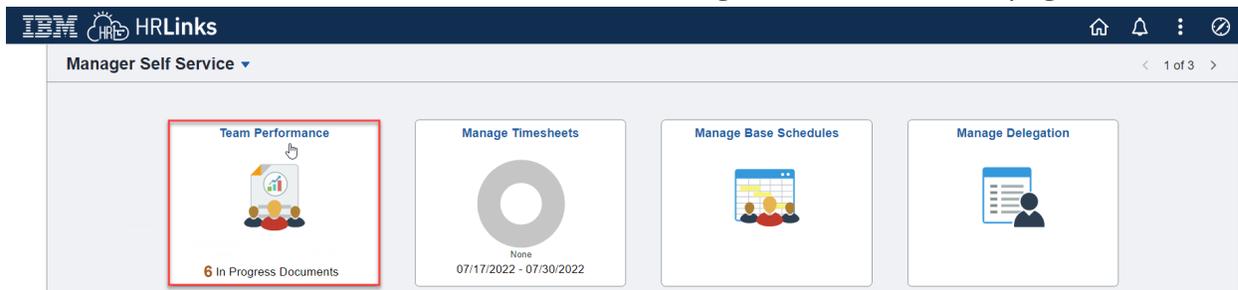


24 Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Acquisition Critical Element and Implements Procurement Responsibilities Specific Measure to the performance plan.**



Cloning prior performance plan with Acquisition critical element

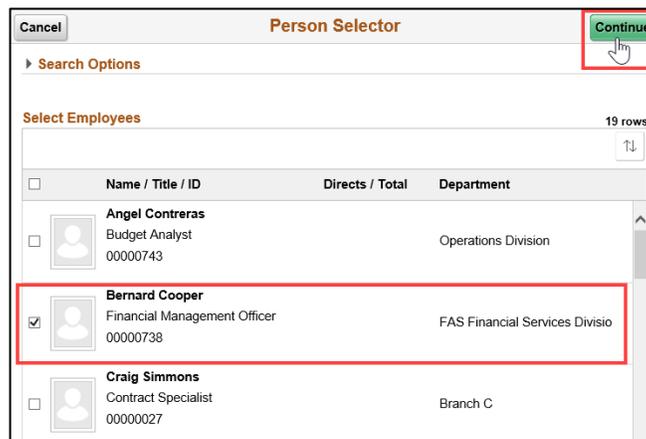
1. Select the **Team Performance** tile on the Manager Self Service homepage.



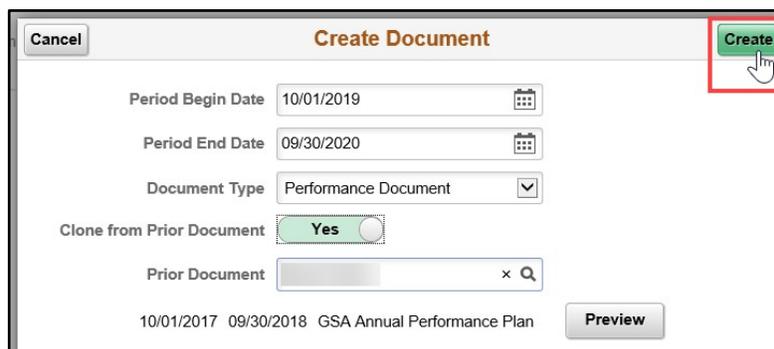
2. From the **Current Documents** screen, select the **Create Documents** button.



1. 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. The **Create Document** dialog box is displayed.



- a. Select the calendar icon  to choose the **Start Date** and **End Date**.
- b. Select **Performance Document** from the **Document Type** drop-down menu.
- c. Select **Yes** from the **Clone from Prior Document** slider switch. Select the document to that is to be cloned.



- d. 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.
- e. Select the **Create** button.

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

Document Type	Document Status	Period Begin / Period End	Next Due Date
Performance Document	Establish Performance Plan	10/01/2022 09/30/2023	11/14/2022

6. The performance document is displayed with a status of **Establish Performance Plan - Update**. Select the **Expand All** link to expand all sections of the performance plan.

Establish Performance Plan - Update

Maren Price

Job Title Lead Budget Analyst Manager Turner Craig

Document Type Performance Document Period 10/01/2022 - 09/30/2023

Template GSA Annual Performance Plan Document ID 31

Status In Progress Due Date 11/14/2022

1. Add the performance criteria (goals and/or responsibilities) that you plan to accomplish during the performance period.
2. Once you have completed this step select the "Save" button to save your progress and make it available to your Manager for final review and approval.

[Expand All](#) | [Collapse All](#) | [TAB Format](#)

Section 1 - Position Description Review Certification

Position Description Review Certification will be evaluated by: Employee, Manager

[Expand](#) | [Collapse](#)

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



11. Select the **Add Specific Measure** byperlink.

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.



Performance Process Performance Document

Steps and Tasks Add a GSA Elements Specific Measure

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

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- Review Employee Self-Assessment Due Date 11/14/2019
- Complete Manager Evaluation Due Date 11/14/2019

Search Criteria

Specific Measure

Search **Clear**

Search Results

GSA Elements Specific Measure(s)	
<input checked="" type="checkbox"/>	Implements procurement responsibilities

Select All Deselect All

Add Specific Measure(s)

Return

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

Performance Process Performance Document

Steps and Tasks Establish Performance Plan - Update and Approve

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

- Establish Performance Plan Due Date 11/14/2018
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- 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

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.

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

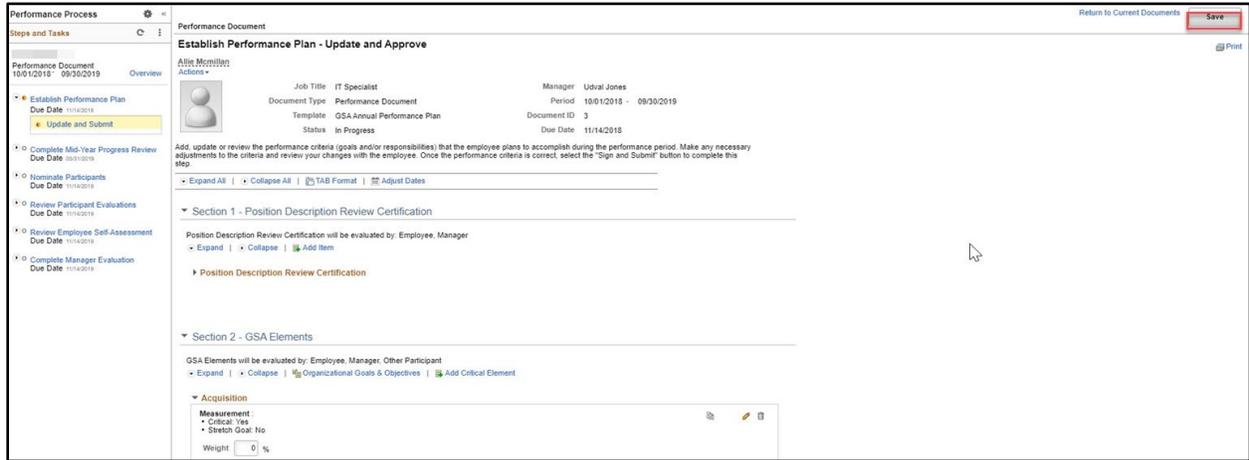


The screenshot shows the 'Performance Process' interface. On the left, a 'Steps and Tasks' sidebar lists several steps, with 'Establish Performance Plan' (Due Date: 11/14/2018) highlighted and having an 'Update and Submit' button. The main area is titled 'Performance Document' and 'Establish Performance Plan - Update and Approve'. It indicates 'GSA Elements will be evaluated by: Employee, Manager, Other Participant'. Under the 'Acquisition' section, there is a 'Measurement' field with 'Critical: Yes' and 'Stretch Goal: No'. A 'Weight' field is set to '0 %'. Below this, it says 'Aligns To Organizational Goals & Objectives'. A specific measure is listed: 'Implements procurement responsibilities'. To the right of this measure, there are edit and delete icons, both of which are highlighted with red boxes.

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.*

This screenshot shows the 'Edit Sub-Item' interface for the 'Implements procurement responsibilities' measure. The title is 'Implements procurement responsibilities'. Below the title is a text editor with a toolbar containing options for font, size, bold, italic, underline, bulleted list, numbered list, link, and unlink. The text editor contains the following text:
5
4
3...|
Below the text editor, there is an 'Update' button highlighted with a red box, and a 'Return' link below it.

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

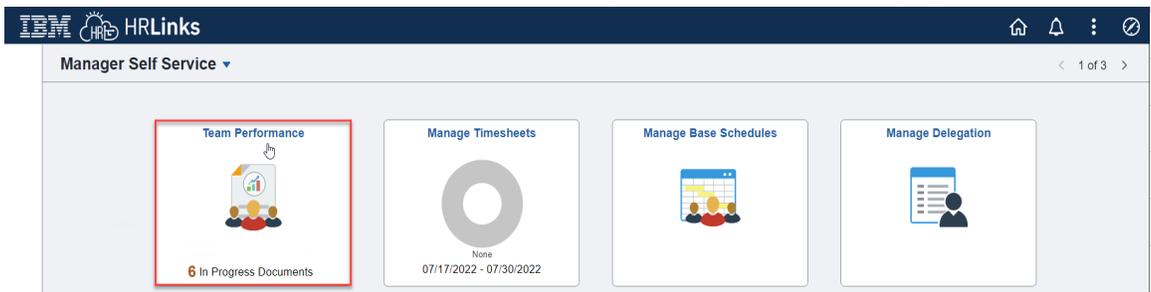


19. Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Acquisition Critical Element and Implements Procurement Responsibilities Specific Measure to the performance plan.**

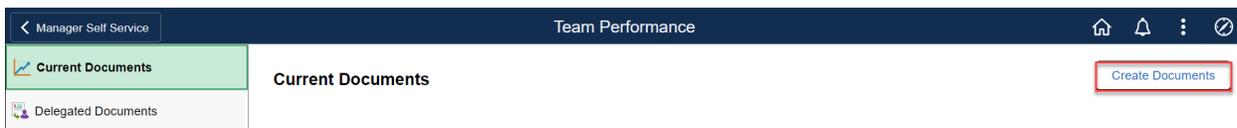


Clone prior performance plan without Acquisition critical element

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

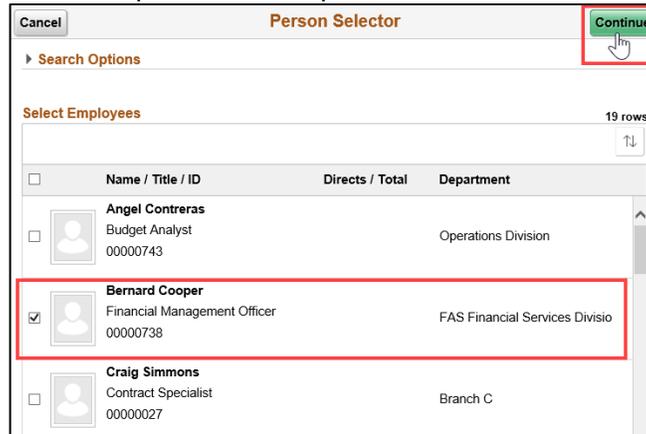


2. From the **Current Documents** screen, select the **Create Documents** button.



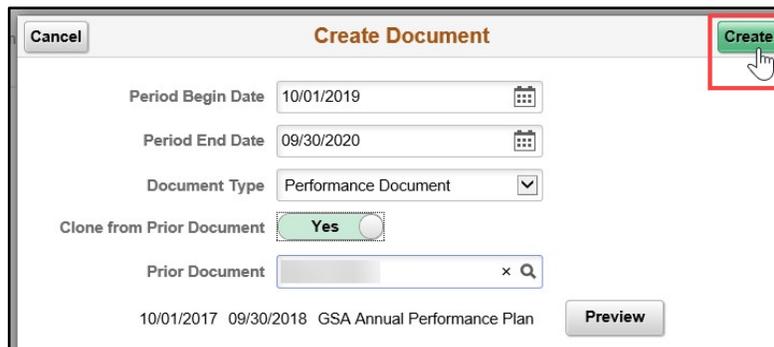


1. A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.



The **Person Selector** dialog box is shown. It has a **Cancel** button on the top left and a **Continue** button on the top right. Below the title bar is a **Search Options** section. The main area is titled **Select Employees** and shows a table with 19 rows. The table has columns for **Name / Title / ID**, **Directs / Total**, and **Department**. Three employees are listed: **Angel Contreras** (Budget Analyst, ID 0000743, Operations Division), **Bernard Cooper** (Financial Management Officer, ID 0000738, FAS Financial Services Divisio), and **Craig Simmons** (Contract Specialist, ID 0000027, Branch C). The **Bernard Cooper** row is selected with a checkmark. A red box highlights the **Continue** button and the **Bernard Cooper** row.

2. The **Create Document** dialog box is displayed.

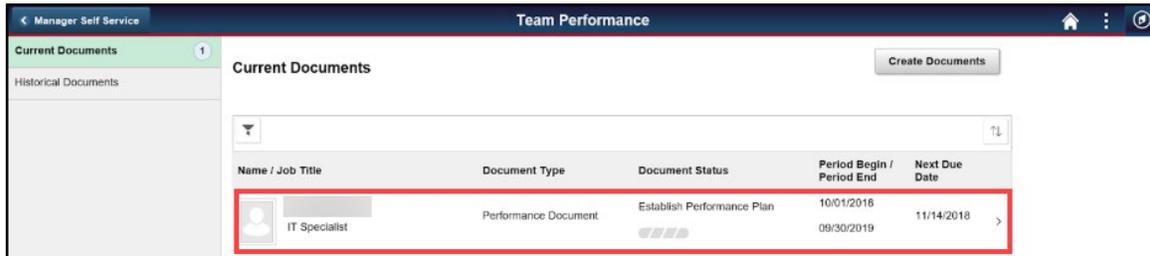


The **Create Document** dialog box is shown. It has a **Cancel** button on the top left and a **Create** button on the top right. The form contains the following fields: **Period Begin Date** (10/01/2019), **Period End Date** (09/30/2020), **Document Type** (Performance Document), **Clone from Prior Document** (Yes), and **Prior Document** (10/01/2017 09/30/2018 GSA Annual Performance Plan). A **Preview** button is located at the bottom right. A red box highlights the **Create** button.

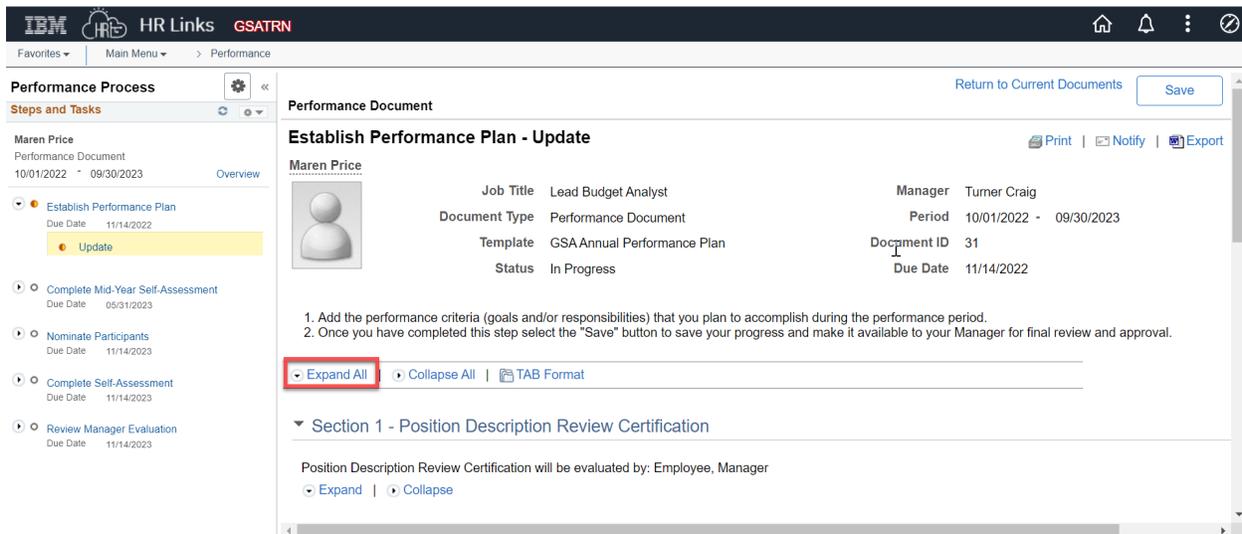
- a. Select the calendar icon  to choose the **Start Date** and **End Date**.
- b. Select **Performance Document** from the **Document Type** drop-down menu.
- c. Select **Yes** from the **Clone from Prior Document** slider switch. Select the document to that is to be cloned.
- d. Select the magnifying 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.
- e. Select the **Create** button.



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



- The performance document is displayed with a status of **Establish Performance Plan - Update**. Select the **Expand All** link to expand all sections of the performance plan.



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



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

7. 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 dropdown menu.

13. Select the **Search** button.

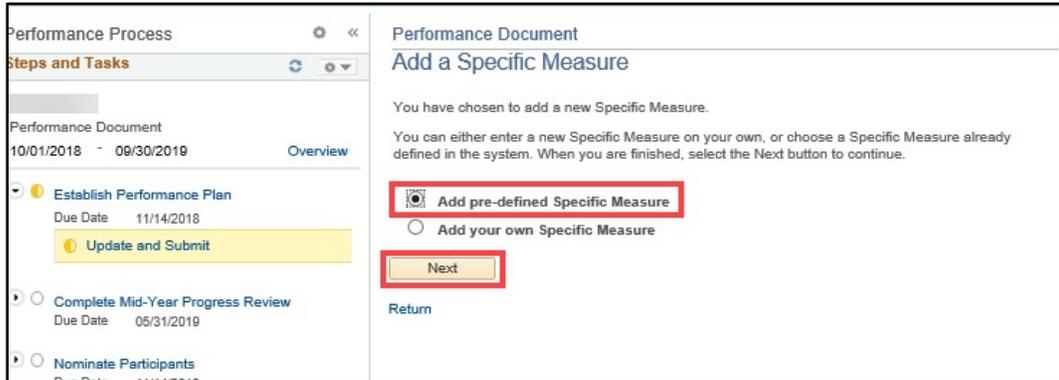


14. From the Search Results, select the checkbox by **Acquisition**, and choose the **Add** button to continue.

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.

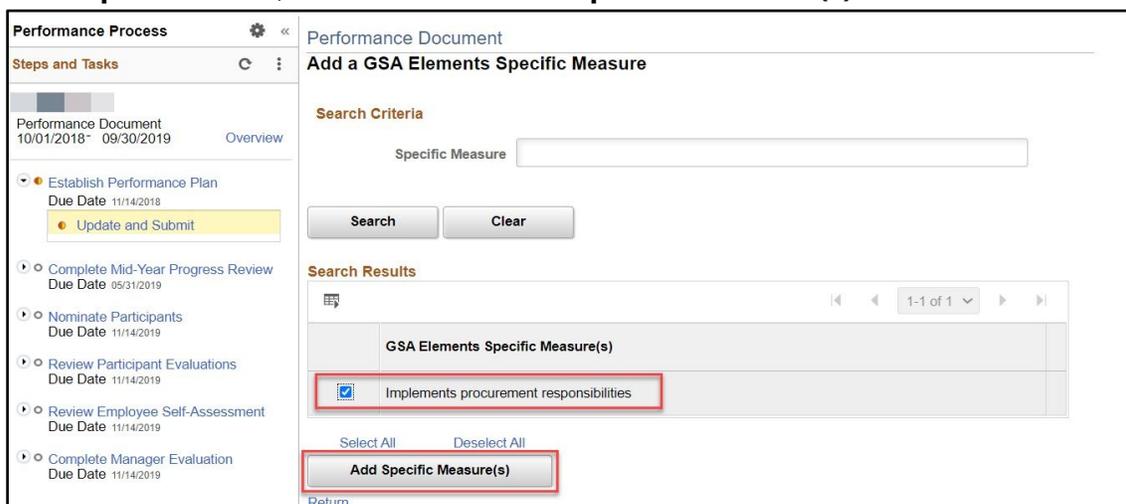
17. On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.



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.



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 Overview

- Establish Performance Plan Due Date 11/14/2018 Update and Submit
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- 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

Acquisition

Measurement :
• Critical: Yes
• Stretch Goal: No

Weight 0 %

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.

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*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 Overview

- Establish Performance Plan Due Date 11/14/2018 Update and Submit
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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 0 %

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.

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.**

Questions

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).



If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)