

OPM Form 1631, Performance Appraisal System Description

Agency: _____

1. System Coverage

- ☐ All agency non-SES/SL/ST employees, other than those excluded by 5 U.S.C. 4301(2) or excepted service employees excluded by OPM regulation or with specific OPM approval (description of OPM-approved exclusions attached)
- ☐ Other (description of coverage with applicable exclusions attached)

2. Appraisal Period

- ☐ All programs will have a 1-year appraisal period, except as needed to accommodate program transition.

3. Summary Levels

Each appraisal program under this system will use any one, but only one, of the following patterns for assigning summary levels (mark all that apply):

Pattern Selection	Pattern	Summary Level 1	Summary Level 2	Summary Level 3	Summary Level 4	Summary Level 5
	A	X		X		
	B	X		X		X
	C	X		X	X	X

Note: Use of Pattern A is limited to seasonal employees, teachers, General Schedule grades 1-4, and Federal Wage System employees.

Other restrictions or requirements for using patterns or deriving summary levels: ☐ none ☐ see attached description

4. Element Appraisal

Within the following parameters, each appraisal program will provide for establishing employee performance plans that include at least one critical element and, where applicable, non-critical element(s):

Restrictions or requirements: ☐ none ☐ see attached description

Minimum number of appraisal levels: _____ Maximum number of appraisal levels: _____

5. Minimum Period

Within the following parameters, each appraisal program will establish a minimum period of performance that must be completed before a performance rating can be given:

Minimum number of days: _____ Maximum number of days: _____

Other restrictions/requirements: ☐ none ☐ see attached description

(Complete on reverse)

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6. Appraisal Programs

- A. ☐ In accordance with 5 CFR 430.205–208, each appraisal program under this system will:
- (1) specify the employees covered by the program;
 - (2) specify an effective date;
 - (3) specify the procedures and requirements for planning, monitoring, and rating performance, including how elements and standards will be established and appraised and the pattern and method(s) for assigning summary levels;
 - (4) designate the appraisal period, including any exceptions permitted for special circumstances;
 - (5) establish criteria and procedures to address employee performance for employees who are on detail, who are transferred, and, as needed, for other special circumstances; and
 - (6) establish a savings provision for the program comparable to 5 CFR 430.201(b), i.e., The processing of any administrative action already initiated when this program becomes effective shall continue consistent with the procedures and requirements of the program in effect when initiating the action.
- B. **Establishing separate appraisal programs under this system.**
- ☐ See attached description of criteria and procedures for establishing separate appraisal programs.
- ☐ Not applicable—at no time will there be more than one appraisal program established under this system.
- C. **Additional appraisal program restrictions or requirements beyond the regulatory requirements in 6A and 6B above.**
- ☐ Appropriate policy documents specifying additional restrictions, requirements, criteria, and procedures by which separate appraisal programs may operate under this appraisal system are attached.
- ☐ Not applicable—this system establishes no additional restrictions or requirements for appraisal program design or operation.
- D. ☐ The following **transition statement** assures the continued coverage of employees by an appraisal program while the agency establishes a new or revised system.
- Between the date the Office of Personnel Management approves this system and the effective date of any new appraisal program established under this system, (Agency) _____ will continue to use the appraisal program(s) developed under the performance appraisal system approved by OPM, on (Date) _____, as its appraisal program(s).

7. Statutory Requirements

- In accordance with 5 U.S.C. 4302, this appraisal system, and its associated appraisal program(s), established by (Agency) _____ provide or will provide for—
- establishing employee performance plans, including, but not limited to, critical elements and performance standards;
 - communicating performance plans to employees at the beginning of an appraisal period;
 - evaluating each employee during the appraisal period on the employee's elements and standards;
 - recognizing and rewarding employees whose performance so warrants;
 - assisting employees in improving unacceptable performance; and
 - reassigning, reducing in grade, or removing employees who continue to have unacceptable performance, but only after an opportunity to demonstrate acceptable performance.

I certify that this appraisal system, all its related appraisal programs, and the use of appraisal results conform or will conform to applicable law and regulation and request OPM approval of this appraisal system.

(Signature of agency head or designee)

(Date)

For OPM Use Only

This performance appraisal system has been reviewed in accordance with 5 U.S.C. 4304(b)(1) and conforms to the requirements specified in 5 CFR part 430, subpart B.

Date Approved: _____

Approving Official Initials _____