

PERFORMANCE MANAGEMENT SYSTEMS

- 1. REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) procedures regarding performance management systems.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains VA policy on performance management. The page in this issuance replaces the corresponding page number in VA Handbook 5013. Revised text is contained in [brackets]. This change will be incorporated into the electronic version of VA Handbook 5013 that is maintained on the [Office of Human Resources Management Website](#). This revision updates the process for appealing a within grade increase reconsideration decision to the Merit Systems Protection Board.
- 3. RESPONSIBLE OFFICE:** The Employee Relations and Performance Management Service (051), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED DIRECTIVE:** VA Directive 5013, Performance Management Systems.
- 5. RESCISSIONS:** None

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
Stephen W. Warren
Executive in Charge and Chief Information Officer
Office of Information and Technology

/s/
Gina S. Farrissee
Assistant Secretary for Human
Resources and Administration

ELECTRONIC DISTRIBUTION ONLY

2. The written decision will include specific responses to any other issues raised by the employee in connection with the reconsideration request.

3. The decision letter will inform the employee of his or her right to appeal (see g below).

(b) If a negative determination is overturned on reconsideration:

1. The decision letter will inform the employee of the basis for the decision.

2. If the negative determination was based on a special rating of record, all copies of the rating will be removed from official files and destroyed.

3. If the negative determination was consistent with the most recent annual rating of record, a special rating of record will be prepared to document the reconsideration decision and a copy will be given to the employee with the written decision.

4. The decision letter will inform the employee that the within-grade increase will be effective retroactive to the original due date.

5. The supervisor will prepare and forward SF-52, Request for Personnel Action, to the servicing Human Resources Management Office for processing the within-grade increase.

g. Appeal of Reconsideration Decision

(1) If a negative determination is sustained after reconsideration, the employee, if not covered by a bargaining agreement, may appeal the decision to the Merit Systems Protection Board (MSPB). However, for an employee covered by a collective bargaining agreement, a reconsideration decision that sustains a negative determination is only reviewable in accordance with the terms of the agreement.

(2) For employees who may appeal to the MSPB, the following information must be included in the decision notice:

(a) Notice of the time limits for appeal to the MSPB (i.e., within 30 calendar days of receipt of the negative reconsideration decision);

(b) The address of the appropriate MSPB office for filing the appeal (based on the employee's duty station at the time of the action);

(c) An explanation of how to access the appeal form via the [MSPB website](#), or that a copy of the form will be available from the Human Resources Management Office by request; and

(d) A statement advising the employee that a further explanation of his/her appeal rights may be obtained by consulting the Human Resources Management Office.]