



October 28, 2019

OFFICERS

SUBJECT: Fiscal Year 2019 National Performance Assessment Unit Mitigation Process

The fiscal year (FY) 2019 National Performance Assessment (NPA) September reports were published on Friday, October 25. This starts the process for requesting and reviewing consideration for a unit level mitigating factor.

The FY2019 Unit Mitigation request must be submitted for consideration online through the Performance Evaluation System (PES). The attached FY2019 Field Unit Mitigation Guide provides detailed instructions for submitting a mitigation request.

The FY2019 mitigation timeline is as follows:

OWNER	EVENT	START DATE	END DATE	# DAYS
September YTD NPA Scorecard Published		Friday, October 25, 2019		
Unit Installation Head	Submissions in PES	Monday, November 4, 2019	Sunday, November 17, 2019	14
Lead PCES District Executive	Review, approve / disapprove	Monday, November 18, 2019	Saturday, November 23, 2019	6
Unit Installation Head	If disapproved, opportunity to resubmit	Sunday, November 24, 2019	Thursday, November 28, 2019	5
Area HR Manager & Area MOS	Review, make recommendation	Friday, November 29, 2019	Wednesday, December 4, 2019	6
Area VP	Approve / Disapprove	Thursday, December 5, 2019	Sunday, December 8, 2019	4
26 Days				
HQ Stakeholder / NPA Team	Validation & Response	Monday, December 9, 2019	Wednesday, December 11, 2019	3
Mitigation NPA Posting Date		Friday, December 13, 2019		

The Mitigated FY2019 NPA scorecards are scheduled to be published on Friday, December 13. It is imperative to review and submit all requests and required responses in a timely manner.

If you have any questions, please contact Erica Hayton, Acting Manager, Classification and Compensation, at 202-268-3735.

Isaac S. Cronkhite

Attachment

cc: Mr. Gupta
Ms. Hayton