

General Workforce Performance Appraisal Spreadsheet (GWPAS)

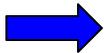
As part of the end of the year performance management activities, each business unit Resource Coordinator (or designee) will need to enter all performance ratings, scores, and award information (except awards that need approval at the DUS or PRB level, leave blank) by using the [General Workforce Performance Appraisal Spreadsheet](#).

Personally Identifiable Information (PII). Final ratings and approved performance award dollar amounts are considered to be personnel-sensitive data, therefore, data entered onto the spreadsheet is intended to be completed only by the Resource Coordinator or a designee. The completed GWPA Spreadsheets are to be hand carried to ITA CFO Administration, room 2006.

Frequently Asked Question:

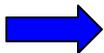
Q: What is the process for rating officials to submit awards for approval and processing?

- A:**
1. Rating officials will complete the CD-430d and CD-430e, Performance Summary Rating/Performance Recognition and narrative form for each employee.
 2. Rating officials will forward the completed/signed CD-430d forms to their Resource Coordinator.



Process for Awards requiring review and approval by DUS or PRB:

3. By **October 30**, Resource Coordinators will forward award packages requiring approval of delegations of authority at the Deputy Under Secretary (DUS) or Performance Review Board (PRB) level to ITA CFO Administration, room 2006.
4. ITA Admin will forward packages for review and approval to the DUS or PRB, as appropriate.
5. Once DUS and PRB level awards are approved, ITA CFO Administration will forward packages to the Department's Human Resources Operations Center (DOCHROC) to begin processing the awards. Once processed, the DOCHROC will send the award packages back to ITA CFO Administration to forward to the appropriate Resource Coordinator in each business unit. Resource Coordinators will inform rating officials of approvals.



Process for Awards NOT requiring review and approval by DUS or PRB:

6. By October 30, Resource Coordinators will fill out the GWPAS (General Workforce Performance Appraisal Spreadsheet) and hand carry (due to PII) the spreadsheet to ITA Admin in room 2006 so that ITA CFO Administration can coordinate with the DOCHROC to begin processing.
7. Once GWPA Spreadsheets are received in ITA CFO Administration, CFO Administration will fill in spaces left blank due to DUS or PRB review. ITA CFO Administration will enter approved award dollar amounts.
8. Quality Step Increase (QSI). [Click here](#) to follow the QSI process. QSIs should be annotated on the [GWPA Spreadsheet](#) as "QSI" in the Award Amount column.



End of the Process:

9. Resource Coordinators will then forward all original CD-430d forms to rating officials for filing in each of their Employees' Performance Files ([EPF](#)).
10. Resource Coordinators will then forward final signed and completed copies of ALL CD-430d and CD-430e (copy them back to back) forms to CFO Administration, room 2006 so that packages can be delivered to the DOCHROC for accountability and audit purposes.