

Transition Guidance  
for  
Non-Bargaining Unit Employees (NBU) Moving From the  
**Excellence Achievement & Recognition System**  
to the  
**Department of Homeland Security Performance Management System**  
between  
01 September – 30 September 2008

The information below provides the specific steps to be followed when both transitioning employees currently evaluated under the Excellence, Achievement & Recognition System (EARS) onto the Department of Homeland Security/Performance Management System (DHS/PMS), using the [DHS ePerformance Tool](#) (eTool), and closing-out EARS performance ratings. This guidance applies only to General Schedule (GS) NBU employees. Federal Wage System (FWS) employees are excluded from coverage by regulation. Your Command Staff Advisor/Human Resources Specialist will provide you with a list of your NBU employees.

Before beginning to use the [eTool](#), supervisors and employees, working collaboratively, should have performance goals established and ready to be inputted into the [eTool](#). Performance plans, established under EARS for the 2008-2009 rating cycle, are an excellent starting point for formulating these goals.

After goals are established and entered in the [eTool](#), supervisors will close out employee ratings by preparing an interim rating on each EARS core competency. No rating of record is required. (See Step 2 for inputting ratings into the [eTool](#).)

### Getting Started (Effective on/or about 01 September 2008)

**Note: For NBU first time users, there will be NO email notification from DHS to begin the [eTool](#) process. First time users Must log-in and begin the (authentication) process in the [eTool](#) before the Rating Official can verify profiles.**

**First-Time Users:** [System Login](#)  
([http://www.uscg.mil/civilianHR/awards/docs/system\\_login.doc](http://www.uscg.mil/civilianHR/awards/docs/system_login.doc))

1. To access the [eTool](#), enter the following URL into your web browser:  
<https://ePerformance.dhs.gov>.
2. If you are logging onto the system for the first time, your initial User Name *and* Password is your Social Security Number (no dashes or spaces).
  - a. Enter your User Name
  - b. Enter your Password
  - c. Click the LOGIN button

You will be prompted to change your password. Follow password configuration instructions as indicated on the screen.

3. [Update your Profile](http://www.uscg.mil/civilianHR/awards/docs/update_profile.doc)  
([http://www.uscg.mil/civilianHR/awards/docs/update\\_profile.doc](http://www.uscg.mil/civilianHR/awards/docs/update_profile.doc))

Employees update their profiles by verifying their first, middle, and last names, their email addresses, and organizations. Employees will also select their Rating Officials by clicking on the magnifying glass.

4. Rating Officials will receive an email to *verify* the employee's profile.

(Note: At each [eTool](#) process step, the User will receive the statement, "The information you entered was successfully submitted." Click on 'Return to Home' when received.)

5. Using the guidance found in [DHS Management Directive 3181.1](https://dhsonline.dhs.gov/portal/jhtml/dc/sf.jhtml?doid=107362),  
(<https://dhsonline.dhs.gov/portal/jhtml/dc/sf.jhtml?doid=107362>)  
supervisors and employees enter the goals as developed.

## Process Steps

1. [Step 1](#): (Employee and Supervisor)

- a. Employee logs onto the [eTool](#), inputting goals; or the Rating Official may exercise the option to start the performance planning process by inputting the employee's goals);

- b. The employee sends/submits the goal(s) to his/her Rating Official for review/modification.

[http://www.uscg.mil/civilianHR/awards/docs/step\\_1.doc](http://www.uscg.mil/civilianHR/awards/docs/step_1.doc)

2. [Step 2](#): (Supervisor Only)

- a. Rating Official enters the EARS interim rating comments into the [eTool](#), using the drop down and selecting the Category "Other." This interim rating may also serve as a Progress Review.

(Note: The option to use the interim rating as a Progress Review is a one-time exception to policy made to facilitate the transition effort and is not precedent setting.)

- b. Rating Official considers the EARS interim rating comments when closing out the DHS/PMS cycle for NBU employees at the end of the rating cycle on 31 March 2009 (Step 8 - [http://www.uscg.mil/civilianHR/awards/docs/step\\_8.doc](http://www.uscg.mil/civilianHR/awards/docs/step_8.doc)).

### 3. Step 3: (Employee Only)

a. The employee may perform the dual activities of acknowledging his/her performance plan and providing input for the Progress Review.

If comments from a previous progress review already exist, it might be necessary to add a comments section. To do so, click on the Add Review button. Enter the employee comments and identify the review period to which the comments apply by clicking the drop down beneath the Category box.

[http://www.uscg.mil/civilianHR/awards/docs/step\\_3.doc](http://www.uscg.mil/civilianHR/awards/docs/step_3.doc)

### Resources

To further assist you with this transition, direct links to the Coast Guard Civilian and the DHS websites are provided. Job aids for each Process Step associated with eTool activity may be found at these websites.

- [Civilian Personnel Performance Management](http://www.uscg.mil/civilianHR/awards/epformance.asp)  
<http://www.uscg.mil/civilianHR/awards/epformance.asp>
- [DHS Performance Management](https://dhsonline.dhs.gov/portal/jhtml/dc/sf.jhtml?doid=31393)  
<https://dhsonline.dhs.gov/portal/jhtml/dc/sf.jhtml?doid=31393>

Direct questions concerning [eTool](#) use to your servicing [Command Staff Advisor](#) or [Human Resources Specialist](#), who also serve as your [eTool](#) Systems Administrator/Tier 1 Support.