USA Performance®

Manage Performance, Ensure Success

USA Performance

Power BI Reporting and Analytics

Common Use Case Scenario Q&A

Last updated: August 19, 2025

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

The purpose of this document is to provide quick guidance to some common use-case scenario questions and their solutions, in a question-and-answer type format. This document will be updated periodically to reflect information gathered from various feedback sources. Should you require further assistance, please email USAPHelp@opm.gov with "Power BI" in the subject line.

Q: How many of users in my agency have been locked out of the USA Performance® system?
A: In the Performance Management Power BI App, go to the Administrative Profile report, click on the "Profile Lockout" report page, and left click on the "Accounts Locked" card filter at the top of the screen. Below you will see the Excel-type list report visualization for you to export (by clicking on the "Export data" menu item from the ellipsis in the upper right-hand corner of this list report visualization).

Q: How many users in my agency do not have a Rating Official (RO) or Reviewing Official (RevO) assigned to them in USA Performance®?
A: In the Performance Management Power BI App, go to the Administrative Profile report, click on the "RO and RevO - Assignments Needed" report page, and left-click on the "RO/RevO Not Assigned" card filter at the top of the screen. Below you will see the Excel-type list report visualization for you to export (by clicking on the "Export data" menu item from the ellipsis in the upper right-hand corner of this list report visualization).

Q: How many users in my agency do not have a Social Security Number (SSN) assigned to them in USA Performance®?
A: In the Performance Management Power BI App, go to the Administrative Profile report, click on the "RO and RevO - Assignments Needed" report page, and left-click on the "RO/RevO Not Assigned" card filter at the top of the screen. Below you will see the Excel-type list report visualization for you to export (by clicking on the "Export data" menu item from the ellipsis in the upper right-hand corner of this list report visualization).

Q: How can I see the distribution of users in each plan phase?
A: In the Performance Management Power BI App, go to either the SES or Non-SES Plan Activity and Progress (PAPR) report, click on the "Organization Progress" report page. Note: to see user-level detail within each plan phase, left-click on one of the vertical bars representing the phase you want, and click on "See Plan Holders in Phase" at the bottom of the page to generate an exportable, Excel-like list report. Additionally, only one plan phase can be selected at a time.

Q: How can I search for a specific plan holder's name or email address in the Plan Activity and Progress Report (PAPR) to see his or her specific plan details and history?
A: In the Performance Management Power BI App, go to either the SES or Non-SES Plan Activity and Progress (PAPR) report, click on the "Filter by Plan Holder" report page. In either the Plan Holder or

Plan Holder Email filter, there is a search function at the top of the drop-down menu. Once found, click on Generate Report at the bottom of the page to generate an exportable, Excel-like list report.

Q: Were there any users whose plans failed to upload into eOPF? And who were these users?
A: In the Performance Management Power BI App, go to the eOPF Submission Status Report and click on the "eOPF Errors Found" report page. The errors and the number of users who experienced this error are shown at the top graph. An exportable, Excel-like list report is shown on the bottom.

Q: I want to quickly see the eOPF submission status for users in my agency.
A: In the Performance Management Power BI App, go to the eOPF Submission Status Report and click on the "eOPF Submission Status" report page. An exportable, Excel-like list report is shown, along with key details such as Plan Holder Name, Submission Status, and Error Reason.

Q: I want to quickly see plans that are ready for eOPF submission in my agency.
A: In the Performance Management Power BI App, go to the eOPF Submission Status Report and click on the "Ready for eOPF Submission" report page. An exportable, Excel-like list report is shown, along with key details such as Plan Holder Name, Plan Purpose and Plan Status.

Q: What is the distribution of final summary rating levels of my SES users?
A: In the Performance Ratings Power BI App, go to the SES Ratings report and click on the "Summary Ratings" report page. Across the top shows how many SES users are in your organization, the average summary rating, the range, and how many users achieved a final summary rating level of 1, 2, 3, and 4/5, along with their corresponding percentages.

Q: I want to search for a specific SES user's rating and plan details.
A: In the Performance Ratings Power BI App, go to the SES Ratings report and click on the "Executive Plan Lookup" report page. Search by Executive Name from the dropdown menu, and the executive's rating information (to include summary level, critical elements rating and weights, and other plan detail information).

Q: I want a list of all Non-SES users' ratings (at the summary and element level, including element name and type) for my organization.
A: In the Performance Ratings Power BI App, go to the Non-SES Ratings report and click on the "All Ratings" report page. This report page provides an exportable, Excel-like list report, with nearly two dozen ratings-related fields, including element name and type. Note: you can also search for a particular employee or list of employees, or by Rating official in the drop-down filters at the top.

Q: I want to see how many Performance Review Board (PRB) groups my organization has, how many members comprise each PRB group and what their workload (assignments) is.

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

A: In the Performance Management Power BI App, go to the "Review Board Summary" report page to quickly see how many PRB groups, members and assignments are in your organization. To get a detailed list of who these PRB members are, and which users they are assigned for rating purposes, click on the "Board Composition and Assignments" report page, where you can toggle between the "Board Members" and "Board Assignments" filter at the top of the page. At the bottom of the report page, the list report will provide either the board members or board assignments for the PRB groups in your organization.