

## Glossary of Terms Used Across USAP Power BI Reports. Updated as of 1/29/2026

Field	Definition
Account Status	Indicates whether a user's account is active or inactive in the system.
Actor	The user performing the event, for example, an employee signing off on a plan in the PAPR.
Actor ID	A unique identifier assigned to the actor.
Agency Identifier	Sometimes referred to as an agency's Employee ID, this is an agency-specific unique identifier attributable to each of their employees.
Appointment Type	A classification that describes the nature or category of an employee's engagement or position within the organization. It specifies the terms under which the employee holds their role. Appointment Type is used to determine applicable policies, performance evaluation criteria, and eligibility for certain benefits or programs.
Appraisal End Year	The calendar year in which the performance plan ends.
Appraisal Start Year	The calendar year in which the performance plan starts.
Appt. Auth.	The appointing authority is an official who authorizes the final summary rating for an SES or SP employee. This rating supersedes any prior rating given to an employee.
Board Assignments	The list of SES and SP users that the Performance Review Board (PRB) group will evaluate for final summary rating purposes.
Board Member	A person assigned to a Performance Review Board (PRB) committee who will work, together with the PRB chair, to assign a final summary rating to their list of SES and/or SP users.
CE: Appointing Authority Rating	The final (appointing authority) rating given to each Critical Element (CE).
CE: Initial Rating	The Critical Element (CE) rating typically given by the employee's rating official.
Critical Element (CE) Name	The five critical elements for SES for FY25 are: Building Coalitions; Business Acumen; Leading Change; Leading People; Results Driven. FY26 has all new elements: Critical Element 1. Faithful Administration of the Law and the President's Policies Critical Element 2. Government Efficiency Critical Element 3. Merit and Competence Critical Element 4. Holding Others Accountable and Treating Them Fairly Critical Element 5. Achieving Organizational Goals
Critical Elements	A critical element is a work assignment or responsibility of such importance that unacceptable performance on that element would result in a determination the employee's overall performance is unacceptable. Governmentwide regulations require employees have at least one critical element in their performance plans. Critical elements must address performance at the individual level only.
Current Phase	Indicates the current period in the employee's performance plan management cycle, or if the plan is Completed. In Power BI, plans in Planning, Progress Review, and Rating are shown; or, if the plan is Completed, that is shown instead.
Current Rating Official	The employee's current Rating Official. Note that this is the current Rating Official in the system, and not necessarily the Rating Official at the time of rating.
Current Reviewing Official	The employee's current Reviewing Official. Note that this is the current Reviewing Official in the system, and not necessarily the Reviewing Official at the time of rating.
Days to Plan End	The number of days in which the plan will end, calculated based on when the report was run.
Element Name	An element is a dimension or aspect of individual, team or organizational performance, used in assigning a summary level. It may include, but is not limited to, objectives, goals, program plans, work plans, and other means of expressing expected performance.
Element Type	The Element Type can be defined by one of the following: 1) Critical: counts in calculation and if you get L1 on a CE, you fail the whole plan; 2) Non-Critical: counts in calculation, but an L1 doesn't automatically fail the whole plan; 3) Additional: doesn't count in calculation, and L1 doesn't automatically fail the whole plan.
Email	An employee's email address as shown in USA Performance.
eOPF Eligible	Indicates whether the "eligible for eOPF" box in USA Performance is checked (Yes) or not (No). If unchecked, USA Performance will not allow the plan to be transmitted. If checked, the system will allow for such transmission (it becomes eligible).
eOPF Submission Error Reason	The reason that eOPF rejected a plan submission from USA Performance, resulting in an error.
EvalID	The Evaluation ID is the unique ID for a plan for a given plan type; in other words, these EvalID's are unique within the Non-SES population, but could potentially be used for SES (since they are a distinctly different group). Note that a user can also find the their EvalID embedded in the URL when logged into USA Performance.
Event	What plan activity happened on a particular date for the employee's selected plan.
Grade	The most common example of a grade is a 1-15 scale for GS pay plans.
Last Login Date	The date the user last logged into USA Performance.
Last Updated By	The user (often an administrator) who last updated the employee's profile in USA Performance.
Lockout Date	The day that an employee or admin will be locked out of the system if they do not log into USA Performance before then. This date should be within 14 calendar days of the report refresh date. Note that in USA Performance, users do get reminder emails at 2, 7, and 14 days before the actual lockout day. Furthermore, admins are required to log in every 90 days and non-admins every 200 to avoid being locked out.
Next Step	Indicates the next standard event required to progress the performance plan in USA Performance. Note that this next step could progress within a given phase, or onto the next phase. This does not account for optional steps that may be required by an Agency's specific performance management policy.

Organization	Also known as "units" in USA Performance, this term refers to as the division, branch or work group, in which the employee works. Note that the term "agency" often refers to the employee's highest level (organization) within USA Performance.
Pay Plan	The specific pay system, pay schedule, or table of pay rates that establishes the basic pay for Federal civilian employees.
Phase	A plan can be in one of four distinct phases: Planning; Progress Review; Rating; Completed.
Plan End Date	The month and day used by Rating Cycle to set the default end date of plans.
Plan Holder	The employee that is the being evaluated for a given performance plan. This information is displayed as their full name, in Last Name, First Name, Middle Initial format.
Plan ID	A unique numerical identifier assigned to each plan for each employee.
Plan Number	Unique identifier given to the employee's plan.
Plan Purpose	The plan purpose field is optional in USA Performance, but can be required by SES, SP and Non-SES templates. It describes the general category of the plan, and also helps the admin to manage which plans are eligible for eOPF (by default, only certain plan purposes are eligible for eOPF, but the admin controls which plan purposes are eligible by default, and the admin can override the defaults within a given plan purpose).
Plan Start Date	The month and day used by Rating Cycle to set the default start date of plans.
Plan Status	A USA Performance feature that allows administrators to describe the current status of an employee's plan. In USA Performance, plan statuses include the following: Active, Closed, Completed, On Hold, Under Review, Unrateable.
Plan Update Date	The date that an employee's plan was updated in USA Performance.
Position Description Number	An optional field to denote the number assigned to an employee's position description.
Position Title	An optional field that appears in the user profile and on plan pages. This is usually the official title that would appear on org charts, position descriptions, or SF-50 forms.
PRB	The Performance Review Board is a committee (headed by a PRB Chair) that assigns a final summary rating to SES and SP employees.
Processed Date	The date in which the employee's USA Performance Plan was submitted to eOPF.
Rating Cycle	An agency-derived name that applies to the rating cycle applied to an employee's plan. This often corresponds to the period of performance for the particular plan. Denotes the default plan start and end dates, as well as a first available date to start creating plans.
Rating Level	An ordered category of performance from Level 1 through Level 5, with Level 1 as the lowest and Level 5 as the highest. The summary rating levels used are in accordance with the agency performance management system.
Rating Official	The Rating Official is normally the employee's direct supervisor. This person would normally provide the employee with their ratings and perform other managerial duties, such as the mid-year performance review. Note that this field reflects the current Rating Official in the system, and not necessarily the Rating Official at the time of rating.
Rating Official Email	The email address of the employee's Rating Official.
Rating Stage	The step in the rating process for the SES or SP employee, as determined by the completed signature in the rating phase. These three stages are Initial, PRB, and Appointing Authority as applied by the Rating Official, PRB Chair, and Appointing Authority respectively.
Reason	Indicates why an employee is locked out of the system. Note that an employee is considered locked out if they do not log into USA Performance for 200 days; an Admin is considered locked out after 90 days of not logging into USA Performance.
Reviewing Official	The Reviewing Official is usually the employee's second line supervisor. Note that this is the current Reviewing Official in the system, and not necessarily the Reviewing Official at the time of rating.
Reviewing Official Email	The email address of the employee's Reviewing Official.
Series	Job series are typically four-digit numbers that categorize federal positions into a group of similar job functionality.
Signature Bypass Reason	The reason (if applicable) that an employee's signature had to be bypassed.
Submission Status	The current status of a USA Performance plan submission to eOPF.
Summary Rating Level	Summary Rating Level is the final rating for an employee. For SES this is normally given by their Appointing Authority and calculated from their rating of the Executive Plan's 5 Critical Elements; for Non-SES, this is reviewed and authorized by the Reviewing Official. Note that a value of "NA" indicates Not Available.
Supervisory Status	Denotes what type of supervisory role an employee has. Note that "All Other Positions" and "No Supervisory Status" generally indicate the employee has no supervisory status.
Template	An agency-derived name that applies to a plan template given to an employee. The templates establish the boundaries within which a plan can be developed. Agency administrators establish the templates according to their agency's performance management system.
Template ID	A unique identifier assigned to the template applied to the employee's plan.
Transmitted By	The person who submitted the employee's USA Performance plan to eOPF.
Update Date	The date that an employee's plan was updated in USA Performance.
Year	Calendar year of the plan.