



Character Limits

Library Fields

<i>Field</i>	<i>Max Character Limit</i>
Element Name	500
Element Search Name	250
Element Text	Unlimited
Performance Standards Group Name	250
Level 1 – 5 Names	100
Level 1 – 5 Text	Unlimited
Strategic Goal Name	1,000
Strategic Goal Description	1,000

Non-SES Performance Plan Template

<i>Field</i>	<i>Max Character Limit</i>
Template Name	100
Document Header Title	80
Plan Number	125
Employee Rating Feedback	5,000
Instructions	5,000
Summary Rating Level Details Name	50
Summary Rating Level Details Maximum Value	7
Summary Rating Level Details Description	500
Element Name	500
Element Text	Unlimited

Element Level Name	100
Element Point Value	7
Element Standard Text	Unlimited
Part 1 Optional Text	10,000
Part 2 Optional Text	10,000

Non-SES Performance Plan

<i>Field</i>	<i>Max Character Limit</i>
Title	200
PD Number	25
Plan Number	125
Element Text	Unlimited
Element Standard Text	Unlimited
Progress Review Notes	Unlimited
Rating Official Element Narrative	Unlimited
Summary Rating Narrative	Unlimited
Employee Self Accomplishment Narrative - Element	Unlimited
Employee Self Accomplishment Narrative - Summary	Unlimited
Employee Rating Feedback	5,000
Reviewing Official Comments (Rejected Rating)	Unlimited
Evaluation Notes	Unlimited
Agency User	Unlimited
Part 1 Optional Text	10,000
Part 2 Optional Text	10,000

SES Performance Plan Template

<i>Field</i>	<i>Max Character Limit</i>
Title	500
Critical Element 1-4 Standard Plan Language	3,863
Critical Element 1-4 Agency-Specific Performance Requirements	Unlimited
Critical Element 5 Standard Plan Language	Unlimited
Agency Use	Unlimited
Executive Self-Accomplishment Narrative	Unlimited
Rating Official Summary Narrative	Unlimited
Performance Review Board Notes	Unlimited

SES Performance Plan

<i>Field</i>	<i>Max Character Limit</i>
Critical Element 1-4 Agency-Specific Performance Requirements	Unlimited
Critical Element 5 Performance Requirements	Unlimited
Level Name	100
Level Description	150

Documents

Users may upload an unlimited number of documents. However, each document must not exceed USAP limit of 4MB. Only PDF, Microsoft Word and Microsoft Excel files types are accepted.

Notes

Users may add an unlimited number of Progress Review or Evaluation Notes. Each text field allows for unlimited characters.