



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



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Memorandum

To: Assistant Secretary-Indian Affairs
Director, Bureau of Indian Affairs
Director, Bureau of Indian Education
All Central Office Directors
All Regional Directors
All Line Officers

From: Debbie L. Clark 
Deputy Assistant Secretary – Indian Affairs (Management)

Subject: 2008 Guidance on Establishing Employee Performance Appraisal Plans

This memorandum highlights upcoming deadlines and summarizes significant changes implemented by the Department this year.

DEADLINES

Ratings for rating period 2007 must be issued to employees by October 30, 2007.

New Employee Performance Appraisal Plans (EPAPs) for 2008 must be issued to employees by November 29, 2007.

SIGNIFICANT CHANGES

New forms for rating cycle 2008

New versions of the EPAP form DI-3100 (September 2007) for employees and EPAP form DI-3100S (September 2007) for supervisors have been issued by the Department. Previous versions of the form are **obsolete**. The new forms are posted on the intranet and can be accessed using the following link:

<http://intranet.bia.gov/sublevel/index.cfm?fuseaction=showSubLevel&docID=907&toplevelID=560&parentID=731>

Employee involvement in development of standards

Supervisors are to solicit involvement from employees prior to finalizing performance standards. The EPAP has been revised to require supervisors and employees to sign verifying that employee input was requested. (See Part A-2 on DI-3100.)

Mandatory employee and supervisor training

Employees and Supervisors must be provided training in performance management and verify that training took place on the new forms. (See Part A-3 on DI-3100 and DI-3100S): Training material, entitled Understanding Performance Management, is attached to DI-3100. A PowerPoint presentation on this topic has been posted on the Intranet and can be found at the following link: <http://intranet.bia.gov/biauploads/sublevel/FY07-08%20%20training%20on%20Performance%20Management.ppt>

Augment benchmark standards at both “Fully Successful” and “Exceptional” levels

Performance standards are expressions of the performance threshold(s), requirement(s), or expectation(s) that must be met for each element at a particular level of performance. They must be focused on results and include credible measures. You may use the attached Benchmark Performance Standards to describe general parameters of the standards, but must augment those benchmarks with specific, measurable criteria such as quality, quantity, timeliness and/or cost effectiveness, for the “Fully Successful” and “Exceptional” levels for each element.

Additional Guidance

A memorandum from Paul Hoffman, Deputy Assistant Secretary – Performance, Accountability and Human Resources, which provides additional guidance on establishing EPAPs is also posted on the performance website and can found at the following link: <http://intranet.bia.gov/biauploads/sublevel/2008%20Gen%20Workforce%20perf%20guidance.doc>.

Please contact Doreen Fulton on (202) 208-4424 or Mary Ann Jenkins on (202) 208-6175, if you need clarification or assistance on these changes.