



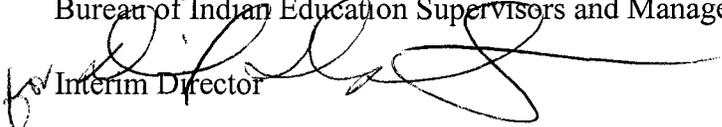
United States Department of the Interior  
BUREAU OF INDIAN EDUCATION  
Washington, D.C. 20240

IN REPLY REFER TO:

MAR 10 2008

MEMORANDUM

TO: All Education Line Officers  
All School Principals/Administrators  
President, Haskell Indian Nations University  
President, Southwestern Indian Polytechnic Institute  
Bureau of Indian Education Supervisors and Managers

FROM:  Interim Director

SUBJECT: Bureau of Indian Education Employee Performance Appraisal Program

This is a reminder to all rating officials that the performance summary rating period for all Bureau of Indian Education (BIE) employees is July 1 through June 30. The 2006-2007 rating period ended on June 30, 2007. Completed and signed performance appraisals for all employees for the 2006-2007 rating period should already be on file with the BIE Human Resources (HR) Office. If you have not submitted them yet, please do so immediately.

The current rating period is July 1, 2007, through June 30, 2008. All performance plans should be in place, and mid-year reviews with your employees should be completed and documented as appropriate. Within 30 days following the end of the appraisal period, the rating official shall review the performance of their employees based upon previously communicated elements and standards and prepare the annual record of rating. Rating officials should keep a copy of the completed and signed evaluation for their files, provide a copy of the completed and signed evaluation to the employee, and send the original evaluation to the BIE Human Resources Office within 60 days of the end of the rating period, but not later than September 1, 2008. **Rating officials will continue to forward the completed and signed Employee Performance Appraisal Plans (EPAP) for CE and CY employees with the contract renewal packages.**

Under Departmental Policy 370 DM 430, an employee must be rated at Level 4 (Superior) or Level 5 (Exceptional) to be eligible for an award for sustained superior performance. Employees rated at Level 5 (Exceptional) may be considered for a performance award. Supervisors and managers have the flexibility to recognize employees using any of the following forms of recognition or combination thereof (i.e., Individual Cash Award and Time Off Award):

- Exceptional (Level 5): Eligible for an individual cash award up to 5 percent of base pay; a Quality Step Increase; Time Off Award; or other appropriate equivalent recognition.
- Superior (Level 4): Eligible for an Individual Cash Award up to 3 percent of base pay; Time Off Award; Non-Monetary Award; or other appropriate equivalent recognition.

- Fully Successful (Level 3): Eligible for awards such as monetary, non-monetary, Time Off; or other appropriate equivalent recognition, given for reasons other than sustained performance tied to the rating record.
- Minimally Successful (Level 2): Ineligible for any performance recognition.
- Unsatisfactory (Level 1): Ineligible for any performance recognition.

### **Preparing for the 2008-2009 Rating Period**

To assist rating officials in preparing for the 2008-2009 rating period, attached you will find the new Employee Performance Appraisal Plans (EPAPs), DI-3100S (for supervisory employees) and DI-3100 (for non-supervisory employees). Both forms are dated September 2007 and all previous editions are obsolete and may not be used after the conclusion of the 2007-2008 rating period. Rating officials must reissue EPAPs for all employees, using the September 2007 forms beginning with the 2008-2009 rating period.

In addition, beginning with the 2008-2009 rating period these changes are being implemented:

- **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 and date the form where indicated verifying that employee input was requested (see Part A-2 on DI-3100).
- **Mandatory employee and supervisory training:** Employees and supervisors must be provided training in performance management and verify on the new forms that training took place (see Part A-3 on DI-3100 and DI-3100S). Training material entitled Understanding Performance Management is attached to the DI-3100. A PowerPoint presentation on this topic was created and is posted on the BIA Intranet, as well as the BIE HR Internet website ([www.oiephr.bia.edu](http://www.oiephr.bia.edu)).
- **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 supervisors/managers 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.

Please ensure that all rating officials in your organization receive a copy of this reminder and complete their performance ratings in a timely manner. Participants at the upcoming Business Managers Training in Albuquerque will receive paper copies of the PowerPoint presentation: Performance Management for DOI General Workforce and the new DI-3100 and DI-3100S forms. Additional information regarding Performance Management, including the documents referred to in this memorandum, is available on the BIA Intranet by following the *Administration and Management* link and selecting *Performance Management*; and on the BIE Human Resources Internet web site ([www.oiephr.bia.edu](http://www.oiephr.bia.edu)), by following the *HR Functions* link and selecting *Performance Management*. Performance related questions should be directed to your servicing Employee and Labor Relations Specialist.

Thank you for your prompt attention to this matter.