



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 6/9/05
Instruction Memorandum No. **CA-2005-044**
Expires: 09/30/06

To: All Supervisors and Managers

From: Deputy State Director, Support Services

Subject: Employee Performance Appraisal Program Progress Review **DD: 06/30/05**

Program Area: Human Resource Management

Purpose: This Instruction Memorandum provides guidance on the required progress review for the employee performance appraisal system.

Authority: 370 DM 430, October 4, 2004

Policy/Action: On October 4, 2004, the Department of the Interior established a 5-level Performance Management System. This system is designed to document the expectations of individual and organizational performance, provide a meaningful process by which employees can be rewarded for noteworthy contributions to the organization, and provide a mechanism to improve individual/organizational performance as necessary. It is now time to conduct progress reviews with each of your employees. In these reviews, discuss the employee's progress and communicate performance on the identified elements as compared to the standards established. Also, make any recommended revisions to critical elements/performance standards and consider any developmental needs or improvements required. Be sure to document the progress review on the EPAP form.

Please be aware that employees must have been performing their duties utilizing these new standards for a minimum of 90 days prior to the end of the rating period. If changes need to be made to the EPAP, these must be made by June 30 to meet this requirement prior to the end of the rating period which is **September 30, 2005**.

In completing the progress review, be sure to consider how the appraisal will be used to support decisions made on awards at the end of the year. The employee must be clear as to what they must achieve to be eligible for an award. If more than one award is being considered for an employee (i.e. a STAR Award and a QSI), they must be approved by the Associate State Director.

Consideration should be given to business plans and budget impact when making determinations as to the numbers, types, and amounts of awards. Quality Step Increases effect your budget with a 3% increase year after year where as other types of awards have a one time effect.

Timeframe: In order to meet the 90 day requirement prior to the end of the rating cycle, the progress reviews should be completed by **June 30, 2005**.

Contact: Questions concerning this policy should be addressed to Mike Rosnack, Supervisory, Human Resources Specialist, at (916) 978-4496 or by e-mail at mrosnack@ca.blm.gov.

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