



United States Department of the Interior



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Instruction Memorandum No. **CA-2006-025**

Expires: 4/6/06

To: All Supervisors and Managers

From: Deputy State Director, Support Services

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

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

It is time for the required progress review for the employee performance appraisal plan (EPAP) for Fiscal Year 2006. The Performance Appraisal Handbook recommends completion of the progress reviews between March and May.

For those of you, who have not established an EPAP for an employee, please be aware that it must be done prior to **June 30, 2006**. This affords the employee an opportunity to perform his/her duties utilizing these new standards, for a minimum of 90 days prior to the end of the rating period, which is **September 30, 2006**.

In addition to discussing the employee's performance, this is also the time to make any necessary changes to the EPAP.

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, 2006**.

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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