

**United States Department of The Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
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February 12, 2001

In Reply Refer To:
1400-430 (HR-220)P

EMS TRANSMISSION 2-12-2001
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Expires: 09/30/2002

To: BC, HR, NI, and ST Center Directors, WO-330D, WO-500D, WO-560D, WO-570D
BIA Liaison Officer

From: Director, National Human Resources Management Center

Subject: Progress Reviews for the Employee Performance Plan and Results Report
DD: 3/12/2001
6/30/2001

Program Area: Employee Performance and Training

Purpose: This Instruction Memorandum serves as a reminder that as required by the Departmental Manual, supervisors are required to conduct two progress reviews for each employee between the initial annual planning session and the end of the rating period.

Policy/Action: These reviews should be completed prior to March 12, 2001, and June 30, 2001.

Timeframe: Effective Immediately.

Budget Impact: Minimal

Background: This progress review is an opportunity for the supervisor and employee to communicate about performance issues. The supervisor should reiterate expectations and provide the employee a clear assessment of the employee's performance during the course of the rating period. Supervisors may facilitate the documentation of performance by asking their employees to submit a list of accomplishments for the time period. This listing can be combined with the supervisor's note to facilitate a productive review and to bring the supervisor's documentation up to date. Although the supervisor does not assign a rating during the progress

reviews, employees should be informed whether or not they are meeting the performance expectations for each of the critical results. The progress review must be documented by having the employee and supervisor initial and date Part II of Form DI-2002, Employee Performance Plan and Results Report.

Manual/Handbook Sections Affected: Refer to Department of Interior Departmental Manual, Chapter 430 Performance Appraisal System.

Coordination: N/A

Contact: If an employee is not meeting one or more of the assigned critical results, supervisors should contact Marilyn Ladd at 236-8267 for additional information and assistance. In addition, managers and supervisors are encouraged to initiate discussions regarding the Individual Development Plan (IDP) with interested employees during the reviews.

Please provide copies of this Instruction Memorandum to your supervisors and administrators.

Signed by:
Phyllis O'Neill
Acting Director, NHRMC

Authenticated by:
Luron Porter
Staff Assistant

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