In Reply Refer to:
1400-430 (OR-953) P

October 22, 2002

EMS TRANSMISSION  10/25/2002
Instruction Memorandum No. OR-2003-012
Expires: 9/30/2003

To: DMs, DSDs, Staff and Branch Chiefs

From: Associate State Director

Subject: Instructions for FY2002 EPPRR Closeout;
New EPPRRs for FY2003

Program Area: Bureau of Land Management (BLM) Performance Appraisal System. This is not a change in policy but an annual reminder of current policy.

Purpose: The following information is provided as a reminder of end-of-year requirements to close out Employee Performance Plan and Results Reports (EPPRRs), and put next FY EPPRRs in place by November 29, 2002.

Policy/Action: The EPPRR Form, DI-2002, dated December 1997, should be utilized and should show that the employee and rating official have initialed to reflect initiation of standards, two progress reviews, and that all required signatures are there for the end-of-year rating. Supervisors planning to issue a “Results Not Achieved” should talk with your servicing Employee Relations Specialist/Human Resources Specialist prior to issuing to assure you’ve met the requirements to do so.

In closing out your FY 2002 EPPRRs, you should also be preparing to put in place FY 2003 EPPRRs for your employees. All Bureau of Land Management (BLM) employees covered by the Department of the Interior (DOI) Performance Management System must have signed performance plans in place no later than 60 days after the beginning of the rating period.

Instructions for Human Resources Offices Regarding EPPRR Processing

District Human Resources staff should input the appropriate rating for all their employees into FPPS (regardless of grade level) by 12/28/02 with an effective date of 9/30/02. The completed EPPRR forms should be filed in the Employee Performance Files (EPF) consistent with your delegated personnel authority. For those EPFs maintained by the OSO, please mail completed original EPPRRs to OR-953, Attn: your servicing Personnel Assistant. For EPPRRs being forwarded to the OSO for filing, please forward them all in one complete package in alphabetical order with a listing of your employees on top.

Timeframe: Completed EPPRRs for FY 2002 and initiation of FY 2003 EPPRRs should be done by November 29,
2002. Districts should forward completed FY2002 EPPRRs (outside of their delegated authority) to the OSO (OR-953) by December 30, 2002.

**Background:** The memo reminds supervisors of the need to complete performance appraisals for the appraisal period October 1, 2001 to September 30, 2002.

**Manual/Handbook Sections Affected:** No changes are affected to the related material. Reference material includes 5 CFR 430, 370 DM 430 and BLM Manual 1400-430.

**Coordination:** None.

**Contact:** Questions on submission of EPPRRs to OR-953 should be directed to your OR-953 servicing Personnel Assistant.

**Districts with Unions** are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your servicing Human Relations Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E Wassinger

Authenticated by
Cindy Fredrickson

**Distribution**
WO 700 (Room 5628A, MIB) - 1
HR 210 – 1
In Reply Refer to:
1400-430 (OR-953) P

November 13, 2002

EMS TRANSMISSION  11/15/2002
Instruction Memorandum No. OR-2003-012, Change 1
Expires: 9/30/2003

To: DMs, DSDs, Staff and Branch Chiefs

From: Associate State Director

Subject: Instructions for FY2002 EPPRR Closeout; New EPPRRs for FY2003

Change 1 - Newer Version EPPRR Form

DD:11/29/02
12/28/02
12/30/02

Program Area: Bureau of Land Management (BLM) Performance Appraisal System. This is not a change in policy but an annual reminder of current policy.

Purpose: The following information is provided as a reminder of end-of-year requirements to close out Employee Performance Plan and Results Reports (EPPRRs), and put next FY EPPRRs in place by November 29, 2002.

Policy/Action: DOI has a newer EPPRR form. The EPPRR Form, DI-2002, dated August 1998, should be utilized and should show that the employee and rating official have initialed to reflect initiation of standards, two progress reviews, and all required signatures are there for the end-of-year rating. Supervisors planning to issue a “Results Not Achieved” should talk with your servicing Employee Relations Specialist/Human Resources Specialist prior to issuing to assure you’ve met the requirements to do so.

If you have already put your FY2003 EPPRRs into place using the December 1997 version mentioned in the original IM, you do not need to redo them using the new form. The only difference in the form is the expanded Privacy Act note at the end. Otherwise, the forms are identical. The new version will be posted on the OR953 website under both the Employee Relations and (SF) Service First Interagency Supervisory handbook links.

In closing out your FY 2002 EPPRRs, you should also be preparing to put in place FY 2003 EPPRRs for your employees. All Bureau of Land Management (BLM) employees covered by the Department of the Interior (DOI) Performance Management System must have signed performance plans in place no later than 60 days after the beginning of the rating period.

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District Human Resources staff should input the appropriate rating for all their employees into FPPS (regardless of grade level) by 12/28/02 with an effective date of 9/30/02. The completed EPPRR forms should be filed in the Employee Performance Files (EPF) consistent with your delegated personnel authority. For those EPFs maintained by
the OSO, please mail completed original EPPRRs to OR-953, Attn: your servicing Personnel Assistant. For EPPRRs being forwarded to the OSO for filing, please forward them all in one complete package in alphabetical order with a listing of your employees on top.

**Timeframe:** Completed EPPRRs for FY 2002 and initiation of FY 2003 EPPRRs should be done by November 29, 2002. Districts should forward completed FY2002 EPPRRs (outside of their delegated authority) to the OSO (OR-953) by December 30, 2002.

**Background:** The memo reminds supervisors of the need to complete performance appraisals for the appraisal period October 1, 2001 to September 30, 2002.

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**Coordination:** None.

**Contact:** Questions on submission of EPPRRs to OR-953 should be directed to your OR-953 servicing Personnel Assistant.

**Districts with Unions** are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your servicing Human Relations Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger

Authenticated by
Mary O'Leary
Management Assistant

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