Performance Measure Verification Procedure				
Verification is assessing data accuracy, completeness, consistency, availability, and internal control practices that serve to determine the overall reliability of the data collected.				
Checklist Item		**Yes**	**No**	**Comments**
Validation				
Goal is appropriate to the identified mission of the organization		Yes		The BLM participates in four mission areas of the DOI Strategic Plan.
	Performance measured has direct bearing (relationship) to goal in question	Yes		The BLM uses a Strategic Matrix to map the relationship of performance to goals.
Goal is realistic and measurable		Yes		There are twelve goals in the DOI Strategic Plan that directly relate to work that is realistic and measurable for the BLM. Those goals are included in the BLM Strategic Matrix.
	Goal is achievable in timeframe established	Yes		The BLM participates in the setting of targets annually for each goal.
	Goal is neither too aggressive in its expectations nor set too low for easy achievement.	Yes		Targets are adjusted annually to reflect any change in trends or performance expectations.
Goal is understandable to users		Yes		The BLM Strategic Matrix defines work processes and workload measures which tie users directly to goal outcomes.
	Terms in goal statement are unambiguous and/or terminology is defined.	Yes		The BLM participated in the review of the goal statements
Goal is used in decision making		Yes		Performance trends in each goal relate directly to the decisions managers make in allocating BLM resources.

	Decision makers are identified and their judgment on continued use of the goal in decision making is periodically evaluated.	Yes		The BLM evaluates the level of performance in each goal annually and adjusts out year strategies to reflect priorities.
Checklist Item		**Yes**	**No**	**Comments**
Standards and Procedures				
Source data are well defined, documented; definitions are available and used.				Definitional templates are developed for all workload and performance measures. These templates define source data and are available to all employees on the intranet. Employees participate in annual review and update of the templates.
	Data definitions are well documented and distributed to those responsible for specific data collection	Yes		Definitions are posted on the Budget website and are available to all employees.
	Responsible offices can document adherence to data definitions	Yes		State/Field Office case files and final reports are available in each office.
	Definitions and standards are used in a consistent manner for all parties involved in specific data collection	Yes		Policy is issued annually to promote consistent use of standards and to establish specific areas of focus.
Collection standards are documented/available/used		Yes		Laws, bureau manuals, and program policy establish the standards used consistently across the BLM. These standards are available in every office. Quarterly reviews and program workshops are used to support and verify consistency of data collection.

Checklist Item		Yes	No	Comments
	Protocols and methodology for data collection are documented, distributed to those responsible for data collection; and adherence to the protocols is required and can be verified.	Yes		All workload and performance measures define the unit of measure, and the measurement process. Targets are negotiated with National Leads for each program and reviewed quarterly. State/Field Office case files and final reports back up the data used and are maintained on site by each office.
	Data sources are documented	Yes		All Workload and Performance Measures have the data sources listed. Data sources include electronic systems as well as case files and final reports.
Data reporting schedules are documented/distributed/followed		Yes		Policy for timely data collection and reporting is issued annually.
	GPRA and other data reporting schedules linked to decision making are issued to all parties responsible for data collection; timely data collection and reporting is routinely practiced.	Yes		Schedules for reporting data in the DOI, APP&R and the BLM Performance Management Data System are distributed to all responsible parties and reporting is completed monthly, quarterly, and annually as specified in the measure criteria.
Collection staff are skilled/trained in proper procedures		Yes		Program specialists have the required knowledge. The BLM conducts national program workshops and provides training classes to maintain employee skills.
	Those responsible for either collecting or assembling data are trained for the job.	Yes		Specialists receive the specified level of training for their program.

Data Entry and Transfer

Data entry methodology is documented and followed		Yes		Procedures for data entry are published and available to all employees. System administrators at all levels of the organization review use for compliance.
	Documentation of data entry procedures/ protocols is understood by and used by data entry personnel	Yes		Data entry manuals are posted on the intranet and available to all employees. Data entry policy and schedules are distributed to each office.
	Network of data sources is identified	Yes		All Workload and Performance Measures have data sources identified.
	Methods used are comparable for all data entry locations	Yes		Standard policy is established for frequency and extent of data needed at all levels of the organization. Systems used require standard data entry at all locations.
Data are verified		Yes		Review and verification occurs a minimum of four times each year.
	Calculations are checked.	Yes		Measurement is specific to each program and reviewed by State and National Program Leads for accuracy.
	Data consistency checks are employed	Yes		Quarterly review of performance data is required.
Procedures for making changes to previously entered data are documented and followed		Yes		The record of change resides with WO-880.
Data are available when needed for GPRA reporting and other critical decision making cycles		Yes		Policy is distributed annually in the Planning Target Allocations, Annual Work Plan, IMs
Data entry staff are skilled/trained in proper procedures		Yes		Train-the-Trainer sessions are conducted by the national office which also

				provides a help desk to answer question. New employees receive on-the-job training from local administrators.

Checklist Item		Yes	No	Comments
Data Security and Integrity				
Duplicate copies or back-up system for data exists		Yes		Performance data is backed-up as part of the nightly back-up of the Management Information System (MIS)
	Procedures, including frequency of backup system use, is documented and followed	Yes		The BLM systems run a backup every night.
	Disaster recovery plan in place	Yes		The BLM disaster recovery plan covers all financial systems including the MIS which houses performance data.
Data security protocols are in place and effective		Yes		The BLM provides the same high level of security for performance data that it does for financial data.
	Firewalls/password protection, access levels, etc. are established	Yes		Firewalls/password protection, user rolls and access levels etc., are standard practices for reporting performance and financial data in the BLM.
Equipment and program reliability cannot compromise data accuracy		Yes		Data collected for performance in the PMDS can be cross checked with data on other program data collection systems such as LR2000 and IMARS to verify reliability in maintaining data.

Checklist Item		Yes	No	Comments
Data Quality and limitations				
Accuracy limits of all data are identified		Yes		All workload and performance templates include the measurement

			process and any additional definitions to clarify data or standards.
	Estimated data are identified; methodology for estimation is documented and is supportable; use of estimates is minimized	Yes	The BLM does not use any estimated data.
	Data with margins of error due to accuracy of instrumentation or interpretive leeway are identified, and margin of error reported	Yes	The measurement process is included in all workload and performance measure definitions.
	Incomplete data are identified and extent of missing data is reported	Yes	All data is complete and final for each reporting period.
	Preliminary data are identified and qualifications on data are described	Yes	BLM does not use any preliminary data.
Any other data limitations are explained and documented		Yes	Individual programs identify the data elements for related measures.
Method for handling anomalous data is established and used		Yes	Written justification is required for deviations from historical trends.
	Data that appears to be incongruous compared to other data obtained is re-evaluated and handled appropriately	Yes	Quarterly reviews are conducted to evaluate data. Corrections and/or written justification are required.
3rd party evaluations are conducted		Yes	3rd party evaluations and audits of BLM programs would include the evaluation of performance data and collection criteria.
	Objective internal and/or external parties are periodically used to verify accuracy/quality of data	Yes	State and National program specialists review and verify accuracy/quality of data.

	Use of other crosschecks on data quality such as comparison to similar databases are employed and documented	Yes		Information in a variety of systems is used to crosscheck data quality. Some of those systems include: IMARS, LR2000, RIPS, FAMS, NFPORS, AFMSS and other systems.
Use of externally controlled data is minimized		Yes		
	Need to use external data is established	Yes		Where data already exists and is reliable, the BLM works with partners to acquire/share data.
	External data is identified	Yes		For example, the BLM uses State EPA water quality reports.
Checklist Item		**Yes**	**No**	**Comments**
Oversight and Certification				
Accountability for data accuracy exists in performance standards		Yes		Performance reporting is cascaded to every level of the organization and is included in employee evaluations.
	Accountability resides with all employees responsible for accuracy of data	Yes		Employee evaluations include applicable criteria for meeting planned accomplishments and accuracy of data. Employees are required to provide written documentation for reported data.
Responsible officials certify that procedures were followed each reporting period		Yes		Certification is required for the reporting period ending September 30, 2020and will be on file October 15, 2020
	Signed certifications are filed	Yes		Signed Certifications will be on file with WO-880 after October 15, 2020
Responsible officials certify that data is accurate each reporting period		Yes		Certification is required for the reporting period ending September 30, 2020 and will be on file October 15, 2020

	Signed certifications are filed	Yes	Signed Certifications will be on file with WO-880 after October 16, 2020

Signature of Program Official:

I concur that the following verification of processes and procedures for this particular performance measure (or set of related measures) is complete and correct to the best of my knowledge.