



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION:
Instruction Memorandum No. WY-2013-029
Expires: 9/30/2014

To: All Supervisors

From: Associate State Director

Subject: Employee Performance Appraisal Plans (EPAPs)

Mid-Year Review **DD: 05/31/2013**
Closeout of Fiscal Year (FY) 2013 **DD: 10/31/2013**
Initiation of FY 2014 **DD: 11/30/2013**

Program: The Bureau of Land Management (BLM) Performance Management System, 370 DM 430 and BLM Manual 1400-430.

Purpose: The purpose of this Instruction Memorandum (IM) is to serve as an annual reminder of the requirements regarding Employee Performance Appraisal Plans (EPAPs).

Policy/Action: Supervisors are required to develop an EPAP within 60 days of the employee entering on duty. Mid-year reviews, FY 2013 close outs, and initiation of FY 2014 EPAPs must be completed by the specified deadlines shown above using the most recent forms.

Background: Supervisors must evaluate each employee's performance against established criteria and provide a summary rating either when the employee leaves their position or at the end of each FY, whichever is sooner, as long as the employee has been in the position for at least 90 days. In addition, supervisors should modify EPAP criteria, as needed, to reflect current office priorities. After any substantial change of an EPAP, no summary rating can be given until the employee has been on that EPAP for at least 90 days.

Mid-Year Review for FY 2013

Effective and timely feedback during the performance appraisal period should be given to address employee performance on elements and standards. Feedback is essential so that employees know in a timely manner how well they are performing. They need to be told what they are doing well and if there are areas needing improvement. Supervisors are required to meet with each employee at least one time during the FY for a mid-year review of their EPAP. This mid-year review must occur no later than May 31 of each year.

Supervisors are encouraged to meet with new employees, especially those new to Federal service, on a more frequent basis to ensure employees have a clear understanding of the performance management system and to provide feedback on supervisor expectations.

Closeout of EPAPs for FY 2013

Completed EPAPs should show the employee and the rating official signatures reflecting the notification and initiation of performance standards, receipt of training, at least one progress review, the date an Individual Development Plan was initiated (mandatory for supervisory employees) and the end-of-year summary rating.

EPAPs with an overall summary rating of Exceptional (level 5), Minimally Successful (level 2), or Unsatisfactory (level 1), must be approved by the rating official, a reviewing official and the Associate State Director **prior to discussion with the employee**. The authority to serve as a reviewing official is delegated to Field Managers or higher level managers, however, concurrence from the Deputy State Director (DSD) or District Manager (DM) is required.

Each Division and District must submit their completed EPAPs as a complete group to Human Resources (HR). The group should be alphabetized for the Division or District and must account for all employees in their Division or District. All EPAPs must be received in HR no later than **October 31, 2013**.

Initiation of EPAPs for FY 2014

Supervisors must adhere to the Department's Performance Management System, 370 DM 430 when initiating EPAPs.

The Department of the Interior (DOI) EPAP forms, DI-3100 S for supervisors and DI-3100 for all other employees (both dated September 2012), must be used to establish critical elements and standards for employees within 60 days of the beginning of the performance appraisal cycle, or no later than November 30, 2013. These forms are located on the EPAP intranet page <http://web.wy.blm.gov/953/epaps/index.htm>.

Employees may have up to five, but must have at least one critical element. Supervisors must develop enough elements to adequately assess the employee's performance of the essential functions of their position. Every employee is expected to have at least one critical element that is linked to the Government Performance and Results Act (GPRA) goals of the DOI/BLM. This element should cascade from the State Director and/or Associate State Director's EPAP(s). The GPRA goals can be found in Section 7 of BLM's Strategic Plan, which is located on Wyoming's EPAP intranet page <http://web.wy.blm.gov/953/epaps/index.htm>.

When initiating EPAPs, both the supervisor and the employee should fill out Sections A-1, A-2, and A-3 of the front page of the EPAP form. The employee training information required for Section A-2 is now included in the non-supervisory EPAP form, DI-3100, and is available on

Wyoming’s EPAP intranet page <http://web.wy.blm.gov/953/epaps/index.htm>. All employees are required to read this information and sign the EPAP form certifying that they have read it.

EPAPs are required for all employees that have been in duty status for at least 90 days. This includes details, temporary promotions, students, or other temporary assignments or details that are at least 90 days in length.

All EPAPs for FY 2014 are to be initiated by **November 30, 2013**.

Timeframe: Effective Immediately

Budget Impact: N/A

Manual/Handbook Sections Affected: Reference material includes 5 CFR 430, 370 DM 430, and BLM Manual 1400-430.

Coordination: This policy was coordinated with the DSDs and DMs.

Contact: Please refer questions to Missy Cook, Human Resources Specialist, at 307-775-6352 or rcook@blm.gov; or Leslie Leigh, Human Resources Specialist, at 307-775-6161 or lleigh@blm.gov.

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