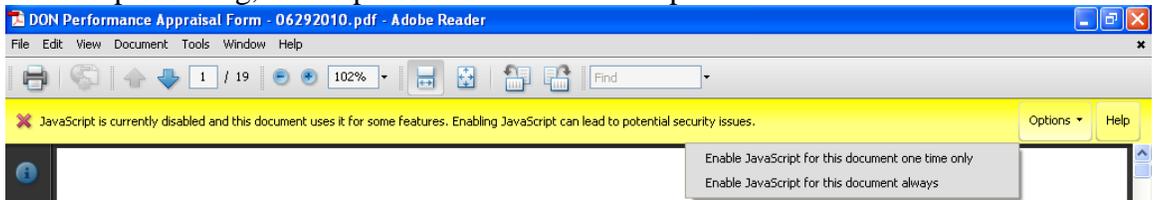


DON Interim Performance Management System (IPMS)

Completing a Progress Review

Every year, employees who have been under plans for longer than 90 days should receive a progress review approximately 6 months into the rating cycle. This usually falls in the March or April time frame. The progress review process allows employees to provide a candid appraisal of how they feel they are progressing toward their critical elements and allows rating officials to provide feedback on their perspective on that progress. Progress reviews are designed to be informative and developmental with a focus on future performance expectations. While only 1 written appraisal is required, rating officials and employees should have an ongoing dialogue regarding employee performance. No summary ratings (Acceptable/Unacceptable) should be assigned as part of this process. These assessments should be captured utilizing the DON Performance Appraisal Form.¹

1. Employee should open their copy of the performance appraisal; if you receive a JavaScript warning, click options and select either option



2. Parts A-D should have been fully completed, of particular importance is Part D which should look something like this:

| PART D - PERFORMANCE PLAN DOCUMENTATION | | | |
|---|--|--------------|-------------------------|
| The following signature blocks must be signed within 30 days from the start of the appraisal period, entrance on duty of a new employee, or upon formal change to this plan. | | | |
| 1. POSITION DESCRIPTION CERTIFICATION (to be completed by Rating Official) | | | |
| I certify that the employee's position description (PD) is current and accurate. <input checked="" type="checkbox"/> | | | |
| 2. MEANS OF DELIVERY (Enter date under method used) | a. FACE-TO-FACE Oct 21, 2010 | b. TELEPHONE | c. OTHER (Explain): |
| 3.a. PRINTED NAME OF RATING OFFICIAL (Last, First, Middle Initial) Harding, Kyle G | b. SIGNATURE Digitally signed by HARDING.KYLE.G.1393080031 Date: 2011.01.10 12:17:02 -05'00' | | |
| c. TITLE AND ORGANIZATION Supervisory Management Analyst | | | d. DATE Oct 10, 2010 |
| 4.a. PRINTED NAME OF SENIOR RATING OFFICIAL (Last, First, Middle Initial) Harding, Kyle G | b. SIGNATURE Digitally signed by HARDING.KYLE.G.1393080031 Date: 2011.01.10 12:18:15 -05'00' | | |
| c. TITLE AND ORGANIZATION Supervisory Management Analyst | | | d. DATE Oct 20, 2010 |
| 5.a. SIGNATURE OF EMPLOYEE (Receipt acknowledged. Signature does not indicate agreement or disagreement.) Digitally signed by HARDING.KYLE.G.1393080031 Date: 2011.01.10 12:28:53 -05'00' | b. DATE Oct 21, 2010 | | |

¹ These instructions utilize Version 3 of the IPMS form. DON allows the use of prior versions of the form, which may differ from the examples presented here. While the specific locations may change, general workflow remains consistent between all forms.

3. Employee should review their critical elements and their performance standards. Employees will need to address their progress toward these objectives during the period they have been working on them.
4. Employee will then input their self assessment under Part F of the appraisal form. While separate space is not provided for each critical element, employees should attempt to address all critical elements. There is a 2000 character limit on existing versions of the form. Employees needing additional space may optionally elect to transfer their forms to an updated form without the limits, [available on G2](#). Such a transfer would require all plan approval steps to be redone, so this is not required nor recommended unless significant plan updates are anticipated. Alternatively, they may use the space available in “PART E – Command Use” as continuation, though they should note “(cont. in PART E)” in PART F and mark the continued portion in PART E as “(Self Assessment continued from PART F)” before adding additional text.
5. Once done, employee should save appraisal form with a new name and e-mail to their rating official for their input.
6. Rating Official will then input their written assessment under Part G of the appraisal form. While separate space is not provided for each critical element, rating officials should attempt to address all critical elements. There is a 2000 character limit on existing versions of the form. Rating Officials needing additional space may optionally transfer their forms to an updated form without the limits, [available on G2](#). Such a transfer would require all plan approval steps to be redone, so this is not required nor recommended unless significant plan updates are anticipated. Alternatively, they may use the space available in “PART E – Command Use” as continuation, though they should note “(cont. in PART E)” in PART G. The RO would continue their progress review beneath any self assessment in PART E and mark their continued portion in PART E as “(RO Progress review continued from PART G)” before adding additional text.
7. Once the rating official has completed their appraisal they should save the form under a different name and move to Part H.
8. Under Part H, rating official should complete 2a, 2c, and 2d as below:

| | | | | |
|---|--|---|--------------|---------------------|
| 1. MEANS OF DELIVERY (Enter date under method used) | | a. FACE-TO-FACE | b. TELEPHONE | c. OTHER (Explain): |
| 2.a. PRINTED NAME OF RATING OFFICIAL (Last, First, Middle Initial) | | b. SIGNATURE | | |
| Harding, Kyle G | |  | | |
| c. TITLE AND ORGANIZATION | | | d. DATE | |
| Supervisory Management Analyst, CNIC HQ | | | Jan 10, 2011 | |
| 3.a. PRINTED NAME OF SENIOR RATING OFFICIAL (Last, First, Middle Initial) | | b. SIGNATURE | | |
| | |  | | |
| c. TITLE AND ORGANIZATION | | | d. DATE | |
| | | | | |
| 4.a. SIGNATURE OF EMPLOYEE (Receipt acknowledged. Signature does not indicate agreement or disagreement.) | | | b. DATE | |
|  | | | | |

9. Once completed the RO should click the red arrow (block 2b) and then click “Sign” in the pop up box that appears to electronically sign the form.

10. Once signed, the RO should save the document and e-mail it to the Senior Rating Official for review.
11. If the SRO agrees with the progress review as written he should fill out blocks 3a, 3c, and 3d, and then sign the document as in step 9 above. If the SRO disagrees he should return the document to the RO for corrections.
12. Once the RO and SRO have approved the assessment the rating official should provide employee with final appraisal (before departure to the maximum extent possible), and provide feedback on overall performance.
13. Rating official should note how closeout rating was delivered to the employee in block 1 by providing date under applicable method and if "Other" providing what method was used (e.g., DCO).
14. Finally an electronic copy of the document should be sent to the employee for them to sign in Part H, 4.a. Their signature is only an acknowledgement that they have been notified of their appraisal; it does not signify agreement with its contents.
15. Once signed the employee should forward a copy of the newly signed document back to the RO. The employee, RO, and SRO should all maintain both paper and electronic copies of the final appraisal.