



United States Department of the Interior

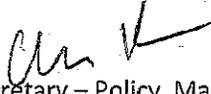
OFFICE OF THE SECRETARY
Washington, DC 20240



FEB 16 2011

Memorandum:

To: Solicitor
Assistant Secretaries
Heads of Bureaus and Equivalent Offices
Members of the Senior Executive Service

From: Rhea S. Suh 
Assistant Secretary – Policy, Management and Budget

Subject: Revised SES Performance Agreement and Appraisal Form – DI-2011

The SES Performance Agreement and Appraisal Form (DI-2011) has been revised to reflect Secretarial priorities, improve ease of use and to address concerns raised by the Office of Personnel Management (OPM) during the 2010 performance system certification process. The new form must be used for the FY 2011 performance cycle and can be found at <http://www.doi.gov/hrm/SESToolbox.html>.

The specific changes include:

- The Department wide element #1 has been split into two elements: (1) Leadership, Employee Perspective and Collaboration; and (2) Business Acumen. In addition to these mandatory elements, executives are required to have at least three position specific elements (this is a change from two mandatory position specific elements in prior years). The language in the Department-wide elements has been improved to better comply with OPM requirements for certification and to emphasize the importance of leadership.
- The form has been reformatted to put performance commitments, accomplishments, and supervisory comments for each element on one page. This change allows more room for Executives to describe their accomplishments and makes the information easier to review.

If an executive has already completed a performance plan for the FY 2011 rating cycle using the old form, please transfer that information to this new form. Now is the time to schedule mid-year performance reviews and modify performance plans, as needed. If you have any questions, please contact Jonathan Mack or Grace Barnes-Hendricks of the Executive Resources Division on 202-208-5590 or 202-208-6943.

Attachments: 1. DI-2011 (Revised January 2011)
2. SES Performance Agreement and Appraisal Instructions (Revised January 2011)