

# DEPARTMENTAL MANUAL



## TRANSMITTAL SHEET

PART 370 DM 430	SUBJECT PERSONNEL MANAGEMENT Departmental Personnel Program Performance Management System	RELEASE NUMBER 4085
FOR FURTHER INFORMATION, CONTACT Office of Human Capital		DATE Oct 01, 2018

### EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release 370 DM 430 - Performance Management System revises and updates the policy for the Department's Performance Management System. It establishes the policy, procedures, and authority for performance management within the Department for the general workforce (which does not include Senior Executive Service (SES), Senior Level, and Scientific or Professional (SL/ST) employees or employees in positions otherwise excluded by law or regulation). As revised, this chapter implements a four-level performance management system—eliminating the current “Minimally Successful” rating level. Other substantive changes to the DM chapter include:

- Renaming and redefining the four rating levels to more accurately describe the levels of performance and align with SES rating level descriptions: Outstanding (Level 5), Exceeds Expectations (Level 4), Fully Successful (Level 3), and Unacceptable (Level 1).
- Changing the current deadline for rating officials to finalize/approve performance plans from 60 days to 45 days.
- Eliminating the requirement that employees, who are not contesting the rating received on a given performance element, be afforded an opportunity to submit/append written comments to their employee performance appraisal plan (EPAP) form regarding the rating of record, element ratings, and/or narrative comments. Bureaus may provide this as an option for employees in their supplemental procedures, however, it is no longer required that they do so.
- Permitting employees who receive a Fully Successful (Level 3) summary rating to be eligible for a performance-based award.
- Incorporating requirements of Executive Order 13839 and Personnel Bulletin 18-06, specifically making clear that 1) procedures under 5 CFR 752 should be used in appropriate cases to address instances of unacceptable performance; and 2) opportunity periods to demonstrate acceptable performance will generally last no more than 30 days.
- Addressing when employees on Intergovernmental Personnel Act (IPA) assignments are eligible for a rating of record.

- Clarifying that the procedures for taking disciplinary/performance-based actions contained in 5 CFR 752 and 5 CFR 432 do not apply to Bureau of Indian Education (BIE) contract educators; the procedures governing these employees are described in Bureau of Indian Affairs (BIA) Manual 62 BIAM 11.

This Release also includes retitling the office name from Office of Human Resources to Office of Human Capital. (References to the Office are mentioned in the chapter.)



Senior Advisor to the Secretary  
Exercising the Authority of the Assistant Secretary for Policy, Management and Budget

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FILING INSTRUCTIONS:

Remove:  
370 DM 430 (7 Sheets)

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370 DM 430 (8 Sheets)