



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



PERSONNEL BULLETIN NO: 09-15

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SUBJECT: Departmental Policy on Performance Management and Revised Employee Performance Appraisal Plan (EPAP) issuances for the 2010 Performance cycle.

1. **Purpose.** This Personnel Bulletin establishes the Department's policy on Minimally Successful Benchmark standard changes and issues a Revised form DI-3100/amended 9/09 and DI-3100S/amended 9/09.
2. **Authorities.** Title 5 United States Code (USC) 43 and Part 430 of Title 5 Code of Federal Regulations (CFR).
3. **Policy.** The Department hereby establishes a policy for Bureaus and Offices to develop their own benchmark standard for the Minimally Successful Performance standard. The Minimally Successful standard can be developed individually, specific to the job function at the time the standards are established for the year or when the employee has been determined to be performing at the less than Fully Successful level as needed.
4. **Procedure.** The Department of the Interior has not developed a Benchmark standard for the Minimally Successful standard for this performance cycle; however, managers and supervisors must develop a Minimally Successful standard when plans are established for the year and/or if it is determined that an employee has not achieved Fully Successful performance. This may include a specific benchmark standard in the EPAP itself or a narrative Letter of Expectations attached and made part of the performance standard which must indicate the following information: 1) the employee is on notice that their performance is less than Fully Successful; 2) that the employee's performance is Minimally Successful and what constitutes the Minimally Successful performance (written in a forward, not backward manner), such as "your performance is Minimally Successful which means that you have completed certain work products 50% of the time"; 3) that the employee must continue at this level in order to avoid falling to the Unsatisfactory level; and 4) that the expectation is that the employee will get back to the Fully Successful level of performance. ***Please contact your servicing Human Resource Office for assistance.** (Newly revised DI-3100 and DI-3100S forms for Supervisors and Employees are attached to this Personnel Bulletin.)
5. **Point-of-Contact.** The Departmental point of contact on this policy is Darrell R. Hoffman, SPHR at 202-208-6754 or by email at Darrell_r_hoffman@ios.doi.gov.

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