



US DEPARTMENT OF THE INTERIOR

Guidance for Completion of eFORMs – DI-3100

Initiating a Performance Plan on Behalf of the Rating Official

January 2015

The electronic version of the Employee Performance Appraisal Plan (EPAP) forms for non-SES employees was launched on December 19, 2014. The Department of the Interior's automated version of the DI-3100S/DI-3100 is available for use during FY 2015 and subsequent appraisal years. Bureaus/offices can access the link to the electronic form at: <https://eforms.doi.gov>. Additionally, you can expect future releases to integrate into the eOPF.

Instructions to initiate performance plans are included in the Guides available in the Non-SES Performance Management Toolbox. Separate instructions are provided for supervisory (DI-3100S) and non-supervisory (DI-3100) forms. If there are questions, refer to the Performance Management (Non-SES) Toolbox at <http://www.doi.gov/pmb/hr/index.cfm> or direct questions to your Servicing Human Resources Office for assistance.

Initiating a Performance Plan on Behalf of the Rating Official – DI-3100

If you are initiating the performance plan as the Rating Official, you are responsible for completing all the required fields, including the Employee's email, Title, Pay Plan information, Appraisal Period, Duty Station, Bureau, and Critical Elements. To begin, click on the **Forms** tab.

The link to the electronic form is: <https://eforms.doi.gov>

Please note that DOI network access (i.e., VPN) is required at this time in order to access the site.

U.S. Department of the Interior (UAT)

We mycia@ios.doi.gov

eForms Info

Home Forms Task List History

To ensure optimal performance with this system, the use of Bison Connect (Google Chrome) is highly recommended.

Forms
View available forms and start filling them in

Task List
Complete your saved draft forms and tasks

History
View the history of forms you have submitted

Task List
This is where you will be able to find the forms that you have saved but not yet submitted. You will also see any form related tasks assigned to you in this section.

To find the form, you can either use the **Search** function or scroll down to the DI-3100 form. Once you find the form, click on the **Open Form** button next to the form name.

Home Forms Task List History

Forms (* = Static PDF format)

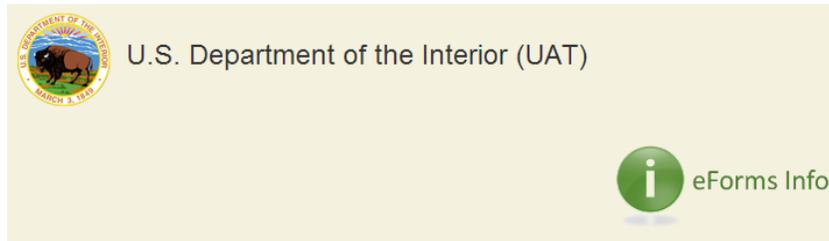
Find forms using our smart form search engine. Bureau:

3100

DI-3100: Employee Performance Appraisal Plan
DI-3100: Form serves as an employee performance appraisal plan.

DI-3100S: Supervisory Performance Appraisal Plan
DI-3100S: Form serves as a supervisory performance appraisal plan.

You will be asked to **Accept** the Terms and Conditions. By accepting, you are certifying that you have reviewed “**Understanding Performance Management**” and the “**Benchmark Employee Performance Standards.**” Both documents can be found in Performance Management (Non-SES) Toolbox.



DI-3100: Employee Performance Appraisal Plan

Terms and Conditions

By clicking "Accept" below, you are certifying that the "Understanding Performance Management" and "Benchmark Employee Performance Standards" have been reviewed.



Accept

When you accept the Terms and Conditions, a menu will open asking you whether you are creating the Performance Plan on behalf of a supervisor.

The screenshot shows the "DI-3100: Employee Performance Appraisal Plan" form. A dropdown menu is open, displaying the question "Are you creating this form on the behalf of a supervisor?*" with a downward arrow. Below the dropdown are two buttons: "Submit Now" and "Save Online". The "Submit Now" button has a red arrow pointing to it. The "Save Online" button has a red arrow pointing to it. Below the buttons is a footer with the logo for "the iQ Business Group intelligence applied." and links for "Disclaimer | Privacy Policy | FOIA | USA.gov | White House | DOI Home | Powered By Avoka Transact".

If you select **No**, you will be forwarded to the Performance Plan scenario that is completed by the Rating Official. If you select **Yes**, you will be forwarded to the Performance Plan scenario that is initially completed by **someone other than** the Rating Official.

The screenshot shows the same "DI-3100: Employee Performance Appraisal Plan" form. The dropdown menu is open, and the "No" option is selected and highlighted in blue. A red arrow points to the "No" option. Another red arrow points to the "Save Online" button. The "Submit Now" button is partially visible above the dropdown menu.

Using the scenario where you select **Yes**, the initiator's name will be populated in the **Assistant Information** Field. Complete all mandatory fields (marked with a red asterisk) and optional fields as appropriate.

DI-3100: Employee Performance Appraisal Plan

Are you creating this form on the behalf of a supervisor?*

Yes

Privacy Act Notice

Chapter 43 of Title 5, U.S.C., authorizes collection of this information. The primary use of this information is by management and your servicing human resources office to issue and record your performance rating. Additional disclosures of this information may be: To MSPB, Office of Special Counsel, EEOC, the FLRA, or an arbitrator in connection with administrative proceedings; to the Department of Justice or other Federal agency, courts, or party to litigation when the Government is a party to or has an interest in the judicial or administrative proceeding; to a congressional office in response to an inquiry made on behalf of an individual; to the appropriate Federal, State, or local government agency investigating potential violations of civil or criminal law or regulation; and to Federal, State, local and professional licensing boards in determining qualifications of individuals seeking to be licensed.

If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Assistant Information

Email*

Nicholas_Chomycia@ios.doi.gov

Complete all the mandatory fields concern the **Rating Official**.

Consultation

Rating Official

Email*

Complete all mandatory fields for the **Employee** section of the form. When selecting the Pay Plan Code, utilize the drop down arrow of available options. When completing the "Series" information make sure to enter as a four digit field (i.e., 0343 or 4759). Some fields have "help" or "expansion" buttons to provide you with additional information and assist you in completing the form. Click on the symbols for further details.

Employee

Email*

First Name*

M.I.

Last Name*

Title*

Pay Plan Code*

GS, GENERAL SCHEDULE CH 51 5 U S C

Series*

Grade*

Duty Station*

MM/DD/YYYY Appraisal

Period*

MM/DD/YYYY

Bureau/Agency*

The performance plan requires at least one, but no more than five critical elements and performance standards. Click on the **Add Critical Elements** button to add additional critical elements and performance standards. You can add up to four additional critical elements and performance standards. Identify the GPRA/strategic goal that the critical element supports. For **Exceptional** and **Superior** performance standards, you may add additional measurable criteria or indicate “Refer to Benchmark Standards.” For the **Fully Successful** performance standard, you are required to describe additional measurable criteria.

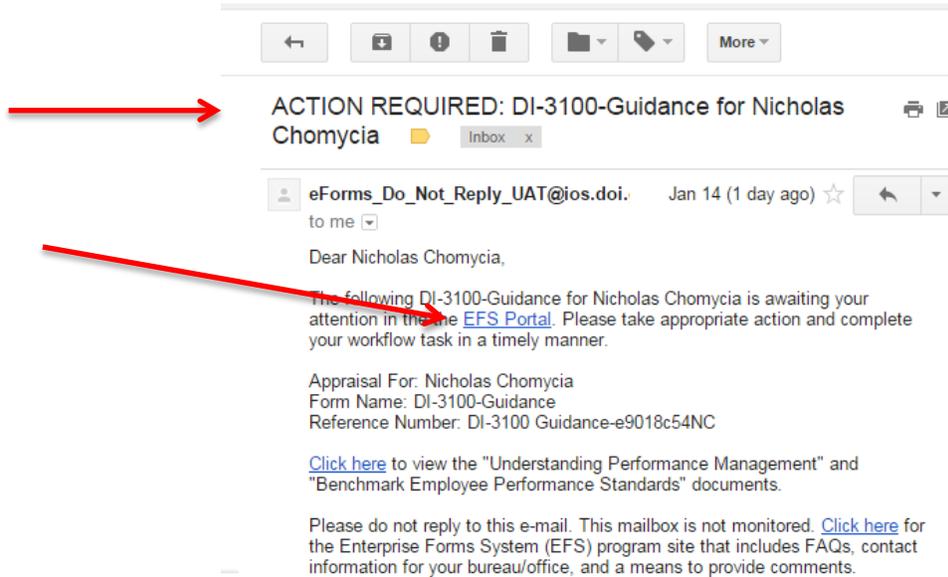
When you have completed the form, click on the **Submit Now** button to forward to the **Rating Official**.

If you need to save the form and go back to it at a later time, you can save the form by clicking on the **Save Online** button. To return to a saved form, just go to your **Task List** in the main eForm menu to find the form and click on **Open Form** to resume completing the form.

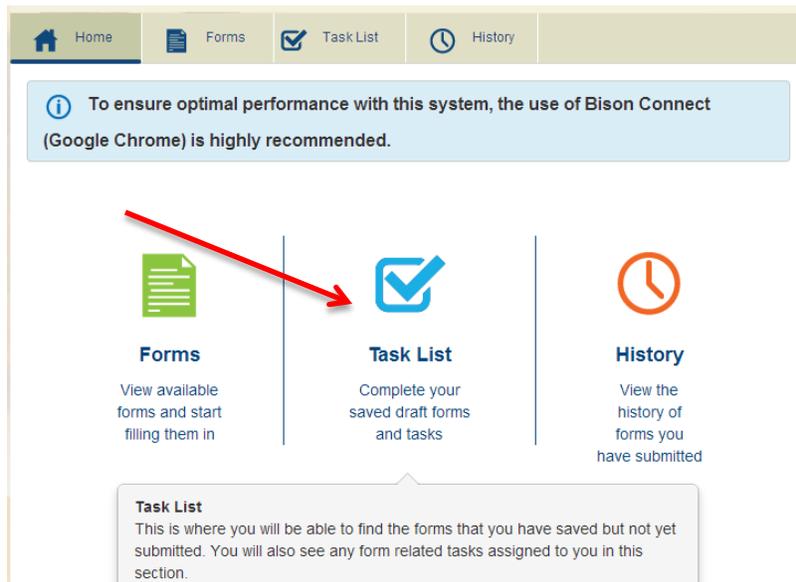
The screenshot shows a web form titled "Critical Elements". At the top is a header "Critical Elements". Below it is a section for "Critical Element 1". This section contains several input fields: "GPRA/Strategic Goal" with the text "Performance Management"; "Performance Measure*" with the text "Human Capital Management - Safe Workplace"; "Performance Standards" with sub-sections for "Exceptional" (text: "See Benchmark") and "Superior" (text: "See Benchmark"); "Fully Successful*" (text: "In addition to Benchmark - Updates program guidance."); "Minimally Successful"; and "Unsatisfactory". At the bottom of the form is a button labeled "Add Critical Element". Three red arrows point to the "Critical Element 1" header, the "Fully Successful*" field, and the "Add Critical Element" button.

Rating Official Responsibilities

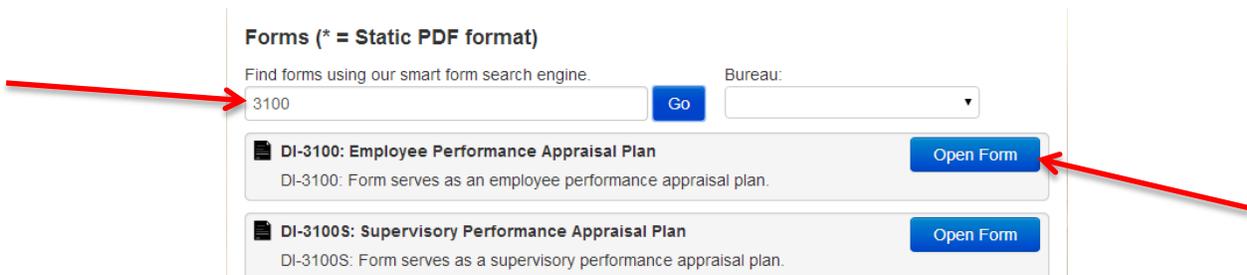
As the Rating Official, you will receive an email notifying you that an item is in your task list. Click on the Enterprise Forms System (EFS) Portal which will open the main menu.



From the main menu, click on the Task List menu.



Identify the plan to review and click the **Open Form** button,



You will be asked to **Accept** the Terms and Conditions. By accepting, you are certifying that you have reviewed “**Understanding Performance Management**” and the “**Benchmark Employee Performance Standards.**” Both documents can be found in Performance Management (Non-SES) Toolbox.



U.S. Department of the Interior (UAT)

eForms Info

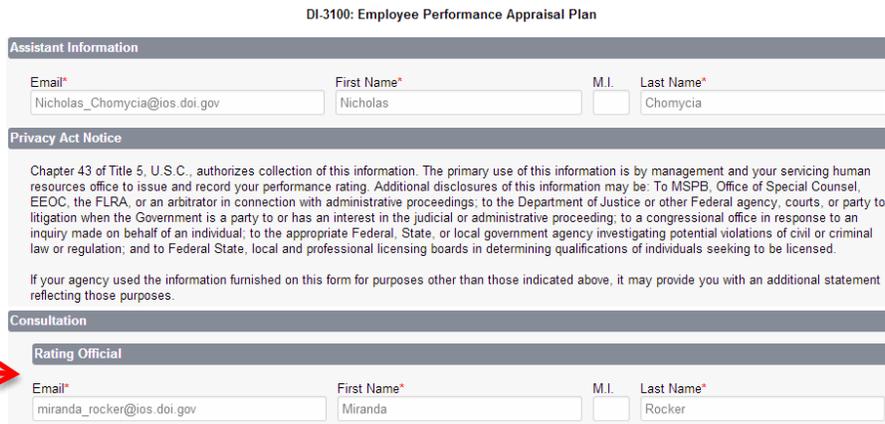
DI-3100: Employee Performance Appraisal Plan

Terms and Conditions

By clicking "Accept" below, you are certifying that the "Understanding Performance Management" and "Benchmark Employee Performance Standards" have been reviewed.

Accept

You can now review and edit the performance plan. Verify your **Rating Official** information and ensure all mandatory fields (marked with a red asterisk) and optional fields as appropriate are completed.



DI-3100: Employee Performance Appraisal Plan

Assistant Information

Email* Nicholas_Chomycia@ios.doi.gov First Name* Nicholas M.I. Last Name* Chomycia

Privacy Act Notice

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If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Consultation

Rating Official

Email* miranda_rocker@ios.doi.gov First Name* Miranda M.I. Last Name* Rocker

Review all mandatory fields for the **Employee** section of the form. When selecting the **Pay Plan Code**, utilize the drop down arrow of available options. When completing the “**Series**” information make sure to enter as a four digit field (i.e., 0343 or 4759). Some fields have “help” or “expansion” buttons to provide you with additional information and assist you in completing the form. Click on the symbols for further details.

The image shows a screenshot of a web form titled "Employee". The form contains several input fields, each with a red asterisk indicating it is mandatory. Red arrows point to the following fields: "Email*", "Pay Plan Code*" (a dropdown menu showing "GS, GENERAL SCHEDULE CH 51 5 U S C"), "Series*", "Appraisal" (with a calendar icon), and "Period*" (with a calendar icon). Other fields include "First Name*", "M.I.", "Last Name*", "Title*", "Grade*", "Duty Station*", and "Bureau/Agency*" (a dropdown menu). The "Appraisal" and "Period" fields have a small calendar icon to their right.

Employee	
Email*	<input type="text"/>
First Name*	<input type="text"/>
M.I.	<input type="text"/>
Last Name*	<input type="text"/>
Title*	<input type="text"/>
Pay Plan Code*	GS, GENERAL SCHEDULE CH 51 5 U S C ▼
Series*	<input type="text"/>
Grade*	<input type="text"/>
Duty Station*	<input type="text"/>
Appraisal	<input type="text"/>
Period*	<input type="text"/>
Bureau/Agency*	<input type="text"/> ▼

The performance plan requires at least one, but no more than five critical elements and performance standards. Click on the **Add Critical Elements** button to add additional critical elements and performance standards. You can add up to four additional critical elements and performance standards. Identify the GPRA/strategic goal that the critical element supports. For **Exceptional** and **Superior** performance standards, you may add additional measurable criteria or indicate “Refer to Benchmark Standards.” For the **Fully Successful** performance standard, you are required to describe additional measurable criteria.

The image shows a web form titled "Critical Elements" with a sub-header "Critical Element 1". The form contains several input fields:

- GPRA/Strategic Goal:** A text box containing "Performance Management". A red arrow points to this field.
- Performance Measure*:** A text box containing "Human Capital Management - Safe Workplace".
- Performance Standards:** A section with two sub-sections:
 - Exceptional:** A text box containing "See Benchmark".
 - Superior:** A text box containing "See Benchmark".
- Fully Successful*:** A text box containing "In addition to Benchmark - Updates program guidance." A red arrow points to this field.
- Minimally Successful:** An empty text box.
- Unsatisfactory:** An empty text box.

At the bottom of the form is a button labeled "Add Critical Element", which is highlighted in dark blue. A red arrow points to this button.

In the **Submit** section, you need to enter a **Target Progress Review Date**. This should occur about halfway through the rating period. The date you enter in this field will prompt the system to send you a reminder email 15 days prior to the target date. This will be the only reminder you receive. **NOTE:** This system will not allow you to skip the progress review. You must complete a progress review in order to complete the performance appraisal at the end of the rating cycle.

Check the boxes certifying that –

- Critical Elements/Standards were discussed
- Employee involvement was solicited by the supervisor
- The employee was provided training on the Performance Management System; and

Indicate whether you are attaching an IDP. IDPs are not required for employees; if used information for development is located in the Performance Management (Non-SES) Toolbox.

When you have completed the form, click on the **Submit Now** button to forward the form to the employee for their review and acceptance.

If you need to save the form and go back to it at a later time, click on the **Save Online** button. To return to a saved form, go to your Task List in the main eForm menu, find the form, and click **Open Form** to resume completion.

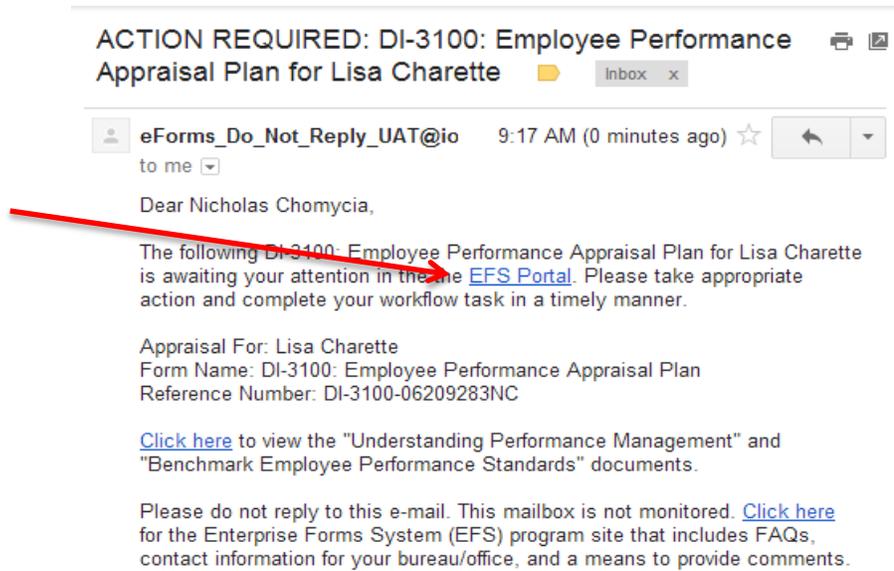
The screenshot shows a form titled "Submit" with the following fields and buttons:

- Target Progress Review Date***: A date field containing "04/15/2015". A red arrow points to this field.
- Certification checkboxes**: Three checkboxes, all checked, with red arrows pointing to them:
 - I certify that Critical Elements/Standards were discussed.*
 - I certify that employee involvement was solicited by supervisor.*
 - I certify that the employee was provided training in Performance Management System.*
- Are you attaching an IDP?***: A dropdown menu with "No" selected. A red arrow points to this dropdown.
- Employee Email***: A text field containing "nicholas_chomycia@ios.doi.gov".
- Submit Now**: A dark blue button. A red arrow points to it.
- Save Online**: A dark blue button. A red arrow points to it.

Below the buttons, there is explanatory text:

- Submit Now**: When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.
- Save Online**: To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

Notification is sent to the employee advising him/her of action required to establish their performance plan. Clicking on the **Enterprise Form System (EFS) Portal** opens the **Task List** of items for review and completion. "Understanding Performance Management" and "Benchmark Standards" documents can be reviewed by clicking on the link identified. Additional EFS information, including FAQs can also be reviewed by clicking on the link identified.



Below is the **Task List** notification that is sent to an employee notifying him/her of action required on the Performance Appraisal Plan.



The employee should verify the information in their performance plan, **enter the last four digits of their SSN and certify the rating official discussed the elements/standards**. The employee should also review “Understanding Performance Management” and the IDP, if uploaded. After the review is completed, the employee must click on **Submit Now** to submit the form for processing.

Employee

Note: The collection of the last four digits of your Social Security Number (SSN) is required for integration with the Federal Personnel Payroll System (FPPS) and the electronic Official Personnel Folder (eOPF) databases.

First Name*	M.I.	Last Name*	Last 4 SSN*
Nicholas		Chomycia	1234

Target Progress Review Date ⓘ
04/15/2015

Do you certify that the critical elements/standards were discussed; your involvement was solicited by your supervisor, and you have read the "Understanding Performance Management"? *

Yes ▾

Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

After the employee reviews and accepts the performance plan, both the supervisor and the employee will receive an email with a copy of the signed performance plan via email.

Signature Refusal

The employee has 7 days to review and accept their performance appraisal plan. After 7 days, if the form is not signed, it is returned to the **Rating Official** indicating there was no action taken by the employee. The Rating Official must determine whether the employee is refusing to sign the Performance Appraisal Plan or did not have sufficient time to act on the request. Entering **No** or **Yes** will move the form forward for the appropriate action.

DI-3100: Employee Performance Appraisal Plan

Nicholas Chomycia's task has expired after 7 days of inaction. Please indicate whether Nicholas Chomycia refuses to sign this appraisal.

Yes No

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If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

If **No**, the Rating Official will select “No” and click **Submit Now** to return the form back to the employee for review and signature. After the employee reviews and accepts the performance plan, both the supervisor and the employee will receive will receive an email with a copy of the signed performance plan of the signed performance plan via email.

DI-3100: Employee Performance Appraisal Plan

Nicholas Chomycia's task has expired after 7 days of inaction. Please indicate whether Nicholas Chomycia refuses to sign this appraisal.

Yes No

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Consultation

Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

If Yes, the Rating Official will select “Yes” and click **Submit Now**.

DI-3100: Employee Performance Appraisal Plan

Nicholas Chomycia's task has expired after 7 days of inaction. Please indicate whether Nicholas Chomycia refuses to sign this appraisal.

Yes

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Submit Now

When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online

To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

A performance appraisal plan is generated noting “**Employee Refused to Sign,**” and a notice is automatically sent to the employee. The supervisor must follow up with an email notifying the employee that the performance appraisal plan has been implemented and is in place.

NOTIFICATION: Nicholas Chomycia has indicated that you refuse to sign the DI-3100-Guidance



Inbox x

eForms_Do_Not_Reply_UAT@ic

9:32 AM (1 hour ago)



to me

Dear Nicholas Chomycia,

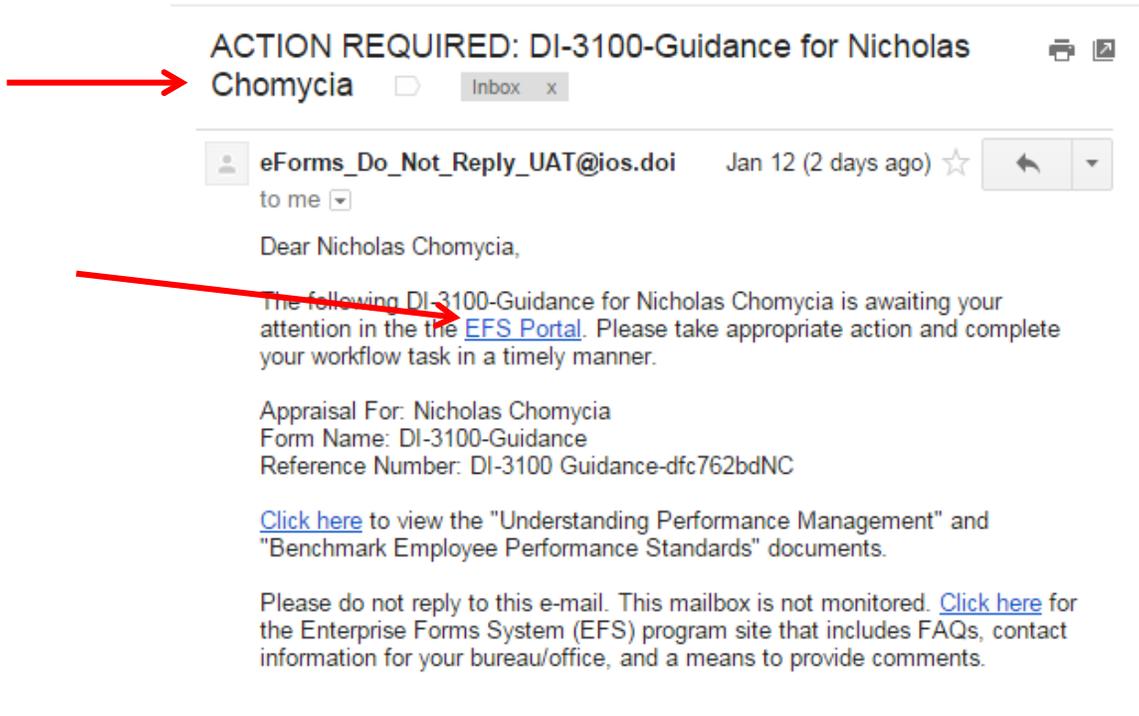
Nicholas Chomycia has indicated that you refuse to sign DI-3100-Guidance. Attached is a copy of the form.

Appraisal For: Nicholas Chomycia
Form Name: DI-3100-Guidance
Reference Number: DI-3100 Guidance-dfc762bdNC

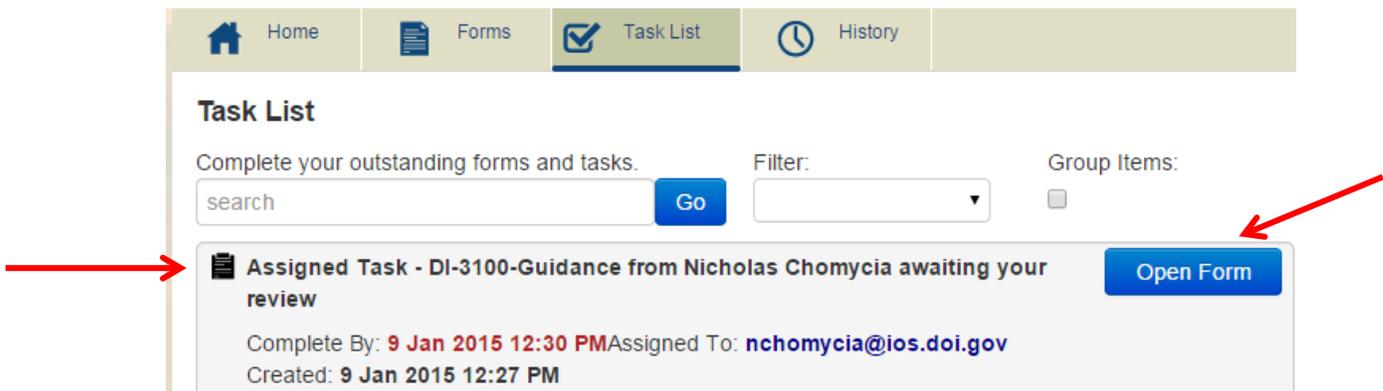


Progress Review

Approximately 15 days prior to the date selected for the Progress Review, the Rating Official will receive an email reminder. By Clicking on the **EFS Portal**, a Task list will open.



Below is the **Task List** notification that is sent to an employee notifying him/her of action required on the Performance Appraisal Plan.



The screen will give you several options (**Progress Review, Interim Review, and Close Task**).

If you select **Progress Review**, indicate the actual date you met with the employee. Prior to meeting with the employee, you may wish to ask for their input for the Progress review. After you meet and discuss the progress review, enter the target date for the **Annual Review** (this should be the end of the rating cycle). Once all actions are completed by the rating official, the form is forwarded to the employee for concurrence.

DI-3100: Employee Performance Appraisal Plan

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If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Progress Review

Which action would you like to take?*

Progress Review Interim Review Close Task

Actual Employee Meeting Date*

01/14/2015

Consultation

The reviewing official may be included during this process. If you select yes, the form is routed to the reviewing official for additional input, comments and concurrence. At this stage in the performance review, the reviewing official is required only in cases of concerns over the review.

Submit

Would you like to send this to a reviewing official?*

Target Annual Review Date*

MM/DD/YYYY

Employee Email*

nicholas_chomycia@ios.doi.gov

Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

The employee will receive notice that he/she needs to acknowledge the Progress Review meeting. Once the acknowledgement is made the form is submitted for processing.

Employee

First Name* M.I. Last Name*

Nicholas Chomycia

Date of Supervisor Meeting* I acknowledge the date of the meeting with my Supervisor.*

01/14/2015

Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

For an **Interim Review**, select the action you would like to take. Click on **Submit Now** to forward to the employee for their input.

DI-3100: Employee Performance Appraisal Plan

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If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Progress Review

Which action would you like to take?*

Progress Review Interim Review Close Task

Consultation

Rating Official

Email* First Name* M.I. Last Name*

Employee

Email* First Name* M.I. Last Name*

Title*

Pay Plan Code* Series* Grade*

Duty Station* Appraisal Period*

Bureau/Agency*

Critical Elements

Submit

Employee Email*

Submit Now

When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online

To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

The employee will receive notification that he/she needs to provide input of **accomplishments** for an **Interim Review**. The employee should enter their comments on the form and click **Submit Now** to forward to the rating official.

DI-3100: Employee Performance Appraisal Plan

Please input your accomplishments in the space provided at the bottom of the form.

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Consultation

Rating Official

Email* Nicholas_Chomycia@ios.doi.gov First Name* Nicholas M.I. Last Name* Chomycia

Employee

Email* nicholas_chomycia@ios.doi.gov First Name* Nicholas M.I. Last Name* Chomycia

Title* HRO

Pay Plan Code* GS, GENERAL SCHEDULE CH 51 5 U S C Series* 0201 Grade* 14

Duty Station* Washington, DC Appraisal Period* 01/01/2015 09/30/2015

Bureau/Agency* Office of the Secretary

Critical Elements

Employee

First Name* Nicholas M.I. Last Name* Chomycia

Employee Accomplishments*

Input Employee accomplishments here.
Did a Great job. Submitted all projects on time.

Submit Now

When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online

To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

The form is forwarded to the rating official for their input on each **Critical Element**. The rating official will indicate the **Critical Element Rating** and provide a Narrative summary for each Critical Element. For an **Interim Rating No** for an **Award** is appropriate. The **Summary Rating Determination** will be automatically calculated and a summary rating will be entered in the **Summary Ratings Conversion Chart**. A **Reviewing Official** needs only to see **Level 5, 2, and 1** ratings so **No** is appropriate. Finally, **Submit Now** for processing.

Critical Element 1

Critical Element Rating*

Exceptional Superior Fully Successful Minimally Successful Unsatisfactory N/A

Narrative Summary

Supervisory discussion Here. Good worker. Kept on top of requirements.

Critical Element 2

Critical Element Rating*

Exceptional Superior Fully Successful Minimally Successful Unsatisfactory N/A

Narrative Summary

Discussion - Element 2

Performance Award

Do you want to enter performance award information?*

No

Summary Rating Determination

Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.)

Element Number	Numerical Rating	Rating Description
1	4	S (Superior)
2	4	S (Superior)

Total Numerical Rating: 8 ÷ Number of Elements: 2 = Summary Rating: 4.00

Summary Ratings Conversion Chart

Rating	Description
<input type="checkbox"/> Exceptional	4.6 - 5.00 AND No Critical element rated lower than 'Superior'
<input checked="" type="checkbox"/> Superior	3.6 - 4.59 AND No Critical element rated lower than 'Fully Successful'
<input type="checkbox"/> Fully Successful	3.0 - 3.59 AND No Critical element rated lower than 'Fully Successful'
<input type="checkbox"/> Minimally Successful	2.0 - 2.99 AND No Critical element rated lower than 'Minimally Successful'
<input type="checkbox"/> Unsatisfactory	One or more Critical elements rated 'Unsatisfactory'

Submit

Would you like to send this to a reviewing official?*

No

Employee Email*

nicholas_chomycia@ios.doi.gov

Enter Rating and Narrative

Enter Rating and Narrative

Element rating and summary rating will be automatically entered

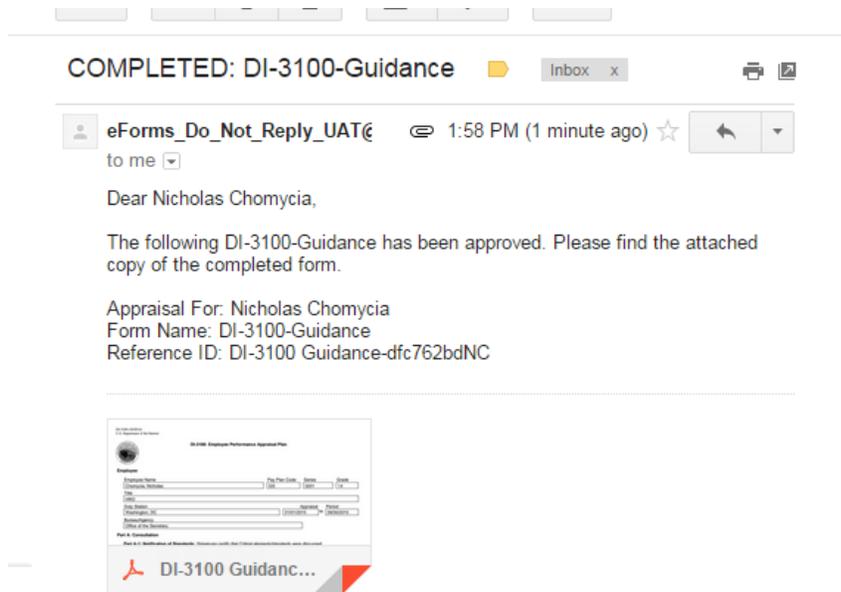
Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

The Performance plan is forwarded to the employee for their review and concurrence after the rating official has reviewed (and Reviewing Official if appropriate). The employee must **certify receipt of the rating and form; enter any comments** and **Submit the Form** for processing.

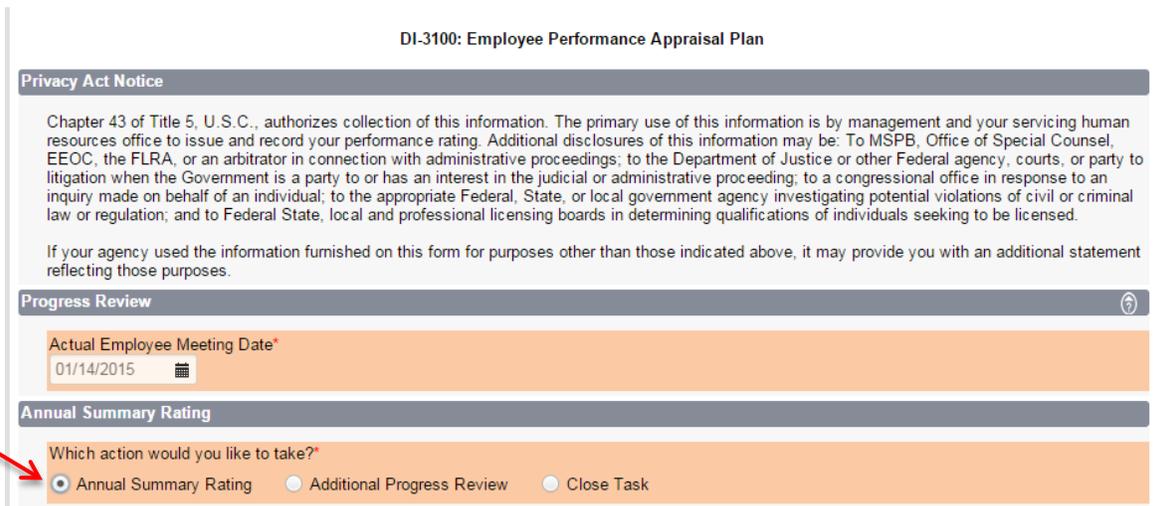
The screenshot shows a web form titled "Employee". It contains several fields: "First Name*" with the value "Nicholas", "M.I." (empty), and "Last Name*" with the value "Chomycia". Below these is a text area for "Employee Accomplishments*" containing the text "Input Employee accomplishments here. Did a Great job. Submitted all projects on time." A dropdown menu asks "Do you certify you have received an annual summary rating?*" with "Yes" selected. Two buttons are at the bottom: "Submit Now" and "Save Online". Red arrows point to the "Yes" dropdown and the "Submit Now" button. Text to the right of the buttons explains their functions.

This completes the Interim Review or the Interim Rating Process. The rating official and employee will receive an email confirmation that this portion of the process has been completed and will include a copy of updated information completed by all parties that were involved thus far. The form remains in the EFS queue until the next phase of the cycle.



Annual Rating Summary

When the Annual Rating is due, the Rating Official is notified by email. The Rating Official will open the EFS Portal and proceed to complete the Annual Rating. The Performance Plan will appear. At the Annual Summary Rating section, click on Annual Summary Rating. This will take you to the Performance Management (Non-SES) Toolbox for review of information. Closing the Toolbox brings you back to this form.



DI-3100: Employee Performance Appraisal Plan

Privacy Act Notice

Chapter 43 of Title 5, U.S.C., authorizes collection of this information. The primary use of this information is by management and your servicing human resources office to issue and record your performance rating. Additional disclosures of this information may be: To MSPB, Office of Special Counsel, EEOC, the FLRA, or an arbitrator in connection with administrative proceedings; to the Department of Justice or other Federal agency, courts, or party to litigation when the Government is a party to or has an interest in the judicial or administrative proceeding; to a congressional office in response to an inquiry made on behalf of an individual; to the appropriate Federal, State, or local government agency investigating potential violations of civil or criminal law or regulation; and to Federal State, local and professional licensing boards in determining qualifications of individuals seeking to be licensed.

If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Progress Review

Actual Employee Meeting Date*

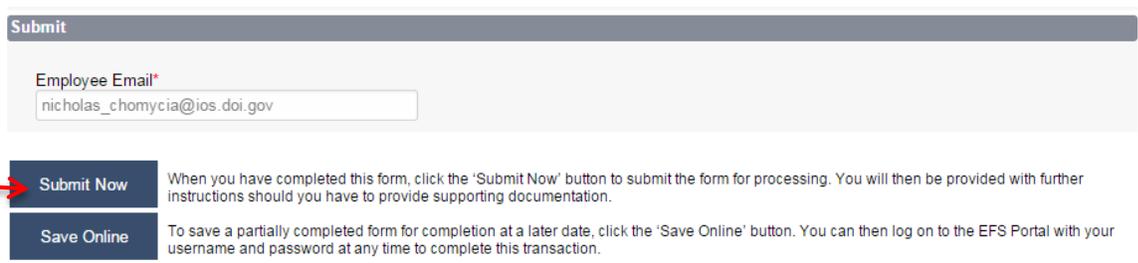
01/14/2015

Annual Summary Rating

Which action would you like to take?*

Annual Summary Rating Additional Progress Review Close Task

Review the Performance Plan form as necessary and click on **Submit Now**. The form will be forwarded to the employee for input.



Submit

Employee Email*

nicholas_chomycia@ios.doi.gov

Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

The employee will receive an email advising that they need to open the form and provide input for the final rating.

ACTION REQUIRED: Your task for DI-3100-Guidance will expire in 7 days

eForms_Do_Not_Reply_UAT@io: 2:13 PM (3 minutes ago) ☆ to me

Dear Nicholas Chomycia,

Nicholas Chomycia has assigned a task to you in the the [EFS Portal](#). The task will expire in 7 days if you do not take action and be returned to Nicholas Chomycia to indicate whether you refuse to sign.

Appraisal For: Nicholas Chomycia
Form Name: DI-3100-Guidance
Reference Number: DI-3100 Guidance-e9018c54NC
Task Assigned By: Nicholas Chomycia

Task list for employee to **Open Form**.

Home Forms **Task List** History

Task List

Complete your outstanding forms and tasks.

search Filter: Group Items:

Complete your saved DI-3100-Guidance

Assigned To: nchomycia@ios.doi.gov Created: 14 Jan 2015 2:18 PM

Accomplishments Request – Initial Page

The employee will see the screen shot below asking that he/she provides input regarding their accomplishments.

DI-3100: Employee Performance Appraisal Plan

Please input your accomplishments in the space provided at the bottom of the form.

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If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Progress Review

Actual Employee Meeting Date*
01/14/2015

Consultation

Rating Official

Email* Nicholas_Chomycia@ios.doi.gov First Name* Nicholas M.I. Last Name* Chomycia

Employee

Email* nicholas_chomycia@ios.doi.gov First Name* Nicholas M.I. Last Name* Chomycia

Employee Accomplishment - The employee enters the accomplishment information they want the rating official to consider when preparing the Rating of Record. Once completed, the employee must **Submit Now** to forward the information to the Rating Official.

Employee

First Name* M.I. Last Name*

Employee Accomplishments*

Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

The **Rating Official** will receive an email notifying him/her that the employee has completed their input and the form is ready for completion. The rating official must open the form in the task list, scroll down to the Performance Standards, input the **Critical Element Rating**, and complete the **Narrative Summary** for each Standard.

DI-3100: Employee Performance Appraisal Plan

Privacy Act Notice

Chapter 43 of Title 5, U.S.C., authorizes collection of this information. The primary use of this information is by management and your servicing human resources office to issue and record your performance rating. Additional disclosures of this information may be: To MSPB, Office of Special Counsel, EEOC, the FLRA, or an arbitrator in connection with administrative proceedings; to the Department of Justice or other Federal agency, courts, or party to litigation when the Government is a party to or has an interest in the judicial or administrative proceeding; to a congressional office in response to an inquiry made on behalf of an individual; to the appropriate Federal, State, or local government agency investigating potential violations of civil or criminal law or regulation; and to Federal State, local and professional licensing boards in determining qualifications of individuals seeking to be licensed.

If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Progress Review

Actual Employee Meeting Date*

Critical Elements

Employee Accomplishments

Narrative Summary #1

Critical Element 1

GPRA/Strategic Goal

Performance Measure*

[Performance Standards](#)

Critical Element Rating*
 Exceptional Superior Fully Successful Minimally Successful Unsatisfactory N/A

Narrative Summary

Rating and Narrative

Narrative Summary #2

Rating and Narrative

Critical Element 2

GPRA/Strategic Goal
Program Management

Performance Measure*
Provides advice and guidance

[Performance Standards](#)

Critical Element Rating*

Exceptional
 Superior
 Fully Successful
 Minimally Successful
 Unsatisfactory
 N/A

Narrative Summary
Supervisory Input

After the Narrative Summary, there is a query for the rating official to indicate whether an award is to be given (Yes or No). An award can only be given for Level 4 or 5 overall ratings of record. Follow any additional questions on the form regarding awards. The help question on the performance Award line will provide general guideline information. Indicate the award information and for cash use the drop-down for “cash or percentage.” If percentage, enter the percentage in the box that will appear. When the form is forwarded to the employee, Performance Award information will not be shown on the Performance Plan.

Performance Award

Do you want to enter performance award information?*

Yes ▾

Time Off
 Cash
 Other

Award Type* Cash
Percent of Pay

! Award Type is required.

Summary Rating Determination - The Summary Rating Determination is automatically calculated and a summary rating is entered in the **Summary Ratings Conversion Chart**. Also, the Rating Official is asked if performance award information is to be added.

Summary Rating Determination

Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.)

Element Number	Numerical Rating	Rating Description
1	4	S (Superior)
2	4	S (Superior)

Total Numerical Rating: 8 + Number of Elements: 2 = Summary Rating: 4.00

Summary Ratings Conversion Chart

	Rating	Description
<input type="checkbox"/>	Exceptional	4.6 - 5.00 AND No Critical element rated lower than 'Superior'
<input checked="" type="checkbox"/>	Superior	3.6 - 4.59 AND No Critical element rated lower than 'Fully Successful'
<input type="checkbox"/>	Fully Successful	3.0 - 3.59 AND No Critical element rated lower than 'Fully Successful'
<input type="checkbox"/>	Minimally Successful	2.0 - 2.99 AND No Critical element rated lower than 'Minimally Successful'
<input type="checkbox"/>	Unsatisfactory	One or more Critical elements rated 'Unsatisfactory'

Rating of Record Reviews - Once a final rating (like an interim rating) is completed, the supervisor should take the opportunity to meet and discuss the rating with the employee. The form will always ask if you want to send the Plan to a reviewing official. It is a **requirement that ratings of Level 5, 2 and 1** are routed through a reviewing official. Otherwise, follow the culture of your Bureau/Office for all other levels. If you select **Yes**, the form is sent to the reviewing official for review prior to being routed to the employee. If you select **No**, the rating is sent to the employee for review and concurrence.

Submit

Would you like to send this to a reviewing official?*

No ▾

Employee Email*

nicholas_chomycia@ios.doi.gov

Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

Final Rating – The employee receives an email that the final rating has been forwarded for their acknowledgment. The employee has 7 calendar days to review the rating. Once the review is complete, the employee must **certify receipt of** an annual summary rating and submit the form for final processing. If the/she selects “**Yes**,” they will click on **Submit Now** for final processing.

Element Number	Numerical Rating	Rating Description
1	4	S (Superior)
2	4	S (Superior)
Total Numerical Rating	Number of Elements	Summary Rating
8	2	4.00

Summary Ratings Conversion Chart

Rating	Description
<input type="checkbox"/> Exceptional	4.6 - 5.00 AND No Critical element rated lower than 'Superior'
<input checked="" type="checkbox"/> Superior	3.6 - 4.59 AND No Critical element rated lower than 'Fully Successful'
<input type="checkbox"/> Fully Successful	3.0 - 3.59 AND No Critical element rated lower than 'Fully Successful'
<input type="checkbox"/> Minimally Successful	2.0 - 2.99 AND No Critical element rated lower than 'Minimally Successful'
<input type="checkbox"/> Unsatisfactory	One or more Critical elements rated 'Unsatisfactory'

Employee

First Name* M.I. Last Name*

Employee Accomplishments*

Annual Rating Accomplishments

Do you certify you have received an annual summary rating?*

Yes ▾

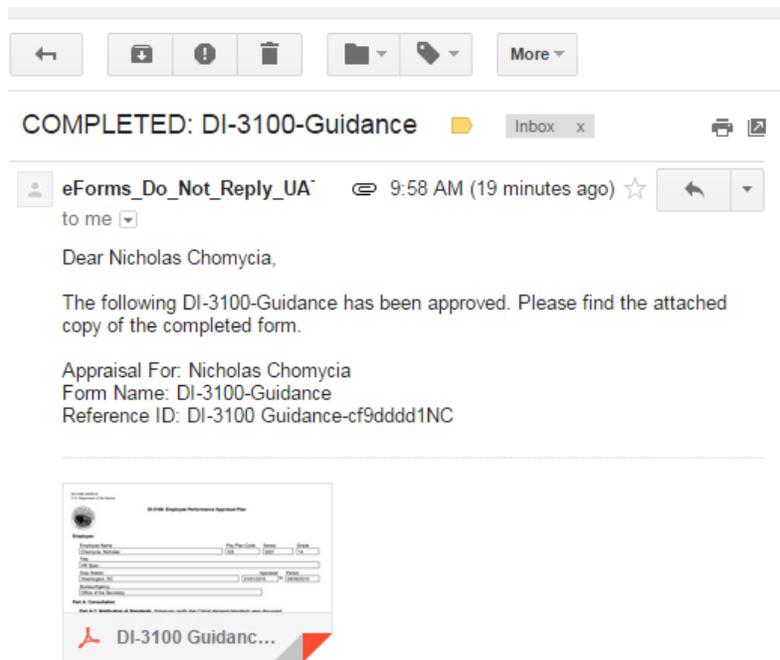
Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

Save Online To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

If he/she selects “No,” they will acknowledge receipt of the for, provide any **comments** appropriate to the Rating Official, then click on **Submit Now** for final processing.

The screenshot shows the 'Employee' section of a performance appraisal form. It includes fields for 'First Name*' (Nicholas), 'M.I.' (empty), and 'Last Name*' (Chomycia). Below these is a text area for 'Employee Accomplishments*' with the text 'Annual Rating Accomplishments'. A dropdown menu for 'Do you certify you have received an annual summary rating?*' is set to 'No'. A checkbox for 'I acknowledge the receipt of this form*' is unchecked. A 'Comments*' text area is empty. At the bottom, there are two buttons: 'Submit Now' and 'Save Online'. Red arrows point to the 'No' dropdown, the 'I acknowledge...' checkbox, the 'Comments' text area, and the 'Submit Now' button.

Both the Rating Official and the employee will receive a Notice of Rating email with a copy of the rating attached for their record. The rating will be stored in the **History** of the eForms system.



If the employee does not agree with the overall rating of record, they have a right to request a reconsideration of the rating. Employees should seek assistance from their Servicing Human Resources Office for procedures regarding the Reconsideration Process. If after any reconsideration process there is an adjustment to the overall rating of record, the servicing Human Resources Office will arrange for necessary adjustments to the rating of record.