



## **US DEPARTMENT OF THE INTERIOR**

### **Guidance for Completion of eFORMs – DI-3100S**

#### **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.

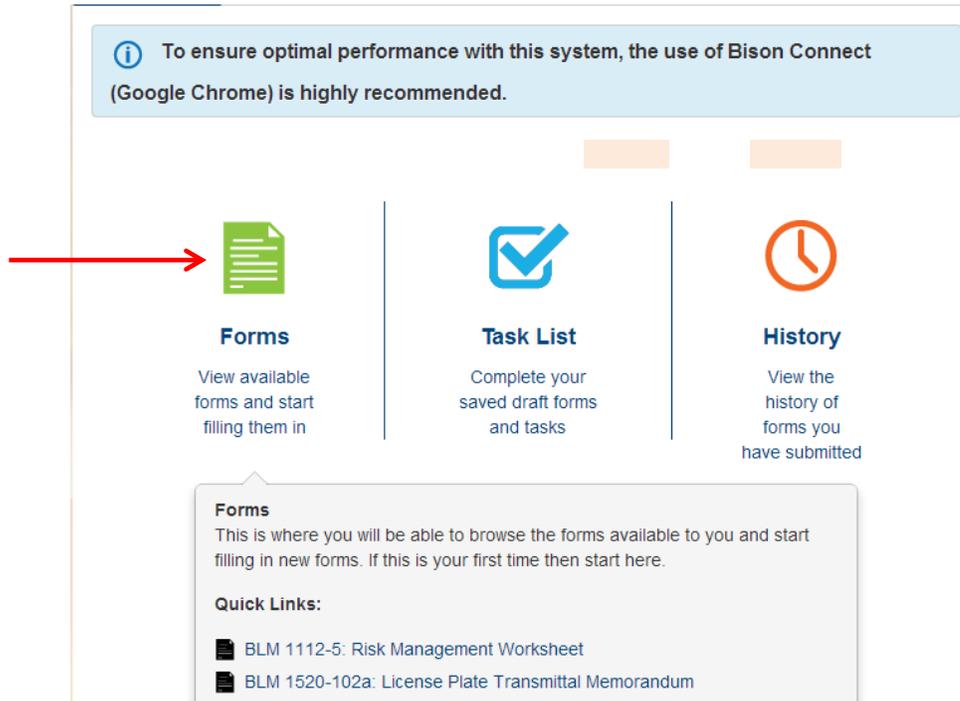
Instructions to initiate performance plans are included in the Guides available in the Non-SES Performance Management Toolbox. Separate instructions are provided for supervisory (DI-3100S) and non-supervisory (DI-3100) forms. If there are questions, refer to the Performance Management (Non-SES) Toolbox 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 3100S

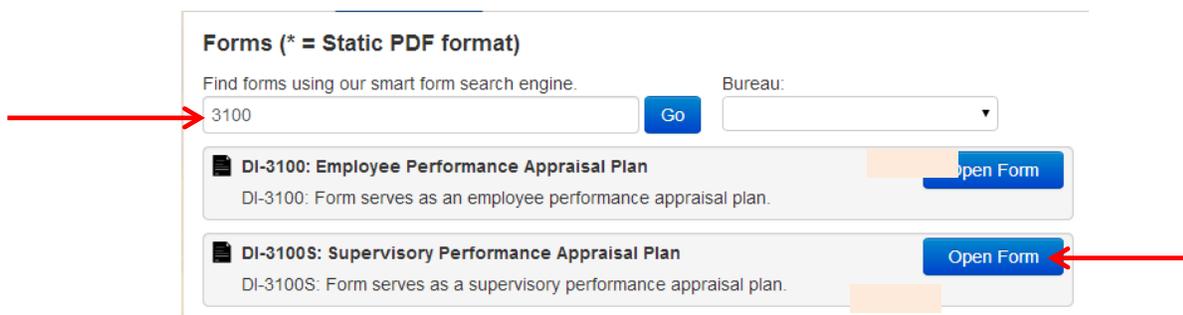
If you are initiating the performance plan on behalf the Rating Official, you will be responsible for completing all the required fields, including the Employee’s email, Title, Pay Plan information, Appraisal Period, Duty Station, Bureau, and Critical Elements. To begin, click on the **Forms** tab.

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

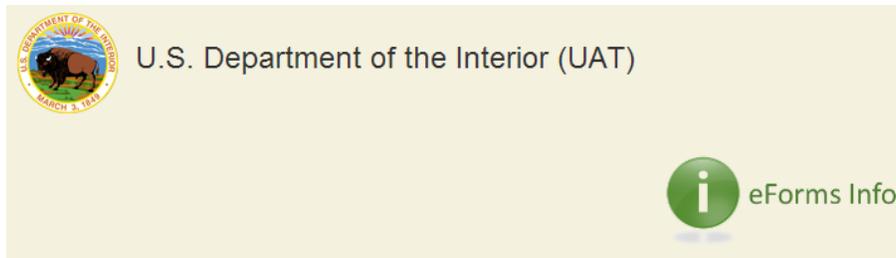
Please note that DOI Network access (i.e., VPN) is required at this time in order to access the site.



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



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-3100S: Supervisory 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.



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-3100S: Supervisory Performance Appraisal Plan" form. At the top, it asks "Are you creating this form on the behalf of a supervisor?\*" with a dropdown arrow. Below this are two buttons: "Submit Now" and "Save Online". The "Submit Now" button has a tooltip that reads: "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." The "Save Online" button has a tooltip that reads: "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 red arrow points to the dropdown menu.

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.

This screenshot is similar to the previous one but shows the dropdown menu for the question "Are you creating this form on the behalf of a supervisor?\*" open. The menu contains two options: "No" and "Yes". The "Yes" option is highlighted in blue. A red arrow points to the "No" option, and another red arrow points to the "Yes" option. The "Submit Now" and "Save Online" buttons and their respective tooltips are also visible below the dropdown.

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

DI-3100S: Supervisory 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

First Name\*  
Nicholas

M.I.

Last Name\*  
Chomycia

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

**Consultation**

**Rating Official**

Email\*

First Name\*

M.I.

Last Name\*

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*	<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"/>
<input type="text" value="MM/DD/YYYY"/>	Appraisal 
Period*	<input type="text" value="MM/DD/YYYY"/> 
Bureau/Agency*	<input type="text"/>

The performance plans require at least one, but no more than five, critical elements and performance standards. Critical Element One identifies the “**Supervisory/Managerial Elements**” required in all supervisory performance plans and cannot be changed. 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 **Open Form** to resume completing the form.

**Critical Elements**

**Critical Element 1**

GPRA/Strategic Goal

*Performance Measure: Supervisory/Managerial duties are effectively carried out in order to support the Department's capacity to manage its programs in results oriented, customer-focused, and efficient manner.*

*Supervisory/Managerial Element: Performance of supervisory/managerial duties will be carried out in accordance with regulatory requirements and other Bureau/Office policies governing the following area:*

- Diversity/EEO obligations;
- Internal Management controls;
- Merit Systems Principles;
- Safety and Occupational Health obligations;
- Effective Performance Management; and
- Effective Management of ethics, conduct & discipline issues.
- Hiring Reform

Performance Measure\*

[Performance Standards](#)

Exceptional

Superior

Fully Successful\*

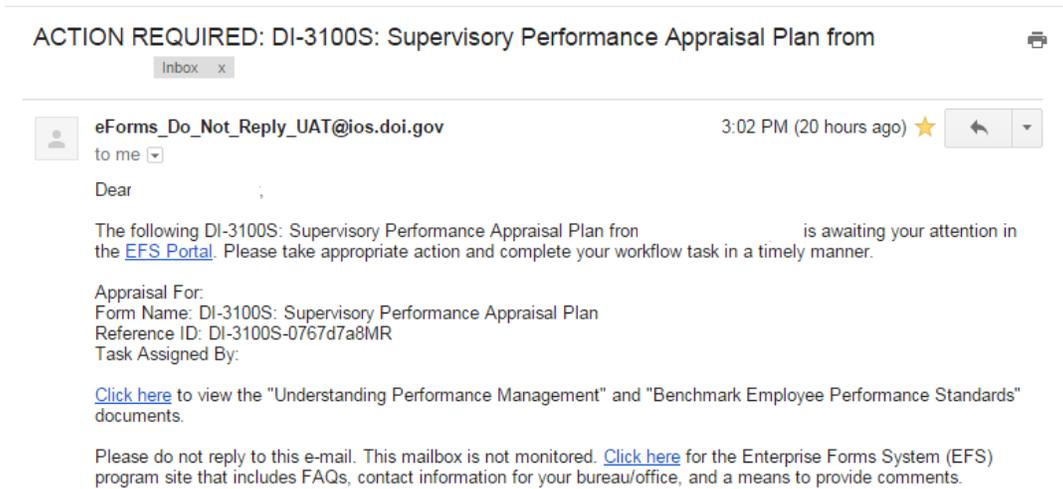
Minimally Successful

Unsatisfactory

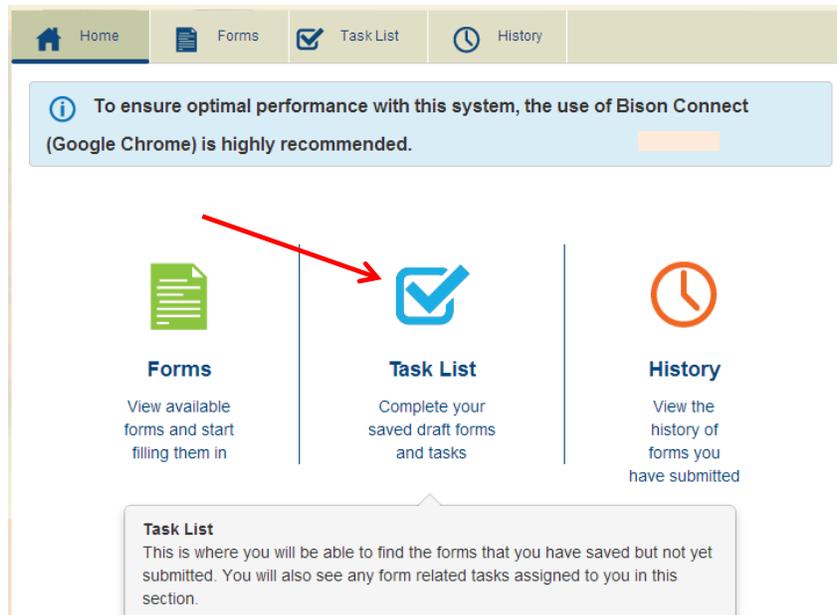
**Add Critical Element**

## Rating Official Responsibilities

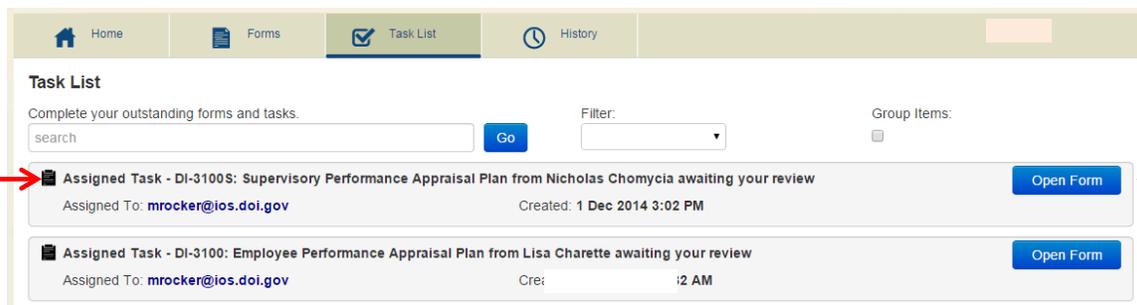
As the Rating Official, you will receive an email notifying you that an item is in your task list. Click on the Enterprise Forms System (ESF) Portal which will open the main menu.



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 Supervisory Performance Standards.**” Both documents can be found in the Performance Management (Non-SES) Toolbox.

### DI-3100S: Supervisory 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.



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-3100S: Supervisory Performance Appraisal Plan

Assistant Information			
Email*	First Name*	M.I.	Last Name*
Nicholas_Chomycia@ios.doi.gov	Nicholas		Chomycia
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.			
Consultation			
Rating Official			
Email*	First Name*	M.I.	Last Name*
miranda_rocker@ios.doi.gov	Miranda		Rocker

Review all mandatory fields for the **Employee** section of the form. Verify the Pay Plan Code, utilizing the drop down arrow of available options as necessary. Verify the “Series” information making 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 an 'Employee' form. The form is titled 'Employee' in a dark header bar. Below the header, there are several input fields, each with a red asterisk indicating it is mandatory. The fields are: Email\*, First Name\*, M.I., Last Name\*, Title\*, Pay Plan Code\*, Series\*, Grade\*, Duty Station\*, Appraisal (with a calendar icon), Period\* (with a calendar icon), and Bureau/Agency\*. The 'Pay Plan Code' field is a dropdown menu showing 'GS, GENERAL SCHEDULE CH 51 5 U S C'. The 'Series' field is empty. The 'Appraisal' field is empty and has a red arrow pointing to it from the right. The 'Period' field is empty and has a calendar icon. There are also red arrows pointing to the 'Pay Plan Code' and 'Series' fields from the left.

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"/>

Review the performance plan. Ensure there is at least one, but no more than five, critical elements and performance standards. Critical Element One identifies the “**Supervisory/Managerial Elements**” required in all supervisory performance plans and cannot be changed. 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 screenshot shows a web form titled "Critical Elements". Under the heading "Critical Element 1", there is a text box for "GPRA/Strategic Goal". Below this is a "Performance Measure" section with a descriptive paragraph and a bulleted list of areas: Diversity/EEO obligations; Internal Management controls; Merit Systems Principles; Safety and Occupational Health obligations; Effective Performance Management; and Hiring Reform. A red arrow points to this list. Below the list is a "Performance Measure\*" text box. Underneath is a "Performance Standards" section with five radio button options: Exceptional, Superior, Fully Successful\*, Minimally Successful, and Unsatisfactory. A red arrow points to the "Add Critical Element" button at the bottom of the form.

In the **Submit** section, you are required to enter a **Target Progress Review Date**. This should occur midway through the rating period. The date entered in this field will prompt the system to send you a reminder email 15 days prior to the target date. This is the only reminder you will receive. **NOTE:** The 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
- An IDP was created (All which 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 options:

- Target Progress Review Date\***: A date input field with a calendar icon and a help icon. A red arrow points to this field.
- 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.\*
- I certify that employee's Individual Development Plan was created.\* (with a help icon). A red bracket groups these four checkboxes, with a red arrow pointing to the bracket.
- Employee Email\***: A text input field.
- Submit Now**: A button with a red arrow pointing to it. Below it is the text: "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**: A button with a red arrow pointing to it. Below it is the text: "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 **(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.

**ACTION REQUIRED: DI-3100S: Supervisory Performance Appraisal Plan from Nicholas Chomycia** 

 eForms\_Do\_Not\_Reply\_UAT@ios.doi.gov 3:02 PM (20 hours ago)   

to me 

Dear Miranda Rocker,

The following DI-3100S: Supervisory Performance Appraisal Plan from Nicholas Chomycia is awaiting your attention in the [EFS Portal](#). Please take appropriate action and complete your workflow task in a timely manner.

Appraisal For: Lisa Charette  
Form Name: DI-3100S: Supervisory Performance Appraisal Plan  
Reference ID: DI-3100S-0767d7a8MR  
Task Assigned By: Nicholas Chomycia

[Click here](#) to view the "Understanding Performance Management" and "Benchmark Employee Performance Standards" documents.

Please do not reply to this e-mail. This mailbox is not monitored. [Click here](#) for the Enterprise Forms System (EFS) program site that includes FAQs, contact information for your bureau/office, and a means to provide comments.

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

 U.S. Department of the Interior (UAT)  eForms Info Welcome mrocker@ios.doi.gov

[Home](#) [Forms](#) [Task List](#) [History](#)

**Task List**

Complete your outstanding forms and tasks.

search   Filter:  Group Items:

 <b>Assigned Task - DI-3100S: Supervisory Performance Appraisal Plan from Nicholas Chomycia awaiting your review</b>	<input type="button" value="Open Form"/>
Assigned To: <a href="mailto:mrocker@ios.doi.gov">mrocker@ios.doi.gov</a> Created: 1 Dec 2014 3:02 PM	
 <b>Assigned Task - DI-3100: Employee Performance Appraisal Plan from Lisa Charette awaiting your review</b>	<input type="button" value="Open Form"/>
Assigned To: <a href="mailto:mrocker@ios.doi.gov">mrocker@ios.doi.gov</a> Created: 1 Dec 2014 11:32 AM	

The employee should verify the information in their performance plan and enter the last four digits of their SSN. 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.

The screenshot shows a web form titled "Employee" with the following sections and fields:

- 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\***: Text input field containing "Nicholas".
- M.I.**: Text input field (empty).
- Last Name\***: Text input field containing "Chomycia".
- Last 4 SSN\***: Text input field containing "4444". A red arrow points to this field.
- Target Progress Review Date**: Date input field containing "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" and your Individual Development Plan was created/uploaded?\***: A dropdown menu with "Yes" selected. A red arrow points to this dropdown.
- Attachments** section:
  - User**: Text input field containing "Nicholas Chomycia".
  - FileName**: Text input field containing "Individual Development Plan.docx".
  - Description**: Text input field containing "Employee IDP". A red arrow points to this field.
  - A green download icon is visible below the description field.
- Submit Now**: A dark blue button. A red arrow points to this button. Below the button is the text: "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."

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 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, the form is returned to the **Rating Official** indicating there was no action taken by the employee. The Rating Official must confirm whether the employee is refusing to sign the Performance Appraisal Plan, enter **No** or **Yes**, and move forward with the appropriate action.

If **No**, the Rating Official will select “No” and click **Submit Now** to return the form back to the employee for review and signature.

If the employee is refusing to sign, the Rating Official will select **Yes** and click **Submit Now**. A performance appraisal plan is generated noting “**Employee Refused to Sign.**” The supervisor must notify the employee by email that the performance appraisal plan has been implemented and provide a copy of the plan to the employee.

U.S. Department of the Interior (UAT) eForms Info

DI-3100S: Supervisory Performance Appraisal Plan

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

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.

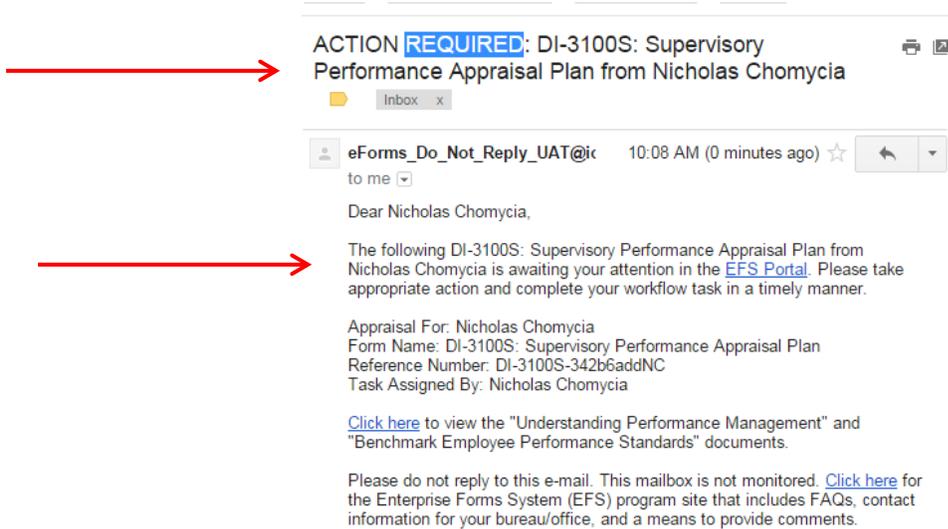
**Consultation**

**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.

## 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.



The screenshot shows an email with the subject "ACTION REQUIRED: DI-3100S: Supervisory Performance Appraisal Plan from Nicholas Chomycia". The sender is "eForms\_Do\_Not\_Reply\_UAT@ic" and the time is "10:08 AM (0 minutes ago)". The email body contains the following text:

Dear Nicholas Chomycia,

The following DI-3100S: Supervisory Performance Appraisal Plan from Nicholas Chomycia is awaiting your attention in the [EFS Portal](#). Please take appropriate action and complete your workflow task in a timely manner.

Appraisal For: Nicholas Chomycia  
Form Name: DI-3100S: Supervisory Performance Appraisal Plan  
Reference Number: DI-3100S-342b6addNC  
Task Assigned By: Nicholas Chomycia

[Click here](#) to view the "Understanding Performance Management" and "Benchmark Employee Performance Standards" documents.

Please do not reply to this e-mail. This mailbox is not monitored. [Click here](#) for the Enterprise Forms System (EFS) program site that includes FAQs, contact information for your bureau/office, and a means to provide comments.

Open the form in the task list to see the screen for a **Progress Review**.



The screenshot shows the "U.S. Department of the Interior (UAT) eForms Info" interface. The "Task List" tab is selected in the navigation bar. The task list contains one task:

Task Description	Action
Assigned Task - DI-3100S: Supervisory Performance Appraisal Plan from Nicholas Chomycia awaiting your review Assigned To: <a href="mailto:nchomycia@ios.doi.gov">nchomycia@ios.doi.gov</a> Created: 10 Dec 2014 10:08 AM	<a href="#">Open Form</a>

The screen will give you several options (Progress Review, Interim Review, 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).

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.

Once all actions are completed by the rating official, the form is forwarded to the employee for concurrence.

DI-3100S: Supervisory 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\*  
12/31/2014

**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\* HR Spec

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

Duty Station\* wash    Appraisal Period\* 12/01/2014 - 09/30/2015

Bureau/Agency\* Office of the Secretary

**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

**Attachments**

User	File Name	Description
Nicholas Chomycia	Individual Development Plan.docx	Nick IDP

**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-3100S: Supervisory 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\* 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\* HR Spec

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

Duty Station\* wash    Appraisal Period\* 12/01/2014 - 09/30/2015

Bureau/Agency\* Office of the Secretary

**Critical Elements**



- 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-3100S: Supervisory 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.

**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\* HR Spec

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

Duty Station\* wash Appraisal Period\* 12/01/2014 09/30/2015

Bureau/Agency\* Office of the Secretary

**Critical Elements**

**Employee**

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

Employee Accomplishments\*

**Attachments**

User	File Name	Description
Nicholas Chomycia	Individual Development Plan.docx	Nick IDP

**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. The **Summary Rating Determination** will be automatically calculated and a summary rating will be entered in the **Summary Ratings Conversion Chart**. The Rating Official will be asked if performance award information is to be added. During an **Interim Rating**, there is no performance award recommended, therefore, “No” is the appropriate response.

DI-3100S: Supervisory Performance Appraisal Plan

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Bureau/Agency\* Office of the Secretary

**Critical Elements**

Employee Accomplishments  
Did a great job.

**Critical Element 1**



Enter rating and narrative Summary

**Critical Element Rating\***

Exceptional  Superior  Fully Successful  Minimally Successful  Unsatisfactory  N/A

**Narrative Summary\***

**Add Critical Element**

**Performance Award**

Do you want to enter performance award information?  
No



Element rating and Summary rating will be automatically entered

**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	5	E (Exceptional)

Total Numerical Rating: 5 + Number of Elements: 1 = Summary Rating: 5

**Summary Ratings Conversion Chart**

Rating	Description
<input checked="" type="checkbox"/> Exceptional	4.6 - 5.00 AND No Critical element rated lower than 'Superior'
<input 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'



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.

**Employee**

First Name\*  M.I.  Last Name\*

Employee Accomplishments\*

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

I acknowledge the receipt of this form\*

Comments\*

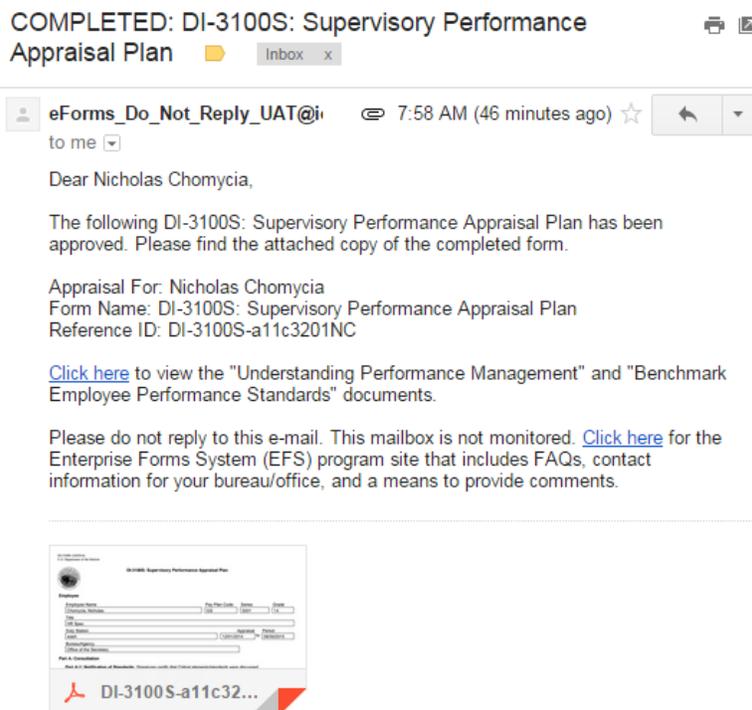
**Attachments**

User	File Name	Description
Nicholas Chomycia	Individual Development Plan.docx	Nick IDP

**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.

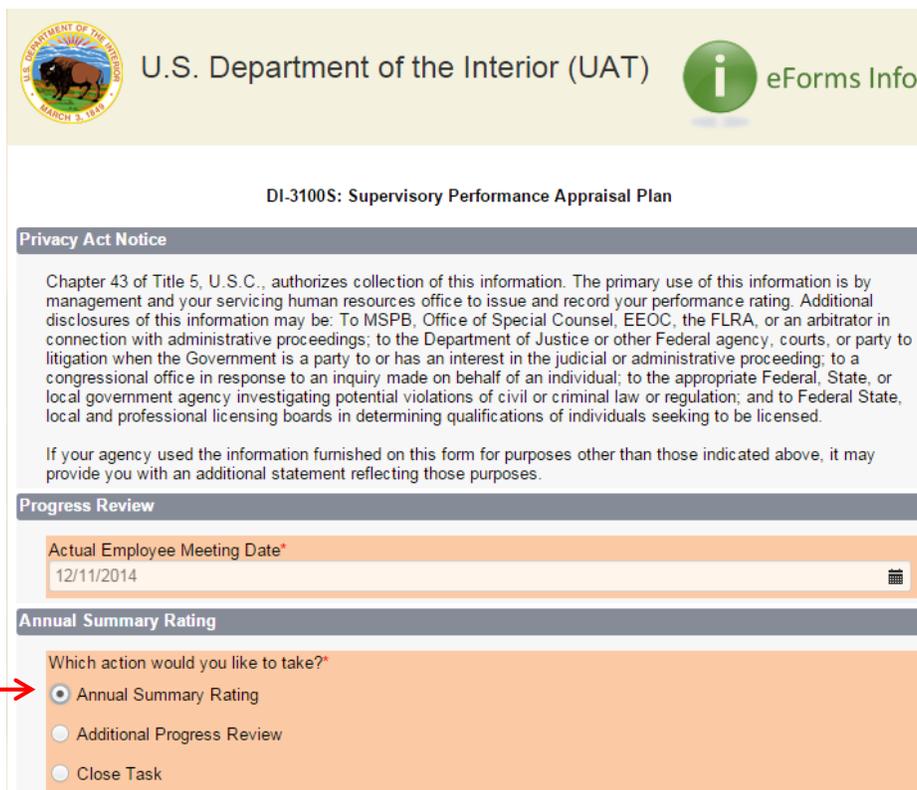
**Save Online** To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

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.



U.S. Department of the Interior (UAT) eForms Info

DI-3100S: Supervisory Performance Appraisal Plan

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**Progress Review**

Actual Employee Meeting Date\*  
12/11/2014

**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

**Attachments**

User  
Nicholas Chomycia

FileName  
Individual Development Plan.docx

Description  
Employee IDP

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.

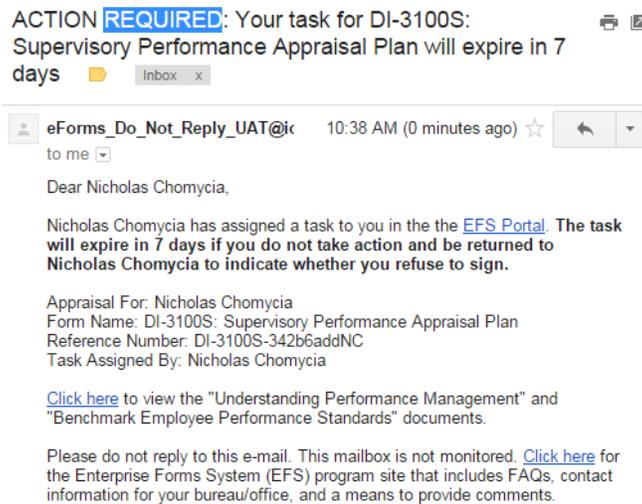
To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

The Rating Official will receive a receipt advising that the form has been submitted for processing.



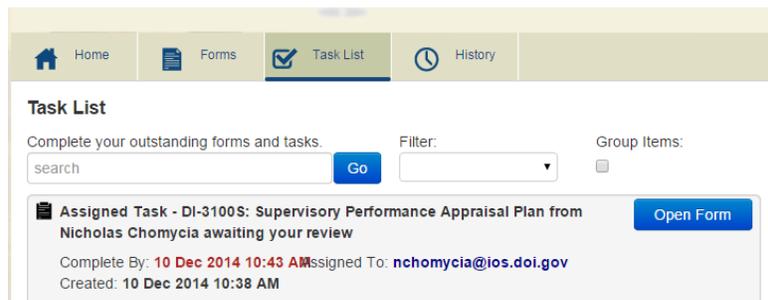
The screenshot shows the U.S. Department of the Interior (UAT) eForms Info interface. At the top, there is a navigation bar with icons for Home, Forms, Task List, and History. Below this, the main heading reads "DI-3100S: Supervisory Performance Appraisal Plan". A green box with a checkmark icon contains the text "Thank you" and "Your form has been submitted for processing." Below this, a white box provides details: "Reference Number: DI-3100S-425 (This number can be used to help track your form's progress)" and "Completed: 10:34 AM, Wednesday 10 December 2014".

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



The screenshot shows an email notification. The subject line is "ACTION REQUIRED: Your task for DI-3100S: Supervisory Performance Appraisal Plan will expire in 7 days". The sender is "eForms\_Do\_Not\_Reply\_UAT@ic" and the time is "10:38 AM (0 minutes ago)". The body of the email reads: "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-3100S: Supervisory Performance Appraisal Plan Reference Number: DI-3100S-342b6addNC Task Assigned By: Nicholas Chomycia [Click here](#) to view the "Understanding Performance Management" and "Benchmark Employee Performance Standards" documents. Please do not reply to this e-mail. This mailbox is not monitored. [Click here](#) for the Enterprise Forms System (EFS) program site that includes FAQs, contact information for your bureau/office, and a means to provide comments."

Task List



The screenshot shows the "Task List" page in the UAT system. The navigation bar includes Home, Forms, Task List, and History. The main heading is "Task List" with the instruction "Complete your outstanding forms and tasks." Below this, there is a search bar with a "Go" button and a "Filter:" dropdown menu. A task entry is listed: "Assigned Task - DI-3100S: Supervisory Performance Appraisal Plan from Nicholas Chomycia awaiting your review" with an "Open Form" button. The task details are: "Complete By: 10 Dec 2014 10:43 AM" and "Assigned To: nchomycia@ios.doi.gov". The task was "Created: 10 Dec 2014 10:38 AM".

## Accomplishments Request – Initial Page

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

**DI-3100S: Supervisory Performance Appraisal Plan**

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

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**Progress Review**

Actual Employee Meeting Date\*  
12/11/2014

**Consultation**

**Rating Official**

Email\*  
Nicholas\_Chomycia@ios.doi.gov

First Name\*  
Nicholas

M.I.  
S

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\*  
Nicholas

M.I.

Last Name\*  
Chomycia

Employee Accomplishments\*  
I did my supervisory duties and performed Strategically

→

**Attachments**

User  
Nicholas Chomycia

FileName  
Individual Development Plan.docx

Description  
Employee IDP

↓

→

**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.

### Narrative Summary #1

[Performance Standards](#)

Exceptional  
Do Exceptionally Well

Superior  
Do Well

Fully Successful\*

Do

Minimally Successful  
Do Partially

Unsatisfactory  
Don't Do

Critical Element Rating\*

Exceptional

Superior

Fully Successful

Minimally Successful

Unsatisfactory

N/A

Narrative Summary  
.He did his Job.

### Narrative Summary #2

Performance Measure\*

Plan Strategically

[Performance Standards](#)

Exceptional  
Do Exceptionally

Critical Element Rating\*

Exceptional

Superior

Fully Successful

Minimally Successful

Unsatisfactory

N/A

Narrative Summary  
He d... Narrative Summary

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.

Performance Award

Do you want to enter performance award information?

No

**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.**)

ElementNumber  
1

Numerical Rating  
3

Rating Description  
F (Fully Successful)

ElementNumber  
2

Numerical Rating  
4

Rating Description  
S (Superior)

Total Numerical Rating 7 ÷ Number of Elements 2 = Summary Rating 3.5

**Summary Ratings Conversion Chart**

	Rating	Description
<input checked="" type="checkbox"/>	Exceptional	4.6 - 5.00 AND No Critical element rated lower than 'Superior'
<input 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

**Attachments**

User

Nicholas Chomycia

FileName

Individual Development Plan.docx

Description

Employee IDP



**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.

**Employee**

**First Name\***  
Nicholas

**M.I.**

**Last Name\***  
Chomycia

**Employee Accomplishments\***  
I did my supervisory duties and performed Strategically

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

**Attachments**

**User**  
Nicholas Chomycia

**FileName**  
Individual Development Plan.docx

**Description**  
Employee IDP



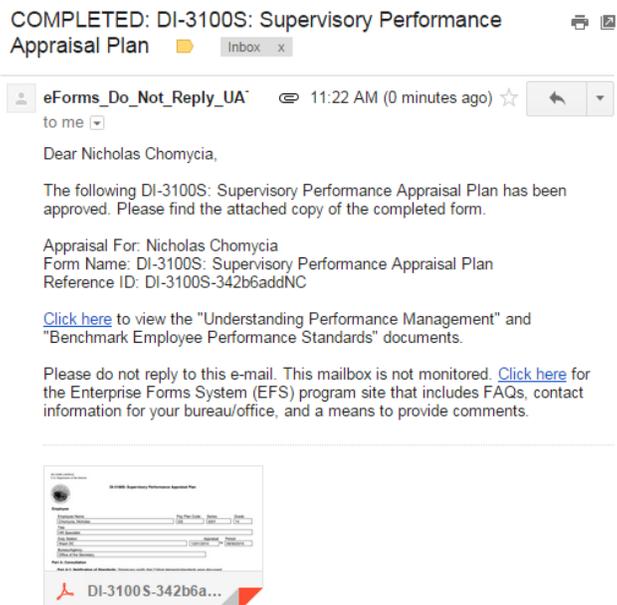
Submit Now

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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.

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.