

Department of the Interior
Office of Human Resources
Performance Management eFORMS Presentation
DI-3100 and DI-3100S

Nick Chomycia

Performance Management Program Manager

Workforce Relations and Performance

Key Points to be Discussed

- * What is EFS
- * What is an eFORM
- * New Features
- * Start up Dates
- * Completion of eFORM
- * Resources

What is EFS

- * Enterprise Forms System (EFS)
 - * Component of eMail Electronic Records and Document Management System (eERDMS).
 - * Framework for storing, accessing, and managing the Department's records.
- * EFS will consolidate all internal forms used by the Department and external forms used by the public into a centralized automated forms program.

What is an eForm

- * An eForm (electronic form) is a computer program version of a paper form.
- * Eliminates the cost of printing, storing, and distributing pre-printed forms.
- * Can be filled out faster because the programming associated with them can automatically format.
- * Can calculate, look up, and validate information.
- * Digital signatures and routing via email reduces completion time.
- * Electronic submission of completed forms eliminates cost of rekeying data and associated errors.

New Features

- * Electronic Signature
- * Online, Paperless Approval
- * Automated E-mail Notices
- * Filters by Bureau/Office
- * Full Text Search
- * Open/Save Forms Online – Submit Online
- * Keeps History Automated Receipt, if needed

Start up Dates

- * Current Paper versions were used to close out FY 2014
- * eFORM is optional for FY 2015
 - * Hard copy forms available in Performance Management (Non-SES) Toolbox
- * Full transition for use in FY 2016

Completion of eFORM

- Form launched December 19, 2014.
- Use for FY 2015 optional by Bureaus and Offices.
- Guidance and instructions are located on the DOI HR website at <http://doi.gov/pmb/hr/index.cfm>.
- Performance Management (Non-SES) Toolbox established with guidance.
- Hard copy forms are also located in the Toolbox.

Completion of eFORM

- * All information is housed in the Department's Electronic Forms System (EFS)
- * To access the system, the link is <https://eforms.doi.gov>

Completion of eFORM

 U.S. Department of the Interior (UAT)

Welcome nchomycia@ios.doi.gov

 eForms Info

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

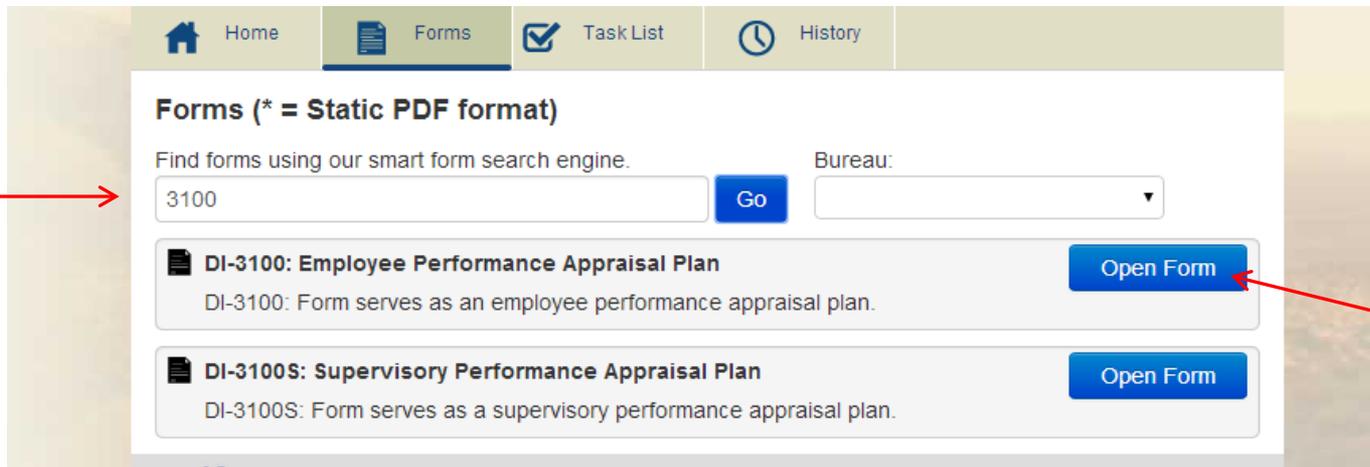
 To ensure optimal performance with this system, the use of Bison Connect (Google Chrome) is highly recommended.


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

Completion of eFORM



The screenshot displays the 'Forms' section of a web application. At the top, there is a navigation bar with icons and labels for 'Home', 'Forms', 'Task List', and 'History'. Below this, the heading 'Forms (* = Static PDF format)' is followed by a search prompt: 'Find forms using our smart form search engine.' A search input field contains the text '3100', and a blue 'Go' button is positioned to its right. To the right of the search field is a 'Bureau:' dropdown menu. Below the search area, two search results are listed. The first result is 'DI-3100: Employee Performance Appraisal Plan' with a description 'DI-3100: Form serves as an employee performance appraisal plan.' and a blue 'Open Form' button. The second result is 'DI-3100S: Supervisory Performance Appraisal Plan' with a description 'DI-3100S: Form serves as a supervisory performance appraisal plan.' and a blue 'Open Form' button. Two red arrows are present: one points from the left edge of the image to the search input field, and another points from the right edge to the 'Open Form' button of the first search result.

Home Forms Task List History

Forms (* = Static PDF format)

Find forms using our smart form search engine.

3100 Bureau:

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.

Completion of eFORM

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

Performance Management (Non-SES) Toolbox



Non-SES Performance Management System

DI-3100 - Employee Performance Appraisal Plan
DI-3100S - Supervisory Employee Performance Appraisal Plan
Guidance to Completing the Employee Performance Appraisal Plan
Guidance to Completing the Supervisory Employee Performance Appraisal Plan
Benchmark Employee Performance Standards
Benchmark Supervisory Performance Standards
Understanding Performance Management
Frequently Asked Questions - Non-SES Performance Appraisal
Guide to Developing Individual Development Plans (IDP)
Instructions for Completing the Individual Development Plan
Individual Development Plan
Departmental Manual Chapter 370 DM 430 - Performance Management System
Performance Appraisal Handbook (370 DM 430)
ePAP - DI-3100 - Initiating a Performance Plan by the Rating Official
ePAP - DI-3100S - Initiating a Performance Plan by the Rating Official
ePAP - DI-3100 - Initiating a Performance Plan on Behalf of the Rating Official
ePAP - DI-3100S - Initiating a Performance Plan on Behalf of the Rating Official
ePAP - DI-3100 - Completed Form Example
ePAP - DI-3100S - Completed Form Example

Completion of eFORM



U.S. Department of the Interior (UAT)



DI-3100: Employee Performance Appraisal Plan

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

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.

DI-3100: Employee Performance Appraisal Plan

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

No

Yes

No

Save Online

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.

Completion of eFORM

DI-3100: Employee Performance Appraisal Plan

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

Yes

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.

Assistant Information

Email*

Nicholas_Chomycia@ios.doi.gov

Consultation

Rating Official

Email*

Completion of eFORM

Employee

Email*

First Name*

M.I.

Last Name*

Title*

Pay Plan Code*

Series*

Grade*

Duty Station*

Appraisal 

Period* 

Bureau/Agency*

Completion of eFORM

Critical Elements	
Critical Element 1	
GPRA/Strategic Goal	Performance Management
Performance Measure*	Human Capital Management - Safe Workplace
<u>Performance Standards</u>	
Exceptional	See Benchmark
Superior	See Benchmark
Fully Successful*	In addition to Benchmark - Updates program guidance.
Minimally Successful	
Unsatisfactory	
Add Critical Element	

Completion of eFORM

ACTION REQUIRED: DI-3100-Guidance for Nicholas Chomycia

eForms_Do_Not_Reply_UAT@ios.doi. Jan 14 (1 day ago) ☆
to me ▾

Dear Nicholas Chomycia,

The following [DI-3100-Guidance for Nicholas Chomycia](#) is awaiting your attention in the the [EFS Portal](#). Please take appropriate action and complete your workflow task in a timely manner.

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

[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.

The screenshot shows the EFS Portal dashboard with navigation tabs for Home, Forms, Task List, and History. A notification banner at the top states: "To ensure optimal performance with this system, the use of Bison Connect (Google Chrome) is highly recommended." Below the banner are three main sections: "Forms" (View available forms and start filling them in), "Task List" (Complete your saved draft forms and tasks), and "History" (View the history of forms you have submitted). A red arrow points from the "Task List" section in the dashboard to the "Task List" section in the email body below.

Forms (* = Static PDF format)

Find forms using our smart form search engine. Bureau:

- 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.

Completion of eFORM

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 

Assistant Information

Email*

Consultation

Rating Official

Email*

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*

Completion of eFORM

Critical Elements

Critical Element 1

GPRA/Strategic Goal
Performance Management

Performance Measure*
Human Capital Management - Safe Workplace

Performance Standards

Exceptional
See Benchmark

Superior
See Benchmark

Fully Successful*
In addition to Benchmark - Updates program guidance.

Minimally Successful

Unsatisfactory

 **Add Critical Element**

Completion of eFORM

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](#)

Completion of eFORM

Submit

Target Progress Review Date* ?

04/15/2015 📅

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?*

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.

Completion of eFORM

- * 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.

Completion of eFORM

- * 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*

Target Progress Review Date

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"? *

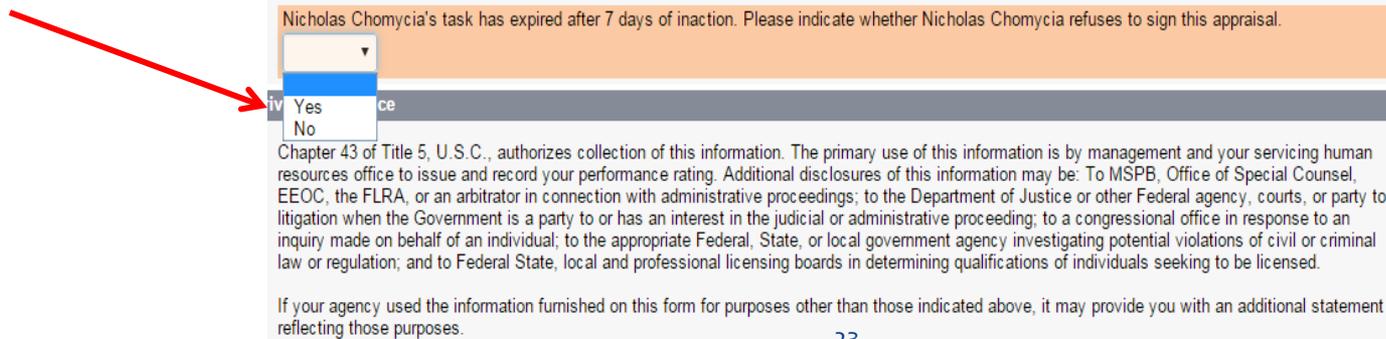
Submit Now When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

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.

Completion of eFORM

- * 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.

iv Yes ce
No

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.

Completion of eFORM

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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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.

Completion of eFORM

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.

Completion of eFORM

* 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.
- * Select the **Assigned Task** and click on **Open Form**.

Home Forms Task List History

Task List

Complete your outstanding forms and tasks. Filter: Group Items:

search

 **Assigned Task - DI-3100-Guidance from Nicholas Chomycia awaiting your review**

Complete By: **9 Jan 2015 12:30 PM** Assigned To: **nchomycia@ios.doi.gov**
Created: **9 Jan 2015 12:27 PM**

Completion of eFORM

DI-3100: Employee Performance Appraisal Plan

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Progress Review

Which action would you like to take?*

Progress Review Interim Review Close Task

Actual Employee Meeting Date*

01/14/2015 

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.

Completion of eFORM

Performance Standards

Exceptional

See Benchmark

Superior

See Benchmark

Fully Successful*

In addition to Benchmarks - Partners with senior leaders and stakeholders

Minimally Successful

Unsatisfactory

Add Critical Element

Employee

First Name*

Nicholas

M.I.

Last Name*

Chomycia

Date of Supervisor Meeting

01/14/2015



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

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.

Completion of eFORM

* Interim Review

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

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.

Completion of eFORM

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

Employee

Employee

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

Completion of eFORM

The image displays two instances of the eFORM interface for 'Critical Element 1' and 'Critical Element 2'. Each instance includes a header bar, a rating section with radio buttons, and a narrative summary text area. Red annotations highlight the 'Enter Rating and Narrative' input area and the 'Critical Element Rating*' section.

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

Completion of eFORM

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'

Element rating and summary rating will be automatically entered

Completion of eFORM

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.

Completion of eFORM

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*

Nicholas

M.I.

Last Name*

Chomycia

Employee Accomplishments*

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

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.

Completion of eFORM

COMPLETED: DI-3100-Guidance

Inbox x



eForms_Do_Not_Reply_UAT@



1:58 PM (1 minute ago)



to me

Dear Nicholas Chomycia,

The following DI-3100-Guidance has been approved. Please find the attached copy of the completed form.

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

The image shows a thumbnail of a completed form titled "DI-3100 Employee Performance Appraisal Form". The form includes fields for Employee Name, Date, and Appraiser Name. Below the form is a red Adobe PDF icon and the text "DI-3100 Guidanc...".

Completion of eFORM

* Annual Rating Summary

DI-3100: Employee Performance Appraisal Plan

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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

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.

Completion of eFORM

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

 **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

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

Completion of eFORM

* Accomplishments Request – Initial Page

DI-3100: Employee Performance Appraisal Plan

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

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

Consultation

Rating Official

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

Employee

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

Completion of eFORM

Employee

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

Employee Accomplishments*

Annual Rating Accomplishments|

Submit Now

Save Online

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.

Completion of eFORM

DI-3100: Employee Performance Appraisal Plan

Privacy Act Notice

Critical Elements

Employee Accomplishments
Annual Rating Accomplishments

Narrative Summary # 1

Critical Element 1

GPRA/Strategic Goal
Performance Management

Performance Measure*
Human Capital Management - Safe Workplace

[Performance Standards](#)

Rating and Narrative

Critical Element Rating*

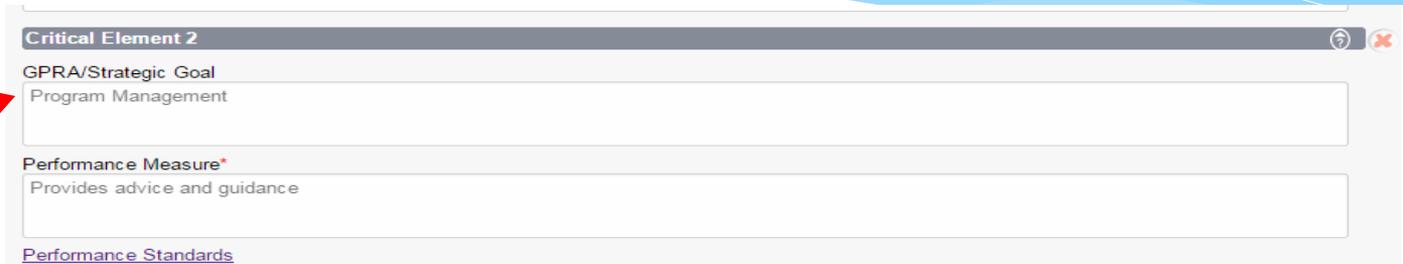
Exceptional Superior Fully Successful Minimally Successful Unsatisfactory N/A

Narrative Summary

Supervisory Input

Completion of eFORM

Narrative Summary #2



Critical Element 2

GPRA/Strategic Goal
Program Management

Performance Measure*
Provides advice and guidance

[Performance Standards](#)

A red arrow points to the 'Program Management' text in the GPRA/Strategic Goal field.

Rating and Narrative



Critical Element Rating*

Exceptional Superior Fully Successful Minimally Successful Unsatisfactory N/A

Narrative Summary
Supervisory Input

A red circle is positioned to the left of the radio buttons. Two red arrows originate from this circle: one points to the 'Superior' radio button, and the other points to the 'Supervisory Input' text in the Narrative Summary field.

Completion of eFORM

Performance Award

Do you want to enter performance award information?*

Yes ▾

Time Off

Cash

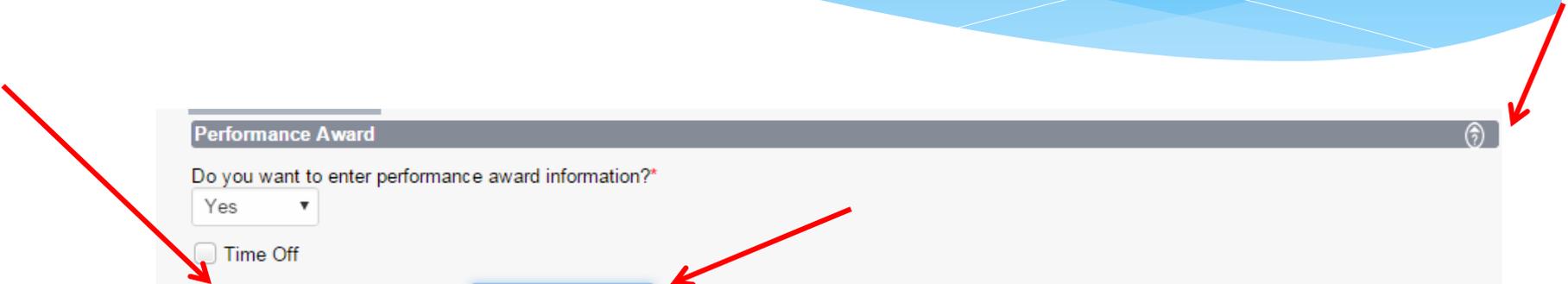
Other

Award Type* Cash

Cash

Percent of Pay

 Award Type is required.



Completion of eFORM

* Summary Rating Determination

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)

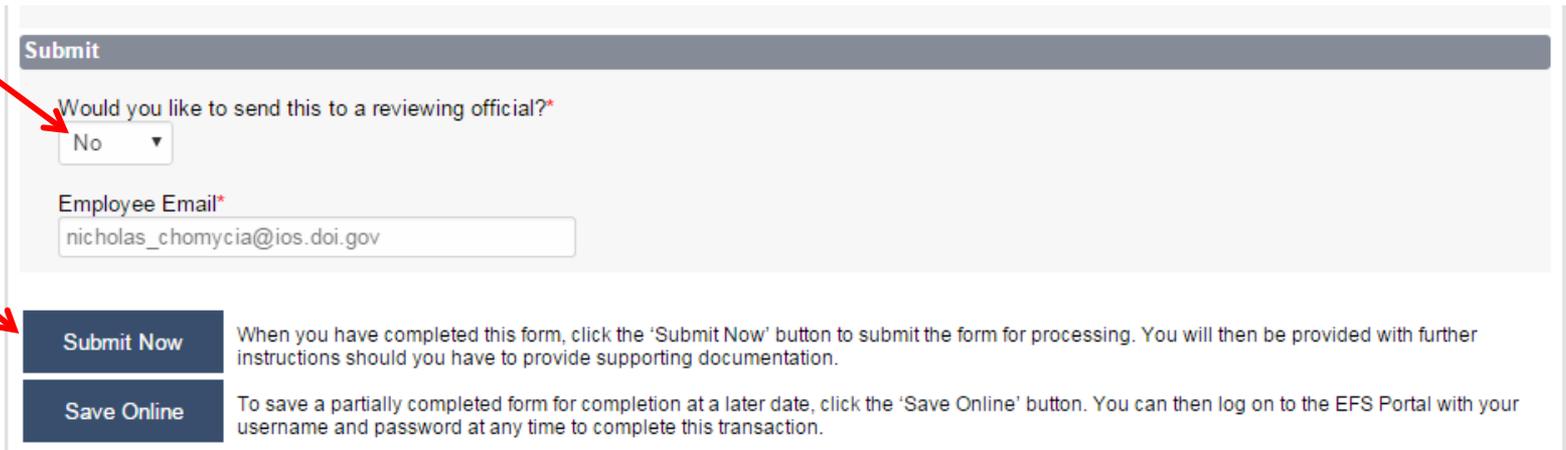
Total Numerical Rating: 8 ÷ Number of Elements: 2 = Summary Rating: 4.00

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.

Completion of eFORM



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.

Completion of eFORM

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'

Employee

First Name* M.I. Last Name*

Employee Accomplishments*

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

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.

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Completion of eFORM

Employee

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

Employee Accomplishments*

Annual Rating Accomplishments

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

No ▾

I acknowledge the receipt of this form*

Comments*

Completion of eFORM

The screenshot displays an email client interface. At the top, there is a toolbar with icons for back, forward, search, delete, folder, tag, and a 'More' dropdown. Below this, the email subject is 'COMPLETED: DI-3100-Guidance' with a yellow folder icon and 'Inbox x' in a grey box. To the right are print and share icons. The sender is 'eForms_Do_Not_Reply_UA' with a profile icon, and the recipient is 'to me' with a dropdown arrow. The time is '9:58 AM (19 minutes ago)' with a star icon and a reply dropdown. The email body contains the following text:

Dear Nicholas Chomycia,

The following DI-3100-Guidance has been approved. Please find the attached copy of the completed form.

Appraisal For: Nicholas Chomycia
Form Name: DI-3100-Guidance
Reference ID: DI-3100 Guidance-cf9dddd1NC

Below the text is a thumbnail of a PDF document titled 'DI-3100 Guidanc...'. The document is a '2016 Employee Performance Appraisal Plan' with a header and a form section for 'Employee' information, including fields for Employee Name, Organization, Title, Date, Appraiser, and Office of the Secretary.

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.

Resources

- * ESF Portal Access
- * EFS Information Site
- * Performance Management (Non-SES) Toolbox

Questions?

- * **Nick Chomycia**

- * Employee Relations Program Manager
- * US Department of the Interior
- * Office of Human Resources
- * 1849 C Street, NW
- * Washington, DC 20240
- * Tel: 202.208.6107

- * **Vicki G. Johnson**

- * Director, Workforce Relations and Performance
- * US Department of the Interior
- * Office of Human Resources
- * 1849 C Street, NW
- * Washington, DC 20240
- * Tel: 202.208.7271