

Frequently Asked Questions – Executive Resources Coordinators Automated DI-2011 and DI-2002 Forms

How do you access the forms?

<https://eforms.doi.gov>

The screenshot shows the U.S. Department of the Interior (UAT) eForms Info homepage. The page features a navigation bar with 'Home', 'Forms', 'Task List', and 'History' tabs. A central message states: 'To ensure optimal performance with this system, the use of Bison Connect (Google Chrome) is highly recommended.' Below this, three main sections are displayed: 'Forms' (View available forms and start filling them in), 'Task List (5)' (Complete your saved draft forms and tasks), and 'History' (View the history of forms you have submitted). A 'Forms' tooltip is open, providing a description and 'Quick Links' to 'BLM 1112-5: Risk Management Worksheet' and 'BLM 1520-102a: License Plate Transmittal Memorandum'. The footer includes the 'the IQ Business Group' logo, a disclaimer, and 'Powered By Avoka Transact'.

To begin, click on the Forms menu. You can either use the **Search** function to find the form on the list or scroll down to the DI-2011/DI-2002 forms.

The screenshot shows the 'Forms' page on the U.S. Department of the Interior (UAT) eForms Info homepage. The page title is 'Forms (* = Static PDF format)'. It features a search bar with a 'Go' button and a 'Bureau:' dropdown menu. Below the search bar, a list of forms is displayed, each with a title, a description, and an 'Open Form' button. The forms listed are:

- BLM 1112-5: Risk Management Worksheet
- BLM 1520-102a: License Plate Transmittal Memorandum
- BLM 3600-6: Certificate Terminating Mineral Materials Sale Contract
BLM 3600-6: Placeholder form description
- BOR 7-2600: Authorization for Purchase Administrative Uniform Clothing
BOR 7-2600: Placeholder form description
- BOR 7-2652: Temporary Duty Extension
BOR 7-2652: Placeholder form description
- BOR POM-221: Authorized Employee Proficiency Checklist
BOR POM-221: Placeholder form description
- BR-1615
Conference request form
- DI-0001: Requisition
DI-1: Form reports requisition of items or property.
- DI-0102: Receiving Report
DI-102: Form reports receipt of item or property.
- DI-0103A: Certificate of Unserviceable Property
DI-103A: Form certifies a property as unserviceable based on fair wear and tear.

Once you find the form, click on the **Open Form** button next to the form name. The form can only be sent between individuals with an established account.

Can someone else other than the Rating Official initiate the form?

Yes, in addition to the rating official, the form can be initiated by an authorized individual, such as an Executive Resources Coordinator or Chief of Staff. The Executive or Senior Professional can also initiate their own performance plan. When the form is opened, the first question asked is “Are you initiating the form on behalf of someone else?” If the answer is **Yes**, select **Yes** from the drop down list. The initiator’s name will appear in the *Initiator Information* section. Once the form is completed, it will be forwarded to the Rating Official for their review before it goes to the executive/senior professional.

What does this symbol found on the form mean?

This is a help symbol. If you click on it, it will provide further detail on the section you are viewing.

What does this symbol found on the form mean?

This is an expansion symbol. If you click on it, it will provide expanded text for the section you are viewing.

Can the form be edited?

Yes, the form can be edited when the performance plan is being developed and at the Progress Review stage. The only person that can edit the form is the Rating Official.

Can I access the forms of the Rating Officials and executives/senior professional s within my serviced areas?

No, you cannot access or view the forms that have not been sent to you or are not in your task list.

Can the forms be sent to me?

Yes, courtesy copies of the forms can be provided to you at two points – after the plan is put into place and after the Progress Review is completed. This is an optional feature. If you wish to have courtesy copies of the forms sent to you, you must direct your executives/senior professionals to do this and provide them an email of who to send the form to. If someone fails to provide you with a copy, they can forward their email copy of the form to you.

You will also receive the forms after the appraisal is completed by the Rating Official and executive/senior professional. At the end of the rating cycle, you must let your executives/senior professionals know who to send the appraisals to at the end of the rating cycle. You will have an opportunity to perform a technical review. Once you complete your review, you will forward the form to the Executive Resources Division.

Will I receive a notification when it is time to complete the Progress Review and the Annual Review at the end of the rating period?

Only the Rating Official and executive/senior professional will receive reminders. At the beginning of the rating cycle, the Rating Official will enter a proposal date for the Progress Review. A notification will be sent to the Rating Official 15 days prior to the proposed Progress Review date reminding them to complete this task. At the Progress Review, the Rating Official will enter a proposed date for the Annual Review. A notification will be sent to the executive/senior professional 15 days prior to the proposed Annual Review date reminding them to complete this task.

It is recommended that you still send general reminders to the executives/senior professionals and Rating Officials when it is time to complete Progress Reviews and Annual Reviews.

Will I be able to tell who has completed their plan, progress review or appraisal?

We understand that there is capability to view who has completed tasks. Once we have more information on how this works, we will provide that to you.

How much text can be entered?

The maximum number of characters for the following fields is 2500 characters:

DI-2011

Agency-Specific Performance Requirement
Results-Driven Performance Requirement
Strategic Alignment
Higher Level Review Response and Recommendation

DI-2002

Optional Organizational Performance Standards
Critical Element Name
Link to Strategic Plan/Organizational Goals
Performance Commitments

The maximum number of characters for the following fields is 10,000 characters (approximately 2-1/4 pages of text)

DI-2011

Progress Review Comments
Accomplishment Narrative
Rating Official Narrative (Optional)
Summary Rating Narrative (Mandatory)
Comments (if the executive/senior professional disagrees with performance plan or requesting a Higher Level Review)
Comments (if the Reviewing Official disagrees with the performance plan, progress review or rating)
Performance Review Board Comments

DI-2002

Progress Review Comments
Senior Professional's Summary of Accomplishment
Supervisor's Justification for Rating
Comments (if the executive/senior professional disagrees with performance plan or rating)
Comments (if the Reviewing Official disagrees with the performance plan, progress review or rating)
Performance Review Board Comments

Can a form be deleted?

Yes, a saved form can be deleted but a form in progress cannot be deleted.

Can a form be deleted if an executive/senior professional has left the agency?

Yes, the Rating Official can close the form at the Progress Review or Annual Appraisal stage by clicking on the **Close Task** radio button and clicking on the **Submit Now** button.

Can an interim review be completed if an executive/senior professional has left the position?

Yes, the Rating Official can initiate an interim review at the Progress Review stage.

How will I know if an individual has requested a Higher Level Review?

The form will not come to you until after the review is completed. You must direct your Rating Officials to notify you when an individual has requested a Higher Level Review.

Will we need to provide hard copies of appraisals to the Executive Resources Division at the end of the rating cycle?

No, when using this system, you will no longer need to provide original copies of performance appraisal with 4 copies. The Performance Review Board process will be performed through this system and will be a paperless process.

Will we still need to complete and provide spreadsheets documenting the ratings and recommended recognition?

Yes, we will continue to ask you to complete and provide these spreadsheets.

What happens to the form after the appraisal is completed?

After you complete your technical review, you will forward the form to the Executive Resources Division, Office of Human Resources to forward to the Performance Review Board for their recommendation and the Executive Resources Board for their final decision. Once the final decision has been recorded by the Executive Resources Board, the final appraisal will be posted to the executive's/senior professional's electronic official personnel folder or eOPF (*NOTE: This last feature is not available at this time but is expected to be in place by the end of the rating cycle*).