

Frequently Asked Questions – Rating Officials 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 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', 'BOR 7-2600: Authorization for Purchase Administrative Uniform Clothing', 'BOR 7-2652: Temporary Duty Extension', 'BOR POM-221: Authorized Employee Proficiency Checklist', 'BR-1615: Conference request form', 'DI-0001: Requisition', 'DI-0102: Receiving Report', and 'DI-0103A: Certificate of Unserviceable Property'.

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.

How do I know what fields are mandatory?

Any field with a small red asterisk is mandatory.

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.

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?

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

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 form. 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.

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.

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

Will I get a copy of the form?

At the end of each major stage (performance plan development, progress review, annual review), you will receive an email "receipt" or copy of the appraisal.

How do I send a courtesy copy of my plan/appraisal to my Human Resources Office?

The executive/senior professional can provide a copy of this form to the Servicing Human Resources Office at three points – after the plan is put in place, after the progress review, and when the appraisal is completed. After the executive/senior professional completes these tasks, a check box will appear. To send the form, the executive/senior professional will check the box and enter the email address of the appropriate Executive Resources Coordinator.

What if the executive/senior professional does not agree with the proposed performance plan?

Once the form is sent to the executive/senior professional for review, they will be asked if they agree with the performance plan. If they choose **No**, they can provide comments for you to consider. You can make changes as appropriate and send the form back to the executive/senior professional for review and approval. Please note the electronic capabilities of this form should not replace any verbal discussions between you and the executive/senior professional to work out any disagreements.

Can the form be sent to a Reviewing Official?

Yes, a Reviewing Official can review the form at the plan development stage, at the Progress Review stage and at the Annual Review stage. This is optional. The Reviewing Official can indicate whether or not they agree and provide comments if they do not agree. Those comments will be provided back to you for consideration.

Can the executive/senior professional request a Higher Level Review?

Yes. After you complete the rating and the executive/senior professional do not agree with the rating, the executive/senior professional can request a Higher Level Review. The executive/senior professional can also provide comments (up to 10,000 characters or 2-1/2 pages) for the official completing the Higher Level Review to consider. These comments and the recommendation and comments provided by the official completing the Higher Level Review will become part of the record and will be provided to the Performance Review Board.

Can I delete a form?

You can delete a saved form but you cannot delete a form in progress.

Can I delete a form if an executive/senior professional has left the agency?

You 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 I complete an interim review if an executive/senior professional has left the position?

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

What happens to the form after the appraisal is completed?

The form will be sent to the Servicing Human Resources Office for a technical review. They 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 your 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).*