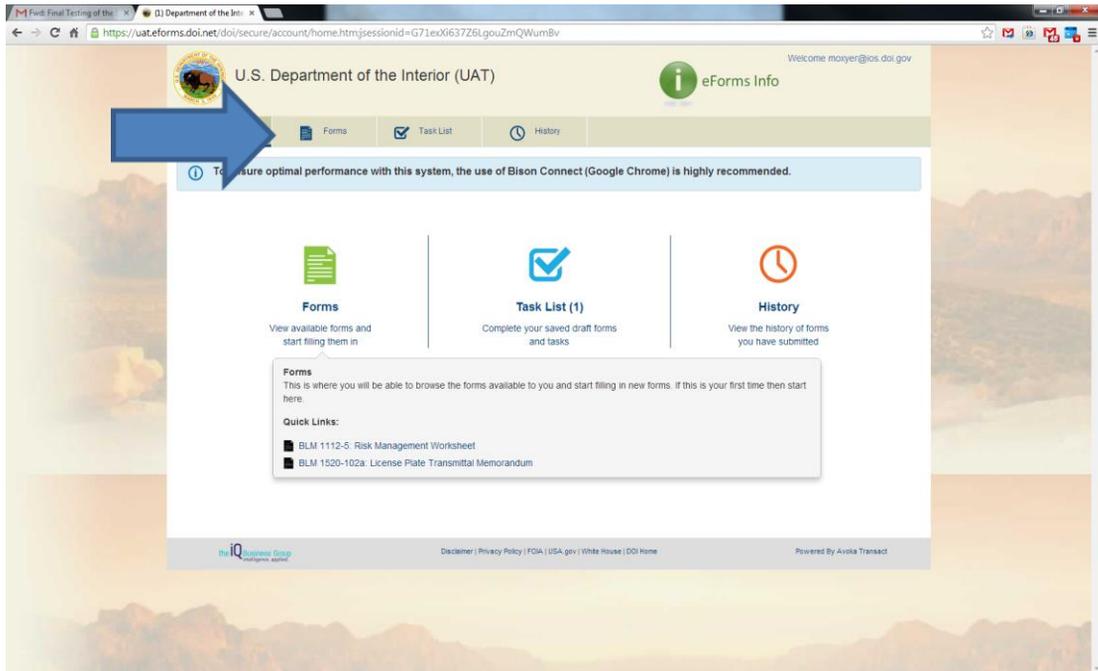


Initiating a Performance Plan on Behalf of a Rating Official – DI-2002

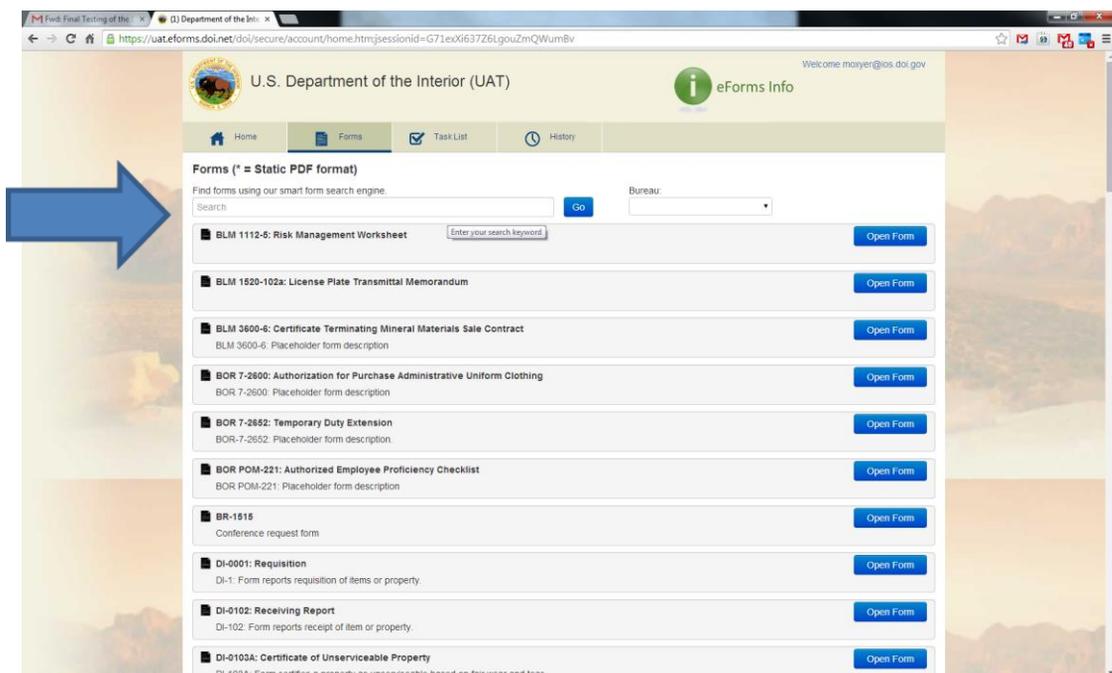
Plans can be initiated by an authorized individual (Senior Professional, Chief of Staff, Executive Resources Coordinator) on behalf of the Rating Official. The initiator will be responsible for completing all the required fields, including the Rating Official's email, the senior professional's email, bureau, title, location, rating period, and Position Specific Elements.

Link to eForms site <https://eforms.doi.gov/>

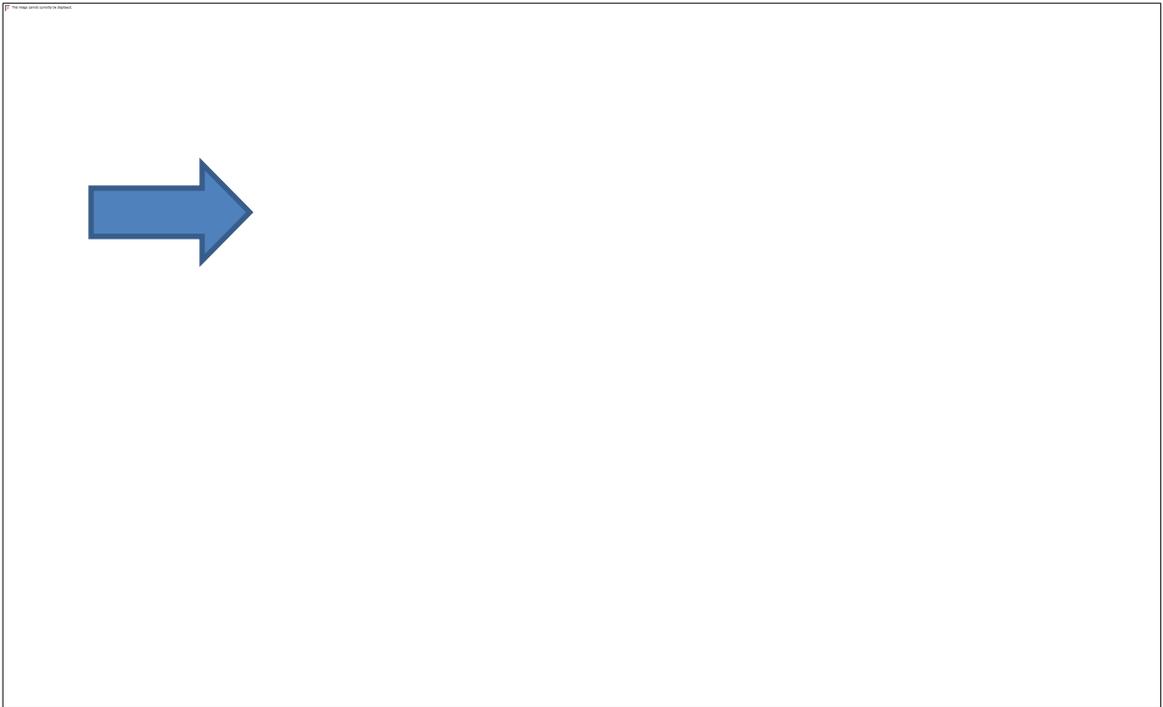
To begin, click on the **Forms** tab.



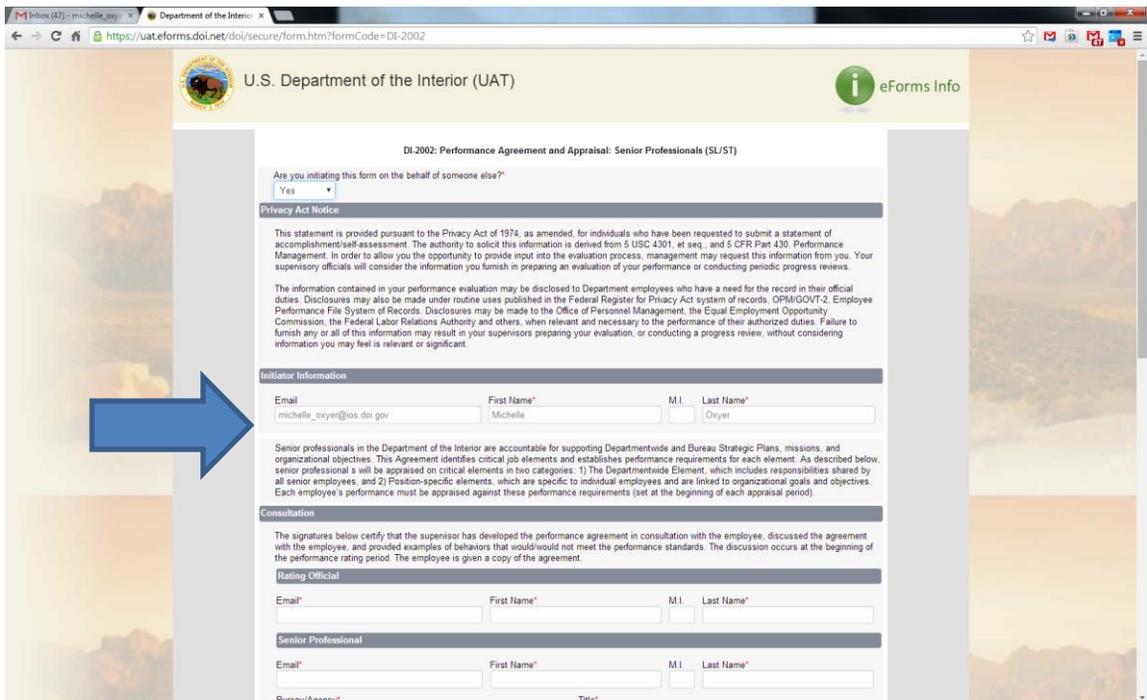
To find the form, you can either use the **Search** function or scroll down to the DI-2002 form. Once you find the form, click on the **Open Form** button next to the form name.



To begin completing the form on behalf of a Rating Official, click on the drop down menu and choose **YES**.



The initiator's name will automatically populate the Initiator Information fields. Complete all of the mandatory Fields (marked with a red asterisk) and optional fields as appropriate.



U.S. Department of the Interior (UAT)

DI-2002: Performance Agreement and Appraisal: Senior Professionals (SL/ST)

Are you initiating this form on the behalf of someone else?
Yes

Privacy Act Notice

This statement is provided pursuant to the Privacy Act of 1974, as amended, for individuals who have been requested to submit a statement of accomplishment/self-assessment. The authority to solicit this information is derived from 5 USC 4301 et seq. and 5 CFR Part 430, Performance Management. In order to allow you the opportunity to provide input into the evaluation process, management may request this information from you. Your supervisory officials will consider the information you furnish in preparing an evaluation of your performance or conducting periodic progress reviews.

The information contained in your performance evaluation may be disclosed to Department employees who have a need for the record in their official duties. Disclosures may also be made under routine uses published in the Federal Register for Privacy Act system of records, OPM/GOV1-2, Employee Performance File System of Records. Disclosures may be made to the Office of Personnel Management, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority and others, when relevant and necessary to the performance of their authorized duties. Failure to furnish any or all of this information may result in your supervisors preparing your evaluation, or conducting a progress review, without considering information you may feel is relevant or significant.

Initiator Information

Email michelle_oxyer@ios.doi.gov First Name* Michelle M.I. Last Name* Oxyer

Senior professionals in the Department of the Interior are accountable for supporting Departmentwide and Bureau Strategic Plans, missions, and organizational objectives. This Agreement identifies critical job elements and establishes performance requirements for each element. As described below, senior professional a will be appraised on critical elements in two categories: 1) The Departmentwide Element, which includes responsibilities shared by all senior employees, and 2) Position-specific elements, which are specific to individual employees and are linked to organizational goals and objectives. Each employee's performance must be appraised against these performance requirements (set at the beginning of each appraisal period).

Consultation

The signatures below certify that the supervisor has developed the performance agreement in consultation with the employee, discussed the agreement with the employee, and provided examples of behaviors that would/would not meet the performance standards. The discussion occurs at the beginning of the performance rating period. The employee is given a copy of the agreement.

Rating Official

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

Senior Professional

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

Bureau/Agency* Title*

Some fields have help or expansion buttons that provide you with additional information to assist you in completing the form. Click on the symbols for further details.

The screenshot shows a web browser window with the URL <https://uat.eforms.doi.net/doi/secure/form.htm?formCode=DI-2002>. The form is titled "Working Standard" and contains the following sections:

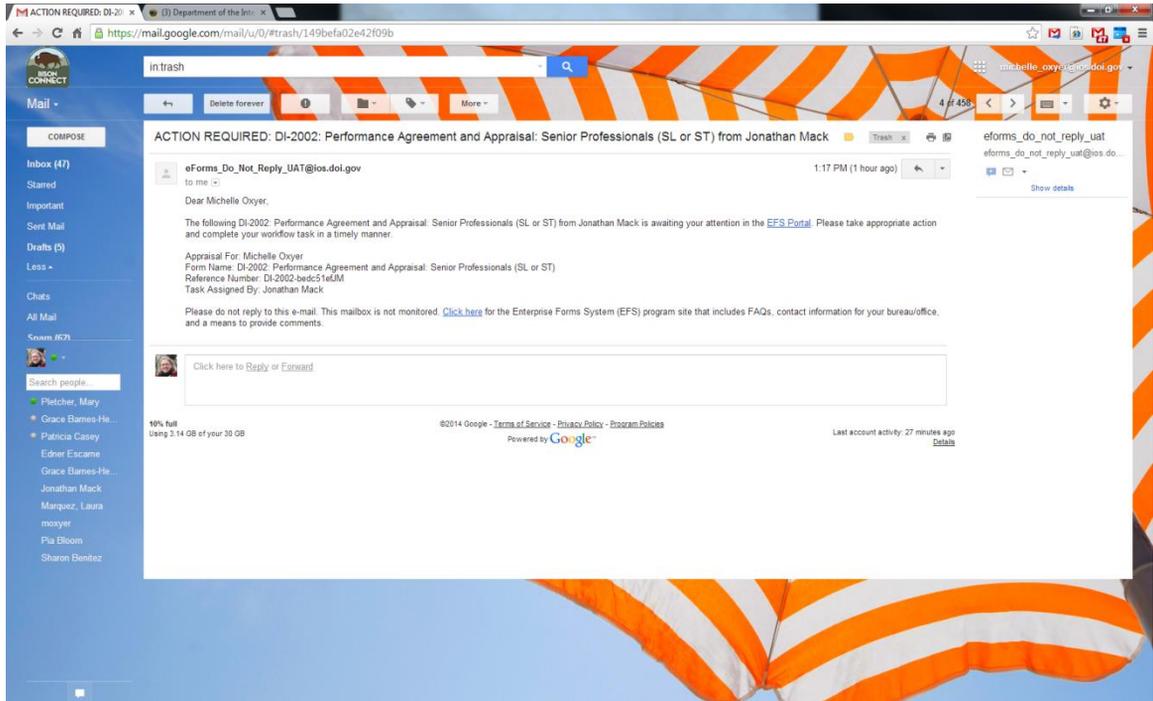
- Personal Information:** Fields for Email (michelle_oxyer@ios.doi.gov), First Name (Michelle), M.I., and Last Name (Oxyer).
- Senior Professional:** Fields for Email, First Name, M.I., and Last Name.
- Bureau/Agency:** A dropdown menu.
- Title:** A text field.
- Location:** A text field.
- Rating Period:** Two date fields in MM/DD/YYYY format.
- Performance Elements:** A section with three elements:
 - Element 1: Mandatory Departmentwide Element:** Includes a field for "Optional Organizational Performance Standards".
 - Position-Specific Element 2:** Includes a "Critical Element Name" field, a "Link to Strategic Plan/Organization Goals" field, and "Performance Commitments".
 - Position-Specific Element 3:** Includes a "Critical Element Name" field, a "Link to Strategic Plan/Organization Goals" field, and "Performance Commitments".

The performance plan requires 2 to 6 position specific performance elements. The default number of Performance elements on this automated form is 2. If you need to add additional Performance Elements, click on the **Add Element** button. When you have completed the form, click on the **Submit Now** button to forward the form 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 eForms menu to find the form and click on **Open Form** to resume completing the form.

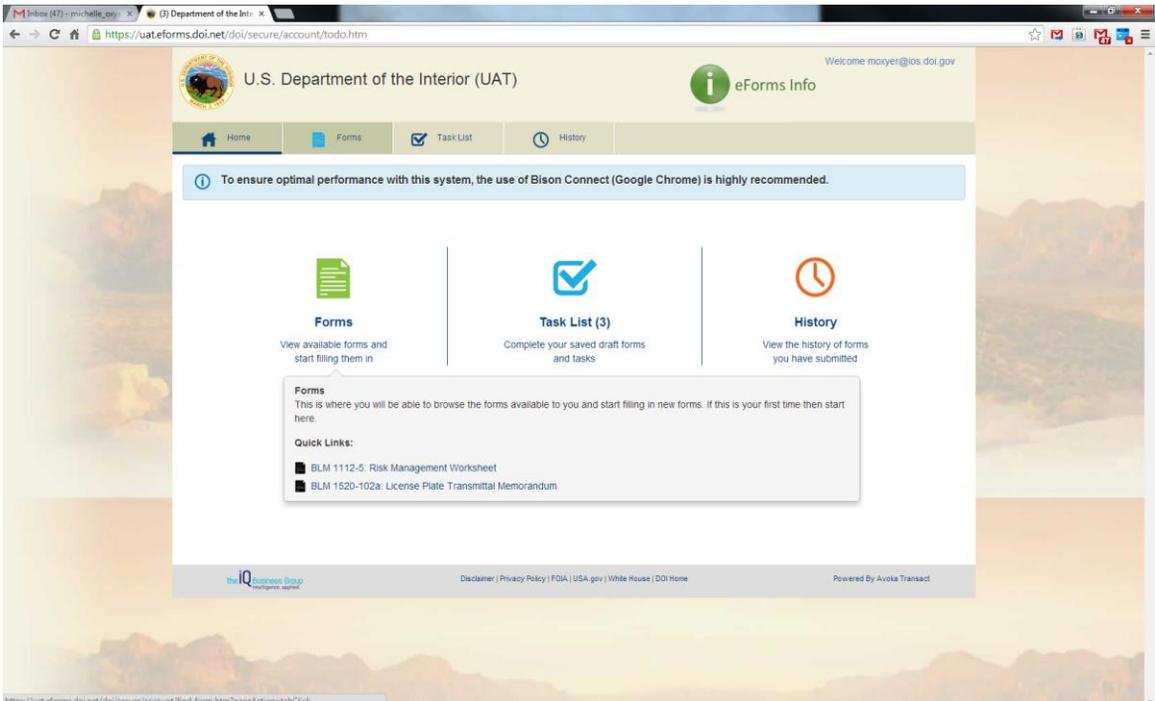
This screenshot shows the same form as above, but with a focus on the bottom section. A large blue arrow points to the "Add Element" button. Below it are the "Submit Now" and "Save Online" buttons, each with a brief description of their function. The "Submit Now" button states: "When you have completed 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 states: "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." At the bottom of the page, there is a footer with "the IQ Business Group" logo, a disclaimer, and "Powered By Avista Transact".

Rating Official Responsibilities

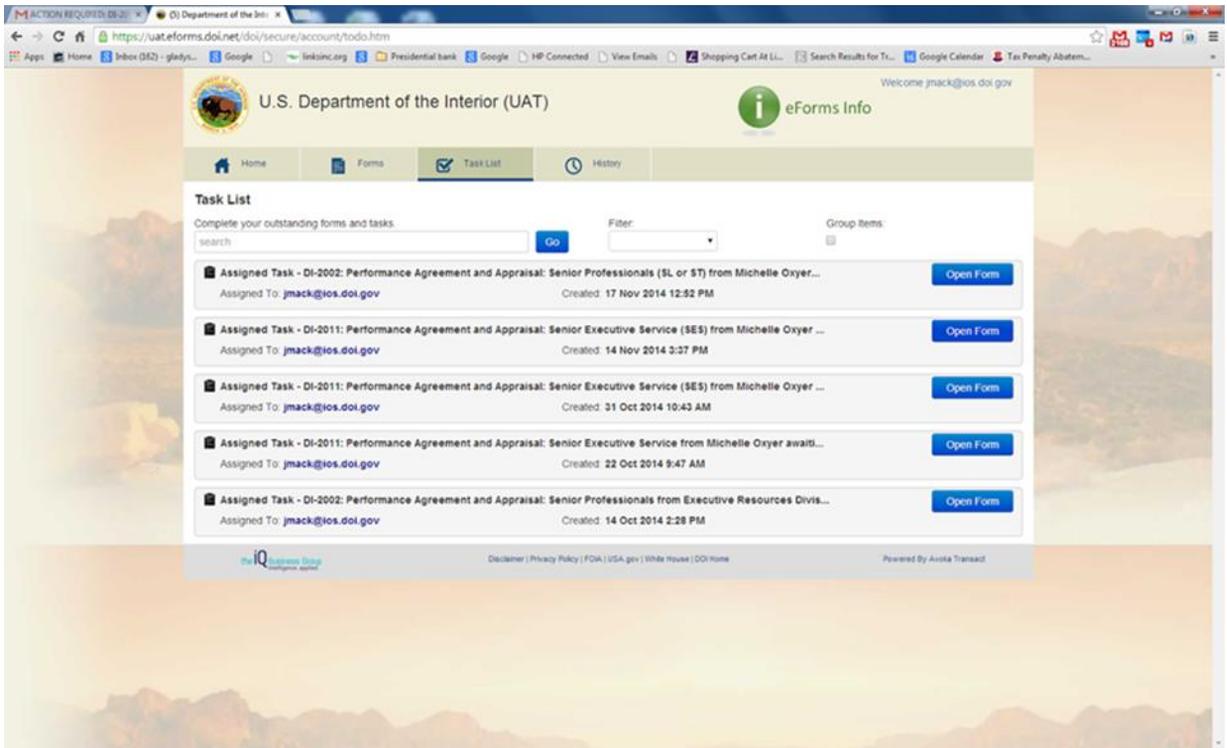
As the Rating Official, you will receive an email notifying you that an item is in your task list.



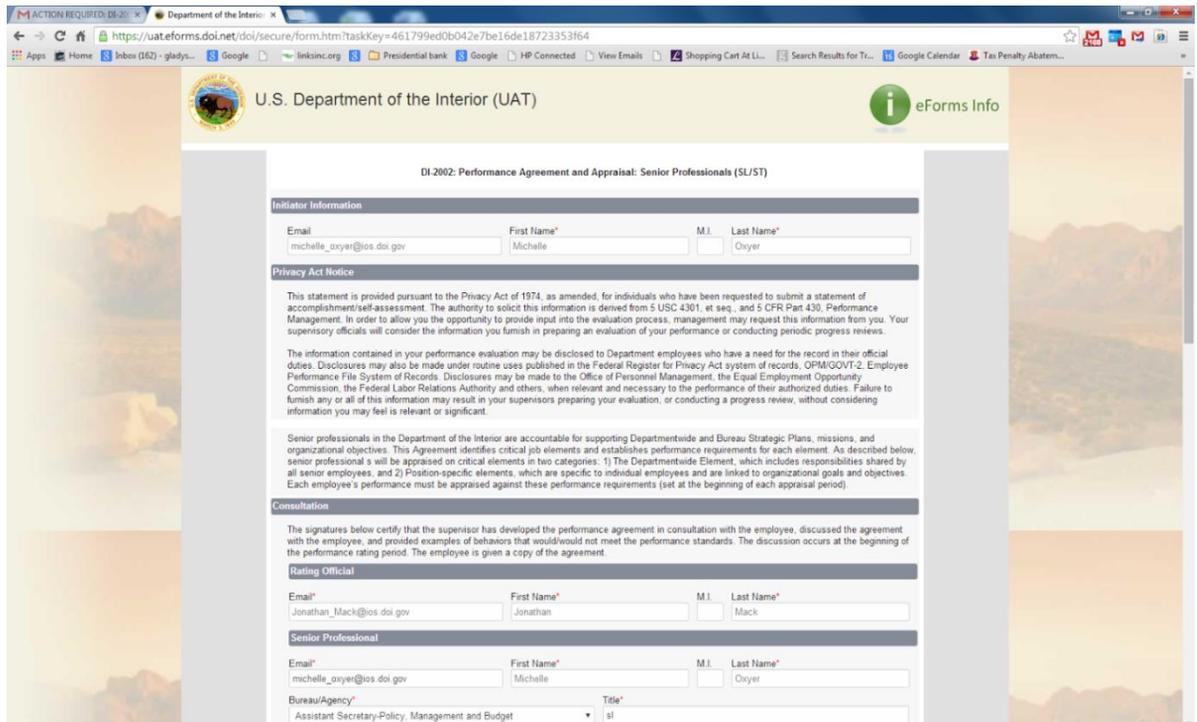
. From the main menu, click on the **Task List** menu.



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



You can now review and edit plan. To make edits, just click in the appropriate field and start typing.



After the review is complete, there is an option to route the plan through a reviewing official. To send the plan to a reviewing official, click on the drop down under the question and click **YES**. You will then enter their email address. If you choose to do this, the reviewing official will have an opportunity to review/comment/concur on the plan. The plan will then be returned to you. Once it is returned to you, you will be prompted to forward the plan to the executive.

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

When you have completed the form, click on the **Submit Now** button to forward the form to the Senior Professional for their review and approval. 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 eForms menu to find the form and click on **Open Form** to resume completing the form.

Once the Senior Professional reviews and approves the performance plan, both you and the Senior Professional will receive a "receipt" or copy of the performance plan via email.

The screenshot shows a web browser window with the URL <https://uat.efrms.doi.net/doi/secure/form.htm?taskKey=461799ed0b042e7be16de18723353f64>. The page is titled "Department of the Interior" and contains a performance plan form. The form includes the following sections:

- Link to Strategic Plan/Organization Goals:** A text box containing "DOI Strategic Plan".
- Performance Commitments:** A text box containing "I will complete task A".
- Position Specific Element 3: Complete Task B:** A section with a detailed instruction: "In the space below, the employee and his or her immediate supervisor must describe at least two, but no more than six critical actions, objectives, and/or results that the incumbent will be expected to accomplish during the performance rating period. These elements must be derived from and directly contribute to the program priorities and objectives established by the organization's Strategic Plan, Government Performance and Results Act (GPRA), Program Assessment and Reporting Tool (PART), President's Management Agenda, or other strategic planning document. These elements may be modified during the evaluation period if circumstances warrant. Changes must be made at least 90 days before the end of the evaluation period to prevent having to extend the evaluation period." Below this instruction is a text box containing "Complete Task B".
- Link to Strategic Plan/Organization Goals:** A second text box containing "DOI Strategic Plan".
- Performance Commitments:** A second text box containing "I will complete task B".
- Add Element:** A blue button.
- Submit:** A grey button.
- Would you like to send this to a reviewing official?:** A dropdown menu.
- Target Progress Review Date:** A date field with the format "MM/DD/YYYY".
- Senior Professional Email:** A text box containing "michelle_oxyer@ios.doi.gov".
- Submit Now:** A blue button with a tooltip: "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 blue button with a tooltip: "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."

At the bottom of the page, there is a footer with the following text: "Disclaimer | Privacy Policy | FOIA | USA.gov | White House | DOI Home" and "Powered By Avoka Transact".