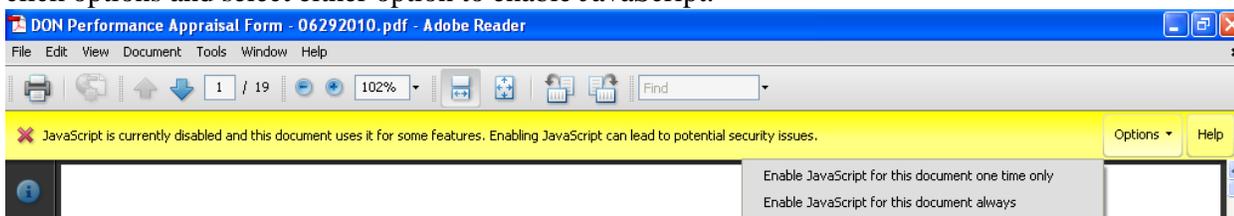




## DON Interim Performance Management System (IPMS) Completing an Annual Assessment

An annual review is conducted at the end of the performance cycle on 30 September each year. Employees must complete self-assessments by 15 October, and Rating Officials must complete their assessments by 30 October each year. This sheet shows how to complete the assessments on the DON Performance Appraisal Form.<sup>1</sup>

1. Employee should open their copy of the performance appraisal; if you receive a JavaScript warning, click options and select either option to enable JavaScript.

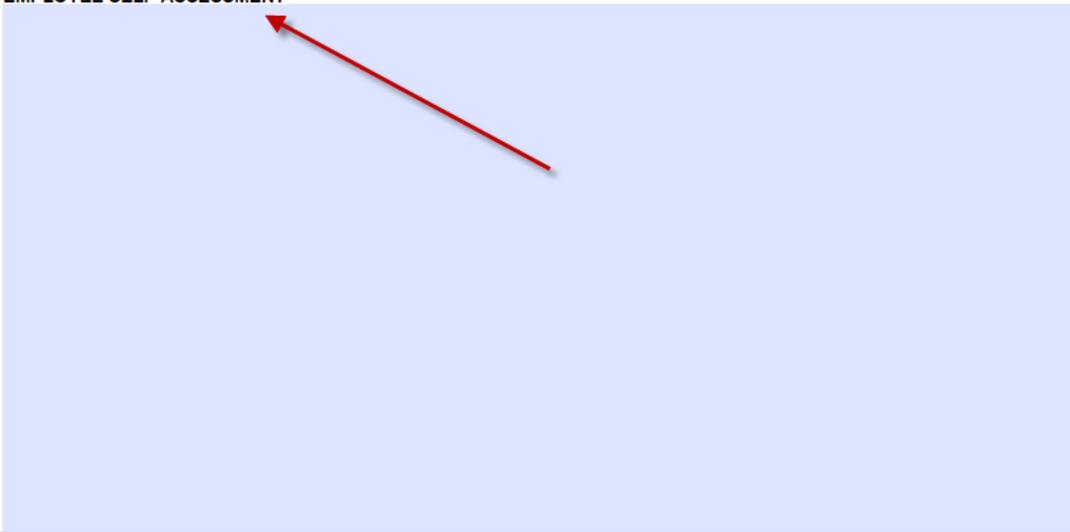
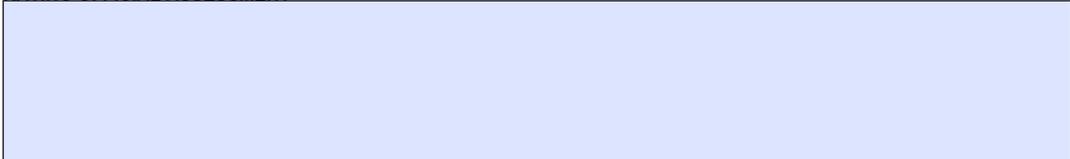


2. Parts A-D should have been fully completed, of particular importance is Part D which should look something like this:

PART D - PERFORMANCE PLAN DOCUMENTATION			
The following signature blocks must be signed within 30 days from the start of the appraisal period, entrance on duty of a new employee, or upon formal change to this plan.			
1. POSITION DESCRIPTION CERTIFICATION <i>(to be completed by Rating Official)</i>			
I certify that the employee's position description (PD) is current and accurate. <input checked="" type="checkbox"/>			
2. MEANS OF DELIVERY <i>(Enter date under method used)</i>	a. FACE-TO-FACE Oct 21, 2010	b. TELEPHONE	c. OTHER <i>(Explain):</i>
3.a. PRINTED NAME OF RATING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		
Harding, Kyle G	Digitally signed by HARDING.KYLE.G.1393080031 Date: 2011.01.10 12:17:02 -05'00'		
c. TITLE AND ORGANIZATION			d. DATE
Supervisory Management Analyst			Oct 10, 2010
4.a. PRINTED NAME OF SENIOR RATING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE		
Harding, Kyle G	Digitally signed by HARDING.KYLE.G.1393080031 Date: 2011.01.10 12:18:15 -05'00'		
c. TITLE AND ORGANIZATION			d. DATE
Supervisory Management Analyst			Oct 20, 2010
5.a. SIGNATURE OF EMPLOYEE <i>(Receipt acknowledged. Signature does not indicate agreement or disagreement.)</i>			b. DATE
Digitally signed by HARDING.KYLE.G.1393080031 Date: 2011.01.10 12:28:53 -05'00'			Oct 21, 2010

<sup>1</sup> These instructions utilize Version 3 of the IPMS form, which is the most recent for FY11. DON allows the use of prior versions of the form, which may differ from the examples presented here. While the specific locations may change, general workflow remains the same between all forms. Please note that all plans for FY12 must be done on the new version 4 of the IPMS form.

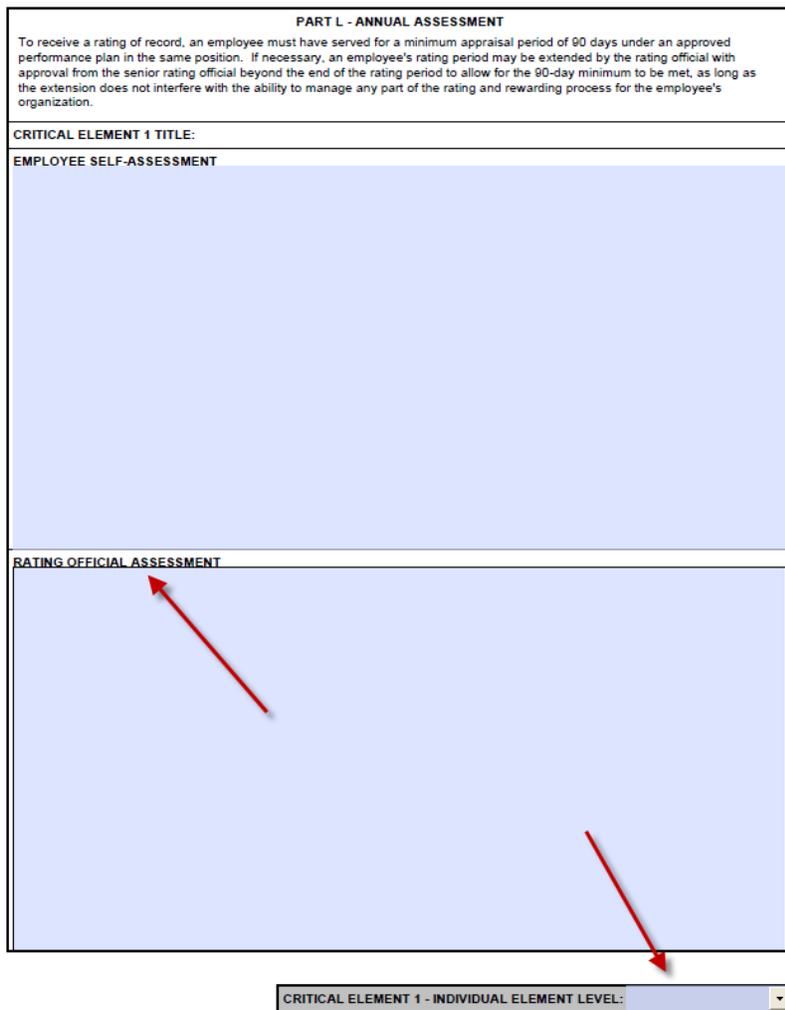
3. Employees should review their critical elements and their performance standards. Employees will need to address their progress toward these objectives during the period they have been working on them. The performance standards should be listed on the form in Part B, or are available [here](#).
4. Employee will then input their self assessment under Part L (starting on page 11) in the appropriate block (marked below) for each critical element:

<b>PART L - ANNUAL ASSESSMENT</b>	
To receive a rating of record, an employee must have served for a minimum appraisal period of 90 days under an approved performance plan in the same position. If necessary, an employee's rating period may be extended by the rating official with approval from the senior rating official beyond the end of the rating period to allow for the 90-day minimum to be met, as long as the extension does not interfere with the ability to manage any part of the rating and rewarding process for the employee's organization.	
<b>CRITICAL ELEMENT 1 TITLE:</b>	
<b>EMPLOYEE SELF-ASSESSMENT</b>	
	
<b>RATING OFFICIAL ASSESSMENT</b>	
	

5. Once done, employee should save appraisal form with a new file name and e-mail to their rating official for their input.
6. Rating Official should repeat steps 1-3 above.

7. Rating official will then input their self assessment under Part I in the appropriate block (marked below) for each critical element:

PART L - ANNUAL ASSESSMENT	
To receive a rating of record, an employee must have served for a minimum appraisal period of 90 days under an approved performance plan in the same position. If necessary, an employee's rating period may be extended by the rating official with approval from the senior rating official beyond the end of the rating period to allow for the 90-day minimum to be met, as long as the extension does not interfere with the ability to manage any part of the rating and rewarding process for the employee's organization.	
CRITICAL ELEMENT 1 TITLE:	
EMPLOYEE SELF-ASSESSMENT	
RATING OFFICIAL ASSESSMENT	
CRITICAL ELEMENT 1 - INDIVIDUAL ELEMENT LEVEL: <input type="text"/>	



8. Rating officials should rate employee on each critical element as “Acceptable” or “Unacceptable” using the drop down at the bottom of each page based on the performance standards.
9. Once the rating official has completed their appraisals they should save the form under a different name and move to Parts M and N on page 16.

- In Part M, verify the individual element level ratings have carried over, and input the final rating of record.

SECTION 2 - RATING OF RECORD		
PART M - ANNUAL PERFORMANCE RATING OF RECORD		
CRITICAL ELEMENT	CRITICAL ELEMENT TITLE	INDIVIDUAL ELEMENT LEVEL
1		
2		
3		
4		
5		Acceptable
RATING OF RECORD (If any one critical element is assigned "Unacceptable," then input "Unacceptable." Otherwise, input "Acceptable.")		Acceptable
PART N - ANNUAL APPRAISAL DOCUMENTATION		
MEANS OF DELIVERY (Enter date under method used)	a. FACE-TO-FACE	b. TELEPHONE c. OTHER (Explain):
2.a. PRINTED NAME OF RATING OFFICIAL (Last, First, Middle Initial)	b. SIGNATURE	
c. TITLE AND ORGANIZATION	d. DATE	
3.a. PRINTED NAME OF SENIOR RATING OFFICIAL (Last, First, Middle Initial)	b. SIGNATURE	
c. TITLE AND ORGANIZATION	d. DATE	
4.a. SIGNATURE OF EMPLOYEE (Receipt acknowledged. Signature does not indicate agreement or disagreement.)	b. DATE	
PART O - COMMAND USE		

- In Part N, rating official should complete 2a, 2c, and 2d.
- Once completed the RO should click the red arrow (block 2b) and then click "Sign" in the pop up box that appears to electronically sign the form.
- Once signed, the RO should save the document and e-mail it to the Senior Rating Official for review.
- If the SRO agrees with the appraisal as written they will fill out blocks 3a, 3c, and 3d, and then sign the document as in step 12 above. If the SRO disagrees they should return the document to the RO for corrections.
- The SRO should turn the completed form in for PARB use. Once the PARB has determined the final award amounts, the RO will complete the rest of Part N after completing the performance conversation with the employee.

***If a Rating Official wishes to submit an award recommendation, they must also complete the "Recognition and Awards Form".***

[Recognition and Awards Form](#)  
[Form Instructions](#)