

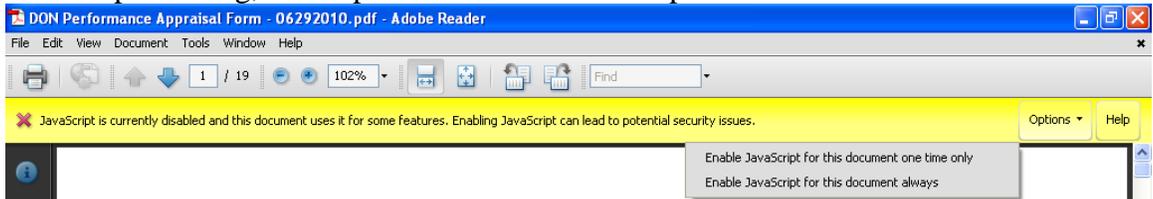
DON Interim Performance Management System (IPMS)

Completing a Closeout Assessment

A close-out assessment must be conducted when: (a) An employee completes a detail or temporary promotion of 120 days or longer under established critical elements; or (b) An employee changes positions, is promoted, or moves to a new agency/activity after being under established critical elements for a minimum of 90 days; or (c) The first-level supervisor leaves the position after the employee is under established critical elements for a minimum of 90 days. In this situation, the employee may continue under the same performance plan unless changed by the new supervisor. These assessments should be captured utilizing the DON Performance Appraisal Form.¹

No closeouts are to be done during the last 90 days of the performance cycle (between 3 July and 30 September). All appraisals during this period should be completed as annual appraisals.

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



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 (to be completed by Rating Official)			
I certify that the employee's position description (PD) is current and accurate. <input checked="" type="checkbox"/>			
2. MEANS OF DELIVERY (Enter date under method used)	a. FACE-TO-FACE Oct 21, 2010	b. TELEPHONE	c. OTHER (Explain):
3.a. PRINTED NAME OF RATING OFFICIAL (Last, First, Middle Initial) Harding, Kyle G		b. SIGNATURE Digitally signed by HARDING.KYLE.G.1393080031 Date: 2011.01.10 12:17:02 -05'00'	
c. TITLE AND ORGANIZATION Supervisory Management Analyst			d. DATE Oct 10, 2010
4.a. PRINTED NAME OF SENIOR RATING OFFICIAL (Last, First, Middle Initial) Harding, Kyle G		b. SIGNATURE Digitally signed by HARDING.KYLE.G.1393080031 Date: 2011.01.10 12:18:15 -05'00'	
c. TITLE AND ORGANIZATION Supervisory Management Analyst			d. DATE Oct 20, 2010
5.a. SIGNATURE OF EMPLOYEE (Receipt acknowledged. Signature does not indicate agreement or disagreement.) Digitally signed by HARDING.KYLE.G.1393080031 Date: 2011.01.10 12:28:53 -05'00'			b. DATE Oct 21, 2010

¹ These instructions utilize Version 3 of the IPMS form, which is the most recent. 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 consistent between all forms.

3. Employee 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.
4. Employee will then input their self assessment under Part I in the appropriate block (marked by the red box below) for each critical element:

PART I - CLOSE-OUT ASSESSMENT	
A close-out assessment must be conducted when: (a) An employee completes a detail or temporary promotion of 120 days or longer under established critical elements; or (b) An employee changes positions, is promoted, or moves to a new agency/activity after being under established critical elements for a minimum of 90 days; or (c) The first-level supervisor leaves the position after the employee is under established critical elements for a minimum of 90 days. In this situation, the employee may continue under the same performance plan unless changed by the new supervisor.	
CRITICAL ELEMENT 1 TITLE: Supervisory	
EMPLOYEE SELF-ASSESSMENT	
RATING OFFICIAL ASSESSMENT	

5. Once done, employee should save appraisal form with a new 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 by the red box below) for each critical element:

PART I - CLOSE-OUT ASSESSMENT	
A close-out assessment must be conducted when: (a) An employee completes a detail or temporary promotion of 120 days or longer under established critical elements; or (b) An employee changes positions, is promoted, or moves to a new agency/activity after being under established critical elements for a minimum of 90 days; or (c) The first-level supervisor leaves the position after the employee is under established critical elements for a minimum of 90 days. In this situation, the employee may continue under the same performance plan unless changed by the new supervisor.	
CRITICAL ELEMENT 1 TITLE: Supervisory	
EMPLOYEE SELF-ASSESSMENT	
RATING OFFICIAL ASSESSMENT	
CRITICAL ELEMENT 1 - INDIVIDUAL ELEMENT LEVEL: <input type="text" value=""/>	

8. Rating officials should rate employee on each critical element as “Acceptable” or “Unacceptable” using the drop down at the bottom of each page.

9. Once the rating official has completed their appraisals they should save the form under a different name and move to Part J.
10. Under Part J, rating official should complete 2a, 2c, and 2d as below:

PART J - CLOSE-OUT RATING DOCUMENTATION			
1. 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		
Harding, Kyle G	[Red Arrow]		
c. TITLE AND ORGANIZATION			d. DATE
Supervisory Management Analyst, CNIC HQ			Jan 10, 2011
3.a. PRINTED NAME OF SENIOR RATING OFFICIAL (Last, First, Middle Initial)	b. SIGNATURE		
	[Red Arrow]		
c. TITLE AND ORGANIZATION			d. DATE
4.a. SIGNATURE OF EMPLOYEE (Receipt acknowledged. Signature does not indicate agreement or disagreement.)			b. DATE
[Red Arrow]			

11. 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.
12. Once signed, the RO should save the document and e-mail it to the Senior Rating Official for review.
13. If the SRO agrees with the appraisal as written he should fill out blocks 3a, 3c, and 3d, and then sign the document as in step 10 above. If the SRO disagrees he should return the document to the RO for corrections.
14. Once the RO and SRO have approved the document the rating official should provide employee with final appraisal (before departure to the maximum extent possible), and provide feedback on overall performance. This should be done in a face to face conversation when possible.
15. Rating official should note how closeout rating was delivered to the employee in block 1 by providing date under applicable method and if “Other” providing what method was used (e.g., US Mail).
16. Finally an electronic copy of the document should be sent to the employee for them to sign in Part J, 4.a. Their signature is only an acknowledgement that they have been notified of their appraisal; it does not signify agreement with its contents.
17. Once signed the employee should forward a copy of the newly signed document back to the RO. The employee, RO, and SRO should all maintain both paper and electronic copies of the final appraisal.
18. Final appraisals should be stored in the employee’s performance folder. When an employee is departing the organization, this folder must be sent to the servicing HRO so it may be transferred to the new activity.