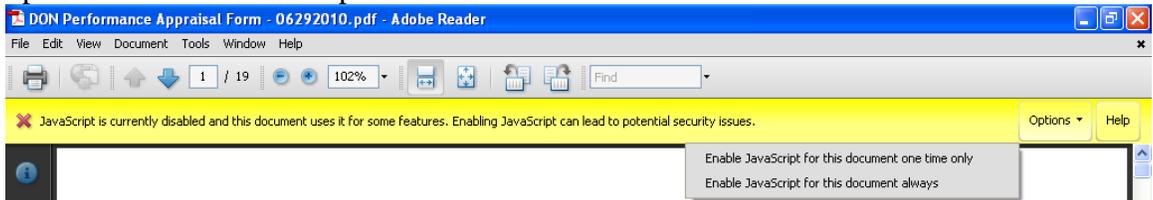


DON Interim Performance Management System (IPMS)

Adjusting Critical Elements & Reviewing Prior Versions

Employee's critical elements may be modified, added to, or removed as needed throughout the performance period, except within the last 90 days of the performance cycle. Reasons for changing critical elements may include (though are not limited to): conditions outside of an employee's control; complexity of assignment or available resources to complete assignment were underestimated; shift in organizational mission/priorities; adjustments to staffing structure; or the assignment of new additional responsibilities or projects. This document will assist in adjusting critical elements as well as checking prior signatures and reviewing the previously approved plan on the form.¹

1. Open the performance appraisal; if you receive a JavaScript warning, click options and select either option



2. Adjust "Part C – Critical Elements." Remember employees may have a maximum of 5 critical elements and a minimum of 2. The key requirement of a critical element is that it must be so important to the successful completion of an employee's job that unacceptable performance on any critical element would be cause to rank the employee's overall performance as unacceptable. Supervisors should also be mindful of the specific statutory requirements for certain occupational categories (e.g., auditors, acquisitions personnel, or those who handle classified materials), these requirements are laid out in Appendix B of the IPMS policy. Supervisors should utilize the supervisor critical element available in [Attachment A](#) of this document.
3. In Section D:
 - a. Rating Officials should review employee PD to ensure it remains current and accurate, particularly if additional duties/critical elements are being added. If the PD is no longer current and accurate, the supervisor should talk to their HRO to initiate a corrective personnel action.

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"/>

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.

- b. The Rating Official should adjust blocks 3a, 3c, and 3d, as applicable.

3.a. PRINTED NAME OF RATING OFFICIAL <i>(Last, First, Middle Initial)</i>		b. SIGNATURE	
			
c. TITLE AND ORGANIZATION			d. DATE

- c. To clear current signature, supervisor should right click existing signature, and select clear signature



- d. RO should click the red arrow (block 3b) and then click “Sign” in the pop up box that appears to electronically re-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 revised performance plan he should fill out blocks 4a, 4c, and 4d, as applicable, and then sign the document as in steps 3c-d for rating officials. If the SRO disagrees he should return the document to the RO for corrections.
 - Once the RO and SRO have approved the document the RO should notify the employee of their plan, the date of this should be documented in Block 2 (and method if other than face-to-face or telephone).

2. MEANS OF DELIVERY <i>(Enter date under method used)</i>	a. FACE-TO-FACE	b. TELEPHONE	c. OTHER <i>(Explain):</i>

- Finally an electronic copy of the document should be sent to the employee for them to date and then re-sign. Employee should follow same signature steps as 3c-d above. Employee signature is only an acknowledgement that they have been notified of their plan, it does not signify agreement with its contents.

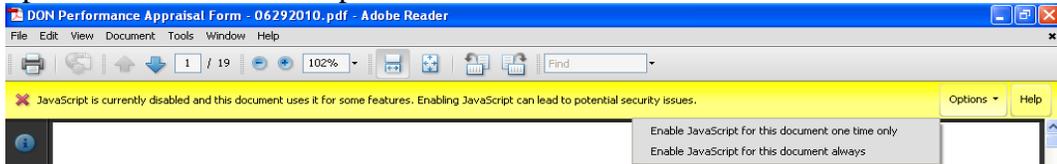
5.a. SIGNATURE OF EMPLOYEE <i>(Receipt acknowledged. Signature does not indicate agreement or disagreement.)</i>	b. DATE
	

- 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 performance plan.

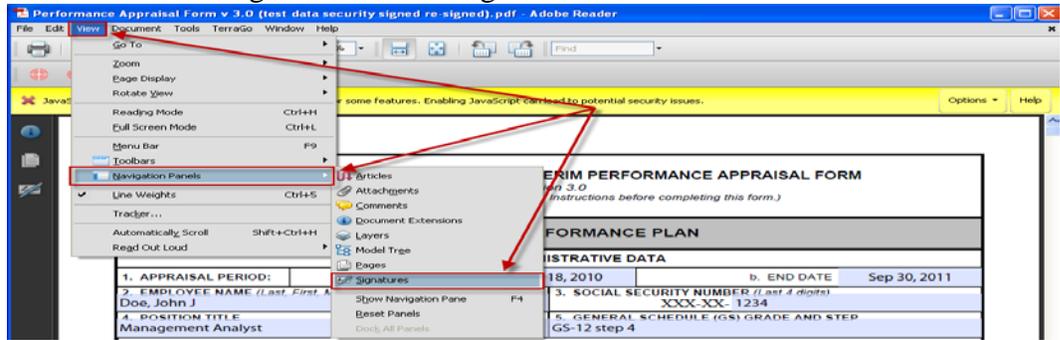
Review Prior Versions

A digitally signed pdf retains all prior signed versions of the document within the saved file. To review a prior version, as it existed when signed:

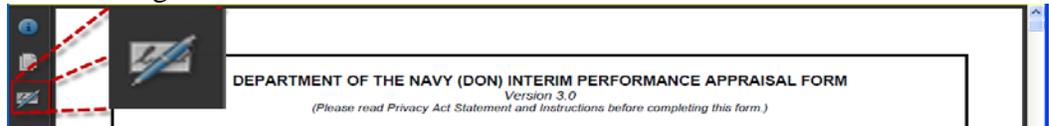
1. Open the performance appraisal; if you receive a JavaScript warning, click options and select either option



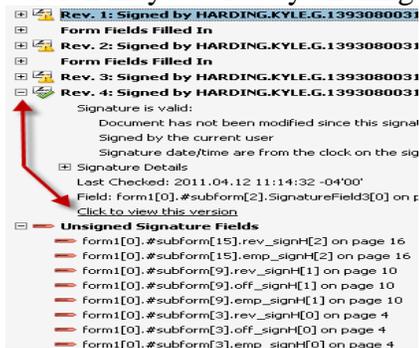
2. Enter the signature panel by either:
 - a. Click View > Navigation Panels > Signature



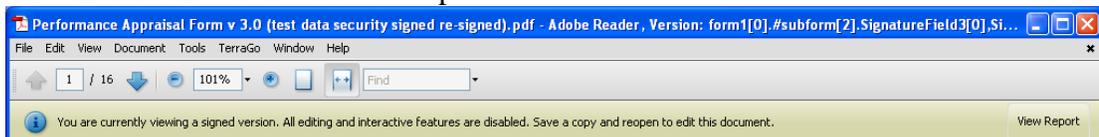
- b. Click the signature icon to the left of the document:



3. Expand the section for any signature block by clicking the plus sign. The signed version may be viewed by clicking the link that says "Click to view this version"



4. A new Adobe Reader window will open with the signed version. It should have a brownish notification bar at the top similar to the one below.



Supervisory Critical Element

All supervisors are required to have a supervisory critical element. This critical element should include at least the following:

“Manages an aligned, engaged, and high-performing team through leading by example and developing and executing a mission-aligned vision for the organization. Creates a positive, safe work environment that allows employees to excel. Upholds high standards of integrity and ethical behavior. Performs all supervisory duties including:

- Ensuring compliance with applicable laws, regulations, and policies including Merit System Principles and Prohibited Personnel Practices;
 - Effectively attracting and retaining a high-caliber workforce and acting in a responsible and timely manner on all steps in the recruitment and hiring process;
 - Providing opportunities for orientation and tools for enabling employees to successfully perform during the probationary period and beyond;
 - Ensuring that an Individual Developmental Plan (IDP) is drafted and in place for all employees annually;
 - Identifying current and future position requirements to ensure that recruitment is appropriately focused and timely;
 - Completing all performance management tasks in a timely manner including clearly communicating performance expectations throughout the appraisal period, holding employees accountable, making meaningful distinctions in performance and rewarding excellent performance, promoting employee development and training, and promptly addressing performance and conduct issues ;
 - Acting as a good steward of public funds;
 - Maintaining a safe work environment and promptly addressing allegations of noncompliance;
- Ensuring that Equal Employment Opportunity (EEO) principles are adhered to throughout the organization and promptly addressing allegation of discrimination, harassment and retaliation.”